

2001
ANNUAL REPORT

- TAFE Qualifications
- Nationally Accredited Courses
- Training and Consultancy Services
- Quality Assured Organisation

21 March 2002

Hon John Kobelke
Minister for Training
20th Floor
197 St George's Terrace
PERTH WA 6000

Dear Minister

In accordance with Section 66 of the Financial and Administration Audit Act 1985, we hereby submit for your information and presentation to Parliament, the Annual Report of West Pilbara College for the year ending 31 December 2001.

Yours sincerely



Graeme Rowley
Chairman
Governing Council



Dr Peter Smith
Managing Director
West Pilbara College

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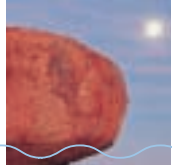
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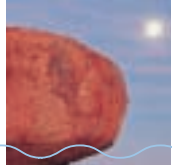
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Managing Director's Message



The 2001 Annual Report of the West Pilbara College of TAFE provides an account of what was a very successful year for the college.

In the provision of training and community services for the West Pilbara region, the college worked towards its vision of achieving recognition firstly as an outstanding training provider, secondly for the integrity and professionalism of our work and thirdly for growth in both structure and service. In 2001, the college moved substantially towards achieving its vision.

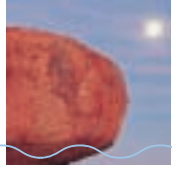
- We were named Small Training Provider of the Year in the WA Training Excellence Awards and were one of three finalists in the same category of the National Training Awards.
- The integrity and professionalism of our work was evidenced by our validation as an ISO 9001:2000 quality endorsed organisation and the very high levels of satisfaction recorded in surveys of both our graduates and our staff.
- There was substantial growth in our business with student contact hours increasing by 28 per cent above the 2000 enrolment figure and earnings from commercial training services increasing by 70 per cent.

The college has a commitment to quality management and a philosophy of continuous improvement. The successes of 2001 provide a platform on which we can continue to build and to improve.

Dr Peter Smith
Managing Director

21 March 2002

Major Achievements



2001 has been a very successful year for West Pilbara College of TAFE. The college delivered a wider range of training programs with increased enrolments and a consistently high standard of student performance.

Training Excellence

The college was named 'Small Training Provider of the Year' in the WA Training Excellence Awards in September 2001. The college was also one of three finalists in the same category in the National Training Awards held in Canberra in November 2001.

Expansion of the Training Profile

A wider range of training services was delivered including new programs in Security Guarding and Information Technology.

Increase in the Student Base

There was an increase of 28 per cent in student contact hours in large part due to increasing economic activity and a consequent increase in population and interest in training in the region.

Continued Growth in Fee for Service Training

The college's commercial training services arm, West Pilbara Training Solutions, generated an increase in income of 70 per cent above the 2000 level. This was largely due to the negotiation and implementation of a wide ranging contract with a major resource company to manage all of its in-house training and staff development in the Pilbara.

Remote Area Training Provision

A significant increase in the delivery of indigenous training services with an emphasis on delivering training on-site within Aboriginal communities. Of particular note were the training programs in indigenous tourism for the Karijini Aboriginal Corporation in Tom Price and the Cheeditha community at the Cossack heritage site. The college was a finalist in the 'Access and Equity' category of the WA Training Excellence Awards for our work with the Cheeditha community.

Graduate Employment Outcomes

The college continued to deliver a high standard of training for employment. Ninety-one per cent of college graduates gained employment. Eighty seven per cent of graduates who were unemployed before commencing their course gained employment compared to the WA average of 47 per cent while 100 per cent of graduates who had commenced their course as school leavers gained employment compared to a State average of 78 per cent.

Quality Management

The quality management standards of the college are benchmarked against the ISO 9001 international standard. In November, the college extended its ISO 9001:2000 certification to include its remote Tom Price campus. This provides an external validation of the quality of our processes and our product.

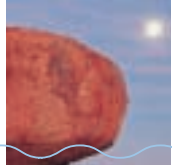
Working with our Staff

The quality of college processes and the high standard of its performance is in part attributable to a strong team structure and an active program of staff training and development. In a national employee survey, 88 per cent of staff indicated that they were likely or very likely to recommend the college as a place of employment. This was the highest of any TAFE college in WA and compares to a State average of 59 per cent.

Improving Facilities

A major upgrade of training facilities for visual arts and electrotechnology took place during the year. This has resulted in a more efficient use of teaching space and the establishment of facilities and equipment which will improve learning outcomes.

Vision, Mission and Core Values



Vision

The college seeks to achieve recognition as an outstanding training provider, with respect for the integrity and professionalism of our work, and growth in both stature and service.

We intend to achieve this by:

- becoming the most flexible, dynamic and customer driven provider of training and cultural services in the North West;
- acting in ways that encourage team work and loyalty from staff and engender a sense of pride in our students and the community; and
- being innovative and entrepreneurial in the efficient and effective management and delivery of our services.

Mission

To contribute to the economic and social development of the West Pilbara region by delivering to industry and the community, innovative and competitive education, training and cultural services in a manner that is quality-based and client-focussed.

Core Values

Community Orientation and a commitment to serving the West Pilbara region through consultation with industry and community groups and through the involvement of these groups in governing and advising the college.

Customer Focus makes the satisfaction of the requirements of clients, students and stakeholders the primary and central focus of the college.

Competitiveness in improving our performance in existing programs and developing new operations by seizing and creating opportunities to do so.

Quality Service through a commitment to the measured continual improvement of the processes of the education, training and cultural services we provide.

Integrity in the use of public resources and in relationships and dealings with colleagues, clients and students.

Professional Standards are maintained by involving staff in decision making and empowering them to effect improvements, by encouraging team work and by improving staff knowledge and skills through continued training and development.

Innovation which takes maximum advantage of emerging technologies and methods and provides staff with the knowledge and skills to improve the effectiveness of our services.

Respect for People underpins relationships between all involved in the college so that they are treated with equity and with concern for a safe and healthy environment.

Key Result Areas



A consultative strategic planning process in 1998 established five key result areas that define the strategic directions to be taken by the college in the coming year. Each of these Key Result Areas will serve to focus the development of strategies and actions at both a strategic and operational level. The Strategic Plan 1999-2003 outlines the college's response to a rapidly changing training market. Stakeholders are invited to consult the Strategic Plan for further information.

Maximise Relevant Training Delivery

The college aims to meet profile targets and expand fee for service activity with relevant high quality training.

Respond to Client Training Needs

The objective of college training services is to meet the education and training needs of industry and the education training and employment requirements of individuals.

Utilise Resources Effectively and Efficiently

The college seeks to ensure maximum returns on public investment.

Grow and Develop the Organisation

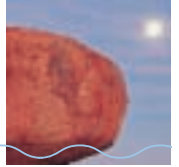
College business in training and associated services is to be improved and increased.

Optimise Cultural Services

The community library and performing arts services are to be improved and developed in a way that maximises the effective use of public investment.



Governing Council



The governing body of the college is the Governing Council, with functions, duties and powers as specified in Sections 39 to 47 of the Vocational Education and Training (VET) Act 1996.

Membership of the Governing Council as at 31 December 2001 was as follows:

Chairperson:

Mr Graeme Rowley, AM General Manager, Dampier Operations
Hamersley Iron

Members:

Ms Mary Butterworth	Human Service Manager, Pilbara Homecare
Michael Fisher	Director, Savannah Engineering Pty Ltd
Ms Regina Flugge	Specialist Environmental Adviser, Hamersley Iron
Mr Peter Long	Managing Director, Astron Engineering
Ms Judie Pettitt	Director, Judie Pettitt & Associates
Ms Fatima Rebola-Gibson	Owner/Manager, Karratha Florist
Ms Leanne Rowlands	Owner/Manager, Harvey World Travel
Ms Jessica Worrell	Senior Instrument/Electrical Engineer, Woodside Energy Limited
Dr Peter Smith	Managing Director, West Pilbara College of TAFE
Ms Audra Stanton	Chartered Accountant

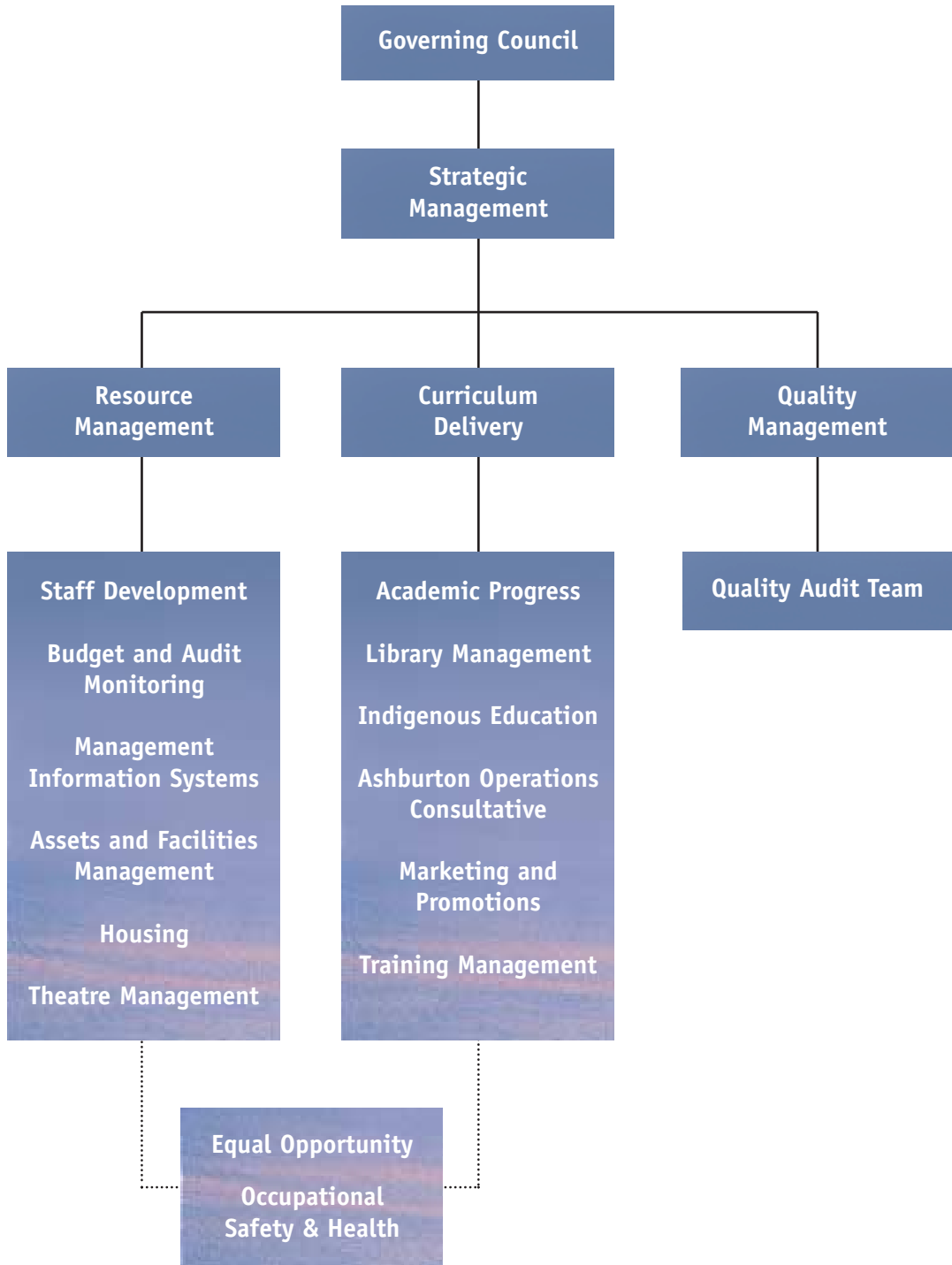
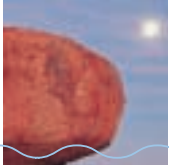
Executive Officer:

Mr Bill Swetman Director, Planning and Resource Management, West Pilbara College of TAFE

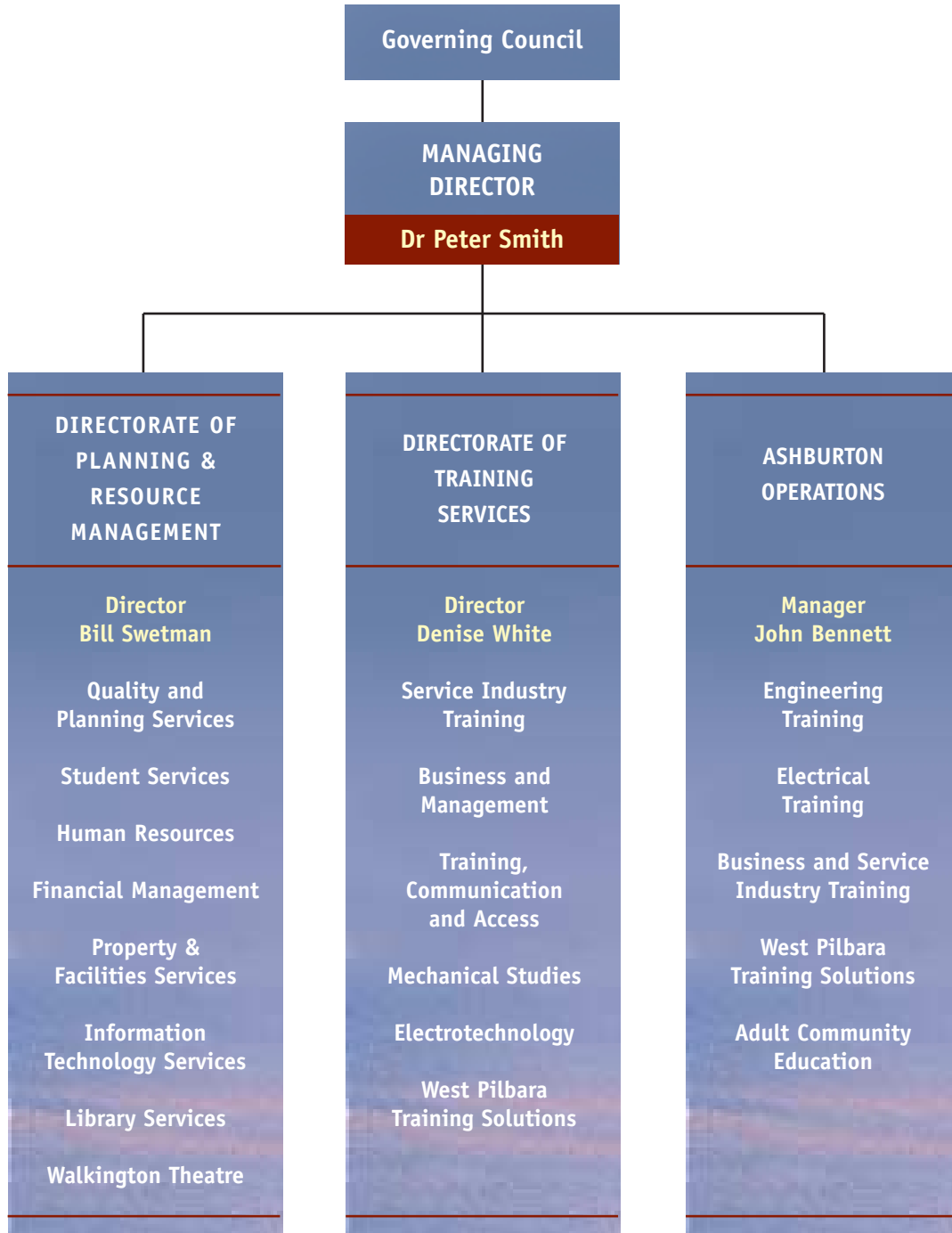
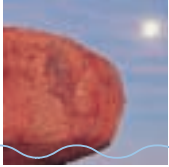
To assist the governing council, committees have been established to provide advice in specific areas. Council members, community and industry representatives, and college staff serve as members of these committees providing valuable expertise and customer feedback on college services.

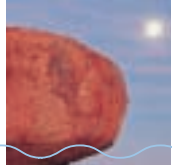


Committee Structure



Organisational Structure





PLANNING AND RESOURCE MANAGEMENT

This Directorate is responsible for a range of college operations including:

Student Services - student enrolments and records, student residences and bookshop operations.

Financial Services - debtor and creditor control, assets management, payroll and budgeting

Human Resources - recruitment and staff administration, industrial relations, staff development

Information Technology - computing services, network administration and user support.

Quality and Planning Services - student information, research and planning, records management, marketing and promotions, course accreditation and registration, and data administration

Property Services - minor works, grounds and stores, vehicle fleet

Child Care Centre

Library Services

Walkington Theatre

Cafeteria

Throughout 2001, each section provided a high level of service to both internal and external customers. Major activities of each section included:

Student Services

Student Services has continued to provide a high level of customer service through the Apprentice/Trainee Administration Officer, facilitating a reliable and well-informed point of contact for employers, students and lecturers, including the implementation of a computerised tracking systems for Training Program Outlines (ATMs).

The Student Services section and Business Systems Administrator have implemented an improved system to track and audit student enrolment data, roll results for training managers and a variety of data monitoring and reporting processes.

Installed and trained Training Solution Staff (Karratha) in Impromptu so they can generate their own reports.

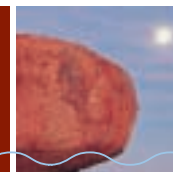
Improved processes to provide Qualification Certificates to all students requesting Certificates prior to Graduation, and the notification of exemptions and RPLs, and statement of Academic Record.

Supported CMIS responsibilities for BSA until recruitment finalised, providing opportunities to assess and improve associated processes in Student Services.

Bookshop and student accommodation facilities were reviewed and altered to provide an improved service to customers.

Section hosted two work experience students from Karratha Senior High School. The result was positive from both sides; the student gaining valuable experience in the workforce and the section benefiting from having an extra person to assist with duties.

Student Services continued its support of college marketing with participation in the Karratha Shopping Centre information session, the Graduation Ceremony and the Career Expo.



Human Resources

The college continued its innovative strategy of conducting two dedicated training conference weeks for all staff, focussing on generic and specific training requirements.

The Staff Training and Development Plan, and Human Resource Plan were also revised and updated.

The Human Resources section effectively and efficiently processed over 48 vacancies.

The Human Resources section refined a number of the staff development procedures to improve linkages to the annual review process, and to improve the capture of current data related to staff training and qualifications.

The section was able to assist in a more comprehensive training and development program for trainees by continuing with co-ordination of the placement of the Business Trainee across a number of areas within the college. Traditionally the Trainee has been placed exclusively in Training Services. By serving as a co-ordination point, the HR team are able to monitor the Trainee's development and ensure exposure to a wide variety of work areas.

Continuing refinements in the induction process saw the Induction Booklet for New Staff revised and updated in August 2001, as well as a revision of induction checklists and a new induction checklist for casual administrative staff.

As part of its continuing commitment to staff training and development, the college embarked on achieving the IiP quality standard in June 2001, with an expected completion date of June 2002.

During 2001 substantial revision was undertaken of the college's human resource policies to reflect the new Public Sector Standards in Human Resource Management. Revisions to reflect the new standards occurred in relation to policies and procedures for Recruitment, Selection and Appointment, Performance Management, Discipline, Grievance, Secondment, Transfer, Redeployment and Termination, and Temporary Deployment (Acting).

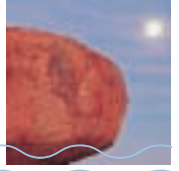
Additional refinements were made to the college's recruitment processes which represent savings in terms of efficiency and cost; for instance the section implemented the ability to provide application packages by email. The design of advertisements was also re-vamped, removing much of the remuneration information (which was then placed in the application package) and resulting in smaller advertisements. The college also commenced the option of using the results of selection processes for subsequent appointments in the same area, representing a potential saving in additional recruitment cost and time.

Responsibility for verifying payroll preparation was devolved to the Manager, HR, representing an improvement in the verification process and freeing up the DPRM. In turn, the Manager, HR was able to concentrate on other matters and the Human Resource Officers were given the opportunity to develop their skills in more complex calculations and adjustments.

Information Technology

A total of 72 Pentium IV 1.6GHz computers were purchased and installed in line with the Information Technology policy to remain within 3 to 5 years of leading edge technology.

As part of its on-going programme of up-dating infrastructure, IT Services up-graded internal server links from 100 Mb to 1 Gb capacity, upgraded our Novell operating system from 4.11 to 5.1, and removed the college from the WA TAFE Novell tree thereby creating our own facility.



Data communications at the main campus were improved through the installation of a dedicated radio link.

The network system was also improved by upgrading a number of the LAN switches, and the student internet link was improved through a bandwidth up-grade.

Quality and Planning Services

Improvements were effected to the data reporting system to allow for more timely and effective monitoring of college training delivery activity.

The process for surveying students, including open learning students, was reviewed and a more streamlined process has been implemented. Reporting has also been improved with Training Services Managers receiving reports for each course in their section, and the Strategic Management Committee receiving an overall report of responses.

The policies and procedures on the staff intranet site have been reviewed to include indexes to improve access. A main index has been added which includes an improved search function and links to the individual policy or procedure.

The electronic file management system, RecFind, has been extended to include all files at the Tom Price Campus.

Revised and improved the registration checklist which is far more comprehensive and allows the college to identify modules that will not be delivered, and also courses that need to go onto the contracted provider list.

To accompany the Student Information Guide, course information sheets have been produced on pre-printed stationery which have detailed course specific information tailored to meet student needs. Although a deviation from the traditional handbook, this method of course promotion is a more efficient use of resources and allows clients tailored information about their specific areas of interest.

The college participated in the inaugural Pilbara Career Expo. This gave the college the opportunity to promote its services to high school aged students within the region.

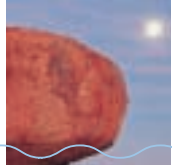
A recent collaboration with the local New Apprenticeship Centre and CCI Training Services was an excellent example of the partnerships that the college is involved in to promote training opportunities to the community at large. The joint promotional campaign was undertaken to raise the local business and community awareness about apprenticeship and traineeship schemes.

The college's marketing strategies have been reviewed, resulting in structured marketing campaigns with clear objectives and outcomes which have increased the college profile in a cost effective manner.

An internal communications strategy has been implemented by the marketing officer which involves regular meetings with the Director, Training Services, the Manager, Library Services, and the Manager, Walkington Theatre to discuss marketing and promotional opportunities.

The college was successfully re-validated for Quality Endorsed Training Organisation (QETO) status, and gained certification for ISO 9001. The surveillance audit for ISO 9001 Certification for the Karratha Campus and the initial audit for the Tom Price campus was also undertaken.

The feedback system was maintained to provide college clients with a mechanism to comment on the positive or negative aspects of their college experiences. 50 feedbacks have been received which also includes those comments received directly via the telephone, at the reception counter or by letter.



In addition to being judged the "WA Small Training Provider of the Year" in the 2001 Western Australian Training Excellence Awards, the college was also a finalist in the State Access and Equity category, and a finalist in the 2001 Australian Training Awards, in the Small Training Provider of the Year category.

Control of documents has been maintained with nine new policies, five new procedures and four new forms introduced into the system. Included in the auditing and systematic review of the systems were over 50 amendments to process, over 70 amendments to policy and 60 amendments to forms.

The QPS section ran two successful workshops for college staff to raise awareness of the services that the section provides and the general marketing and promotion processes of the college to maintain a consistent college approach.

A corporate college newsletter was launched in conjunction with the campaign to promote apprenticeships and traineeships. This newsletter will become a bi-monthly publication.

Financial Services

The college completed the revaluation of all assets. This included all campuses and will result in a more accurate assessment of college assets and facilities, and allow for more effective resource utilisation. Similarly all assets management policies and procedures were reviewed and up-dated to improve flow of information and data control.

A new electronic Assets Management System (ABACUS) was also introduced, and all relevant staff were trained and up-dated on the range of college assets management policies and procedures.

Additional controls were introduced to improve compliance in purchasing and internal recoupment for budget management.

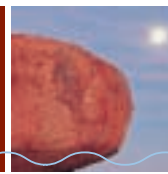
An improved costing model for commercial services was developed and introduced, and this has allowed for more accurate project costing schedules.

Property Services

A major upgrade of the hot water facilities was undertaken for the Student Residences facility (in conjunction with Housing & Works). This project was supported by the WADT.

The Property Services section completed a number of up-grades at the college including the replacement of major sections of the reticulation system, construction of concrete pads for the automotive and trades workshops, and the construction of a pergola area. The section also coordinated a number of major facilities up-grades; specifically, the refurbishment of:

- the Visual Arts training classrooms;
- the Electrical and Electrotechnology training facility;
- the Child Care training classroom;
- 3 new computer training rooms, including a PLC room;
- the IT section work and office space, and
- the Administration building refurbishment for HR and Finance.



Library Services

The college training video collection was reorganised and bar-coded to improve access for training delivery staff, and the borrowing process of such equipment.

The provision of library resources at the Tom Price campus, was improved through access to on-line journals (full text and abstracts) via a link to the EBSCO database from the staff and student intranet sites.

Access to learning materials for open learning students was improved through access to materials available through regional public libraries.

Library Services improved services to patrons through the implementation of Library Introduction Tours for groups of students and WorkSafe training clients.

The library improved the methods for collecting and reporting user statistics; this included the installation of a door counter to measure the number of patron visits.

The Library has also implemented a variety of initiatives to improve the efficiency of its operations, including a review of subscriptions; improved cost recovery procedures; improved inter library loan procedures with other TAFE and public libraries; scheduling of Regional Library Network meetings and LISWA meetings to minimise travel costs; and the realignment of Dynix systems administration.

The Library catalogue is now available via the Internet. The WebPac was developed by the RLNT (Regional Libraries Network of TAFE).

Workroom renovations were also carried out for the library. The new arrangement provides better use of space and has created added storage facilities. The renovation also improved occupational safety and health.

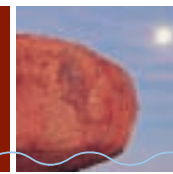
West Pilbara College of TAFE has been advised that it will take responsibility for the role of RLNT (Regional Libraries Network TAFE) Convenor and I.T. for 2002. The RLNT convenor co-ordinates and helps to direct the efforts of the seven member libraries of the RLNT by organising training, IT support for Dynix via EpixTech and convening regular teleconference meetings.

The library coordinates the annual East West Regional meeting in Onslow. Representatives from Karratha, Roebourne, Wickham, Dampier, Tom Price, Pannawonica, Onslow, Hedland, Newman and Marble Bar Libraries were in attendance. The theme of the meeting was cultural awareness.

The Library actively seeks out travelling exhibitions. Exhibitions of art and history often attract clients that would normally not visit the library enabling us to promote our service to a greater cross-section of the community. The library hosted exhibitions for local high schools, and a state wide exhibition showcasing art from year 12 students across the state.

The Library has co-ordinated its efforts with the State Literature Office to enable professional authors to visit the Region. Frank Moorhouse visited Karratha in April and Anita Heiss held a session in the library in July. These sessions were well supported by members of the public.

The Library held its first ever LISWA discard booksale in July. The booksale attracted a large turnout from the community as well as visiting holidaymakers. The money raised will be used to buy new library stock for the state collection. It is hoped that the book sale will become an annual event in Karratha.



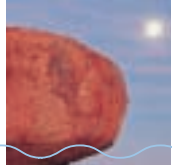
The Library actively promotes library services to the public in order to generate interest and participation. Some of the projects conducted this year are listed below:

- Children's Bookweek
Pat Lowe and Jimmy Pike visited the library to assist with promotions.
- Write your own Story Book
The "Write your own story book" competition received more than 60 entries.
- The Library promoted National Science Week with a competition. The competition was very popular with 38 entrants vying for the prize.
- The Library celebrated "National Library week" by conducting a simultaneous story-time session. This was very successful and resulted in a big jump in the numbers of children attending the regular story-time session.

Walkington Theatre

Year 2001 was a productive year for the Walkington Theatre. It continued to maintain its position as a leading cultural regional performing arts centre in WA, with strong links to state and national bodies. 2001 also proved to be a rather challenging year for the theatre as one of the major sponsors was Ansett Australia. As a consequence of the Ansett situation the theatre was unfortunately not able to present as many live performances as possible. Two hundred and thirty seven (237) events were organised by the theatre including a wide range of presentations and live shows, at both the theatre and the amphitheatre. Programme highlights for 2001 included the opera "Rigoletto", "The Tempest", "The Vagina Monologues", "The Fairy's Wings", a live music series in the amphitheatre, a recital by David Helfgott, the 2HOT Youth Theatre Festival, and the Melbourne International Comedy Festival. The venue also hired equipment to 38 major events (this data is not included in the data outlined below). A summary of events is outlined below:

Live performances	15
Music	7
Live Performance hires	10
Workshops (in house)	15
Movies	111
Community events	17
Conferences	4
Rehearsals	37
Yoga	17
Theatre talks	3
Festival (week long)	1
TOTAL	237



TRAINING SERVICES

This directorate is responsible for the delivery of college training. Sections within this Directorate include:

Business and Management

Electrotechnology

Mechanical Studies

Service Industry Training

Training, Communication and Access

The most significant activities and achievements of this section for the year 2001 are reported below:

Business and Management

Consultation between the West Australian Police Force and the Business and Management team resulted in the implementation of an annual timetable for delivery of 9032 Diploma of Policing on weekends. This allowed officers to amend rosters, increasing the numbers of attending participants to each lesson.

The February 2001 intake of clerical trainees, employed by CCI and hosted by Hamersley Iron and Woodside Energy increased by 37% on the previous year's figures.

Discussion with local small businesses such as CCI, Joblink, ROBE, Rene Engineering, and Karratha Engineering Services resulted in the implementation of day release training in flexible study mode for small business trainees employed/hosted by local businesses. This arrangement has led to an increased number of trainees able to undertake training at the college.

Due to demand from clients, the Business lecturer flexibly resourced delivery for a registered course in GST for small business trainees and owner operators.

The mode of delivery for the Administration course was varied from face-to-face to open learning to increase opportunities for students and college efficiencies. Teaching hours and classroom usage were rationalised while students continued to use classrooms at specified times, network with other students, and accessed lecturers at scheduled times.

Continued review of resources allowed the amalgamation of student groups for delivery of common modules/competencies across qualifications while rationalising use of delivery staff and classrooms.

Staff presented a variety of information sessions to a range of audiences including Graded Performance; Skills Recognition to middle management at Woodside in March 2001; Skills Recognition processes and applications at the Assessment Forum in Perth during September 2001; and, Skills Recognition processes and applications at the Flexible Delivery Forum in Perth during December 2001.

Electrotechnology

The Instrumentation stream was heavily promoted in Port Hedland and Newman with an agreement with Eastern Pilbara College of TAFE (EPCT) to provide training on their behalf at the Hot Briquette Iron (HBI) plant. This collaboration allows for college lecturing staff to visit relevant EPCT sites to undertake practical sessions, thereby improving training provision to the Pilbara region.

The relocation into the refurbished 700 building at the Karratha Campus has been completed to provide the Electrical and Instrumentation streams with a purpose built facility resulting in improved wiring bays, new computer facilities, a hand



tools workshop with an improved layout, better storage facilities, and new facilities for the section's technician. This facility also enables the section to provide training to increased numbers of apprentices, and provides twenty four hour access for open learning, PLC training, Microsoft and Cisco vendor certification courses.

The section introduced ten new Programmable Logic Controllers (PLCs) as a teaching resource. These high tech PLCs are an integral part of the process control in local industry, and are cutting edge technology. The college is now the only self-sufficient TAFE PLC trainer in the North West.

Computer Managed Learning (CML) for Instrumentation via the college website has progressed well with the qualification 8968 Certificate IV Engineering (Instrumentation Pathway) now being available online. Resource books and CD-ROMs with video and animated demonstrations have been developed as supplementary learning material. The availability of a trade course on-line is another state first for this section, offering on-line delivery and real time assessment, resulting in a student centred learning environment.

The use of TLM (The Learning Manager) as a viable online teaching system and resource is now at the core of much of the section's business function. The section has strongly advocated the use of TLM to other teams within the college and has provided training and assistance for the use of this facility.

To improve industry consultation, the section actively developed its industry links with corporate bodies such as Robe, Garland Elias Taylor, Woodside, Hamersley Iron, Dampier Salt Limited, BHP Biliton, Anaconda, Sinewave Electrical, Karratha Electrical Instrumentation, DK Electrical, Coral Coast Electrical, Transfield Worley, Argyle Diamond Mine, Kelmecc, and Dowding Mills.

An Industry Focus Group was formed and is operating to educate host companies and employers on the requirements of the "off the job" component of the training packages. This has strengthened industry ties with the college and given industry an awareness of the issues faced by the college in delivering training and conversely the college is aware of the obstacles faced by employers.

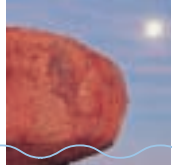
The Electro-technology section worked in tandem with other sections of the college to better utilise teaching hours by delivering generic modules for those sections. This includes Information Technology competencies for Training, Communication & Access and Mathematics for Mechanical Studies and collaboration in placing information/test banks on the TLM for Mechanical Studies.

Mechanical Studies

The automotive workshop area has undergone an extensive refurbishment creating a more learner centred environment and making better use of space for teaching and storage. The section has also acquired new technology through donations from General Motors and local companies in addition to college purchases, also allowing for the range of courses to be extended (eg: meet demand for marine engine studies).

Teaching aids continue to be developed and placed into service in the mechanical area. Diesel engines donated by Robe River and Mermaid Marine are being adapted for teaching purposes in line with the Metals training package. Woodside Energy Ltd has also donated a number of machines to assist with apprentice and trainee training. The above donations and college purchases allows for better integration of learning and has enabled increased class sizes to better accommodate clients and improve student/teacher ratios.

The pre-vocational course has again proved popular. Graduates from the program have been keenly sought by industry, and have received numerous awards from the major resource companies in the region.



The metal fabrication staff modified the welding storage and work areas in line with the requirements of simulated work practice and ease of operation. This has allowed for the smooth transition into the Metals training package and the integration of some sheet-metal competencies. Welding codes under AS2980-1987 were offered to meet both development in the area and also client needs. The section is now able to offer a wide range of courses to meet client demand for flexible learning and to address training requirements at indigenous communities.

Open Learning

The Online Training Support Officer has developed a total of twenty units on the college's online software program, The Learning Manager. This allows students to study part of their qualification over the internet via open learning.

The college commenced delivery of two Cisco courses in 2001 with over 40 students enrolling. One course was completed by the end of 2001, with the other due for completion in June 2002. The course is delivered via a combination of self-paced theory over the Internet and regular in-class tutorials held at the campus to complete the practical elements. Tutorials are held every 5 - 6 weeks, and involve the Cisco lecturer travelling from Perth to conduct classes over the weekend. The Open Learning Systems Administrator maintains regular contact with students to ensure success of the program.

To provide potential students with more precise information, improvements were made to the qualification information sheets on the college's website. The Open Learning Systems Administrator liaised with relevant areas to establish accurate records of delivery methods used. An Open Learning Key was then added to each qualification available via open learning to indicate the delivery method of each unit relevant to that qualification. This allows students unable to attend classes to ascertain which modules can be completed off campus.

Promotional literature to fully outline the benefits of open learning was also developed and distributed to the local community via an intensive information campaign.

New processes have been developed and implemented to enable a more precise and consistent approach to tracking and returning open learning assignments, thereby enabling improved service to clients and prompt follow up.

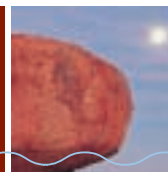
Service Industry Training

In response to local demand, and as a consequence of industry requirements, the college commenced delivery of the Certificate II in Security (Guarding). Eighty students successfully completed the course, which was delivered in two-week blocks. This program has been very successful in that the majority of graduates were employed by the end of the course.

West Pilbara College participated in the Strategic Industry Audit of security training and were one of only six RTOs which were granted industry approval to continue with the delivery of this course.

Following requests from the aboriginal community at Cheeditha and to assist with their new tourism enterprise, the college delivered Certificate II in Printed Textiles and Certificate II in Tourism (ATSI Guiding). This has been a highly successful program, resulting in employment opportunities for indigenous people and it is planned to expand training in 2002. (This program was undertaken as a joint initiative by two sections at the college).

The success of the Cheeditha program, also resulted in the aboriginal people operating Karijini Tourist services approaching the college to deliver in Tom Price. As a consequence of the college undertaking training at the community, six students were successful in gaining the tourism qualification and the successful students are now employed at Karijini as tour guides.



The Art Department was relocated from the light industrial area to the main campus which has improved the facilities through provision of a purpose built area and removed transport issues for students. Extended planning, consultation and lots of hard work resulted in a smooth transition.

Training Communication and Access

The Training, Communication and Access section registered a number of new courses, including Vocational Study Skills and Work and Community Participation. These programs are designed to assist students experiencing difficulty with literacy/numeracy issues and to achieve employment outcomes for the long-term unemployed.

As part of the Vocational Education and Training in schools program St Luke's Catholic College partnered with the college to validate competencies for the Certificate I in General Construction. A number of Year 12 students completed a variety of modules in the General Construction stream, whilst completing a construction project at the school.

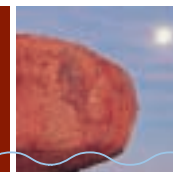
WebWise Women's Project is a project sponsored by the Women's Advisory Council. It involves a program introducing the Internet to women in the community. The program is free of charge and has proven popular in the community.

In order to meet demand for child care studies in Tom Price, the college offered a self paced open learning program, including a number of videoconference tutorial conducted by the Child Care lecturer in Karratha. The classes were very well received enabling 80% of the students to either gain employment in the industry or progress to further study.

Four Indigenous Cheeditha Community graduates from the Certificate II Cultural Tourism ATSI course delivered Cross Cultural Training for 40 AUSCO employees. AUSCO is the construction company that built the single-men's quarters to accommodate the influx of workers expected in the area. The company has a commitment to employing Aboriginal labour and are very keen to understand the culture of the local Aboriginal people. The Cheeditha Community delivered this training alongside a local Aboriginal Elder and college staff.

The college was one of three finalists in the West Australian Department of Training's Pretzel Logic Award for Access & Participation delivery in Western Australia. Numerous training projects are being undertaken at the Cheeditha Aboriginal Community and the college is very proud to be involved with the community's progress towards self determination and the construction of a building designed by aboriginals and tailored to their unique requirements.

Training was successfully delivered in Onslow via two projects at Bindi Bindi Community. MIG welding and General Curriculum Options (sewing) were successfully delivered in 2001, with very good attendances by 11 participants. All achieved successful outcomes with further training scheduled for 2002.



ASHBURTON OPERATIONS

This section promotes and delivers training throughout the Shire of Ashburton in the following locations:

Tom Price
Paraburdoo
Pannawonica
Onslow

The most significant activities and achievements of this section for the year 2001 are reported below:

Business and General Studies

Improved communication channels between workplace supervisors of clerical administration trainees and college lecturers has resulted in greater relevance in the off-the-job training and improved student outcomes.

The establishment and appointment of a full time Indigenous Education Support Officer has improved communications with indigenous people in the community. As a consequence of this appointment, significant opportunities for immediate and future training delivery have been identified and planned.

The appointment of a full time Access and Participation Co-ordinator and the induction of sessional lecturers in Onslow and Pannawonica achieved an increase in the delivery of Certificate of General Education for Adults (CGEA) programs in these towns.

A combined program of on campus and aboriginal community based delivery of CGEA has improved student attendance and outcomes.

Representation on, and active participation in, the Aboriginal Education working party has assisted in the development of effective links with Aboriginal people in Tom Price and at the Wakuthuni community.

The services provided by the full-time Indigenous Education Support Officer position at Ashburton Operations has increased the exposure of all staff to indigenous people. While this has been a by-product of the service it has none the less assisted the development of cross-cultural relationships.

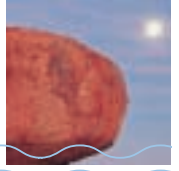
Units from a visual art certificate have been delivered on Saturdays giving more people in the Tom Price community the opportunity to participate as well as improving the utilisation of the facilities.

Engineering Trades

The electrical trades apprentice training program for all new apprentices is now being delivered using competencies from the Metals and Engineering training package as a result of consultation with local apprentice employers. This has resulted in improved efficiency in the delivery of training to first year apprentices.

The establishment of the engineering trades facility in Boonderoo Road has enabled the successful offering of part time evening welding classes for the first time in Tom Price.

Effective networking with other TAFE colleges led to the acquisition of welding machines, which resulted in an immediate improvement in apprentice practical skills development.



An already viable number of mechanical trades apprentices enrolled in Tom Price was increased by more apprenticeships being offered to adults. This required programs to be reorganised and initiated a search for additional workshop equipment. This resulted in donations of valuable machine tools from Hamersley Iron and the closed manual arts facility of the Paraburdoo School. The outcome will be a major improvement in practical training resources for local students.

Service Industry Training

Provision of the Certificate II in Tourism, in response to a request from the Martidja Banyjima Aboriginal Corporation, has enabled local Aboriginal people to obtain this qualification. This program was presented through a combination of on campus delivery and workplace experience at the Karijini Tourist Centre. The success of this program has translated into employment for graduates at this centre.

Annexes

A joint venture with the Onslow Employment Project resulted in a group of indigenous students successfully completing a course in Managing People-Training and Development. These participants went on to assist with a training needs analysis and skills audit within the Onslow community.

Manual arc and MIG welding course were also successfully delivered at the Bindi Bindi community in Onslow, and this training has provided relevant skills for the repair of steel framed community houses.

General Issues

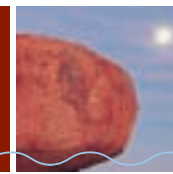
The delivery of selected units from the Certificate IV in Assessment and Workplace Training, through a combination of open learning and face-to-face tutorials, has enabled full time and sessional lecturers to obtain this qualification.

A co-operative venture between this campus and the local high school has been developed. College staff assisted Education Department staff with the selection of appropriate vocational study units. The college as the registered training provider then provided an auspicing service to the school.

Campus staff gave presentations and provided advice on careers and post-secondary education to high school students and their parents. In addition all year ten students visited the campus and shared the TAFE training experience with apprentices and trainees in a range of classroom and workshop presentations. These activities have raised the profile of the college as a provider of post secondary education in Tom Price.

A review of functions directly related to training delivery has identified the need for delivery team leaders. The establishment of these two positions has reduced the need for the manager's input at this level and will improve co-operation between training delivery staff at both campuses.

The majority of the interior of the administration office building has been refurbished. Improved utilisation of the various rooms has provided extra office space for the Training Solutions operation, an office for the Indigenous Education Support Officer, a disabled persons toilet and more accessible storage for consumables.



WEST PILBARA TRAINING SOLUTIONS

West Pilbara Training Solutions (WPTS) is the commercial arm of the college and co-ordinates the fee-for-service customised training activities of the college. Functions co-ordinated include:

Fee-for-service training

Lifestyle courses

Seminar Centre

General purpose room hire

Video-conferencing

Tenders

Consultancy services

Major activities for this section, reported against the five key result areas from the college strategic plan are:

Major contract with Hamersley Iron

West Pilbara Training Solutions (WPTS) has entered into a three year contract to provide training management services to Hamersley Iron by coordinating, scheduling and organising training activities for the five inland mine sites, as well as Dampier and Perth.

West Pilbara Training Solutions is the main point of contact for training requests where staff have access to Hamersley Iron communication systems. The contract is being administered via the Tom Price office.

A major focus of this contract is to provide Hamersley Iron with improvements in the planning and scheduling of courses, evaluation of training activities and better reporting of training activities.

The contract with Hamersley Iron Pty Ltd resulted in WPTS successfully undertaking a "Pre-qualification Audit" of its Occupational Health and Safety processes and procedures. The college's processes were accepted as good practice and the audit was passed unconditionally.

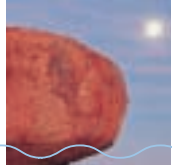
The Tom Price office organised over 2,000 course hours during 2001 with 1,500 participants, some of whom attended more than one course.

Public Courses - Karratha

WPTS offered a similar amount of courses in 2001 as for 2000. However the revenue increased approximately 12% with a total of 16,000 SCH being delivered. This was achieved through improved planning, rationalisation of courses and the introduction of a regularly updated course schedule which was marketed to businesses in the Pilbara area. Also in 2001 there was an introduction of additional statutory courses such as Certificates III & IV in Surface Ventilation, Traffic Controllers and Waste Management.

CAT 2002 TENDER

WPTS was successful in tendering for the Competitive Allocation Tenders for courses in 2002. The focus for WPTS's bid was construction skills training courses in both Karratha and Tom Price as well as a Corporate Governance course in Karratha. One of the construction courses, Dogging, will encompass numeracy and literacy learning with the practical competencies of the dogging course.



Staff Development Conference

WPTS successfully coordinated two staff development conferences for staff of West Pilbara College. The conferences, in April and September, involve staff from all locations taking part in formal and informal staff development activities. WPTS involvement entails surveying staff on training preferences, scheduling training activities and sourcing appropriate training. The conferences in 2001 saw a higher number of Sectional/Team training activities which involves teams getting together to workshop specific issues. The feedback received from staff was very positive with comments about the training being more immediately relevant.

Seminar Centre - Function Coordination

Staff of the Seminar Centre played an important role in the coordinating of functions on behalf of clients such as Hamersley Iron's "Leadership Challenge" workshops. These were a series of workshops held in Karratha, Point Samson, Paraburdoo, Tom Price and Perth. WPTS's involvement included not only the provision of facilities and catering but also providing the administration for the production of manuals and handouts. These functions proved to clients that the Seminar Centre can provide total function coordination - from taking bookings, organising travel, to providing quality administration and facilities.

Increased Community Involvement

West Pilbara Training Solution's Seminar Centre hosted several activities organised by community groups in Karratha. These included workshops by Soroptomists and BPW and also a Karratha and District "Business After Hours". The Business After Hours attracted over 70 business people providing networking and guest speakers from local industries.

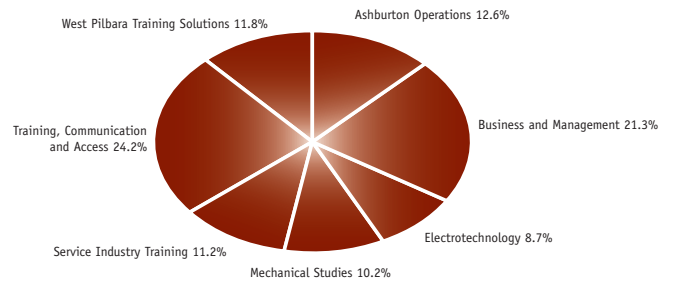


Figures at a Glance 2001



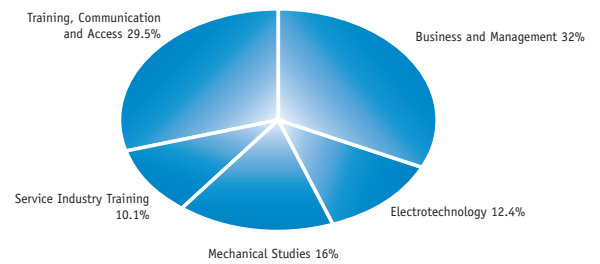
Training Delivery by Section (SCH)

TRAINING DELIVERY SECTION	SCH
Ashburton Operations	37,954
Business and Management	64,399
Electrotechnology	26,317
Mechanical Studies	30,861
Service Industry Training	33,827
Training, Communication and Access	72,958
West Pilbara Training Solutions	35,519
TOTAL	301,835
Total SCH excludes Credits and Exemption	



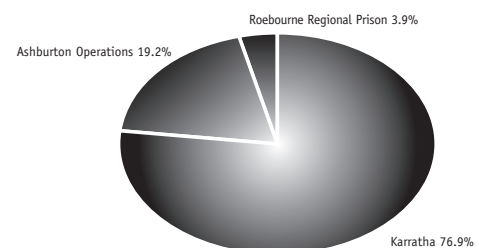
Training Delivery by WADTE Descriptor Group (SCH)

TRAINING DELIVERY PROGRAMS	WADTE GROUP	SCH
Business and Management	05A, 16A, 16B, 16C	85,078
Electrotechnology	15A, 15B, 17A	32,868
Mechanical Studies	02A, 09A, 09B	42,664
Service Industry Training	01B, 01C, 07A, 12A, 12B, 13B, 13C	26,976
Training, Communication and Access	03A, 04A, 04B, 19B, 19E	78,355
Total		265,941



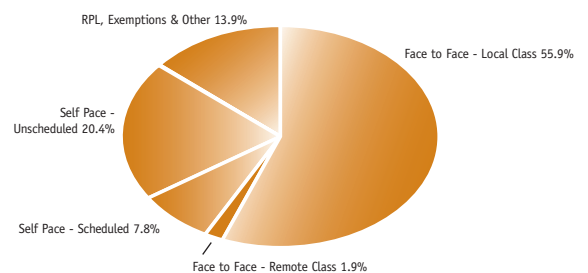
Training Delivery by Campus (SCH)

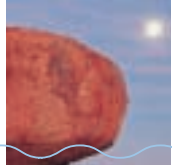
CAMPUS	SCH
Karratha	232,010
Ashburton Operations	57,969
Roebourne Regional Prison	11,856
TOTAL	301,835



Training Delivery by Mode (SCH)

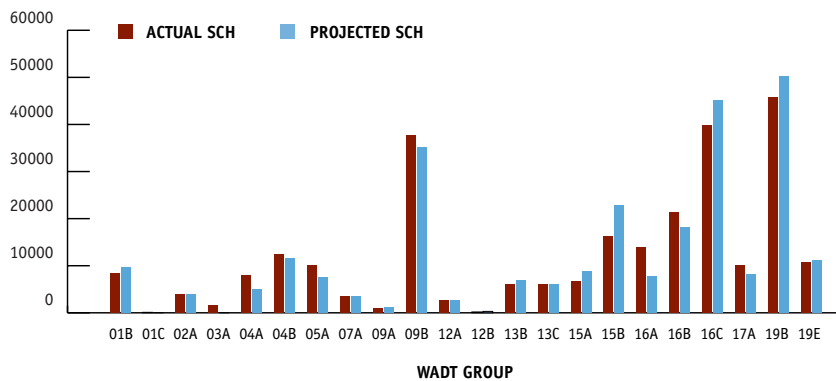
DELIVERY MODE DESCRIPTION	SCH
Face to Face - Local Class	184,370
Face to Face - Remote Class	6,374
Self Pace - Scheduled	25,810
Self Pace - Unscheduled	67,414
RPL, Exemptions & Other	45,944
TOTAL	329,912





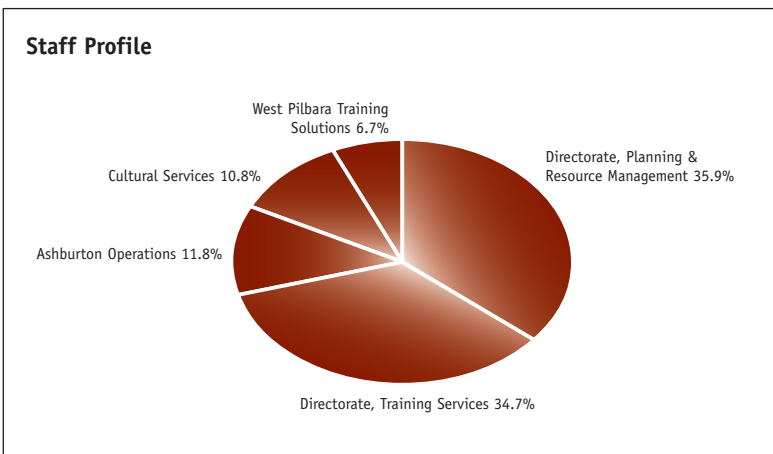
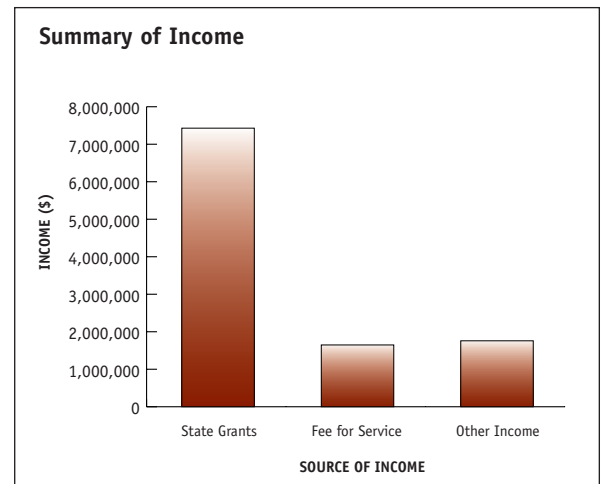
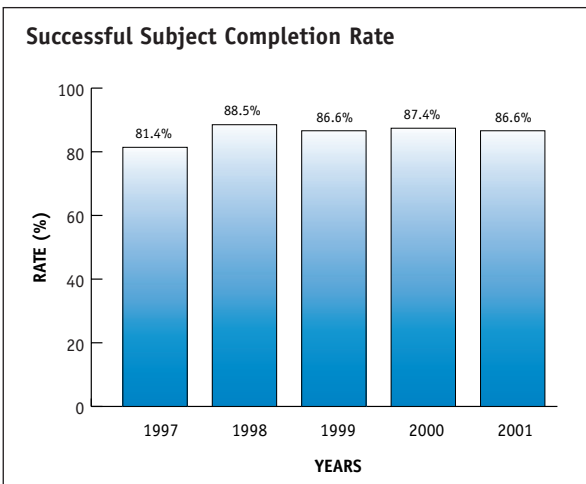
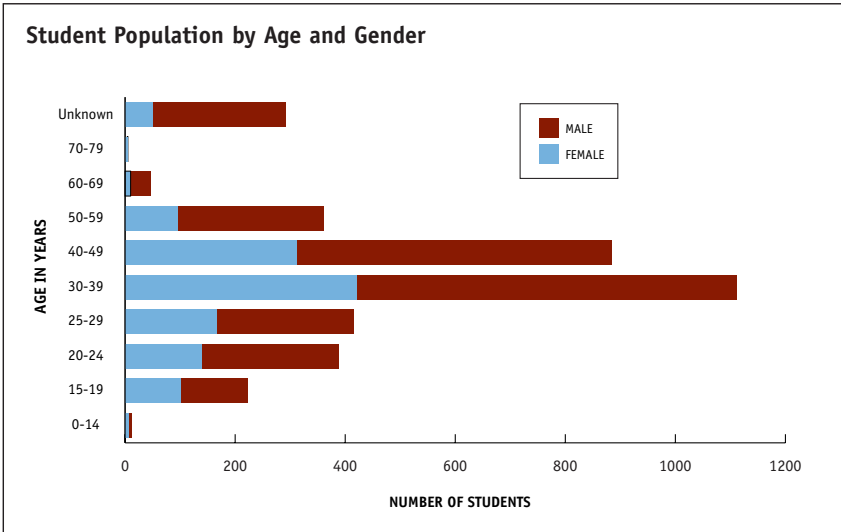
College Profile - Actual vs Projected

WADT GROUP	WADTE DESCRIPTION	ACTUAL SCH	PROJECTED SCH
01B	Visual and Performing Arts	8,400	9,600
01C	Design	100	0
02A	Automotive	4,018	3,903
03A	Building and Constructions	1,668	0
04A	Community Service Workers	7,957	5,020
04B	Education and Childcare	12,334	11,616
05A	Finance Insurance Property Service Workers	10,012	7,500
07A	Clothing Footwear and Soft Furnishings	3,600	3,480
09A	Engineering and Drafting	936	1,080
09B	Metal and Mining	37,710	35,181
12A	Personal Service	2,741	2,741
12B	Retail	180	300
13B	Hospitality	5,986	6,860
13C	Tourism	5,969	6,066
15A	Electrical and Electronic Engineering	6,676	8,892
15B	Electrical Trades	16,180	22,827
16A	Accounting and Other Business Services	13,899	7,700
16B	Management	21,393	18,207
16C	Office and Clerical	39,774	45,173
17A	Computing	10,012	8,126
19B	Adult Literacy/ESL	45,741	50,120
19E	Targeted Access and Participation Courses	10,655	11,182
TOTAL		265,941	265,574
% Target Achievement		100.14%	

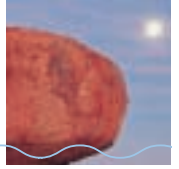


Student Satisfaction

	1997	1998	1999	2000	2001
West Pilbara College	71.0%	85.0%	79.2%	77.3%	86.0%
Western Australia	80.2%	82.0%	82.5%	79.3%	88.0%



Statement of Compliance



Public Sector Standards

West Pilbara College of TAFE has complied with the Public Sector Standards in Human Resources, the Western Australian Public Sector Code of Ethics and our own code of conduct. Procedures have been designed to ensure such compliance and internal audits, which form part of the college's wider quality management system, have been conducted to satisfy that compliance with the standards is maintained. In addition, the college has in place a series of checklists for transactions which effectively minimise the risk of non-compliance, and feedback from audit and review data is incorporated into existing policies and procedures. This occurred most recently in 2001 following the comprehensive compliance review, resulting in all policies and procedures being updated.

In accordance with Section 31(1) of the Public Sector Management Act, Human Resource standards have been complied with to the following extent:

- The results of the comprehensive compliance review conducted by the Office of the Public Sector Standards Commissioner in December 2000 were presented to the college in August 2001. The review found that the college's system of self-assessment is capable of identifying non-compliance and of assisting in compiling annual compliance statements under s.31 of the Act.

The self-assessment processes, the level and depth of staff knowledge and understanding of the Standards and ethical codes, and the very positive organisational culture were reported as effective strategies in lowering the levels of non-compliance risks identified. Furthermore, existing checks and controls were reported as sufficient to provide a reasonable assurance of compliance with the Standards and ethical codes.

Therefore, the college continues to maintain a high level of compliance with the Standards listed below:

Recruitment, Selection and Appointment
Transfer
Secondment
Performance Management
Redeployment
Termination
Discipline
Temporary Deployment (Acting)
Grievance Resolution

- The college received no applications for review against alleged breach of standards in 2001.

Redeployees

During 2001 one staff member was registered for redeployment with the Public Sector Management Office. This staff member continued to be located in the metropolitan area and was placed in project work positions with a variety of government agencies while alternative employment opportunities were sourced.

Due to geographical location, the college obtained assistance from the Western Australian Department of Training to case manage the staff member. This arrangement has worked well, with the staff member having face-to-face contact with a redeployment officer and the college having a stronger link to agencies in the metropolitan area.

Statement of Compliance



Equal Opportunity

West Pilbara College of TAFE complies with the Equal Opportunity Act 1984 (1992) and is fully committed to the promotion of equal opportunity. A full annual report is submitted to the Director of Equal Opportunity in Public Employment in September each year. The following tables outline data on Equal Employment Opportunity (EEO) groups for the year ended 30 June 2001:

CATEGORIES OF EMPLOYEES BY GENDER

EMPLOYMENT TYPE	FEMALE	MALE	TOTAL
Permanent FT	17	18	35
Permanent PT	14	0	14
Fixed term FT	18	16	34
Fixed term PT	7	1	8
Casual	19	4	23
Other	23	3	26
Total	98	42	140

Please note the category "sessional" was removed from the EO report in 2001.

CATEGORIES OF EMPLOYEES BY EEO GROUPS

EMPLOYMENT TYPE	CLDB	INDIGENOUS	PWD
Permanent FT	0	2	3
Permanent PT	5	0	0
Fixed term FT	3	2	0
Fixed term PT	0	0	0
Casual	0	0	0
Other	0	0	0
Total	8	4	3

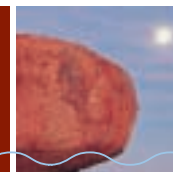
CLDB Culturally and Linguistically Diverse Background
 Indigenous Aboriginal & Torres Strait Islander
 PWD People with Disabilities

Disability Services

West Pilbara College of TAFE is committed to meeting its responsibilities under the Disability Services Act 1993. To this end, the college has been working steadily towards the objectives set down in its Disability Services Plan, which was originally submitted to the Disability Services Commission on 1 January 1996. The purpose of the plan is to ensure that people with disabilities can fully access college facilities, functions and services. A report on progress is made annually to the Commission, and regular reviews are made of the plan, the most recent being in January 2002.

The college continues to maintain the role of Disability Liaison Officer and an active Equal Opportunity Consultative Committee which addresses, as part of the equal opportunity framework, issues relating to people with disabilities. The committee includes college staff and community representation.

Statement of Compliance



Women

West Pilbara College of TAFE has an ongoing commitment to promote equal opportunity throughout the organisation. Specifically relating to women, the college has continued to implement recommendations from the very successful Women: Leadership and Management Program which was conducted in 1999. Progress towards the establishment of a family room on campus and continued flexible work practices for women were specific strategies undertaken during 2001.

Women at the college are well represented at the middle (Tier 3) management level, occupying 9 out of 15 (60%) of these positions. Women also make up 25% of upper (Tier 2) management at the college.

Staff Training and Development

The college is committed to providing access to relevant training and development opportunities for its staff. An annual Staff Training and Development Plan is formulated by the Staff Development Committee based on training requirements specified in operational plans and other key college plans such as the Strategic Plan, Human Resource Management Plan and Equal Opportunity Plan. The committee, using relevant selection criteria, considers each application for staff development. A total of \$87,328 was invested in Staff Development for 2001, with a total of 506 training activities and 5,032 hours of training taking place. Included in this is training undertaken at the week long Staff Conferences held in April and September annually.

2001 Staff Development and Training statistics were reported against the following categories:

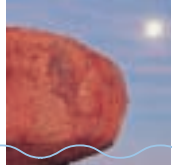
CATEGORIES OF STAFF DEVELOPMENT AND TRAINING

TRAINING CATEGORY	NO. OF TRAINING ACTIVITIES	% OF OVERALL TRAINING ACTIVITY	HOURS OF TRAINING
Customer Service and Marketing	27	5	148.00
Management and Supervision	48	10	406.25
Equity and Access	13	3	108.00
Occupational Safety and Health	113	22	574.50
Information Technology Support	72	14	512.00
Subject Specialisation	129	25	1633.00
Training and Delivery Skills	84	17	1570.50
Other	20	4	80.00

Occupational Safety and Health

West Pilbara College of TAFE complies with the Occupational Safety and Health Act of 1984 (1995). The college has fully documented policies and procedures in its Occupational Safety and Health Manual. Statistics for 2001 can be found in the following table:

Statement of Compliance



ACCIDENT STATISTICS 2001

	STUDENTS	STAFF
No. of incidents (includes incidents and accidents but not hazards)	6	10
Accidents requiring no treatment	2	7
Accidents requiring First Aid only	1	3
Accidents requiring medical/hospital treatment	3	Nil
Workers Compensation claims	Not applicable	Nil
Time Lost	0.25 hrs	0.25 hrs

Risk Management

In accordance with Treasurer's Instruction 109, the college has defined a systematic process of policies, procedures and practices to identify, analyse, assess, treat and monitor those risks that are inherent to the operations of the college.

Quality Assurance

The college gained certification as a Quality Endorsed Training Organisation (QETO) in 1997 and will retain this status until December 2003. The purpose of seeking endorsement was to improve training delivery and other services provided by the college. The college also gained ISO 9001 certification in November 2000, and has had this certification successfully extended to include its Tom Price campus in December 2001.

As well as successfully undergoing a re-certification audit in 2001 for ISO 9001:2000, the college also began its journey toward compliance with the Australian Quality Training Framework (AQTF), and progressed its commitment to achieving the human resource management quality standard Investors in People (IiP). IiP is an internationally recognised standard concerned with achieving best practice in the management and development of people to deliver organisational goals, together with a framework for ongoing evaluation and improvement. The standard is built upon the following key principles: commitment; planning; action; and evaluation.

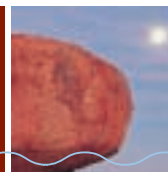
In September 2001 the college formally launched this initiative to staff, which was followed by a diagnostic survey and interviews in November 2001. The outcomes of these findings will be presented to the college early in 2002 from which, the college will develop an action plan and, following implementation of these actions, will apply for validation against the standard.

Evaluations

Many clients are keen to provide feedback on the college's products and services. The college implements a feedback process, which is convenient for the client, and ensures that sufficient detail is available to action suitable outcomes. All clients who complete a feedback form and deposit it in the feedback box receive a response from the Managing Director within two weeks. At the college level, all feedback is actioned and a regular Feedback report is discussed at the peak Strategic Management Committee to 'close the loop', and ensure action and follow-up.

The college has developed a system to obtain qualitative and quantitative feedback from students and teaching staff to evaluate training delivery at the completion of courses. Opinion is obtained through the use of an evaluation questionnaire system. This data is evaluated and used to develop action plans to improve training delivery on an operational level and to allow for more effective planning and use of resources. Lecturers are also required to evaluate completed courses thereby providing feedback to improve the quality of the curricula and training delivery.

Statement of Compliance



Customer Focus

The college continues to maintain its commitment to providing a high level of service to its customers. Quality Management has enabled the college to focus on a number of elements of service delivery for both internal and external customers. Through the continuous improvement strategy, the college strives to emphasise excellence and foster a "best practice" mentality.

To meet the challenge of effectively servicing the remote and sparsely populated West Pilbara Region the college has developed a responsive and flexible approach. The college offers a variety of flexible delivery strategies and services utilising modes of delivery that are appropriate to the needs of clients. The college has processes in place which encourage staff to adapt training to the needs of learners.

The resource industries of the Pilbara and the businesses that support them are important clients of the college and a variety of training services are provided which are specifically targeted to their needs.

Freedom of Information

West Pilbara College of TAFE complies with the Freedom of Information Act 1992. The college received no requests for information in 2001.

Government Purchase Charter

The college complies with the requirements of the State Supply Commission for the purchase of goods and services. Appropriate policies and procedures have been developed and deployed throughout the college and are documented in the "Physical and Financial Resources Manual" and on the staff intranet site.

The purchase of goods and services is subject to the following guidelines: items less than \$1,000 require at least two verbal quotes; items more than \$1,000 require three written quotes; items over \$50,000 are subject to a tender process unless specific other rules have been prescribed. The issue of quotations and the evaluations of responses are monitored.

Advertising

The college undertook advertising campaigns to raise the profile of college services and to promote course offerings. The college utilised the services of the government appointed media advertising agency, Market Force Productions and a number of other local advertising media organisations. Total expenditure for college wide advertising, which included recruitment advertising, was approximately \$147,930.

Publications

In accordance with Treasurer's Instruction 903(vii), the following is a list of publications that have been produced by West Pilbara College of TAFE during 2001:

Annual Report 2000

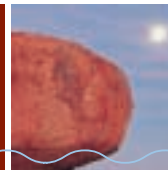
West Pilbara College of TAFE Student Information Guide

Various Course Information Sheets

Strategic Plan 1999-2003 - Revisions in April and October

College Website

Statement of Compliance



Statement of Compliance with Relevant Written Law

Legislation impacting on college activities:

Vocational Education and Training Act 1996

Financial Administration and Audit Act 1985

Public Sector Management Act 1994

Salaries and Allowances Act 1975

Public and Bank Holidays Act 1972

Equal Opportunity Act 1984

Government Employees Superannuation Act 1987

Occupational Health, Safety and Welfare Act 1984; (1995)

Workers Compensation and Assistance Act 1981

Industrial Relations Act 1979

State Supply Commission Act 1991

Government Employees Housing Act 1964

Workplace Agreements Act 1993

Freedom of Information Act 1992

Disability Services Act 1993

Dr Peter Smith
Managing Director

21 March 2002



AUDITOR GENERAL

To the Parliament of Western Australia

**WEST PILBARA 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 Pilbara 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 Pilbara 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.

D D R PEARSON
AUDITOR GENERAL
April 30, 2002

- TAFE Qualifications
- Nationally Accredited Courses
- Training and Consultancy Services
- Quality Assured Organisation

21 March 2002

CERTIFICATION OF PERFORMANCE INDICATORS

In our opinion, the Performance Indicators shown herein are based on proper records and fairly represent the performance of West Pilbara College of TAFE for the year ended 31 December 2001.



Graeme Rowley
Chairperson
Governing Council



Dr Peter Smith
Managing Director
Member of Governing Council

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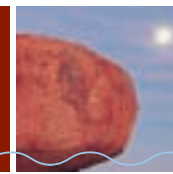
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westpilbaratafe.wa.edu.au

Key Performance Indicators



VOCATIONAL SKILLS FORMATION AND DEVELOPMENT

DESIRED OUTCOME:

To meet individual, community and industry skills formation and development needs with quality service in education and training resulting in an employable and adaptable workforce.

Key Result Areas

Maximise Relevant Training Delivery

The college aims to meet profile targets and expand fee for service activity with relevant high quality training.

Utilise Resources Effectively and Efficiently

The college seeks to ensure maximum returns on public investment.

Respond To Client Training Needs

College training services meet the education and training needs of industry, and the education, training and employment requirements of individuals.

Grow and Develop the Organisation

College business in training and associated services is to be improved and increased.

CULTURAL SERVICES

DESIRED OUTCOME:

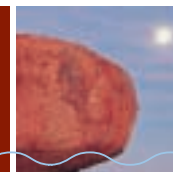
To contribute to the self fulfilment of individuals and the quality of the community by the development and provision of performing arts and community library services.

Key Result Areas

Optimise Cultural Services

The community library and performing arts services are to be improved and developed in a way that maximises the effective use of public investment.

Key Performance Indicators



VOCATIONAL SKILLS FORMATION AND DEVELOPMENT

DESIRED OUTCOME:

To meet individual, community and industry skills formation and development needs with quality services in education and training resulting in an employable and adaptable workforce.

1.1 Effectiveness Indicators

1.1.1 Graduate Satisfaction

The satisfaction rating of course graduates whose motivation for taking the course was job-related is measured by the extent to which the course met their requirements. Graduate satisfaction is the proportion of graduates, responding to the annual TAFE Student Outcomes Survey, who have indicated that the course had fully or partially achieved their main reason for undertaking the course.

	1997	1998	1999	2000	2001
West Pilbara College	82.1%	83.5%	88.5%	82.7%	84.2%
Western Australia	80.7%	81.2%	82.1%	79.2%	76.3%

The National Centre for Vocational Education Research (NCVER) contracted NSC Australasia to conduct a nation wide survey. Of the 90 graduates surveyed, 38 valid responses were received which represents 42.2% of college graduates. The college continues to rate well in this area with a graduate satisfaction rate again greater than the state and Australian average. The national comparison for graduate satisfaction is 79%.

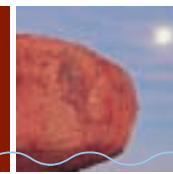
1.1.2 Graduates in Employment

The extent to which the college was successful in achieving its goal of providing training resulting in an employable and adaptable workforce may be indicated by the proportion of graduates in employment. There may of course be other variables explaining the rate of employment of graduates in addition to college training, however the indicator does at least provide some measure of college performance. The performance indicator shows the proportion of graduates responding to the Student Outcomes Survey who were in paid employment as at 25 May of the year following graduation.

	1997	1998	1999	2000	2001
West Pilbara College	74.1%	68.2%	80.8%	92.4%	89.5%
Western Australia	71.7%	72.0%	71.4%	72.8%	67.8%

The 2001 indicator is similar to the 2000 outcome, and also represents an excellent outcome that is 22 percentage points higher than the state average. The national figure for graduates in employment is 72.9%.

Key Performance Indicators



1.1.3 Graduates in Further Study

A further indicator of the college's effectiveness in meeting individual and community needs with quality education and training services is the proportion of college graduates who enrol in further study. The indicator is taken to be the proportion of graduates responding to the annual Student Outcomes Survey who were enrolled in further study as at 25 May of the following year.

	1997	1998	1999	2000	2001
West Pilbara College	45.7%	30.6%	30.8%	37.0%	31.6%
Western Australia	42.6%	40.0%	41.2%	40.2%	44.3%

The fact that the proportion of graduates entering further study is consistently less than the state average probably reflects the higher proportion entering employment. The national figure for graduates in further study is 39.2%.

1.2 Efficiency Indicators

1.2.1 Total Cost Per Student Curriculum Hour (Total Operating Expenses)

This is a measure of the extent of which the college is able to efficiently utilise resources for the delivery of vocational education and training. The indicator is measured by dividing total college expenditure on training delivery by total college SCH.

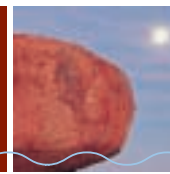
	1997	1998	1999	2000	2001
	\$31.63	\$31.75	\$30.79	\$34.93	\$30.44

The calculation of the total operating expenditure does not include a Community Service Obligation (CSO) allocation for the Karratha Community Library and the Walkington Theatre. Total college SCH includes activity related to profile, fee for service, adult community education and tendered delivery.

The significant decline in cost per SCH in 2001 can be attributed to the 28 percent increase in SCH in 2001 which can be attributed to increased industrial activity in Karratha and improvements in the college's marketing efforts.

It should be noted that the calculation for 2001 does not include the Capital User Charge of \$540,560 which for the first time has been included in the overall calculation of total operating expenses. This calculation is an accounting entry to reflect a change to government practice. The total cost per SCH with the inclusion of the Capital User Charge is \$32.08.

Key Performance Indicators



CULTURAL SERVICES

DESIRED OUTCOME:

To contribute to the self fulfilment of individuals and the quality of the community by the development and provision of performing arts and community library services.

2.1 Effectiveness Indicators

2.1.1 Library Membership

The main library at the Karratha Campus serves as the college library, community library, and the West Pilbara regional library. An indication of its effectiveness in reaching the community may be measured by the number of members on the library database on 31 December, as a proportion of the estimated population of Karratha (Shire of Roebourne Population Estimates 1997). The membership lists are updated annually.

1997	1998	1999	2000	2001
60.4%	63.4%	70.9%	59.1%	67%

The increased membership figure for 2001 is a return to the membership as indicated by the previous trends. It should be noted that the 2000 figure was abnormally low due to the introduction of regular purging the database that was initiated, in 2000, to remove inactive members. The library has undertaken a committed awareness campaign to raise the public profile of the library, including extra exhibitions, greater interaction with the public and new stock.

2.1.2 Walkington Theatre Seat Utilisation Rate

The extent to which the Walkington Theatre contributes towards the quality of life of the community is shown by the use of the Walkington Theatre for commercial screenings, commercial live performances and community live performances in both the theatre and the amphitheatre. This indicator is calculated by dividing the total tickets available by the number of tickets issued. Performances for which the venue is hired are not included in this calculation.

1998	1999	2000	2001
36.7%	23.4%	21.87%	21.88%

Key Performance Indicators



2.2 Efficiency Indicators

2.2.1 Cost per Library Item issued

The efficiency of the Library may be reported as the cost of issuing an item. This indicator is calculated by dividing the direct library costs by the number of items issued. An item may be defined as any resource borrowed from the library (ie, pamphlets, magazines, videos, books, audio cassettes and CDs). Karratha Community Library is a joint venture between West Pilbara College of TAFE and the Shire of Roebourne.

1997	1998	1999	2000	2001
\$7.26	\$6.58	\$7.08	\$7.76	\$5.43

Increasing economic activity and population growth in Karratha coupled with a consistently high level of customer focus and good budget management in the library has contributed to a reduction in these costs.

2.2.2 Cost per Theatre Event Hour

An indicator of the efficiency of the Walkington Theatre, is the cost for each hour in which the theatre or amphitheatre is in use. The Walkington Theatre is a joint venture and costs are divided between West Pilbara College of TAFE and the Shire of Roebourne.

This indicator is calculated by dividing the total cost of the theatre by the total number of hours which the theatre or amphitheatre is in use. Theatre use includes: rehearsals; all performances; all film screenings; and all venue hiring hours. Costs include the total expenditure in the theatre minus income from ticket sales, venue hire or equipment hire.

1998	1999	2000	2001
\$846.00	\$618.39	\$1,307.60	\$1,131.81

The number of event hours increased by seven percent in 2001, in particular commercial screenings and commercial live performances were higher. Correspondingly, direct theatre costs decreased by seven percent which combined has resulted in a lower cost per theatre event hour.



AUDITOR GENERAL

To the Parliament of Western Australia

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

Scope

I have audited the accounts and financial statements of the West Pilbara 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 Pilbara 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.

D D R PEARSON
AUDITOR GENERAL
April 30, 2002

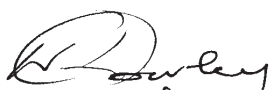
- TAFE Qualifications
- Nationally Accredited Courses
- Training and Consultancy Services
- Quality Assured Organisation

21 March 2002

CERTIFICATION OF FINANCIAL STATEMENTS

The accompanying financial statements of West Pilbara 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 twelve months ending 31 December 2001 and the financial position as at 31 December 2001.

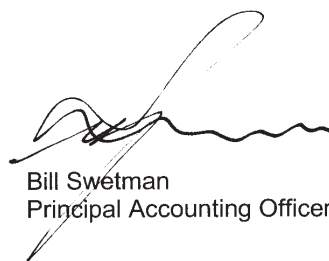
At the date of signing we are not aware of any circumstance, which would render the particulars included in the Financial Statements misleading or inaccurate.



Graeme Rowley
Chairperson
Governing Council



Dr Peter Smith
Managing Director
Member of Governing Council



Bill Swetman
Principal Accounting Officer

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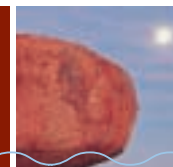
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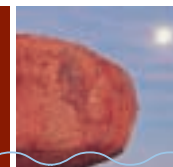
STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 DECEMBER 2001



		2001	2000
	Note	\$	\$
COST OF SERVICES			
Expenses from ordinary activities			
Employee expenses	2	6,092,327	5,605,013
Borrowing costs expense	3	20,505	25,009
Supplies and services	4	3,734,121	3,430,881
Depreciation expense	5	888,199	764,793
Net loss on disposal of non-current assets	6	18,403	30,579
Capital User Charge expense		540,560	-
Other expenses from ordinary activities	7	248,070	388,394
Total cost of services		<u>11,542,185</u>	<u>10,244,669</u>
Revenues from ordinary activities			
Fee for service	8	1,647,654	961,089
Student fees and charges	9	301,890	246,958
Ancillary trading	10	447,257	517,375
Interest revenue		148,170	220,189
Trading profit	11	9,886	15,507
Other revenue from ordinary activities	12	851,310	681,015
Total revenues from ordinary activities		<u>3,406,167</u>	<u>2,642,133</u>
Net Cost of Services	30	<u>(8,136,018)</u>	<u>(7,602,536)</u>
REVENUES FROM GOVERNMENT			
State funds	13	7,428,600	6,469,950
Resources received free of charge	14	216,663	517,171
Liabilities assumed by the Treasurer	15	171,315	309,134
Total revenues from Government		<u>7,816,578</u>	<u>7,296,255</u>
CHANGE IN NET ASSETS		<u>(319,440)</u>	<u>(306,281)</u>
Net increase/(decrease) in reserves	27	-	729,729
TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH OWNERS AS OWNERS		<u>(319,440)</u>	<u>423,448</u>

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

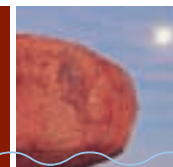
STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2001



		2001	2000
	Note	\$	\$
CURRENT ASSETS			
Cash assets	16	2,253,091	2,863,366
Restricted cash assets	17	-	240,000
Receivables	18	998,679	327,906
Inventories	19	56,521	57,084
Other assets	20	120,005	133,845
Total Current Assets		<u>3,428,296</u>	<u>3,622,201</u>
NON-CURRENT ASSETS			
Property, Plant and Equipment	21	12,519,622	12,501,702
Total Non-Current Assets		<u>12,519,622</u>	<u>12,501,702</u>
TOTAL ASSETS		<u>15,947,918</u>	<u>6,123,903</u>
CURRENT LIABILITIES			
Payables	22	201,832	499,854
Interest bearing liabilities	23	11,437	12,100
Provisions	24	310,215	400,215
Other liabilities	25	455,400	-
Total Current Liabilities		<u>978,884</u>	<u>912,169</u>
NON-CURRENT LIABILITIES			
Interest bearing liabilities	23	211,979	222,954
Provisions	24	674,381	586,666
Total Non-Current Liabilities		<u>886,360</u>	<u>809,620</u>
TOTAL LIABILITIES		<u>1,865,244</u>	<u>1,721,789</u>
NET ASSETS		<u>14,082,674</u>	<u>14,402,114</u>
EQUITY			
Reserves	27	1,861,318	1,861,318
Accumulated surplus	26	12,221,356	12,540,796
TOTAL EQUITY		<u>14,082,674</u>	<u>14,402,114</u>

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

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2001



		2001	2000
	Note	\$ Inflows (Outflows)	\$ Inflows (Outflows)
Cash Flows From/(To) Government			
Recurrent State Funding - Department of Training And Employment		6,582,068	6,234,125
Capital State Funding - Department of Training and Employment		50,000	73,470
NET CASH PROVIDED BY GOVERNMENT		6,632,068	6,307,595
Utilised as follows:			
Cash Flows From Operating Activities			
Payments			
Employee expenses		(5,719,147)	(5,296,558)
Interest Paid to WA Treasury Corporation		(21,352)	(25,009)
Supplies and Services		(3,584,810)	(3,016,968)
Other Payments		(73,650)	(82,860)
GST Payments to all Suppliers		(460,407)	(146,753)
Receipts			
Fee For Service		1,564,187	961,089
Student Fees and Charges		301,704	246,958
Ancillary Trading		337,939	517,375
Interest revenue		168,684	226,798
Other Receipts		607,638	673,946
GST Receipts from all Customers		171,730	61,344
GST Receipts from ATO		212,179	62,687
NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES	30	(6,495,305)	(5,817,951)
Cash Flows From Investing Activities			
Payments for purchase of Property, Plant and Equipment		(991,514)	(420,306)
Proceeds from the sale of Property, Plant and Equipment		16,066	6,377
NET CASH PROVIDED BY/(USED IN) INVESTING ACTIVITIES		(975,448)	(413,929)
Cash Flows From Financing Activities			
Repayment of Borrowings to WA Treasury Corporation		(11,590)	(12,333)
NET CASH PROVIDED BY/(USED IN) FINANCING ACTIVITIES		(11,590)	(12,333)
NET INCREASE (DECREASE) IN CASH HELD		(850,275)	63,382
Cash at the Beginning of the Financial Year		3,103,366	3,039,984
CASH AT THE END OF THE FINANCIAL YEAR	31	2,253,091	3,103,366

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



1 Significant accounting policies

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

(a) Basis of Accounting

The financial statements constitute a general purpose financial report which has been prepared in accordance with Australian Accounting Standards and Urgent Issues Group (UIG) Consensus Views as applied by the Treasurer's Instructions. Several of these are modified by the Treasurer's Instructions to vary application, disclosure, format and wording. The Financial Administration and Audit Act and the Treasurer's Instructions are legislative provisions governing the preparation of financial statements and take precedence over Australian Accounting Standards and UIG Consensus Views. 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, are disclosed in individual notes to these financial statements.

The statements have been prepared on the accrual basis of accounting using the historical cost accounting.

(b) Valuation of Non Current Assets

Non current assets have been brought to account at historical cost with the exception that certain assets have been brought to account as follows:

Land and Buildings

Land is reported on the current existing use valuation basis for primarily all Crown Land and market valuation basis for freehold title land. Buildings were valued at current depreciated replacement cost effective 31 December 1999 based upon building area and market valuation.

Plant and Equipment, Motor Vehicles, Computer Equipment, Furniture and Fittings

These have been included as fixed assets if the purchase value is greater than \$1,000 and the economic life is expected to be two years or more.

Plant and Equipment, Computer Equipment and Furniture and Fittings are reported on the Market Value for the Existing Use value. Deprival value is the concept upon which the basis of valuation was applied. Plant and Equipment, Computer Equipment and Furniture and Fittings were valued on 1 January 2000.

(c) Depreciation of Non Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of their future economic benefits. Depreciation is provided for on the straight line basis, using rates which are reviewed annually. Useful lives for each class of depreciable assets are:

Buildings	20 to 40 years
General Plant & Equipment	5 to 10 years
Engineering Equipment	5 to 10 years
Furniture & Fixtures	5 to 10 years
Computing, Communications & Software	2 to 4 years



(d) Inventories

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

(e) Investments

There were no investments made during the 12 months ending 31 December 2001.

(f) Employee Entitlements

(i) Annual Leave

This entitlement is recognised at current remuneration rates together with leave loading, where appropriate, and is measured at the amount unpaid at the reporting date in respect to employees' service up to that date. This method of measurement of the liability is consistent with the requirements of Australian Accounting Standard AAS 30 Accounting for Employee Entitlements.

(ii) Long Service Leave

A liability for long service leave is recognised, and is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting period. Consideration is given, when assessing expected future payments, to expected future wage and salary levels including relevant on costs, experience of employee departures and periods of service. Expected future payments are discounted using interest rates to obtain the estimated future cash outflows.

This method of measurement of the liability is consistent with the requirements of Australian Accounting Standard AAS 30 Accounting for Employee Entitlements.

As in previous years the provision for long service leave has been determined by an independent actuarial assessment.

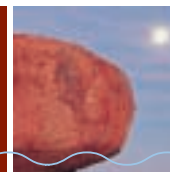
(iii) Superannuation

Staff may contribute to either the Superannuation and Family Benefits Act Scheme, a defined benefits pension scheme now closed to new members, or to the Gold State Superannuation Scheme, a defined benefit lump sum scheme now also closed to new members. All staff who do not contribute to 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:

- (1) change in the unfunded employer's liability in respect of current employees who are members of the Superannuation and Family Benefits Act Scheme and current employees who accrued a benefit on transfer from that Scheme to the Gold State Superannuation Scheme.
- (2) employer contributions which have been paid to the Gold State Superannuation Scheme and West State Superannuation Scheme.

The note disclosure required by paragraph 51 (e) of AAS 30 (being the employer's share of the difference between employees' accrued superannuation benefits and the attributable net market value of plan assets) has not been provided. State scheme deficiencies are recognised by the State in its whole of government reporting. The Government Employees Superannuation Board's records are not structured to provide the information for the College. Accordingly, deriving the information for the College is impractical under current arrangements and thus any benefits thereof would be exceeded by the cost of obtaining the information.



(g) Insurance

The college's insurer is RiskCover WA.

(h) Leased Assets

Where the College has entered into an operating lease arrangement for property, plant and equipment, the lessor effectively retains all of the risks and benefits incidental to ownership of the items held under the operating leases. Equal instalments of the lease payments are charged to the Statement of Financial Performance over the lease term as this is representative of the pattern of benefits to be derived from the leased asset.

(i) Revenue Recognition

The funds received from the 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.

Revenues from Ordinary activities of the College include revenue earned from fee for service activities, student fees and charges, ancillary services, trading activities and Commonwealth grants and subsidies, as well as revenue received from the Department of Training as a result of training successfully tendered for under competitive tendering arrangements.

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 delivery of the service to the customer.

(j) Resources Received Free of Charge or For Nominal Value

Resources received free of charge or for nominal value which can be reliably measured are recognised as revenues and as assets or expenses, as appropriate at fair value.

(k) Receivables

Receivables are recognised at the amounts receivable as they are due for settlement no more than 30 days from the date of recognition.

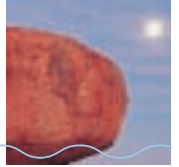
Collectability of accounts receivable is reviewed on an ongoing basis. Debts which are known to be uncollectable are written off. A provision for doubtful debts is raised where some doubts as to collection exists.

(l) Payables

Payables, including accruals not yet billed, are recognised when the College becomes obliged to make future payments as a result of a purchase of assets or services. Accounts payable are generally settled within 30 days.

(m) Accrued Salaries

Accrued salaries represent the amount due to staff but unpaid at the end of the financial year, as the end of the last pay period for that financial year does not coincide with the end of the financial year. The College considers the carrying amount approximates net fair value.



(n) Interest-bearing Liabilities

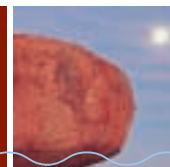
Loans from the Department of Treasury and Finance are recorded at an amount equal to the net proceeds received. Interest expense is recognised on an accrual basis.

(o) Revaluation of Land and Buildings

The College has a policy of valuing land and buildings at fair value. The transitional provisions in AAS 38 (10.9) (b) have been applied to land and buildings.

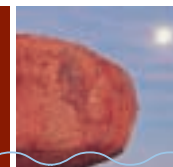
(p) Comparative Figures

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



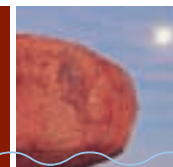
	2001	2000
	\$	\$
2 Employee expenses		
Wages and Salaries	4,732,566	4,321,945
Superannuation (a)	350,381	316,899
Long Service Leave Expense	33,362	101,761
Increase (decrease) in provision for employee entitlements	60,148	-
Other Related Expenses	915,870	864,408
	6,092,327	5,605,013
 (a) Superannuation		
- (Represents the notional superannuation expense amount as advised by the Government Employees Superannuation Board. The liabilities for superannuation charges under the Gold State Superannuation Scheme and West State Superannuation Scheme are extinguished by quarterly payment of employer contributions to the Government Employees Superannuation Board)	171,315	309,134
- Other Contributions Represents amounts paid by the Department of Training on the College's behalf.	179,066	-
- Other	-	7,765
	350,381	316,899
Since 1 July 2001, the superannuation contributions for West State and Gold State schemes are met by the Department of Training on behalf of the College. The revenue is recognised under State Funds. (Refer to Note 13).		
3 Borrowing costs expense		
Interest Paid to WA Treasury	20,505	25,009
	20,505	25,009
4 Supplies and services		
Communications	112,675	150,379
Energy Costs	344,381	366,304
Contracted Services (excludes contract staff)	1,035,255	839,761
Consumables - General Supplies	654,049	585,265
Consumables - Minor Equipment Purchases	68,141	150,788
Consumables - Minor Capital Works	264	35,514
Repairs and Maintenance	334,467	349,689
Travel and Transport	587,822	400,778
Rent and Operating Lease Charges	117,342	137,453
Finance Charges (Bank, Interest)	15,480	16,305
Advertising	133,227	96,095
Legal expenses	1,177	4,041
Insurance	87,200	113,066
Other	242,641	185,443
	3,734,121	3,430,881

NOTES TO THE FINANCIAL STATEMENTS
FOR THE 12 MONTHS ENDING 31 DECEMBER 2001



	2001	2000
	\$	\$
5 Depreciation expense		
Buildings	503,086	457,203
Plant, Furniture & General Equipment	169,663	151,613
Computer Equipment, Communication Network & Software	215,450	155,977
	888,199	764,793
6 Net loss on disposal of non-current assets		
Plant, Furniture & General Equipment	(16,082)	(5,950)
Computer Equipment, Communication Network & Software	(2,321)	(24,629)
	(18,403)	(30,579)
Comprised:		
Gross Proceeds on Sale of Property, Plant and Equipment	16,066	6,377
Less: Written Down Value	34,469	36,956
Net Profit / (Loss) on Disposal of Non Current Assets	(18,403)	(30,579)
7 Other expenses from ordinary activities		
Write-off of physical assets	129,506	-
Write-down of Physical Assets	37,260	-
Decrement on Revaluation of Computer & Communication Equipment	-	305,534
Staff Development Costs	81,304	82,860
	248,070	388,394
8 Fee for service		
Fee For Service -General	1,605,893	953,285
Adult Community Education Fees	24,901	7,804
Fee For Service - Other	16,860	-
	1,647,654	961,089
9 Student fees and charges		
Tuition Fees	224,121	181,568
Service / Enrolment Fees	43,452	36,936
Resource Fees	30,035	28,454
Other Fees and Charges	4,281	-
	301,890	246,958
10 Ancillary trading		
Child Care Fees	38,855	29,358
Other Selling Revenue	408,402	488,017
	447,257	517,375

NOTES TO THE FINANCIAL STATEMENTS
FOR THE 12 MONTHS ENDING 31 DECEMBER 2001



	2001	2000
	\$	\$
11 Trading Profit		
Bookshop:		
Sales	92,689	83,102
Less: Cost of Sales:		
Opening Inventory	57,084	35,910
Purchases	82,240	88,769
	139,324	124,679
Less: Closing Inventory	(56,521)	(57,084)
Cost of Goods Sold	82,803	67,595
Trading Profit - Bookshop	9,886	15,507

Trading activities of the College is determined by sales revenue less direct cost of goods sold.

12 Other revenue from ordinary activities		
Donations	122,081	28,511
Recoveries, Refunds and Recoups	7,747	1,234
Local Government Grants and Contributions	526,867	479,763
Miscellaneous Revenue	194,615	171,507
	851,310	681,015

13 State funds		
Recurrent Funding - DoT (Delivery and Performance Agreement)	6,054,799	5,975,144
Recurrent Funding - DoT (Other receipts)	604,174	-
Funding for CUC	540,560	-
Funding for Superannuation	179,066	-
Total Recurrent Funding - DoT	7,378,600	5,975,144
Capital Funding - DoT	50,000	494,806
	7,428,600	6,469,950

Capital User Charge (CUC) is recognised as a revenue and expense of the College, however, the levy is paid to the Department of Treasury and Finance by the Department of Training on behalf of the College. The Capital user charge was introduced on 1 July 2001.

14 Resources received and provided free of charge

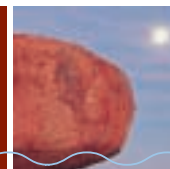
Resources Received Free of Charge

- Services and Supplies:

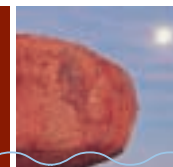
Corporate Systems Support (a)	185,663	426,774
Office of the Auditor General - External Audit Services	31,000	30,000
Other - Shire of Roebourne	-	60,397
Total Resources Received Free of Charge	216,663	517,171

(a) Corporate Systems Support includes - personnel/payroll, accounting, asset management, communications network and college management information systems.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE 12 MONTHS ENDING 31 DECEMBER 2001

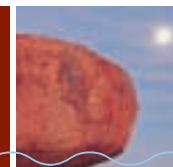


	2001	2000
	\$	\$
15 Liabilities assumed by the Treasurer		
Superannuation (refer also Note 2)	171,315	309,134
	<u>171,315</u>	<u>309,134</u>
16 Cash assets		
Cash on Hand and Other Amounts in Suspense	3,800	3,950
Bank Accounts	(174,380)	(24,789)
College Short Term Deposits and Bank Bills	2,423,670	2,884,205
	<u>2,253,091</u>	<u>2,863,366</u>
17 Restricted cash assets		
DPA Funds - Funds Due to DoT	-	240,000
	<u>-</u>	<u>240,000</u>
Represents estimated DPA refund amount the uses of which are restricted, wholly or partially, by regulations or other externally imposed requirements.		
18 Receivables		
Current:		
Current Receivables includes trade debtors, student debtors and over-paid salaries.		
Accounts Receivable for goods and services supplied	677,104	305,184
Less: Provision for Doubtful Debts	(2,124)	-
Net Accounts Receivable	674,980	305,184
Other Current Receivables	323,699	22,722
	<u>998,679</u>	<u>327,906</u>
19 Inventories		
Current:		
Bookshop Trading Inventory:	56,521	57,084
Total Inventory	<u>56,521</u>	<u>57,084</u>
20 Other assets		
Current:		
Prepayments	120,005	133,845
	<u>120,005</u>	<u>133,845</u>



	2001	2000
	\$	\$
21 Property, plant and equipment		
Land		
At Valuation (Dec1999)	357,963	357,963
Total Land	<u>357,963</u>	<u>357,963</u>
Buildings		
At Valuation (Dec 1999)	10,752,279	10,752,279
Less: Accumulated Depreciation	(946,026)	(454,183)
Written Down Value	<u>9,806,253</u>	<u>10,298,096</u>
At Cost	703,304	120,793
Less: Accumulated Depreciation	(14,264)	(3,020)
Written Down Value	<u>689,040</u>	<u>117,773</u>
Total Land and Buildings	<u>10,853,256</u>	<u>10,773,832</u>
Plant, Furniture & General Equipment		
At Cost	328,837	156,800
Less: Accumulated Depreciation	(40,871)	(4,808)
Written Down Value	<u>287,966</u>	<u>151,992</u>
At Valuation (Dec 1999)	329,164	371,300
Less: Accumulated Depreciation	(67,582)	(34,701)
Written Down Value	<u>261,582</u>	<u>336,599</u>
At Valuation (Jan 2000)	815,618	947,910
Less: Accumulated Depreciation	(184,933)	(112,103)
Written Down Value	<u>630,685</u>	<u>835,807</u>
Total Plant, Furniture & General Equipment	<u>1,180,233</u>	<u>1,324,398</u>
Computer Equipment, Communication Network and Software		
At Cost	619,427	305,068
Less: Accumulated Depreciation	(195,072)	(55,930)
Written Down Value	<u>424,355</u>	<u>249,138</u>
At Valuation (Dec 1999)	4,900	10,500
Less: Accumulated Depreciation	(2,450)	(2,965)
Written Down Value	<u>2,450</u>	<u>7,535</u>
At Valuation (Jan 2000)	201,074	243,882
Less: Accumulated Depreciation	(141,746)	(97,083)
Written Down Value	<u>59,328</u>	<u>146,799</u>
Total Computer Equipment, Communication Network and Software	<u>486,133</u>	<u>403,472</u>
Total Written Down Value of Property, Plant, and Equipment	<u>12,519,622</u>	<u>12,501,702</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE 12 MONTHS ENDING 31 DECEMBER 2001



2001 2000

\$ \$

- (a) The valuation of land and buildings was performed on 31 December 1999 in accordance with an independent valuation by Synergy Valuation Services. The valuation has been performed on the basis of Integrity 3.
- (b) Valuation of Computing Equipment & Network Communications, Plant Furniture and General Equipment was performed on 1 January 2000 in accordance with an independent valuation by the Valuer Generals Office. The valuation has been performed on the basis of Integrity 3.
- (c) Details of amounts written off in the 12 months ending 31 December 2001 in accordance with section 45 of the Financial Administration and Audit Act 1985 and associated Financial Administration Regulation 10 are disclosed in note 38 to these financial statements.

Reconciliations

Reconciliations of the carrying amounts of property, plant and equipment at the beginning and end of the current financial year are set out below.

2001	Carrying amount at	Additions	Disposals	Depreciation		Revaluation Increments	Write-off/down of assets	Carrying amount at
	start of year							end of year
	\$			\$	\$			\$
				Prior Period	Current Period			(a)
Land	357,963	-	-	-	-	-	-	357,963
Buildings	10,415,869	582,511	-	(18,759)	(484,327)	-	-	10,495,293
Plant, Furniture & General Equipment	1,324,398	185,138	(21,740)	(336)	(169,327)	-	(137,900)	1,180,233
Computer equipment, Communication Network & Software	403,472	336,464	(12,729)	(1,147)	(214,303)	-	(25,624)	486,133
Total	12,501,702	1,104,113	(34,469)	(20,242)	(867,957)	-	(163,524)	12,519,622

- (a) Includes Plant Furniture & Equipment write-downs of \$37,260.

22 Payables

Current:

Supplies and Services	201,832	499,854
	<u>201,832</u>	<u>499,854</u>

Trade liabilities are settled within the following month or, where required by suppliers on shorter terms.

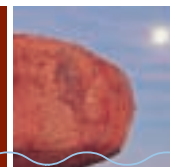
23 Interest bearing liabilities

Current:

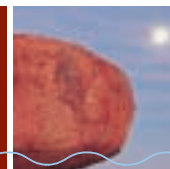
Other Borrowings - Treasury	11,437	12,100
Total Current Borrowings:	<u>11,437</u>	<u>12,100</u>

Non - Current:

Other Borrowings - Treasury	211,979	222,954
Total Non-Current Borrowings	<u>211,979</u>	<u>222,954</u>



	2001	2000
	\$	\$
24 Provisions		
a) Current:		
Liability for Annual Leave	190,215	195,215
Liability for Long Service Leave	120,000	205,000
Total Current Employee Entitlements	<u>310,215</u>	<u>400,215</u>
b) Non-Current:		
Liability for Annual Leave	324,000	280,000
Liability for Superannuation**	350,381	306,666
Total Non-Current Employee Entitlements	<u>674,381</u>	<u>586,666</u>
Notes		
** The superannuation liability has been established from data supplied by the Government Employees Superannuation Board.		
The college considers the carrying amount of employee entitlements approximates the net fair value.		
25 Other liabilities		
Current:		
Accrued Expenses for Supplies and Services - CUC Payable	285,000	-
Accrued Expenses for Capital Expenditure	7,105	-
Income Received in Advance (a)	163,295	-
Total Current Other Liabilities	<u>455,400</u>	<u>-</u>
(a) Income Received in Advance Comprises:		
Department of Training - Grants & Equipment	60,000	-
Department of Training - Special Purpose	103,095	-
Other Government - Shire of Roebourne	200	-
Total Income in Advance	<u>163,295</u>	<u>-</u>
26 Accumulated surplus		
Balance at the beginning of the year	12,540,796	12,861,594
Change in net assets resulting from operations	(319,440)	(306,280)
Transfers to / (from) reserves	-	(14,517)
Balance at the end of the year	<u>12,221,356</u>	<u>12,540,796</u>



	2001	2000
	\$	\$
27 Reserves		
Asset Revaluation Reserve		
Balance at the beginning of the year	1,669,712	954,500
Revaluations during the year (a)	-	715,212
Balance at the end of the year	<u>1,669,712</u>	<u>1,669,712</u>
Other Reserves		
Balance at the beginning of the year	191,606	177,089
Transfers (to)/from reserves	-	14,517
Balance at the end of the year	<u>191,606</u>	<u>191,606</u>
Total Reserves	<u>1,861,318</u>	<u>1,861,318</u>
Net increase / (decrease) in reserves	<u>-</u>	<u>729,729</u>
(a) Revaluations recognised during the year were in respect of:		
Buildings	-	88,153
Plant, Furniture & General Equipment	-	627,059
	<u>-</u>	<u>715,212</u>

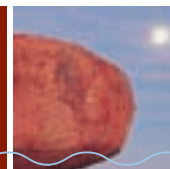
28 Contingent Liabilities

An Agreement dated 13 June 1985 exists between the College and The Shire of Roebourne under which the Walkington Theatre was constructed and currently operates. This Agreement includes a termination clause that comes into effect either upon:

- a) the expiration of 40 years from the date of the Agreement, provided that if the College and the Shire agree to continue the Agreement after the expiration of 40 years, then it will be presumed to continue from year to year.
- b) either party giving to the other party 12 months notice of termination of the Agreement at any time.

The Agreement provides that in the event of its termination by either of these methods, the College shall pay to the Shire and the State, the value of the Theatre at that time (as determined by the Valuer General), proportionate to the contributions made by the Shire and the State respectively, to the total cost of the development and the construction of the Complex, excluding land.

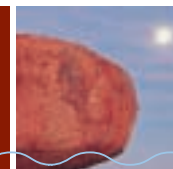
As at 31 December 2001, the College estimates this contingent liability to be approximately \$2.2 million.



	2001	2000
	\$	\$
29 Commitments for Expenditure		
(a) Capital Expenditure Commitments		
Capital expenditure commitments, being contracted capital expenditure additional to the amounts reported in the financial statements, are payable as follows:		
Within 1 year	173,184	746,675
	<u>173,184</u>	<u>746,675</u>
The capital commitments include amounts for:		
Buildings	-	533,000
Computers	173,184	213,675
(b) Lease Commitments		
Non-cancellable Operating Lease Commitments		
The College had the following obligations under non cancellable operating leases.		
Obligations under non cancellable operating leases are not recognised as liabilities.		
		(a)
Payable no later than 1 year	150,485	144,412
Payable later than 1 year and not later than 5 years	12,847	115,651
Payable later than 5 years	-	-
Total Operating Lease Commitments	<u>163,332</u>	<u>260,063</u>

(a) The comparative figures have been restated to reflect operating leases entered into in previous financial years inadvertently omitted from disclosure. Details of these agreements are as follows:

- (i) A 36 month operating lease agreement for photocopiers was entered into with Fuji Xerox on the 1 January 1999.
- (ii) A 36 Month rental agreement for a photocopier was entered into on the 5th of October 2000 with Canon Finance.



	2001	2000
	\$	\$
30 Reconciliation of Net Cash used in Operating Activities to Net Cost of Services		
Net cash (used in) from operating activities	(6,495,305)	(5,817,951)
Change in Operating Assets and Liabilities		
Increase/(Decrease) in Receivables	371,919	(19,022)
Increase/(Decrease) in Inventories	(563)	21,174
Increase/(Decrease) in Prepayments	(13,840)	-
(Increase)/Decrease in Payables	58,022	56,862
(Increase)/Decrease in Income Received in Advance / Grants and Advances	(200)	-
(Increase)/Decrease in Provisions	2,285	(14,558)
(Increase)/Decrease in Other Liabilities	(10,895)	-
Adjustments for Non Cash Items		
Profit / (Loss) on Disposal on Non-current Assets	(18,403)	(30,579)
Donated assets received	77,000	98,170
Discovered assets	30,820	-
FBT offset from GST	(16,228)	-
Depreciation Expense	(888,199)	(764,793)
Losses and write-offs (excludes cash shortages / thefts of money)	(126,264)	-
Non Cash Opening Balances & Fixed Asset Adjustments	(37,261)	(305,534)
Resources Received Free of Charge	(216,663)	(517,171)
Notional Superannuation (liability assumed by the Treasurer)	(350,381)	(309,134)
Capital User Charge (Paid by DOT)	(540,560)	-
GST Cashflows recoverable from ATO	38,700	-
Net cost of services	<u>(8,136,018)</u>	<u>(7,602,536)</u>

31 Reconciliation of Cash

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 as follows:

Cash Resources	2,253,091	2,863,366
Restricted Cash Resources	-	240,000
Total cash (as per Statement of Financial Position)	<u>2,253,091</u>	<u>3,103,366</u>
Total cash (as per Statement of Cash Flows)	<u>2,253,091</u>	<u>3,103,366</u>

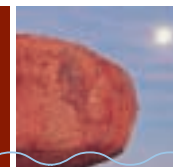
32 Non Cash Financing and Investing Activities

Finance Lease Transactions

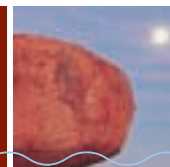
During the year the college acquired no plant and equipment by means of finance leases.

33 Financing Facilities

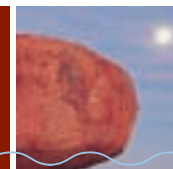
At the reporting date the college had no financing facilities, other than the loan from the WA Treasury Corporation.



	2001	2000
	\$	\$
34 Remuneration of Members of the Accountable Authority and Senior Officers		
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.	236,498	233,054
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.	183,364	170,250
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:		
\$90,001 - \$100,000	-	1
\$100,001 - \$110,000	1	-
\$120,001 - \$130,000	-	1
\$130,001 - \$140,000	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:		
\$80,001 - \$90,000	1	2
\$90,001 - \$100,000	1	-
35 Retirement Benefits of Members of the Accountable Authority and Senior Officers		
In respect of members of the Accountable Authority, the following amounts were paid or became payable for the financial year:		
Contributions to:		
Gold State Superannuation Scheme	10,927	-
Total Contributions	10,927	-
Notional contributions to:		
Gold State Superannuation Scheme	11,362	26,098
Total Notional Contributions	11,362	26,098
In respect of Senior Officers other than members of the Accountable Authority, the following amounts were paid or became payable for the financial year:		
Contributions to:		
Gold State Superannuation Scheme	4,694	-
West State Superannuation Scheme	2,696	-
Total Contributions	7,390	-
Notional contributions to:		
Gold State Superannuation Scheme	4,800	-
West State Superannuation Scheme	3,082	5,296
Total Notional Contributions	7,882	5,296



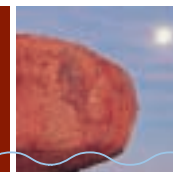
	2001	2000
	\$	\$
36 Remuneration of Auditor		
The total of fees paid or due and payable to the auditors for the financial year, is as follows:		
Fees to the Office of the Auditor General (external audit service)	31,000	30,000
37 Events Occurring After Balance Date		
In December 2001 a Report entitled Positioning the Training Sector for Excellence was issued by the Department of Training. One of the recommendations of this review was the proposed amalgamation of East and West Pilbara colleges by 30 June 2002. Public comment and submissions to the report closed in mid-February 2002. The Minister for Training will consider submissions received and make a decision regarding the amalgamation in the near future. At the time of preparation of these statements no such decision had been made.		
38 Public property losses, write offs and gifts		
The following losses and write-offs are incorporated in 'other operating expenses' (refer to note 7)		
Revenue and debts and public and other property written off	<u>129,506</u>	<u>11,268</u>
Gifts of public property during the financial year	<u>6,500</u>	<u>-</u>
39 Segment Information		
The College has only one segment (as defined by Treasurer's Instruction 1101 (2) (viii)) and that is Vocational Education and Training Delivery.		
The college operates in one geographical segment being within the State of Western Australia.		
40 Related Bodies		
The College has no related bodies.		
41 Affiliated Bodies		
The College has no affiliated bodies.		
42 Explanatory Statement		
Explanations for significant variations		
(a) Significant variations between actual revenues and expenditures for the financial year and revenues and expenditures for the immediately preceding financial year.		
Significant variations in revenues and expenditures between actual revenue (income) and expenditure and the corresponding item of the preceding year are detailed below.		
Significant variations are considered to be those greater than 10% or \$20,000.		



	2000	2001	Variance	
	\$	\$	\$	%
(i) Expenditure				
1) Employee Costs	5,605,013	6,092,327	487,314	8.69%
2) Supplies and Services	3,430,881	3,734,121	303,240	8.84%
3) Depreciation	764,793	888,199	123,406	16.14%
4) Net Loss on Disposal of Non-Current Assets	30,579	18,403	(12,176)	(39.82%)
5) Capital User Charge	-	540,560	540,560	100.00%
6) Other expenses from ordinary activities	388,394	248,070	(140,324)	(36.13%)
(ii) Revenue				
7) Fee for Service	961,089	1,647,654	686,565	71.44%
8) Student Fees and Charges	246,958	301,890	54,931	22.24%
9) Ancillary Trading	517,375	447,257	(70,118)	(13.55%)
10) Interest revenue	220,189	148,170	(72,020)	(32.71%)
11) Trading profit	15,507	9,886	(5,621)	(36.25%)
12) Other revenue from ordinary activities	681,015	851,310	170,295	25.01%
13) State Funds	6,469,950	7,428,600	958,650	14.82%
14) Resources Received Free of Charge	517,171	216,663	(300,508)	(58.11%)
15) Liabilities Assumed by the Treasurer	309,134	171,315	(137,819)	(44.58%)

Notes:

- 1) Increase in enrolment and fee for service business required increase in employees.
- 2) Increased fee for service activity required increased staffing and contractors.
- 3) Primarily relates to new computer equipment purchased in late 2000 with full years depreciation being reflected in 2001.
- 4) Asset disposals of redundant equipment in 2001 resulting from relocation of function.
- 5) This is the first year that Capital User Charge applied to the College.
- 6) Revaluation of assets in 2000 not repeated in 2001. However, other adjustments to assets of a lesser value made in 2001.
- 7) Increasing business including a major contract with a resource company.
- 8) Increased student enrolments in profiled courses.
- 9) Decrease in theatre revenue.
- 10) Lower interest rates and reduced amounts held in term deposits.
- 11) Proportionate cost of bookshop items sold has increased.
- 12) Increased Local Government Contributions and greater value of donations received than in 2000.
- 13) The Department of Training has funded the Colleges' Capital User Charge and Superannuation expenses from July 1 2001.
- 14) Capital acquisitions paid by the Department on behalf of the College in 2000. None in 2001.
- 15) Treasurer funded notional superannuation up to 30 June 2001. The Department of training paid college contributions from 1 July onwards. (refer to 13 above)



(b) Significant variations between estimates and actual results for the financial year

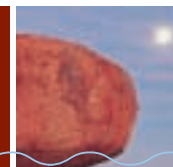
Section 42 of the Financial Administration and Audit Act requires the college to prepare annual budget estimates.

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 \$20,000.

	Estimate	Actual	Variation	
	\$	\$	\$	%
(i) Expenditure				
1) Employee Costs	5,557,500	5,741,946	184,446	3.32%
2) Superannuation	320,000	350,381	30,381	9.49%
3) Supplies and Services	3,378,875	3,734,121	355,246	10.51%
4) Depreciation and Amortisation	756,000	888,199	132,199	17.49%
5) Net Loss on Disposal of Non-Current Assets	-	18,403	18,403	100.00%
6) Capital user charge expense	-	540,560	540,560	100.00%
7) Other Operating Expenses	177,125	248,070	70,945	40.05%
(ii) Revenue				
8) Fee for Service	1,124,000	1,647,654	523,654	46.59%
9) Student Fees and Charges	237,500	301,890	64,390	27.11%
10) Other Operating Revenue	606,500	851,310	244,810	40.36%
11) State Funds	5,956,400	7,428,600	1,472,200	24.72%
12) Resources Received Free of Charge	400,000	216,663	(183,337)	(45.83%)
13) Liabilities assumed by the Treasurer	320,000	171,315	(148,685)	(46.46%)

Notes:

- 1) Unanticipated increase in activity requiring increasing in employee expenditure.
- 2) Unexpected increase in employee numbers as well as underestimate of required expenditure.
- 3) Unanticipated increase in fee for service activity required increased number of contractors.
- 4) Asset additions were higher than estimates and comprised computers that are depreciated at higher rates.
- 5) Not included in original estimates.
- 6) Not included in original estimates due to the uncertainty as to how CUC was going to operate.
- 7) Underestimation of other operating expenses.
- 8) Underestimated increase in fee for service activity including implementation of major industry contract.
- 9) Greater than expected student enrolment activity.
- 10) Unbudgeted donations and increase local government contributions.
- 11) Increase in DPA as well as capital user charge and superannuation funding provided by the Department of Training.
- 12) Alteration in basis of costs allocation from WA Department of Training.
- 13) Estimates were based upon the entire superannuation expense being assumed by the Treasurer as it had been in previous years. From 1 July 2001 was paid by the Department of Training on the Colleges behalf and is included in State Funds. (refer to 11 above).



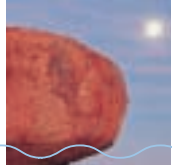
43 Financial Instruments

(a) Interest Rate Risk Exposure

The College's exposure to interest rate risk, and the effective weighted average interest rate for each class of financial assets and financial liabilities is set out below:

	Weighted average effective interest rate	Variable interest rate	Fixed Interest Rate Maturity			Non Interest Bearing	Total
			1 year or less	1 to 5 years	Over 5 years		
			\$	\$	\$		
2001	%	\$	\$	\$	\$	\$	
Financial Assets							
Cash assets	3.70%	(174,380)	2,423,670		3,800	2,253,091	
Receivables					998,679	998,679	
Total Financial Assets		(174,380)	2,423,670	-	1,002,479	3,251,770	
Financial Liabilities							
Payables					201,832	201,832	
Interest bearing liabilities	10.51%	223,416				223,416	
Other liabilities					455,400	455,400	
Total Financial Liabilities		223,416	-	-	657,232	880,648	
Net Financial Assets (Liabilities)		(397,796)	2,423,670	-	-	345,247	

	Weighted average effective interest rate	Variable interest rate	Fixed Interest Rate Maturity			Non Interest Bearing	Total
			1 year or less	1 to 5 years	Over 5 years		
			\$	\$	\$		
2000	%	\$	\$	\$	\$	\$	
Financial Assets							
Cash assets	6.20%	(24,789)	2,884,205		3,950	2,863,366	
Restricted cash assets	6.20%		240,000			240,000	
Receivables					327,906	327,906	
Total Financial Assets		(24,789)	3,124,205	-	-	3,318,56	
Financial Liabilities							
Payables					449,855	449,855	
Interest bearing liabilities	13.93%	235,054				235,054	
Total Financial Liabilities		235,054	-	-	-	684,909	
Net Financial Assets (Liabilities)		(259,843)	3,124,205	-	-	(117,999)	



(b) 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.

The following is an analysis of amounts owing by other government agencies:

	\$
Western Australian Government agencies	206,448
Government agencies of other jurisdictions	2,610
Total	<u>209,058</u>

Other financial instruments

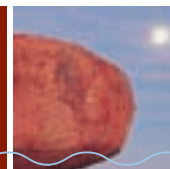
The College had in place the following further financial instruments as at balance date.

- (i) A contractual Delivery and Performance Agreement with the Department of Training to deliver training outcomes in accordance with the College Training Profile. There is no amount repayable to the Department of Training under the agreement at balance date although \$240,000 was provided in 2000 which was included in current Payables.
- (ii) The agreement with IESIP to deliver indigenous programs in the region for the year ended 31 December 2001 allowed for maximum funding of \$140,000 (\$108,000 in 2000)

(c) Net fair value of financial assets and liabilities

The carrying amount of all the College's financial instruments approximate their net fair value.

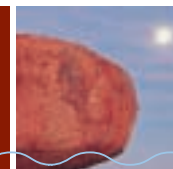
2002 ESTIMATES
STATEMENT OF FINANCIAL PERFORMANCE
FOR THE 12 MONTHS TO 31 DECEMBER 2002



Treasurer's Instruction 953 requires statutory authorities to publish approved annual estimates in their Annual Reports. The following are the estimates approved by the College and the Minister for 2002. These estimates do not form part of the financial statements submitted for audit.

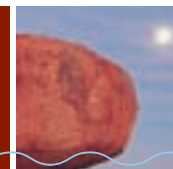
	2002 \$ Estimate
COST OF SERVICES	
Expenses from ordinary activities	
Employee Expense	5,996,139
Superannuation Expense	338,671
Supplies and Services	3,277,329
Depreciation Expense	850,000
Borrowing Cost Expense	21,500
Capital User Charge	1,090,000
Total Cost of Services	11,573,639
Revenue from Ordinary Activities	
Fee for Service	1,562,505
Student Fees and Charges	288,530
Anciliary Trading	386,800
Interest Revenue	85,000
Trading Profit	10,000
Other Revenue from Ordinary Activities	627,230
Total Revenue from Ordinary Activities	2,960,065
Net Cost of Services	-8,613,574
REVENUES FROM GOVERNMENT	
State Funds	8,382,574
Resources Received Free of Charge	231,000
Total revenues from Government	8,613,574
TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTION WITH OWNERS AS OWNERS	-

2002 ESTIMATES
STATEMENT OF FINANCIAL POSITION
FOR THE 12 MONTHS TO 31 DECEMBER 2002



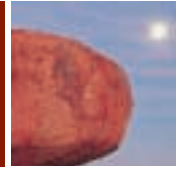
	2002 \$ Estimate
CURRENT ASSETS	
Cash Assets	2,004,221
Inventories	56,521
Receivables	888,619
Other Assets	120,005
Total Current Assets	3,069,366
NON-CURRENT ASSETS	
Property, Plant and Equipment	12,207,473
Total Non-Current Assets	12,207,473
TOTAL ASSETS	15,276,840
CURRENT LIABILITIES	
Payables	213,106
Interest Bearing Liabilities	10,774
Provisions	310,215
Total Current Liabilities	534,095
NON-CURRENT LIABILITIES	
Payables	
Interest Bearing Liabilities	200,473
	674,381
Total Non-Current Liabilities	874,854
TOTAL LIABILITIES	1,408,949
NET ASSETS	13,867,891
EQUITY	
Accumulated Surplus (Deficit)	12,006,572
Reserves	1,861,319
TOTAL EQUITY	13,867,891

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



	2002 \$ Estimate
CASH FLOWS FROM GOVERNMENT	
Recurrent appropriations	6,517,008
Capital appropriations	18,470
Net cash provided by Government	6,535,478
Utilised as follows:	
CASH FLOWS FROM OPERATING ACTIVITIES	
Payments	
Employee Cost	(5,996,139)
Supplies and services	(3,277,329)
Borrowing costs	(21,500)
GST Payments on purchases	(417,206)
Other payments	(43,273)
Receipts	
Sale of goods and services	2,049,305
User charges and fees	288,530
Interest received	85,000
GST receipts on sales	185,548
GST receipts from taxation authority	278,291
Other receipts	627,230
Net cash provided by/(used in) operating activities	(6,241,543)
CASH FLOWS FROM INVESTING ACTIVITIES	
Purchase of non-current physical assets	(531,300)
Net cash provided by/(used in) investing activities	(531,300)
CASH FLOWS FROM FINANCING ACTIVITIES	
Repayment of borrowings	(11,506)
Net cash provided by/(used in) financing activities	(11,506)
Net increase/(decrease) in cash held	(248,871)
Cash assets at the beginning of the financial year	2,253,091
CASH ASSETS AT THE END OF THE FINANCIAL YEAR	2,004,221

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