

South West Regional College

**Annual
Report
2003**



TAFEWA
south west regional



South West Regional College of TAFE
Government of **Western Australia**



Hon Alan Carpenter MLA
Minister for Education and Training
12th Floor Dumas House
2 Havelock Street
WEST PERTH WA 6005

Dear Minister

In accordance with Section 66 of the Financial Administration and Audit Act 1985, we herein submit for your information, the Annual Report of the South West Regional College of TAFE for the year ending 31 December 2003.

Yours sincerely

DAN PERKINS
Chairman Governing Council

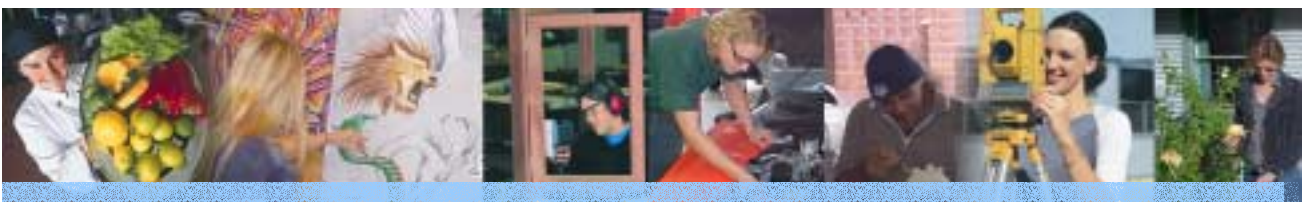
Wendy Burns
Managing Director

23 February 2004



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Vision/Mission Statement

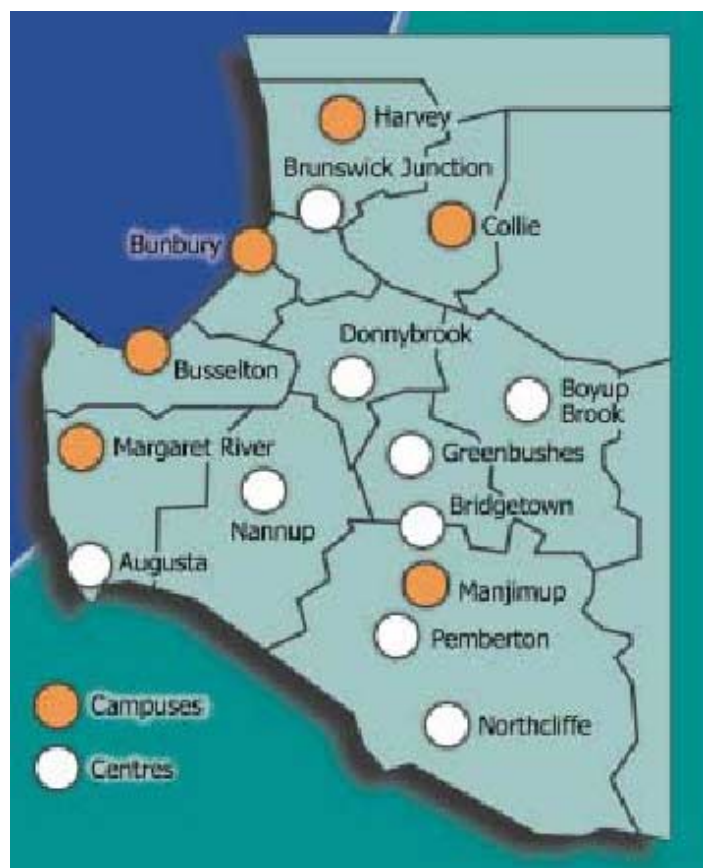
Working with industry and the community, the South West Regional College advances the economic and social prosperity of the region by delivering cost effective – world class – training and employment services. We seek to maximise the creative productivity of ourselves, our students and industry, through a process of continuous improvement that is:

*Customer Focused
Quality Driven
Ethical
Collaborative
and
Outcome Oriented*

The College's combined vision and mission statement draws attention to the fundamental purpose of the College and its commitment to advancing the economic development and social well being of the South West region through the provision of high quality - world class - education and training services.

The statement also introduces the notion of creative productivity. A commitment to ourselves, our colleagues, students and industry, to not only be more productive, but also to ensure that we are creating quality services for our customers; in an ethical, collaborative and outcome oriented manner.

The desired outcome of the College is to provide Vocational Education and Training services to meet community and industry training needs.





South West Regional College of TAFE

1946 – 2002

Today ...

The College services a regional population of 127,000 through campuses at Bunbury, Busselton, Collie, Harvey, Manjimup and Margaret River, which are further supported by a network of 9 part-time centres offering students ready access to local learning facilities.

The demand for training in the South West has been fuelled by a very strong population growth of up to 3% per annum.

A Brief History ...

The following overview of the College's 50-year history illustrates the enormous changes that have affected the way in which vocational education and training is delivered today. The College is proud to be able to demonstrate that it has responded proactively to the changes required by industry, students and community.

The 'Bunbury Tech'

In 1946, 52 students were enrolled in four courses at the "Technical School" in Arthur Street in the Junior Certificate subjects of woodwork, metalwork, dress cutting and home crafts. In 1957, enrolments boomed when the Technical Extension Scheme was introduced for Apprenticeship training and local employers enrolled 63 apprentices on a day-release basis. The School was officially opened by the Minister for Education, Hon E H M Lewis MLA on 21 February 1964,

Moving On and Moving Out

In 1968, the State Government, lead by Premier David Brand, initiated the relocation of the "Tech" to the new Robertson Drive site. The official opening was held on 14 April 1972 by the Minister for Education, Hon T D Evans. As a result of the Partridge Report in 1976, the State Government accepted recommendations that TAFE be allowed to become a separate authority and thus a more active player in its own right in the post-secondary education sector.

Becoming a College

By 1976 there were 2,143 students enrolled at the "Bunbury Technical School" (an increase of 212% on 1975 enrolments). Paterson House, a residential hostel, was completed and fully utilised. Most significantly, the School was promoted to a Grade 2 facility, officially becoming the "*Bunbury Technical College*". In 1982, as a result of the Dormer Report, a sub-department of TAFE was created.

In 1985, TAFE Colleges at Bunbury, Albany and Geraldton were reconstituted as Regional Colleges under Advisory Councils. At the commencement of 1985, the re-named South West Regional College of TAFE continued to provide training and education to the most densely populated region outside of the metropolitan area in Western Australia, with Campuses located in Bunbury, Collie and Manjimup and centres in many other towns in the region. In total, 134 full time equivalent staff were employed in providing services to 331 full time and 5,200 part-time students.

And into the '90s

In 1991 the Bunbury Campus offered 86 vocational courses, with 550 full time and 1,125 part-time enrolments; 293 students graduated. The number of graduates dramatically jumped in 1992, with 423 graduating. This figure reflects the influence of the first group of Year 12 Advanced Certificate/ Associate Diploma students. The Open Learning Centre, a department devoted to the supply of flexible delivery or off-campus correspondence courses, was established in 1994.

The College continued to grow from strength to strength through the 1990s so that during 1998, the College delivered training to over 6000 students.

The New Millennium

A significant restructure of the College was undertaken in 2000 achieving consistent management of academic delivery, consistency in client service and a more strategic role for Portfolio Managers encompassing the management of open learning, commercial delivery and VET in schools.

The Manjimup Campus of the South West Regional College, a multipurpose community facility co-located with the Manjimup High School, was opened.

A memorable highlight of 2000 was the visit of Her Majesty, Queen Elizabeth II and the Duke of Edinburgh to the South West. The staff and students of the Hospitality Faculty of the College prepared and served a sumptuous luncheon to the royal entourage in Busselton and were highly commended for their efforts by the Premier of Western Australia, Richard Court.

2001

The construction of a new walk way and the installation of an elevator enables students with disabilities to access both upper and lower floors of several buildings designated for use by the Faculties of Community Services and Applied Science, Business and Computing as well as Access and Participation.

In seeking to maximise world class training opportunities for regional communities, the South West Regional College in collaboration with Edith Cowan University, Curtin University, the Margaret River Senior High School, the Department of Training, and the Department of Education signed an agreement to develop the Margaret River Centre for Wine Excellence on high school property.

2002

On 5 September 2002, the Minister for Training, Hon John Kobelke opened the College's new training facility for heavy-duty automotive training at the Sylvan Way Annexe of the South West Regional College. The establishment of the Sylvan Way Annexe is evidence of the College's close collaboration with industry and its ability to implement training programmes to meet the needs of the local community and the regional economy.

2003

The appointment of a new Managing Director at the beginning of 2003 has heralded a number of changes at the College including progress toward the development of a continuous improvement plan and a realignment of administrative and academic management personnel. Both of these initiatives, which are to be finalised in 2004, were undertaken in close collaboration with staff.

Renovations at the Bunbury Campus have changed the face of some of the College buildings and this trend is set to continue with the new directorate offices scheduled to be completed in 2004.

Construction of the \$9.7 million Margaret River Education Campus commenced in 2003 with completion scheduled for early 2004. This facility, a collaborative initiative of the South West Regional College of TAFE, Curtin University of Technology, Edith Cowan University, Margaret River Senior High School and the Department of Education and Training, will provide seamless education pathways for the local community. A centre for wine excellence will be the centrepiece of the Campus offering training in all aspects of grape growing, wine making and marketing.

These activities demonstrate the commitment of the South West Regional College to collaboration with the TAFEWA sector, industry and the local community. It also demonstrates that the participation and representation of all stakeholders enables us to contribute to the achievement of broader governmental objectives and the social, economic and educational development of the South West community and beyond.



Governing Council

The Accountable Authority of the College is the Governing Council, the members of which are appointed by the Minister for Training. Throughout 2003 the Governing Council met for six general meetings and one joint meeting with the Advisory Board of Edith Cowan University South West Campus (Bunbury). The Governing Council also has representation on the College's Academic Board, which meets on a monthly basis and the Audit Committee, which meets bi-annually.

Governing Council members also represented the College at official functions and provided invaluable support to the College and its community through the provision of their time and expertise.

The members of the South West Regional College of TAFE during 2003 were:

DAN PERKINS (Chairman)



Principal and Managing Director of Perkins Builders, President of Master Builders Association of WA. As an employer of building trades apprentices, Dan is actively involved in the process of bringing industry closer to training providers and determining the strategic direction of construction training.

Appointed: 1 October 1997
Current Term Expires: 31 December 2005

ROSANNE PIMM (Deputy Chairperson)



Roseanne is a Collie Shire Councillor and a high profile community leader. She is a keen supporter of the importance of the regional campuses of the South West Regional College and is often involved in Collie Campus activities.

Appointed: 1 October 1997
Current Term Expires: 31 December 2005

Wendy Burns (Managing Director)



Wendy was appointed Managing Director of the South West Regional College on 30 January 2003. Relocating from South Australia where she was Director of the South East Institute of TAFE, Wendy is an avid campaigner for flexible learning programs in regional areas. Wendy is the regional Managing Director representative on the Western Australian Teaching and Learning Assessment Group and the Quality Framework Steering Committee and the newly established Board of WestOne. She is a member of the Bunbury-Leschenault Rotary Club and the Bunbury Golf Club.

Appointed: 30 January 2003
Current Term Expires: 29 January 2008



MIKE FAGAN

Dealer Principal of Bunbury Holden, Mike has over 20 years experience in the automotive industry and is an employer of apprentices and trainees in the local community. He is Chair of the SWRC Automotive Industry Reference Group, Chair of the South West Industry Training Advisory Board, a past Australian Holden Dealers Association member and past President of the Country Holden Dealers Association.

Appointed: 5 March 2002
Current Term Expires: 31 December 2004



DOMINIC FIGLIOMENI

Chief Executive Officer of the Bunbury Port Authority, Dom is a member of the Australian Institute of Company Directors and is a fellow of Certified Practicing Accountants and the Chartered Institute of Logistics and Transport. Regionally he is a member of the Advisory Board of ECU South West Campus (Bunbury), a Director of the Leschenault Business Enterprise Centre and Deputy Chair of Jobs South West.

Appointed: 1 October 1997
Current Term Expires: 31 December 2003



DENISE JENKINS

Denise is the Proprietor of Manjimup Jewellers. She is a past president of the Manjimup Chamber of Commerce, Chairperson of the Warren Blackwood Business Assistance Centre and an active community Member. Denise is very supportive of education and training in the Warren Blackwood region.

Appointed: 1 October 1997
Current Term Expires: 31 December 2005



EDWARD KOZYRSKI

In addition to his role as Managing Director of the Lighthouse Beach Resort in Bunbury, Ed was active in the hospitality and tourism industries through his membership on the College's Hospitality and Tourism Industry Reference Group, the Australian Institute of Management, Tourism South West and the Bunbury Chamber of Commerce and Industry. Edward passed away suddenly in July 2003. His extensive experience in hospitality and tourism and his commitment and dedication to vocational education were highly valued.

Appointed: 15 May 2000
Term Expired: 10 July 2003



IAN PIGOTT

Ian is the Manager Business Performance for the Griffin Coal Mining Company in Collie. He is involved in the selection process of the Australian Coal Association Research Program and is very active in various government, industry and community committees.

Appointed: 30 May 1999
Current Term Expires: 31 December 2003



DON PUNCH

Chief Executive Officer of the South West Development Commission, Don has extensive experience working in regional and remote Western Australian communities on the provision of infrastructure, identification and funding of community needs; and project management. Don is also a member the Board of Management for the Centre for Regional Development and Research, Edith Cowan University (SW Campus).

Appointed: 30 May 1999
Current Term Expires: 31 December 2003



SAMANTHA REECE

A professional background in marketing and public relations, Samantha conducts extensive community consultation for a range of organisations including local and state government and private business enterprises in her role as Principal of SMR Consultancy. She has a background in education, teaching in Australia, New Zealand and the UK.

Appointed: 5 March 2002
Current Term Expires: 31 December 2004



GUY TRUSS

Guy has extensive industry contact through his position as a Fitting and Machining Lecturer with the Metals, Electrical and Engineering Portfolio of the South West Regional College. He is also the College's delegate for the State School Teachers Union.

Appointed: 5 March 2002
Current Term Expires: 31 December 2004



ANN WILLIS

Ann has extensive experience in business administration as well as operational and strategic management, particularly in the education sector. A former governing council member for West Coast College, she relocated to the South West as the Operations Manager for Innovest Constructions a company specialising in constructing wineries. Ann is also a former student of the College, completing wine studies at the Margaret River campus in 2003.

Appointed: 13 October 2003
Current Term Expires: 31 December 2006



Chairman's Report

The Governing Council welcomed Wendy Burns, as Managing Director to the College and a member of the Council on 30 January 2003. Attracted to the South West's wonderful lifestyle, Wendy moved from South Australia where she was the Director of the South East Institute of TAFE.

The Council suffered the tragic loss of Edward Kozyrski when he passed away suddenly in July. A valued member of the Governing Council since May 2000, Ed was the Council's representative on the Academic Board and the Hospitality and Tourism Industry Reference Group. Ed's extensive experience in the hospitality and tourism industries and his commitment to the South West region greatly enhanced his role as a member of the Council and he will be sadly missed.

The Minister for Education and Training appointed Ann Willis to the Governing Council on 13 October 2003. Operations Manager for Innovest Constructions, Ann has extensive business, strategic and operations management experience in the education sector. She also brings to her role of Governing Council member, recent experience as a TAFE student, having completed wine studies at the College's Margaret River campus in 2003.

TAFE Colleges play a significant role in contributing to the development of skills and knowledge of our communities. The South West Regional College management cohort has demonstrated strong leadership not only in their responsibility of the day-to-day running of the institution but also with the development of innovative strategies to address the current and future training needs of the South West region.

The organisational restructure of the College will ensure that the diverse client base serviced by the College are successful learners, competent and work-ready, and is a prime example of the sound direction and commendable stewardship practiced at this institution.

Earning industry endorsement for its courses attests to the high regard accorded to this College and its academic staff who have been instrumental in establishing mutually beneficial relationships with industry to enhance student learning outcomes and relevance of training to local industry.

The College has demonstrated its leadership in the South West region through the management of key collaborative projects, including the establishment of the Margaret River Education Campus - a joint partnership of the South West Regional College of TAFE, Curtin University of Technology, Edith Cowan University, Margaret River Senior High School and the Department of Education and Training.

In line with the public sector as a whole, the College has embraced a quality-centred, customer focused philosophy for vocational education and training which has resulted in:

- a product portfolio that satisfies the needs of the target groups;
- a responsiveness to industry needs through the provision of highly skilled graduates;
- increased visibility in the training market place;
- enhanced quality outcomes reinforced by a corporate culture committed to strong client focus with expectations of improvement in efficiency, productivity and effectiveness; and
- continuous innovation of products and services.

Dan Perkins
Chairman, Governing Council



Managing Director's Report

My first year with the College has certainly been an enjoyable and exciting one, as my knowledge and understanding of the College and the region it serves has grown. I have come to appreciate the strengths of the College, its broad range of programs and services, and its creative approach to building partnerships and meeting the expectations of its diverse community.

Our performance throughout 2003 has remained steady in terms of achievement of our delivery targets, with effort focused on the development of strategies to improve the quality of our service, retention and outcomes for youth, promotion of apprenticeships and traineeships, responsiveness to community and industry requirements, and the range of services available to smaller communities.

The staff are to be congratulated for their continued client focus that has enabled the College to achieve student satisfaction ratings above the WA average and to exceed both State and National averages for course quality and graduate employment outcomes.

Throughout 2003, College staff have participated in a range of activities, primarily focussed on improving support to the delivery of our educational programs, to focus our effort on the quality of delivery of training and education services, improve our regional effectiveness and enhance our responsiveness to government and regional priorities. Changes to the organisational structure and support services will be implemented during 2004 as will the progression of other activities to improve our service to our clients, and improve business practice to enhance the roles of employees.

Effective use of State and Commonwealth funding has enabled the College to build the capability of staff in the development of flexible delivery strategies and enhance its partnerships with local Industry and enterprises. In furthering our commitment to improving pathways to employment via vocational education for our youth, we have continued to build relationships with employers, regional youth services and with schools to find better ways to engage youth and support their decision making and participation. Strategies are being developed to strengthen links for our students with employment services in 2004.

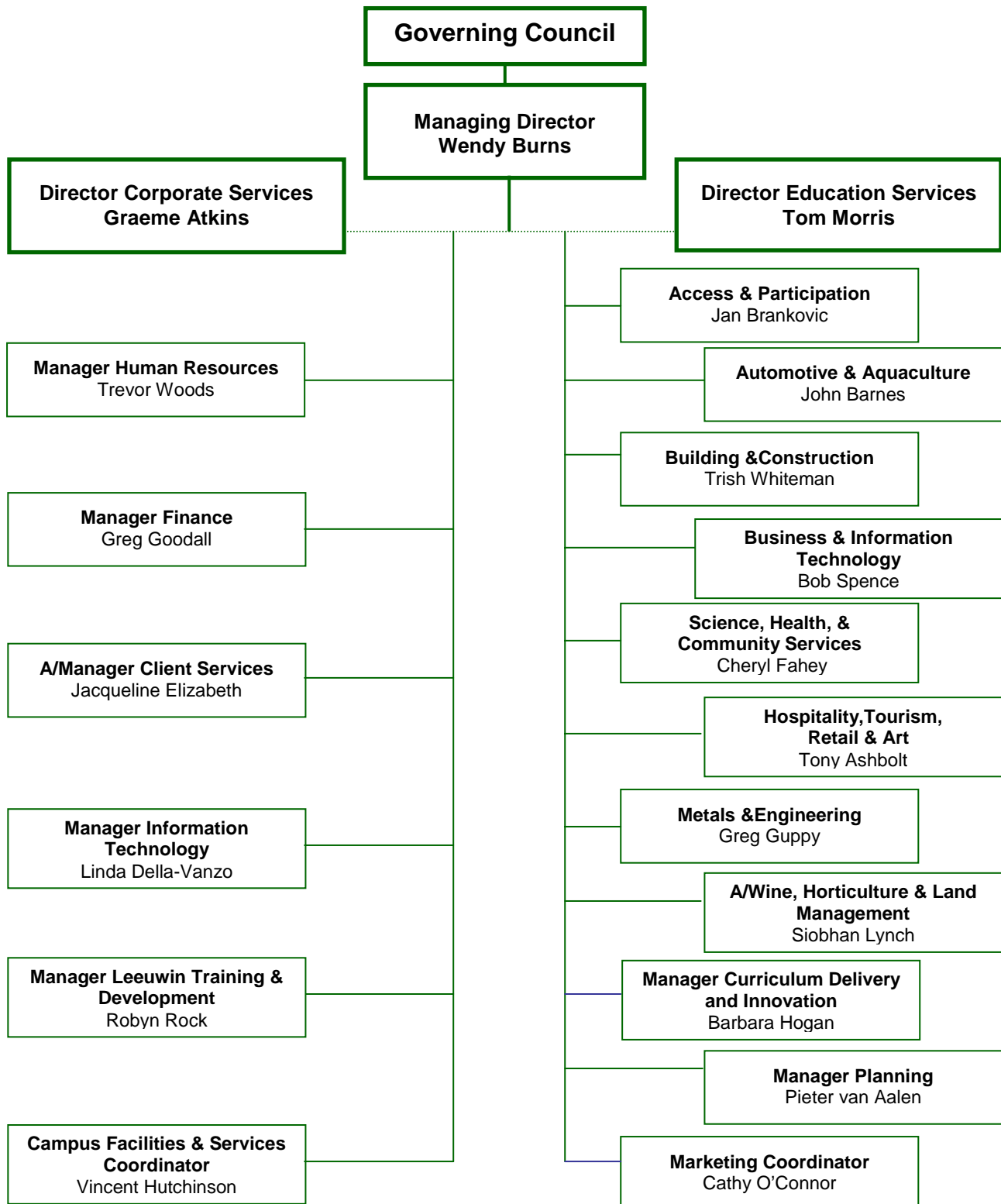
This year the College has upgraded facilities at Bunbury and Collie, and we can look forward to occupying the new Margaret River Campus early next year.

My sincere thanks to all staff for their continued efforts to enhance the quality and responsiveness of our service in the South West region.

Wendy Burns
Managing Director



Management Structure





Strategic Priorities

The 2002-2005 South West Regional College Strategic Priorities established a strategic framework based on three key focus areas:

Student Focus

Goal: Delivery of world-class, cost effective, skills development and skills recognition services.

Characterised by flexibility, efficiency and rigour

Staff Focus

GOAL: A learning organisation with a corporate culture that promotes the creative productivity of staff.

Characterised by innovation, collaboration and continuous improvement.

Industry and Community Focus

GOAL: Working with industry and the community, the College advances the economic development and social prosperity of the region.

Characterised by employment outcomes, strategic alliances and community support.

VISION 2005: *Rigorous and Workplace Relevant*

The overarching theme that will drive the South West Regional College in the achievement of its vision for 2005 is that of the flexible learning organisation. The vision is one in which rigour and relevance characterise all facets of the College's day-to-day activity: from student interactions, to staff collaboration.

With this four year plan the College confirms that it is ready willing and able to succeed as a world-class flexible learning leader.

The goals for the three key focus areas are supported by specific strategies that will provide for the achievement of priority outcomes.

Student Focus

Goal: *Delivery of world-class, cost effective, skills development and skills recognition services.*

- 1.1 Flexible Learning strategies that optimise opportunities for learners to achieve competence**
- 1.2 AQTF Standards implemented across the College**
- 1.3 Improved College consultation processes with students**
- 1.4 Fee for Service activities that are responsive to client needs and the opportunity to deliver value added services**

Priority Achievements

- A collaborative effort of the Department of Education and Training, South West group training companies and the Faculty of Access and Participation, enabled the first ever Year 10 Aboriginal Traineeship. The students received on and off the job training with three days at school, one day at TAFE and participating in the workplace one day each week. The students return to Year 11 in 2004, having gained a better idea of what lies ahead of them in the job market.
- The impact of the Sylvan Way Heavy Duty Mobile Plan Annex paid dividends in 2003 with 145 apprentices and pre-apprentices enrolled in heavy duty and light vehicle automotive training.
- The Horticulture Faculty implemented traineeship and apprenticeships in four streams – landscape design, parks and gardens, production and nursery with turf. It is anticipated that Arboriculture and Floriculture will increase the four streams to six throughout 2004.
- In response to a perceived need for counselling services, the College entered into a trial with St John of God, making available specialist support staff on campus three days per week. This has enabled students and their parents to access expert assistance in a timely fashion, and enabled teaching staff to focus on their educational role.
- In conjunction with WestOne, the College launched a new Internet site, which includes the Products and Services database.
- The College produced a promotional video and CD targeted at school students, to create awareness of the diverse range of career training options offered by the College.
- Building, construction, furniture making, interior design and surveying students displayed their skills in the 2003 South West Home and Leisure Expo by participating in creative displays that incorporated handcrafted furniture and donated several prizes, including framed mirrors and a wine rack.
- The College again participated in the 2003 South West Horticultural and Forestry Expo in Manjimup showcasing interactive displays for aquaculture and river conservation.
- Information and Career Advisory staff introduced an interactive PowerPoint display in school presentations, which greatly improved students' interest and access to College information.
- Students from the Faculty of Building and Construction continued to showcase their skills through the Dolphin Discovery Centre project. Activities undertaken during 2003 were the installation of a point of sale counter, surveying of land and design of a proposed boat shed.

- The Building and Construction Faculty successfully secured funding under the Science and Technology Grant to design and construct a 'live-in-model' sustainable lifecycle home which embodies the latest advances in environmental, social, economic and technological elements of sustainability.
- SWRC student, Leighton Budge, achieved the highest score in the State in regional Worldskills competitions and he and other SWRC students will compete in the national finals in Brisbane in 2004.
- In an innovative approach to meet the training needs and skills of students whilst also meeting the needs of community, Metals and Engineering pre-apprenticeship students constructed an aluminium rescue boat for the Combine Bay Sailing Club. Both the club and the students benefited significantly through the exercise, with students gaining enormous confidence in their newly acquired welding and fabrication skills.

Staff Focus

GOAL: A learning organisation with a corporate culture that promotes the creative productivity of staff.

- 2.1 Staff development strategies that empower and promote pride**
- 2.2 Communication and information sharing that is fast, flexible and efficient**
- 2.3 Strategic management and innovation that creates new opportunities and lasting benefits**
- 2.4 Facilities and infrastructure that enhance the quality, effectiveness and efficiency of service delivery**

Priority Achievements

- College Library staff worked with teaching staff to improve student information literacy by engaging in one-to-one sessions as well as and group sessions for students and lecturers.
- A student wide network was built that allows lecturers to publish information on the student drive that is accessible at all campuses. No more duplication of documents or version issues.
- A trial web page promoting the Margaret River Education Campus has been developed.
- Aboriginal Development Officer, Les Wallam, was awarded the Centenary Medal for his commitment and contribution to vocational education and training within the South West community.
- A new telephone system was installed in the Bunbury and Collie Campuses has provided staff with a virtual service that supports better communication for internal and external customers.
- The operation of the College's Bookshop, particularly the area of stock management was enhanced through the introduction of an electronic stock management system, making processes more efficient and effective.
- The Information Services section implemented an infrastructure upgrade throughout the College, creating a minimum standard of 100Mb to every PC. Over 1000 ports were upgraded, resulting in improved performance at all campuses.
- The College upgraded its financial systems to the TAFEWA wide Finance One accounting package, incorporating the College's finance and assets systems into one system.

- A new video conference facility was installed in Bunbury campus which has enabled staff to make use of this communications technology to reduce the implications of travel and connect remote and regional areas.

Industry Focus

GOAL: *Working with industry and the community, the College advances the economic development and social prosperity of the region.*

- 3.1** An enhanced external image of the College and recognition of its role in the region
- 3.2** Strategic alliances that meet the needs of industry and the community of the South West
- 3.3** Recognition as an environmentally responsible and energy efficient College

Priority Achievements

- In conjunction with Manjimup Senior High School, a joint training vineyard was established at the Manjimup Campus to provide training for school students and to facilitate entry into the wine grape growing arena for clients not yet employed in the industry. Donations from industry generously covered the cost of establishing the vineyard, which is jointly managed by the College and the school.
- The Timber Industry Skills Recognition Program continued to successfully assist native hardwood timber industry workers of the South West, Great Southern and Metropolitan regions, who were facing redundancy, to gain a formal qualification. By matching their skills to TAFE units of competency, these workers receive recognized qualifications that will enable them to seek employment outside the industry.
- The Building and Construction Faculty successfully negotiated with six project builders to provide the scholarship opportunity for six students in Certificate IV in Building. The scholarships include the opportunity for employment as schedulers and estimators with the project builders.
- Aquaculture facilities equipment upgraded in Collie and Manjimup Campuses through donation of resources by South West Development Commission.
- A resource sharing agreement between South West Regional College and Great Southern Regional College enabled the College to successfully tender to deliver timber harvesting training in the South West Region through the use of Great Southern Regional College's timber harvester.
- Assistance by the local automotive industry through promotion in schools and the provision of scholarships has increased the number and quality of participants in automotive courses.
- The College undertook the project to develop best practice guidelines for visitor centre management and administration to support the South West and Great Southern Visitor Information Centres and will become the benchmark of WA visitor centre operations and set the industry standard. The project involved a number of partners, including Tourism South West, Great Southern Regional Tourism Association, the South West and Great Southern Development Commissions, the Western Australian Department of Education and Training, Cape Naturaliste Tourism Association and the Western Australian Tourism Commission.

- The forging of an alliance between the owners of Margaret River's highly successful VAT 107 and VAT 2 restaurants will enable students to train and work in one of Australia's top restaurants. Students will receive training in a 'live' professional environment having their work jointly assessed by VAT chefs who have undertaken formal training in the assessment process and TAFE lecturers, who will assess the students' academic performance. This collaborative approach to training will provide authentic learning experiences, exposing students to the full gamut of challenges in a real work environment and cultivate a healthy work ethic.
- The Faculty of Community Services and Health conducted a joint PDSP with the South West Area Health Services, based upon networking in the South West. College and South West Area Health Services staff that participated in the project received a greater understanding of each other's business and of the new Health training package to enable an analysis of training needs in the South West and subsequent matching to appropriate qualifications. As a result of the improved relationship, South West Area Health Services has relinquished its Registered Training Organisation status and nominated the College as its preferred provider.
- A framework was developed to prioritize work and clinical placement for South West Regional College and Edith Cowan University students, providing easier management and placement of the students for experience and work place assessment.
- The Faculty of Applied Science expanded its industry delivery in 2003, with 50 workers from Millennium graduated in process plan operations and a large number of trainees being trained 'on-the-job' at Worsley and Iluka Resources.
- The Faculty of Metals and Engineering received authorisation from the Welding Technology Institute of Australia to offer welding qualifications that are internationally recognized. This enables South West enterprises employing qualified practitioners to tender for international contracts and manufacture components to international standards.
- In an exciting new approach to childcare, TAFE students provided child care services whilst the parents attended a range of self-development courses classes on the same site.
- The Western Australian Institute of Management relocated to the Bunbury campus to ensure the continuation of their services and to build College commercial activity.





Compliance

Enabling Legislation

The South West Regional College of TAFE was established on 1 January 1997 under section 35 of the Vocational Education and Training Act 1996 and is responsible to the Hon Alan Carpenter, MLA, Minister for Education and Training.

Legislation Impacting South West Regional College's Activities

In the performance of its functions, South West Regional College complies with the following relevant written laws:

- Anti-Corruption Commission Act 1988
- Copyright Act 1968
- Criminal Code Act 1913
- Disability Discrimination Act 1992
- Disability Services Act 1993
- Equal Opportunity Act 1984
- Education Act 1928
- Evidence Act 1906
- Financial Administration and Audit Act 1985
- Freedom of Information Act 1992
- Government Employees Superannuation Act 1987
- Industrial and Commercial Training Act 1975-80
- Industrial Relations Act 1979
- Limitations Act 1935-1978
- Library Board of Western Australia Act 1951
- Minimum Conditions of Employment Act 1993
- Occupational Health, Safety and Welfare Act 1984
- Public Sector Management Act 1994
- Vocational Education and Training Act 1996
- Salaries and Allowances Act 1975
- State Records Act 2000
- State Supply Commission Act 1991
- Workers Compensation and Assistance Act 1981
- Workplace Agreement Act 1993

In the financial administration of the Agency, we have complied with the requirements of the Financial Administration and Audit Act 1985 and every other relevant written law, and exercised controls which provide reasonable assurance that the receipt, expenditure and investment of moneys, the acquisition and disposal of public property and incurring of liabilities have been in accordance with legislative provisions.

In addition to the above Acts, the College has been in compliance with the following:

- Relevant Public Sector Standards
- Equal Employment Opportunity Act
- Public Sector Code of Conduct
- Public Sector Code of Ethics

Changes in Written Law

There were no changes in any written law that affected the Authority during the financial year.

Ministerial Directives

No Ministerial directives were received during the financial year.

Contracts with Senior Officers

At the date of reporting, other than normal contracts of employment of service, no Senior Officers, or firms of which Senior Officers are members, or entities in which Senior Officers have substantial interests had any interests in existing or proposed contracts with the South West Regional College.

Governing Council member, Mr Michael Fagan is Principal Dealer of Bunbury Holden, through which the College purchases some of the vehicles for its fleet.

Capital Projects Incomplete

The South West Regional College of TAFE, Curtin University of Technology, Edith Cowan University, Margaret River Senior High School and the Department of Education and Training have collaborated to develop the Margaret River education Campus that incorporates a centre for wine excellence. The construction of the new campus, which will cater for community demand for training that focuses on the region's wine industry, will be completed by March 2004. The estimated total cost of the project is \$9.7 million, of which South West Regional College has contributed \$5.1 million.

The upgrade to Building K, which houses the College's Access and Participation and Hospitality and Tourism Portfolios, as well as the College's training restaurant "The Epicure". Works commenced in 2003 with anticipated completion March 2004. The total cost of the project is \$250,000, of which \$18,000 was by the Department of Education and Training and Disability Services provided \$48,000 to install disabled toilets and automatic articulated doors.

A new Directorate building, incorporating a covered walkway and new bus shelters for students, commenced construction in late 2003 with anticipated completion in May 2004. The estimated total cost of the project is \$800,000.

Likely Developments and Forecast Results of Operations

The most significant area for change in the operations of the College in the 2004 financial year will arise from the College's management restructure. These changes will be implemented during the first half of 2004 and are aimed at an improving our regional effectiveness, to focus our efforts on the delivery of quality education and training services and responsiveness to new initiatives.

Pricing Policies on Outputs

During 2003, the Government Policies and Guidelines for Buying Wisely were adhered to by the South West Regional College. State Supply Commission Policies and Guidelines continued to be adhered to. Department of Treasury and Finance Common Use Contracts were utilised. The Buy Local Policy has been practiced by the College. All elements of the Policies and Guidelines for Buying Wisely were observed within the College's exemption level.

All State Supply Commission reports were provided as requested.

Freedom of Information

The South West Regional College of TAFE allows supervised access to records on request. Applications for information under the Freedom of Information Act are submitted to the Manager Information Technology for approval and administered under direction by Records Management Coordinators. No Freedom of Information requests were received during 2003.

Publications

The following South West Regional College publications were made available to the public during 2003:

- SWRC of TAFE Annual Report
- Interface Newsletter
- Course brochures
- SWRC of TAFE Handbook
- Student Diary
- Ngala Maya 'Our Place' brochure
- 'Children's Week symposium' brochure
- Customer Service Charter brochure
- Workplace Assessment for Industry and Business brochure
- Building Educational Pathways General Brochure
- Building Educational Pathways Business Brochure
- Options for Skills Recognition Service brochure
- Training Options – Fulltime brochure
- SWRC of TAFE Pre-enrolment Information brochure
- Student Code of Conduct brochure
- Disability Services SWRC brochure
- SWRC of TAFE Equal Opportunity and Diversity Policy
- Disabilities Services Plan 2003-2005
- Strategic Priorities 2002-2005

These publications are available through the College's Client Services section or are located on the South West Regional College website at <http://swrc.tafe.wa.edu.au>.

Customer Focus

The South West Regional College has for many years had an emphasis on providing the best possible customer service to our clients.

The South West Regional College is continually reviewing its business system and processes to meet the expectations of our internal and external customers and to maintain Registered Training Organisation (RTO) accreditation standards under the Australian Quality Training Framework (AQTF). The College has maintained quality assurance accreditation under ISO 9001 standards since 1995.

Customer Service Charter

The South West Regional College has developed a Charter specific to the needs of the clients of the College. The charter acts as our service level agreement for our customers. Our customers are invited to evaluate our performance based on the service outlined in this document. The Charter is readily available throughout the College and is specifically highlighted during the College student orientation sessions at the beginning of each semester.

Evaluation of Programs

The South West Regional College is a customer-focused organisation that values feedback from our internal and external customer base. The College has a number of processes in place to gather customer feedback, resolve issues, promote positive and supportive comment and to include all feedback in our continuous improvement process that ultimately shapes the College's strategic goals and priorities. Our customer feedback process has two levels.

The first level includes a number of opportunities for internal and external customers to let the College know whether or not it is achieving the level of customer service outlined in our Customer Service Charter. Information is gathered from the following sources:

- Customer Feedback Forms – available across the College for customers to complete and submit on a needs basis.
- Unit Feedback Forms – distributed by faculty managers to gather specific feedback about delivery and assessment at a Unit of Competency and Qualification level.
- Process Improvement Requests - Used mainly by internal customers to suggest improvements to our current policies, procedures or work practices.
- Verbal feedback received from customers to lecturers, administration staff and faculty managers.
- Written feedback received from customers to lecturers, administration staff and faculty managers.

Information gathered from the Customer Feedback Forms and Process Improvement Requests are entered on a database and analysed and reported to executive committee and used to drive the College's continuous improvement system. Unit managers are expected to reply to customer feedback forms within five working days.

Unit feedback is gathered at a faculty level, analysed by portfolio managers and findings reported to the executive committee, issues identified and fed into the College's continuous improvement system.

Information from verbal feedback is dealt with by listening to the customer, identifying the specific issues, offering explanation and/or solutions and inviting the customer to complete a feedback form to formalise the process.

All written feedback received must be replied to within five working days. The manager dealing with written feedback is required to attach the written feedback to a Customer Feedback Form and outline his/her actions on the form and file in the Customer Feedback Form system for later analysis.

Any issues that are specifically identified as:

- academic appeals;
- occupational safety and health;
- equal opportunity; or
- sexual or racial harassment;

are dealt with as per the specific and separate processes within the College.

The second level of our customer feedback system is the grievance process. A grievance is an issue or complaint that has not been dealt with at the first level of our customer feedback process to the satisfaction of the customer. There is a separate and specific grievance process for students and a process for staff at the College. The Employee Grievance Resolution process and the Student Grievance process. Both processes are managed directly by the Managing Director of the South West Regional College.

Disability Services

- A Disability Services Plan 2003 – 2005 was developed and approved by the Access Committee and Managing Director.
- An emphasis on staff development and understanding of different needs in the disability area ensures Clients have access to the latest services.
- A goal to implement services and programs which promote inclusiveness such as ensuring all students are represented in College marketing activities and promotions.
- New terminology promoting inclusiveness has been implemented and is used on documentation for clients wishing to access support during their course of study.
- A review of the Notetaker role, to ensure clients needs are being met, is currently being undertaken and will be completed early in 2004.

Language Services Policy

Wherever possible, the South West Regional College has adopted the Language Services Policy commitment to ensure that language is not a barrier to services for people who require assistance in English. Initiatives undertaken by the College are:

- Provision of an AUSLAN interpreter, when requested, to assist deaf students.
- The College offered Certificate I in Auslan.
- The College also offered Certificate of General Education for Adults (CGEA) and CGEA (Aboriginal Stream), providing the opportunity to develop English, reading, writing maths and oral communication skills.
- Distribution of leaflets/desk cards that encourage people to ask for an interpreter if one is needed.
- Database of language skills of staff.
- Availability of video conferencing and conference telephones.

Action: A State Government Plan for Young People 2000-2003

The South West Regional College seeks to respond to the diverse needs of young people in our community and is committed to promoting the aims of the vision of the “Plan for Young People”.

- The College has a unique arrangement in that it supports one of the few active Student Associations in the State. Throughout 2003, the association provided advice to the College on student expectations and contributed to policy development and review, provided essential services to students, including running the canteen and hosting Centrelink visits, and provided social activities to support student fellowship.
- In response to a perceived need for counselling services, the College entered into a trial with St John of God Hospital, to make available specialist support staff on campus three days per week. This enabled students and their parents to access expert assistance in a timely fashion, and allowed teaching staff to focus on their class and their educational role.
- Ngala Maya, is a support unit staffed by an Aboriginal Students' Support Officer and an Aboriginal Development Officer to assist Aboriginal students with academic and non-academic enquiries, support and information.
- The College provides on-site rental accommodation in fully self-contained split-level units for up to 40 students. In addition the Student Association maintains an accommodation register and notice board at all campuses.
- As part of the improvements to the organisational structure, and recognizing the importance of student involvement in the College's planning and performance monitoring, the Student Association will, in 2004, be aligned to the Managing Director.

Equal Employment Opportunity

The South West Regional College continued to make significant improvements in its management of Equal Employment Opportunity over the 2003 calendar year.

Specific achievements have been:

- Completion of a comprehensive Equal Employment Opportunity survey into Human Resource management practices, involving all staff during the period 2002 to 2005.
- Extensive continuous review and marketing of Equal Employment Opportunity policies and procedures.
- Recruitment and Selection training based on Equal Employment Opportunity and Public Sector Standards developed and delivered to College staff.
- Reviewed the effectiveness of Equity Advisors network.
- Vastly increased promotion of Equal Employment Opportunity principles. Establishment of an Equal Employment Opportunity policy and targets as a standing item on Staff Consultative and other committees

During 2003, the College received no Equal Employment Opportunity complaints.

Workers Compensation

Six workers compensation claims, mostly of a minor nature, were recorded during the financial year.

Occupational Safety and Health

The Occupational Safety and Health Committee developed the Occupational Safety and Health Strategic Plan 2003/2006 and the Occupational Safety and Health Improvement Plan 2003/2004. The aim of the Occupational Safety and Health Strategic Plan 2003/2006 is:

- To continue the systematic development, implementation and improvement of safety and health standards, and communication and commitment for all staff, students and visitors.
- To provide guidance to the Campuses in order for them to develop their own specific Occupational Safety and Health Improvement Plans.

Two new representatives joined the Occupational Safety and Health Committee. These representatives undertook formal training and have been registered with WorkSafe. Job Safety Analysis procedures have been implemented for all campuses of the College.

Staff Profile

Status	2002	2003
Full-time Permanent	110	128
Full-time Contract	37	18
Part-time Permanent (measured on an FTE basis)	34.3	54.94
Part-time Contract (measured on an FTE basis)	24.7	6.92
Total	206	207.86

Redeployment

Changes to staffing requirements in 2003 were managed internally, with no referrals to the Public Sector Management Office.

Staff Training & Development

Staff training & development activities undertaken in accordance with compliance requirements include:

- Delivery of the College business system auditor course.
- Management courses (emotional intelligence).
- First Aid training and refresher training provided and/or coordinated.
- Code of Conduct, Code of Ethics, and Public Sector Standards information sessions.
- Occupational Safety and Health for supervisors and safety representatives.
- CMIS training provided to staff on request (with majority done on-the-job).
- TRIM training.
- Coordinated training for staff with specific responsibilities (e.g. records management, procurement and contracting, environmental management systems).
- Certificate IV in Assessment and Workplace Training Courses in-line with AQTF requirements.
- Numerous professional development activities coordinated for non Lecturing staff relating to industry specific skills and knowledge.
- Numerous professional development activities coordinated for lecturing staff relating to the key priorities for the TLASG Program.
- A total number of 239 staff training and development activities were undertaken in 2003. 48.95% of these were internal and 51.04% external. Of the training activities attended 46.86% were career oriented, 22.59% industry specific training and 30.54% focused on processes and procedures.
- 807 staff participated in internal and external staff training and development activities. Approximately 68.15% of staff attended internal activities, and 31.85% attended external activities; 40.52% being career enhancement activities, 10.04% industry-specific training, and 49.44% focus on processes and procedures.
- A total of 19,008 hours were used for staff development, 12,105 hours for internal activities, and 6,903 hours for external activities. Staff average was 23.55 hours per training activity.
- Total course costs recorded (registration fees): \$200,085 (average \$837/activity) or (\$248 per person).

	Females	Males
Attendance Ratio	64.3%	35.7%
Staff Ratio	61.2%	38.8%
Total Cost	\$131,529	\$68,556.00
Cost Ratio	65.7%	34.3%

NB: Not all staff development activities are recorded on the database. Records do not necessarily reflect total hours participated e.g. travel time, nor does it include other costs such as salary, relief, travel, accommodation, etc.

Major Promotional, Public Relations or Marketing Activities

The activities undertaken by the College throughout 2003 promoted awareness of the South West Regional College and its products to the South West region. Major activities included:

Promotional Video and CD

The College produced a promotional video and CD targeted at the 15-19 year old age cohort which was distributed to all career advisors in high schools within the South West. The video and CD outline the diversity of courses available through the College's network of campuses and encourage prospective students to undertake vocational training.

Enrolment Promotion

In both first and second semester of 2003 radio, outdoor, and press advertising was used to promote enrolments at the South West Regional College and enrolment targets were achieved.

As part of the second semester promotional strategy, Radio HOTFM broadcast live from the foyer of the College during the enrolment period. Staff provided listeners with an overview of courses available, highlighting the nature of the training and possible career outcomes.

Careers Expo

The South West Career Expo provided an opportunity for staff from the Information and Career Advisory Service at the College to liaise with South West school leavers and mature aged students interested in pursuing their studies in vocational training at the College.

Margaret River Education Campus

A brochure and website were developed in order to promote the proposed 2004 courses to be offered by the stakeholders at this facility.

Worldskills Competition

The College hosted a highly successful medals presentation evening in August to celebrate the achievements of students in the recent South West Regional Worldskills Competition.

Adult Learners Week

The College celebrated Adult Learner's Week from 1–5 September by conducting free tours of the Bunbury Campus to enable students of all ages to view the state of the art facilities at the College. Internet training sessions were also held at the College Library as part of the Adult Learner's Week activities.

South West Home and Leisure Expo

Building, Construction, Furniture Making, Interior Design and Surveying Students participated in the 2003 South West Home and Leisure Expo with creative displays that illustrated their skills and displayed hand crafted furniture as well as donated several prizes including framed mirrors and a wine rack.

South West Forestry and Horticulture Expo

The College participated in the 2003 South West Horticultural and Forestry Expo held in Manjimup and won the Best Educational Display award for the fourth consecutive year.

Art Expo

A public exhibition to showcase student art works in the areas of ceramics, drawing, fashion/dress making, sculpture, painting, photography, printmaking, jewellery and textiles, promoted art courses whilst showcasing the excellent outcomes that these programs deliver.

Electoral Act 1907 Section 175ZE

In compliance with section 175ZE of the Electoral Act 1907, the College is required to report on expenditure incurred during the financial year in relation to advertising agencies, market research organisations, polling organisations, direct mail organisations and media advertising organisations.

A. Advertising Agencies	Market Force Productions \$109,369.70
B. Market Research Organisations	Nil
C. Polling Organisations	Nil
D. Direct Mail Organisations	Nil
E. Media Advertising Organisations	Nil

Energy Smart Government Program

In accordance with the Energy Smart Government policy the South West Regional College has committed to achieve a 12% reduction in non-transport related energy use by 2006/07 with a 5% reduction targeted for 2002/03.

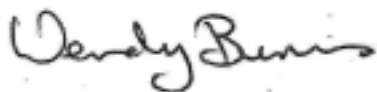
Energy Smart Government Program	Baseline Data	2002/2003 Actuals	Variation %
Energy Consumption (MJ)	7 913	7 625	3.64
Energy Cost (\$)	298 133	266 063	
Greenhouse Gas Emissions (tonnes of CO ₂)	1 892	1 781	
Performance Indicators			
Electricity (kWh)	2 019 236	1 813 953	
Natural Gas (kWh)	167 125	298 457	
LPG (kg)	846	405	
Area (m ²)	22 420	23 847	
Effective Full Time Students	3 673	4 050	
MJ/Area (m ²)/annum	353	320	
MJ/Effective Full Time Students/annum	2 154	1883	

Electrical energy consumption has been significantly reduced by utilising Night Wardens and cleaning staff more effectively during non-teaching periods. A strong emphasis has been placed on the education of support staff to adopt energy saving practices.

Compliance with Public Sector Management Act Section 31(1)

1. In the administration of the South West Regional College, 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



Wendy Burns
Managing Director
23 February 2004



Key Performance Indicators



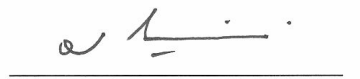
South West Regional College of TAFE
Government of Western Australia
ABN 23 107 798 972



23 February 2004

CERTIFICATION OF PERFORMANCE INDICATORS For the year ending 31 December 2003

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


Wendy Burns
Managing Director
Tom Morris
Director Education Services
Dan Perkins
Chairman Governing Council

Bunbury Campus Robertson Drive Bunbury PO Box 1224 Bunbury Western Australia 6231
Telephone (08) 9780 7000 Facsimile (08) 9780 7100



AUDITOR GENERAL

INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

**SOUTH WEST REGIONAL 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 South West Regional 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**

The South West Regional College of TAFE has developed the following key performance indicators to provide an overall indication of the College's operations as prescribed in the Vocational Education and Training Act 1996 and program objectives as embodied in the College's vision/mission statement.

Vision/Mission Statement

Working with industry and the community, the South West Regional College advances the economic and social prosperity of the region by delivering cost effective – world class – training and employment services. We seek to maximise the creative productivity of ourselves, our students and industry, through a process of continuous improvement that is:

Customer Focused
Quality Driven
Ethical
Collaborative
and
Outcome Oriented

The desired outcome of the College is to provide:

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

Effectiveness

Student Satisfaction

Student satisfaction is a performance indicator measuring the extent to which the courses provided by the College met the needs of students. Student satisfaction was measured through the Student Satisfaction Survey, carried out by an independent organisation, aimed at students who were undertaking studies at the College. The survey asked students about themselves and their level of satisfaction with the qualifications and broad areas of teaching, student support and advisory services, and the facilities of the College.

The 2003 Census findings for the College stated that a high proportion of students were Very Satisfied or Satisfied overall. The table below shows the College and State Student Satisfaction percentages. The 2003 figures include Apprentices and Trainees in the survey (there were 847 active Apprentices and Trainees enrolled in 2003):

OVERALL STUDENT SATISFACTION					
	1999	2000	2001	2002	2003
SWRC	83.0%	79.5%	89.0%	86.0%	87%
State	82.0%	79.3%	88.0%	83.0%	85%

- I. Source: Market Equity Pty Ltd on behalf of the WA Department of Training conducted the Student Satisfaction Census surveys. All students responding were assured of complete confidentiality (i.e. no information would be released to the College that would identify any individual).
- II. Definition: The surveys were administered to full-time and part-time TAFE/VET students who were enrolled in an Award course in first semester of that year.
- III. Derivation: The survey asked students to rate their overall degree of satisfaction with their course. The measure compares the number of Very Satisfied and Satisfied respondents as a proportion of respondents.
- IV. Explanation: The student survey distribution differed in 2003 in that it was a multi-staged approach. An initial 30,000 surveys were sent followed by another 10,500 surveys targeted at groups that exhibited lower response rates during initial stages. This method was augmented with an online version of the survey. This approach was aimed at increasing the student's sample and increasing the response rate. Response rates and sample error calculations for the South West Regional College of TAFE are outlined below.
- V. Definition: Usable Records are those responses considered "valid" and eligible for inclusion in the final survey sample. This ensured that questionnaires over 50% complete and that contained key data required for KPI tracking, were eligible for inclusion and thus usable.

Response Rates 2003 - SWRC						Sample Error
Institutional Based Students			Employer Based Students			Overall
Population (Usable Records)	Individual Students Contacted	% of students Responding	Population (Usable Records)	Individual Students Contacted	% of students Responding	% + or -
4,224	935	38%	644	187	19%	3.8%

Graduate Satisfaction

The aim of the National 2003 Student Outcomes survey was to measure Vocational Education and Training graduates' employment, further study destinations and opinions of the training undertaken.

The survey was sent to students (with an Australian residential address) who had completed an Award course in a publicly funded TAFE Institute in Australia.

Note: Graduate outcome tables now use the number of valid responses as the denominator in percentage calculations instead of the base number as was the case before 2001 reporting. As a result, prior year comparisons will not be accurate.

Measure (a): Achieved Aim: Respondents who reported they achieved, or partially achieved, their main reason for doing the course:

	SWRC	WA	Australia
2003	79.5%	78.0%	78.8%
2002	76.4%	77.0%	78.0%
2001	78.2%	76.3%	79.0%
2000	79.1%	79.2%	79.6%
1999	81.5%	82.1%	80.1%

Measure (b): Course quality: The 2003 survey changed the focus and the scoring of this question. The question now asks candidates to rate the overall quality of the course on a scale of 1 to five against the statement, "Overall, I was satisfied with the quality of this course." Candidates who indicated they **agree** or **strongly agree** were counted as satisfied.

(1– Strongly disagree, 2–Disagree, 3- Neither agree or disagree, 4- Agree, 5- Strongly agree)

	SWRC	WA	Australia
2003	87.6%	83.2%	83.1%

Previously candidates were asked to rate of the overall quality of the course. Respondents with 8 or above were considered satisfied with the course quality (1 being poor and 10 excellent).

	SWRC	WA	Australia
2002	60.6%	56.0%	62.4%
2001	63.6%	60.4%	66.2%
2000	64.4%	61.2%	65.8%
1999	61.0%	55.8%	61.7%

Measure (c): Graduate Employment Rate: In the 2003 survey, graduates from the College achieved better labour outcomes compared to the averages recorded for Western Australia and improved upon the College's result compared to 2002.

	SWRC					WA	Australia
	1999	2000	2001	2002	2003	2003	2003
Graduates Employed	74.9%	73.9%	71.5%	74.6%	76.9%	72.8%	74.8%
Graduates Unemployed	9.2%	11.3%	14.3%	11.0%	10.3%	11.7%	11.9%
Not in labour force	15.9%	14.2%	14.0%	13.6%	11.0%	13.8%	11.4%

Notes:

- I. Source: NCS Australasia on behalf of the National Centre for Vocational Education Research (NCVER). The Australian National Training authority (ANTA) funded the survey.
- II. Definition: The 2003 survey was administered to all graduates at a publicly funded TAFE Institute in Australia who, in 2003, had completed a Certificate, Advanced Certificate, Associate Diploma, Diploma or Advanced Diploma and had an Australian address as their usual residence. The South West Regional College's response rate was 58.2% (2002: 54.6%).
- III. Derivation: The 2003 graduate survey employment status was measured for each category (employed, unemployed and not in labour force) as at 31 May 2003. Obtained by calculating the ratio of graduates in each category compared to total respondents and expressed as a percentage.
- IV. Survey distribution and response information:

SWRC	2001	2002	2003
Number of questionnaires distributed	902	998	1,381
Number of responses received	445	545	762
Response Rate	49%	55%	58%

The sample error for 2003 was 3.5% (2002: 4.5%)

College Training Profile

The following table indicates the effectiveness of the College in meeting its target mix for training delivery under the College Training Profile, as a measure of the extent to which it has provided relevant training and skills formation opportunities to the community, in accordance with the training needs of the State.

College Training Profile	2002 SCH	2003 SCH		%
WADT Group	Achieved	Achieved	Planned	Achieved of Planned
01A - Recreation Sports and Entertainment	18,419	25,227	20,035	126%
01B - Visual and Performing Arts	57,050	43,090	51,000	84%
01C - Design	0	0	0	
02A - Automotive	48,232	55,998	51,659	108%
03A - Building and Constructions	61,358	71,821	66,781	108%
03B - Surveying and Building	37,190	37,960	35,630	107%
04A - Community Service Workers	96,625	93,805	79,953	117%
04B - Education and Childcare	143,400	143,255	135,910	105%
04C - Health	34,945	52,369	44,811	117%
04D - Library Workers	0	0	0	
05A - Finance Insurance Property Service Workers	46,835	9,686	8,186	118%
06A - Food Trades and Processing	49,836	45,189	44,763	101%
07A - Clothing Footwear and Soft Furnishings	8,360	8,413	10,444	81%
07B - Furniture Manufacture	46,814	50,300	49,798	101%
08A - Communications	0	0	0	
08B - Printing and Publishing	0	0	0	
09A - Engineering and Drafting	25,962	22,765	25,984	88%
09B - Metal and Mining	134,847	136,280	131,187	104%
10A - Animal Care	0	0	0	
10B - Forestry, Farming and Landcare	80,697	79,876	62,641	128%
10C - Fishing	0	0	0	
10D - Horticulture	70,742	60,992	60,900	100%
11A - Process Manufacturing	13,865	25,820	14,500	178%
12A - Personal Service	26,438	17,787	20,230	88%
12B - Retail	6,807	6,389	8,995	71%
13A - Cooking	35,691	29,810	30,023	99%
13B - Hospitality	42,698	28,451	36,315	78%
13C - Tourism	38,709	30,845	35,976	86%
13D - Travel Agents	3,006	0	0	
14A - Transport Trades, Storage and Associated	0	0	4,669	
15A - Electrical and Electronic Engineering	5,634	3,186	8,886	36%
15B - Electrical Trades	34,442	29,428	31,403	94%
16A - Accounting and Other Business Services	63,143	97,610	88,500	110%
16B - Management	54,751	54,621	66,000	83%
16C - Office and Clerical	75,913	78,485	79,876	98%
17A - Computing	124,576	117,025	121,913	96%
18A - Science and Technical Workers	46,796	48,170	47,200	102%
19A - ACE	0	0	0	
19B - Adult Literacy/ESL	136,210	147,220	146,996	100%
19C - Languages	4,499	4,600	3,840	120%
19D - Manually Added	0	195	0	
19E - Targeted Access and Participation Courses	29,286	38,529	41,739	92%
	1,703,776	1,695,197	1,666,743	102%

Efficiency

College Training Profile

The following table indicates the cost efficiency of the College in delivery training under the College Training Profile and fee-for-service. The table presents the Average Cost per SCH.

Calendar Year	Total Cost	Total SCH	Average Cost/SCH
2003	\$25,119,508 (Includes Capital User Charge)	1,909,768	\$13.15
2003	\$22,928,784 (Excludes Capital User Charge)	1,909,768	\$12.00
2002	\$23,847,038 (Includes Capital User Charge)	1,943,052	\$12.27
2002	\$21,730,165 (Excludes Capital User Charge)	1,943,052	\$11.18
2001	\$20,965,228 (Includes Capital User Charge)	1,713,438	\$12.23
2001	\$19,956,501 (Excludes Capital User Charge)	1,713,438	\$11.65
2000	\$19,629,794	1,691,661	\$11.60
1999	\$18,125,776	1,615,160	\$11.22
1998	\$17,470,271	1,481,060	\$11.79

- I. Source: The 2003 SCH figures were derived from the AVETMISS Census as extracted from the CMIS. In addition to the AVETMISS Census figures, separate records for Lifestyle course delivery were added.
- II. Definition: The SCH is the sum of the SCH extracted from the AVETMISS Census (CF funded delivery) plus the total of non-profile (fee-for-service) SCH.
- III. Explanation: The AVETMISS Census has been adjusted to allow for the “no show” students under the “one attendance” rule criteria. It should be noted that the one attendance criteria implies that the curriculum hours for a module/subject are included in the total SCH provided the student attends at least one class, even if they subsequently withdraw or cease attending a unit.
- IV. The total cost for 2003, 2002 and 2001 has been shown both inclusive and exclusive of the capital user charge to enable comparison to prior years.



Financial Statements



South West Regional College of TAFE
Government of Western Australia
ABN 23 107 798 972



23 February 2004

CERTIFICATION OF FINANCIAL STATEMENTS For the year ending 31 December 2003

The accompanying financial statements for the South West Regional 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.

Dan Perkins
Chairman Governing Council

Wendy Burns
Managing Director

Gregory Goodall
Principal Accounting Officer



Bunbury Campus Robertson Drive Bunbury PO Box 1224 Bunbury Western Australia 6231
Telephone (08) 9780 7000 Facsimile (08) 9780 7100



AUDITOR GENERAL

INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

**SOUTH WEST REGIONAL COLLEGE OF TAFE
FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2003**

Audit Opinion

In my opinion,

- (i) the controls exercised by the South West Regional 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.

D D R PEARSON
AUDITOR GENERAL
April 8, 2004

**SOUTH WEST REGIONAL COLLEGE OF TAFE
STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 31 DECEMBER 2003**

		2003	2002
	Note	\$	\$
COST OF SERVICES			
Expenses from ordinary activities			
Employee expenses	2	14,936,926	14,302,960
Charges to provisions	3	97,662	80,240
Supplies and services	4	6,134,441	5,701,395
Grants and subsidies	5	380,293	358,038
Depreciation expense	6	1,316,744	1,216,183
Carrying value of non-current assets disposed	7	157,063	200,024
Capital User Charge		2,190,724	2,116,873
Other expenses from ordinary activities	8	62,718	71,349
Total cost of services		25,276,571	24,047,062
Revenues from ordinary activities			
<i>Revenue from Operating Activities</i>			
Fee for service	9	1,022,979	849,217
Student fees and charges	10	1,871,154	1,970,553
Ancillary trading	11	144,113	131,922
Commonwealth grants and contributions	12	4,579	21,038
Net profit on disposal of non-current assets	7	161,303	215,413
Trading profit	13	37,848	56,810
<i>Revenue from Non-operating Activities</i>			
Interest revenue		182,785	189,379
Other revenue from ordinary activities	14	389,540	346,641
Total revenues from ordinary activities		3,814,301	3,780,973
Net Cost of Services	28	(21,462,270)	(20,266,089)
Revenues From Government			
State Government Grants and Subsidies	15	24,344,475	19,787,467
Resources received free of charge	16	741,046	728,601
Total revenues from Government		25,085,521	20,516,068
CHANGE IN NET ASSETS		3,623,251	249,979
Net increase in asset revaluation reserve	26	-	545,878
Total revenues, expenses and valuation adjustments recognised directly in equity		-	545,878
TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH WA STATE GOVERNMENT AS OWNERS		3,623,251	795,857

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

SOUTH WEST REGIONAL COLLEGE OF TAFE STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2003				2003	2002
	Note	\$	\$		
CURRENT ASSETS					
Cash assets	17	2,734,456	3,161,370		
Inventories	18	116,362	125,497		
Receivables	19	409,334	316,509		
Other assets	20	1,588,212	810,732		
Total Current Assets		4,848,364	4,414,108		
NON-CURRENT ASSETS					
Property, Plant and Equipment	21	28,428,700	24,460,566		
Total Non-Current Assets		28,428,700	24,460,566		
TOTAL ASSETS		33,277,064	28,874,674		
CURRENT LIABILITIES					
Payables	22	222,653	36,251		
Provisions	23	865,284	844,502		
Other liabilities	24	1,092,863	829,360		
Total Current Liabilities		2,180,800	1,710,113		
NON-CURRENT LIABILITIES					
Provisions	23	1,570,233	1,261,781		
Other liabilities	24	1,927	1,927		
Total Non-Current Liabilities		1,572,160	1,263,708		
TOTAL LIABILITIES		3,752,960	2,973,821		
NET ASSETS		29,524,104	25,900,853		
EQUITY					
Reserves	25	622,304	622,304		
Accumulated surplus/(deficit)	26	28,901,800	25,278,549		
TOTAL EQUITY		29,524,104	25,900,853		

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

SOUTH WEST REGIONAL COLLEGE STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2003			2003 \$ Inflows (Outflows)	2002 \$ Inflows (Outflows)
	Note			
Cash Flows From/(To) Government				
Recurrent State Funding - Department of Training			19,276,442	18,804,279
Capital State Funding - Department of Training			595,735	416,735
NET CASH PROVIDED BY GOVERNMENT			19,872,177	19,221,014
Utilised as follows:				
Cash Flows From Operating Activities				
Payments				
Employee expenses			(14,607,692)	(14,146,888)
Supplies and Services			(4,985,407)	(5,464,680)
Grants and Subsidies			(380,293)	(358,038)
Other Payments			(62,718)	(71,349)
Capital User Charge			(2,127,885)	(2,116,873)
GST Payments on purchases			(754,771)	(546,468)
Receipts				
Fee For Service			1,037,597	878,141
Student Fees and Charges			1,793,214	1,849,095
Ancillary Trading			144,113	171,123
Interest revenue			196,143	173,410
Other Receipts			539,412	483,271
GST Receipts on sales			146,866	34,601
GST Receipts from Taxation Authority			537,835	438,252
Net Cash Used In Operating Activities	28		(18,523,586)	(18,676,403)
Cash Flows from Investing Activities				
Purchase of Non-Current Physical Assets			(1,936,808)	(1,535,573)
Proceeds from sale of Non-Current Physical Assets			161,303	215,413
Net Cash Provided By/(Used In) Investing Activities			(1,775,505)	(1,320,160)
NET INCREASE (DECREASE) IN CASH HELD			(426,914)	(775,549)
Cash at the Beginning of the Financial Year	17		3,161,370	3,936,919
CASH AT THE END OF THE FINANCIAL YEAR			2,734,456	3,161,370

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

South West Regional College of TAFE
Notes to the Financial Statements
For the Year ended 31 December 2003

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 Concepts 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 of that modification and where practicable, the resulting financial effect, are disclosed in individual notes to these financial statements. The financial 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 minimal 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	2.50%
Motor Vehicles, Caravans and Trailers	20%
Plant, Furniture, General Equipment	5 to 25%
Computing, Communications and Software	2.50% to 25%
Leasehold Improvements	2.50% to 33.33%

(c) Inventories

Inventories are valued at the lower of cost and the net realisable value. Costs are assigned using the average cost method.

(d) Investments

Interest revenues are recognised as they are accrued.

(e) Employee Benefits

Annual Leave

This 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 liabilities are settled.

Long Service Leave

The liability for long service leave 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 liabilities are settled. The liability for long service leave expected to be settled more than 12 months of the reporting date is recognised in the provision for employee benefits and is measured at the present value of the 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 market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible the estimated future cash outflows.

Superannuation

Staff may contribute to 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 Pension Scheme and the pre-transfer benefit for employees who transferred to the Gold State Superannuation scheme are unfunded and the liability for future payments are provided for at reporting date. 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.

(f) 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. Control is recognised upon receipt. The majority of operating revenue of the College represents revenue earned from student fees and charges, fee for service, ancillary services, trading activities and Commonwealth grants and subsidies, as well as revenue received from the Department of Education and Training as a result of training successfully tendered for under competitive tendering arrangements. Revenue from the sale of goods and disposal of other assets and the rendering of services is recognised when the College has passed control of the goods or other assets, or delivery of the service to the customer.

(g) 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.

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

Where assets or services have been received free of charge or for nominal consideration, the College recognises revenues equivalent to 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.

South West Regional College of TAFE
Notes to the Financial Statements
For the Year ended 31 December 2003

(i) Capital User Charge

A capital user charge rate of 8% has been set by the Government 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.

(j) 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.

(k) Receivables

Receivables are recognised at the amounts receivable, as they are due for settlement no more than 30 days from the date of recognition. Collectability of accounts receivable is reviewed on an ongoing basis. Debts, which are known to be uncollectable, are written off. A provision for doubtful debts is raised where some doubts as to collection exists and in any event where the debt is more than 60 days overdue.

(l) Payables

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

(m) Accrued Salaries

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

(n) Revaluation 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.

(o) Leases

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

(p) Comparative Figures

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

	2003	2002
2 Employee expenses	\$	\$
Wages and Salaries	12,727,912	12,129,498
Superannuation	1,207,086	1,216,445
Other Related Expenses	1,001,928	957,017
	14,936,926	14,302,960

Since 1 July 2001, superannuation contributions for West State and Gold State schemes are met by the Department of Training on behalf of the College. The revenue is recognized under State Funds. (Refer to Note 15).

	2003	2002
	\$	\$
3 Charges to provisions		
Bad and Doubtful Debts Expense	97,662	80,240
	97,662	80,240
4 Supplies and services		
Communications	275,337	280,189
Energy Costs	267,057	258,241
Contracted Services (excludes contract staff)	2,054,295	1,770,049
Consumables - General Supplies	1,242,948	1,402,935
Consumables - Minor Capital Works	363,440	65,103
Repairs and Maintenance	323,494	250,242
Travel and Transport	701,877	579,572
Rent and Operating Lease Charges	338,285	352,719
Finance Charges	34,661	33,853
Advertising	196,139	161,834
Legal expenses	3,036	5,751
Insurance	107,961	109,798
Other	225,911	431,109
	6,134,441	5,701,395
5 Grants and subsidies		
Apprentices and Trainees	140,083	133,704
Other VET programs	240,210	224,334
	380,293	350,038
6 Depreciation and Amortisation Expense		
Buildings	537,972	541,423
Motor Vehicles, Caravans and Trailers	108,764	105,439
Plant, Furniture and General Equipment	245,379	184,146
Computer Equipment and Communication Network	397,409	357,955
Leasehold Improvements - Buildings	27,220	27,220
Total Depreciation	1,316,744	1,216,183
7 Net profit (loss) on disposal of non-current assets		
Motor Vehicles, Caravan and Trailers	118,516	192,992
Written Down Value	(130,992)	(157,338)
Net Profit/(Loss) on Sale	(12,476)	35,654
Plant, Furniture and General Equipment	91	-
Written Down Value	(331)	(7,656)
Net Profit/(Loss) on Sale	(240)	(7,656)
Computer Equipment, Communication Network and Software	42,696	22,421
Written Down Value	(25,740)	(35,030)
Net Profit/(Loss) on Sale	16,956	(12,609)
	4,240	15,389
Comprised:		
Gross proceeds on sale of property plant equipment	161,303	215,413
Less: written down value	157,063	200,024
Net profit/(loss)	4,240	15,389
8 Other expenses from ordinary activities		
Donations and Gifts / Student Prizes and Awards	39,132	25,016
Miscellaneous	23,586	46,333
	62,718	71,349

**South West Regional College of TAFE
Notes to the Financial Statements
For the Year ended 31 December 2003**

	2003	2002
	\$	\$
9 Fee for service		
Fee For Service –General	666,881	541,111
Fee For Service -Department of Training (DoT)	331,918	290,495
Fee For Service – Other	24,180	17,611
	1,022,979	849,217
10 Student fees and charges		
Tuition Fees	1,198,074	1,238,391
Service / Enrolment Fees	178,810	174,325
Resource Fees	494,270	535,696
Other Fees and Charges	-	22,141
	1,871,154	1,970,553
11 Ancillary trading		
Live Works	22,314	8,610
Other Ancillary Revenue	121,799	123,312
	144,113	131,922
12 Commonwealth grants and contributions		
Recurrent	4,579	21,038
	4,579	21,038
13 Trading Profit		
(a) Bookshop:		
Sales	695,100	752,098
Less: Cost of Sales:		
Opening Inventory	125,497	107,888
Purchases	648,117	712,897
	773,614	820,785
Less Closing Inventory	116,362	125,497
Cost of Goods Sold	657,252	695,288
Trading Profit – Bookshop	37,848	56,810
14 Other revenue from ordinary activities		
Donations	36,149	11,789
Recoveries, Refunds and Recoups	575	14,589
Local Government Grants and Contributions	156,143	176,115
Grants and Subsidies from Non Government Sources	21,646	17,342
Miscellaneous Revenue	175,027	126,806
	389,540	346,641
15 State funds		
Recurrent Funding - DoT (Delivery and Performance Agreement)	15,252,711	14,983,953
Recurrent Funding - DoT (Other receipts)	956,370	631,561
Funding for Capital User Charge*	2,190,724	2,116,873
Funding for Superannuation	1,169,779	1,071,892
Total Recurrent Funding – DoT	19,569,584	18,804,279
Capital Funding – DoT	595,735	416,735
Capital Works Transferred	4,179,156	566,453
	24,344,475	19,787,467

	2003	2002
	\$	\$
16 Resources received free of charge		
Department of Training		
- Corporate Systems Support (personnel/payroll, accounting, asset management, communications network, college management information systems)	654,645	600,000
- Marketing and Publications	52,458	49,000
- Human Resources / Industrial Relations Support	10,943	11,424
- Other	-	15,677
	718,046	676,101
Office of the Auditor General - External Audit Services	23,000	22,500
Other	-	30,000
Total Resources Received Free of Charge	741,046	728,601
17 Cash assets		
Cash on Hand	7,800	7,800
Bank Accounts	226,656	153,570
College Short Term Deposits	2,500,000	3,000,000
	2,734,456	3,161,370
18 Inventories		
Trading Inventory:		
Bookshop	116,362	125,497
Total Trading Inventory	116,362	125,497
19 Receivables		
Current:		
Current Receivables includes trade debtors, student debtors GST receivable and over-paid salaries.		
Receivables	444,773	368,509
Less provision for Doubtful Debts	35,439	52,000
Net Accounts Receivable	409,334	316,509
20 Other assets		
Prepayments	613,083	145,483
Accrued Income	975,129	665,249
	1,588,212	810,732
21 Property, plant and equipment		
Land		
At Valuation (July 2002)	680,000	680,000
Total Land	680,000	680,000
Buildings		
At Valuation (July 2002)	21,550,765	21,516,000
Less: Accumulated Depreciation	762,097	224,125
Written Down Value	20,788,668	21,291,875
Leasehold Improvements		
At Cost	137,139	137,139
Less: Accumulated Depreciation	137,139	109,919
Written Down Value	-	27,220
Motor Vehicles, Caravan and Trailers		
At Cost	653,202	621,456
Less: Accumulated Depreciation	238,738	176,551
Written Down Value	414,464	444,905

South West Regional College of TAFE
Notes to the Financial Statements
For the Year ended 31 December 2003

	2003	2002
Plant, Furniture and General Equipment	\$	\$
At Cost	1,504,370	1,314,665
Less: Accumulated Depreciation	821,513	579,402
Written Down Value	<u>682,857</u>	<u>735,263</u>
Computer Equipment and Communication Network		
At Cost	2,193,607	1,460,336
Less: Accumulated Depreciation	840,184	690,834
Written Down Value	<u>1,353,423</u>	<u>769,502</u>
Buildings under construction	<u>4,509,288</u>	<u>511,801</u>
Total Written Down Value of Property, Plant, and Equipment	<u>28,428,700</u>	<u>24,460,566</u>

- (a) The valuation of land and buildings was performed on July 2002 in accordance with an independent valuation by the Valuer General's Office. The valuation has been performed on the basis of fair value and fair value has been determined on current use market value for land and the basis of depreciated replacement cost for buildings.
- (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 State Funds Capital Works transferred (refer to note 15).

Reconciliations

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

2003	Carrying Amount at start of year \$000	Additions \$000	Disposals \$000	Depreciation \$000	Revaluation Increments \$000	Write-off of assets \$000	Carrying amount at end of year \$000
Land	680,000	-	-	-	-	-	680,000
Buildings	21,291,875	34,765	-	(537,972)	-	-	20,788,668
Leasehold Improvement	27,220	-	-	(27,220)	-	-	-
Motor Vehicles, Caravans and Trailers	444,905	225,149	(146,826)	(108,764)	-	-	414,464
Plant, Furniture and General Equipment	735,263	193,315	(342)	(245,379)	-	-	682,857
Computer Equipment, Communication Network and Software	769,502	1,007,068	(25,738)	(397,409)	-	-	1,353,423
Buildings Under Construction	511,801	3,997,487	-	-	-	-	4,509,288
Total	24,460,566	5,457,784	(172,906)	(1,316,744)	-	-	28,428,700

22 Payables

Trade payables	222,653	36,251
	<u>222,653</u>	<u>36,251</u>

	2003	2002
	\$	\$
23 Provisions		
Employee Benefits		
a) Current:		
Annual Leave	336,562	321,284
Long Service Leave	528,722	458,607
Deferred Salaries	-	64,611
	865,284	844,502
b) Non-Current:		
Long Service Leave	1,180,002	914,151
Superannuation**	390,231	347,630
	1,570,233	1,261,781
**The superannuation liability has been established from data supplied by the Government Employees Superannuation Board. The College considers the carrying amount of employee entitlements approximates the net fair value.		
24 Other liabilities		
Current:		
Accrued Expenses for Supplies and Services	922,699	757,506
Income Received in Advance (a)	170,164	71,854
	1,092,863	829,360
Non-Current:		
Accounts Payable - Supplies and Services	1,927	1,927
	1,927	1,927
(a) Income Received in Advance comprises:		
Department of Education and Training – Special Purpose		71,854
Department of Education and Training – Tenders	170,164	
	170,164	71,854
25 Accumulated surplus/(deficit)		
Opening Balance	25,278,549	25,028,570
Change in net assets	3,623,251	249,979
Closing Balance	28,901,800	25,278,549
Net initial adjustment on adoption of new Accounting Standard		
26 Reserves		
Asset Revaluation Reserve		
Opening balance	622,304	76,426
Increments on Valuation	-	545,878
Closing Balance	622,304	622,304
27 Commitments for Expenditure		
(b) Capital Expenditure Commitments		
Capital expenditure commitments, being contracted capital expenditure additional to the amounts reported in the financial statements are payable as follows:		
Directorate Building	100,000	-
Margaret River Campus (funded by VET as RRFC)	416,562	-
	516,562	-
(b) Non-cancelable Operating Lease Commitments		
The College had the following commitments under non-cancelable operating leases. Commitments under non-cancelable operating leases are not recognised as liabilities.		
Within 1 year	129,850	62,264
Later than 1 year and not later than 5 years	335,446	
Total Operating Lease Commitments	465,296	62,264

South West Regional College of TAFE
Notes to the Financial Statements
For the Year ended 31 December 2003

	2003	2002
	\$	\$
28 Reconciliation of Net Cash used in Operating Activities to Net Cost of Services		
Net cash(used in) from operating activities	(18,523,586)	(18,676,403)
Change in Operating Assets and Liabilities		
Increase/(Decrease) in Receivables	81,651	75,446
Increase/(Decrease) in Inventories	(9,135)	17,609
Increase/(Decrease) in Prepayments	(102,974)	87,058
Increase/(Decrease) in Other Assets	(27,976)	(35,498)
(Increase)/Decrease in Payables	(351,595)	114,961
(Increase)/Decrease in Income Received in Advance / Grants and Advances	(98,310)	(64,125)
(Increase)/Decrease in Provisions	(393,845)	(419,216)
(Increase)/Decrease in Other Liabilities	64,611	553,011
Adjustments for Non Cash Items		
Profit / (Loss) on Disposal on Non-current Assets	4,240	15,389
Depreciation Expense	(1,316,744)	(1,216,183)
Charges to Provisions	(97,662)	(80,240)
Resources Received Free of Charge	(741,046)	(728,601)
Net GST receipts/payments	70,070	90,703
Change in GST in receivables/payables	(19,969)	
Net cost of services	(21,462,270)	(20,266,089)

29 Reconciliation of Cash

Cash assets at the end of the financial year, as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:

Cash Resources	2,734,456	3,161,370
	2,734,456	3,161,370

30 Remuneration of Members of the Accountable Authority and Senior Officers

Remuneration of members of the Accountable Authority

The number of members of the Accountable Authority whose total fees, salaries and other benefits received or due and receivable for the financial year, falls within the following bands:

\$0 - \$10,000	1	-
\$120,001 - \$130,000	1	1

The total remuneration of the members of the Accountable Authority is 131,476 129,051

The superannuation included here represents the superannuation expense incurred by the College in respect of members of the Accountable Authority. No member of the Accountable Authority is a member of the pension scheme.

Remuneration of Senior Officers

The number of Senior Officers other than members of the Accountable Authority whose total fees, salaries and other benefits received or due and receivable for the financial year, falls within the following bands:

\$10,001 - \$20,000	1	-
\$80,001 - \$90,000	1	1
\$100,001 - \$110,000	1	1

	2003	2002
	\$	\$
The total remuneration of senior officers is:	198,366	189,555

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 Officer is a member of the pension scheme

31 Public Property Losses, write offs and Gifts

The following losses and write-offs are incorporated in other expenses from ordinary activities (Refer to Note 3)

Revenue and debts and public and other property written off	122,168	50,440
Losses of public and other monies and public and other property through theft, default or otherwise	4,798	-

32 Segment Information

The College has only one segment (as defined by Treasurer's Instruction 1101 (2) (viii)) and that is Vocational Education and Training Delivery. The college operates in one geographical segment being within the State of Western Australia.

33 Related Bodies

The College has no related bodies.

34 Affiliated Bodies

The College has no affiliated bodies.

35 Explanatory Statement

Explanations for significant variations

(a) Significant variations between actual revenues and expenditures for the financial year and revenues and expenditures for the immediately preceding financial year

Significant variations in revenues and expenditures between actual revenue and expenditure and the corresponding item of the preceding year are detailed below. Significant variations are considered to be those greater than \$250,000. or when the amount changes less than \$250,000a percentage changed is greater than 10%.

Expenditure	2003	2002	Variation	
	\$	\$	%	\$
(i) Employee expenses	14,936,926	14,302,960	4.4	633,966
Wages increase of 3% is the prime reason for \$633, 966 variance plus one additional pay				
(ii) Bad and Doubtful Debts Expense	97,662	80,240	21.7	17,422
More intense review of student debtors, prior to year end closure enabled the College to write off debtors and send to collection agency, prior to January 2004 enrolments.				
(iii) Supplies and Services	6,134,441	5,701,395	7.6	433,046
Increased costs of contract cleaning and security and higher repairs and maintenance in 2003 compared to 2002.				

South West Regional College of TAFE
Notes to the Financial Statements
For the Year ended 31 December 2003

	2003	2002	Variation	
Revenue	\$	\$	%	\$
(i) Fee for Service	1,022,979	849,217	20.5	173,762
Increased activity in general fee for service and Department of Education and Training tender.				
(ii) Commonwealth Grants	4,579	21,038	(78.2)	(16,459)
Less avenues to attract Commonwealth grants.				
(iii) Net Profit on Disposal of Assets	4,240	15,389	(72.4)	(11,149)
This category is dependent on the type of asset sold, with more computers than vehicle sold in 2003.				
(iv) Net Profit on Disposal of Assets	4,240	15,389	(72.4)	(11,149)
This category is dependent on the type of asset sold, with more computers than vehicle sold in 2003.				
(v) Trading Profit	37,848	56,610	(33.1)	(18,762)
Turnover of Bookshop was down 10% on 2002				
(vi) Other revenue from Ordinary Activities	389,540	346,641	12.4	42,899
General increase in most areas of other revenue				
(vii) State Funds	24,344,475	19,787,467	23	4,557,008
Funding of capital works for Margaret River campus from Department of Education and Training amounted to \$3,890,381.				
(viii) Net increase in asset revaluation reserve	0	545,878	(100)	(545,878)
In 2002, land and buildings were revalued resulting in an increment.				

(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% and \$250,000 of budget. There are no significant variations meeting the criteria above to report.

	2003	2002	Variation	
Expenditure	\$	\$	%	\$
(i) Employee Expenses	14,936,926	14,241,000	4.9	695,926
Budget for 26 pays, but actual includes 27 th pay of \$500k				
(ii) Bad and Doubtful Debts Expense	97,662	75,000	30.2	22,662
More emphasis in 2003 in writing off student debtors at year end.				
(iii) Grants and Subsidies	380,293	345,000	10.2	35,293
Higher than budget for Apprentice travel claims.				
Revenue	\$	\$	%	\$
(i) Fee for Service	1,022,979	850,000	20.4	172,979
Higher than budgeted for fee for services general and Department of Education and Training tenders				
(ii) Commonwealth Grants	4,579	20,000	(77.1)	(15,421)
2003 budget based on actual 2002 revenue.				
(iii) Net Profit on Disposal of Assets	4,240	20,000	(78.8)	(15,760)
2003 budget based on actual 2002 revenue.				

(iv) Trading Profit	37,648	52,000	(27.6)	(14,352)
Turnover of Bookshop was down 10% on 2002				
(v) Other Revenue from Ordinary Activities	389,540	350,000	11.3	39,540
2003 budget based on actual 2002 revenue.				
(vi) Interest Revenue	182,785	108,000	69.2	74,785
College funded projects were expected to reduce term deposits, but all projects were not completed in 2003, or were late in commencing, hence College retained funds and gained additional interest.				
(vii) State Funds	24,344,475	23,385,877	4.1	958,598
College obtained additional grants for capital works that were not original budgeted or expected.				
(viii) Change in Net Assets	3,623,251	3,364,000	7.7	259,251
Slightly higher than predicted.				

36 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 1 yr or Less \$	Non Interest Bearing \$	Total %
2003					
Financial Assets					
Cash assets	3.37	226,655	-	7,800	234,455
Short Term deposit	4.85		2,500,000	-	2,500,000
Receivables		-	-	444,773	444,773
Other financial assets			-	975,129	975,129
Total Financial Assets		226,655	2,500,000	1,427,702	4,154,357
Financial Liabilities					
Payables				222,653	222,653
Provisions				2,435,517	2,435,517
Other liabilities				1,094,790	1,094,790
Total Financial Liabilities				3,752,960	3,752,960
Net Financial Assets (Liabilities)		226,655	2,500,000	(2,325,258)	401,397
	Weighted Average Effective Interest Rate %	Floating Interest Rate %	Fixed Interest Rate Maturity 1 yr or Less \$	Non Interest Bearing \$	Total \$
2002					
Financial Assets					
Cash assets	4.50		3,161,370		3,161,370
Receivables				368,509	368,509
Other financial assets				665,249	665,249
Total Financial Assets			3,161,370	1,033,758	4,195,128
Financial Liabilities					
Payables				36,251	36,251
Provisions				2,106,283	2,106,283
Other liabilities				759,433	759,433
Total Financial Liabilities				2,901,967	2,901,967
Net Financial Assets (Liabilities)			3,161,370	(1,868,209)	1,293,161

(b) Credit Risk Exposure

2003

2002

All financial assets are unsecured. The carrying amounts represent the College's maximum exposure to credit risk in relation to those assets and indicated in the Statement of Financial Position. The following is an analysis of amounts owing by other government agencies.

	\$	\$
Western Australian Government Agencies	427,697	
Government Agencies of other jurisdictions	143,268	
Total	570,965	

(c) Net Fair Values

The carrying amount of financial assets and liabilities recorded in the financial statements are not materially different from their net fair values, as determined in accordance with the accounting policies disclosed in Note 1 to the financial statements.



FAAA 1985: Section 42: Estimates

South West Regional College of TAFE Financial Statements for the Year Ending 31 December 2004

Expenses from ordinary activities	\$
Employee Expense	13,858,354
Superannuation Expense	705,214
Supplies and Services	5,947,203
Depreciation Expense	0
- Buildings	673,144
- Other	728,000
Total	1,401,144
Borrowing Cost Expense	0
Grants and Subsidies	410,000
Charges to Provisions	100,000
Trading Loss	0
Capital User Charge	2,362,472
Other Expenses from Ordinary Activities	50,000
Total Cost of Services	24,834,387
Revenue from Operating Activities	
Fee for Service	816,000
Student Fees and Charges	1,969,527
Ancillary Trading	152,500
Commonwealth grants and contributions	5,000
Trading Profit	30,000
Other Revenue from Ordinary Activities	500,000
Revenue from Non-operating Activities	
Interest Revenue	130,000
Proceeds on Disposal of Non-current assets	0
Other Revenue from Ordinary Activities	5,000
Total Revenue from Ordinary Activities	3,608,027
Net Cost of Services	(21,226,360)
REVENUES FROM GOVERNMENT	
State Grants and Subsidies	
- DPA and other	20,152,307
- Capital Works transferred from DOT	1,500,000
Total	21,652,307
Resources Received Free of charge	759,150
Liabilities Assumed by the Treasurer	0
Asset Assumed/(Transferred)	600,000
Total revenues from Government	23,011,457
CHANGE IN NET ASSETS BEFORE EXTRAORDINARY ITEMS	1,785,097
Loss from Extra-Ordinary Item	
CHANGE IN NET ASSETS	1,785,097
Net increase/(decrease) in asset revaluation reserve. Net initial adjustments on adoption of a new accounting standard (state which standard) or UIG consensus view.	
Total revenues, expenses and valuation adjustments recognised directly in equity	0
TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTION WITH OWNERS AS OWNERS	1,785,097

South West Regional College of TAFE Financial Statements for the Year Ending 31 December 2004

CURRENT ASSETS	\$
Cash Assets	2,250,000
Restricted Cash Assets	0
Inventories	75,000
Receivables	950,000
Other Assets	340,000
Other Financial Assets	0
Total Current Assets	3,615,000
NON-CURRENT ASSETS	
Inventories	0
Receivables	0
Property, Plant and Equipment	30,216,000
Intangible Assets	0
Other Assets	0
Other Financial Assets	0
Total Non-Current Assets	30,216,000
TOTAL ASSETS	33,831,000
CURRENT LIABILITIES	
Payables	100,000
Interest Bearing Liabilities	
- Provisions	860,000
- Other Liabilities	640,000
Total Current Liabilities	1,600,000
NON-CURRENT LIABILITIES	
Payables	0
Interest Bearing Liabilities	
- Provisions	913,000
- Other Liabilities	2,000
Total Non-Current Liabilities	915,000
TOTAL LIABILITIES	2,515,000
NET ASSETS	31,316,000
EQUITY	
Accumulated Surplus (Deficit)	30,693,696
Reserves	622,304
Contributed Equity	0
	31,316,000
TOTAL EQUITY	31,316,000

	Inflows (Outflows) \$
CASH FLOWS FROM GOVERNMENT	
Recurrent appropriations	19,252,000
Capital appropriations	400,000
NET CASH PROVIDED BY GOVERNMENT	19,652,307
Utilised as follows:	
CASH FLOWS FROM OPERATING ACTIVITIES	
Payments	
Employee Cost	(14,702,146)
Supplies and services	(5,800,000)
Borrowing costs	0
GST Payments on purchases	(700,000)
GST Payments to taxation authority	0
Capital User Charge	(2,362,472)
Other payments	(450,000)
Receipts	
Sale of goods and services	916,000
User charges and fees	1,969,527
Commonwealth grants and contributions	5,000
Interest received	130,000
GST receipts on sales	300,000
GST receipts from taxation authority	325,000
Other receipts	833,033
NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES	(19,536,058)
CASH FLOWS FROM INVESTING ACTIVITIES	
Proceeds from sale of non-current physical assets	150,000
Purchase of non-current physical assets	(750,705)
NET CASH PROVIDED BY/(USED IN) INVESTING ACTIVITIES	(600,705)
CASH FLOWS FROM FINANCING ACTIVITIES	
Proceeds from borrowings	0
Repayment of borrowings	0
Other proceeds	0
Other repayments	0
NET CASH PROVIDED BY/(USED IN) FINANCING ACTIVITIES	0
NET INCREASE/(DECREASE) IN CASH HELD	(484,456)
Cash assets at the beginning of the financial year	2,734,456
Cash assets transferred from other sources	0
CASH ASSETS AT THE END OF THE FINANCIAL YEAR	2,250,000



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