



# West Coast College of TAFE



## ANNUAL REPORT 2001



[www.westcoast.wa.edu.au](http://www.westcoast.wa.edu.au)

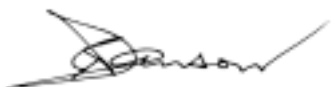


To Hon J C Kobelke BSc, DipEd, JP, MLA  
Minister for Consumer and Employment Protection; Training

20<sup>th</sup> Floor,  
197 St George's Terrace  
Perth, W.A .6000

In accordance with the requirements of Section 62 of the *Financial Administration and Audit Act 1985*, I hereby submit for your information and presentation to Parliament, the Annual Report of West Coast College of TAFE for the year ended 31 December 2001.

The Annual Report has been prepared in accordance with the provisions of the *Financial Administration and Audit Act 1985*.

A handwritten signature in black ink, appearing to read 'Ralph Dawson', with a stylized flourish at the end.

**RALPH DAWSON**  
Managing Director  
West Coast College of TAFE

28 February 2002

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## Section A Overview

### ONE College Strategic Directions

#### MISSION

To provide quality Vocational Education and Training products and services to meet the needs and expectations of our clients.

#### VISION

To be recognised as a world class provider of Vocational Education and Training through innovation, enterprise and leadership.

#### VALUES

Equity, integrity and quality.

#### KEY RESULT AREA 1

##### CUSTOMERS AND STAKEHOLDERS

The College anticipates and meets the evolving requirements of its customers and stakeholders.

##### OBJECTIVES

- Acquire and utilise information on market trends, emerging markets and evolving customer needs and expectations.
- Meet customer expectations.
- Develop partnerships and alliances with major clients and stakeholders.

#### KEY RESULT AREA 2

##### PRODUCTS AND SERVICES

The College ensures its products and services are in demand in the market.

##### OBJECTIVES

- Ensure products and services are relevant to the market place.
- Meet quality standards.
- Develop programs to meet emerging and niche markets.

#### KEY RESULT AREA 3

##### WEST COAST COLLEGE STAFF

The College makes optimum use of the talent and expertise of each staff member.

##### OBJECTIVES

- Provide opportunities for all staff to develop their talents and expertise.
- Optimise the application of staff talents and expertise.
- Develop strategies to equip staff to readily adapt to change in their work environment.

#### KEY RESULT AREA 4

##### FINANCIAL SECURITY

The College maximises the profitability and investment of its resources.

##### OBJECTIVES

- Achieve profitability in all business activities.
- Achieve growth.
- Maximise return on investments.
- Continually improve systems and processes associated with resource allocation and monitoring.



## TWO College Highlights

### Profile Achievement

In 2001, the College achieved 100.1% of its profile, which maintains the college as one of the most consistent performers in the system in the past five years.

The College has worked hard to maintain its targets by field promotion and additional delivery in emerging study areas.

### Research

West Coast College staff delivered eight papers at the national "Spotlight on the Provider" Conference held in March, which covered the work of staff in training development projects like online learning and professional development.

The College was successful in winning Science and Technology Innovation funds to implement a project working with the Chemistry Centre of WA. The project titled "Your number's up – Improving the quality and reliability of numbers" involved investigating the analytical uncertainties in key selected methods.

The College was also successful in winning three new contracts late in the year to develop online learning materials (toolboxes) through tenders let by ANTA. Although part of the funding for these projects was received in 2001 the bulk will occur in 2002.

### Events

In July 2001, the Infotronics Centre was launched at the Joondalup Campus and showcased a number of initiatives including new programs in Call Centre Training, E Business, Skills Recognition and Information Technology traineeships.

Also in July, the College hosted a Disabilities Services Seminar at the Joondalup Campus that attracted participants from around the State.

As part of the Festival of Joondalup, the College hosted a Jazz concert, held on the forecourt of the Canteen area at Joondalup Campus.

The College was also involved in two Careers Expos, on the 28<sup>th</sup> July and the 3<sup>rd</sup> and 4<sup>th</sup> August 2001. The first of these was the ECU EXPO on the 28<sup>th</sup> July organised by Edith Cowan University, but supported by West Coast College and the WA Police Academy. This proved very successful as the College was able to strongly promote its Community Services and Health programs along with other study areas.

### New Initiatives

Substantial work has been done in developing a new course to facilitate delivery of nursing training. This initiative came about from the action of Governing Council member John Bollig and proposes a working relationship with the Swan Cottages of Care organisation in Bentley of which Dr Bollig is a Board member.

Several new programs were developed including Security Installation in Electrical at Balga Campus and expanded Call Centre training at Joondalup Campus.

### College Restructure

In 2001, the College underwent a major restructure and seven new Academic Management portfolios were implemented. These are:

- Building Services,
- Construction Technology,
- Diversity & Equity,
- Hospitality Tourism & Culture,
- Business & Personal Services,
- Infotronics, and
- Community Services & Health.

These portfolios report through two Directors of Training Services (down from three campus Directors) to the Director Academic Development.

Managers were appointed to each of the portfolios, and undertook an induction/training program. To support the Portfolio Managers, a number of Head of Program positions were created and filled, and each Manager has an Administration Officer to coordinate administrative functions.

The changes to the academic management structure have moved the college from a campus-based administrative model to an industry-grouping model, which focuses more on our industry and community clients.

Restructuring of the campus administration was the second phase of a strategic process to move the College's management model to a more efficient and customer focused footing.

The new administrative structure embraced centralised management of facilities and student services. The major change was the abolishment of three Campus Manager positions, replaced by a Manager of Student Services.

The process of implementing the change in structure and procedures are well advanced and expected to be completed early in the New Year.

The Financial Services branch was restructured with the creation of a Director of Finance position. New processes were put in place to improve all aspects of the financial and accounting operations of the College. As a result, a significant improvement in the management of the College's financial operations occurred.

The Director Resources position that has been vacant for several years was abolished and replaced with a Director of Business Support Services. This position directs the delivery of:

- Corporate Planning,
- Human Resources,
- Information Management,
- Quality Assurance, and
- Student Services.

## Section A Overview

### Customer Satisfaction

The College achieved excellent results for all categories in its internal customer satisfaction survey conducted throughout 2001. The total sample size was in the region of 11,000 students with a response rate of 79%. This is an increase of 1,000 students surveyed over 2000. The satisfaction results are displayed in Table 1. Administrative services experienced the greatest improvement with a 3% increase over 2000. Teaching has been the College's strongest category over the years with a satisfaction rate of 95% and above.

Table 1 % Of Students Satisfied

	1999	2000	2001
Teaching	95	96	95
Content	90	91	91
Administration	91	89	92
Facilities	88	88	89
Meeting Needs	93	92	93
Overall	94	94	94

### THREE Student Highlights

#### Awards

The WA Apprentice Cook of the Year Competition was held at Challenger TAFE on the 13<sup>th</sup> May 2001.

Ten finalists represented West Coast College with four students winning one gold, two silver and one bronze medal. The medallists were also judged in an overall category, of which West Coast College students won silver and bronze medals.

In August 2001, the Salon Culinaire competition was held, showcasing the performance ability of WA chefs, pastry chefs, apprentices and a range of other hospitality professions.

West Coast College students won numerous awards in the various competition categories and claimed an impressive seventeen medals overall.

### Scholarship

The West Coast College Student Scholarship Scheme was introduced in 1993 to acknowledge commitment to study, and involvement in the community through sporting and cultural activities.

The Scholarship Scheme is extremely important to the College in facilitating a strong working relationship with local industry, community, business and government organisations who support the scheme.



Table 2

WEST COAST COLLEGE SCHOLARSHIP WINNERS 2001		
SPONSORS	WINNERS	PROGRAM AREA
City of Stirling	Candice Shemeld Chequita Zwartkruis Florin Crisan Allan White Renee Lothian Trien Tran Monique Depierre	Hospitality Children's Services Plumbing & Gasfitting Tourism Hospitality Tourism/Business Studies Small Business Management
WA Group Training Scheme	Corinna Dewar	Wall & Floor Tiling
Rotary Club of Karrinyup	Clayton Bishop	Electronics
Community Newspapers	Joel Richardson Norbert Drage	Information Technology Multimedia
City of Joondalup	Christopher Glossop Adrienne Saunders	Information Technology Accounting
Roberti's Upholstery	Bradley Christian	Upholstery
City of Wanneroo	Grant Osborne	Environmental Studies
Commonwealth Bank of Australia	Cynthia Larson	Business Studies
Joondalup Resorts International Pty Ltd	Melanie Fowler	Hospitality
Northbridge Rotary Club	Leah Appleton	Tourism
Jan Brennan Memorial	Wendy Russell	Children's Services
Soroptimist International of Joondalup	Julia Deane	Children's Services
Zonta Club of Perth Northern Suburbs Inc	Sarah Pizzey	Community Services
Rendezvous Observation City Hotel	Matthew Tucker	Hospitality
The West Australian Newspaper	Garth McNeil	Information Technology
Stirling Business Association	Rachael Price	Business Studies

Scholarships are offered to all students undertaking Award courses at the College on either a full-time or part-time basis, and includes school-leavers and mature-age students.

Through the generosity and commitment of our sponsors, 184 students have received scholarships since the scheme commenced. The scholarships have provided an opportunity for these students to pursue their training goals and fulfil their career ambitions.

Many of the College's sponsors have supported the scheme every year since its inception and a number of them sponsor multiple scholarships. A presentation ceremony is held in March each year and all sponsors are invited to attend and share the evening with the successful students.

## FOUR Staff Highlights

### Managing Director's Award for Team Excellence

In 2001, the College initiated the Managing Director's Award for Team Excellence, which is to recognise entrepreneurial, innovative or enterprising activities that bring significant benefit or recognition to the College.

Nominations were received for the following achievements:

- The Diversity and Equity team established the Ngala Miya Centre, "Our Place" for aboriginal students at Balga campus.
- The Diversity and Equity team also implemented innovative and specialised marketing strategies within the DETYA/LANT program, which has been recognised by DETYA as "Best Practice" in Australia.
- The Hospitality and Tourism team combined core and elective units from the Tourism Training Package, which allowed students to achieve six Certificate III awards in their first year, and three Diploma awards at the end of their second year.
- The Call Centre team negotiated an arrangement with Lifelong Learning, which enabled students to access their call centre during off-peak periods, for hands-on training. The high cost of establishing a dedicated training facility was one of the biggest barriers to on-campus operations and the arrangement with Lifelong Learning overcame this.
- In association with the Unity of the First People of Australia and the WA Police Service, Training Solutions developed a skills preparation course for young indigenous applicants to the WA Police Academy. The course was designed to prepare them physically and mentally for the entrance tests.

- The Learning Support Unit of Community Services, Health and Science introduced a pilot project to deliver a learning strategies module through three workshops to assist with developing students to become self-directed, life long learners. This was highly successful and resulted in all newly enrolled students at Joondalup Campus participating in these workshops.

The winning team will be announced at a special gathering of the nominees in late February 2002, and formally recognised at the Employee of the Year presentation.

### Employee of the Month/Year

The College instituted an Employee of the Month program in 1997 to acknowledge outstanding contributions of staff. Any staff member can nominate an employee for the Employee of the Month award. A special committee, established by the College, reviews applications monthly.

The selected employees receive an award and also have an opportunity to win the Employee of the Year Award. The winners are shown in Table 3.

Jill Loughridge was the Employee of the Year for 2000. Jill initially won the Employee of the Month in April 2000 for coordinating the highly successful National Child Care Conference. Jill is a key member of the Children's Services team and a popular employee across the College.



Table 3

THE EMPLOYEES OF THE MONTH FOR 2001	
<b>January:</b> Coralie Morrissey	Portfolio Manager, Community Services, Health & Science, Carine Campus
<b>February:</b> Thuan Geh	Manager Corporate Planning, Directorate
<b>March:</b> Nicole Warrick	Lecturer, Community Services, Health & Science, Joondalup Campus
<b>April:</b> Debra-Ann Allen	Traineeship Coordinator, Business Studies, Balga Campus
<b>May:</b> Gavin Neilson	Lecturer, LANT Program, West Coast Training Solutions
<b>June:</b> Russell Coad	Manager, Campus Services, Balga Campus
<b>July:</b> Jill Rowse	Personal Assistant, Infotronics, Joondalup Campus
<b>August:</b> Malcolm Wood David Fleay	Lecturer, Electrical, Balga Campus Lecturer, Electrical, Balga Campus
<b>September:</b> Elvina Schmidt	Administration Assistant, Ngala Miya, Balga Campus
<b>October:</b> Adele Newton	A/HOP, Diversity & Equity, Balga Campus
<b>November:</b> Maurice O'Reilly	Coordinator DETYA/LANT Program, Balga Campus
<b>December:</b> Keryn Saunders	A/Data Administrator, Directorate
<b>EMPLOYEE OF THE YEAR 2000</b>	
Jill Loughridge	Lecturer, Children's Services, Joondalup Campus

### FIVE Statement from the Chair of the Governing Council

The appointment of Mr Ralph Dawson as Managing Director of West Coast College in 2001, after two successful years acting in the position, was warmly welcomed by both College staff and Governing Council members. It also ensured that the year started on a positive note.

During the year, Governing Council members and College Executive staff were very pleased to have an opportunity to meet with the new Minister for Training, the Hon John Kobelke MLA, at the Joondalup Campus.

Concerns were raised with the Minister about the future operations of the College under a funding regime which is based on achieving efficiencies whilst accommodating cost and salary increases and a wide range of reforms and changes to training delivery all of which are impacting adversely on the College's limited resources.

Attachment two of the Annual Report is a schedule of forward estimates for 2003 and 2004.

The Governing Council acknowledges and appreciates the continuing commitment of all College staff to the difficult task of implementing the reforms and efficiencies necessary to ensure that College operations are contained within the budget estimates approved by the Minister.

Council members also recognise the significant outcomes and achievements by West Coast College and the TAFE system in general in the past five years and they have reflected on whether the value of TAFE services is fully appreciated by governments and the community as the funding for TAFE colleges does not appear to be equitable when compared with the resources made available to other tertiary education sectors.

This year we farewelled Mr Francis Zhu whose overseas business commitments meant that he could no longer continue with his membership of Governing Council. I thank Francis for his contribution to the College.

I would like to sincerely thank Governing Council members and College staff for their dedication and contribution to the College in the past year.

All Governing Council members look forward to working with the College staff again in 2002 and to achieving further growth and recognition for the College.



A handwritten signature in blue ink that reads "Terry Tyzack".

**TERRY TYZACK**  
Chair, Governing Council

28 February 2002





## SIX Governing Council Members

In 2001, the Governing Council consisted of a Chair, a Deputy Chair, and seven members appointed by the Minister, and in addition, the Managing Director of the College.



### MR TERRY TYZACK, CHAIR

Mr Tyzack is the Property Manager at Perth College, Mr Tyzack uses his experience as an

Architect/Builder to maintain and develop the Colleges physical infrastructure. Mr Tyzack has served as a Stirling City Councillor for over 20 years and represents metropolitan local government on the Western Australian Planning Commission.



### PROFESSOR LEONIE STILL, DEPUTY CHAIR

Professor Still is Director of the Centre for Women and Business and a

Professorial Fellow in the Graduate School of Management (UWA). Her working experience covers manufacturing, retailing, Commonwealth and State Public Service, and academia.

Professor Still has had extensive experience in management at both senior and executive levels and has been a Director and Chair of a number of Boards.



### MR ANGUS SLATER

Mr Slater is Director of Engineering and Operations for Channel 9 Perth and holds

qualifications in electronic engineering and management studies.

With more than 30 years experience in broadcasting and television, Mr Slater is a technical consultant to a number of training organisations



### DR JOHN BOLLIG

Mr Bollig is a consulting Town Planner and Architect with additional

interests in management and ownership of private and public

companies. He is a graduate of Cologne, Curtin and Colombia Universities with Bachelor Degrees in Architecture, Science and Town Planning, and with Masters and Doctorate Degrees in Environmental Science and Town Planning. Dr Bollig serves in an advisory capacity and as a member on various Government and Private Councils, Boards and Committees.



### MR KEITH LINGARD

A Fellow of the Institute of Chartered Accountants. Mr Lingard's experience, locally and internationally,

includes significant expertise in the provision of external and internal auditing and due diligence consulting assignments for both the public and private sectors.



### MR FRANCIS ZHU

Francis Zhu is a former stockbroker, and investment and merchant banker. Mr Zhu migrated

to Australia in 1986 and maintains business interests in Singapore and Malaysia.

Presently he spends most of his time in Kuala Lumpur, Malaysia, re-organising and expanding the activities of the Professional Golf Ranges Driving Range.



### MS JAN STEWART

As CEO of the Lotteries Commission, Ms Stewart is responsible for the management of the

Commission's lottery business, which has a \$455 million turnover, as well as overseeing its community funding which now totals over \$134 million annually. Ms Stewart chairs the Asia Pacific Lottery Association and has broad involvement in a range of community activities.



### MS DEBORAH WHITE

Ms White is a partner of a national law firm, practicing in the areas of risk management,

discrimination, trade practices, and commercial and industrial litigation. A UWA graduate with a Bachelor of Jurisprudence, Bachelor of Law, and Master of Law, Ms White was admitted to practice in 1986.



### MRS ANN WILLIS

Mrs Ann Willis, Business Manager of Peter Moyes Anglican Community School, and played a

key role in successfully developing the new school. Mrs Willis has a Masters in Business Administration from Aston University in the United Kingdom, and has more than 20 years experience in strategic planning and management, particularly **in the education sector.**



### MR RALPH DAWSON

Ralph Dawson's State Public Service career spans 34 years and includes experience in

administration, investigations and legislative compliance, industrial relations, training administration, corporate management and as Chairman of a statutory authority.

Currently Managing Director of West Coast College of TAFE, Mr Dawson has been a member of the College executive team for the past nine years.

## Section A Overview

SEVEN

### Organisational Structure Of West Coast College of TAFE (as at 31 December 2001)

<b>The Government of Western Australia</b>	MINISTER FOR TRAINING The Hon John Kobelke MLA	
<b>Governing Council</b>	CHAIR: T Tyzack	MEMBERS Professor L Still (Deputy Chair), A Slater, Dr J Bollig, K Lingard, F Zhu, J Stewart, D White, A Willis, R Dawson (Managing Director)
<b>Managing Director</b>	Ralph Dawson	MANAGER Corporate Communications: M Toohey
<b>Director Academic Development</b>	G Hawke	
<b>Director Training Services A</b>	G Black	PORTFOLIO MANAGERS Building Services Technology: T Banton, Construction Technology: A Davis, Diversity & Equity: R Whitaker, Hospitality & Tourism: R Jones
<b>Director Training Services B</b>	D Ryan	
<b>Director Research &amp; Development</b>	M Watson	PORTFOLIO MANAGERS Business & Personal Services: P Linnane, Community Services Health & Science: C Morrissey, Infotronics: T Strickland, Librarians: L Davis, J Stevenson, F Whalley
<b>A/Director Resources</b>	K Wong	MANAGERS Curriculum & Traineeship Services: P Whitley, Research & Development: R Sharma, West Coast Online: A Clark,
<b>Director Commercial &amp; International</b>	P Cornish	MANAGERS Accounting Services: N Speca, Contracts & Facilities: S Longley, Corporate Planning: T Geh, Human Resources: G Dhillon, Information Systems: G Walters, Management Accounting: A Hughes, Student Services: R Coad
		MANAGERS International Students: H Jones, West Coast AMES: S Economou, West Coast Corporate: M Dwyer, West Coast Lifelong Learning: H Beresford, West Coast Total Training Strategies: G Howell, West Coast Training Solutions: J Riatti



#### MEMBERS OF THE EXECUTIVE BOARD:

(Left to right) – Kuan Wong, Sandra Economou, Ralph Dawson (Managing Director), David Ryan, Gordon Black, Geoff Hawke, Moira Watson, Peter Cornish (Not Pictured – Margaret Toohey).

## EIGHT Managing Director's Report

2001 has been a challenging but very successful year for West Coast College, during which the College has:

- Met profile delivery targets, grown profile business and maintained strong student satisfaction levels.
- Continued involvement in a broad range of innovative and entrepreneurial initiatives.
- Restructured the academic management of the College to create seven centres of specialisation focusing on industry and community clients.
- Implemented changes to the Campus administration structures to offer improved services to students and customers.
- Rationalised some commercial services and improved a number of key corporate support functions.
- Operated within a tight financial framework to reduce expenditure and achieve efficiencies within overall operations.

During the year the College delivered approximately three million student contact hours of profile training, meeting its target and once again increasing its targeted delivery.

Since 1997 the College has consistently increased its profile services, growing from 2.6 million to 3 million SCH, and as importantly has responded to new emerging industries by developing and implementing new training programs.

Two examples of new services implemented during the year are Security System Installation and Call Centre training.

Whilst commercial business remains a strong part of the College's overall operations the decline in the economy has had an impact and resulted in a reduction in fee-for-service business. The College still achieved over \$11m in fee-for-service business and maintains its position as the TAFE College in WA delivering services to the largest number of students, totalling in excess of 40,000 customers.

It is pleasing to report that the student satisfaction survey for 2001 has confirmed an increase in satisfaction from 79% in 2000 to 86% in 2001. More pleasing is the fact that the percentage of students who were "very satisfied" with the College's services increased from 28% to 34%.

2001 has been a year of significant organisational change during which time we have put in place new management structures and established portfolios of specialisation which group existing study areas in order to more effectively respond to students, industry and community clients.

The new portfolios are:

- Infotronics
- Building Services
- Construction Technology
- Diversity and Equity
- Hospitality, Tourism and Culture
- Business and Personal Services
- Community Services and Health

One of the critical changes in the management structure supporting these centres is the creation of "Head of Program" officers, which are lecturing positions allocated time and an allowance to support Portfolio Managers in the operational management of the study areas.

This change has been a deliberate strategy on the College's part to give more ownership to lecturing staff and involvement in the decision making processes of the College.

Part of the College's vision is to deliver services through innovation and leadership and during the year we have continued to develop and implement programs and projects that reflect that ideal.

Some outstanding examples include:

- Winning three Australian National Training Authority (ANTA) contracts to develop training package implementation toolkits.

The College has a strong reputation for producing high quality learning materials particularly involving "online" learning, and it is pleasing that these projects are being conducted in collaboration with the Department of Training's WestOne Services.

West Coast is also moving quickly to integrate these learning materials in delivery methodologies within the College.

- A Science and Technology innovation project titled "Your Numbers Up" which involved working collaboratively with the WA Chemical Laboratories Centre to investigate the analytical uncertainties in key selected methods used at the chemistry centre.
- The College was a major contributor to ANTA's "Spotlight on the Provider" conference held in Perth in March, at which staff members delivered eight separate papers covering staff development and learning material development projects.

## Section A Overview

- Various VET research projects, several of which have been funded by the National Centre for Vocational Education Research (NCVER).
- During the year the College established a new centre supporting indigenous students at our Balga Campus. The centre, known as "Ngala Miya" which means "Our Place", has created a more relaxing, welcoming and comfortable environment for students to learn and communicate whilst on campus.
- In the International Year of the Volunteer, the College's Adult Migrant Education Service (AMES) played an important role through its home tutor, conversation tutor and volunteer teacher aides programs.

AMES works with over 600 tutors and during the year provided training to 95 home tutors and 106 conversation tutors, all of whom do an incredible job in helping adult migrants to assimilate into our community.

- College students in various study areas continue to win awards for excellence which reflect the high standard of learning support they receive from College lecturing staff. Some examples include:
  - Workskills Australia medal winners in Construction Trades from Balga Campus.
  - Hospitality Industry award winners in Cooking and Cake Decorating from the Carine Campus.
  - Clothing industry design awards for students in Clothing and Apparel at the Carine Campus.
- The College's Student Scholarship Program, which is a collaborative project with support from local

industry and community organisations, continues as a strong part of the College's ethos to support worthy students with 24 students receiving financial support to undertake studies during the year.

2001 has been a highly successful year, and a year of transition in which College structures and processes have changed to respond to the increasing and ever changing needs of our students, industry and community clients.

In 2002 we face the immediate challenge of meeting the new Australian Quality Training Framework (AQTF) standards.

The College will be one of the first College's in the State and Australia to undergo a validation process in order to meet accreditation under AQTF and we have accepted this challenge with excitement and determination.

Our intention is to respond to the new AQTF standards not just as a compliance measure but as a vehicle to improve the quality of all our services to students and clients.

The success of the College in 2001 during a period of significant transition is a testament to the professionalism and dedication of all its staff.

During the year the College, through its Employee of the Month award program, again recognised the achievement of excellence by a number of staff members. This very important recognition scheme has been expanded to establish for the first time a Managing Director's Award for Team Excellence.

More information about the winners of the Employee of the Month and the nominees for Team Excellence are included in this report.

Finally, I want to acknowledge the very strong support of the members of the College's Governing Council who have, through their individual skills and expertise, been of enormous support to me and the College's dedicated management team.



**RALPH DAWSON**  
Managing Director

January 2002



## NINE Public Sector Standards and Ethical Codes

The College has developed policies and procedures reflecting the compliance requirements of the Public Sector Standards in Human Resource Management, the Public Sector Code of Ethics and the College's Code of Conduct. These are available to all staff.

West Coast College has distributed policy manuals containing its HR policies to all managers and supervisors. The manuals have been updated reflecting all of the compliance requirements of the standards. Policies relating to recruitment, selection and appointment, transfer, secondment, temporary deployment and grievance resolution have been made available to staff through the College Intranet.

Responsibility for compliance with the Standards and ethical codes of conduct are described on the job description forms of the Director – Business Support Services and Manager – Human Resources.

West Coast College of TAFE released its Code of Conduct and Ethics in September 1998. The code of conduct and ethics is presently being reviewed for release in February 2002. The College staff consultative committees were consulted to review and evaluate the existing code of conduct and ethics. The staff consultative process will determine methods of monitoring and reporting compliance in addition to allocating responsibility for compliance with the Code.

Awareness of the Codes and Standards is maintained by discussion with staff at meetings, email messages and articles in a monthly newsletter. Briefings for staff in the Code of Conduct and Ethics continue to take place through the College's staff development programme.



"In the administration of West Coast College of TAFE, I have complied with the Public Sector Standards in Human Resource Management, the WA Public Sector Code of Ethics and our Code of Conduct.

I have put in place procedures designed to ensure such compliance and conducted appropriate internal assessments to satisfy myself that the statement made above is correct.

The applications made for breach of standards review and the corresponding outcomes for the reporting period are:

Number lodged [Zero]  
Number of Breaches found [Zero]  
Number still under review [Zero]"

**RALPH DAWSON**  
Managing Director  
January 2002

## Section B Output Measures and Report on Operations

### ONE Output Measures

The following output measures are reported in the College's Annual Report in accordance with Treasurer's Instruction 904. The measures are consistent with those contained in the Consolidated Fund Expenditure Estimates for the WA Department of Training. The College targets for 2001 were set by the College Executive.

#### MEASURE 1: STUDENT CURRICULUM HOURS (SCH).

Quantity: Total Student Curriculum Hours Delivered (SCH)

Table 4

1997 Achieved	1998 Achieved	1999 Achieved	2000 Achieved	2001 Target	2001 Achieved
4,097,701	4,068,621	4,054,300	4,328,564	4,220,000	4,467,454

The College exceeded its target by 247,454 SCH. This represents an increase of 138,890 SCH when compared to 2001 achievement. The increase is mainly attributed to the achievement in the Non-profile area.

Quantity: Profile

Table 5

1997 Achieved	1998 Achieved	1999 Achieved	2000 Achieved	2001 Target	2001 Achieved
2,635,392	2,816,665	2,859,544	3,062,067	2,940,000	2,978,580

The College achieved 2,978,580 SCH, which exceeds the 2001 target by 1.3% (38,580 SCH). This compares favourably with the achievement of the set target with previous years. The achieved SCH is slightly lower than 2000.

Quantity: Non-Profile

Table 6

1997 Achieved	1998 Achieved	1999 Achieved	2000 Achieved	2001 Target	2001 Achieved
1,462,309	1,251,956	1,194,756	1,266,497	1,280,000	1,488,874

The non-profile area consists of activities related to the Adult Migrant Education Service (AMES) programs, Adult Community Education (ACE) delivery, Tendered courses and Commercial courses. The achievement for 2001 exceeded the set target by 14.1%. The increase is mainly attributed to Commercial activities. There was a 15% increase in achieved SCH over 2000.

#### MEASURE 2: QUALITY; STUDENT SATISFACTION.

Table 7

1997 Achieved	1998 Achieved	1999 Achieved	2000 Achieved	2001 Target	2001 Achieved
81%	82%	83%	80%	82%	86%

On behalf of the Colleges, the WA Department of Training contracted Market Equity to conduct the Student Satisfaction survey. Colleges participated in quality improvement of the survey processes. The achieved rate of 86% is significantly higher than the target rate of 82%. It also compares favourably to the result achieved in 2000 (80%). More pleasing was the higher rate of Very Satisfied increasing from 28% in 2000 to 34% in 2001.

**MEASURE 3: QUALITY; SUCCESSFUL TRAINING- COMPLETIONS (MODULE LOAD COMPLETION RATE).**

The Module Load Completion Rate (MLCR) measures the successful completion of each module whereas the Module Completion Output Rate (MLOR) includes students who withdrew from the module but successfully gained employment related to their field of study. The College has exceeded most of the 2001 Target levels.

**Table 8**

	<b>WADTE Industry Group Description</b>	<b>1997 MLCR Achieved</b>	<b>1998 MLCR Achieved</b>	<b>1999 MLOR Achieved</b>	<b>2000 MLOR Achieved</b>	<b>2001 MLOR Target</b>	<b>2001 MLOR Achieved</b>
01A	Recreational Sports & Entertainment	69.9%	82.0%	76.8%	80.6%	74%	78.1%
01B	Visual and Performing Arts	76.8%	79.7%	77.1%	76.5%	75%	79.0%
01C	Design		100.0%				
02A	Automotive	85.9%	100.0%	100.0%	97.3%	80%	86.7%
03A	Building & Construction	75.8%	64.7%	82.4%	72.5%	71%	77.9%
03B	Surveying and Building	67.6%	83.2%	81.1%	77.6%	70%	72.4%
04A	Community Service Workers	86.4%	92.2%	86.3%	80.4%	80%	82.3%
04B	Education and Childcare	69.1%	68.4%	75.7%	73.7%	71%	74.5%
04C	Health	68.3%	89.9%	90.1%	90.7%	80%	86.3%
04D	Library Workers	100.0%	71.4%				
05A	Finance Property Service Workers	51.0%	60.4%	92.9%	86.3%	75%	78.5%
06A	Food Trades and Processing			92.3%	87.5%	79%	79.9%
07A	Clothing Footwear and Soft Furnishings	83.4%	95.2%	88.4%	69.9%	60%	72.0%
07B	Furniture Manufacture	86.6%	80.6%	77.9%	73.9%	75%	77.5%
08A	Communications						
08B	Printing & Publishing			38.7%	47.8%		
09A	Engineering and Drafting	82.9%	82.6%	82.6%	81.9%	74%	70.0%
09B	Metal and Mining	79.0%	82.0%	91.4%	84.2%	75%	79.7%
10A	Animal Care						
10B	Forestry, Farming and Landcare		41.2%				
10C	Fishing						
10D	Horticulture	81.5%	73.9%	67.9%	64.6%	65%	86.0%
11A	Process Manufacturing						
12A	Personal Services (Hairdressing)	66.8%	67.5%	85.7%	74.1%	75%	72.7%
12B	Retail	58.5%	65.8%	89.0%	81.1%	73%	73.2%
13A	Cooking	80.3%	66.2%	67.0%	70.1%	69%	68.5%
13B	Hospitality	61.6%	69.1%	75.8%	78.6%	75%	72.0%
13C	Tourism	37.3%	43.7%	60.3%	74.9%	65%	82.4%
13D	Travel Agents	37.4%	59.1%	92.9%			
14A	Transport Trades, Storage and Associated Trades			95.6%	62.8%	60%	74.6%
15A	Electrical and Electronic Engineering	57.4%	58.9%	56.9%	57.0%	55%	56.6%
15B	Electrical Trades	86.2%	68.1%	84.9%	79.6%	80%	85.3%
16A	Accounting and Other Business Services	47.0%	52.9%	63.0%	67.8%	65%	56.9%
16B	Management	63.7%	52.0%	62.2%	63.4%	65%	65.8%
16C	Office and Clerical	51.6%	48.2%	59.1%	65.9%	64%	76.3%
17A	Computing	51.1%	49.3%	59.4%	64.3%	67%	69.2%
18A	Science and Technical Workers	53.8%	49.6%	61.7%	59.3%	55%	64.7%
19A	Adult Community Education						
19B	Adult Literacy/ESL	26.3%	21.0%	28.3%	33.9%		39.3%
19C	Languages	77.5%	79.8%	69.5%	72.8%	67%	71.1%
19D	Miscellaneous	28.5%	51.5%	55.8%	50.6%	55%	61.0%
19E	Targeted Access & Participation Courses	66.9%	66.9%	62.7%	60.0%		76.9%

## Section B Output Measures and Report on Operations

### MEASURE 4: QUALITY; PROFILE SCH ACHIEVED.

**Table 9**

1997 Achieved	1998 Achieved	1999 Achieved	2000 Achieved	2001 Target	2001 Achieved
102.9%	103.5%	98.7%	105.0%	101.0%	100.1%

This measure provides the percentage of SCH achieved over the funded (DPA) SCH. The College achieved 100.1%. The College has achieved its profile target for four out of five years.

### MEASURE 5: TIMELINESS; DELIVERY AND PERFORMANCE AGREEMENT RECEIVED AND SIGNED OFF.

**Table 10**

1997 Achieved	1998 Achieved	1999 Achieved	2000 Achieved	2001 Target	2001 Achieved
-	December, 1998	January, 2000	February, 2001	January, 2002	December, 2001

The signing and stamping with the Common Seal of the Delivery and Performance Agreement was completed earlier than the target date.

### MEASURE 6: QUANTITY; COST OF DELIVERY.

#### Quantity; Cost per SCH for Aggregate College Delivery (SCH)

**Table 11**

1997 Achieved	1998 Achieved	1999 Achieved	2000 Achieved	2001 Target	2001 Achieved
\$10.12	\$10.53	\$11.47	\$11.09	\$11.20	\$10.55

The College achieved a lower cost per SCH than the target, and has achieved a reduction in cost per SCH each year since 1999. The 2001 cost per SCH of \$10.55 represents a 4.9% improvement in efficiency.

#### Quantity; Cost per SCH for Aggregate College Delivery (SCH) excluding non-SCH activities

**Table 12**

1997 Achieved	1998 Achieved	1999 Achieved	2000 Achieved	2001 Target	2001 Achieved
-	-	\$11.01	\$10.57	\$10.80	\$10.39

The College delivers a broad range of research, learning material development and other VET related programs which do not involve actual student delivery. It is therefore important to report on the cost per SCH excluding these operations. The cost per SCH achieved in 2001 was less than the 2001 target.



## TWO Organisational Performance

As a College management tool, targets for 2001 have also been set for other output measures. Review of actual achievement against targets will enable College Executive and the Governing Council to assess performance more appropriately. This also assists in meeting the requirements of QETO Standard 10 (Organisational Performance).

### MEASURE 1: QUALITY; GRADUATE EMPLOYMENT STATUS (% EMPLOYED).

Table 13

1997 Achieved	1998 Achieved	1999 Achieved	2000 Achieved	2001 Target	2001 Achieved
67%	72%	68%	74%	73%	67%

The 2001 results reflect the percentage employed of the 2000 graduates. The percentage employed is below the target by 6% and is believed to be a reflection of the fluctuation occurring in the economy and the labour market.

### MEASURE 2: QUALITY; GRADUATE SATISFACTION.

Table 14

1997 Achieved	1998 Achieved	1999 Achieved	2000 Achieved	2001 Target	2001 Achieved
83%	81%	84%	77%	78%	76%

There was a reduction in Graduate Satisfaction from 2000, however, the rate is comparable to the State result of 76%, and the National rate of 77%.

### MEASURE 3: QUANTITY; ACCESS & PARTICIPATION OF SPECIAL NEEDS GROUPS.

Table 15

1997 Achieved	1998 Achieved	1999 Achieved	2000 Achieved	2001 Target	2001 Achieved
6.7%	8.8%	14.7%	17.5%	17.5%	15.0%

The information was derived from the SCH achieved for Stream 2000 (profile only). The achievement is slightly lower than its target but the College maintained its high participation rate (15%).

### MEASURE 4: QUANTITY; PERCENTAGE OF NON-PROFILE (SCH)

Table 16

1997 Achieved	1998 Achieved	1999 Achieved	2000 Achieved	2001 Target	2001 Achieved
35.7%	30.8%	29.4%	29.3%	30.0%	33.3%

The target for 2001 was achieved.

### MEASURE 5: QUANTITY; PERCENTAGE OF REVENUE FROM SERVICES (\$).

Table 17

1997 Achieved	1998 Achieved	1999 Achieved	2000 Achieved	2001 Target	2001 Achieved
32.3%	34.5%	40.6%	41.1%	43.0%	37.1%

Revenue from services showed a significant drop compared to the target and the trend. The reduction was due to the cessation of a major contract for training administration in October following a change in policy on outsourcing. The reduction also reflects a downturn in the economy and resultant rationalisation of commercial operations.

## Section B Output Measures and Report on Operations

### THREE Report on Operations

The College's vision is to be a world-class provider of Vocational Education and Training through innovation, enterprise and leadership.

In 2001 the College continued to gain national and international recognition for its many innovative programs and projects. Overseas visitors are enthusiastic about West Coast's programs and facilities, and interstate visits generate regular enquiries about the College's development of flexible learning methodologies, research and development, and online learning materials.

West Coast College also continues to maintain national recognition for the quality of its research capacity through the excellent work of the Research and Development Division.

### RESOURCES

The Resources Division comprises Corporate Planning, Financial Services, Human Resources, Information Systems and Student Services. In 2001, the Resources Division successfully supported the implementation of the College restructure. Some of the highlights for each of the branches are as follows:

#### Corporate Planning

- The College Management Information System (CMIS) Image 81 was implemented.
- The formal external (BVQI) Quality Audit was undertaken and the College successfully retained its Quality Accreditation under QETO and ISO standards.
- The Strategic Directions 2002-2006 plan was developed through Strategic Planning workshops conducted mid-year.

#### Information Systems

- A review of IT infrastructure was completed for the replacement of capital equipment.
- Executive Information Systems (EIS) enhancements to financial, CMIS and human resources processes were implemented. Information and training programs were conducted for all directors and managers.
- Student Internet access was converted from ISDN to Frame Relay and significant upgrades were applied to address performance and access across the College.

#### Financial Services

- The Financial Services Directorate was established and became a separate Division on the 1<sup>st</sup> June 2001.
- Timely and accurate monthly financial reporting was produced and made available on the Executive Information System (EIS) under the new procedures developed by the branch.
- Actions taken to address the issue of outstanding debts have resulted in a substantial reduction of accounts owing in excess of ninety days.

#### Student Results Centre

- Implementation of the in-house production of Certificates and Diplomas.

#### Human Resources

- The ability for applicants to access job information and applications was made available on the Internet.
- The development and approval of the first phase of the campus restructure was completed.

### ACADEMIC DEVELOPMENT

Academic Development is comprised of two Training Services Divisions and the Research and Development Division.

A major achievement for the Academic Development Division was the completion and implementation of the new Portfolio Management Structure, Heads of Programs structure, the Administrative Officers structure and the changeover of the cost centres and staffing.

Another milestone achieved this year was the restructuring of the Research and Development Division. The Division now has three distinct branches; Delivery Development, Capability Development and Resource Development.

#### Training Services Divisions

The seven new Portfolio Structures are:

- Building Services,
- Construction Technology,
- Diversity & Equity,
- Hospitality Tourism & Culture,
- Business & Personal Services,
- Infotonics, and
- Community Services & Health.

Some of the major highlights include:

- Completion of a study into the building of an Aboriginal Centre at Whiteman Park.
- The signing of a Memorandum of Understanding between West Coast College and Adecco, which involved Adecco employing Hospitality industry trainees while West Coast provided the training.
- Winning one gold, two silver and one bronze medal in the WA Apprentice Cook of the Year Competition.

- Winning nine medals between three West Coast students at the National Apprentice of the Year competition for apprentice chefs, including the best team overall prize. Student Jason Meakin was awarded the National Apprentice of the Year.
- The delivery of four industry-specific tenders by the Diversity and Equity group which generated revenue of \$191,000. The area also generated revenue of \$700,000 from the Department of Employment Training and Youth Affairs (DETYA) Literacy and Numeracy Training program.
- The completion of a major Live Works project by the Building Studies area for the Town of Vincent, generating \$88,000 revenue.
- Successful completion of a pilot school based traineeship program, the first of its kind in the Building and Construction Industry, in partnership with the Master Builders' Association.
- A joint venture between West Coast College, Job Employment Training and Stirling Job Link generating \$50,000 revenue for the Business area. This initiative was on a commercial basis, involving the long term unemployed. The area also generated \$24,000 revenue for the fee-for-service Police Preparation course.
- The establishment of the West Coast Infotronics Centre.
- The development of skills recognition in the workplace framework in Aged Care, addressing skills gaps through external studies.

## Research and Development

This Division was established in 2001 with the amalgamation of QRD Consulting, West Coast Online, Courseware Development Unit, Curriculum Services and the Traineeship and Tendering Unit.

Research and Development has secured funding for numerous projects throughout the year. Some of the major highlights include:

- Securing funding of \$726,675 for the development of three Australian National Training Authority (ANTA) toolboxes in collaboration with WestOne Services: Sold! The Virtual Realty Toolbox, Hot Wired Electrotechnology Toolbox and Serve You Right – Certificate III Telecommunications (Call Centre Toolbox).
- Securing two contracts to a value of \$273,154 for the 'Your Number's Up – Improving the Quality and Reliability of Numbers' from the Department of Training and 'Resources to Support the Implementation of Training Packages – Electrotechnology' from ANTA.
- The Retail Toolbox being signed off by the ANTA project managers. It was the first toolbox to be signed off nationally, indicating that West Coast was the only developer in Australia to complete on time and within the budget.
- Successful completion of the NCVER project on 'Extent of Online Usage in VET Sector' in collaboration with Chisholm Institute and Monash University.
- Securing three Reframing the Future projects for enhancing organisational learning and establishing Communities of Practice.

- Strengthening of linkages with industry such as Co-operative Bulk Handling, Water Corporation and Building and Construction Industry Training Fund projects.
- The attainment of four ANTA LearnScope projects by West Coast Online. These were: It's Not a Game, Implementing Cybertots, Volunteers Online and Implementing Online Learning.
- A successful bid for the Department of Training and Youth Affairs 2001 ANTA Adult Literacy Innovative Project 'Jump on the Cyber Bandwagon'. The field was very competitive with only twelve applications receiving funding out of the one hundred and fourteen received.
- The New Apprenticeship Centre, which is subcontracted by the Chamber of Commerce and Industry, signed up 371 trainees.
- The Traineeship Centre signed up 385 trainees, with the main intake being in the areas of: Retail Operations, General Construction, Call Centre, Business & Office Administration, Children's Services and Warehousing.



## Section B Output Measures and Report on Operations

- Under the VET in Schools Program West Coast College had auspicing arrangements with 19 schools and 1,793 students across a number of subjects including: Hospitality, Furnishing, Business Studies, Engineering, General Studies and Information Technology.
- The Curriculum Centre completed six rounds of Curriculum Area Group meetings in the areas of: Building, Construction & Surveying; Electrical Trades; Community Services, Education & Children's Services; Furniture; Wholesale, Retail and Personal Services and Adult Literacy/ESL. Three Curriculum Management Board Meetings were also held in 2001 to oversee the operations of the Curriculum Centre.

### COMMERCIAL AND INTERNATIONAL

The Commercial and International Division is comprised of West Coast Training Solutions, West Coast Total Training Strategies, West Coast International, West Coast Adult Migrant Education, West Coast Lifelong Learning and the Stirling Regional Business Centre. Major highlights for the Division include:

- The finalisation of the Advanced English for Migrants Program contract with the Department of Training and Youth Affairs (DETYA) worth \$467,000.
- The conclusion of agreements between the Workplace English Language and Literacy (WELL) program and a number of industries, worth \$720,000.
- In association with the Unity of the First People of Australia and the WA Police Academy, Training Solutions developed a skills preparation course for young indigenous applicants to the WA Police Academy. The course was designed to prepare them mentally and physically for the entrance tests.

- The introduction of fifty new overseas students to the College, bringing the total number to seventy. The College developed a strong pastoral care, accommodation and support program in 2001. This program helped the overseas students to settle into the college and into their new home of Perth.
- The commencement of a Frontline Management program for twenty supervisors/managers at B Digital. The program was customised to reflect the requirements of the ever-growing Call Centre Industry.
- Winning a suite of three Department of Training Professional Development Support Program projects to the value of \$30,000 by West Coast Adult Migrant Education. The projects covered the provision of professional development for casual lecturers in computer technology. This included teaching methods to help clients from Ethiopia, Sudan, Iraq and Afghanistan to acquire English language skills, and teacher training in the most up-to-date second language assessment tools.
- A second two-year, \$1 million contract to deliver the Special Preparatory and Home Tutor Scheme Enhancements Programs was awarded to West Coast Adult Migrant Education Service following a successful submission and completion of a national research project to evaluate the benefits of the program.
- West Coast Adult Migrant Education celebrated the International Year of Volunteers 2001 with several functions to acknowledge the valuable contribution made by volunteer tutors. The Home Tutor Scheme won funding of \$3,000 from Family and Community Services to host a picnic for volunteers and students. Tutors who had served the scheme for long periods-up to 22 years-were awarded certificates by the Managing Director at a morning tea at Joondalup. Two tutors were presented with Difference Awards from the Office of the Premier, one tutor received a Rotary Award, and another a Senior Award for Community Service.
- Adult Migrant Education Services successfully attained an Adult Literacy Innovative Project valued at \$40,000. The project covered the production of a training video to assist Culturally and Linguistically Diverse Indigenous and other VET learners with their resume, selection criteria and interview process.
- Management of a Small Business Incubator at the Carine Campus. The Small Business Incubator is managed by the College as a community service obligation and provides office space and other support to approximately fifty new small businesses which are in the early stages of operation as a business.
- West Coast Lifelong Learning successfully negotiated a delivery arrangement with the City of Stirling, as well as with the Joondalup Campus Call Centre. The latter arrangement enabled students to access the call centre's systems for hands-on training. This arrangement encouraged optimal use of the College's resources and equipment.
- Relocation of the West Coast Adult Migrant Education Service's city operations to custom designed premises in Victoria Avenue, Perth in January 2001 has resulted in a greatly improved student satisfaction rating on facilities. The premises have been designed to offer a fully integrated set of services on one site.



## Section C Compliance Reporting

### ONE Accountable Officer

The Accountable Officer for West Coast College of TAFE is Mr Ralph Dawson, the Managing Director of West Coast College.

### TWO Enabling Legislation

North Metropolitan College, now West Coast College was established under the Vocational Education and Training Act 1996.

### THREE Legislation Impacting on the College

In the performance of its functions the College complies with the following:

- Electoral Act 1907
- Industrial Relations Act 1979
- Worker's Compensation and Rehabilitation Act 1981
- Occupational Safety and Health Act 1984
- Equal Opportunity Act 1984
- Financial Administration and Audit Act 1985
- Government Employees Superannuation Act 1987
- State Supply Commission Act 1991
- Disability Services Act 1993
- Workplace Agreement Act 1993
- Minimum Conditions of Employment Act 1993
- Public Sector Management Act 1994

### FOUR Staffing

In 2001, 133 positions were advertised and filled, as compared to 188 in 2000. Table 18 indicates the number of people and Full Time Equivalents (FTEs) providing both administrative and program delivery in each location of the College for 2001 with 2000 data accompanying. This does not include casual employees engaged in teaching or administration.

Table 18

Number of people and full time equivalents (FTE'S) providing administrative and program delivery in each location of the college for 2001.

	ADMINISTRATION				PROGRAM DELIVERY				TOTAL			
	PEOPLE		FTE		PEOPLE		FTE		PEOPLE		FTE	
	2000	2001	2000	2001	2000	2001	2000	2001	2000	2001	2000	2001
Balga	16	16	14.80	15.0	157	160	145.82	149.07	173	176	160.62	164.07
Carine	16	15	14.29	13.3	88	82	77.15	72.62	104	97	91.44	85.92
Joondalup	15	15	12.40	12.0	80	76	70.54	67.31	95	91	82.94	79.31
Directorate	101	107	95.73	101.53	-	-	-	-	101	107	95.73	101.53
West Coast AMES	16	24	14.07	20.58	65	45	51.43	38.66	81	69	65.50	59.24
West Coast Commercial	37	41	34.76	39.33	35	35	29.78	32.41	72	76	64.54	71.74
Total	201	218	186.05	201.74	425	398	374.72	360.07	626	616	560.77	561.81

An employee satisfaction survey was conducted by MARKETSHARE in September 2001. The overall satisfaction result for West Coast College was 64.9%, which is a decrease on the 2000 result of 73.3%.



### FIVE Occupational Safety and Health

West Coast College of TAFE complies with the Occupational Safety and Health Act 1984. The College has implemented an Injury Management Program to assist in the early return to work of injured staff members following a work related accident. The successful rehabilitation of staff members injured in the workplace has always been, and will continue to remain, a major focus of the College's ongoing commitment to Occupational Safety & Health.

Table 19

Occupational Safety & Health Performance Indicators 2000 & 2001

Factor	2000	2001
Average No. of Estimated Days Lost	7.45	9.88
Premium	\$141,214	\$130,830
Rehabilitation Success rate	100%	100%
No. of Estimated Days Lost	149	168
No. of Claims	20	17
Premium Contribution Rate	0.53	0.49

## Section C Compliance Reporting

Forty-nine accidents were reported in 2001 involving staff and students. Seventeen resulted in a Worker's Compensation claim, thirty five required medical attention, eight needed first aid and six required no attention.

Compared to 2000, this represents a small reduction in the number of recorded accidents involving staff, students, contractors and visitors to the workplace.

Although a slight increase is recorded in the number of accidents involving persons requiring medical attention and those requiring First Aid, the numbers requiring no medical treatment or first aid has reduced.

### SIX Customer Focus

The provision of College-focused Client Service functions in 2001 ensured that its operations reflect the College values of equity, integrity and quality to its clients.

The College Student Scholarship Scheme, sponsored by Local Government and Industry, was again well supported in 2001, awarding 24 full and part time scholarships to students from a wide variety of study areas.



The Client Liaison Program continued to expand the School on Campus Programs. This initiative is building strong links with future West Coast College of TAFE students and providing an opportunity for College academic staff to have direct contact with these students.

The College was invited to participate in 12 Career and School Expos with approx 4,200 information packs distributed over the year. A total of 58 presentations and 17 Campus tours addressed over 4,500 high school students, and parents.

### SEVEN Evaluation of Programs

The Vocational Education and Training Act 1996 requires the College to provide Vocational Education and Training consistent with the College Training Profile.

The College is therefore required to meet the profile and other requirements, as specified in the Delivery and Performance Agreement entered into with the WA Department of Training. The College met its obligations under the agreement.

West Coast College has continued to survey its clients through a number of mechanisms such as the Module Evaluation Survey. The survey is aimed at obtaining direct feedback from customers in accordance with College policy.

### EIGHT Freedom of Information

The College responded to a number of requests for information during the year but there were no formal requests for information. Advice about the (FOI) process can be obtained from the FOI Coordinator on 9233 1154.

### NINE Disability Services

West Coast College continues to be committed to providing a quality service for students with disabilities, in line with the College's community focus and the legal requirements of the Disability Discrimination Act (1993) and Western Australian Equal Opportunity Amendment Act (1998).



In line with the Department of Training's commitment to the retention of students with disabilities, West Coast College of TAFE's 2001 Disabilities Plan has employed strategies that will achieve this outcome. These strategies have proved very successful with the College showing a large increase in the number of students with disabilities who have completed courses in 2001.

West Coast College of TAFE is also dedicated to ensuring that all staff are aware of the needs of students with disabilities. In 2001, a staff training package was created and implemented with monthly workshops so that staff can understand both "direct" and "indirect" discrimination and how they can best meet the needs of students with disabilities. At the request of the Department of Training, West Coast College has provided this training to staff at other Colleges. Staff feedback on the training has been very positive.

In 2001 West Coast College of TAFE has provided services and resources to students with disabilities and also to students who are linguistically diverse.

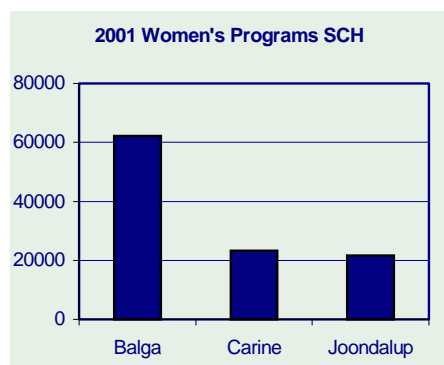
This has included providing services, support and software to make the Call Centre course accessible for students with vision impairment. Creating a tutorial support system for students with learning disabilities and providing funding for support staff in a number of courses targeting students with disabilities or linguistic diversity has also proven successful.

Throughout 2001 student feedback on Disability Services has been actively encouraged. This feedback has been analysed and the services altered where necessary to reflect the thoughts and needs of the clients it serves.

### TEN Women's Programs

The College delivered the full range of courses including, Certificate I of New Opportunities for Women, Certificate I of New Opportunities for Migrant Women, Certificate I of Challenges and Choices for Young Women and Certificate II of Women into Technology. The Certificate I of New Opportunities for Senior Women (Over 55) was successfully piloted at Balga Campus. A total of 107,010 SCH was delivered. Access to courses was enhanced by delivery from several community venues as well as from the three campuses. Figure 1 illustrates the spread of delivery across venues.

Figure 1



During 2001, Women's Programs established collaborative delivery with EDWA, with the Certificate I of Challenges and Choices for Young Women.

Surveys carried out showed that 90% of students completing Women's Programs' courses at the College, articulated to further training and/or gained employment.

During 2002 the Certificate I of New Opportunities for Senior Women will be delivered at all three College Campuses. Provision of this program is aligned to the State Government's policy to improve seniors' access to education, training and employment.

### ELEVEN Equal Employment Opportunity (EEO)

West Coast College has continued to meet its obligations to staff in relation to the range of equity-based legislative and public sector management requirements. The College continues to deliver staff development training in cultural diversity and ethics as part of its induction program.

The College also initiated an employee survey in November 2000 which reviewed human resource processes, ethical practices and EEO compliance. The survey was administered in conjunction with the Office of the Public Sector Standards Commissioner. A similar survey was conducted in November 1998.

The survey results confirmed that College staff viewed all areas identified in relation to EEO, HR and ethical practices, positively, and in most cases, better than the wider public service sample. The survey further reiterated that the College has a strong ethical climate.

The results of the survey also provided the College with reliable data to assist in developing and implementing policy and procedures that promote equal opportunity principles in all College processes.

Table 20 highlights the Equal Opportunity and Diversity data in relation to the WA public service. Information was obtained from the College human resource database and from the Office of Equal Employment Opportunity of the Public Service Standards Commission.

Table 20

Equal Opportunity and Diversity data in relation to the WA public service.

MEASURE 1B EQUAL OPPORTUNITY AND DIVERSITY	Public Service 2000	West Coast College 2000	Public Service 2001	West Coast College 2001
All Employees – Female	60.50%	60.10%	61.00%	59.40%
Female above \$54493 salary	-	40.80%	38.00%	43%
Female in Mgt (Tier 3 and above)	34%	33%	33.00%	42%
People from non-English speaking background	4.30%	6.61%	4.30%	7.70%
ATSI	1.70%	0.62%	2.10%	0.50%
People with Disability	1.10%	0.91%	2.00%	1.00%

## Section C Compliance Reporting

### TWELVE Trade Practices Act

In 2001 there were no reported breaches of the Trade Practices Act within the College.

The College has been actively engaged in the promotion of the Act to all Managers and Directors. Knott Gunning has been employed to deliver training on compliance issues and refresher courses have again been planned for 2002. Other plans that have been put into place include the creation of a checklist for all contracts to ensure compliance and the need to report on a regular basis to the College Quality Council.

### THIRTEEN Interests in Contracts

Mr Keith Lingard, a member of the Governing Council, is a partner in Messrs Stanton and Partners who have been appointed to provide internal audits and management advice to the College.

The appointment of Stanton and Partners was made through the official public tender process conducted by the Department of Industry and Technology, Housing and Works, and was based on a value-for-money assessment.

No other senior officers are known to have any interest in any current or proposed contract within the college.



### FOURTEEN Pricing Policy

The college as a statutory, publicly funded VET provider, adheres to the policy guidelines contained in the document, Fees and Charges for Publicly Funded VET Providers and Programs in 2001, published by the WA Department of Training.

### FIFTEEN Electoral Act

Pursuant to the requirements of section 175ZE of the Electoral Act 1907 the following expenditures were incurred by or on behalf of the College as shown in the Table below.

Table 21

Expenditure for Advertising and Media Organisations

CLASS OF ORGANISATION	TOTAL EXPENDITURE IN 2001	AMOUNTS WERE PAID TO THE FOLLOWING ORGANISATIONS
Advertising Agencies Organisations	\$90,873	Concept Media Curtin Print & Design MarketForce Productions
Media Advertising Organisations	\$232,758	Compac Marketing Curtin Print & Design Edwards Media MarketForce Productions Promark Promotions WA Local Business Directory West Australian Newspapers
Market Research Organisations	Nil	
Polling Organisations	Nil	
Direct Mail Organisations	Nil	



## SIXTEEN Risk Management

West Coast College continued to meet its legislative requirements by progressively developing its risk management policies in accordance with Treasury Instruction 109.

The Risk Management Policy and Risk Management Manual are being reviewed to incorporate College restructures.

Reviews of Risk Treatment Plans during the year indicate initial plans have been implemented successfully.

## SEVENTEEN Youth Initiatives

A total of 1,800 students from nineteen public and independent schools were enrolled at West Coast College through VET in Schools in 2001. Students were enrolled in Hospitality, Business, Information Technology, Building, Furniture, General Studies and Health and Community Services.

A large number of schools auspiced in several areas. Hospitality had 532 VET students enrolled and Business the next largest enrolment with 343 students.

The total revenue to the College for VET in Schools in 2001 was \$40,085. All students received a Statement of Attainment from West Coast College thereby reinforcing the place of the College in the community.

Programs delivered at Balga Campus were the Certificate I CCYW and a CGEA Alternative Learning Program for Youth. At Joondalup, Certificate I CCYW and Certificate in Gaining a Leading Edge (GALE) were delivered. The total number of youth participating totalled 130, generating 22,300 SCH.

The ALP program at Balga, via special WADT "Building Diversity" funding employed a Youth Worker to provide specialised support and mentoring to "Youth at Risk" studying in the program.

The specialised Youth Programs were successful in achieving their main aims of providing a second chance for Youth at Risk and to get back on track, attain Year 10 equivalent and articulate to further training and/or employment.

The Joondalup Campus of West Coast College of TAFE is a flexible-learning environment. The most successful students are those who are self-directed learners, continuously developing awareness of their learning styles and using strategies that adapt the learning experience to suit their personal needs.

Students enrolled at West Coast College of TAFE, in particular young adults, are required to attend a series of Learning Strategies workshops. These workshops improve students ability to motivate themselves, accelerate learning, understand and communicate with others, plan and manage time, retain and remember information and even cope with assessments. Students will be able to apply these techniques not only to their TAFE course but also to further studies, work environments and everyday life.

The Learning Strategies workshops included:

- Identifying Individual Learning Styles
- Generating Motivation
- How Intelligence Works
- Accelerated Learning Techniques
- Enhancing Memory
- Self-Directed Learning

Table 22 displays the percentage of male and female students enrolled in profile courses that are between the ages of sixteen and twenty-four. It is evident that a very high percentage of the College's profile students are within this age group and trends indicate a 7% increase over 1999. Trends also indicate that the male population in 2001 has increased slightly over 1999 and 2000, and remains higher than the female population.

Table 22  
% Of students aged between 16 and 24.

Profile Students Aged Between 16-24	1999	2000	2001
Male	48%	51%	53%
Female	42%	46%	44%
Total	90%	97%	97%



**TERRY TYZACK**  
Chair of the Governing Council  
28 February 2002

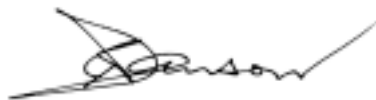
## Section D Key Performance Indicators

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We hereby certify that the key performance indicators are based on proper records and fairly represent the performance of West Coast College of TAFE from the period 1 January 2001 to 31 December 2001.



**TERRY TYZACK**  
Chair, Governing Council  
West Coast College of TAFE



**RALPH DAWSON**  
Managing Director  
West Coast College of TAFE

18 April 2002



## AUDITOR GENERAL

**To the Parliament of Western Australia**

**WEST COAST COLLEGE OF TAFE  
PERFORMANCE INDICATORS FOR THE YEAR ENDED DECEMBER 31, 2001**

**Scope**

I have audited the key effectiveness and efficiency performance indicators of the West Coast College of TAFE for the year ended December 31, 2001 under the provisions of the Financial Administration and Audit Act 1985.

The Governing Council is responsible for developing and maintaining proper records and systems for preparing and presenting performance indicators. I have conducted an audit of the key performance indicators in order to express an opinion on them to the Parliament as required by the Act. No opinion is expressed on the output measures of quantity, quality, timeliness and cost.

My audit was performed in accordance with section 79 of the Act to form an opinion based on a reasonable level of assurance. The audit procedures included examining, on a test basis, evidence supporting the amounts and other disclosures in the performance indicators, and assessing the relevance and appropriateness of the performance indicators in assisting users to assess the College's performance. These procedures have been undertaken to form an opinion as to whether, in all material respects, the performance indicators are relevant and appropriate having regard to their purpose and fairly represent the indicated performance.

The audit opinion expressed below has been formed on the above basis.

**Audit Opinion**

In my opinion, the key effectiveness and efficiency performance indicators of the West Coast College of TAFE are relevant and appropriate for assisting users to assess the College's performance and fairly represent the indicated performance for the year ended December 31, 2001.

A handwritten signature in blue ink, appearing to read 'D D R Pearson'.

D D R PEARSON  
AUDITOR GENERAL  
April 23, 2002

## Section D Key Performance Indicators

### Key Performance Indicators

#### DESIRED OUTCOME

To provide the optimum training and skills formation opportunities for industry, the community and individuals and deliver quality vocational education and training products and services through the College Training Profile and other self-supporting activities.

West College of TAFE has developed key performance indicators to report on profile and non-profile activities.

#### 1 EFFECTIVENESS INDICATORS

The effectiveness indicators measure student and graduate satisfaction, labour force status and access and participation levels. In 2001, three major student surveys were conducted to provide information on student and graduate satisfaction levels.

#### Student Satisfaction

Market Equity conducted a student satisfaction survey on behalf of the WA Department of Training in September 2001, with the draft summary of results being available in December 2001. The survey focused on the needs of employment based students and institution based students. Students were asked about their level of satisfaction with their courses, the quality of teaching, the delivery support and advisory services.

The Student Satisfaction performance indicator compares the number of very satisfied respondents with those who are satisfied, which is expressed as a proportion of the total survey respondents.

#### TAFE Student Outcomes (Graduate Destination) Survey

The aim of the national TAFE Student Outcomes Survey was to measure vocational education and training (VET) graduate employment, further study destinations and the opinions of the participants on the courses completed. The 2001 TAFE graduate destination survey results are published in the document, 2001 Student Outcomes Survey: Institute Report, November 2001 by the Australian National Training Authority (ANTA).

The 2001 survey was administered to West Coast College students who graduated in 2000. The 2001 survey included all 2000 TAFE College graduates of award courses of at least 200 hours or one semester in enrolment duration and who had an Australian address as their usual address.

Graduate Employment status was measured for each category (employed, unemployed and not in labour force) at a particular date, obtained by calculating the ratio of graduates in each category compared to total respondents and expressed as a percentage. It needs to be noted that the 2001 results were derived using the number of valid responses as the denominator. Comparative data have been re-calculated accordingly.

#### Internal Student Satisfaction Survey

The College conducted Module evaluation for 2001 as part of its quality improvement strategy. The evaluation is the responsibility of Managers and supported by the Corporate Planning Section. Regular reports are presented to the Quality Council.



## 1.1. Overall Student Satisfaction

### 1.1.a Student Satisfaction Rating (Profile and Tendered activities)

The College's 2001 Student Satisfaction showed a 6% increase when compared with 2000 (79.7%) and is similar to the State average. The survey included a sample of students who had undertaken a course of study in either first or second semester of 2001. The sampling error for WCC is +/- 2.06%. The response rate for Institution Based Students was 21% and for Employer Based Students was 18%.

**Table 23**

	<b>Satisfied</b>	<b>Very Satisfied</b>	<b>Total</b>
<b>1997 WCC</b>	56%	25%	81%
<b>1998 WCC</b>	57%	25%	82%
<b>1999 WCC</b>	54%	29%	83%
<b>2000 WCC</b>	-	-	80%
<b>2001 WCC</b>	53%	34%	87%
<b>2001 STATE</b>	53%	35%	88%

### 1.1.b Student Satisfaction Rating (non-profile)

Student satisfaction surveys for non-profile activities occurring within the Adult Migrant Education Service (AMES) and Fee-For-Service activities aim to assess student opinion on course content, organisation, presentation and teaching skills. The overall satisfaction rate has remained at a very high level since 1998. The response rate for AMES was 85% and 79% for Fee For Service activities.

**Table 24**

	<b>1998</b>	<b>1999</b>	<b>2000</b>	<b>2001</b>
<b>AMES</b>	94%	97%	97%	97%
<b>Fee-for-Service</b>	96%	97%	96%	96%

## 1.2 Graduate Employment Status

The proportion of graduates in employment is a Key Performance Indicator that shows the extent to which the college is providing relevant quality training programs. Providing graduates with relevant skills to enter the work force and/or retraining for employment, while also meeting industry needs, is a key objective of the College.

**Table 25**

	<b>Employed</b>	<b>Unemployed</b>	<b>Not in Labour force</b>
<b>1997</b>	67%	15%	18%
<b>1998</b>	72%	11%	17%
<b>1999</b>	68%	13%	19%
<b>2000</b>	74%	12%	14%
<b>2001</b>	67%	16%	17%
<b>2001 State</b>	68%	14%	18%
<b>2001 National</b>	73%	12%	15%

The 2001 TAFE Student Outcomes Survey report for the College indicated that

- the graduate employment rate for West Coast College was 67%, which is 1% lower than the rate for Western Australia (68%).
- the percentage of West Coast College of TAFE graduates who were employed showed a significant decrease of 7% over the 2000 results

In 2001, 2,331 graduates were surveyed and 1,004 responded, representing a 43.0% response rate which is similar to the State response rate of 44.9% (2001).

## Section D Key Performance Indicators

### 1.3 Graduate Satisfaction

Graduate satisfaction is a Key Performance Indicator that measures the extent to which West Coast College graduates had fully or partly achieved their main reason for undertaking the course, and is compared to the State and National averages.

**Table 26**

	West Coast College	Western Australia	Australia
<b>1997</b>	83%	81%	79%
<b>1998</b>	81%	81%	80%
<b>1999</b>	84%	82%	80%
<b>2000</b>	77%	79%	80%
<b>2001</b>	76%	76%	79%

The overall graduate satisfaction (wholly and partly achieved their main reason for doing the course) for West Coast College was 76%. This compares favourably with the Western Australian figure of 76% and National rate of 79%. The survey results indicated that the graduate satisfaction rate for West Coast College is similar to 2000 results.

### 1.4 Access & Participation SCH delivery levels

Access and participation courses provide general education and employment preparation for adults in the community and meet specific needs of indigenous people, women, Australians of diverse linguistic backgrounds and other special needs groups. This Key Performance Indicator for equity and access groups shows the level of SCH delivery and measures the extent to which the college is meeting the skills formation and training needs of special needs groups. The effectiveness measure includes profile and non-profile delivery activities.

The table below shows the percentage of Student Curriculum Hours delivered in access and participation through AMES, Adult Education and Stream 2001 (Access and Equity) courses of Total College Delivery.

**Table 27**

	AMES	AE Courses	Stream 2000 (Profile)	TOTAL
<b>1997</b>	23.1%	7.9%	7.2%	38.2%
<b>1998</b>	16.7%	6.8%	9.1%	32.6%
<b>1999</b>	17.2%	7.4%	14.7%	39.3%
<b>2000</b>	14.3%	5.9%	12.4%	32.6%
<b>2001</b>	16.7%	4.2%	10.0%	30.9%

### 1.5 Percentage of non-profiled activities against total College SCH

This indicator demonstrates the effectiveness of the College in meeting the training needs of industry, the community and individuals that are additional to the College Training Profile. The indicator also measures the effectiveness in attracting non-profile delivery funds from fee-for-service, tendered and Adult Community Education activities. The measure shows the percentage of non-profile SCH achieved compared to the total college SCH achieved for the past five years.

**Table 28**

	Profile	Non-Profile
<b>1997</b>	64.3%	35.7%
<b>1998</b>	69.2%	30.8%
<b>1999</b>	70.6%	29.4%
<b>2000</b>	70.7%	29.3%
<b>2001</b>	66.7%	33.3%

The SCH in the final census summary, which is derived from the Australian Vocational Education and Training Management Information Statistical Standard, (AVETMISS) files, has been adjusted to conform to the National One Attendance Rule.

Non-profile activities exclude any SCH contracted with the W A Department of Training through the Delivery and Performance Agreement. Non-profile delivery activities embrace the College Business activities covering: Adult Community Education, Fee-for-Service and activities conducted through the Adult Migrant Education Service contracted by the Department of Immigration and Multicultural Affairs (DIMA).

The College maintained a high component of non-profile activity despite maintaining a high level in profile delivery during the year.

### 1.6 Annual VET College Profile target achievement

The diversity of SCH delivery indicates the extent to which the College is required to meet the strategic training needs of the local community, training plans of the industry and individuals. This performance indicator shows the percentage of SCH achieved for profile funded activities as contracted with the WA Department of Training for vocational education and training delivery through the Delivery and Performance Agreement (DPA). The College continues to achieve delivery above the funded level.

### MEASURE A: PERCENTAGE OF ACHIEVED SCH AGAINST PROFILE DELIVERY

#### Profile SCH Achieved

Table 29

	<b>Planned SCH: (DPA Funded)</b>	<b>SCH Achieved (Census)</b>	<b>Achievement (%)</b>
<b>1997</b>	2,561,677	2,635,356	102.9%
<b>1998</b>	2,722,407	2,818,664	103.5%
<b>1999</b>	2,897,558	2,859,544	98.7%
<b>2000</b>	2,917,051	3,062,067	105.0%
<b>2001</b>	2,977,051	2,978,580	100.1%

## Section D Key Performance Indicators

### MEASURE B: PERCENTAGE OF ACHIEVED SCH AGAINST PROFILE DELIVERY BY W.A. DEPARTMENT OF TRAINING INDUSTRY GROUPS

#### Profiled Student Curriculum Hours by Purchasing Matrix Classification

Table 30

WADT Industry Group	WADTE Group Description	1997 Actual	1998 Actual	1999 Actual	2000 Actual	2001 DPA	2001 Actual
01A	Recreation Sports & Entertainment	31,389	44,427	42,498	61,659	47,928	54,668
01B	Visual and Performing Arts	122,826	101,158	82,808	71,808	72,352	53,698
01C	Design	-	4,060	-	-	-	-
02A	Automotive	8,800	5,604	5,874	5,382	3,456	5,068
03A	Building & Construction	338,589	391,029	381,656	358,222	338,464	348,877
03B	Surveying and Building	38,531	28,920	26,470	28,570	45,312	32,110
04A	Community Service Workers	128,503	157,642	139,030	152,056	138,010	167,857
04B	Education and Childcare	215,332	202,378	205,407	221,833	200,279	218,072
04C	Health	-	8,845	47,140	54,365	32,080	39,570
04D	Library Workers	427	119	-	-	-	-
05A	Finance Insurance Property Service Workers	10,952	27,109	33,928	40,808	69,968	58,431
06A	Food Trades and Processing	-	5,229	8,634	7,791	8,640	6,441
07A	Clothing Footwear and Soft Furnishings	16,820	11,596	15,102	20,027	12,720	18,989
07B	Furniture Manufacture	182,683	172,377	172,406	162,749	162,728	154,103
08A	Communications	-	-	-	-	-	-
08B	Printing & Publishing	-	-	8,510	4,313	-	-
09A	Engineering and Drafting	3,996	7,668	8,644	5,718	-	360
09B	Metal and Mining	23,481	17,113	14,983	15,038	27,416	18,595
10A	Animal Care	-	-	-	-	-	-
10B	Forestry, Farming and Landcare	-	19,970	-	-	-	-
10C	Fishing	-	-	-	-	-	-
10D	Horticulture	10,522	8,978	7,314	3,950	5,671	6,082
11A	Process Manufacturing	-	0	-	-	-	-
12A	Personal Services	21,809	57,400	47,447	63,796	58,188	64,170
12B	Retail	46,177	37,479	58,008	60,291	68,198	55,163
13A	Cooking	91,103	100,396	89,603	76,849	94,596	91,836
13B	Hospitality	144,515	121,356	125,592	116,801	115,000	116,742
13C	Tourism	68,498	82,827	79,497	104,116	79,619	81,053
13D	Travel Agents	10,835	5,043	240	-	-	-
14A	Transport Trades	-	7,300	5,733	30,532	42,000	34,335
15A	Electrical & Electronic Engineer	60,119	67,492	79,243	83,043	87,030	72,002
15B	Electrical Trades	146,281	173,716	130,981	123,584	107,784	116,636
16A	Accounting & Other Business Services	135,822	129,782	121,094	107,469	120,080	105,924
16B	Management	138,908	125,548	105,838	108,106	113,572	103,704
16C	Office and Clerical	111,420	78,497	87,774	79,719	108,311	98,485
17A	Computing	130,631	188,179	221,353	274,169	291,034	313,349
18A	Science & Technical Workers	61,307	52,896	64,615	69,697	88,832	70,873
19A	ACE	-	-	-	-	-	-
19B	Adult Literacy/ESL	180,897	271,546	291,553	365,258	267,079	296,306
19C	Languages	37,316	19,600	20,800	13,050	12,835	10,200
19D	Miscellaneous	960	7,944	37,039	57,291	43,372	51,085
19E	Targeted Access & Participation Courses	85,897	77,442	92,730	114,007	114,497	113,794
		<b>2,635,356</b>	<b>2,818,664</b>	<b>2,859,544</b>	<b>3,062,067</b>	<b>2,977,051</b>	<b>2,978,580</b>



The distribution of SCH is an effectiveness measure that indicates the extent to which the College is meeting its contractual obligations, as well as the training needs of the local community, individuals and industry. The College's SCH delivery is translated through a range of courses that directly align with purchasing matrix cells that represent occupational classifications.

The WA Department of Training Industry Group is a classification of courses based on the occupation or outcome the course is intended to serve.

## 2 EFFICIENCY INDICATORS

The efficiency indicator is a measure that shows the extent to which the College has officially delivered training as measured in student curriculum hours (SCH).

### 2.1 Overall Cost per SCH

#### 2.1.a Overall Cost per SCH for Aggregate College Delivery

The overall cost per SCH is an efficiency measure that shows the aggregate unit cost of delivery output per SCH, based on the delivery costs (Total Cost of Services) as detailed in the 2001 Financial Statements.

**A capital user charge of \$2,084,280 was incorporated in total expenditure for the first time in 2001 as required by Treasury. This has artificially inflated the total expenditure and cost per SCH to \$11.01.**

**The cost per SCH for comparison purposes, excluding the capital user charge is therefore \$10.55.**

Table 31

	Total Operating Expenses	Total SCH Delivered	Total Cost per SCH delivered
1997	-	-	\$10.12
1998	\$42,840,166	4,068,621	\$10.53
1999	\$46,520,462	4,054,300	\$11.47
2000	\$48,013,125	4,328,564	\$11.09
2001	\$47,115,643	4,467,454	\$10.55

#### 2.1 b Overall Cost per SCH excluding non-SCH generation programs

In evaluating the Aggregate Unit Cost of delivery for the College by comparative cost analysis with other training providers it is necessary to consider a range of underlying factors that can contribute to and affect associated delivery costs. West Coast College is involved in a number of training services which do not generate SCH such as Research and Development, On-line Technology and Stirling Incubator and Training Agreement Branch activities. The table below shows total expenditure after deducting all expenses incurred by non-delivery activities. The total cost per SCH delivered in 2001 excluding capital user charge is lower than that achieved in 2000.

Table 32

	Expenses Excluding non-SCH program costs	Total SCH Delivered	Total Cost per SCH delivered
2000	\$45,745,552	4,328,564	\$10.57
2001	\$46,417,525	4,467,454	\$10.39

# Financial Statements for the Year ended 31 December 2001

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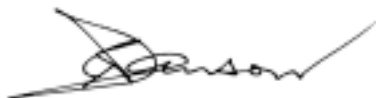
The accompanying financial statements of the West Coast College of TAFE have been prepared in compliance with the provisions of the Financial Administration and Audit Act 1985 from proper accounts and records to present fairly the financial transactions for the year ending 31 December 2001 and the financial position as at 31 December 2001.



18 April 2002

**CHAIRMAN OF GOVERNING COUNCIL**

**Dated**



18 April 2002

**MANAGING DIRECTOR**

(Member of Governing Council)

**Dated**



18 April 2002

**PRINCIPAL ACCOUNTING OFFICER**

**Dated**



## AUDITOR GENERAL

To the Parliament of Western Australia

**WEST COAST COLLEGE OF TAFE  
FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2001**

**Scope**

I have audited the accounts and financial statements of the West Coast College of TAFE for the year ended December 31, 2001 under the provisions of the Financial Administration and Audit Act 1985.

The Governing Council is responsible for keeping proper accounts and maintaining adequate systems of internal control, preparing and presenting the financial statements, and complying with the Act and other relevant written law. The primary responsibility for the detection, investigation and prevention of irregularities rests with the Governing Council.

My audit was performed in accordance with section 79 of the Act to form an opinion based on a reasonable level of assurance. The audit procedures included examining, on a test basis, the controls exercised by the College to ensure financial regularity in accordance with legislative provisions, evidence to provide reasonable assurance that the amounts and other disclosures in the financial statements are free of material misstatement and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Accounting Standards, other mandatory professional reporting requirements and the Treasurer's Instructions so as to present a view which is consistent with my understanding of the College's financial position, the results of its operations and its cash flows.

The audit opinion expressed below has been formed on the above basis.

**Audit Opinion**

In my opinion,

- (i) the controls exercised by the West Coast College of TAFE provide reasonable assurance that the receipt, expenditure and investment of moneys and the acquisition and disposal of property and the incurring of liabilities have been in accordance with legislative provisions; and
- (ii) the Statement of Financial Performance, Statement of Financial Position and Statement of Cash Flows and the Notes to and forming part of the financial statements are based on proper accounts and present fairly in accordance with applicable Accounting Standards, other mandatory professional reporting requirements and the Treasurer's Instructions, the financial position of the College at December 31, 2001 and the results of its operations and its cash flows for the year then ended.

A handwritten signature in blue ink, appearing to read 'D D R Pearson'.

D D R PEARSON  
AUDITOR GENERAL

April 23, 2002

# Financial Statements for the Year ended 31 December 2001

West Coast College of TAFE

## STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 31 DECEMBER 2001

	Notes	2001 \$	2000 \$
<b>COST OF SERVICES</b>			
<b>Expenses from Ordinary Activities</b>			
Employee Expenses	2	34,592,174	33,962,182
Charges to Provisions	3	97,495	53,718
Supplies and Services	4	9,622,083	11,117,397
Depreciation Expense	5	2,634,591	2,755,061
Net (Profit)/Loss on Disposal of Non-Current Assets	6	(7,714)	12,828
Capital User Charge Expense	14	2,084,280	-
Other Expenses from Ordinary Activities	7	177,013	111,939
<b>Total Cost of Services</b>		<b>49,199,923</b>	<b>48,013,126</b>
<b>Revenues from Ordinary Activities</b>			
Fee for Service	8	10,805,723	11,651,375
Student Fees and Charges	9	3,704,825	3,374,522
Ancillary Trading	10	325,851	641,336
Interest Revenue		325,051	459,027
Commonwealth & State Grants and Contributions	11	562,008	470,589
Trading Profit	12	251,319	82,088
Other Revenue from Ordinary Activities	13	1,200,597	2,433,207
<b>Total Revenues from Ordinary Activities</b>		<b>17,175,374</b>	<b>19,112,144</b>
<b>Net Cost of Services</b>		<b>(32,024,549)</b>	<b>(28,900,982)</b>
<b>REVENUES FROM GOVERNMENT</b>			
State Funds	14	26,684,424	23,067,637
Resources Received Free of Charge	15	1,075,642	2,376,511
Liabilities Assumed by the Treasurer	16	1,523,922	2,181,216
<b>Total Revenues from Government</b>		<b>29,283,988</b>	<b>27,625,365</b>
<b>CHANGE IN NET ASSETS</b>		<b>(2,740,561)</b>	<b>(1,275,617)</b>
Net Increase in Reserves		7,780,231	-
<b>Total revenues, expenses and valuation adjustments recognised directly in equity</b>	27	<b>7,780,231</b>	<b>-</b>
<b>TOTAL CHANGE IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH OWNERS AS OWNERS</b>		<b>5,039,670</b>	<b>(1,275,617)</b>

THE STATEMENT OF FINANCIAL PERFORMANCE SHOULD BE READ IN CONJUNCTION WITH THE ACCOMPANYING NOTES.

West Coast College of TAFE

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2001

	Notes	2001 \$	2000 \$
<b>CURRENT ASSETS</b>			
Cash Assets	17	4,509,422	6,194,528
Restricted Cash Assets	18	24,906	23,549
Receivables	19	2,441,671	1,518,885
Inventories	20	231,150	237,414
Other Assets	21	701,392	460,059
<b>Total Current Assets</b>		<b>7,908,541</b>	<b>8,434,436</b>
<b>NON-CURRENT ASSETS</b>			
Property, Plant and Equipment	22	59,687,882	53,835,409
<b>Total Non-Current Assets</b>		<b>59,687,882</b>	<b>53,835,409</b>
<b>TOTAL ASSETS</b>		<b>67,596,423</b>	<b>62,269,845</b>
<b>CURRENT LIABILITIES</b>			
Payables	23	1,035,360	2,267,156
Provisions	24	2,631,543	2,602,145
Other Liabilities	25	2,524,817	1,529,390
<b>Total Current Liabilities</b>		<b>6,191,720</b>	<b>6,398,691</b>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	24	3,402,626	2,946,403
Other Liabilities	25	37,659	-
<b>Total Non-Current Liabilities</b>		<b>3,440,285</b>	<b>2,946,403</b>
<b>TOTAL LIABILITIES</b>		<b>9,632,005</b>	<b>9,345,094</b>
<b>NET ASSETS</b>		<b>57,964,419</b>	<b>52,924,750</b>
<b>EQUITY</b>			
Accumulated Surplus	26	50,184,188	52,924,750
Asset Revaluation Reserve	27	7,780,231	-
<b>TOTAL EQUITY</b>		<b>57,964,419</b>	<b>52,924,750</b>

THE STATEMENT OF FINANCIAL POSITION SHOULD BE READ IN CONJUNCTION WITH THE ACCOMPANYING NOTES.

## STATEMENT OF CASHFLOWS FOR THE YEAR ENDED 31 DECEMBER 2001

	Notes	2001 \$ Inflows (Outflows)	2000 \$ Inflows (Outflows)
<b>Cash Flows From/(To) Government</b>			
Recurrent State Funding			
- Department of Training and Employment		23,069,527	22,253,134
Capital State Funding			
- Department of Training and Employment		229,761	641,587
<b>NET CASH PROVIDED BY GOVERNMENT</b>		<b>23,299,288</b>	<b>22,894,721</b>
<b>Utilised as follows:</b>			
<b>Cash Flows From Operating Activities</b>			
<b>Payments</b>			
Employee Expenses		(30,551,754)	(31,591,239)
Supplies and Services		(10,125,939)	(7,764,521)
Grants and Subsidies		-	(803)
Other Payments		(175,984)	(984,499)
GST Payments to all Suppliers		(906,722)	172,525
<b>Receipts</b>			
Fee For Service		9,657,819	12,005,744
Student Fees and Charges		4,724,694	2,547,925
Ancillary Trading		325,851	641,336
Interest Revenue		346,493	415,580
Other Receipts		1,986,504	2,985,884
GST Receipts from ATO		599,754	126,823
<b>NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES</b>	29	<b>(24,119,286)</b>	<b>(21,445,245)</b>
<b>Cash Flows From Investing Activities</b>			
Payments for purchase of Property, Plant and Equipment		(913,208)	(728,392)
Proceeds from the sale of Property, Plant and Equipment		49,457	79,783
<b>NET CASH PROVIDED BY/(USED IN) INVESTING ACTIVITIES</b>		<b>(863,751)</b>	<b>(648,609)</b>
<b>NET INCREASE (DECREASE) IN CASH HELD</b>		<b>(1,683,749)</b>	<b>800,867</b>
Cash at the Beginning of the Financial Year		6,218,077	5,417,211
<b>CASH AT THE END OF THE FINANCIAL YEAR</b>	30	<b>4,534,328</b>	<b>6,218,077</b>

THE STATEMENT OF CASHFLOWS SHOULD BE READ IN CONJUNCTION WITH THE ACCOMPANYING NOTES.

# Notes to and forming Part of the Financial Statements

for the Year ended 31 December 2001

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West Coast College of TAFE

## NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2001

### 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The following significant accounting policies have been adopted in the preparation of the financial statements for the year ended 31 December 2001. Unless otherwise stated these policies are consistent with those adopted in the preceding year.

In these financial statements and notes thereto, West Coast College of TAFE is referred to as "the College".

#### 1.1 Basis of Accounting

The Financial Administration and Audit Act 1985 and the Treasurer's Instructions are legislative provisions governing the preparation of these financial statements and take precedence over Australian Accounting Standards (AAS) and Urgent Issues Group ("UIG") Consensus Views.

The financial statements and notes thereto are general purpose financial reports prepared in accordance with all applicable Australian Accounting Standards and Urgent Issues Group Consensus Views, the application of which may have been modified by the Treasurer's Instructions.

The modifications are intended to fulfil the requirements of general application to the public sector, together with the need for greater disclosure and also to satisfy accountability requirements.

If any such modification has a material or significant financial effect upon the reported results, details of that modification and where practicable, the resulting financial effect, is disclosed in the notes to these financial statements.

The statements have been prepared on an accrual accounting basis and in accordance with the historical cost convention except for certain classes of non-current assets which are recorded at valuation.

#### 1.2 Going Concern Basis

The accounts have been prepared on a going concern basis of accounting, which contemplates the continuity of normal business activity or realisation of assets and the settlement of liabilities in the normal course of business. The ability of the College to meet its commitment and ongoing operating expenses will depend on the continued financial support of the WA Department of Training and the resolution of outstanding funding issues.

The members of the College Council are of the opinion that the basis upon which the accounts are prepared is appropriate in the circumstances.

#### 1.3 Property, Plant and Equipment

Property, Plant and Equipment has been brought to account at historical cost, with the exception of land and buildings.



**1.3.1 Land and Buildings:**

Land is reported on the 'current existing use' valuation basis as it is primarily all Crown Land.

Buildings are recorded at fair value or at cost.

It is the College's policy to revalue land and buildings at least every five years. Such values are based on advice received from the Valuer General's Department and assume existing use, being the continuing occupation of properties by the College.

Revaluation increments are credited directly to the asset revaluation reserve, unless they are reversing a previous decrement charged to the Statement of Financial Performance, in which case the increment is credited to the Statement of Financial Performance.

Revaluation decrements are recognised as expenses in the Statement of Financial Performance, unless they are reversing revaluation increments previously credited to, and still included in the balance of, the asset revaluation reserve in respect of that same class of assets, in which case they are debited directly to the asset revaluation reserve.

Revaluation increments and decrements are offset against one another within a class of non current assets, but not otherwise.

**1.3.2 Library:**

Library materials are expensed in the year of acquisition.

**1.3.3 Depreciation of Property, Plant and Equipment**

All property, plant and equipment, with the exception of land, are depreciated by the straight line method at rates which approximate their estimated useful life.

The depreciation rates for the various classes of property, plant and equipment are as follows:

Motor Vehicles	14.3%	7 years
Buildings	2.5% to 4%	40 to 25 years
Plant, Furniture, General Equipment	10% to 20%	10 to 5 years
Computer and Communications Equipment	20% to 50%	5 to 2 years

**1.4 Leased Assets**

The College has entered into a number of operating lease arrangements for motor vehicles, office equipment and office premises where the lessors effectively retain all the risks and benefits incidental to ownership of the items held under the operating leases. Payments made under operating leases are charged as expenses in the period in which they are incurred.

**1.5 Inventories**

Inventories are valued at the lower of cost and net realisable value.

## 1.6 Employee Entitlements

### 1.6.1 Annual and Long Service Leave

Annual Leave entitlements have been provided for at remuneration rates current at the reporting date.

The liability for Long Service Leave was assessed on the basis of the present value of estimated future payments. This method of measurement is consistent with the requirements of the Australian Accounting Standard AAS 30 "Accounting for Employee Entitlements".

### 1.6.2 Deferred Salaries

All staff are entitled to forego a portion of their salary for four years in order that they make take one paid year of leave in the fifth year. An amount is recognised in the financial statements for the accumulated amounts forgone.

### 1.6.3 Superannuation

The Superannuation and Family Benefits Act Scheme, a defined benefits pension scheme, and the Gold State Superannuation Scheme are closed to new members.

Staff who are not members of either of these schemes become non-contributory members of the West State Superannuation Scheme, an accumulation fund complying with the Commonwealth Government's Superannuation Guarantee (Administration) Act 1992.

The superannuation expense comprises the following elements:

- (a) the change in the employer's unfunded liability in respect of current employees who are members of the Superannuation and Family Benefits Act Scheme and current employees who accrued a benefit upon transfer from that scheme to the Gold State Superannuation Scheme.
- (b) the employer contributions which would have been paid to the Gold State Superannuation Scheme and West State Superannuation Scheme up to 30 June 2001.
- (c) employer contributions paid by the WA Department of Training on behalf of the College as from July 2001.

## 1.7 Revenue Recognition

The majority of the operating revenue of the College represents revenue earned from student fees and charges, fee for service, ancillary services, trading activities and Commonwealth grants and subsidies, as well as revenue received from the Western Australian Department of Training arising from successful competitive tenders.

The funds received from the Western Australian Department of Training in respect of the delivery of services forming part of the Delivery Performance Agreement, capital grants and other monies have been disclosed as 'Revenues from Government'. Revenue is recognised in the period in which the College gains control of the funds.

Revenue from the sale of goods and disposal of other assets, and the rendering of services, is recognised when the College has passed control of the goods or other assets, or delivered the service to the customer.

**1.8 Receivables**

Trade debtors are recorded at the amount of contracted sales proceeds.

The collectibility of trade debts is reviewed on an ongoing basis. Bad debts are written off when formally recognised as being irrecoverable. A provision for doubtful debts is raised where doubts exist as to the collectability of a debt.

**1.9 Accounts Payable**

Accounts payable, including trade creditors and other payables are recognised when the College becomes obliged to make future payments as a result of a purchase of goods or services. Trade Creditors are settled in accordance with Treasurer's Instruction 308.

**1.10 Accrued Salaries**

Accrued salaries represent the amount due to staff but unpaid at the end of the financial year where the last pay period does not coincide with the end of the financial year.

**1.11 Cash Assets**

For the purposes of the Statement of Cash Flows, cash assets includes cash on hand and advances, cash at bank and short term deposits.

**1.12 Net Fair Values of Financial Assets and Liabilities**

The net fair values assigned to monetary financial assets and liabilities, which are not traded in an organised financial market are equal to the cost basis carrying amounts of accounts receivable, accounts payable and accruals (which approximate net market value).

**1.13 Comparative Figures**

Where the classification of an item in the financial statements has been changed in relation to the corresponding item in the financial statements for the immediately preceding financial year, the item for that immediately preceding year is similarly reclassified for the purpose of showing comparative figures.

West Coast College of TAFE

	2001	2000
	\$	\$
<b>2 Employee Costs</b>		
Wages and Salaries	29,265,587	29,222,168
Superannuation (a)	2,928,689	2,279,766
Other Related Staffing Costs	2,002,653	2,290,488
Increase in provision for employee entitlements	395,245	169,760
	<b>34,592,174</b>	<b>33,962,182</b>
<b>(a) Superannuation</b>		
Superannuation (notional) (i)	1,523,921	2,181,216
Superannuation (ii)	1,300,856	-
Superannuation - Other Contributions (iii)	103,912	98,550
	<b>2,928,689</b>	<b>2,279,766</b>
(i) Represents the notional superannuation expense amount for West State and Gold State schemes as advised by the Government Employees Superannuation Board. The employer's portion of liability for these schemes is assumed by the Treasurer. (Refer Note 16)		
(ii) Represents the employer's contribution paid by the WA Department of Training on behalf of the College and reflected as funding from the WA Department of Training. (Refer Note 14)		
(iii) The College has been advised that new regulations will be introduced in 2002 in order for the pension fund liability to be assumed by the WA Treasury. (Refer Note 24)		
<b>3 Charges to Provisions</b>		
Bad and Doubtful Debts Expense	97,495	53,718
	<b>97,495</b>	<b>53,718</b>
<b>4 Supplies and Services</b>		
Communications	677,587	729,663
Energy Costs	707,207	763,810
Contracted Services	2,105,966	2,385,840
Consumables - General Supplies	1,978,091	2,248,168
Consumables - Minor Equipment Purchase	153,418	364,866
Repairs and Maintenance	721,934	822,389
Travel and Transport	227,435	348,785
Rent and Operating Lease Charges	891,902	1,025,427
Finance Charges	56,879	56,428
Advertising	313,250	516,688
Legal Expenses	38,918	26,150
Insurance	259,935	289,011
Other Supplies and Services	1,489,560	1,540,173
	<b>9,622,083</b>	<b>11,117,397</b>

West Coast College of TAFE

	2001	2000
	\$	\$
<b>5 Depreciation</b>		
Buildings	1,393,986	1,384,548
Motor Vehicles	7,092	16,323
Plant, Furniture & General Equipment	146,047	301,841
Computer Equipment, Communication Network & Software	997,664	1,052,349
Leasehold Improvements - Buildings	89,802	-
Total Depreciation	<b>2,634,591</b>	<b>2,755,061</b>
<b>6 Net Profit / (Loss) on Disposal of Property, Plant &amp; Equipment</b>		
Motor Vehicles	3,520	-
Plant, Furniture & General Equipment	(4,242)	38,824
Computer Equipment, Communication Network & Software	8,436	(51,652)
	<b>7,714</b>	<b>(12,828)</b>
Comprised:		
Gross Proceeds on Sale of Property, Plant and Equipment	49,457	79,783
Less: Written Down Value	41,743	92,611
Net Profit / (Loss) on Disposal of Property, Plant & Equipment	<b>7,714</b>	<b>(12,828)</b>
<b>7 Other Expenses from Ordinary Activities</b>		
Donations & Gifts / Student Prizes & Awards	20,342	24,322
Write-Offs and Losses (Refer to Note 35)	-	8,609
Miscellaneous	156,671	79,008
	<b>177,013</b>	<b>111,939</b>
<b>8 Fee for Service</b>		
Fee For Service - General	9,443,531	10,314,396
Adult Community Education Fees	1,362,192	1,336,979
	<b>10,805,723</b>	<b>11,651,375</b>
<b>9 Student Fees and Charges</b>		
Tuition Fees	2,434,790	2,309,641
Service / Enrolment and Material Fees	1,207,628	989,242
Other Fees and Charges	62,406	75,639
	<b>3,704,825</b>	<b>3,374,522</b>
<b>10 Ancillary Trading</b>		
Other Selling Revenue	325,851	641,336
	<b>325,851</b>	<b>641,336</b>

West Coast College of TAFE

	2001	2000
	\$	\$
<b>11 Commonwealth &amp; State Grants and Contributions</b>		
Recurrent	562,008	470,589
	<b>562,008</b>	<b>470,589</b>
<b>12 Trading Profit</b>		
<b>Bookshops:</b>		
Sales	695,971	683,387
Less: Cost of Sales:		
Opening Inventory	237,414	295,642
Purchases	438,388	543,071
	675,802	838,713
Less: Closing Inventory	231,150	237,414
Cost of Goods Sold	444,652	601,299
Trading Profit - Bookshops	<b>251,319</b>	<b>82,088</b>
<b>13 Other Revenue from Ordinary Activities</b>		
Donations	14,805	17,546
Recoveries, Refunds and Recoups	435,940	750,536
Miscellaneous Revenue	749,852	1,665,125
	<b>1,200,597</b>	<b>2,433,207</b>
<b>14 State Funds</b>		
Recurrent Funding (a)	23,069,527	22,215,184
Funding for Capital User Charge (b)	2,084,280	-
Funding for Superannuation (c)	1,300,856	-
Total Recurrent Funding	26,454,663	22,215,184
Capital Funding (d)	229,761	852,453
	<b>26,684,424</b>	<b>23,067,637</b>
(a) Represents funding under the Delivery and Performance Agreement with the WA Department of Training.		
(b) Represents the Capital User Charge Funding under the Delivery and Performance Agreement with the WA Department of Training. The charge is calculated on the average net position of the College. The rate is 8%.		
(c) Represents employer contributions paid by the WA Department of Training on behalf of the College.		
(d) Represents funding for Capital and Minor Works and Property, Plant & Equipment provided by the WA Department of Training.		

West Coast College of TAFE

	2001	2000
	\$	\$
<b>15 Resources Received Free of Charge</b>		
<b>(a) Resources Received Free of Charge</b>		
Department of Training and Employment		
- Property, Plant and Equipment	7,600	1,555,732
- Services and Supplies:		
Corporate Systems Support (a)	723,197	508,343
Marketing and Publications	122,704	100,702
Human Resources / Industrial Relations Support	20,930	22,685
Other	173,211	164,049
Office of the Auditor General - External Audit Services	28,000	25,000
<b>Total Resources Received Free of Charge</b>	<b>1,075,642</b>	<b>2,376,511</b>
(a) Corporate systems support includes personnel/payroll, accounting, asset management, communication network and College student management information system.		
<b>16 Liabilities Assumed by the Treasurer</b>		
Superannuation	1,523,922	2,181,216
	<b>1,523,922</b>	<b>2,181,216</b>
<b>17 Cash Assets</b>		
Cash on Hand	14,681	14,040
Bank Accounts	1,802,086	744,306
Cash Advances	1,938	9,076
Short Term Deposits	2,690,717	5,427,106
	<b>4,509,422</b>	<b>6,194,528</b>
<b>18 Restricted Cash Assets</b>		
West Coast College Scholarship Trust Fund	24,906	23,549
	<b>24,906</b>	<b>23,549</b>
(a) Represents cash resources the uses of which are restricted, wholly or partially, by regulations or other externally imposed requirements.		
(b) These funds have been set aside to provide a scholarship to either a member of staff or a student of the human resources branch of the College at Carine Campus.		

West Coast College of TAFE

	2001	2000
	\$	\$
<b>19 Receivables</b>		
<b>Accounts Receivable:</b>		
Accounts Receivable includes trade debtors, student debtors and over-paid salaries.		
Accounts Receivable for goods and services supplied	2,535,001	1,373,971
Less: Provision for Doubtful Debts	(201,887)	(187,772)
Net Accounts Receivable	2,333,114	1,186,200
Others	108,558	332,685
	<b>2,441,672</b>	<b>1,518,885</b>
<b>(a) Credit Risk Exposure</b>		
The College has no significant exposure to any categories of customers.		
<b>(b) Net Fair Values</b>		
The College considers that the carrying amounts of accounts receivable approximate their net fair values.		
<b>20 Inventories</b>		
Trading Inventory:		
College Book Shops	231,150	237,414
<b>Total Inventory</b>	<b>231,150</b>	<b>237,414</b>
Inventory is valued at the lower of cost and net realisable value.		
<b>21 Other Assets</b>		
<b>Current - Other Assets</b>		
Prepayments	352,291	251,513
Accrued Income	360,163	236,337
Other	(11,062)	(27,791)
	<b>701,392</b>	<b>460,059</b>



		2001	2000
		\$	\$
<b>22 Property, Plant and Equipment</b>			
<b>Land</b>			
	At Cost	-	8,426,236
	At Fair Value 2001	11,000,000	-
	<b>Total Land</b>	<b>11,000,000</b>	<b>8,426,236</b>
<b>Buildings</b>			
	At Cost	162,480	47,592,504
	Less: Accumulated Depreciation	(3,476)	(4,861,841)
	Written Down Value	159,004	42,730,663
	At Fair Value 2001	46,507,578	-
	Less: Accumulated Depreciation	-	-
	Written Down Value	46,507,578	-
	<b>Total Buildings</b>	<b>46,666,582</b>	<b>42,730,663</b>
<b>Leasehold Improvements</b>			
	At Cost	486,323	-
	Less: Accumulated Depreciation	(89,802)	-
	Written Down Value	396,521	-
	<b>Total Land and Buildings</b>	<b>58,063,103</b>	<b>51,156,899</b>
<b>Motor Vehicles</b>			
	At Cost	79,973	101,825
	Less: Accumulated Depreciation	(64,043)	(68,986)
	Written Down Value	15,930	32,839
	<b>Total Motor Vehicles</b>	<b>15,930</b>	<b>32,839</b>
<b>Plant, Furniture &amp; General Equipment</b>			
	At Cost	1,872,604	1,854,321
	Less: Accumulated Depreciation	(1,482,903)	(1,349,138)
	Written Down Value	389,701	505,183
	<b>Total Plant, Furniture &amp; General Equipment</b>	<b>389,701</b>	<b>505,183</b>
<b>Computer Equipment, Communication Network and Software</b>			
	At Cost	4,609,641	4,787,184
	Less: Accumulated Depreciation	(3,390,492)	(2,646,696)
	Written Down Value	1,219,149	2,140,488
	<b>Total Computer Equipment, Communication Network and Software</b>	<b>1,219,149</b>	<b>2,140,488</b>
	<b>Total Written Down Value of Property, Plant, and Equipment</b>	<b>59,687,882</b>	<b>53,835,409</b>

- (a) An Independent valuation of Land and Buildings was undertaken by the Valuer General's Office in July 2001. The valuation methodology used was based on the current use method for land and the depreciated replacement cost for buildings.

#### Reconciliations

Reconciliations of the carrying amount of property, plant and equipment at the end of the current financial year is set out below.

2001

	Carrying Amount at start of year \$	Additions \$	Disposals \$	Depreciation \$	Revaluation Increment \$	Write-off of assets \$	Carrying Amount at end of year \$
Land	8,426,236	-	-	-	2,573,764	-	11,000,000
Buildings	42,730,663	123,440	-	1,393,988	5,206,467	-	46,666,582
Leashold Improvements	-	486,322	-	89,802	-	-	396,520
Motor Vehicles	32,839	-	9,817	7,092	-	-	15,930
Plant & Equipment	505,183	34,807	4,242	146,047	-	-	389,701
Computer Equipment	1,794,973	100,289	22,459	896,913	-	-	975,890
Communications Network	345,515	1,280	2,785	100,751	-	-	243,259
<b>Total</b>	<b>53,835,409</b>	<b>746,138</b>	<b>39,303</b>	<b>2,634,593</b>	<b>7,780,231</b>	<b>-</b>	<b>59,687,882</b>

**23 Payables**

Trade Creditors  
Other Payables

	\$	\$
Trade Creditors	982,331	1,547,697
Other Payables	53,029	719,459
<b>Total</b>	<b>1,035,360</b>	<b>2,267,156</b>

**24 Provisions****Current Liabilities**

Provision for Annual Leave  
Provision for Long Service Leave

Provision for Annual Leave	791,936	1,051,561
Provision for Long Service Leave	1,839,607	1,550,584

**Total Current Employee Entitlements**

<b>Total Current Employee Entitlements</b>	<b>2,631,543</b>	<b>2,602,145</b>
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**Non-Current Liabilities**

Provision for Long Service Leave  
Provision for Superannuation (a)  
Deferred Salaries (b)

Provision for Long Service Leave	2,731,623	2,381,882
Provision for Superannuation (a)	576,947	473,035
Deferred Salaries (b)	94,055	91,486

**Total Non-Current Employee Entitlements**

<b>Total Non-Current Employee Entitlements</b>	<b>3,402,625</b>	<b>2,946,403</b>
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(a) The College has been advised that new regulations will be introduced in 2002 in order for the pension fund liability to be assumed by the WA Treasury. (Refer Note 2)

(b) Represents amounts provided under the Deferred Salary Scheme set out in Note 1.5.2.

The College considers the carrying amount of employee entitlements approximates the net fair value.

**25 Other Liabilities****Current - Other Liabilities**

Accrued Expenses for Supplies and Services  
Income Received in Advance  
Accrued Salaries & Wages (a)  
Other

Accrued Expenses for Supplies and Services	1,430,588	437,750
Income Received in Advance	24,848	36,002
Accrued Salaries & Wages (a)	760,300	718,336
Other	309,081	337,302

**Total Current Other Liabilities**

<b>Total Current Other Liabilities</b>	<b>2,524,817</b>	<b>1,529,390</b>
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**Non-Current - Other Liabilities**

Lease Liability - Buildings (b)

Lease Liability - Buildings (b)	37,659	-
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**Total Non-Current Other Liabilities**

<b>Total Non-Current Other Liabilities</b>	<b>37,659</b>	<b>-</b>
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(a) Amounts owing for the 7 working days period from 21 December 2001 to 31 December 2001.

(b) Amortisation of lease incentive over the remainder of the lease term for Victoria House, Perth.

West Coast College of TAFE

	2001 \$	2000 \$
<b>26 Accumulated Surplus</b>		
Balance at the beginning of the year	52,924,750	54,200,367
Change in net assets resulting from operations	(2,740,561)	(1,275,617)
<b>Balance at the End of the Year</b>	<b>50,184,189</b>	<b>52,924,750</b>
<b>27 Reserves</b>		
<b>Asset Revaluation Reserve</b>		
Balance at the beginning of the year	-	-
Revaluations During the Year (a)	7,780,231	-
<b>Balance at the End of the Year</b>	<b>7,780,231</b>	<b>-</b>
<b>Net Increase in Reserves</b>		
(a) Revaluations recognised during the year were in respect of:		
Land	2,573,764	-
Buildings	5,206,467	-
	<b>7,780,231</b>	<b>-</b>
<b>28 Commitments for Expenditure</b>		
<b>(a) Non-cancellable Operating Lease Commitments</b>		
The College had the following obligations under non cancellable operating leases. Obligations under non cancellable operating leases are not recognised as liabilities.		
Payable no later than one year	440,135	376,215
Payable later than one year and not later than five years	590,115	893,087
Payable later than five years	-	-
<b>Total Operating Lease Commitments</b>	<b>1,030,250</b>	<b>1,269,302</b>
<b>(b) General Contingency Expenditure Commitments</b>	1,162,291	793,434
Commitments relate to orders raised in the College purchasing system as at 31/12/2001.		
<b>(c) Capital Commitments</b>	123,133	818,462

As at 31 December 2001 the College had capital expenditure commitments that have not been recognised in the financial statements. The commitments are payable no later than one year.

West Coast College of TAFE

	2001	2000
	\$	\$
<b>29 Reconciliation of Net Cash used in Operating Activities to Net Cost of Services</b>		
<b>Net cash (used in) from operating activities</b>	<b>(24,119,286)</b>	<b>(21,445,246)</b>
Change in Operating Assets and Liabilities		
Increase/(Decrease) in Receivables / Accrued Income	1,060,728	295,669
Increase/(Decrease) in Inventories	(6,263)	(58,228)
Increase/(Decrease) in Prepayments	100,778	91,738
Increase/(Decrease) in Other Assets	16,729	(36,485)
(Increase)/Decrease in Payables	1,255,255	(2,200,151)
(Increase)/Decrease in Accrued Expenses	(1,034,802)	351,099
(Increase)/Decrease in Income Received in Advance / Grants and Advances	11,155	256,492
(Increase)/Decrease in Provisions	(485,621)	(631,743)
(Increase)/Decrease in Other Liabilities	(10,239)	533,458
GST CashFlows recoverable from ATO	-	(126,823)
Adjustments for Other Non Cash Items		
Gain (Loss) on Disposal on Non-current Assets	7,714	(12,828)
Depreciation	(2,634,591)	(2,755,061)
Charges to Provisions	(97,495)	(53,718)
Losses and Write-Offs (excludes cash shortages / thefts of money)	-	(8,609)
Resources Received Free of Charge	(1,075,642)	(820,779)
Notional Superannuation (liability assumed by the Treasurer)	(2,928,689)	(2,279,766)
Capital User Charge (Paid by DOT)	(2,084,280)	-
<b>Net cost of services (as per operating statement )</b>	<b>(32,024,549)</b>	<b>(28,900,982)</b>
<b>30 Reconciliation of Cash</b>		
<p>For the purposes of the Statement of Cash Flows, cash includes cash on hand and in banks and amounts in suspense. Cash at the end of the financial year, as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position.</p>		
Cash Resources	4,509,422	6,194,528
Restricted Cash Resources	24,906	23,549
Less: Cash hire deposits held (to be returned)	-	-
<b>Total cash (as per Statement of Financial Position)</b>	<b>4,534,328</b>	<b>6,218,077</b>
<b>Total cash (as per Statement of Cash Flows)</b>	<b>4,534,328</b>	<b>6,218,077</b>

**West Coast College of TAFE**

	2001	2000
	\$	\$
<b>31 Remuneration of Accountable Authority and Senior Officers</b>		
The total fees, salaries and other benefits received or due and receivable for the financial year, by members of the Accountable Authority, from the College or any related body.	129,071	129,694
The total fees, salaries and other benefits received or due and receivable for the financial year, by Senior Officers other than members of the Accountable Authority, from the College or any related body.	706,207	770,651
The number of members of the Accountable Authority whose total fees, salaries and other benefits received or due and receivable for the financial year, falls within the following bands:		
\$110,001 - \$120,000	Nil	Nil
\$120,001 - \$130,000	1	1
The number of Senior Officers other than members of the Accountable Authority whose total fees, salaries and other benefits received or due and receivable for the financial year, falls within the following bands:		
\$10,001 - \$20,000	Nil	1
\$20,001 - \$30,000	Nil	Nil
\$30,001 - \$40,000	Nil	Nil
\$50,001 - \$60,000	1	1
\$70,001 - \$80,000	1	1
\$80,001 - \$90,000	1	3
\$90,001 - \$100,000	4	3
\$100,001 - \$110,000	1	1
<b>32 Retirement Benefits</b>		
In respect of members of the Accountable Authority, the following amounts were paid or became payable for the financial year:		
Notional contributions to:		
Gold State Superannuation Scheme	11,982	12,985
West State Superannuation Scheme		-
Total Notional Contributions	11,982	12,985
In respect of Senior Officers other than members of the Accountable Authority, the following amounts were paid or became payable for the financial year:		
Notional contributions to:		
Gold State Superannuation Scheme	52,450	58,805
West State Superannuation Scheme	15,125	17,194
Total Notional Contributions	67,575	75,999

**West Coast College of TAFE**

	2001	2000
	\$	\$
<b>33 Remuneration of Auditor</b>		
The total of fees paid or due and payable to the auditors for the financial year, is as follows:		
Fees for Audit Services (a)	28,000	25,000
<b>Total</b>	<b>28,000</b>	<b>25,000</b>
(a) These fees were notional amounts as advised by the Office of the Auditor General. (Refer Note 15).		
<b>34 Events Occurring After Reporting Date</b>		
There were no significant events occurring subsequent to reporting date.		
<b>35 Public property losses, write offs and gifts</b>		
The following losses and write-offs are incorporated in "Other Operating Expenses". (Refer to Note 7)		
Losses of public and other moneys and public and other property through theft, default or otherwise	10,357	8,609
<b>36 Segment Information</b>		
The College has only one segment, as defined by Treasurer's Instruction 904, which is the provision of training. The College operates in one geographical segment, being Western Australia.		
<b>37 Related Bodies</b>		
The College has no related bodies.		
<b>38 Affiliated Bodies</b>		
The College has no affiliated bodies.		

**39 Explanatory Statement**

**Explanations for significant variations**

**(a) Comparison of Actual Results with those of the Preceding Year**

Details of and reasons for significant variations between actual revenue and expenditure and the corresponding item of the preceding year are detailed below.

Significant variations are considered to be those greater than 10% or \$1,000,000.

	<b>2001</b>	<b>2000</b>	<b>Variance</b>	<b>Variance</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>%</b>
<b>Operating Expenses</b>				
Charges to Provisions	97,495	53,718	(43,777)	(81.49%)
Supplies and Services	9,622,083	11,117,397		13.45%
Net (profit)/loss on disposal of non current assets	(7,714)	12,828	20,542	160.13%
Capital User Charge	2,084,280	0	(2,084,280)	100.00%
Other Operating Expenses from Ordinary Activities	177,013	111,939	(65,074)	(58.13%)
<b>Revenue From Services</b>				
Fee for Service	10,805,723	11,651,375	(845,652)	(7.26%)
Student Fees and Charges	3,704,825	3,374,522	330,303	9.79%
Ancillary Trading	325,851	641,336	(315,485)	(49.19%)
Interest Revenue	325,051	459,027	(133,976)	(29.19%)
Commonwealth Grants and Contributions	562,008	470,589	91,419	19.43%
Trading Profit	251,319	82,088	(169,231)	206.16%
Other Operating Revenue from Ordinary Activities	1,200,597	2,433,207	(1,232,610)	(50.66%)
<b>Revenues From Government</b>				
State Funds	26,684,424	23,067,637	3,616,787	15.68%
Resources Received Free of Charge	1,075,642	2,376,511	(1,300,869)	(54.74%)
Liabilities Assumed by the Treasurer	1,523,922	2,181,216	(657,294)	(30.13%)

**Operating Expenses**

**Charges to Provisions**

The level of provision for doubtful debts was increased during the year.

**Supplies and Services**

Stringent controls and close monitoring on expenditure during the year has resulted in significant reduction on this category of expenditure.

**Net (Profit)/Loss on Disposal of Non Current Assets**

Gross proceeds realised on the disposal of assets was higher than their written down values.

**Capital User Charge Expense**

As part of the financial reforms, the WA Government has introduced a Capital User Charge ("CUC"). The CUC is a charge levied on the net assets employed by the College and the rate is set at 8%.

The amount represents the charge for the period from July to December 2001.

**Other Operating Expenses from Ordinary Activities**

Reduction in expenditure due to the proper accounting treatment of internally generated expenses that was incorrectly treated as actual expenses in 2000.

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## West Coast College of TAFE

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### Revenue From Services

#### **Fee for Service**

Actual revenue has come in lower than budget due to the closure on the Training Agreements Branch in October 2001, West Coast Commercial Training at Malaga in June 2001 and the loss of West Coast Corporate's K-mart project.

#### **Student Fees and Charges**

Actual revenue received was higher than budget and this was due to the 10% increase in resources fees approved by Governing Council.

#### **Ancillary Trading**

Reduction in revenue due to the proper accounting treatment of internally generated revenue that was incorrectly treated as actual revenue in 2000.

#### **Interest Revenue**

Reduction in revenue due to the usage of cash for operating activities that resulted in a decrease in Cash Assets available for investment.

#### **Commonwealth Grants and Contributions**

Additional grants and contributions received in 2001.

#### **Trading Profit**

Improved management of the bookshops.

#### **Other Operating Revenue from Ordinary Activities**

Reduction due to the decrease in Miscellaneous Revenue.

### Revenues From Government

#### **State Funds**

Increase due to the introduction of a Capital User Charge and accrual appropriations as from 1 July 2001 as part of the WA Government's financial reforms.

#### **Resources Received Free of Charge**

Reduction due to the \$1.56 million of property, plant & equipment in 2000 but not in 2001.

#### **Liabilities Assumed by the Treasurer**

Reduction is due to the introduction of accrual appropriation as from 1 July 2001 by the WA Government as part of its financial reforms.

Employer Superannuation contributions are paid by the WA Department of Training on behalf of the College and this amount is reflected as funding by the government under State Funds.



**West Coast College of TAFE**

**(b) Comparison of Estimates and Actual Results**

Section 42 of the Financial Administration and Audit Act requires the College to prepare annual budget estimates. Treasurer's Instruction 945 requires an explanation of significant variations between those estimates and actual results.

Details and reasons for significant variations between estimates and actual results are detailed below. Significant variations are considered to be those greater than 10% of budget or \$1,000,000.

	<b>Actual</b>	<b>Budget</b>	<b>Variance</b>	<b>Variance</b>
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>%</b>
<b>Operating Expenses</b>				
Other Expenses from Ordinary Activities	177,013	299,359	(122,346)	40.87%
<b>Revenue From Services</b>				
Fee for Service	10,805,723	11,979,671	(1,173,948)	(9.80%)
Ancillary Trading	325,851	677,036	(351,185)	(51.87%)
Interest Revenue	325,051	296,000	29,051	9.81%
Trading Profit	251,319	176,339	(74,980)	42.52%
Other Revenue from Ordinary Activities	1,200,597	2,432,962	(1,232,365)	(50.65%)
<b>Revenues From Government</b>				
State Funds	26,684,424	22,601,230	4,083,194	18.07%
Resources Received Free of Charge	1,075,642	746,959	328,683	44.00%
Liabilities Assumed by the Treasurer	1,523,922	2,809,649	(1,285,727)	(45.76%)
<b>Change in Net Assets</b>	<b>2,740,561</b>	<b>2,827,295</b>	<b>(86,734)</b>	<b>(3.07%)</b>

**Operating Expenses**

**Other Expenses from Ordinary Activities**

Budget figure was overestimated in 2001.

**Revenue From Services**

**Fee for Service**

Actual revenue has come in lower than budget due to the closure on the Training Agreements Branch in October 2001, West Coast Commercial Training at Malaga in June 2001 and the loss of West Coast Corporate's K-mart project.

**Ancillary Trading**

Reduction in revenue due to the proper accounting treatment of internally generated revenue that was incorrectly treated as actual revenue in 2000.

**Interest Revenue**

Budget figure was underestimated for 2001.

**Trading Profit**

Actual performance was better than expected.

**Other Revenue from Ordinary Activities**

Budget figure was overestimated for 2001.

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**West Coast College of TAFE**

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**Revenues From Government**

**State Funds**

Increase due to the introduction of a Capital User Charge and accrual appropriations as from 1 July 2001 as part of the WA Government's financial reforms.

Actual revenue has increased due to additional SCH (111,400) being delivered in addition to the official Deliver Performance Agreement. There was also an adjustment to the funding in December 2001 that resulted in a net increase in funding of \$500,704.

**Resources Received Free of Charge**

Budget figure for 2001 was underestimated.

**Liabilities Assumed by the Treasurer**

Reduction is due to the introduction of accrual appropriation as from 1 July 2001 by the WA Government as part of the financial reforms.

**Change in Net Assets**

The actual operating results for 2001 is an improvement on the 2001 budget.

**40 Financial Instruments****(a) Net fair value of financial assets and liabilities**

The College considers the carrying amounts of all financial instruments approximate their net fair value.

**(b) Interest Rate Risk Exposure**

The College's exposure to interest rate risk, repricing maturities and the effective interest rates on financial instruments as at 31 December 2001 are:

	Weighted average effective interest rate 2001	Weighted average effective interest rate 2000	Floating interest rate 2001	Floating interest rate 2000	Non Interest Bearing 2001	Non Interest Bearing 2000	Total 2001	Total 2000
	%	%	\$	\$	\$	\$	\$	\$
<b>Financial Assets</b>								
Cash Resources	4.38%	5.54%	4,509,422	6,180,488			4,509,422	6,180,488
Restricted Cash Resources	4.50%	6.40%	24,906	23,549			24,906	23,549
Receivables					2,441,671	1,518,885	2,441,671	1,518,885
<b>Total Financial Assets</b>			<b>4,534,328</b>	<b>6,204,037</b>	<b>2,441,671</b>	<b>1,518,885</b>	<b>6,975,999</b>	<b>7,722,922</b>
<b>Financial Liabilities</b>								
Payables					1,035,360	2,267,156	1,035,360	2,267,156
Provisions					6,083,095	5,548,548	6,083,095	5,548,548
Other Current Liabilities					1,395,957	1,529,390	1,395,957	1,529,390
<b>Total Financial Liabilities</b>			<b>0</b>	<b>0</b>	<b>8,514,412</b>	<b>9,345,094</b>	<b>8,514,412</b>	<b>9,345,094</b>

**(i) Receivables**

Debtors are carried at nominal values due less any provision for doubtful debts. Student fees are payable within twelve weeks of enrolment and failure to pay by the due date results in cancellation of enrolment.

Total Debtors at balance date totalled \$2,441,672 (2000: \$1,518,885). Credit sales of other products are on 30 day terms. Provisions for doubtful debts were \$201,887 (2000: \$187,772).

**(ii) Payables**

Trade creditors payable are settled in accordance with Treasurer's Instructions 308.

**(iii) Credit Risk Exposure**

All financial assets are unsecured.

Amounts owing by other government agencies are guaranteed and therefore no credit risk exists in respect of those amounts. In respect of other financial assets the carrying amounts represent the College's maximum exposure to credit risk in relation to those assets as indicated in the Statement of Financial Position.

## Section 42 Estimates – December 2002

West Coast College of TAFE

### STATEMENT OF FINANCIAL PERFORMANCE FOR THE 12 MONTHS TO 31 DECEMBER 2002

	\$
<b>COST OF SERVICES</b>	
<b>Expenses from Ordinary Activities</b>	
Employee Expenses	34,217,714
Charges to Provisions	60,000
Supplies and Services	9,095,871
Depreciation Expense	2,756,440
Capital User Charge	3,891,002
Other Expenses from Ordinary Activities	1,050,109
<b>Total Cost of Service</b>	51,071,136
<b>Revenues from Ordinary Activities</b>	
Fee for Service	9,820,581
Student Fees and Charges	3,769,046
Ancillary Trading	248,607
Interest Income	207,500
Trading Profit	196,025
Other Revenue from Ordinary Activities	1,758,801
<b>Total Revenue from Ordinary Activities</b>	16,000,560
Net Cost of Services	(35,070,576)
<b>REVENUES FROM GOVERNMENT</b>	
State Funds	31,424,415
Resources Received Free of Charge	747,060
<b>Total Revenues from Government</b>	32,171,475
<b>CHANGE IN NET ASSETS</b>	(2,899,101)
<b>TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTION WITH OWNERS AS OWNERS</b>	(2,899,101)

West Coast College of TAFE

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2002

	\$
<b>CURRENT ASSETS</b>	
Cash Assets	3,272,369
Restricted Cash Assets	25,165
Receivables	2,620,402
Inventories	209,978
Other Financial Assets	436,190
<b>Total Current Assets</b>	<b>6,564,104</b>
<b>NON-CURRENT ASSETS</b>	
Property, Plant and Equipment	49,651,683
<b>Total Non-Current Assets</b>	<b>49,651,683</b>
<b>TOTAL ASSETS</b>	<b>56,215,787</b>
<b>CURRENT LIABILITIES</b>	
Payables	1,523,623
Provisions	3,824,131
Other Liabilities	926,324
<b>Total Current Liabilities</b>	<b>6,274,078</b>
<b>NON-CURRENT LIABILITIES</b>	
Provisions	2,725,487
Other Liabilities	28,245
<b>Total Non-Current Liabilities</b>	<b>2,753,732</b>
<b>TOTAL LIABILITIES</b>	<b>9,027,810</b>
<b>NET ASSETS</b>	<b>47,187,977</b>
<b>EQUITY</b>	
Accumulated Surplus	47,187,977
<b>TOTAL EQUITY</b>	<b>47,187,977</b>

## West Coast College of TAFE

### STATEMENT OF CASH FLOWS FOR THE 12 MONTHS TO 31 DECEMBER 2002

	\$
	<b>Inflows (Outflows)</b>
<b>Cash Flows From Government</b>	
Recurrent Appropriations	24,252,515
Capital Appropriations	164,761
<b>NET CASH PROVIDED BY GOVERNMENT</b>	<b>24,417,276</b>
<b>Utilised as follows:</b>	
<b>Cash Flows From Operating Activities</b>	
<b>Payments</b>	
Employee Costs	(31,430,820)
Supplies and Services	(8,456,664)
Other Payments	(1,043,984)
GST Payments on Purchases	(303,174)
<b>Receipts</b>	
User Charges and Fees	13,077,280
Sale of Goods and Services	461,921
Interest Received	207,153
Other Receipts	1,758,801
GST Receipts from ATO	462,106
<b>NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES</b>	<b>(25,267,381)</b>
<b>Cash Flows From Investing Activities</b>	
Purchase of Non-Current Physical Assets	(500,000)
<b>NET CASH PROVIDED BY/(USED IN) INVESTING ACTIVITIES</b>	<b>(500,000)</b>
<b>NET INCREASE (DECREASE) IN CASH HELD</b>	<b>(1,350,105)</b>
Cash at the Beginning of the Reporting Period	4,647,639
<b>CASH ASSETS AT THE END OF THE FINANCIAL YEAR</b>	<b>3,297,534</b>

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Watson, M. & Clark, A. (2001, March). *Convergence of technologies*. Poster session presented at the Spotlight on the Provider Conference, Perth, WA.

## Attachment 2 Schedule of forward estimates

**West Coast College of TAFE  
SECTION 42 SUBMISSION  
STATEMENT OF FINANCIAL PERFORMANCE**

	2002	2003	2004
	\$ Estimate	\$ Forecast	\$ Forecast
<b>COST OF SERVICES</b>			
<b>Expenses from ordinary activities</b>			
Employee Expense	31,660,664	32,610,484	33,588,798
Superannuation Expense	2,557,050	2,524,051	2,599,773
Supplies and Services	9,095,871	9,277,788	9,463,344
Depreciation Expense			
- Buildings	1,398,200	1,401,012	1,403,017
- Other	1,358,240	1,381,196	1,427,726
Total	2,756,440	2,782,208	2,830,743
Borrowing Cost Expense			
Doubtful Debts Expense			
Grants and Subsidies			
Payments to Non-TAFE Providers for VET Delivery			
Net Loss on Disposal of Non-Current Assets			
Charges to Provisions	60,000	47,000	32,000
Trading Loss			
Capital User Charge	3,891,002	3,666,756	3,439,275
Other Expenses from Ordinary Activities	1,050,109	1,076,362	1,103,271
<b>Total Cost of Services</b>	<b>51,071,136</b>	<b>51,984,649</b>	<b>53,057,204</b>
<b>Revenue from Ordinary Activities</b>			
Fee for Service	9,820,581	10,066,096	10,317,748
Student Fees and Charges	3,769,046	3,863,272	3,959,854
Ancillary Trading	248,607	254,822	261,193
Interest Revenue	207,500	202,688	198,005
Commonwealth grants and contributions			
Net Profit on Disposal of Non-Current Assets			
Trading Profit	196,025	200,926	205,948
Other Revenue from Ordinary Activities	1,758,801	1,802,770	1,847,840
<b>Total Revenue from Ordinary Activities</b>	<b>16,000,560</b>	<b>16,390,574</b>	<b>16,790,588</b>
<b>Net Cost of Services</b>	<b>-35,070,576</b>	<b>-35,594,075</b>	<b>-36,266,616</b>
<b>REVENUES FROM GOVERNMENT</b>			
State Funds	28,308,278	29,597,245	29,901,974
Resources Received Free of Charge			
- Major Capital Work			
- Recurrent	747,060	765,737	784,880
Total	747,060	765,737	784,880
Liabilities Assumed by the Treasurer	3,116,137	2,524,051	2,599,773
Asset Assumed/(Transferred)			
<b>Total revenues from Government</b>	<b>32,171,475</b>	<b>32,887,033</b>	<b>33,286,627</b>
<b>Change in net assets before extraordinary items</b>	<b>-2,899,101</b>	<b>-2,707,042</b>	<b>-2,979,989</b>
<b>Loss from Extra-Ordinary Item</b>			
<b>CHANGE IN NET ASSETS</b>	<b>-2,899,101</b>	<b>-2,707,042</b>	<b>-2,979,989</b>
Net increase/(decrease) in asset revaluation reserve			
Net initial adjustments on adoption of a new accounting standard (state which standard) or UIG consensus view.			
<b>Total revenues, expenses and valuation adjustments recognised directly in equity</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTION WITH OWNERS AS OWNERS</b>	<b>-2,899,101</b>	<b>-2,707,042</b>	<b>-2,979,989</b>



**West Coast College of TAFE**  
**SECTION 42 SUBMISSION**  
**STATEMENT OF FINANCIAL POSITION**

	<b>2002</b>	<b>2003</b>	<b>2004</b>
	<b>\$ Estimate</b>	<b>\$ Forecast</b>	<b>\$ Forecast</b>
<b>CURRENT ASSETS</b>			
Cash Assets	3,272,369	2,512,490	1,610,705
Restricted Cash Assets	25,165	26,045	26,956
Inventories	209,978	207,638	204,173
Receivables	2,620,402	2,576,783	2,574,629
Other Assets	436,190	440,187	434,162
Other Financial Assets			
<b>Total Current Assets</b>	<b>6,564,104</b>	<b>5,763,143</b>	<b>4,850,625</b>
<b>NON-CURRENT ASSETS</b>			
Inventories			
Receivables			
Property, Plant and Equipment	49,651,683	47,534,236	45,203,493
Intangible Assets			
Other Assets			
Other Financial Assets			
<b>Total Non-Current Assets</b>	<b>49,651,683</b>	<b>47,534,236</b>	<b>45,203,493</b>
<b>TOTAL ASSETS</b>	<b>56,215,787</b>	<b>53,297,379</b>	<b>50,054,118</b>
<b>CURRENT LIABILITIES</b>			
Payables	1,523,623	1,245,680	874,254
Interest Bearing Liabilities			
Provisions	3,824,131	3,845,169	3,887,152
Other Liabilities	926,324	930,107	932,119
<b>Total Current Liabilities</b>	<b>6,274,078</b>	<b>6,020,956</b>	<b>5,693,525</b>
<b>NON-CURRENT LIABILITIES</b>			
Payables			
Interest Bearing Liabilities			
Provisions	2,725,487	2,768,319	2,831,214
Other Liabilities	28,245	27,169	28,433
<b>Total Non-Current Liabilities</b>	<b>2,753,732</b>	<b>2,795,488</b>	<b>2,859,647</b>
<b>TOTAL LIABILITIES</b>	<b>9,027,810</b>	<b>8,816,444</b>	<b>8,553,172</b>
<b>NET ASSETS</b>	<b>47,187,977</b>	<b>44,480,935</b>	<b>41,500,946</b>
<b>EQUITY</b>			
Accumulated Surplus (Deficit)	47,187,977	44,480,935	41,500,946
Reserves			
Other			
<b>TOTAL EQUITY</b>	<b>47,187,977</b>	<b>44,480,935</b>	<b>41,500,946</b>

**WEST COAST COLLEGE OF TAFE**  
**S42 SUBMISSION**  
**STATEMENT OF CASH FLOWS**

	2002	2003	2004
	\$ Estimate	\$ Forecast	\$ Forecast
<b>CASH FLOWS FROM GOVERNMENT</b>			
Recurrent appropriations	24,252,515	25,265,728	26,297,938
Capital appropriations	164,761	664,761	164,761
<b>Net cash provided by Government</b>	<b>24,417,276</b>	<b>25,930,489</b>	<b>26,462,699</b>
<b>Utilised as follows:</b>			
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Payments</b>			
Employee Cost	-31,430,820	-32,285,904	-33,256,049
Supplies and services	-8,456,664	-8,649,461	-8,875,892
Borrowing costs			
GST Payments on purchases	-303,174	-307,169	-311,161
GST Payments to taxation authority			
Other payments	-1,043,984	-1,065,598	-1,092,238
<b>Receipts</b>			
Sale of goods and services	461,921	440,748	451,767
User charges and fees	13,077,280	13,372,193	13,706,498
Commonwealth grants and contributions			
Interest received	207,153	200,561	195,825
GST receipts on sales			
GST receipts from taxation authority	462,106	467,132	469,837
Other receipts	1,758,801	1,802,771	1,847,840
<b>Net cash provided by/(used in) operating activities</b>	<b>-25,267,381</b>	<b>-26,024,727</b>	<b>-26,863,573</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Proceeds from sale of non-current physical assets	0		
Purchase of non-current physical assets	-500,000	-664,761	-500,000
<b>Net cash provided by/(used in) investing activities</b>	<b>-500,000</b>	<b>-664,761</b>	<b>-500,000</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Proceeds from borrowings			
Repayment of borrowings			
Other proceeds			
Other repayments			
<b>Net cash provided by/(used in) financing activities</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net increase/(decrease) in cash held</b>	<b>-1,350,105</b>	<b>-758,999</b>	<b>-900,874</b>
Cash assets at the beginning of the financial year	4,647,639	3,297,534	2,538,535
Cash assets transferred from other sources			
<b>CASH ASSETS AT THE END OF THE FINANCIAL YEAR</b>	<b>3,297,534</b>	<b>2,538,535</b>	<b>1,637,661</b>

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