

# Kimberley College of TAFE

## ANNUAL REPORT 2003



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### CAMPUSES

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Cover Photo: Ragged Ranges, Glen Hill Station, Via Kununurra courtesy of Ave Gassman

To the Hon Alan Carpenter MLA

Minister for Education and Training

In accordance with Section 54 of the Vocational Education and Training Act, 1996 and Section 66 of the Financial Administration and Audit Act, 1985, I hereby submit for your information and presentation to Parliament the Annual Report for the Kimberley College of TAFE for the year ended 31 December 2003.

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

***Dr Paul Novelly***

***Chairperson***

***College Governing Council***

***April 2004***

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## VISION, MISSION AND VALUES

### VISION

First choice for quality vocational education and training in the Kimberley.

### MISSION

To contribute to the development of workplace and life skills of our clients through the provision of quality vocational education and training.

### VALUES

- ↪ Quality provision and continuous improvement.
- ↪ Equal opportunity, merit recognition and the valuing of all clients.
- ↪ Leadership.
- ↪ Creativity and innovation.
- ↪ Participatory decision-making with open and honest communication.
- ↪ Client focus.
- ↪ Efficient and effective use of resources.

## **CHAIRPERSON'S REPORT**

On behalf of the College Governing Council I would like to extend the Council's congratulations to College staff on another very successful year. The College goes from strength to strength, and continues to play a vital role in the region.

In July, Dr Ralph Clark retired after nearly nine years as Managing Director. Ralph was the College's inaugural Managing Director, and his contribution to the College is evident in the College's current status. Ralph guided the College through autonomy, oversaw growth of over 1000% in annual delivery, created the environment for the development of many innovative training programs and provided the leadership and vision that has seen the College become an instrument for positive change in the Kimberley. While Ralph was supported by an excellent team in achieving these results, his personal impact was substantial. The challenge now is to build on Ralph's efforts, and I acknowledge the roles played by both Lindsay Gassman and Adrian Mitchell during their times as Acting Managing Director.

Amongst the many highlights of 2003, one of the most pleasing is the continued achievement of high student outcomes, and satisfaction rates well above state and national averages. As reported in the College's 2003 Key Performance Indicators, the Student Outcomes rate achieved was 84% compared to a State rate of 77% and a national rate of 78%, and the Overall Student Satisfaction rate achieved was 90% compared to a State rate of 85%. These results are a credit to all staff within the College, and provide Council with assurances that training delivered by the College is relevant, of a high standard and is meeting the needs of the College's clients.

I would also like to formally recognise the work of all staff in achieving validation under the Australian Quality Training Framework without a single non-compliance. This builds on the solid foundation achieved under the College's Quality Endorsed Training Organisation status. This was a remarkable effort and once again is testimony to the dedication and professionalism of all concerned. It is something of which the College is justifiably proud, and demonstrates the benefit of the College's investment in the teaching and learning environment. The College will continue to look for better ways to support its highly valued staff.

I particularly congratulate Anthony Pagan and Jeffrey Cooper. Anthony, an aquaculture student at Broome, received the Vocational Student of the Year Award at the Western Australian Training Excellence Awards, while Jeffrey was a finalist in the Trainer of the Year Award at the same awards. Well done.

Finally, in my capacity as Chairperson, I would like to acknowledge and thank my colleagues on the Council whose substantial contributions to both the Council and the College is greatly appreciated.

I look forward to 2004 with a great deal of confidence.



Dr Paul Novelly  
Chairperson  
Governing Council  
Kimberley College of TAFE

## **MANAGING DIRECTOR'S REPORT**

2003 was a very successful year for the College. Achievements included obtaining validation under the Australian Quality Training Framework, (AQTF) receiving formal recognition in awards and ceremonies, establishing partnerships with industry, the community and other education and training providers and delivering training programs that contributed to social and economic outcomes for the Kimberley region.

During the course of the year the College worked closely with Argyle Diamonds to support their Community Leadership Program. Over the next three years this program will see 150 Indigenous people employed in a wide range of traineeships, apprenticeships or other work placements that will lead into ongoing employment and/or assist in the development of local Aboriginal communities. To date three preparatory courses have been conducted with all participants leaving the College highly motivated to succeed in their work placements. The College looks forward to continuing to work in partnership with Argyle Diamonds and other supporting organisations such as Kimberley Group Training, to ensure the success of this exciting program.

The College also conducted a number of innovative training programs that achieved employment or enterprise outcomes for participants. For example 18 students from the Kundat Djaru Aboriginal Community at Ringer Soak enrolled in a Certificate II in Art and Craft course and as part of the training program the Yaruman Art and Culture Centre was established and works were exhibited interstate. The centre has already sold well in excess of \$45,000 worth of art and craft and has gained the attention of several private gallery managers, who have offered a number of the artists the possibility of exhibitions during 2004. Employment outcomes for Tourism students were also strong as was community demand for cultural tourism programs aimed at establishing viable enterprises.

The College's commitment to the empowerment of Indigenous people was also demonstrated at the Australian Seafood Training Awards where it was successful in winning an award for its strategy to re-engage Aboriginal youth in the pearling industry. During 2004 the College will be implementing a community development program to work with Aboriginal communities to identify community employment and enterprise aspirations and community capacity building requirements. Then through community ownership and collaboration with other government agencies and industry, put in place programs to enable the achievement of these ambitions.

Substantial progress was also made towards the achievement of the vocational education and training priorities for 2003 to 2004 that were identified in the Minister's 'Creating the Future' framework for the training sector. During 2003 the College's VET for Schools program grew with a greater focus on collaboration with schools and improving planning processes to provide meaningful pathways for the youth of the region. The College also significantly increased employment based training delivery to 49,472 SCH (2001 20,711 SCH – 2002 40,880 SCH) through initiatives such as an aged care traineeship strategy developed in partnership with the Kimberley aged care industry. In 2004 the College will explore ways it can service the apprenticeship market to support local industry, increase the number of apprenticeship placements in the Kimberley and improve the outcomes for participating employers and students. A key factor in this will be the support the College receives through the TAFEWA Network and the assistance that has been provided to date by other TAFE College has been greatly appreciated.

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*Kimberley College of TAFE - 2003 ANNUAL REPORT*

Finally without doubt the College's greatest asset is its committed lecturing and support staff and none of the above would have been possible without them. I would like to formally recognise their outstanding efforts during the course of 2003, none the least of which was the achievement of validation under the AQTF. The challenge for Corporate Executive in 2004 is to continue to foster an environment that encourages their innovation, acknowledges and rewards their professionalism and involves their expertise in planning processes to establish the College as valued partner in the achievement of social and economic outcomes for the Kimberley region

*A Mitchell*

Mr Adrian Mitchell  
A/Managing Director



*Cable Beach Light 2003 – Acrylic and Oil on canvas 47 x 97cm*

*Artist and Visual Arts Lecturer Broome Campus,  
Denise Walker produced this work along with a  
number of other fine paintings.*

## **CUSTOMER SERVICE CHARTER**

### *Our Commitment to Providing Customer Service*

The College is dedicated to providing an efficient and courteous service, which is responsive to Regional needs. The College aims to achieve this by:

- ↪ Responding promptly to enquiries or referring enquiries to the appropriate person for assistance.
- ↪ Directing telephone enquiries to the appropriate staff member.
- ↪ Providing the contact name of an appropriate staff member and ensuring a return call within one working day.
- ↪ Acknowledging written correspondence within five working days.
- ↪ Having staff identify themselves in all communications with the public.
- ↪ Responding in a courteous and respectful manner.

### *Our Commitment to Excellence*

The College is committed to providing quality service by working closely with individuals, the community, industries in the region and State and national training bodies to ensure that courses are both relevant and of a high standard.

Standards of excellence are maintained by:

- ↪ Delivering training which is accredited and nationally recognised.
- ↪ Using quality curricula and training resource materials.
- ↪ Employing qualified staff and promoting their continuing professional development.
- ↪ Reviewing programs in consultation with students, community organisations and industry on a regular basis.
- ↪ Our commitment to clients



***The College is Committed to:***

- ↪ Ensuring that facilities, equipment and materials are provided to meet the needs of clients.
- ↪ Providing an environment free from discrimination and harassment.
- ↪ Delivering training in a safe and healthy environment.
- ↪ Providing access for clients with special needs.
- ↪ Providing accredited training and customised training of high standards.



*Students participating in Basic Horsemanship course at Spring Creek Station. Kimberley College of TAFE designed this as a pilot course for students to gain valuable work experience.*

## **COLLEGE GOVERNING COUNCIL**

Dr Paul Novelly	Chairperson
Ms Barbara Johnson	Deputy Chairperson
Mr Ron Johnston	Member
Mr Ian Trust	Member
Ms Pamela Hunter	Member
Mr Jim Lewis	Member
Mr Ned McCord	Member
Ms Vivian Adams	Member
Mr Adrian Mitchell	Acting Managing Director

## **KIMBERLEY COLLEGE OF TAFE EXECUTIVE**

Mr Adrian Mitchell	Acting Managing Director
Mr Lindsay Gassman	Corporate Services Director
Mr David Witney	Planning and Development Manager
Ms Anne Novelly	Academic Services Manager
Mr Kevin Beere	Regional Manager, Derby
Mr Merv Wright	Regional Manager, Halls Creek
Mr John Weichert	Regional Manager, Broome
Mr David Gilmour	Regional Manager, East Kimberley

## COLLEGE GOVERNING COUNCIL

### *Paul Novelly, Chairman*



Dr Paul Novelly has worked as an agricultural scientist for over 25 years both in Australia and overseas. For 10 of those years he has been employed in the Kimberley. For most of 2003 he undertook the role of Regional Manager, Fisheries WA in Broome before returning to his position in Kununurra as Regional Manager, Northern Rangelands, Kimberley and Pilbara, of Agriculture WA. Paul is also a representative of the CRC for Tropical Savannas.

### *Barbara Johnson*



Barbara Johnson is a self-employed businesswomen who has been resident in Kununurra for the past sixteen years. She was a member of the Hospital Auxiliary for ten years and its chairperson for five, and is well known for her social and charitable works. Barbara has received numerous awards including Kununurra Citizen of the year in 1995. She is a member of the State Women's Advisory Council and is the President of the Shire of Wyndham-East Kimberley.

### *Ron Johnston*



Ron Johnston is the Executive Member of the Broome Chamber of Commerce, a member of the Kimberley Tourism Association, and a member of the Board of the Kimberley Development Commission. He previously served for sixteen years as a shire councillor and was Broome Shire president for seven of those years.

### *Ian Trust*



Ian Trust is currently an ATSIC Commissioner. In the past he has served as the Chairperson of Kimberley Group Training Incorporated, the East Kimberley Aboriginal Housing and Essential Services Corporation and was previously employed by the Department of Aboriginal Affairs and ATSIC.

### *Pamela Hunter*



Pamela Hunter is the Manager of Aboriginal Healthwork with the Kimberley Health Unit. She has a Bachelor of Applied Science Indigenous Community Health. Previously she worked with the Malarabah Regional Council and Emama Gnuda Aboriginal Corporation.

## COLLEGE COUNCIL cont...

### *Dr Ralph Clark*



Dr Ralph Clark has been the Managing Director of the College since its establishment in 1994 until his retirement in July 2003. Previously he served as Academic Director of Batchelor College and as a lecturer and Sub-Dean of the Faculty of Education at the University of New England.

### *Jim Lewis*



Jim Lewis is the Community Development Officer for the Wyndham Action Group and is a Shire Councillor for the Shire of Wyndham – East Kimberley. He previously served as a Lecturer at the Centre for Aboriginal Studies at Curtin University and Coordinator of Joorook Ngarni Aboriginal Corporation.

### *Ned McCord*



Ned McCord has had extensive experience in developing agri-businesses in Northern Australia. He has managed cattle properties both in the Northern Territory and in WA. He is well versed in business strategy, marketing, management, and training, being currently the Managing Director of Kimberley Rural Management and Training. His professional associations are extensive ranging from being Fellow Member of the Australian Institute of Company Directors to Graduate Member of the Australia Rural Leadership Network.

### *Vivian Adams*



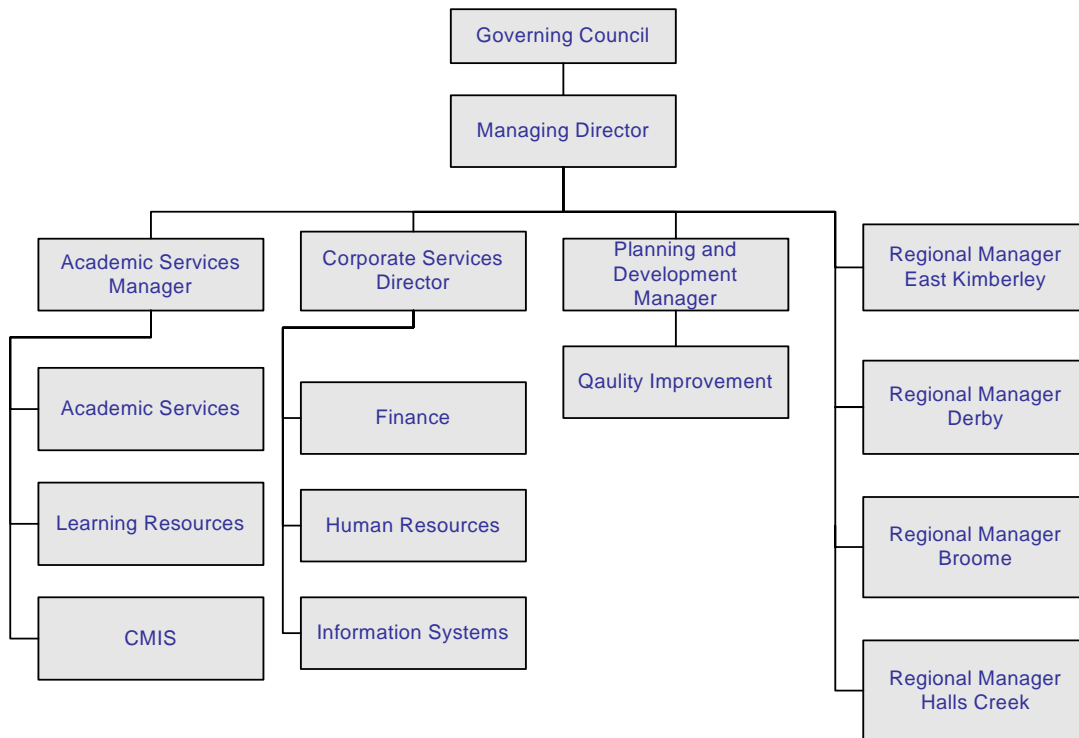
Vivian Adams has a wealth of marketing knowledge gained over many years from the various Marketing positions she has held. She is currently the Principal and Senior Consultant for Shining Light Marketing, based in Kununurra. Vivian has had some very major achievements in her chosen field particularly in marketing and communications for the WA TAB, national recruitment organisation The Bayside Group and the award-winning Ord Valley Muster.

### *Adrian Mitchell*



Adrian is currently the Acting Managing Director of Kimberley College of TAFE. Adrian has been a Director of Corporate Services at Midland College of TAFE and a Director of Organisational Effectiveness at Central West College of TAFE. Over the past few years Adrian has been a member of several regional and sector wide boards and committees, including the Making It Happen Committee. A committee responsible for the identification and implementation of initiatives to increase the participation of Indigenous Australian people in VET in WA and improve the outcomes achieved.

## COLLEGE STRUCTURE



*Front left to right:  
 Adrian Mitchell (A/Managing Director); David Gilmour (Regional Manager, East Kimberley); John Weichert (Regional Manager, Broome); Anne Novelly (Academic Services Manager); David Witney (Planning and Development Manager); Lindsay Gassman (Corporate Services Director); Kevin Beere (Regional Manager, Derby); Merv Wright (Regional Manager, Halls Creek).*

## REPORT ON COLLEGE OPERATIONS

### INTRODUCTION

During the course of 2001, the College Executive together with College staff and stakeholders from Industry, Government, the Department of Training and Kimberley communities, formulated the next step in our planning process, this being the College Strategic Plan for 2002-2004. The College's Operational Plan for 2003 was based upon the strategies and key initiatives contained in this Strategic Plan.

The three year strategic goals that were set by the College were to:

- \* Further position the College as the first choice in vocational education and training in the Kimberley;
- \* Maintain a client focused training organisation;
- \* Improve access to training and enhance support services for our clients;
- \* Ensure College processes, products and services are of the highest possible standard; and;
- \* Encourage leadership and participation by staff in the development of an innovative and competent learning organisation.

### TRAINING PROVISION

The College continues to maintain very close associations with Aboriginal communities and has endeavoured to increase training provision in the Fitzroy Valley area and on the Dampier Peninsular. As in previous years a substantial number of programs were offered in Aboriginal communities across the Kimberley, either through contracted arrangements or by travelling lecturers delivering on-site.

The number of students enrolled in 2003 was 2931. Of these 1493 or 51% were female and 1438 or 49% were male. The vast majority of students enrolled were part time students 2746 or 94% with 185 or 6% attending full-time. The resident population of the Kimberley (2001 census) is 32,700 with 23,577 aged 15 years or over. In 2003 one in 8 persons aged 15 or over attended the College with an average of 155 Student Curriculum Hour (SCH) per student.

The College more than achieved its training profile goal for 2003, with 420,439, SCH or 102.8% of target being delivered. The growth in certificated courses at higher Australian Quality Framework (AQF) levels and the move away from short courses continues to be particularly pleasing. The number of trainees has increased to 219 and the types of traineeships offered by the College has also increased.

The College non-profile delivery for 2003 was 35,966 SCH.

A number of new courses were incorporated in the College profile during 2003.

*These included:*

- **Certificate I in Pathways to Business (Grant Funding)**
- **Certificate I in Workplace Readiness**
- **Certificate I in Engineering**
- **Certificate III in Beef Cattle Production**
- **Certificate II in Civil Construction**
- **Governance for Indigenous Communities**
- **School - based Traineeships in various disciplines**
- **Horsemanship / Rural Skills**
- **Young Indigenous Employment Program**

- ↪ At Broome Campus there has been a successful integration of the maritime Training Package incorporating new training technologies simulating real maritime industry practice.
- ↪ Once again the College demonstrated an ongoing commitment to training in some of the more remote parts of the Kimberley, particularly in building further training relationships with Balgo, Mulan, Noonkanbah, Frog Hollow, Kalumburu, Oombulgurri and the Dampier Peninsular communities.
- ↪ In 2002 Halls Creek campus recruited a new lecturer to deliver the Certificate II in Art & Craft course at Ringers Soak. At this remote community the students were encouraged to develop their painting skills and created enough artwork to form the basic stock for a community based art gallery.

During 2003 the students held two very successful exhibitions one in Adelaide and one in Perth, at the Fremantle Art Exhibition. There is now further potential to develop this desert gallery as an effective business at Ringers Soak. This combination of arts and business program will be extended to Noonkanbah and Fitzroy Crossing communities.

- ↪ Towards the end of 2003 a Certificate 2 Civil Construction Traineeship was introduced in the town of Halls Creek itself. This was a challenging venture between the Shire of Halls Creek, Kimberley Group Training Company, and the College. Students were selected from three desert communities along with existing staff from the Shire to assist with the construction of road works at Sturt Creek, near Billiluna.
- ↪ As part of Pastoral Industry capacity building, Derby campus conducted a recognition of prior learning for five Aboriginal people proposing to become lecturers. Their skills were tested and recognised for the Certificate III in Beef Cattle production, which took place on Mt. Elizabeth Station, 300 klms along the Gibb River Road.
- ↪ A Horsemanship and Station Hand training program was conducted by Kununurra Campus during March 2003. It proved to be very successful with many personal, practical and life skills being developed. Most of the participants in this course went on to gain employment within the local pastoral industry.
- ↪ Aquaculture training at Mud Springs continued throughout 2003. In addition to the supply of aquaculture products to Kununurra it is hoped that additional capacity building will be achieved through a viable tourism venture.

- ↪ At Wyndham Campus in conjunction with Wyndham District High School, six students graduated in Certificate I Aquaculture. A very positive step for the students concerned.
- ↪ Staff from Derby Campus delivered computing classes at the Young Women's Centre every Wednesday for the last term of 2003, which was well received by the participants and has had a significant impact on their self-esteem.
- ↪ Halls Creek campus created the "Aunties Class" during 2002 and this continued on in 2003. The Aunties Class is a group of older Aboriginal women who have come together in a safe environment to spend quality time with their peers and to develop their existing skills or gain new ones. The program continues to be a positive and effective one for the students participating. Because of its popularity, the program was nominated for a State Training Award in 2003. Although not successful, it was noted by the organisers as a worthy contender.
- ↪ VET in schools continued in Derby with Derby District High School students participating in Certificate I Automotive, Certificate II Business Studies, and a Work Readiness program
- ↪ Mr. George Zelen a remote Information Technology lecturer from Derby Campus delivered courses to five communities along the Gibb River Road. This was warmly welcomed as it has not been done before. It is hoped to further develop IT and other courses offered in 2004 to support the needs of people on the Gibb River Road.
- ↪ A strong VET for Schools program was undertaken at the Kununurra Campus. In addition school based traineeships in conjunction with Kimberley Group Training and Kununurra District High School were an outstanding success. This training was concentrated on engineering and information technology.
- ↪ Kununurra Campus also conducted school based traineeships both at Halls Creek and Wyndham in the areas of Business Studies and Auto Mechanics.
- ↪ Fee for Service activities at Derby Campus consisted of an up skilling of existing staff for Watercorp, Negotiating Skills and Customer Service for the Shire of Derby/ West Kimberley and Customer Service for small business through the Business Enterprise Centre. Derby Campus also participated in the Annual Derby Boab Festival by entering a float; this was a most successful day.
- ↪ The College is working in close partnership with Argyle Diamonds to support their Community Leadership Program. Over the next three years Argyle Diamonds will employ 150 Indigenous people in traineeships, apprenticeships or other work placements to develop skills that will greatly assist in either gaining ongoing employment, capitalising on local enterprise opportunities or contributing to the capacity building of local Aboriginal communities. To date three preparatory programs have been completed, which have been well received and the participants have left the College highly motivated for their work placements with Argyle Diamonds.



## COMPLIANCE REPORT

### ACCOUNTABLE OFFICER

The Accountable Officer for the Kimberley College of TAFE is Adrian Mitchell, Acting Managing Director

### ENABLING LEGISLATION

The Kimberley College of TAFE was established as an autonomous body on 1 July 1999 under Section 35 of the *Vocational Education and Training Act 1996*.

### LEGISLATION IMPACTING ON THE COLLEGE

In the performance of its functions, the College has complied with the following relevant legislation:

*Education Act 1928*

*Industrial and Commercial training Act 1975-1980*

*Industrial Relations Act 1979*

*Workers Compensation and Assistance Act 1981*

*Financial Administration and Audit Act 1985*

*Public Sector Management Act 1994*

*Equal Opportunity Act 1984*

*Government Employees Superannuation Act 1987*

*Occupational Health and Safety Act 1984*

*Workers' Compensation and Rehabilitation Act 1981*

*Workplace Agreement Act 1993*

*Minimum Conditions of Employment Act 1993*

*State Supply Commission Act 1991*

*Disabilities Services Act 1993*

*Trade Practices Act 1974*

*Freedom of Information Act 1992*

*Electoral Act 1907*

## CLIENT FOCUS

The College's ongoing commitment to customer and client needs saw the continuation of support for training in the area of AUSLAN. Specific support was provided during 2003 to 20 clients who required specialised help with their study.

A Client Customer Committee looks at equity, diversity and flexibility in our delivery to students, this in turn is guided by our obligations under various legislations that impact upon the College.

The College has a focus on continuous improvement and our training delivery processes and procedures were the subject of a monitoring review during 2003. This was in preparation for an AQTF audit and validation, which was carried out during the 2003 academic year by independent auditors and TAC observer. The College was granted AQTF Status on all 12 Standards with zero non-compliance. An outstanding effort for all staff concerned. The College was further distinguished by being singled out for displaying exemplary practices in a number of administration and academic areas.

The following promotional and client feedback material was prepared and or distributed by the College in 2003.

"Kimberley College of TAFE Student fact Pack 2003" - a student information booklet, was distributed to all students and prospective students.

Each year a large number of "Campus Specific" brochures are produced for usage in foyers and for letterbox drops. These give details of the types of courses and qualifications that are offered at the various campuses.

In 2003 our television advertisements were updated and broadcast on GWN and WIN Television. A start was made on gaining market place recognition for TAFEWA as an overall marketing strategy for the government training sector. This will be further developed during 2004 with new College signage and placement of this brand on all printed material as old stock is utilised.

Many of the College's programs were delivered in various Aboriginal communities scattered across the Kimberley. The College has continued to strengthen its relationships with communities and with a range of partners, including schools, group training companies, and local industries.

## COLLEGE FACILITIES

During 2003 major upgrades to the dust extraction systems at Broome workshop were carried out, to comply with Occupational Health and Safety regulations. Shade sails were added to the Art area at Broome Campus for the benefit of the students.

A refurbishment of both Derby and Wyndham campuses was begun with work in the Wyndham administration area and the industrial workshop being completed. At Derby roof repairs and insulation were undertaken. Total cost of these projects was \$250,000.

A Halls Creek lecturer's room was completed to house six lecturers at a cost of \$194,000. Kununurra Campus saw the relocation of the Academic Service staff to the flexible delivery area of the Learning Resource Centre.

## STUDENT SUPPORT

The College has sought to improve access to opportunities to study for people with a diverse range of abilities. Every year surplus computers that have become obsolete to College needs are given to worthy groups.



*Adrian Mitchell, A/Managing Director presenting 10 year old Christopher Fletcher with a computer to assist him in accessing educational programs from home and talking to other youth with Autism via the Internet.*

Denise Walker, Art Lecturer at Broome campus, has continued her commitment to involving people with disabilities in TAFE programs through Community projects such as the Shinju Matsuri festival.

Derby CrocFest – Derby campus took a prominent role in managing the careers market and work skills activities where Lecturers showcased trades and technical skills. 900 school students attended from across the Kimberley, Pilbara and Northern Territory. This was an outstanding success.

## QUALITY

In 2003 the College has remained committed to providing quality service and pursuing a policy of continuous improvement.

The College's Registration under QETO expired in December 2003 and the College successfully applied and renewed its registration as a Registered Training Organisation (RTO) under the Australian Quality Training Framework (AQTF) required by the National and State Training Authorities.

The Renewal of its RTO status provided the College with an opportunity to review and revamp its training and assessment procedures to ensure they satisfied all of the requirements of the 12 AQTF standards. This resulted in new procedures being published.

The College also had over 35 Improvement Action Requests that resulted in changes to the Colleges Quality Management Systems policies, procedures and forms.

## PROMOTIONAL ACTIVITIES

In 2003 the College established a new College web site and created new promotional material. This promotional material included mouse mats, water bottles, pens and hats, which were primarily used at the North West Expo in Broome.

Numerous marketing initiatives were undertaken by the College including participation in local promotions at shows, shopping centres and Indigenous Community events;

↳ Northwest Expo Broome –information on Kimberley College of TAFE, courses offered and Career Pathways;

- ↪ Involvement in the annual Croc Festival Derby – showcase for young students to display their achievements in song and dance;
- ↪ Numerous displays set up in shopping centres at Broome and Kununurra;
- ↪ Involvement in both the Boab Festival and Shinju Matsuri parades;
- ↪ Kununurra Agricultural Show – promotional display highlighting College achievements and courses on offer;

## LEADERSHIP AND PARTICIPATION

The College continues to provide concerted Professional Development support for its staff. During 2003 Professional Development focussed on both corporate and personal Professional Development requirements. Apart from College wide Professional Development programs, a total of 72 staff individually participated in College funded professional development activities. Some of the programs and activities included Certificate IV in Assessment and Workplace Training, attainment of individual vocational qualifications, a range of First Aid Training, Occupational Safety and Health Site Safety Representative training, Return to Industry, attendance at Industry based seminars and conferences, Women in Leadership training, and a high level emphasis on training of Staff in responsibilities and processes associated with the new Australian Quality Training Framework (AQTF) Standards.

Contributions to fees associated with individuals pursuing higher education qualifications (e.g. Teaching or Vocational Degrees) at external Tertiary Institutions were also made.

An average of 96 hours per FTE (inclusive of casual employees) of directly funded individual Training/Professional Development was undertaken by College employees during 2003.

The Professional Development mentioned above does not include academic staff moderation and networking meetings and conferences held throughout the year.

## AWARDS, NOMINATIONS AND EVENTS OF MERIT

At the ninth annual Training Excellence Awards, held at the Hyatt Regency Grand Ballroom the College had finalists in two award categories.

Mr Jeffery Cooper was one of four state finalists in the Trainer of the Year Award. Jeff is the Aquaculture Lecturer based at Aquaculture Park Broome Campus. He was nominated for his excellent work in developing Certificate I in the Seafood Industry for usage in Indigenous Communities. In his work Jeff travels to remote Aboriginal Communities in order to conduct training sessions, which have helped communities achieve self determination through viable aquaculture projects. He has also developed the first Traineeship in Aquaculture for Western Australia. Although Jeff was not fortunate enough to win the award the College is justly proud of his achievement in becoming a finalist at this prestigious event.



*Mr Jeffery Cooper, Aquaculture Lecturer receiving his award from THE HON. JOHN C KOBELKE BSc DipEd JP MLA, Minister for Consumer and Employment Protection; Indigenous Affairs; Minister Assisting the Minister for Public Sector Management*

The second of our finalists was Mr. Anthony Pagan, who was nominated for the Vocational Student of the Year Award.

Anthony is an aquaculture student at Aquaculture Park Broome Campus, who has completed Certificates III and IV in Seafood Technology. With aquaculture becoming a leading industry in the Kimberley, Anthony hopes to contribute to its growth with continued study and career development and is already working within the industry as an aquaculture technician. He looks forward to passing on his knowledge and skills to other students interested in the industry. Anthony was selected as Student of the Year in this category; his prize was \$ 400 in cash and a study grant of \$7000. As a winner of this award Anthony represented both the College and the State at the National Training Awards held at the Gold Coast in November 2003.



*Mr Anthony Pagan,  
Aquaculture Lecturer being  
presented with his award by  
Mr Paul Albert, Director  
General Department of  
Education and Training.*

#### Outstanding Adult Learner's Award

This award held in Perth during September 2003, was won by Broome Campus student, Mr. Dunba Nunju from Beagle Bay. Dunba won this award for his commitment to learning and his determination to further a family tourism venture which will lead towards self determination for his people. His family tourism business model has captured the imagination of younger Indigenous people and is leading to their greater participation in training.



*Mr Dunba Nunju of Beagle Bay  
(Pictured with a tourist visiting the  
area). Winner of the 2003  
Outstanding Adult Learner's Award.*

The College was also awarded a Certificate of Commendation for Training Excellence from Tourism Training Australia at the National Training Awards held in Perth.

A National Safety Training Award in the Seafood Industry was given for training provided by the College to young Indigenous people in the pearling industry.

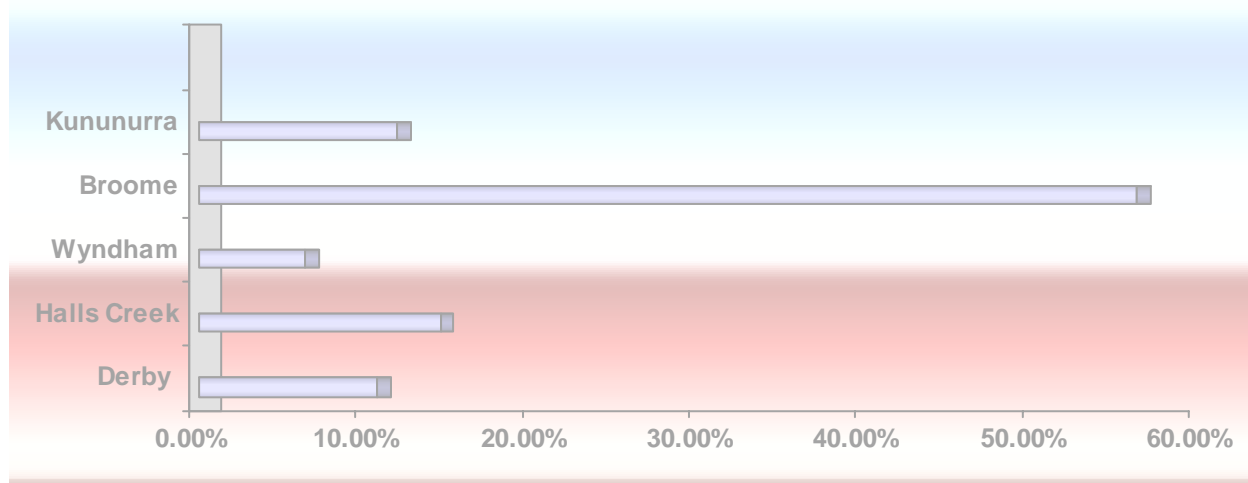
The College won an ATSIC sponsored award for a traineeship program in Certificate II in Construction as part of the Lundja Aboriginal Corporation Management Support program. The trainees carried out house maintenance and constructed a large community centre workshop facility.

An award presentation and art exhibition was held at Broome campus. Invitations were sent to students, families and community members to attend the early evening event in the first week of December. Combined with the presentation evening to recognise the outstanding achievements of students was an art exhibition of student works. Sasha Worthington, (Cert III Teacher Assistant) received the Broome campus "Student of the Year" award.

The College encouraged design, information technology and art students to enter their designs for a \$200 prize and the opportunity to have their creation grace the front cover of the combined College diary and student handbook. This was won once again by Certificate II Art Fundamentals student Glenys Anthony.

## PROFILE DELIVERY BY CAMPUS, 2003

Campus	Total SCH	Percentage of College Delivery
Kununurra	50167	11.9
Broome	236858	56.4
Wyndham	27063	6.4
Halls Creek	61209	14.6
Derby	45142	10.7



## STAFFING

The following table indicates the number of FTEs as at 31 December providing both program delivery and administrative services during the past three years:

	2001	2002	2003
Academic (Lecturers)	35	39	39
Program Management	6	7	7
Academic Support	15	18	17
Administration	32	34	35
Other - <i>Trainees</i>	2	3	2
TOTAL	90	101	100
Casual Staff	17	12	15

## PUBLIC SECTOR STANDARDS

The College is committed to ensuring its processes comply with the Human Resource Management Standards of the Public Sector Standards Commission.

### *Compliance with Public Sector Management Act Section 31(1)*

1. In the administration of the Kimberley College of TAFE, I have complied with the Public Sector Standards in Human Resource Management, the Western Australian Public Sector Code of Ethics and our Code of Conduct.
2. I have put in place procedures designed to ensure such compliance and conducted appropriate internal assessments to satisfy myself that the statement made in 1. is correct.
3. The applications made for breach of standards review and the corresponding outcomes for the reporting period are:

Number lodged: nil

Number of breaches found, including details of multiple breaches per application: nil

Number still under review nil



Mr Adrian Mitchell  
A/Managing Director  
27 April 2004

## OCCUPATIONAL SAFETY AND HEALTH

The College adheres to the requirements of the Occupational Safety and Health Act 1984. A separate Occupational Safety, Health and Welfare Committee, which has trained across College site representatives, meets on a regular basis. Of 25 reported Incidents/Accidents one (1) resulted in a Workers Compensation Claim, and there were 6 days lost time involved. Relatively minor expenses were paid in respect of this Claim by the College's Insurers.

The College maintained its contract with Occupational Services Australia Group for provision of an Employee Assistance Scheme. Minimal access was made to this service during 2003.

## DISABILITY SERVICES

The College is committed to its obligations under Equal Opportunity legislation, the Disability Services Act 1993 and the Commonwealth Disability Discrimination Act 1992. The College has its own Disability Services Plan.

- ↪ Specific assistance provided to students during 2003 included mentoring and tutoring support to students with a range of disabilities, plus the provision of hardware aids. Direct assistance was provided to in excess of 20 students during 2003. A significant proportion of these undertook Certificate Courses in Auslan.
- ↪ No alterations to existing buildings were necessary during the year. However, additions at Halls Creek Campus contained necessary access for people with disabilities. All new Buildings are designed to be user friendly for people with disabilities.
- ↪ The College includes a specific section in its Student Handbook related to students with disabilities. It also employs the use of TTY Machines for students and staff with hearing impairments. The Local Area Coordinator of the Disability Services Commission is also a member of the College's Client and Customer Service Committee
- ↪ The College has, in recent years, run workshops for all staff in order to increase awareness in connection with dealing with various types of disabilities. These have included some facilitation by people who actually have a disability.
- ↪ The College's Human Resource Manager, who is responsible for the day to day management of Disability Services liaises regularly with Disability Service Commission representatives across the Kimberley and is often invited to attend local area workshops to address areas of concern for people with disabilities. College Regional Managers also communicate regularly with other bodies in the Kimberley associated with people with disabilities (e.g. Kimberley Personnel Services in Broome).

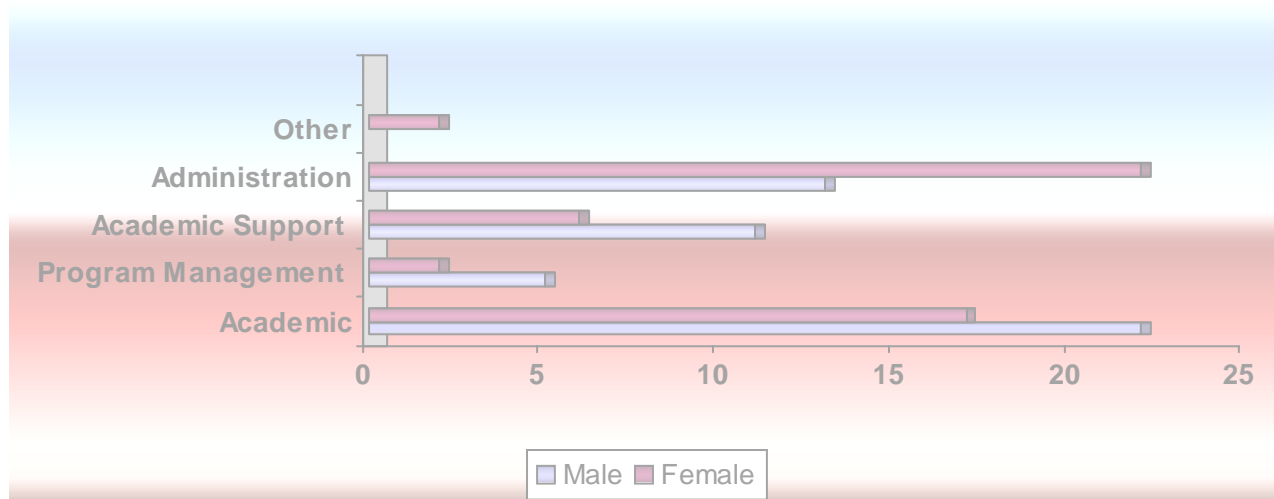


## EQUAL EMPLOYMENT OPPORTUNITY

The College continues to meet its obligations in this area in relation to the range of equity and diversity based legislative and Public Sector Management requirements. The College has a Client and Customer Service Committee which incorporates an Access and Equity cell. During 2003 the College's "Building Diversity" Plan was further developed and pursued with the focus on Training Delivery. No formal complaints concerning discrimination or sexual harassment were lodged during 2003.

Breakdown of College Staff by Gender is as follows (not including casual employees):

	Male	Female	Total
Academic (Lecturers)	22	17	39
Program Management	5	2	7
Academic Support	11	6	17
Administration	13	22	35
Other – <i>Trainees</i>	-	2	2
<b>TOTAL</b>	<b>51</b>	<b>49</b>	<b>100</b>



## SUBSIDISED STAFF HOUSING

Wherever possible and necessary the College provides, with the assistance of the Government Employees' Housing Authority (GEHA), subsidised staff housing. This contributes to attracting the best candidates available to fill advertised vacancies. At the end of 2003 the College had 59 GEHA residences on its books (Kununurra 23, Broome 23, Halls Creek 4, Fitzroy Crossing 1, Derby 3, Wyndham 4, Kalumburu 1) plus one College owned residence in Halls Creek.

During 2003 the net cost of GEHA housing after receipt of tenant rents was \$847,000.

## FREEDOM OF INFORMATION

The College publishes a range of documents that provide information to staff and the community. Publications are available from the College and many are widely distributed to interested parties and the broader community. The College's website is continually updated with an increasing amount of general information and documentation.

Any member of the public wishing to access material under the *Freedom of Information Act 1992* (FOI Act), may address requests to:

Managing Director  
Kimberley College of TAFE  
PO Box 1095  
KUNUNURRA WA 6743  
Telephone: 08 91680877

The College did not receive any applications under the auspices of the FOI Act during 2003.

## TRADE PRACTICES ACT

The College has adhered to the requirements of the *Trade Practices Act 1974*. No senior officers of the College had any interest in any contract with the College.

## ELECTORAL ACT 1907

In accordance with Section 175ZE of the Electoral Act 1907, the College spent \$27,082 (+ \$4,982 on 2002) through Marketforce, an advertising agency for recruitment advertising in Local, State and Interstate press during 2003.

## ENERGY SMART GOVERNMENT INITIATIVE

This new Government policy initiative was announced on 30 June 2002 and requires all Government Departments and agencies to reduce energy consumption by 12% over 5 years with a 5% reduction targeted for 2002/03 financial year.

The College's achievement for 2002/03 is summarised below. It should be noted that this is one of the performance indicators based on a true financial year for the College rather than a calendar year.

	<b>Baseline</b>	<b>2002/03</b>	<b>Saving</b>
<b>Energy Consumption (GJ)</b>	3,327	3,324	0.08%
<b>Energy Cost (\$)</b>	309,562	320,230	
<b>Greenhouse Gas Emissions (Tonnes of CO2)</b>	848	877	

Whilst the College did not achieve target during the first year of this policy, actions are in hand to introduce some initiatives following an Energy Audit in the latter half of 2003.

## YOUTH OUTCOMES

During 2003 a greater focus on collaboration between the College and the education sector was implemented. This has resulted in improved planning processes and a joint commitment to develop pathways that provide meaningful outcomes for 15-19 year olds, in particular, "Youth at Risk" in the Kimberley. The College is also working closely with other agencies to improve the servicing of Aboriginal communities to achieve social and economic aspirations.

During 2003 38% of the College's training was delivered to young people 25 years and under. In addition the College delivered 11,420 Student Contact Hours (SCH) of VET for Schools, 8,309 SCH in School Based Traineeships and quality assured the delivery of 9,334 SCH of VET by schools.

## FEES AND CHARGES

The Western Australian Department of Training's Fees and Charges Policy Guidelines for Publicly Funded Registered Training Organisations and Programs in 2003 sets out the statutory and provider based fees and charges that apply to training and skills recognition funded by the Department and delivered by Registered Training Organisations from 1 January 2003.

Kimberley College of TAFE abides by these fees and charges in accordance with the provisions of the Vocational Education and Training Act 1996.

## LANGUAGE SERVICES POLICY

Kimberley College of TAFE has adopted the Language Services Policy commitment to ensure that language is not a barrier to people wishing to access the College's services. Examples of initiatives undertaken include the provision of an AUSLAN interpreter to assist deaf students, delivery of Certificate I in AUSLAN and a significant commitment to address literacy and numeracy concerns in the Kimberley region. The College was successful in winning several tenders to deliver literacy and numeracy and is constantly exploring different options to provide literacy and numeracy training that is relevant to its client group.

Kimberley College of TAFE  
**FINANCIAL STATEMENTS**  
*For The Year Ended December 31, 2003*

*Kimberley College of TAFE - 2003 ANNUAL REPORT*



## AUDITOR GENERAL

### INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

### KIMBERLEY COLLEGE OF TAFE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2003

#### Audit Opinion

In my opinion,

- (i) the controls exercised by the Kimberley College of TAFE provide reasonable assurance that the receipt, expenditure and investment of moneys, the acquisition and disposal of property, and the incurring of liabilities have been in accordance with legislative provisions; and
- (ii) the financial statements are based on proper accounts and present fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia and the Treasurer's Instructions, the financial position of the College at December 31, 2003 and its financial performance and cash flows for the year ended on that date.

#### Scope

##### *The Governing Council's Role*

The Governing Council is responsible for keeping proper accounts and maintaining adequate systems of internal control, preparing the financial statements, and complying with the Financial Administration and Audit Act 1985 (the Act) and other relevant written law.

The financial statements consist of the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and the Notes to the Financial Statements.

##### *Summary of my Role*

As required by the Act, I have independently audited the accounts and financial statements to express an opinion on the controls and financial statements. This was done by looking at a sample of the evidence.

An audit does not guarantee that every amount and disclosure in the financial statements is error free. The term "reasonable assurance" recognises that an audit does not examine all evidence and every transaction. However, my audit procedures should identify errors or omissions significant enough to adversely affect the decisions of users of the financial statements.

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

D D R PEARSON  
AUDITOR GENERAL  
April 8, 2004

**FINANCIAL STATEMENTS**  
*For the Year Ending 31 December 2003*

The accompanying financial statements of the Kimberley College of TAFE have been prepared in compliance with the provisions of *the Financial Administration and Audit Act 1985* from proper accounts and records to present fairly the financial transactions for the year ending 31 December 2003 and the financial position as at 31 December 2003.

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



24/2/2004

\_\_\_\_\_  
Dr Paul Novelty  
Chairperson of Governing Council


\_\_\_\_\_  
Dated



24/2/2004

\_\_\_\_\_  
Adrian Mitchell  
A/Managing Director  
(Member of Governing Council)

\_\_\_\_\_  
Dated



24/2/2004

\_\_\_\_\_  
Lindsay Gassman  
Principal Accounting Officer

\_\_\_\_\_  
Dated

**KIMBERLEY COLLEGE OF TAFE  
STATEMENT OF FINANCIAL PERFORMANCE  
FOR THE YEAR ENDED 31 DECEMBER 2003**

		2003	2002
	Notes	\$	\$
<b>COST OF SERVICES</b>			
<b>Expenses from ordinary activities</b>			
Employee expenses	2	8,490,909	8,286,543
Depreciation expense	3	732,822	654,160
Doubtful debts expense	4	4,443	16,221
Supplies and services	5	3,408,982	3,139,655
Grants and subsidies	6	13,234	78,977
Capital user charge	9	1,014,046	1,061,913
Other expenses from ordinary activities	10	89,239	68,812
<b>Total cost of services</b>		<b>13,753,675</b>	<b>13,306,281</b>
<b>Revenues from ordinary activities</b>			
<i>Revenue from operating activities</i>			
Fee for service	11	338,876	413,816
Student fees and charges	12	525,032	488,988
Ancillary trading	13	36,902	5,887
Commonwealth grants and contributions	14	46,998	124,480
Trading profit	8	14,072	9,524
<i>Revenue from non-operating activities</i>			
Interest revenue		100,670	104,468
Proceeds on disposal of non-current assets		66,420	
Other revenues from ordinary activities	15	228,248	232,700
<b>Total revenues from ordinary activities</b>		<b>1,357,218</b>	<b>1,379,863</b>
<b>NET COST OF SERVICES</b>		<b>(12,396,457)</b>	<b>(11,926,418)</b>
<b>REVENUES FROM STATE GOVERNMENT</b>			
State funds	16	11,407,551	11,094,991
Resources received free of charge	17	344,297	393,217
<b>Total revenues from State Government</b>		<b>11,751,848</b>	<b>11,488,208</b>
<b>CHANGE IN NET ASSETS</b>		<b>(644,609)</b>	<b>(438,210)</b>
Net increase/(decrease) in asset revaluation reserve	26	1,556,816	(405,835)
<b>TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH WA STATE GOVERNMENT AS OWNERS</b>		<b>912,207</b>	<b>(844,045)</b>

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

**KIMBERLEY COLLEGE OF TAFE  
STATEMENT OF FINANCIAL POSITION  
AS AT 31 DECEMBER 2003**

	Notes	2003 \$	2002 \$
<b>Current Assets</b>			
Cash assets	18	1,326,801	2,228,915
Inventories	19	45,733	55,003
Receivables	20	172,755	202,772
Other assets	21	518,861	504,768
<b>Total Current Assets</b>		<b>2,064,150</b>	<b>2,991,458</b>
<b>Non-Current Assets</b>			
Property, plant and equipment	22	12,949,457	11,166,571
<b>Total Non-Current Assets</b>		<b>12,949,457</b>	<b>11,166,571</b>
<b>Total Assets</b>		<b>15,013,607</b>	<b>14,158,029</b>
<b>Current Liabilities</b>			
Payables	23	348,005	368,605
Provisions	24	799,945	676,201
Other liabilities	25	238,314	288,748
<b>Total Current Liabilities</b>		<b>1,386,264</b>	<b>1,333,554</b>
<b>Non-Current Liabilities</b>			
Provisions	24	409,246	518,585
<b>Total Non-Current Liabilities</b>		<b>409,246</b>	<b>518,585</b>
<b>Total Liabilities</b>		<b>1,795,510</b>	<b>1,852,139</b>
<b>NET ASSETS</b>		<b>13,218,097</b>	<b>12,305,890</b>
<b>Equity</b>			
Asset revaluation reserve	26	1,556,816	-
Accumulated surplus	27	11,661,281	12,305,890
<b>TOTAL EQUITY</b>		<b>13,218,097</b>	<b>12,305,890</b>

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



**KIMBERLEY COLLEGE OF TAFE  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 DECEMBER 2003**

**2003**

**2002**

	Notes	\$ Inflows (Outflows)	\$ Inflows (Outflows)
<b>CASH FLOWS FROM STATE GOVERNMENT</b>			
Recurrent state funding		10,563,983	9,429,589
Capital state funding		107,285	346,451
<b>Net cash provided by State Government</b>		<b>10,671,268</b>	<b>9,776,040</b>
Utilised as follows:			
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Payments</b>			
Employee costs		(7,871,367)	(7,468,660)
Supplies and services		(3,251,636)	(2,829,378)
Grants and subsidies		(13,234)	(78,977)
Capital user charge		(1,031,940)	(264,208)
GST payments on purchases		(416,713)	(364,834)
Other payments		(4,076)	(11,083)
<b>Receipts</b>			
Fee for service		371,179	450,816
Student fees and charges		527,926	474,303
Ancillary trading		36,902	5,887
Interest received		100,670	104,468
Other receipts		420,783	352,719
GST receipts on sales		70,002	47,020
GST receipts from taxation authority		229,404	170,235
<b>Net cash (used in) operating activities</b>	28	<b>(10,832,100)</b>	<b>(9,411,692)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Purchase of non-current physical assets		(796,528)	(338,458)
Proceeds from the sale of non-current physical assets		55,246	-
<b>Net cash (used in) investing activities</b>		<b>(741,282)</b>	<b>(338,458)</b>
<b>Net increase/(decrease) in cash held</b>		<b>(902,114)</b>	<b>25,890</b>
Cash assets at the beginning of the financial year		2,228,915	2,203,025
<b>CASH ASSETS AT THE END OF THE FINANCIAL YEAR</b>	29	<b>1,326,801</b>	<b>2,228,915</b>

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

## **NOTES TO THE FINANCIAL STATEMENTS** *FOR THE YEAR ENDING 31 DECEMBER 2003*

The Kimberley College of TAFE commenced operating as an autonomous College on 1 July 1999 under the Vocational Education and Training (VET) Act 1996.

The Act is to establish a vocational education and training system for the State, to constitute the State Training Board of Western Australia and the Training Accreditation Council, to provide for the establishment of Colleges and other vocational education and training institutions, to repeal:

- \* the College Act 1978;
- \* the Industrial Training Act 1975;
- \* the State Employment and Skills Development Authority act 1990,

to consequently amend certain other Acts and for related purposes.

### **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.

#### General Statement

The financial statements constitute a general purpose financial report which has been prepared in accordance with Australian Accounting Standards, Statement of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board, 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, Statement of Accounting Concept and other authoritative pronouncements of the Australian Accounting Standards Board, 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 or that modification and where practicable, the resulting financial effect, are disclosed in individual notes to these financial statements.*

#### Basis of Accounting

*The statements have been prepared on the accrual basis of accounting using the historical cost convention, except for certain assets and liabilities which, as noted, are measured at fair value.*

##### (a) Acquisition of assets

The cost method of accounting is used for all acquisitions of assets. Cost is measured as the fair value of the assets given up or liabilities undertaken at the date of acquisition plus incidental costs directly attributable to the acquisition.

Assets acquired at no cost or for nominal consideration, are initially recognised at their fair value at the date of acquisition.

(b) 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	40 years
Motor Vehicles, Caravans and Trailers	5 to 8 years
Marine Crafts	5 to 8 years
Plant, Furniture, General Equipment	4 to 8 years
Computing, Communications & Software	2 to 8 years

(c) Inventories

Inventories are valued at the lower of cost and the net realisable value. Costs are assigned by the method most appropriate to each particular class of inventory, with the majority being valued on a first in first out basis.

(d) Investments

Investments are brought to account at the lower of cost and recoverable amount.

Interest revenues are recognised as they are accrued.

(e) Employee Entitlements

*Annual Leave*

The benefit is recognised at the reporting date in respect to employees' services up to that date and is measured at the nominal amounts expected to be paid when the liabilities are settled.

*Long Service Leave*

A liability for long service leave is expected to be settled within 12 months of the reporting date is recognised in the provision for employee benefits, and is measured at the nominal amounts expected to be paid when the liability is settled. The liability for long service leave expected to be settled more than 12 months for the reporting date is recognised in the provision for employee benefits, 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.

### *Superannuation*

Staff may contribute to the Pension Scheme, a defined benefits 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. All of these schemes are administered by the Government Employees Superannuation Board (GESB).

The liabilities for superannuation charges under the Gold State Superannuation Scheme and West State Superannuation Scheme are extinguished by payment of employer contributions to the GESB.

### *Employee benefit on-costs*

Employee benefit on-costs are recognised and included in employee benefit liabilities and costs when the employee benefits to which they relate are recognised as liabilities and expenses.

### (f) Leases

The College has entered into a number of operating lease arrangements for property, plant and equipment, where 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 property.

### (g) Revenue Recognition

The funds received from the Department of Education and 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 through delivery of student curriculum hours in accordance with the Delivery Performance Agreement.

The majority of operating revenue of the College represents revenue earned from student fees and charges, fee for service, ancillary services and trading activities. 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.

Commonwealth grants and subsidies, as well as revenue received from the Department of Education and Training as a result of training successfully tendered for under competitive tendering arrangements is recognised in the year that agreed upon targets or outcomes are met.

### (h) Grants and Other Contributions Revenue

Grants, donations, gifts and other non-reciprocal contributions are recognised as revenue when the College obtains control over the assets comprising the contributions. Control is normally obtained upon their receipt.

Contributions are recognised at their fair value. Contributions of services are only recognised when a fair value can be reliably determined and the services would be purchased if not donated.

(i) 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.

(j) Capital User Charge

A capital user charge rate of 8% has been set by the Government for 2003 and represents the opportunity cost of capital invested in the net assets of the College used in the provision of outputs. The charge is calculated on the net assets adjusted to take account of exempt assets. Payments are made to the Department of Treasury and Finance on a quarterly basis.

(k) Cash

For the purpose of the Statement of Cash Flows, cash includes cash assets and restricted cash assets. These include short-term deposits that are readily convertible to cash on hand and are subject to insignificant risk of changes in value.

(l) 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 receivables is reviewed on an ongoing basis. Debts which are known to be uncollectible are written off. A provision for doubtful debts is raised where some doubts as to collection exists and in any event where the students debt is more than 90 days overdue.

(m) 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. Payables are generally settled within 30 days.

(n) Prepaid Salaries

Prepaid salaries represent the amount paid to staff but not due 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.

(o) Valuation of Land and Buildings

The College has a policy of valuing land and buildings at fair value. The annual revaluations of the College's land and buildings undertaken by the Valuer General's Office are recognised in the financial statements. The valuation of land and buildings was performed in 2001 by the Valuer General's Office. The valuation was performed on the basis of Current Market Value for Land and Depreciated Replacement Value for Buildings.

(p) Comparative Figures

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

(q) Rounding

Amounts in the financial statements have been rounded to the nearest dollar.



*Students completing their Master V ticket in Maritime studies using the Broome Campus Ship-driving simulator system.*

*Kimberley College of TAFE - 2003 ANNUAL REPORT*

**KIMBERLEY COLLEGE  
NOTES TO THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2003**

	2003	2002
	\$	\$
<b>2 Employee expenses</b>		
Salaries	5,980,589	5,901,362
Superannuation (a)	499,699	460,016
Other related expenses (b)	2,010,621	1,925,165
	<u>8,490,909</u>	<u>8,286,543</u>
(a)	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 16)	
(b)	These employee expenses include Government Employee Housing Authority rent subsidy, payroll tax, workers compensation premiums and other employment on-costs associated with the recognition of annual and long service leave liability. The related on-costs liability is included in employee benefit liabilities at Note 24.	
<b>3 Depreciation expense</b>		
Buildings	286,041	243,460
Motor Vehicles, Caravans & Trailers	62,174	37,142
Plant, Furniture & General Equipment	136,606	138,710
Computers, Communication Network & Software	236,203	226,816
Marine Craft	9,798	8,032
Total Depreciation	<u>732,822</u>	<u>654,160</u>
<b>4 Doubtful debts expense</b>	<u>4,443</u>	<u>16,221</u>
<b>5 Supplies and services</b>		
Consumables and Minor Equipment	502,656	471,750
Communication Expenses	143,737	141,536
Utilities Expenses	415,280	388,666
Consultancies and Contracted Services	650,169	646,012
Minor Capital Works	568,989	431,305
Repairs and Maintenance	111,783	111,874
Operating Lease and Hire Charges	317,305	311,601
Travel and Passenger Transport	387,483	393,310
Advertising and Public Relations	97,172	82,633
Supplies and Services - Other	214,408	160,968
	<u>3,408,982</u>	<u>3,139,655</u>
<b>6 Grants and subsidies</b>		
Payments to Non TAFE Providers for VET Service Delivery	9,857	74,544
Other	3,377	4,433
	<u>13,234</u>	<u>78,977</u>
<b>7 Net gain/(loss) on disposal of non-current assets</b>		
<u>Gain on Disposal of Non-Current Assets</u>		
Motor Vehicles, Caravan & Marine Craft	16,685	-
Computers, Communication & Software	6,019	-
	<u>22,704</u>	<u>-</u>
Net Gain/(loss)	<u>22,704</u>	<u>-</u>
<b>8 Trading profit</b>		
<b>Bookshop:</b>		
Sales	54,241	54,302
Less: Cost of Sales:		
Opening Inventory	55,003	41,018
Plus Purchases	30,899	58,763
Less: Closing Inventory	(45,733)	(55,003)
Cost of Goods Sold	<u>40,169</u>	<u>44,778</u>
Trading Profit (Loss) - Bookshop	<u>14,072</u>	<u>9,524</u>
<b>9 Capital User Charge</b>		
Capital User Charge Expense	1,014,046	1,061,913
A capital user charge rate of 8% has been set by the Government for 2003 and represents the opportunity cost of capital invested in the net assets of the College used in the provision of outputs. The charge is calculated on the net assets adjusted to take account of exempt assets. Payments are made to the Department of Treasury and Finance on a quarterly basis.		
<b>10 Other expenses from ordinary activities</b>		
Carrying amount of non-current assets disposed of	43,716	41,303
Asset Revaluation Decrement	-	11,083
Student Prizes and Awards	4,051	8,690
Miscellaneous	25	76
Losses and Write-Offs (Refer note 34)	41,447	16,350
	<u>89,239</u>	<u>68,812</u>
<b>11 Fee for service</b>		
Fee For Service -General	101,284	125,388
Fee For Service -Department of Education and Training	163,761	273,986
Fee For Service -Government (other than Department of Education and Training)	63,631	8,690
Adult Community Education Fees	4,920	5,752
International Division Fees	5,280	-
	<u>338,876</u>	<u>413,816</u>
<b>12 Student fees and charges</b>		
Tuition (Administration) Fees	298,496	279,339
Service/Enrolment Fees	73,482	68,867
Resource Fees	130,824	123,024
Other College Fees	22,230	17,758
	<u>525,032</u>	<u>488,988</u>
<b>13 Ancillary trading</b>		
Contracting and Consulting	14,654	5,762
Other Ancillary Revenue	22,248	125
	<u>36,902</u>	<u>5,887</u>

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	2003	2002
	\$	\$
<b>14 Commonwealth grants and contributions</b>		
Commonwealth Grants & Contributions	46,998	124,480
	<u>46,998</u>	<u>124,480</u>
<b>15 Other revenues from ordinary activities</b>		
Rental and Facilities Fees	12,731	21,413
Sponsorship & Donations Revenue	464	909
Miscellaneous Revenue	215,053	210,378
	<u>228,248</u>	<u>232,700</u>
<b>16 State funds (Received from Department of Education and Training)</b>		
DPA	8,600,879	8,119,669
Non-DPA Grants	1,562,964	1,913,409
Capital User Charge Funding	1,014,046	1,061,913
Total Recurrent Funding	<u>11,177,889</u>	<u>11,094,991</u>
Capital Works Transferred	229,662	-
Total Capital Funding	<u>229,662</u>	<u>-</u>
	<u>11,407,551</u>	<u>11,094,991</u>
<b>17 Resources received free of charge</b>		
Comprised of:		
Department of Education and Training		
* Corporate Systems Support	241,332	315,958
* Marketing and Publications	17,506	13,581
* Other	21,959	35,178
	<u>280,797</u>	<u>364,717</u>
Office of the Auditor General - External Audit Services	63,500	28,500
Total Resources Received Free of Charge	<u>344,297</u>	<u>393,217</u>
Where assets or services have been received free of charge or for nominal consideration, the College recognises revenues equivalent to the fair value of the assets and/or the fair value of those services that can be reliably determined and which would have been purchased if not donated, and those fair values shall be recognised as assets or expenses, as applicable.		
<b>18 Cash assets</b>		
Cash on Hand	3,700	3,700
Cash at Bank	1,323,101	2,225,215
	<u>1,326,801</u>	<u>2,228,915</u>
<b>19 Inventories</b>		
Trading Inventory:		
Book Shop at Cost	45,733	55,003
	<u>45,733</u>	<u>55,003</u>
<b>20 Receivables</b>		
Current		
Current Receivables includes trade debtors, student debtors and over-paid salaries.		
Receivables	176,763	180,950
Less: Provision for Doubtful Debts	(43,838)	(39,395)
Net Receivables	<u>132,925</u>	<u>141,555</u>
GST Receivable	39,830	61,217
	<u>172,755</u>	<u>202,772</u>
<b>21 Other assets</b>		
Current		
Prepayments	100,080	107,968
Accrued Income	418,781	396,800
	<u>518,861</u>	<u>504,768</u>
<b>22 Property, plant, equipment and vehicles</b>		
Land		
At Fair Value	1,013,250	831,250
	<u>1,013,250</u>	<u>831,250</u>
Buildings		
At Fair Value	11,481,827	9,845,584
Less: Accumulated Depreciation	(971,907)	(685,866)
	<u>10,509,920</u>	<u>9,159,718</u>
Buildings Under Construction		
Construction costs	6,933	-
	<u>6,933</u>	<u>-</u>
Motor Vehicles, Caravans & Trailers		
At Cost	514,506	256,150
Less: Accumulated Depreciation	(151,827)	(141,280)
	<u>362,679</u>	<u>114,870</u>
Marine Craft		
At Cost	68,143	68,143
Less: Accumulated Depreciation	(37,907)	(28,109)
	<u>30,236</u>	<u>40,034</u>
Plant, Furniture & General Equipment		
At Cost	1,055,791	927,399
Less: Accumulated Depreciation	(598,130)	(463,324)
	<u>457,661</u>	<u>464,075</u>



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	2003	2002
	\$	\$
Computer Equipment, Communication Network and Software		
At Cost	1,335,849	1,144,103
Less: Accumulated Depreciation	(767,071)	(587,479)
	568,778	556,624
	12,949,457	11,166,571

(a) The valuation of land and buildings was performed on 1 July 2002 in accordance with an independent valuation by the Valuer General's Office. Fair value has been determined on the basis of current use market value for land and buildings at depreciated current replacement cost. Comparative valuation figures represent valuations as at 1 July 2002 for Broome and Halls Creek, and valuations as at 1 July 2001 for all other campuses.

(b) Buildings under construction reflects accumulated expenditure as at 31 December for building projects which are yet to be completed, (refurbishment/extension of existing buildings and/or construction of new buildings on land controlled by the college) It includes expenditure incurred directly by the Department of Education and Training. For these amounts, the college reflects an equivalent amount under Revenue from Government - State Funds.

**Reconciliations**

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

2003	Carrying Amount at Start of Year	Additions	Disposals	Depreciation	Revaluation Increments/(Decrements)	Write-off of Assets	Carrying Amount at End of Year
Land	831,250	-		-	182,000	-	1,013,250
Buildings	9,159,718	261,427		(286,041)	1,374,816	-	10,509,920
Buildings Under Construction	-	6,933					6,933
Motor Vehicles, Caravans & Trailers	114,870	348,545	(38,562)	(62,174)		-	362,679
Marine Craft	40,034			(9,798)			30,236
Plant, Furniture & General Equipment	464,075	131,291		(136,606)		(1,099)	457,661
Computer Equipment, Communication Network & Software	556,624	259,234	(5,154)	(238,203)		(3,723)	568,778
<b>Total</b>	<b>11,166,571</b>	<b>1,007,430</b>	<b>(43,716)</b>	<b>(732,822)</b>	<b>1,556,816</b>	<b>(4,822)</b>	<b>12,949,457</b>

**23 Payables**

Current		
Trade Payables	101,692	104,398
Capital User Charge Payable	246,313	264,207
	348,005	368,605

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

**24 Provisions**

Current		
Annual Leave	487,795	402,124
Long Service Leave	312,150	274,077
	799,945	676,201

Non-Current

Long Service Leave	409,246	518,585
	409,246	518,585

The settlement of annual and long service leave liabilities gives rise to the payment of employment on-costs including superannuation, payroll tax and WorkCover premiums. The liability for such on-costs is included here. The associated expense is included under Other related expenses (under Employee expenses) at Note 2.

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

Employee Benefit Liabilities

The aggregate employee benefit liability recognised and included in the financial statements is as follows:

Provision for employee benefits:		
Current	799,945	676,201
Non-Current	409,246	518,585
	1,209,191	1,194,786

**25 Other liabilities**

Current		
Income Received in Advance (a)	163,821	-
Accrued Expenditure	74,493	288,748
	238,314	288,748

(a) Income Received In Advance Comprises:

Department of Education and Training - Competitive Allocation Tendering	41,626	-
Other Government (Commonwealth/Local)	122,195	-
Total Income in Advance	163,821	-

**26 Reserves**

Asset Revaluation Reserve (a)		
Opening Balance	-	405,835
Increments/(Decrements) on Valuation	1,556,816	(405,835)
Closing Balance	1,556,816	-
Total Reserves	1,556,816	-

Revaluations recognised during the year were in respect of:

Land	182,000	(102,750)
Buildings	1,374,816	(344,388)
	1,556,816	(447,138)

(a) The asset revaluation reserve is used to record increments and decrements on the revaluation of non-current assets, as described in accounting policy note 1(o).

**27 Accumulated surplus**

Opening Balance	12,305,890	12,744,100
Change in Net Assets	(644,609)	(438,210)
Closing Balance	11,661,281	12,305,890

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		2003	2002
		\$	\$
<b>28</b>	<b>Reconciliation of net cost of services to net cash used in operating activities</b>		
	Net cost of services	(12,396,457)	(11,926,418)
	Non Cash Items		
	Net (Gain)/ Loss on Disposal on Non-current Assets	(22,704)	-
	Depreciation expense	732,822	654,160
	Doubtful debt expense	4,443	16,221
	Losses and Write-Offs	41,134	16,350
	Asset Revaluation Decrement	-	41,303
	Resources Received Free of Charge	344,297	393,217
	Superannuation Expense	499,699	460,016
	Capital User Charge	-	797,705
	Other non cash adjustments	(3,899)	(140,142)
	(Increase)/decrease in assets		
	Current Receivables	8,630	6,816
	Inventories	9,270	(13,985)
	Prepayments	7,888	(60,947)
	Other Current Assets	(21,981)	(29,147)
	Increase/(decrease) in liabilities		
	Payables	(20,600)	318,095
	Current Provisions	123,744	133,432
	Other Current Liabilities	(50,434)	(250,242)
	Non-current Provisions	(109,339)	194,606
	Net GST receipts/(payments)		
	Change in GST in Receivables/payables	21,387	(22,732)
	Net cash (used in) operating activities	<u>(10,832,100)</u>	<u>(9,411,692)</u>
<b>29</b>	<b>Reconciliation of cash</b>		
	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 assets	1,326,801	2,228,915
		<u>1,326,801</u>	<u>2,228,915</u>
<b>30</b>	<b>Commitments for expenditure</b>		
(a)	Non-cancellable Operating Lease Commitments		
	Within 1 year	335,547	303,233
	Later than 1 year and not later than 5 years	463,386	524,773
		<u>798,933</u>	<u>828,006</u>
(b)	Other Expenditure Commitments	<u>321,654</u>	<u>88,220</u>
(c)	Other Capital Commitments	<u>131,856</u>	<u>74,721</u>
	Other Commitments in (b) and (c) represent outstanding purchase orders issued prior to reporting date but not been recognised as liabilities in the Statement of Financial Position.		
<b>31</b>	<b>Explanatory statement</b>		
	<b>Explanations for significant variations</b>		
(a)	<b>Significant variations between actual revenues and expenditure for the 2003 financial year and revenues and expenditures for the immediately preceding financial year (2002)</b>		
	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 \$50,000		
(i)	<b>Expenses from Ordinary Activities</b>		
		2003 Actual \$	2002 Actual \$
		Variation \$	Variation %
	<b>Employee Expenses</b>	7,991,210	7,826,527
	Whilst this variation is minimal overall, the salary component increased by 6.9%. This increase was lessened through lower allowance for leave provisions than in 2002 (\$14,405 as against \$328,038). The main contributing factor for salaries increase was the negotiated award pay increases.	164,683	2.10%
	<b>Superannuation</b>	499,699	460,016
	This increase is basically in line with the increase in salary expenses for the year.	39,683	8.63%
	<b>Supplies and Services</b>	3,408,982	3,139,655
	The increase in this category is mainly attributed to inflationary factors, higher building restoration and maintenance costs and increase in other costs such as nominal fee from OAG, cleaning services, and computing consumables and licences.	269,327	8.58%
	<b>Grants and Subsidies</b>	13,234	78,977
	This decrease is due to less contracted delivery in 2003 as compared to 2002.	-65,743	-83.24%
	<b>Depreciation</b>	732,822	654,160
	Two Campuses were revalued upwards during this year resulting in an increase in building depreciation.	78,662	12.02%
(ii)	<b>Revenues from Ordinary Activities</b>		
		2003 Actual \$	2002 Actual \$
		Variation \$	Variation %
	<b>Fee for Service</b>	338,876	413,816
	This revenue decreased as the College had a lower number (and value) of Competitive Allocated Training projects (from the Department of Education and Training) in 2003 compared to 2002.	-74,940	-18.11%
	<b>Commonwealth Grants and Contributions</b>	46,998	124,480
	Some of the Commonwealth Grant funding received in 2003 has been carried over to 2004.	-77,482	-62.24%

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	2003	2002	Variation	Variation
	Actual \$	Actual \$	\$	%
(iii) Revenues from State Government				
State Funds	11,407,551	11,094,991	312,560	2.82%
This increase has occurred due to an increase in funding in the 2003 Delivery and Performance Agreement through inflation and a slight increase in approved profile delivery.				
Resources Received Free of Charge	344,297	393,217	-48,920	-12.44%
The reduction in this revenue item is due to an overall decrease in such resources received from the Department of Education & Training tempered somewhat by an increase of \$35,000 in the nominal fee from the Office of the Auditor General.				

(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 estimate (or \$50,000).

(i) Expenses from Ordinary Activities	2003	2003	Variation	Variation
	Actual \$	Estimate \$	\$	%
Supplies and Services	3,408,982	2,867,931	541,051	18.87%
The College negotiated a higher profile delivery (by 1.9%) during the year with the Department of Education and Training. This contributed to some of the extra expenses in this area. Also there were some additional expenses (to that estimated), particularly in the areas of building restoration and maintenance, accommodation and minor equipment.				
Other Operating Expenses	89,239	26,000	63,239	243.23%

There was a change to the required Treasurer's Instructions disclosure of Written Down Value on Disposal of Assets, since the estimate was made. This factor contributed some \$43,716 to the variation.

(ii) Revenues from Ordinary Activities	2003	2003	Variation	Variation
	Actual \$	Estimate \$	\$	%
Fee for Service	338,876	468,270	-129,394	-27.63%
The actual revenue from Competitive Allocated Training projects (from the Department of Education and Training) was less than expected, as some of the programs have been carried over to 2004.				
Commonwealth Grants and Contributions	46,998	100,000	-53,002	-53.00%

A grant was received in July 2003, resulting in some of the funding being apportioned to 2004.

Other Operating Revenue	228,248	84,117	144,131	171.35%
This resulted from a change to the classification of employee contributions for GEHA housing as well as proceeds on disposal of Non current assets since the estimate was made.				

(iii) Revenues from State Government

Resources Received Free of Charge	344,297	419,000	-74,703	-17.83%
The reduction in the expected value for this item is due to an overall decrease in such resources received from the Department of Education & Training.				

32 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		
			\$	\$	\$		
<b>2003</b>	%	\$				\$	\$
<b>Financial Assets</b>							
Cash Assets	4.20%	1,326,801	-	-	-	-	1,326,801
Receivables			-	-	-	172,755	172,755
<b>Total Financial Assets</b>		<b>1,326,801</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>172,755</b>	<b>1,499,556</b>
<b>Financial Liabilities</b>							
Payables			-	-	-	348,005	348,005
Employee Benefits			-	-	-	1,209,191	1,209,191
Other Liabilities			-	-	-	238,314	238,314
<b>Total Financial Liabilities</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>1,795,510</b>	<b>1,795,510</b>
<b>Net Financial Assets (Liabilities)</b>		<b>1,326,801</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,622,755)</b>	<b>(295,954)</b>
<b>2002</b>							
<b>Financial Assets</b>							
Cash Assets	4.06%	2,228,915	-	-	-	-	2,228,915
Receivables			-	-	-	202,772	202,772
<b>Total Financial Assets</b>		<b>2,228,915</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>202,772</b>	<b>2,431,687</b>
<b>Financial Liabilities</b>							
Payables			-	-	-	368,605	368,605
Employee Benefits			-	-	-	1,194,786	1,194,786
Other Liabilities			-	-	-	288,748	288,748
<b>Total Financial Liabilities</b>			<b>-</b>	<b>-</b>	<b>-</b>	<b>1,852,139</b>	<b>1,852,139</b>
<b>Net Financial Assets (Liabilities)</b>		<b>2,228,915</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,649,367)</b>	<b>579,548</b>

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(b)	<b>Credit Risk Exposure</b> All financial assets are unsecured. 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.		
(c)	<b>Net Fair Values</b> The carrying amount of Financial Assets and Financial Liabilities recorded in the Financial Statements are not materially different from their net fair values, determined in accordance with the accounting policies disclosed in note 1 to the Financial Statements.		
		<u>2003</u>	<u>2002</u>
		\$	\$
<b>33</b>	<b>Remuneration of members of the accountable authority and senior officers</b>		
	<u>Remuneration of members of the Accountable Authority</u>		
	The number of members of the Accountable Authority whose total of fees, salaries, superannuation and other benefits for the financial year, fall within the following bands are:		
	\$		
	\$170,001 - \$180,000	1	-
	\$130,001 - \$140,000	-	1
	The total remuneration of the members of the Accountable Authority is:	<u>179,336</u>	<u>139,374</u>
	During the year the Managing Director retired in July and received a termination payment for accrued leave entitlements.		
	The superannuation included here represents the superannuation expense incurred by the College in respect of members of the Accountable Authority.		
	No members of the Accountable Authority are members of the Pension Scheme.		
	<u>Remuneration of Senior Officers</u>		
	The number of Senior Officers other than senior officers reported as members of the Accountable Authority, whose total of fees, salaries, superannuation and other benefits receivable for the financial year, fall within the following bands are:		
	\$		
	\$70,001 - \$80,000	-	1
	\$80,001 - \$90,000	2	1
	\$90,001 - \$100,000	-	1
	\$100,001 - \$110,000	1	-
	The total remuneration of senior officers is:	<u>277,219</u>	<u>257,304</u>
	The superannuation included here represents the superannuation expense incurred by the College in respect of Senior Officers other than senior officers reported as members of the Accountable Authority.		
	No Senior Officers are members of the Pension Scheme.		
<b>34</b>	<b>Public property losses, write offs and gifts</b>		
	The following losses and write-offs are incorporated in 'other operating expenses' (refer to note 10) and were written off by the College's Governing Council in 2003.		
	Student Debtor write offs during the year	29,416	5,550
	Bookshop Stock	6,896	-
	Assets written off during the year	4,822	10,800
	Theft	313	-
		<u>41,447</u>	<u>16,350</u>
<b>35</b>	<b>Segment information</b>		
	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.		
<b>36</b>	<b>Related bodies</b>		
	The College has no related bodies.		
<b>37</b>	<b>Affiliated bodies</b>		
	The College has no affiliated bodies.		

Kimberley College of TAFE  
**SECTION 42 – ESTIMATES 2004**

*As required under Section 42 of The Financial Administration  
and Audit Act 1985*

*Approved by the Minister for Education and Training; Sport and Recreation;  
Indigenous Affairs the Hon Alan Carpenter, BA, MLA.*

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<b>KIMBERLEY COLLEGE OF TAFE</b>	
<b>S42 SUBMISSION – 2004</b>	
<b>STATEMENT OF FINANCIAL PERFORMANCE</b>	
<b>2004 \$ Estimate</b>	
<b>COST OF SERVICES</b>	
<b>Expenses from ordinary activities</b>	
Employee Expense	8,807,895
Superannuation Expense	540,000
Supplies and Services	3,058,420
Depreciation Expense	
- Buildings	280,510
- Other	491,298
Total	771,808
Borrowing Cost Expense	
Grants and Subsidies	21,000
Charges to Provisions	
Trading Loss	
Capital User Charge	1,056,901
Other Expenses from Ordinary Activities	31,650
<b>Total Cost of Services</b>	<b>14,287,674</b>
<b>Revenue from Ordinary Activities</b>	
<b>Revenue from operating activities</b>	
Fee for Service	521,040
Student Fees and Charges	536,421
Anciliary Trading	5,000
Commonwealth grants and contributions	94,000
Trading Profit	12,300
Other Revenue from Ordinary Activities	274,000
<b>Revenue from non-operating activities</b>	
Interest Revenue	80,000
Proceeds on Disposal of Non-current assets	
Other Revenue from Ordinary Activities	
<b>Total Revenue from Ordinary Activities</b>	<b>1,522,761</b>
<b>Net Cost of Services</b>	<b>-12,764,913</b>
<b>REVENUES FROM GOVERNMENT</b>	
State Government Grants and Subsidies	
DPA and other	12,343,453
Capital works transferred from DET	0
Total	12,343,453
Resources Received Free of Charge	403,300
Liabilities Assumed by the Treasurer	
Asset Assumed/(Transferred)	
<b>Total revenues from Government</b>	<b>12,746,753</b>
<b>Change in net assets before extraordinary items</b>	<b>-18,160</b>
<b>Loss from Extra-Ordinary Item</b>	
<b>CHANGE IN NET ASSETS</b>	<b>-18,160</b>
Net increase/(decrease) in asset revaluation reserve	
Net initial adjustments on adoption of a new accounting standard (state which standard) or UIG consensus view.	
<b>Total revenues, expenses and valuation adjustments recognised directly in equity</b>	<b>0</b>
<b>TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTION WITH WA STATE GOVERNMENT AS OWNERS</b>	<b>-18,160</b>

<b>KIMBERLEY COLLEGE OF TAFE</b>	
<b>S42 SUBMISSION - 2004</b>	
<b>STATEMENT OF FINANCIAL POSITION</b>	
<b>2004 \$ Estimate</b>	
<b>CURRENT ASSETS</b>	
Cash Assets	1,402,721
Restricted Cash Assets	
Inventories	49,206
Receivables	196,000
Other Assets	495,000
Other Financial Assets	
<b>Total Current Assets</b>	<b>2,142,927</b>
<b>NON-CURRENT ASSETS</b>	
Inventories	
Receivables	
Property, Plant and Equipment	12,961,291
Intangible Assets	
Other Assets	
Other Financial Assets	
<b>Total Non-Current Assets</b>	<b>12,961,291</b>
<b>TOTAL ASSETS</b>	<b>15,104,218</b>
<b>CURRENT LIABILITIES</b>	
Payables	350,000
Interest Bearing Liabilities	25,000
Provisions	757,201
Other Liabilities	240,750
<b>Total Current Liabilities</b>	<b>1,372,951</b>
<b>NON-CURRENT LIABILITIES</b>	
Payables	
Interest Bearing Liabilities	
Provisions	520,000
Other Liabilities	
<b>Total Non-Current Liabilities</b>	<b>520,000</b>
<b>TOTAL LIABILITIES</b>	<b>1,892,951</b>
<b>NET ASSETS</b>	<b>13,211,267</b>
<b>EQUITY</b>	
Accumulated Surplus (Deficit)	11,654,451
Reserves	1,556,816
Contributed Equity	
<b>TOTAL EQUITY</b>	<b>13,211,267</b>

<b>KIMBERLEY COLLEGE OF TAFE</b>	
<b>S42 SUBMISSION - 2004</b>	
<b>STATEMENT OF CASH FLOWS</b>	
2004 \$ Estimate	
<b>CASH FLOWS FROM GOVERNMENT</b>	
Recurrent appropriations	11,323,453
Capital appropriations	480,000
<b>Net cash provided by Government</b>	<b>11,803,453</b>
<b>Utilised as follows:</b>	
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
<b>Payments</b>	
Employee Cost	-8,657,895
Supplies and services	-2,661,848
Borrowing costs	
GST Payments on purchases	-426,000
GST Payments to taxation authority	
Capital User Charge	-1,056,901
Other payments	-52,650
<b>Receipts</b>	
Sale of goods and services	521,040
User charges and fees	536,421
Commonwealth grants and contributions	94,000
Interest received	80,000
GST receipts on sales	85,000
GST receipts from taxation authority	265,000
Other receipts	291,300
<b>Net cash provided by/(used in) operating activities</b>	<b>-10,982,533</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Proceeds from sale of non-current physical assets	0
Purchase of non-current physical assets	-745,000
<b>Net cash provided by/(used in) investing activities</b>	<b>-745,000</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>	
Proceeds from borrowings	
Repayment of borrowings	
Other proceeds	
Other repayments	
<b>Net cash provided by/(used in) financing activities</b>	<b>0</b>
<b>Net increase/(decrease) in cash held</b>	<b>75,920</b>
Cash assets at the beginning of the financial year	1,326,801
Cash assets transferred from other sources	
<b>CASH ASSETS AT THE END OF THE FINANCIAL YEAR</b>	<b>1,402,721</b>



Kimberley College of TAFE  
**PERFORMANCE INDICATORS**  
*For The Year Ended December 31, 2003*

*Kimberley College of TAFE - 2003 ANNUAL REPORT*



## AUDITOR GENERAL

### INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

### KIMBERLEY COLLEGE OF TAFE PERFORMANCE INDICATORS FOR THE YEAR ENDED DECEMBER 31, 2003

#### **Audit Opinion**

In my opinion, the key effectiveness and efficiency performance indicators of the Kimberley College of TAFE are relevant and appropriate to help users assess the College's performance and fairly represent the indicated performance for the year ended December 31, 2003.

#### **Scope**

##### *The Governing Council's Role*

The Governing Council is responsible for developing and maintaining proper records and systems for preparing performance indicators.

The performance indicators consist of key indicators of effectiveness and efficiency.

##### *Summary of my Role*

As required by the Financial Administration and Audit Act 1985, I have independently audited the performance indicators to express an opinion on them. This was done by looking at a sample of the evidence.

An audit does not guarantee that every amount and disclosure in the performance indicators is error free, nor does it examine all evidence and every transaction. However, my audit procedures should identify errors or omissions significant enough to adversely affect the decisions of users of the performance indicators.

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

D D R PEARSON  
AUDITOR GENERAL  
April 8, 2004

## PERFORMANCE INDICATORS

Ending 31 December 2003

We hereby certify that the accompanying performance indicators are based on proper records, are relevant and appropriate for assisting users to assess the Kimberley College of TAFE's performance and fairly represent the performance of the Kimberley College of TAFE for the financial year ended 31 December 2003.



Dr Paul Novelty  
Chairperson  
Governing Council

24/2/04



Adrian Mitchell  
A/ Managing Director  
Kimberley College of  
TAFE

24/2/04

## PERFORMANCE INDICATORS

### Desired Outcome:

The provision of vocational education and training services to meet community and industry training needs.

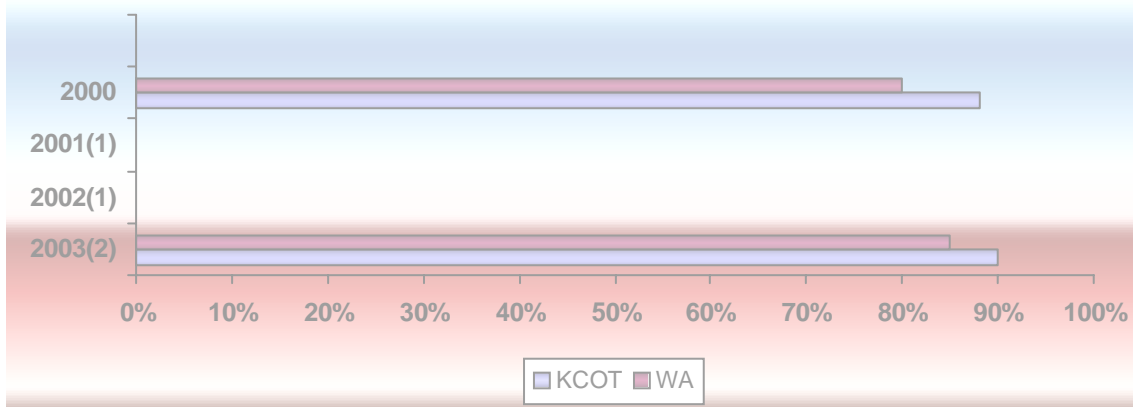
### Effectiveness Indicators:

#### KPI 1: OVERALL STUDENT SATISFACTION

Student satisfaction is a performance measure that reflects the quality of vocational education and training services provided by the College to meet community and industry needs.

Student satisfaction was measured through a survey conducted by an independent organisation. One of the questions students were asked in the survey was “Overall, how satisfied were you with your course?”

90% of these students surveyed were either very satisfied or satisfied with their course compared to a state wide average of 85%.



#### Notes:

(1) In 2001 and 2002 insufficient responses to the Student Satisfaction Survey were received for these years to be included in this performance indicator.

(2) The 2003 Student Satisfaction Survey was conducted by Market Equity Research in consultation with the Department of Education and Training. The response rate was 21%; the sampling error rate was +/- 4%.

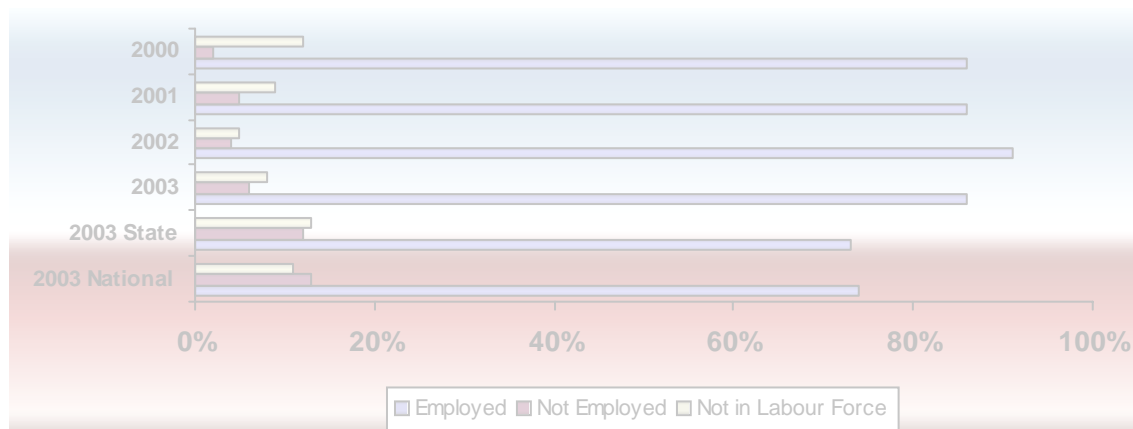
## KPI 2: GRADUATE EMPLOYMENT STATUS

The achievement of employment outcomes by graduates is a performance measure that demonstrates the College's effectiveness in providing vocational education and training services to meet community and industry needs.

The Student Outcomes Survey sought to determine as at 30th May 2003, the percentage of 2002 graduates who were employed.

Of College graduates 86% were employed compared to a state-wide average of 73% and a national average of 74%.

YEAR	EMPLOYED	NOT EMPLOYED	NOT IN LABOUR FORCE
2000	86%	2%	12%
2001	86%	5%	9%
2002	91%	4%	5%
2003	86%	6%	8%
2003 State	73%	12%	13%
2003 National	74%	13%	11%



The 2003 Student Satisfaction Survey was conducted by NCS Australasia on behalf of the National Centre for Vocational Education Research. The survey targeted students who graduated from a TAFE institute in 2002.

The response rate for Kimberley College of TAFE was 54.5% compared to a national response of 62.4%. The sampling error rate was +/- 6%.

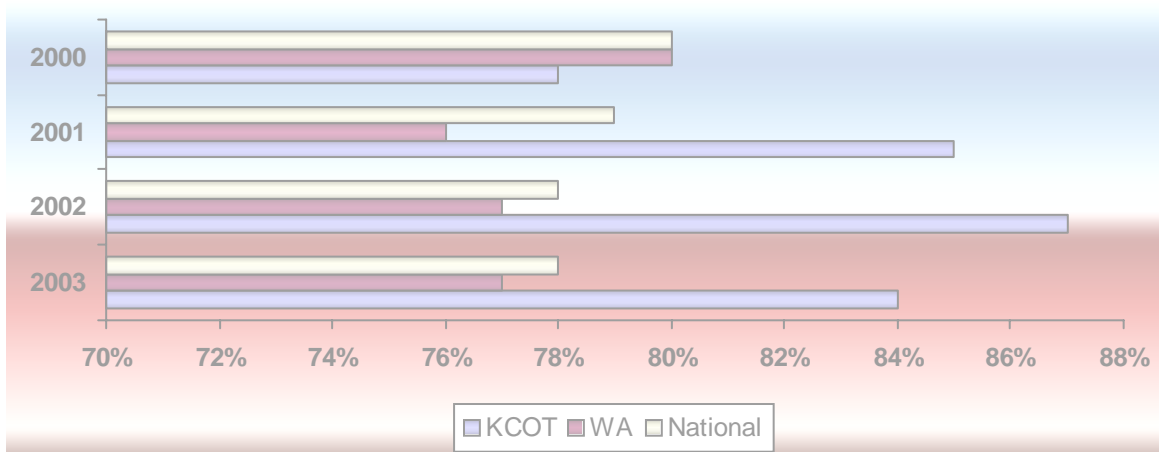
**KPI 3: STUDENT OUTCOMES- ACHIEVEMENT OF MAIN REASON FOR STUDYING.**

The achievement by graduates of their main reason for studying is a performance measure that demonstrates the College's effectiveness in providing vocational education and training services to meet community and industry needs

The Student Outcomes Survey measured the extent to which 2002 graduates had wholly or partly achieved their main reason for studying such as to try for a different career, to get a better job or for interest or personal development.

Of College graduates 84% had achieved or partly achieved their main reason for studying compared to a state-wide average of 77% and a national average of 78%.

(YES and PARTLY)	KCOT	WESTERN AUSTRALIA	NATIONAL
2000	78%	80%	80%
2001	85%	76%	79%
2002	87%	77%	78%
2003	84%	77%	78%



The 2003 Student Satisfaction Survey was conducted by NCS Australasia on behalf of the National Centre for Vocational Education Research. The survey targeted students who graduated from a TAFE institute in 2002.

The response rate for Kimberley College of TAFE was 54.5% compared to a national response of 62.4%. The sampling error rate was +/- 6%.

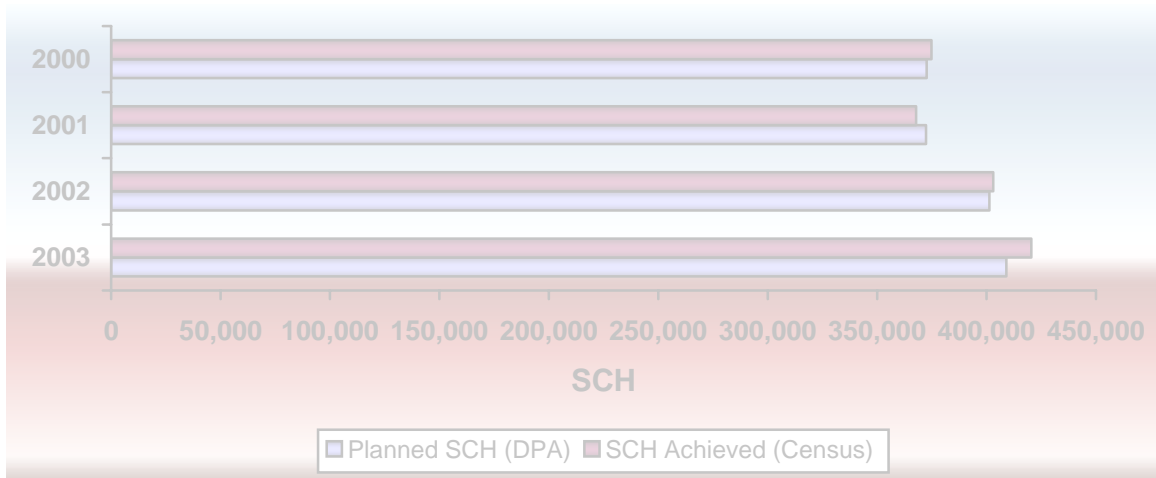
**KPI 4: ACHIEVEMENT OF COLLEGE PROFILE**

The achievement of College Profile is a performance measure that demonstrates the College’s effectiveness in meeting planned vocational education and training services to meet community and industry needs as identified in its Strategic Plan and in the Delivery and Performance Agreement (DPA) entered into with the Department of Education and Training.

Achievement of College Profile compares achieved Student Curriculum Hours(SCH) to planned Student Curriculum Hours (SCH).

The College achieved 102.8% of its DPA target in 2003.

YEAR	Planned SCH (DPA)	SCH Achieved (Census)	% Achieved / Planned
2000	372,600	374,923	100.6%
2001	372,354	367,823	98.8%
2002	401,340	403,004	100.4%
2003	409,007	420,439	102.8%



Source: Verified College Census Data 2003

## INDUSTRY GROUPS

The following table provides details of the distribution of the College's Profile delivery, by Student Curriculum Hours, in Industry Groups specified by the Department of Education and Training:

INDUSTRY GROUPS	Actual Delivery 2000	Actual Delivery 2001	Actual Delivery 2002	Actual Delivery 2003
Recreation, Sports and Entertainment	-	-	2850	1850
Visual and Performing Arts	23718	23465	16627	45675
Automotive	890	-	3338	4158
Building and Construction	14319	18456	28348	16432
Community Service	12254	9210	15637	26091
Education and Childcare	9464	9806	8589	10650
Health	-	360	-	-
Finance, Insurance, Property Service Workers	400	-	271	-
Food Trades Processing	2680	1202	504	2510
Engineering and Drafting	2000	2251	1160	3092
Metal and Mining	2082	12330	4664	8993
Forestry, Farming and Landcare	25755	50141	51394	45831
Horticulture	21640	14791	11803	11787
Retail	-	-	843	1323
Cooking	-	4651	153	-
Hospitality	-	1241	2229	3120
Tourism	18690	31188	19638	21040
Travel Agents	4200	2555	6205	2535
Transport Trades, Storage and Associated	12212	15126	14592	12961
Electrical and Electronic Engineering	-	2556	-	-
Accounting and Other Business	7375	13680	13468	22540
Management	3609	8783	9515	12810
Office and Clerical	38559	28939	35257	42788
Computing	15316	19692	24115	17665
Adult Literacy / ESL	29280	22688	26650	18179
Languages	240	3035	2675	2075
Miscellaneous	302	140	105	-
Targeted Access and Participation Courses	129938	71537	10238 4	86334
TOTALS (Student Curriculum Hours)	374,92 3	367,82 3	403,00 4	420,43 9

Source: Verified College Census Data 2003



## NON-PROFILE DELIVERY

The College delivers annually a range of programs not incorporated within the College Profile but which are intended to meet community needs and expectations and which minimise dependency on profile funding. These programs include fee for service and adult community education courses. Non-profile (Student Curriculum Hours) delivery is presented below as a percentage of overall profile and non-profile delivery.

	2000	2001	2002	2003
Non – Profile Delivery	32,166	28,483	55,729	35,966
% of Training Delivery	7.9%	7.2%	12.1%	7.9%

*Profile delivery refers to the SCH funded through the Delivery and Performance Agreement with the Department of Training. Non Profile delivery refers to courses otherwise funded.*

Source: Verified College Census Data 2003

Efficiency Indicator:

### KPI 5: COST PER STUDENT CURRICULUM HOUR (SCH)

Cost per SCH delivered is a performance measure that demonstrates the College’s efficiency in providing vocational education and training services to meet community and industry needs.

The Cost per SCH measure shows the overall unit cost per SCH delivered through both profiled and non-profiled activities based on Total Cost of Services, as detailed in the 2003 Financial Statements.

The cost per SCH delivered in 2003 was \$30.13.

#### Cost per SCH Delivered

	2000	2001	2002	2003
Total Cost of Services	\$10,358,949	\$11,507,619	\$13,306,281	\$13,753,675
Total SCH Delivered	407,089	396,306	458,733	456,405
Total Cost Per SCH Delivered	\$25.45	\$29.04 (1)	\$29.01 (1)	\$30.13 (1)

Notes:

(1) A Capital User Charge (CUC) was introduced by Treasury on 1<sup>st</sup> July 2001. Total Cost of Services for 2000 do not include this charge.