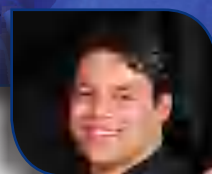
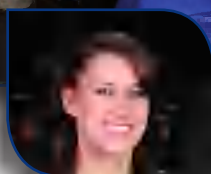


2008 Annual Report



Delivering quality education and training

Assisting individuals and communities

Achieving ...

About this annual report

This report provides information on the financial and operational performance of Swan TAFE for the 2008 calendar year. It is intended as a point of reference for staff, students, industry members, community organisations and other government departments.

The report contains details of the college's achievements and challenges for the year that are relevant to its key priorities.

The information is presented in an easy-reference PDF format.

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Further enquiries should be directed to:

Marketing Department
Swan TAFE
PO Box 1336
MIDLAND WA 6936

Telephone 9442 8373

Fax 9267 7118

Email: marketing@swantafe.wa.edu.au

17 March 2009

The Hon Peter Collier
Minster for Energy; Training
11th Floor, Dumas House
2 Havelock Street
WEST PERTH WA 6005

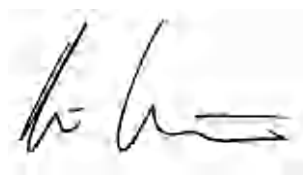
Dear Minister

In accordance with section 54 of the *Vocational Education and Training Act* (1996) and Section 61 of the *Financial Management Act* (2006), we hereby submit for your information and presentation to parliament, the Annual Report of Swan TAFE for the year ending 31 December 2008.

In the administration of Swan TAFE, we have complied with the Public Sector Standards in Human Resource Management, the Western Australia Public Sector Code of Ethics and our Code of Conduct. We have put in place procedures designed to ensure such compliance and conducted appropriate internal assessments to satisfy ourselves that this statement is correct.

At the date of signing this document, we believe we have complied with all relevant written laws of the Parliament of Western Australia that have bearing on the operations of this College and have no knowledge or information of any circumstances that would render this statement misleading or inaccurate.

Yours sincerely



Keith Vuleta
Chair, Governing Council
Swan TAFE



Wayne Collyer
Managing Director
Swan TAFE

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Vision, Mission and Values

Swan TAFE staff

members are proud to operate within the following vision, mission and values.

Vision

To be recognised as Australia's foremost quality vocational education and training provider.

Mission

To be the training provider of choice delivering quality education and training that assists individuals and communities to achieve their goals.

Values

Customer Service
Sustainability
Integrity

Innovation
Quality
Diversity

Values

Customer Service — we will endeavour to provide services that are:

- Friendly and courteous;
- Prompt and responsive;
- Equitable; and
- Professional, efficient and ethical.

Innovation — we will support entrepreneurship and creativity to nurture a culture of sustained improvement.

Sustainability — we will work to ensure that Swan TAFE operations and activities are sustainable and undertaken with a view to protect the environment, promoting social advancement and contributing to economic prosperity.

Quality — we will endeavour to provide the products and services that clients want, when they want them, where they want them and how they want them.

Integrity — we will conduct the college's business in an ethical, open and honest manner that treats clients and colleagues alike with respect and understanding.

Diversity — we will recognise and build on the strengths and understanding that comes from working with and for, people from different backgrounds, circumstances and life experiences.

As the largest publicly funded provider of vocational education and training in the State, delivering training to almost 33,000 students annually across 300 qualifications in a range of study areas, Swan TAFE is a leader in the provision of quality training that is flexible, accessible and responsive to client needs.

A focus on delivery in trade areas together with a diverse range of other VET qualifications means that the college has a key role in contributing to the productivity of Western Australia's workplaces, addressing skills shortages, providing opportunities for young people and promoting access to lifelong learning.

In looking for opportunities to grow and improve the business, the college works collaboratively with industry and the broader community to assist individuals to achieve their learning goals and aspirations and contribute to the economy and social fabric of Western Australia.

In 2008 the college successfully delivered 6.6 million student contact hours exceeding its profile delivery target for the fourth year in succession. At the same time the overall cost of delivering training was reduced by 5.2% to \$13.06 per student contact hour (SCH). Revenue from commercial activities increased to \$8.7 million dollars.

A key focus for the college during the year was to set in place the foundations for sound flexible delivery methodologies capable of providing just in time training solutions for industry. Through the implementation and consolidation of such programs as:

- Fast Track program for trade apprentices designed to recognise the skills and knowledge a student already has;
- Trade skills recognition arrangements;

- Recognition of Prior Learning (RPL); and
- Workplace delivery strategies

The college has been able to make a significant contribution to meeting the training needs of existing workers without formal VET qualifications. Every effort will be made to expand upon these programs in 2009 in response to the effects of the economic downturn

Strong industry partnerships were established during the year with a number of domestic and international organisations. These included:

- working with Coromal Caravans to establish the caravan industry traineeship;
- the establishment of the Ertech Construction Academy;
- supporting the work of the Engineering and Manufacturing Industry Co-operative Ltd;
- partnering with Leighton's Engineering to undertake the auspicing of building and construction training delivery in India; and
- participating in the VET Assessment Services consortium undertaking off-shore skills assessments for the Department of Education, Employment and Workplace Relations (DEEWR).

As the lead college in the TAFEWA Transforming Trades Training (TTT) strategy, Swan is playing a key role in probably the most fundamental restructure of trade training ever to take place in this State. During the year approximately 350 first year apprentices in five qualifications have been trained using the TTT model. The model has received very strong support from industry working groups and is popular with employers.

The development and implementation of a range of services and programs aimed at social and educational inclusion has continued to strengthen the college's role as an integral part of the communities within which it operates.

These have included:

- The implementation of the Language through Art project funded by the Department of Education and Training and designed to engage indigenous men and women in learning the Noongar Language through art and artefact making.
- Diploma of Community Welfare student's involvement in the successful "Foot in the Door" program which won the State Government category of the Disability Services Commission's Count Us in Awards for 2008.
- Partnering with the Smith Family to implement the Tech Pack project to provide disadvantaged children and families with subsidised personal computers, internet access and computer training.

Staff development initiatives during the year were targeted to ensure that staff are provided

with opportunities to enhance their skills and knowledge to the benefit of students and the community. Integral to this goal was the ongoing delivery of the Certificate IV in Training and Assessment for lecturing staff supported with a structured mentoring program for participants; and the Succession and Leadership program for non teaching staff which includes the delivery of the Diploma of Frontline Management and Certificate IV in Business Management. 2008 also saw the college pilot the Indigenous Cultural Awareness Training (iCAT) program that provides a starting point for learning about the diversity of indigenous culture and Australian history.

The programs and services discussed above, together with the many other achievements outlined in this report ensure that Swan TAFE is well positioned to continue to meet the challenges that lie ahead in delivering quality Vocational Education and Training to industry, individuals and the broader community.



Swan TAFE's students and partnerships are worldwide

Statement from Chair of Governing Council



As Chairman of Swan TAFE's Governing Council, I am proud to be part of a successful institution that continues to grow, achieve remarkable results and meet its strategic objectives.

2008 was another year of outstanding achievement for Swan TAFE. Our success is measured by the extent to which we help our students reach their full potential, enterprises grow and the wider community prospers. Swan TAFE has again exceeded expectations in all these areas. Our graduates' ongoing contributions to their employers, the economy and to the community are a testament to our work as capacity builders.

The Council is delighted with the 2008 year that has been characterised by low attrition rates, enrolments exceeding expectations and positive student outcomes.

The 2008 financial year again presented many challenges and opportunities for Swan TAFE but, through the endeavours of staff and management, its achievements across a range of activities have been significant. Each year we are investing in people and processes to transform how we do our business through innovation — and 2008 was no exception.

Since Swan TAFE's inception in 2003, the total number of training hours delivered by the college, per annum, has increased by over 1.1 million. Growth has occurred in skills shortage areas, increased use of flexible delivery options, an increased focus on fee-for service activities and an expansion in workplace delivery.

Western Australia's economic and employment growth, including productivity improvements and unprecedented increases in mining, construction

and services industries, has driven the demand for skills demand even higher. Significant efforts have been made to maintain excellent relationships with key local stakeholders to ensure Swan TAFE is able to respond to industry needs.

I remain concerned that the continued growth of the college is dependant upon its capacity to recruit and retain highly competent staff to undertake a huge and demanding workload, especially at the lecturing, senior administrative and management levels. I believe that there is

“ the total number of training hours delivered by the college, per annum, has increased by over 1.1 million ”

an urgent need to consider the appropriateness of existing remuneration arrangements for TAFE institutions that operate on a local, national and international level. Quite correctly, Swan TAFE has insisted that its high standards not falter in the competitive employment market.

The college has also been affected by the machinery of Government changes arising out of the 2008 State election, resulting in the welcome appointment of a dedicated Minister for Training.

Overall, it has been a year of considerable achievement, not only for the college as a whole, but for staff and students. Ashlee Scinocco, a furniture making apprentice, won the WA Training Awards' Apprentice of the Year; James Palmer, a Certificate IV in Teacher Assistant student won the WA Training Awards' Aboriginal and Torres Strait Islander Student of the Year; and Carlee Bamford, a Retail Baking, Pastry apprentice, won a gold medal in the National WorldSkills competition among other successful Swan TAFE WorldSkills participants.

External recognition for our students and staff demonstrates that our training is competitive and responsive to industry.

In terms of financial and non-financial performance, Swan TAFE has consistently exceeded its targets including revenue generation, expense control and training outputs. The college's profile delivery in student contact hours grew from 6.2 million in 2007, to over 6.6 million hours in 2008.

It was also a priority for the Governing Council to ensure that the Accountability and Ethics framework, provided by the Department of Premier and Cabinet, and the skills identified as essential for good corporate governance were evident in the Council membership. To this end the Council undertook, and is continuing to undertake, specialised, facilitated training.

I would like to take this opportunity on behalf of the Council, to express my sincere thanks and acknowledge the contribution of Wayne Collyer, our Managing Director, the senior executive team and all College staff for their professionalism, ongoing dedication, continued

“ Swan TAFE has consistently exceeded its performance targets including revenue generation, expense control and training outputs ”

commitment and excellent performance over the past 12 months. Particular thanks go to Mr Collyer for effectively sharing his passion and vision for the future of Swan TAFE, as it strives to remain responsive and flexible in the changing education and training environment.

I thank my fellow Governing Council members for their insight, leadership, commitment to Swan TAFE and continued support and guidance during the year. Throughout 2008, the Governing Council, senior management and staff have worked together in a positive and focussed manner.

I warmly welcome our new Governing Council members Rob Brittain, Lynette Buoy, Cheryl Robertson and Karl Howard. This year also saw the departure of long-term Governing Council members Bruce Hawley, Adele Cochran, Lisa Baker and Peta Crane who have contributed greatly to the success of Swan TAFE. I wish them all the best for their future endeavours.

I know we are all looking forward to another productive, successful and challenging year ahead in 2009.



Keith Vuleta
Chair of the Governing Council

Statement from Managing Director



2008 was another successful year for Swan TAFE. Throughout the year the college responded to the cumulative pressures of a four-year economic boom and, conversely, the challenges of a new global economic environment.

“ we are beginning to reap the rewards of the relationships we have fostered ”

Through the boom and thereafter, Swan TAFE has significantly contributed to providing the industries and communities we serve with a highly skilled, job ready workforce. The college has responded to the need for flexible, innovative and responsive training in key skills shortage areas.

Swan TAFE has again achieved the state delivery profile and has experienced significant growth in all aspects of training. The college exceeded initial delivery targets in agreement with the Department of Education and Training and delivered on the necessary increases in our commercial business. We are beginning to reap the rewards of the relationships we have fostered in the past few years.

In 2008 we continued to strengthen our employment based training with industry. Swan TAFE, with the support of the Department of Education and Training, has led the Transforming Trades Training revolution with the program gaining momentum and interest, at both a national and international level.

The capital works and equipment program continued in 2008 and we are now seeing the completion of a number of significant projects across five major campuses. A number of

new facilities have recently been completed with others due for completion in the coming months. These include the \$4M Metals Centre of Excellence at Midland, the \$1M upgrade of hospitality facilities at Bentley, and a number of trade rationalisation projects across Balga (\$2.5M) and Thornlie (\$3.7M).

With the support of West Coast TAFE, Swan TAFE successfully transferred the Adult Migrant Education Service (AMES) program to its Carlisle campus and now provides English language courses to students of diverse cultural and linguistic backgrounds. The addition of AMES to Swan TAFE's suite of programs will provide a strong dividend to the communities we service and a pathway for migrant students wishing to further their studies at Swan.

Swan TAFE is now positioned to respond to any request for vocational educational training in the international marketplace. Our collaboration with numerous educational, training and community organisations in China, Japan, South-East Asia and the Middle East are bringing increasing delivery opportunities and financial benefits to the college.

2008 saw the completion of automotive technology training at the Chongqing Industrial Polytechnic College in China with discussions underway to continue training in 2009. In addition we established commercial relationships with

“ Swan TAFE is now positioned to respond to any request for vocational educational training internationally ”

international partners for on-shore projects including study tours and staff exchanges with

the Johoku High School, Kagawa Nutritional University and Kobe Shoin University in Japan and the China Australia Business College in China.

Swan TAFE continued its commitment to life long learning in 2008 providing diverse learning opportunities to both individuals and community groups. The Swan Adult Learning unit was again recognised as a leading provider of Adult Community Education and, through ongoing partnerships with organisations such as The Smith Family and the Swan Friendship Café, the college is delivering on its priority of community capacity building.

The Bentley Hospitality Institute was awarded a Gold Plate Award for Best Restaurant within a Training Establishment by the Catering Institute of WA. This prestigious award was the result of a lot of hard work and dedication from our lecturing staff, technicians and students and is an outcome we can all be very proud of.

Individually, our students have been well represented in awards across the state and at a national level. In the Swan TAFE Student Awards the Geof Gale Medal was presented to Beyanka Bloomfield, a Painting and Decorating apprentice.

The Succession and Leadership development program is starting to provide significant benefits to the strategic leadership of the college. The downside of this is that our upcoming leadership team are very attractive prospective employees to our competition and we have farewelled a number of our best and brightest in 2008. However, we will continue to make this investment in 2009.

The annual Quality Day was another personal highlight for myself and the Corporate Executive

team. The keynote address by demographer Mark McCrindle gave an interesting insight into the learning needs of our Generation Y and Z clients and provided a platform for further developments in meeting the educational needs of these generations. Feedback was very supportive of the direction that this annual event is taking and the opportunity to share ideas and strategies can not be underestimated.

“ a commitment to social inclusion, a passion for quality and the quest for an effective, efficient and sustainable organisation ”

I would like to thank the college Governing Council for their strategic direction throughout 2008 in our pursuit of the three pillars of the public VET system: a commitment to social inclusion, a passion for quality and the quest for an

effective, efficient and sustainable organisation. Specifically I would like to acknowledge the support and leadership of Keith Vuleta (Chair) and Douglas Hall (Deputy Chair). To the outgoing members, thank you.

Finally, I would like to congratulate all Swan TAFE staff on the significant contribution each and every one of you have made in supporting this State throughout these past years of boom. The journey hasn't always been easy however, through your dedication and support, we have achieved what we set out to do and more, and that is maintain our position as a leading provider of quality vocational education and training to the people of Western Australia.



Wayne Collyer
Managing Director

Significant Issues and Trends



The following provides an overview of the key issues and trends impacting on the college during 2008 and which will continue to direct the priorities of the organisation in the foreseeable future.

Impact of the Economic Downturn on Training Demand

The effects of the world wide economic downturn started to impact on Western Australia in 2008. While the full impact of the decline is difficult to predict it is anticipated that there will be a significant reduction in the number of apprentices in 2009. As the demand for employment based training contracts, training providers including TAFE colleges can expect to see an increased number of enrolments in institutional-based training as clients seek to gain new and upgrade existing skills to better position themselves in a more competitive labour market.

Expanding Training Opportunities

The current economic circumstances demand that TAFE colleges are able to balance individual and industry demand for training. This is particularly important to ensure that clients including school leavers, unskilled workers, the unemployed and those looking to return to employment are provided with the opportunity to acquire the generic and specific skills required to make them more competitive in the labour market. Swan will continue to respond to this challenge by building on our capacity to:

- meet the needs of the existing workforce through improved and streamlined skills recognition and workplace delivery arrangements;
- support job seekers and those seeking to change careers through improved career guidance and planning services;
- work more closely with industry and enterprises to provide relevant, targeted

information and advice on business training needs; and

- continue the rollout of the Transforming Trade Training (TTT) initiative designed to improve the relevance and responsiveness of the apprenticeship training system in Western Australia.

Skilling Australia for the Future Initiative

Under the Skilling Australia for the Future Initiative, the Commonwealth has funded the Productivity Places Program which will deliver 711,000 training places Australia wide over 5 years. Of these places, 392,000 will be allocated to existing workers seeking to gain or upgrade their skills and 319,000 will be allocated to job seekers. The number of job seekers placed into training in Western Australia is considerably lower on a per capita basis than in the Eastern States where the economic slowdown has taken hold more quickly. However, it is anticipated that the demand will steadily increase during 2009 and it is important that Swan, like other TAFE colleges across the State is positioned to meet the training required by both job seekers and existing workers under this Federal initiative.

Competition

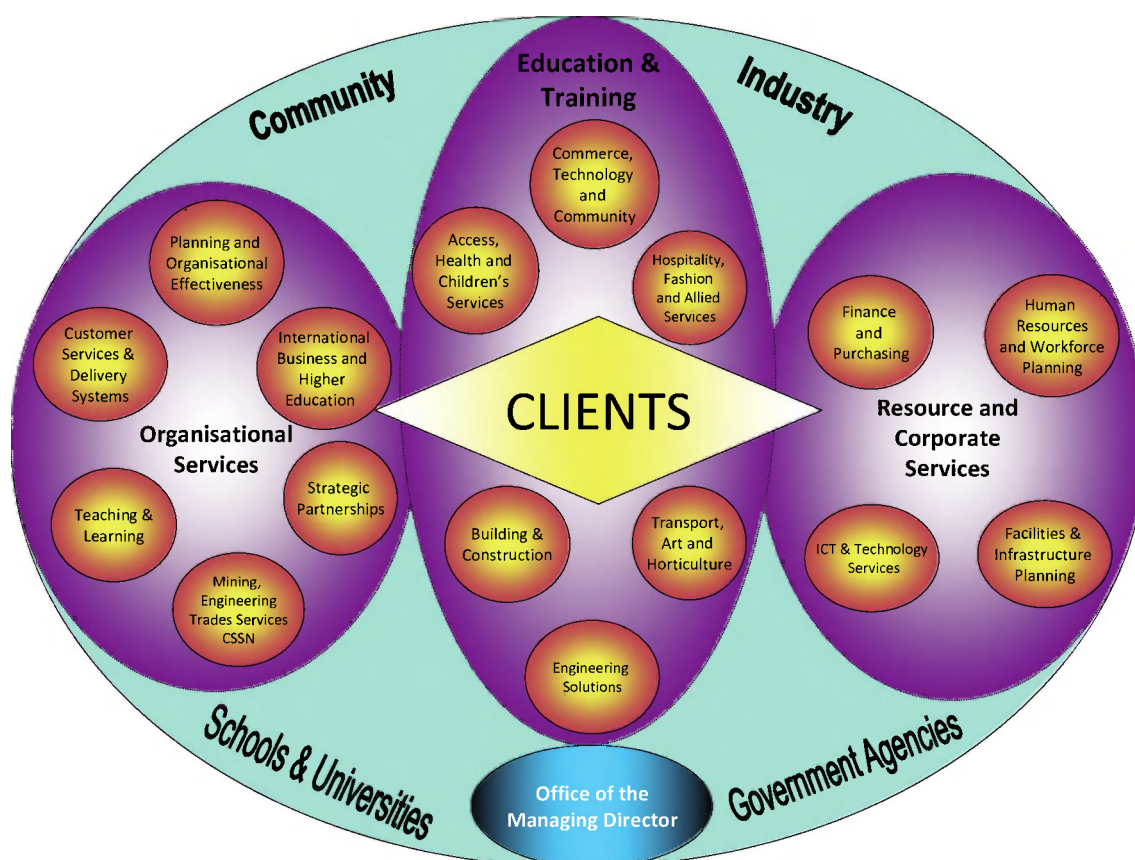
The TAFE sector is working in an environment of increasing competition. In a market where universities are competing more aggressively, schools are offering up to Certificate III qualifications and an increasing proportion of Government funding is being allocated competitively, it is vital that the TAFE sector position itself to meet the challenges and demands of the competitive market place. Swan TAFE is responding by implementing a range of Associate Degrees directed at both international and domestic students with recognised articulation and credit transfer into Degree courses at Universities. The college has also put in place revised commercial delivery arrangements and will continue to work with schools to support them in establishing Trade Training Centres under the Federal initiative.

Swan Outcomes Framework

This table summarises the link between the college's key priorities and the outcomes that we are seeking to deliver to our clients and stakeholders.

Key Priority	Outcomes
1. Students and Learning Provide a flexible, supportive and responsive learning environment that enables students to achieve their learning goals and aspirations.	Improved student satisfaction with products and services. A flexible, supportive and responsive learning environment. Improved student participation and completion rates. An increase in employment and further education outcomes for students.
2. Partnerships with Industry Build and expand partnerships with industry and enterprises through training solutions that meet immediate and future needs for skills, knowledge and learning.	Growth in employment-based delivery to meet the projected skills and labour shortages. Training products and services meet industry and enterprise needs. Increased commercial delivery and revenue including from overseas students and contracts.
3. Contributing to the Community Work with the local community to expand the contribution of vocational education and training to community development and the promotion of lifelong learning.	Higher levels of community participation in learning are achieved. Community access to learning programs and opportunities is improved. Partnerships with community organisations are developed.
4. Staff Learning Development and Support Develop and promote Swan TAFE as an employer committed to providing opportunities for staff to enhance their skills and knowledge to the benefit of students and the community.	Improved skill and career development opportunities for staff. Increased staff satisfaction levels. College Workforce Development plan implemented.
5. Organisational Leadership and Development Lead and develop Swan TAFE consistent with the principles of democracy and good corporate governance.	Increased client satisfaction with products and services. Compliance with AQTF standards achieved. Policies and practices support government policy. Commitments under the Delivery and Performance Agreement and other contractual arrangements are achieved.

Organisational structure



Swan TAFE is a statutory authority delivering Vocational Education and Training and part of the Technical and Further Education Western Australian (TAFEWA) network.

Each college is a body corporate with functions conferred by the Minister for Education and Training and consists of a Governing Council, the staff and the enrolled students of the college.

TAFEWA colleges are the primary providers of publicly funded vocational education and training in Western Australia offering:

- Nationally recognised qualifications;
- Apprenticeship and traineeship training;
- Entry and bridging courses leading into mainstream courses, commercial and customised training, short courses; and
- Adult Community Education (ACE) courses.

Consisting of three major professional teams, the college organisational structure aims to provide a dynamic environment through a framework of good communication and shared decision making.

Education and Training Delivery

Education and Training Delivery provides quality teaching and learning to support the future of the community, including individuals, industry and the wider community.

Organisational Services

Organisational Services comprises customer service processes that aim to support internal and external clients in the teaching and learning environment.

Resources and Corporate Services

Resources and Corporate Services provides the business systems, resources and processes that support the college's overall business operations and governance requirements.

Campus Locations



Swan TAFE has six campuses within the Perth metropolitan area, located at Armadale, Balga, Bentley, Carlisle, Midland and Thornlie.

The college also has two specialist training centres, the Equine Centre in Armadale and the Aerospace Training Centre in Jandakot.

Swan TAFE employs nearly 1,200 full and part-time staff in any year of which approximately two-thirds are involved in training delivery and support for learning programs.

Swan TAFE enrolled approximately 32,000 full-time, part-time, overseas and adult community education students in 2008.

Key Priority — Students and Learning



Swan TAFE focuses on providing a flexible, supportive and responsive learning environment that enables students to achieve their learning goals and aspirations. During 2008 the college provided a range of products and services consistent with achieving this key priority.

Associate Degrees

In an environment of increasing competition characterised by universities moving into the VET market and schools increasingly offering up to Certificate III courses, it is vital that the college position itself to meet the challenges and demands of the competitive marketplace.

“ it is vital that the college position itself to meet the challenges and demands of the competitive marketplace ”

Swan TAFE is responding to this challenge by developing and implementing a range of Associate Degrees directed at both international and domestic students with articulation and credit arrangements into Degree courses at universities.

The first cohort of students (seven) commenced the Associate Degree in Hospitality Management in 2007. In 2008 the Associate Degree in Business commenced with 12 student enrolments. This two year higher education program provides direct articulation into a final year Bachelor of Commerce program at Murdoch University. In 2009 the college is adding Aviation to its schedule and, as at 31 January 2009 there were 50 students enrolled across the different Associate Degree qualifications available.

Flexible Pathways

Swan TAFE successfully launched the Fast-Track Program for trade apprentices in 2008. This program recognises the skills and knowledge a student already has; enabling them to quickly

secure the qualification they've always wanted.

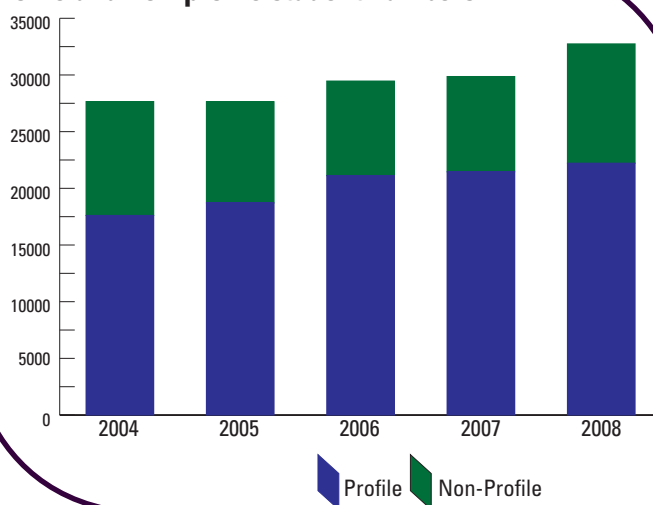
During the year, the college established Fast Track in more than ten study areas involving 236 students with increased numbers forecast in 2009.

Swan TAFE's pilot program for Trade Skills Recognition was also launched in 2008. Similar to Fast Track, the program aims to recognise the skills and knowledge a student already has in order for them to secure a qualification in less time.

The program was used in a number of areas across the college including Children's Services, where staff worked alongside the Family Day Care Scheme. The program provided workplace-based skills recognition and gap training opportunities for carers who, in turn, went on

to provide professional home-based care for children.

Profile and non-profile student numbers



Aboriginal Student Services have implemented individual learning plans that incorporate a student's personal, financial and employment needs. These plans are developed with the individual students and other relevant people such as lecturers and parents. The plans

which are monitored throughout the year to ensure successful study outcomes have been of particular benefit to Indigenous students undertaking apprenticeships.

VET for Schools

The college is a member of the Cross District Planning Group for VET for schools (VETfS), and also actively participates on the Steering Committees of the Cannington, West Coast and Swan Education Districts. Through these mechanisms the college has contributed to the development of the Education and Training Participation Plans — Strategic Considerations and the allocation of funding. The college has also:

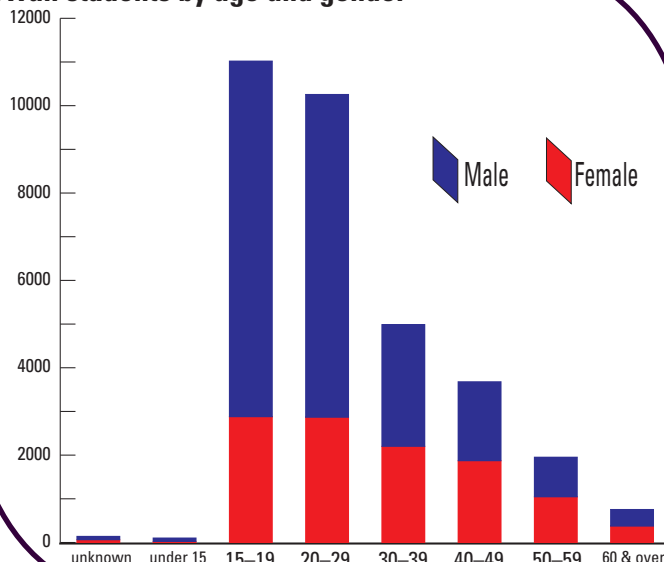
- developed, in consultation with the Managers from three educational districts, college policy and procedures to support early identification of students at risk of non-completion and a process to support at risk students complete their identified course of study;
- participated in the TAFEWA Mentoring Project (which aims to identify models that increase the retention of students in their course of study);
- identified pathways for students to undertake VETfS programmes that gain entry into a University or higher education programs delivered by Swan TAFE;
- through the TAFEWA Duty of Care Working Party established reporting mechanisms for the identification of school aged students who have enrolled into a TAFE course; and
- in conjunction with several schools, developed programs for delivery to NEET (not engaged in education or training) students.

“ Virtual learning environments are being explored ”

As part of the Trade Training Centres (TTC) in Schools Program, Swan TAFE has been proactive in identifying models through which the college can work with individual and clusters of schools as required. As part of this program in 2008 the college provided support to the successful Girrawheen Senior High School — Wet Trade TTC. It is anticipated that the demand for Swan TAFE to support high schools develop their TTC programs will continue in 2009.

Swan TAFE is also working with schools to promote new approaches to the delivery of training for generation Y learners. Virtual learning environments, where using virtual learning technologies participants practice trade skills without the OH&S risks, ongoing maintenance requirements and consumable costs associated with traditional trade training are being explored. The proposed virtual laboratory to be located at the Swan Metals Centre for Excellence is a good example of what may be possible if schools are prepared to work as consortia to maximise the funding available through the TTC program.

Swan students by age and gender



The continued development of the School Apprenticeship Link program saw Swan TAFE's Apprenticeship and Traineeship Support Unit build relationships with 39 schools during 2008. A total of 223 students were enrolled in one of the nine trade-based programs.

Prospective Students

The college's commitment to providing a quality training information service was maintained throughout the year. During the year, Swan TAFE's information centre handled in excess of 58,500 telephone, web and email enquiries from members of the public keen to find out more information about Swan TAFE and the courses that we offer.

In addition to this, the college's School and Community Liaison team gave presentations to, or had contact with, over 22,000 high-school students and 8,400 adults from across the various Local Government Areas that the college covers.

Resources and Facilities

The Facilities and Infrastructure Planning Division has been working on the completion of a number of key infrastructure projects, to improve workshop and classroom training capacity, throughout 2008.

These included:

- The establishment of a Specialist Metals Centre at Midland with master class capability in CNC Machining and Robotics, Instrumentation, Metrology, Hydraulics and Pneumatics.
- Swan Trades Realignment Work at Thornlie in the areas of Building and Construction, Metals, Mining and Engineering and Heavy Automotive and Plant (includes three new seminar rooms) and the transfer of Signcraft from Thornlie to improved facilities at Midland.

- Enhanced practical areas at Balga for Gas Fitting and Utilities Electrical and the creation of two new Utilities Electrical Laboratories with a site power upgrade.

Works in progress due for completion in 2009 include:

- The final stage of the Construction Trades Rationalisation at Balga to relocate Carpentry and Joinery, Upholstery and Vehicle Trimming and Stonemasonry, to achieve more integrated and efficient facilities for the delivery of these trades at the campus.
- The upgrade of Hospitality at Bentley to improve cool room facilities for Meat Trades; refit the Pines Restaurant to create a café style environment and outdoor terrace deck; provide for Barista training and improve functionality in the Asian and Demonstration Kitchens.
- Installation of three classrooms at Bentley for International students.
- Major refurbishment of the baking ovens at Carlisle and the installation of two state-of-the-art Complete Refinishing Systems in the Automotive Refinishing Workshop.

Swan TAFE's Learning Resource Centres continued their support of student learning by increasing their online database subscription. Students now have access to over 13,000 electronic resources, journal articles, multidisciplinary and specific databases. The centres have also improved their library web-based catalogue WebVoyage, to offer enhanced search functionality.

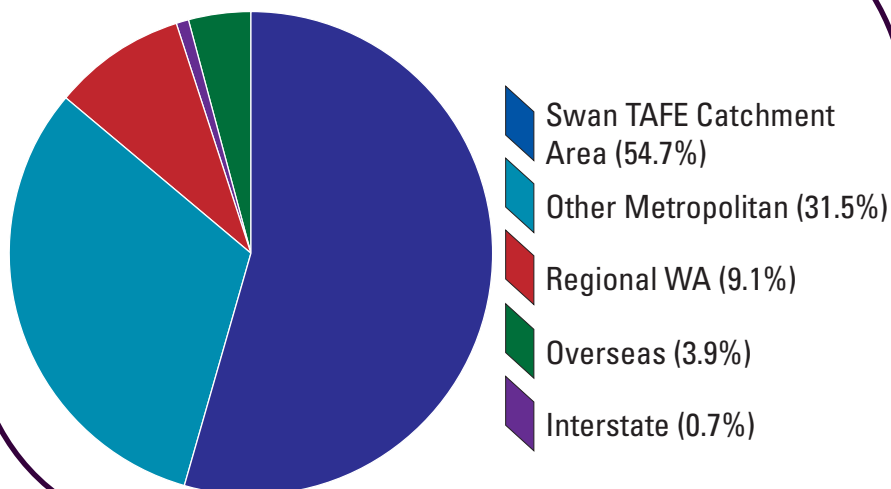
The Voyager Library Management System was upgraded during 2008 and provides enhanced

“ the college's School and Community Liaison team had contact with over 22,000 high-school students and 8,400 adults ”

functionality to TAFEWA libraries. The project required upgrading of each workstation using the Voyager software across the whole state — around 30 sites. Enterprise reporting (Voyager web based reports) provide a reporting mechanism for the timely delivery and management of reports, statistics and queries in regards to library management systems across TAFE colleges in WA.

The PC-based classroom rationalization project continued throughout 2008 and resulted in a PC refresh for many classrooms and the deployment of laptops and wireless network connectivity in a number of areas to improve flexibility. All substandard PC classroom equipment has finally been replaced and the college now has a sustainable and fully funded PC replacement program in place.

Swan students by postcode/address



Key Priority — Partnerships with Industry



Swan TAFE's focus in working with industry is to build and expand partnerships by providing training solutions that meet current and future needs for skills, knowledge and learning. Delivery units work closely with industry colleagues to address and produce solutions to industry-wide challenges, such as the skills shortages that exist in some industries.

Domestic and International partnerships developed and consolidated during 2008 are outlined below.

Domestic Partnerships

The Business, Accounting and Information Technology areas of study hosted a number of industry consultation and networking sessions throughout the year these included:

- Convening a forum to obtain feedback from industry representatives with regard to their local training needs. This industry session was particularly useful for the implementation of the new Business Services Training Package in 2009.
- Hosting the Network 2000 Swan Chamber of Commerce Small Business Expo at the Junction Art Gallery at Midland campus in June. This provided an opportunity for some 50 Network 2000 members to showcase their products and services and network with each other and staff from the Swan Chamber of Commerce and Swan TAFE.
- Hosting an Industry Networking and Consultation Session in November with more than 35 industry representatives in attendance. It was an opportunity for staff to liaise and network with industry partners who assist with the continuous improvement of our services.

“ providing training solutions that meet current and future needs for skills, knowledge and learning ”

The caravan industry traineeship (Vehicle Body Building) in partnership with Coramal Caravans commenced during 2008.

Approval has been obtained for the training of up to 60 existing workers at Coramal Caravans in a Certificate II in Recreational Vehicle Manufacture.

In addition, Coramal Caravans have put six of their supervisors through the Certificate IV in Training and Assessment and Swan TAFE has provided a Recognition of Prior Learning (RPL) process for those supervisors to achieve the Certificate III in Recreational Vehicle Manufacture.

Lecturers worked on-site at Burswood Entertainment Complex to deliver Workplace English Language and Literacy (WELL) training to migrant workers.

Our Place, the Midland campus Children's Services training facility, collaborated with the Department of Health to establish a speech and language playgroup on-site to provide industry training for Childcare students and a community service at the same time.

The Engineering Solutions Division participated in and supported the work of the Engineering and Manufacturing Industry Co-operative Ltd which functions under the auspices of the East Metropolitan Regional Council. Involving 25 businesses from Perth's Eastern Region in the mining technology, heavy vehicle and machinery manufacturing and engineering sectors, the group meets regularly to address issues and identify opportunities within the region including:

- Finding ways to attract and retain staff and apprentices in the industry.
- Investigating the feasibility of rotating job positions throughout the cluster to develop and retain staff.

- Sharing markets, contacts and work among the businesses involved in the cluster.
- Developing customised training modules with TAFE or other registered training organisations to meet industry skills needed.

The Ertech Construction Academy, a joint project between Swan TAFE and Ertech Pty Ltd commenced operation. The project is designed to overcome chronic skills shortages in the civil construction industry, by providing training and employment pathways for school-based students who undertake training in the Certificate I in Resource and Infrastructure Operations. In the first intake for this academy, 14 high school students from Clontarf Aboriginal College and Southern River College underwent training in earthmoving and civil construction. Swan TAFE and Ertech trainers deliver the training in collaboration to ensure that the civil construction skills training provided is of the highest order.

“ increased the college’s capacity to engage with industry clients ”

engage with industry clients with a number of key projects currently underway including:

- Atlas Copco — National Apprenticeship Project involving the college in the provision of all Mechanical Fitting trade training for apprentices and Certificate IV students throughout Australia.
- Airflyte — RPL in Certificate IV Aeroskills for 457 Visa holders.
- Fastrack Apprenticeship development across nine qualifications
- Henry Walker Eltin/Leightons — post trade training for 80 staff
- IPA Employment — Indigenous Horticulture Training

International Partnerships

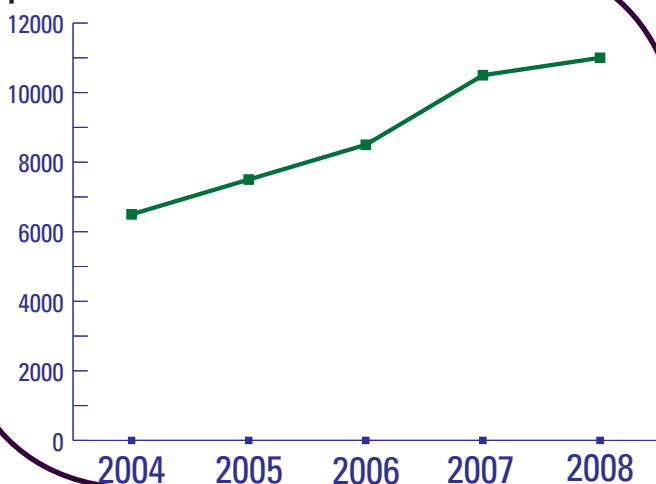
A training partnership with Leighton’s Engineering commenced during the year for the college to undertake the auspicing of Building and Construction training delivery

in India. Enrolments commenced in 2008 and a graduation will take place in India, in November 2009, with up to 276 students graduating from the program. Negotiations are underway to increase business in this area to include other trades and other countries.

The VET Assessment Services (VETASSESS) consortium undertaking off-shore skill assessments for the Department of Education Employment and Workplace Relations (DEEWR) continued operating in 2008.

Swan TAFE staff members visited overseas clients on a total of 14 occasions to undertake skill assessments in Electrical Studies (South Africa and Philippines), Refrigeration and Air Conditioning (South Africa, Philippines and Sri Lanka) and Bricklaying (United Kingdom).

Apprentices and trainees at Swan TAFE



Swan Industry Training was established in 2007 to assist Delivery Divisions meet domestic commercial revenue targets. Through 2008 the Unit has increased the college’s capacity to

The project has been successfully operating for over one year and feedback from VETASSESS is extremely positive.

Based on the success of the project the college in conjunction with Education and Training International, KPMG and MCC Mining have undertaken a visit to China to determine the feasibility of providing offshore skills assessment for colleges in that country. The first assessments are planned for May 2009.

The college is also working towards the consolidation of a number of other international industry partnerships including:

- Australian Education and Immigration Solutions in partnership with Daffodil International University in Bangladesh, for the auspicing of English, Accounting and Hospitality programs in Bangladesh, India, Malaysia, Egypt and Fiji.
- Chongqing Industrial Polytechnic College (China), for a 12-month Certificate IV in Automotive program to be conducted in Australia and China.
- China Australia Business College (Shanxi Province), for a teacher training program in Business and Hospitality, and the deployment of an English Language lecturer to China to increase student English levels.
- Quest School of Technical and Applied Arts (Philippines), for the auspicing of welding courses.
- AUSTEC, for the auspicing of business courses in China.
- Study tours involving a number of high schools and colleges in Japan and China.

- Kobe Shoin Women's University (Japan), for tailor made programs in fashion and children's services. The Fashion program is expected to commence in February 2009 followed by Children's Services in 2010.

Transforming Trade Training

Swan TAFE continued to build on its employment-based training in 2008, playing a lead role in the development and implementation of what is probably the most fundamental restructure of trade training ever to take place in this State.

“ improve the relevance and responsiveness of the apprenticeship training system in Western Australia ”

Following advice from industry that off-the-job trade training has not been flexible enough in the past, the college has worked to transform the way training is done.

Transforming Trade Training (TTT) is designed to

improve the relevance and responsiveness of the apprenticeship training system in Western Australia. It recognises that apprentices are learning continually, and that off the job training should not repeat what they have already learnt in the workplace.

The continued development of relationships with Australian Apprenticeship Centres, Group Training Schemes, Industry Working Groups and Training Councils to promote TTT has enabled the program to become a great success through 2008 with both national and international interest being shown.

During the year approximately 350 first year apprentices in five qualifications (Automotive, Carpentry and Joinery, Commercial Cookery, Meat Retail and Metals and Engineering) have been trained using the TTT model. The model has received very strong support from industry working groups and is popular with employers as a result of the degree of early industry engagement and the level of training flexibility offered.

Key Priority — Contributing to the Community



Swan TAFE is committed to working with our local community to expand the contribution of vocational education and training to community development and the promotion of lifelong learning.

2008 was a particularly successful year for the college in this regard with a number of key achievements.

Community Partnerships

Swan TAFE has partnered with various community organisations to provide innovative community-based programs throughout 2008.

Swan Adult Learning in collaboration with Aboriginal Services and the Jacaranda Centre implemented the successful Language through Art project. This project, funded by the Department of Education & Training, is designed to engage Indigenous men and women in training, teaching Noongar language through art and artefact making. The project provided participants with an improved understanding of Noongar language which developed their own sense of identity and connections to country and family. The popularity of this program has resulted in a number of participants enrolling in accredited training.

Diploma of Community Welfare students were involved in a successful Foot in the Door program which won the State Government category of the Disability Services Commission's Count Us In Awards for 2008. Using a collaborative approach involving the Disability Services Commission, Kenwick School and Sevenoaks Senior College, the program consisted of a series of workshops where school students identified their hopes and dreams for life and career. From these workshops, Swan TAFE Community Welfare students assisted

in locating work experience placements and supporting the school students whilst on their work experience. The program was a great opportunity for the Community Welfare student to work and experience first-hand the challenges, demands and rewards of working in this area.

The college's commitment to improving education and training options for the Indigenous community continued with the establishment of the Aboriginal Education, Employment and Training Committee. The Committee fulfils the important function of enabling Aboriginal people to have an effective say and involvement in the planning and delivery of their training and employment programs. Its role is to advise and actively contribute to planning,

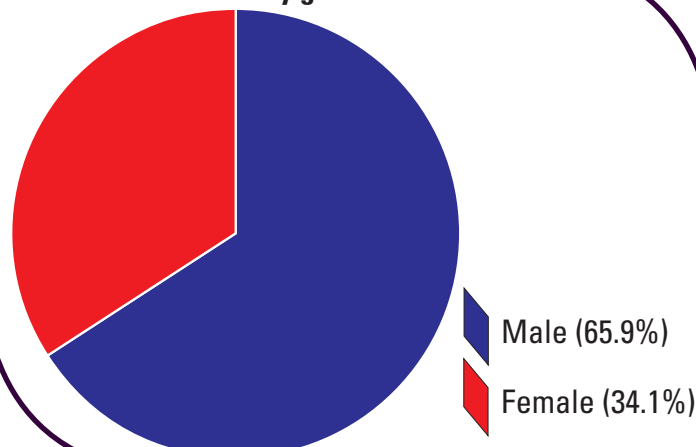
monitoring, evaluating and reporting on all Department funded programs which target Aboriginal Vocational Education and Training. The Committee membership consists of representatives from industry, education and

local government sectors, job networks and the Aboriginal community.

Swan Adult Learning in partnership with The Smith Family, implemented the Tech Pack project. This project provided disadvantaged children and families in the Gosnells-Maddington region

“ successful year for the college in this regard with a number of key achievements ”

Swan TAFE students by gender

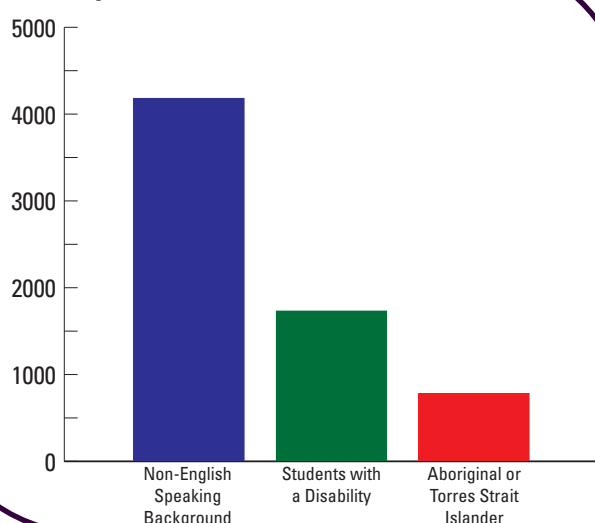


with heavily subsidised personal computers, internet access and computer training. The key objective of the project was to facilitate greater computer literacy and access for financially disadvantaged families.

A Memorandum of Understanding (MOU) with the City of Swan and local Aboriginal community to facilitate education and training for Aboriginal people in the local government region was established during the year. The MOU was developed to enable all parties to work together to trial a pilot Aboriginal Traineeship

- Working with the Caversham Training and Enterprise Centre and the Swan City Youth Service to provide a re-engagement pathway for early school leavers.
- The provision of on-site English classes for migrant parents of school children at local primary schools.
- Working with the Smith Family and Beacon Foundation to deliver mentoring training programs to industry and community volunteers who work one-on-one with young people to help them to achieve their study goals.
- Staff attending John XXIII High School to deliver the Wider Opportunities for Work program to young students with disabilities.
- Receiving a Department of Education and Training Equity, Diversity and Innovation Grant to fund the Keep it Legal Urban Art Project at Armadale. The project encourages participants to take part in workshops to learn how to paint murals and commissioned walls.

Swan TAFE special needs students



and Employment Project in the City of Swan, and in particular to optimise recruitment, maximise employment retention and identify strategies for building career pathways for participants.

Swan Adult Learning maintained its commitment to Adult Community Education in 2008, delivering courses to over 4000 students and expanding delivery into the northern suburbs. The division was recognised for its achievements by taking out first place in the WA Adult Learners' Week Awards for Outstanding Provider — Government.

Other significant community focused projects undertaken during the year included:

Key Priority — Staff Learning Development and Support

SWAN TAFE



Staff development

initiatives during the year were targeted to ensure that all staff were provided with opportunities to enhance their skills and knowledge to the benefit of students and the community.

Certificate IV TAA

For new lecturing staff the achievement of the Certificate IV in Training and Assessment remained a high priority with the establishment of a structured mentoring program to provide additional support as they worked towards gaining the qualification. In 2008, 39 staff commenced the Certificate IV training; 12 successfully completed the program; 25 are continuing their studies; and two have since ceased employment with the college.

Technology

Swan TAFE is supportive of professional development opportunities that provide staff with skills and knowledge related to new and emerging technologies.

The Swan Computer Drivers Licence is a college-wide initiative to assist all staff in obtaining the necessary computing skills to help in their daily tasks. For lecturing staff it provides the opportunity to maximise the use of technology in teaching and learning. SCDL can be undertaken through either face to face or online delivery. The SCDL was completed by 301 staff members in 2008.

Swan has also been one of the lead colleges involved in national initiatives to incorporate e- and m-learning within the VET environment.

The Blogs and Pods for the Language Learning and Beyond Project enabled five lecturers and their English as a Second Language (ESL) students to explore the application of blogging

and podcasting technologies in the delivery of Certificate II in Spoken and Written English.

Providing PDAs for Teacher's Assistants allowed Community Services lecturers to trial the uptake of mobile learning as part of industry placements for students enrolled in the Certificate III in Teacher's Assistant.

“ one of the lead colleges involved in national initiatives to incorporate e- and m-learning ”

Raising the Ceiling on Digital Assessment provided technology training for lecturers to develop electronic portfolios of evidence for apprentices in the Certificate III in Wall and Ceiling Lining.

Forums and Workshops

The college also supported the professional development of its lecturers during the year through attendance and participation in a variety of forums and workshops.

Examples included:

- Hosting a two day professional development forum in collaboration with Chisolm Institute for migrant English lecturers on co-delivery of vocational training/English education pathways for students.
- Childrens' Services lecturers attending a training course on recognition assessment conducted by the National Industry Skills Council to enhance their skills in gathering and validating workplace assessment.
- English Language Intensive Courses for Overseas Students (ELICOS) lecturers attending a national seminar on the compliance and quality requirements for ELICOS programs.

Staff also participated in National Training Forums including the Commonwealth Government's Skilling Australia for the Future Forum; the Department of Education, Employment

and Workplace Relations Forum on Workplace English Language and Literacy and the Education and Training 2008 Training Forum Revolution or Evolution — Managing Change in the VET Sector.

Endeavour Awards

The Endeavour Awards are the Australian Government's internationally competitive, merit-based scholarships which provide opportunities for Australian citizens to undertake study, research and professional development abroad.

Each scholarship provides professional development opportunities such as intensive management training, peer-to-peer learning, short-term training, leadership and/or executive management training for high achievers in business, industry, education or government.

Fashion lecturer Adele Staveley is the second Swan TAFE staff member to be awarded an Endeavour Scholarship (following Anne Ottaway in 2007). Adele will be heading to Japan in mid-2009.

Quality Week

Swan TAFE's annual Quality Day was a highlight in 2008. Held at Ascot Racecourse, the full day of workshops and activities was attended by over 600 staff and showcased a number of best practice projects and programs being delivered across the college.

Staff awards were presented on the day and a keynote speech was made by psychologist and Generation Y expert Mark McCrindle.

Mark McCrindle provided an insight on the changing times in today's society and followed this up with a practical session on how best to engage today's students.

During the course of the day staff were given the opportunity to interact with their peers, and investigate innovative ideas on training delivery.

The aim of the day was to build a sense of unity amongst the organisation and inspire staff in their own roles. Over 80 per cent of staff rated the event as either good or very good.

Complementing Quality Day, the college offered staff a range of professional development opportunities as part of Quality Week. These opportunities are designed to assist lecturing and GOSAC staff to continue to develop their vocational training and day-to-day competencies which, in turn support continuous improvement in the delivery of services to our clients.

In 2008 lecturing staff were provided with professional development in areas including application writing,

Australian Quality Training Framework (AQTF) requirements, blogs and podcasting, continuous improvement, industry partnerships, RPL and managing disabilities.

Non-lecturing staff were provided with a range of development opportunities which included Copyright Policies, Powerful Presentations, Positive People and first aid.

Staff were also offered a range of programs designed to promote improved health and fitness.

The continued use of the Succession and Leadership program for non-teaching staff, which includes the delivery of the Diploma of Frontline Management and Certificate IV in Business and Management, also formed part of the professional development opportunities on offer.

“ Adele Staveley, senior Fashion and Design Lecturer, was awarded the prestigious Endeavour Award Scholarship. This scholarship will allow Adele to travel to Japan and assist with the Kobe Shoin Women's University to establish a fashion and design course. ”

Staff Support

In addition to professional development, staff were supported through the implementation of new policies and procedures.

The college's Grievance Resolution Policy and Procedure was reviewed during 2008 as part of this support system.

The grievance process provides for resolution of staff concerns and issues at an informal or formal level; though the college encourages all employees to seek to resolve issues informally where at all possible.

The policy objectives are to ensure procedural fairness to all parties, resolve issues promptly at the lowest possible level, make decisions impartial, transparent and capable of review, and minimise personal and organisational dysfunction arising from unresolved grievances.

As part of the review, a team of volunteer employee support officers was established. Following an intensive two-day training program, they are now available to assist all staff in grievance resolution.

In accordance with the Corruption and Crime Commission Act 2003, Swan TAFE is committed to being an organisation free of corruption and crime. In 2008, all Managers were provided with training in ethics and fraud awareness. This was to ensure they had an understanding of their responsibilities in these matters and to equip them to provide ethical leadership to other staff across the college.

Career Development and Performance Enhancement System

During 2008, Human Resources and Workforce Planning developed and implemented a new user friendly Career Development and Performance Enhancement System for the college. The system encourages active participation of managers

and staff in goal-setting and the development of career pathways.

Exit Interviews

To assist with the attraction and retention of staff during the year, Swan TAFE developed and implemented a system of feedback from exiting staff. This feedback, together with the college's Employee Satisfaction Survey, provided valuable information for Human Resources and Workforce Planning to assist in the review, and improvement of policies and procedures related to staff attraction and retention.

Cultural Awareness

Last year also saw Swan TAFE pilot the Indigenous Cultural Awareness Training (iCAT) program. iCAT is an online program that provides a starting point for learning about the diversity of Indigenous culture and Australian history.

The delivery of cultural awareness training to Swan TAFE staff compliments the overall strategy to create an awareness of Aboriginal culture which includes the implementation of the Aboriginal guest speakers program and celebration of Indigenous culture, eg NAIDOC. It also creates an awareness of issues facing Aboriginal students and provides a basis for making the workplace more harmonious and supportive for Indigenous employees.

“ The aim of the day was to build a sense of unity among the organisation and inspire staff in their own roles ”

Key Priority — Organisational Leadership and Development



Swan TAFE is an organisation committed to organisational democracy and the highest of standards in corporate governance. Initiatives undertaken in 2008 in support of these priorities are outlined in this section.

Quality Management System

Swan TAFE's new Quality Management System (QMS) was implemented in November 2008. Each policy, along with its relevant procedure and form, is in the process of being redesigned to form a suite of documents which will then be assigned to a Standing Committee for review and maintenance. All documents will be updated by the end of term one, 2009.

Re-registration Audit Committee

The college has implemented a Business Improvement Strategy (BIS) which is designed to improve business practices throughout the college as the 2009 Re-registration Audit approaches. Four key working groups sit under the BIS Committee and each group has primary responsibility for a number of AQTF standards which the college is required to meet.

In 2008, the Quality Consultative Committee (QCC), comprising of TAFEWA Quality Managers, obtained project funding through Reframing the Future to increase their knowledge and understanding of the Essential Standards of AQTF and the concept of outcomes based auditing. This was done through the development of a common internal audit tool, used to facilitate self assessment against the three standards.

The new tool will be used by Swan TAFE during the internal audit in March 2009, enabling quality managers to plan and conduct more effective internal audits and share best practice through future moderation activities.

“ Forty-eight internal reviews have already been carried out using the new checklist ”

Forty-eight internal reviews have already been carried out using the new checklist between September and November 2008 including two off-shore and two for VET in Schools. Twenty-nine Quality Delivery and Assessment Strategy (QDAS) reviews were also completed.

Third Party Invoicing

In late 2008, the college determined that the current process of managing third party invoicing (for apprentice and trainee training) needed improving due to system deficiencies in recording details of third party invoices.

In response, a proposal was developed to enhance system capabilities for the recording of third party invoices. The proposal was approved and implemented in September 2008.

As a result of the enhancement all college staff can easily retrieve the details of a student and quickly identify if an invoice authority exists. Staff no longer need to manually raise a Request for Invoice to Shared Services as the system automatically generates the completed form.

Online Enrolment

The Delivery Systems Branch has worked with various areas of the college to improve the use of Swan TAFE's student online enrolment system. Whilst the college has been using online enrolments for full-time courses since 2006, the number of students using the facility was low. The main reason was that students were required to pay all fees upfront when enrolling.

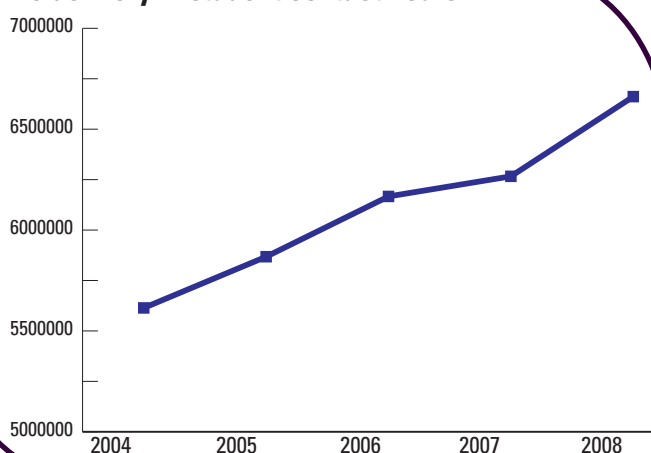
Following a review of the Fees and Charges Policy, the system was enhanced to include the option of paying a deposit for students wishing to enrol online. This process was implemented prior to the first semester intake 2008 and, as a result, there was a marked increase in the number of students enrolling online.

Copyright

Swan TAFE is aware of its copyright responsibilities and responded to the issue vigorously during 2008. The improvement achieved in terms of copyright compliance has been significant.

The college's Publications and Distributions branch have worked hard to educate lecturers and provide a mentoring and support role to assist them in understanding copyright. Business areas have responded well to this and the college is making good headway in ensuring materials used are copyright compliant.

Profile delivery in student contact hours



A copyright audit undertaken by Global 2020 in 2008 rated the college with a B Grade, an improvement over past performances. To support further improvements, the printing services have been consolidated at Thornlie, and further communication of the copyright policy to staff has been planned through the induction process and the HR newsletter.

Disaster Recovery

In 2008 ICT deployed a Disaster Recovery (DR) site at Midland campus to facilitate business continuity. The DR site mirrors the high density server and storage environment at Bentley campus. All data and server configurations are replicated to the DR site in near real time which

provides the college with exceptional business continuity capability. A software solution to automate the switch over to the DR site in any event was procured in 2008 and will be implemented in 2009.

Internal Audit Committee

The operation of the college's Internal Audit Committee was significantly improved during 2008. These improvements stemmed from the appointment of 2020 Global as Internal Auditors, an improved Internal Audit 2008 – 2010 Plan, new processes (e.g. Fraud and Corruption Communication Process) and the implementation of new information systems (e.g. Risk Register). Key audits conducted in 2008 included:

- Overtime Processes/Payments
- Energy Usage/Efficiency
- Copyright Compliance
- Review of Safety Management Systems
- Governing Council Effectiveness
- General Controls Review

Office of the Auditor General's (OAG) Performance Examination

The OAG tabled a performance examination into attraction, retention and completion in VET in Parliament in November 2008. The report contained a number of recommendations concerning ways that DET and TAFEWA colleges could improve the overall retention and completion rates of VET students. A working group convened by DET and including representatives from TAFE Colleges (Swan represented) has commenced work on addressing the report's recommendations and will provide its first status report to the Minister for Training in May 2009. Parliamentary accountability requires that college Governing Councils prepare a report for the Public Accounts Committee detailing the college's response to the report by 10 December 2009.

Corporate Purchasing Cards

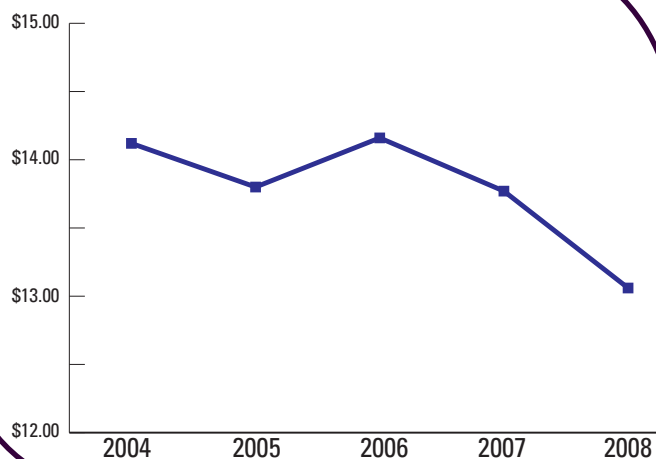
As part of the college's strategy to ensure all policies and practices support Government policy, Swan TAFE implemented the use of Corporate Purchasing Cards in June 2008.

This method of streamlining public sector purchasing and payment procedures was implemented to achieve savings through improved administrative efficiency and more effective cash management.

The benefits to the college have already been clearly demonstrated with an increase in the accuracy of the goods and/or services being delivered; reduced delivery times; staff able to issue payments to suppliers sooner (which has resulted in improved customer service) and the need for less cash to remain on the premises.

Swan TAFE exceeded the Department of Treasury and Finance's 40% target rate for purchasing transactions (under \$5000) during 2008, reaching 43%.

Delivery cost per student contact hour



Student Award Winners



National WorldSkills Winners

Gold

Carlee Bamford

Silver

Brendan Jaeschke

Bronze

Richard Rowe

State Worldskills Medallists

Gold 14

Silver 14

Bronze 16

Tally 44

State Training Awards

WA Apprentice of the Year

Ashlee Scinocco

WA Aboriginal and Torres Strait Islander Student of the Year

James Palmer

Master Painter's Association Apprentice of the Year

First

Brendon Harris

Third

Kevin Paterson

Diesel Motors and Westpoint Star Mercedes Benz WA Fashion Design Awards

Contemporary Evening Wear Division First and Runner-up

Leanne Lim

Supreme Student Award

Leanne Lim

Stockman Paper Project Design Award — STYLEAID

Leanne Lim

Activ Dragonfly Fashion Awards

Finalist

Andrea Wolf

Bullsbrook Apprentice of the Year Awards

Apprentice of the Year

David Morrice

Best Second Year Apprentice

David Morrice

Best first year apprentice

Luke Bellman (posthumous)

Best Third Year Apprentice

Rhys Stewart

Best Fourth Year Apprentice

Tyron Neumann

LA Judge Baking Apprentice of the Year Award

Donna Pocklington

Cooking and Hospitality Italian Australian Apprentice of the Year

Paul Pantaleo

Italian Australian Apprentice of the Year

Nathan Villani

Swan TAFE Student Awards

Geof Gale Medal

Beyanka Bloomfield

Apprentice of the Year

Beyanka Bloomfield

Trainee of the Year

Amanda Losik

Young Achiever of the Year

Ainsley Swankie

Access & Diversity Student of the Year

James Palmer

VET Student of the Year

Janet Jackson

International Student of the Year

Kim (Ong) Leng

Alan Robert Memorial Awards (Refrigeration and Airconditioning)

Best Performance in Pre-apprentice Studies

Aaron De Groot

Most Deserving Student in First Year of Apprentice Training

Rowan Stowell

Best Performance in 1st Year of Apprentice Training

Rob Boyce

Most Deserving Student in 2nd Year of Apprentice Training

Dominic Treacy

Best Performance in 2nd Year of Apprentice Training

Paul Loveless

Most Deserving Student in 3rd Year of Apprentice Training

Paul Taylor

Best Performance in 3rd Year of Apprentice Training

Nathan Vines

Refrigeration & Air Conditioning Apprentice of the Year

Damien Mancktelow

Airefridge Australia Scholarship Award

David Skinner

RAC Advantage Awards

Best Young Trades Person in Western Australia

Mitchell Franks

Robert Lambert

Welding Technology Institute of Australia and Coregas.

Young Tradesperson of the Year

Sean Coffey

Group Training Apprentice of the Year

Gary Clementson

Electrical Group Training Second Year Apprentice of the Year

Emma-Jane Potter

Mindarie Marina Boardwalk Sculpture Awards

Johannes (Harry) Pannekoek

Master Builder's Association Apprentice of the Year

Best Second Year Apprentice

Matthew Bova

40under40 Awards

City of Perth Strategic Alliance Award

Aimee Johns (past student)

College Award Winners

Our College

Adult Learners' Week Awards

Outstanding Provider - Government

Swan TAFE

Outstanding Partnership

Swan TAFE and Swan Friendship Club of WA

Catering Institute of Australia Gold Plate Awards

Restaurant within a Training Establishment

Pines Restaurant, Swan TAFE

The Institute for Trade Skills' Excellence Star Scheme

3 Gold Star Rating

Swan TAFE Building and Construction

2 Gold Star Rating

Swan TAFE Electrical Skills

Disability Services Commission Count Us In Awards

State Government Category

Foot in the Door Program, Swan TAFE

Our Staff

Australian Library and Information Association Prize

Edith Cowan University Undergraduate Librarianship

Carley Jenkinson

Department of Education, Employment and Workplace Relations

Endeavour Awards Scholarship

Adele Staveley

Disclosures and Legal Compliance



Minister

The Honourable Peter Collier, Minister for Energy; Training, is the Minister responsible for training. Under the term of section 42 of the Vocational Education and Training Act, the Governing Council is the governing body of the college reporting to the Minister.

Functions of the Governing Council

The Governing Council has legislative authority to perform the following functions:

- Prepare a college training profile for approval by the Minister.
- Develop and implement strategic and management plans for the college.
- Ensure that courses, programs and services are responsive to, and meet the needs of, students, industry and the community.
- Ensure that the college meets its commitments under its Delivery and Performance Agreement (DPA) and any other contractual arrangements.

Ministerials

During 2008 the college provided responses to 10 Ministerials and one parliamentary question.

Declaration of Interests

In accordance with the requirements of the Department of Treasury and Finance, on disclosure of senior officers:

- senior officers did not have any shareholding in the college; and
- to the best of the college's knowledge, senior officers did not have any interest in contracts made or proposed with the college.

Pricing Policies

Fees and charges levied by the college were in accordance with the requirements of the following:

- Vocational Education and Training Act, 1996.
- Vocational Education and Training Regulations, 1996.
- Policy Guidelines for Publicly Funded Registered Training Organisations (RTO).
- Programs for Fees and Charges.

Swan TAFE has complied with the requirements of the Financial Management Act 2006 and every other relevant written law, and exercised controls which provide reasonable assurance that the receipt, expenditure and investment of monies, the acquisition and disposal of public property and incurring of liabilities have been in accordance with legislative provisions.

Risk Management

The Internal Audit Committee oversees a comprehensive risk management policy framework covering all significant business risks and strategic considerations.

The underpinning processes — which seek to identify, analyse, assess and treat these risks — are consistent with the principles of the relevant Standard (AS/NZS 4360) and Western Australian government policies.

As part of the risk management framework, all business units provide an assessment annually to an internal Risk Management Unit on their existing and emerging risks, associated mitigation strategies and progress against their implementation. The status of higher rated risks is reported to the Internal Audit Committee each quarter.

Risk identification, measurement and mitigation strategies are included in all business-related

proposals considered by college management. There are also a number of programs in place to manage risk in specific areas — such as fraud, the environment, injury prevention and management, legislative compliance, fire-safety and emergency procedures. The potentially adverse financial impact associated with catastrophic risk exposures are limited by the purchase of appropriate insurance cover.

The college's Risk Management Unit commenced a process to transform the Identified Risk, Control and Compliance Framework into a single web-based data storage system to ensure all appropriate risk related information is readily available to all staff. This roll-out process will continue during 2009 in collaboration with the Western Australian Insurance Commission.

Corruption Prevention

Swan TAFE has undertaken measures to reduce corruption and misconduct:

A Corruption and Fraud Framework has been developed in conjunction with the Department of Education and Training. The framework incorporates best practice principles and is based on active management especially in the areas of:

- Increasing awareness amongst staff (both existing and new employees) and Managers and developing strategies to encourage participation in preventing and detecting fraud.
- Integrating fraud prevention strategies into strategic management and operational plans.
- Managing fraud allegations professionally so as to not prejudice investigations or delay natural justice.

In essence the framework consists of:

- Development and ongoing review of Corruption Detection and Prevention Policy and Procedures – reviewed 2008.
- Corruption Awareness maintained via inclusion at staff induction workshops twice yearly.
- Availability of a dedicated 1800 information and advice line.
- Corruption and Awareness investigation capacity enhancements – in conjunction with Standards and Integrity Unit Department of Education and Training.

The Framework has direct links to the college's Strategic Plan and adheres to the Premier's Circular 2005/02 dictating the requirements for agencies to implement a plan in order to reduce the risk of fraud and corruption.

Environmental Sustainability

The college recognises the importance of sustainable development and the need to protect both the local and global environment. The college is committed, through its Sustainability plan, to using its position as an educational institution to improve environmental knowledge, practices and policies in order to support and improve environmental outcomes within college activities.

The college has continued to reduce its energy consumption throughout 2008. It has successfully achieved a reduction in its absolute energy consumption by nearly 21 per cent and in its energy costs by more than 11 per cent since the benchmark was established in 2001/02. The college has also won several Energy Champion awards for its efforts.

Swan TAFE continues to maintain a range of initiatives which have contributed to this achievement. These include the installation or repair of building management systems throughout the college's various campuses, the

turning off of computer monitors and lights when not required, and the progressive substitution of energy-saving globes in light fittings and remote shut-down of PCs overnight.

The college continually seeks to minimise the impact of its activities on the environment through the following measures:

- College repair and maintenance contracts consolidate reporting and contractual arrangements to achieve the highest possible benefit. This includes waste disposal contracts, improved energy reporting and benchmarking.
- The recycling of cardboard at Thornlie, Midland and Bentley, in collaboration with the cleaners who pick up the flattened cardboard left by staff for recycling. This diverts recycled items from landfill and reduces the number of rubbish bin pick-ups.
- The extension of the household battery collection system to six campuses in 2008. About 40 kgs were picked up by the EMRC in July 2008.
- Recycling of paper and toner cartridges.
- Use of double-sided printing and photocopying where possible.
- Down-rating fluorescent tubes.
- Promoting waste minimisation.

Quality Assurance

During May and September 2008, 90 internal bulk reviews (audits) were completed. These included International and VET in Schools qualifications.

Towards the end of 2008, Swan TAFE, along with all other TAFEWA colleges, took part in a Reframing the Future Project, which incorporated the development of a common internal audit tool. The tool has since been adapted to meet Swan TAFE's requirements and will be used during the colleges internal review in March 2009.

Freedom of Information Act

There were no formal freedom of information applications received by the college between 1 January and 31 December 2008.

Freedom of Information applications may be required when obtaining personal records, when amending personal information and when obtaining records about the college's business.

A college information statement, available on the Swan TAFE Intranet site, details college functions, categories of documents held and arrangements for public access to these documents, including any associated fees that may arise.

Members of the public wishing to access documents under the Freedom of Information Act, 1992 should contact:

Freedom of Information Coordinator
Swan TAFE
PO Box 1336
Midland WA 6936
Phone: 08 9374 6131
Fax: 08 9374 6100

Public Sector Standards in Human Resource Management

There were no applications for breach of standards lodged and reviewed during 2008

College Code of Conduct

Swan TAFE's Code of Conduct was operational throughout 2008. The college actively participated in the consultation process for the Guide to Accountable and Ethical Decision Making in the WA Public Sector. This guide is the basis for a revision to the current Code of Conduct and is due for completion in 2009.

Employment Relations and Resources — Staff Resources

Under Ministerial direction, the Department of Education and Training Employee Relations Unit coordinates industrial and workplace relations strategy and policy for the TAFEWA colleges' network. Within this framework the college assisted in the implementation of the following industrial relations initiatives during 2008:

- Representation at the Western Australian Industrial Relations Commission on arbitrary matters relating to award/agreement conditions.
- Provided information to Department of Education and Training to assist in the final negotiations for the new lecturer's agreement.
- Implemented the Government Officers Salaries, Allowances and Conditions General Agreement 2008.

Equal Employment Opportunity Management

As part of the human resource minimum obligatory information requirements for the Ministry of Premier and Cabinet, the college compiles information for the equal employment opportunity public sector yearly report. The data collected is primarily related to:

- People of Culturally Diverse Backgrounds;
- Indigenous Australians;
- People with disabilities;
- Management profile;
- Age within the workforce; and
- Employee gender.

Advertising

In accordance with section 175ZE of the Electoral Act, 1907 the following information is provided.

Total expenditure for 2008 was:

.....\$377,583

Expenditure was incurred in the following areas:

Campaign advertising — design and artwork
.....\$19,314

Campaign Advertising — internet
.....\$22,807

Campaign Advertising — press/TV
.....\$79,413

Campaign Advertising — exhibition floor space
.....\$42,300

General advertising
.....\$25,364

Advertising — The West Australian
.....\$77,674

Advertising — local newspapers
.....\$47,601

Advertising — staff vacancies
.....\$63,110

Records Management

During 2008 the sentencing of files as part of TRIM registration was reinstated. This will reduce difficulties in clearing backlogs of files held at Iron Mountain and possibly due for destruction as the practice had not been in place for some time.

Records awareness training was reinstated for new employees both Lecturing and GOSAC. Computerised self paced records awareness refresher training is planned for all staff commencing in early 2009.

Corporate Information 'How to' circulars and hand outs were introduced to remind staff at all levels on various aspects of good records management practices.

Planning for the rollout of TRIM Context 6.2 (Electronic Data and Records Management System) across the college in line with

recommendations of a 2006 Base Line Audit are well advanced and commencement of rollout is anticipated during 2009.

Pilot scheme for TRIM registration and data capture of student files at one campus is planned for 2009 as is conversion and capture of files for External Studies students.

Early discussions with an academic portfolio were also commenced during late 2008 with the aim of registering their files and capturing content to data in TRIM in 2009.

A total review of all policies procedures manuals and other records management documents commenced during 2008 as all records were of 2004 origin. The review will also result in redesign and updating of the Records management Intranet site.

Disability Access and Inclusion Plan

Disability Services (DS) continues to meet the needs of the growing numbers of students with disabilities (SWD) in accordance with the college's Disability Access and Inclusion Plan (DAIP).

Actions underpinned by the following six desired outcomes of the DAIP are supported by the five key priority strategies of the college's Strategic Plan 2007–2009 to increase participation of the diverse client base, including people with disabilities (PWD).

1. People with disabilities have the same opportunities as other people to access the services of, and any events organised by, a public authority.		
Action	Link to College Strategic Plan	Key Performance Indicators
Establish a Steering Committee to guide the activities of the DAIP. Representation on Client Services Standing Committee.	KP1.3 Provide course and career advice and support for all clients. KP2.2 Develop and implement strategies to increase commencement, retention and completion rates for apprentices and trainees. KP3.2 Consult with the community to develop training products and services that are accessible and meet local needs. KP5.2 Continuously improve administrative and support services to better meet client needs.	Accessible information for PWD and DS presence at Careers & Ability Expos. Increased participation, with 1441 SWD recorded on AVETMIS in 2008. Improved retention rates of apprentices and trainees through arrangements with community stakeholders, providing access to Disabled Australian Apprenticeship Wage Subsidy (DAAWS). Customer Service responsive to enquiries from PWD.
2. People with disabilities have the same opportunities as other people to access Swan TAFE's buildings and other facilities		
Representation of DS at Campus Manager meetings to ensure: <ul style="list-style-type: none"> - accessibility of buildings, facilities, equipment and signage; and - premises leased by Swan TAFE are accessible to PWD 	KP1.7 Increase the participation and outcomes of diverse client groups including indigenous, disabled, non-English speaking background and youth at risk. KP5.4 Ensure facilities, infrastructure and equipment support the development and delivery of training services and programs.	Access audit of equipment and facilities for: <ul style="list-style-type: none"> - Accessible signage - Improved parking for PWD using Disability Service Commission (DSC) guidelines - Consultation with contractors in agreement with College DAIP (ie canteen).

3. People with disabilities receive information from Swan TAFE in a format that will enable them to access the information, as readily as other people are able to access it.		
<p>DS Liaise with College staff to ensure accessible information, including lecturing material in alternative formats (ie Braille, voice activated software etc).</p> <p>Use support staff (ie interpreters, peer notetakers and scribes).</p> <p>Swan TAFE website is in compliance with best practice in accessible websites for PWD</p>	<p>KP1.1 Support and promote a stronger engagement with learning amongst all sections of the community through the provision of flexible delivery and assessment methods that meet client needs.</p> <p>KP2.5 Develop and implement strategies to increase commencement, retention and completion rates for apprentices and trainees.</p> <p>KP3.2 Consult with the community to develop training products and services that are accessible and meet local needs.</p>	<p>Increased enrolment of SWD (ie 1441 AVETMIS).</p> <p>95% module completion rate for students registered with DS.</p> <p>Increased numbers of customised accredited training and ACE courses for PWD.</p> <p>Award from DET for Outstanding Partnership with Swan Friendship Café.</p> <p>Count Us In award for State Government from DSC for Foot in the Door project.</p> <p>Swan TAFE website compliant with W3C – accessible web content design.</p>
4. People with disabilities receive the same level and quality of service from the staff of Swan TAFE as other people receive from College staff.		
<p>Provide professional development at student orientations, PACD GOSAC and new lecturer inductions, PD week and staff meetings.</p> <p>Provide PD and updates for DS staff.</p>	<p>KP4.1 Provide training and professional development opportunities for staff that equips them with the skills and knowledge to meet the challenges of the changing VET sector.</p>	<p>Staff participation in relevant PACD sessions.</p> <p>PACD feedback and surveys indicate staff satisfaction (of approximately 80-85%).</p> <p>Improved understanding and awareness of disability issues by College staff.</p> <p>DS staff attendance at Pathways 9 (sponsored by DET) and Working in the West.</p>

5. People with disabilities have the same opportunities as other people to make complaints, using the Swan TAFE grievance process		
Ensure that grievance mechanism (ComBit) is accessible to PWD	KP5.4 Ensure facilities, infrastructure and equipment support the development and delivery of training services and programs.	Staff training in facilitation of grievances for PWD is ongoing.
6. People with disabilities have the same opportunities as other people to participate in any public consultation at Swan TAFE.		
Consult with the PWD, family and carers as an ongoing through client surveys.	KP5.4 Ensure facilities, infrastructure and equipment support the development and delivery of training services and programs.	Student satisfaction from DS pilot survey.

Occupational Safety and Health

Under Premier Circular 2007/12: Code of Practice Occupational Safety and Health in the Western Australian Public Sector as required Swan TAFE is committed to occupational safety and health and injury management.

The Human Resource and Workforce Planning directorate has an Occupational Safety and Health Officer who chairs the Occupational Safety and Health committee which has College wide representation and here issues raised by

employees are addressed. Where there are injured employees, College Human Resource Consultants liaise collaboratively with Shared Services and Work Safe to ensure regular consultation with employees on their needs and recovery to work processes.

Swan TAFE complies with the injury management requirements of the Workers' Compensation and Injury Management Act 1981.

The annual performance for 2007/08 against the performance targets are:

Indicator	Target 2007/08	Actual 2007/08
Number of fatalities	Zero (0)	Zero (0)
Lost time injury/disease (LTI/D)	Zero (0) or 10% reduction on previous year	30% increase
Lost time injury severity rate	Zero (0) or 10% improvement on previous year	26% non-improvement

The figures are the result of more comprehensive reporting across the college. New practices are in place to manage improvement.

Worker's Compensation

During 2008, the college managed a total of 29 active workers compensation claims including 16 new claims. The resultant lost working time associated with these claims was 1873 working days.

In managing these claims, the college used a number of rehabilitation and return to work strategies to ensure that the injured staff

members were provided with every opportunity to return to their pre-injury role.

During 2008, the college worked closely with Riskcover and Shared Services (Employee Support Services) to minimise claims. The College also worked with a number of rehabilitation providers to ensure a collaborative return to work program was provided for those employees requiring assistance to fulfil a full or part-time return to work.

Swan TAFE Compliance with Written Laws

In the performance of its function, Swan TAFE exercised controls that provided reasonable assurance that it complied with the following relevant written laws:

- Aboriginal and Torres Strait Islander Commission Act, 1989;
- Anti-Corruption Commission Act, 1988;
- Copyright Act, 1968;
- Criminal Code Act, 1913;
- Disability Discrimination Act, 1992;
- Disability Services Act, 1993;
- Equal Opportunity Act, 1984; and Amendment Acts, 1992 and 1998;
- Education Act, 1928;
- Evidence Act, 1906;
- Financial Management Act, 2006;
- Freedom of Information Act, 1992;
- Government Employees Superannuation Act, 1987;
- Industrial and Commercial Training Act, 1975-80;
- Industrial Training Act, 1975;
- Industrial Relations Act, 1979;
- Limitations Act, 1935-1978;
- Library Board of Western Australia Act, 1951;
- Minimum Conditions of Employment Act, 1993;
- Occupational Safety and Health and Welfare Act, 1984;
- Public and Bank Holidays Act, 1972;
- Public Interest Disclosure Act, 2003;
- Public Sector Management Act, 1994;
- Public Sector Code of Ethics;
- Public Sector Code of Conduct;
- Salaries and Allowances Act, 1975;
- State Records Act, 2000;
- State Supply Commission Act, 1991;
- Trade Practices Act, 1974;
- Vocational Education and Training Act, 1996 (Colleges Amalgamation Order 2002);
- Workers Compensation and Rehabilitation Act, 1981; and
- Workplace Agreement Act, 1993.

The following State and Federal Statutes also affected the agency during 2008:

- Building and Construction Industry Training Fund and Levy Collection Act, 1990;
- Building and Construction Industry Training Levy Act, 1990;
- Education Services for Overseas Students (Registration of Providers and Financial Regulation) Act, 1991; and
- Employment, Education and Training Act, 1988.
- Immigration (Education) Act, 1971 and Immigration (Education) Charge Act, 1992

Key Performance Indicators and Financial Statements



Auditor General

INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

SWAN TAFE

FINANCIAL STATEMENTS AND KEY PERFORMANCE INDICATORS FOR THE YEAR ENDED 31 DECEMBER 2008

I have audited the accounts, financial statements, controls and key performance indicators of the Swan TAFE.

The financial statements comprise the Balance Sheet as at 31 December 2008, and the Income Statement, Statement of Changes in Equity and Cash Flow Statement for the year then ended, a summary of significant accounting policies and other explanatory Notes.

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

Governing Council's Responsibility for the Financial Statements and Key Performance Indicators

The Governing Council is responsible for keeping proper accounts, and the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Treasurer's Instructions, and the key performance indicators. This responsibility includes establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial statements and key performance indicators that are free from material misstatement, whether due to fraud or error; selecting and applying appropriate accounting policies; making accounting estimates that are reasonable in the circumstances; and complying with the Financial Management Act 2006 and other relevant written law.

Summary of my Role

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the financial statements, controls and key performance indicators based on my audit. This was done by testing selected samples of the audit evidence. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion. Further information on my audit approach is provided in my audit practice statement. Refer "<http://www.audit.wa.gov.au/pubs/Audit-Practice-Statement.pdf>".

An audit does not guarantee that every amount and disclosure in the financial statements and key performance indicators 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 and key performance indicators.

Swan TAFE

Financial Statements and Key Performance Indicators for the year ended 31 December 2008

Audit Opinion

In my opinion,

- (i) the financial statements are based on proper accounts and present fairly the financial position of the Swan TAFE at 31 December 2008 and its financial performance and cash flows for the year ended on that date. They are in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the Treasurer's Instructions;
- (ii) the controls exercised by the College provide reasonable assurance that the receipt, expenditure and investment of money, the acquisition and disposal of property, and the incurring of liabilities have been in accordance with legislative provisions; and
- (iii) the key performance indicators of the College are relevant and appropriate to help users assess the College's performance and fairly represent the indicated performance for the year ended 31 December 2008.



COLIN MURPHY
AUDITOR GENERAL
13 March 2009




Swan TAFE
Government of Western Australia



CERTIFICATION OF KEY PERFORMANCE INDICATORS

We hereby certify that the performance indicators are based on proper records, are relevant and appropriate for assisting users to assess Swan TAFE's performance and fairly represent the performance of Swan TAFE for the financial year ended 31 December 2008.

Keith Vuleta
Chair
College Governing Council
Swan TAFE


.....

Wayne Collyer
Managing Director
College Governing Council
Swan TAFE


.....

Dated:

06.03.09
.....



Swan TAFE
Large Training Provider of the Year Winner
Training Awards 2006

PO Box 1336 Midland WA 6936
Telephone (08) 9267 7777
Email: info.centre@swantafe.wa.edu.au
Website: www.swantafe.wa.edu.au
ABN: 62 743 829 896
Campuses located at Armadale, Balga, Bentley, Carlisle, Midland and Thornlie

SWAN TAFE 2008 KEY PERFORMANCE INDICATORS

DESIRED OUTCOME:

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

EFFECTIVENESS INDICATORS:

The effectiveness indicators measure the achievement of vocational education and training in meeting community and industry needs via student and graduate satisfaction, labour force status of graduates and profile achievement.

Student Satisfaction:

The TAFEWA Student Satisfaction Survey is administered annually on the behalf of the Department of Education and Training by Colmar and Brunton. The key focus is to attain an understanding of the students training requirements and measure the quality of the delivery of training and services provided by Swan TAFE. The survey used a mass market mail out to a random sample of students who had undertaken training through the College during 2008 and were enrolled in either the first or second semester of the reporting year. An option was provided for students to complete the survey on-line or through the use of computer assisted telephone interviewing.

The overall student satisfaction rating expresses the proportion of 'satisfied' and 'very satisfied' respondents and measures the extent to which clients were satisfied with the training they received from Swan TAFE.

Table 1 – Overall Student Satisfaction

	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Target	2008 Actual	Target Variance
Swan TAFE	86%	88%	85%	89%	86%-90%	85%	-1%
Western Australia	84%	85%	86%	87%	n/a	85%	n/a

Source: Department of Education and Training, 2008 TAFEWA Student Satisfaction Survey.

Of the 15,008 potential population identified; 6,195 students were surveyed; with 1,389 students responding, representing a response rate of 22.0%. The standard error for the survey is 0.90%, with a relative sampling error of $\pm 1.8\%$ at the 95% confidence level. 64.87% of responses were from institutional based students and 35.13% employment based students (apprentices and trainees).

The overall, student satisfaction at Swan TAFE remains high, with 85% of respondents claiming to be either satisfied or very satisfied. The level of satisfaction decreased from 89% in 2007, but is in line with the overall 2008 state average of 85%.

Key areas where students seem less satisfied than 2007 relate to the quality of college resources and the quality of training provided.

Graduate Achievement:

The Student Outcomes Survey is conducted on behalf of National Centre for Vocational Education Research (NCVER) by I-view Pty Ltd. The survey measures vocational education and training students' employment levels, further study and opinions on the training undertaken. Questionnaires were sent to a stratified (field of education, sex and age), randomly selected sample of Swan TAFE graduates, who had successfully completed a qualification in the previous year.

Graduate achievement measures the extent to which Swan TAFE Graduates have wholly or partly achieved their main reason for undertaking the course. The measure shows the percentage of graduates who indicated they had fully achieved (Yes) or partly achieved their main reason for doing the training. The question has four response options 'Yes', 'No', 'Partly' or 'Don't know yet' with some students electing not to provide a response to the question.

Table 2 – Graduate Achievement

	2005 Actual	2007 Actual
Swan TAFE	84%	88%
Western Australia	84%	87%
Australia	85%	86%

Source: Student Outcomes Survey was conducted by the National Centre for Vocational Education Research (NCVER).
College level data is only produced in alternate years which commenced in 2005.

Swan TAFE is unable to provide data for 2004, 2006 and 2008 as statistically valid College level survey data was not available from NCVER.

Graduate Destination:

The Student Outcomes Survey is conducted on the behalf of National Centre for Vocational Education Research (NCVER) by I-view Pty Ltd. The aim of the survey was to measure vocational education and training students' employment levels, further study activities and gain opinions on the training undertaken. Questionnaires were sent to a stratified (field of education, sex and age), randomly selected sample of Swan TAFE graduates, who had successfully completed a qualification in the previous year.

The proportion of graduates in employment shows the extent to which the College is providing relevant quality training that improves student employability. Graduate employment status was measured for each category (employed, not employed, and not in the labour force) and obtained by calculating the ratio of graduates in each category compared to the total valid responses (graduates who were no longer enrolled) and expressed as a percentage.

Table 3 – Graduate Employment Outcomes

	2005 Actual	2007 Actual
Graduates Employed		
Swan TAFE	75%	83%
Western Australia	78%	83%
Australia	79%	80%
Graduates Unemployed		
Swan TAFE	10%	9%
Western Australia	8%	6%
Australia	10%	9%
Graduates Not in Labour Force		
Swan TAFE	15%	8%
Western Australia	12%	11%
Australia	10%	10%

Source: Student Outcomes Survey was conducted by the National Centre for Vocational Education Research (NCVER).
College level data is only produced in alternate years which commenced in 2005.

The unemployed category refers to students seeking full-time or part-time employment and may include graduates who have re-enrolled into higher and further education.

Graduates classified as 'not in the labour force' identified that they were not currently seeking employment, and may include graduates who have re-enrolled into higher and further education.

Swan TAFE is unable to provide data for 2004, 2006 and 2008 as statistically valid College level survey data was not available from NCVER.

Achievement of non-profile delivery

This indicator demonstrates the extent to which the college generates non-profile vocational education and training delivery. Non-profile delivery covers Industry skilling programs, overseas contracts and international students, Adult Community Education (ACE), industry specific tenders, labour market programs, Auspicing¹⁰ and other fee-for-service commercial activities.

Table 4 - Achievement of non-profile delivery

Swan TAFE	2004 Actual	2005 Actual	2006 Actual	2007 Actual	2008 Target	2008 Actual	Target Variance
Student Curriculum Hours (SCH)							
Non-Profile Delivery	922,612	967,890	1,043,859	1,015,348	988,508	1,377,658	+389,150
Profile Delivery	5,614,000	5,867,841	6,166,700	6,266,373	6,261,492	6,661,384	+399,892
Total Delivery	6,536,612	6,835,731	7,210,559	7,282,721	7,250,000	8,039,042	+789,042

Source: The actual census delivery SCH data was sourced from the February 2009 AVETMISS collection for 2008 delivery with the profile SCH delivery target being sourced from the college's 2008 Delivery and Performance Agreement issued in November of the previous year.

In 2008 the census was calculated using the End of Study based reporting methodology (enrolments ending in the collection year) in line with the Federal and State "Skilling Australia's Workforce Agreement". Prior to 2007, all Census calculations used the Commencement based method.

Auspicing refers to the process of delivery validation and moderation on behalf of another provider as defined under Registered Training Organisations (RTO) guidelines.

The 2008 non-profile target figures were sourced from Swan TAFE planned targets endorsed by the college's Governing Council. The College's profile DPA target was sourced from the original Delivery and Performance Agreement issued to the College by the Department of Education and Training in November of the previous year.

The college anticipated a partial decline in commercial activities in 2008, however, due to a strong demand in international fee-for-service activities the 2008 non-profile commercial delivery was 39% (+389,150 SCH) higher than the planned SCH target. Growth was also experienced by the college in domestic fee-for-service delivery.

The actual non-profile commercial delivery was 35% higher than the SCH recorded in 2007, giving the college a net overall delivery growth of around 4% between 2007 and 2008.

Achievement of profile delivery (by Industry Group)

The college is required by the Vocational Education and Training Act (1996) to develop a profile that is expressed in Student Curriculum Hours (SCH). The delivery profile is negotiated directly with the Department of Education and Training, through the Delivery and Performance Agreement (DPA), and constitutes the College Training Plan as defined under the Act. The delivery profile takes into consideration government priorities, the needs of individuals, industry and the local community. The delivery profile is documented in the form of a planning matrix by industry groups (as shown below).

The planning matrix reflects the range and depth of the college's delivery in vocational education and training by industry and employment categories through broad association with the Australian Standard Classification of Occupations (ASCO).

The College's planned SCH delivery in each industry group has a corresponding census SCH delivery for 2008 that indicates the proportion of SCH achieved. The measure shows the actual 2008 SCH achieved (Census) for profile funded delivery expressed as a percentage over the 2008 target SCH as detailed in the original Delivery and Performance issued in November of the previous year.

Table 5 – Achievement of Profile Delivery (DPA) by Industry Groups

Industry Description		2008 Target Planned	2008 Actual	2008 Target Achievement
01A	Recreation Sports and Entertainment	54,257	42,530	78.4%
01B	Visual and Performing Arts	44,520	38,941	87.5%
01C	Design	0	0	0.0%
02A	Automotive	577,924	607,447	105.1%
03A	Building and Constructions	701,438	784,159	111.8%
03B	Surveying and Building	65,222	68,140	104.5%
04A	Community Service Workers	213,817	174,145	81.4%
04B	Education and Childcare	317,393	354,774	111.8%
04C	Health	28,533	15,994	56.1%
04D	Library Workers	0	0	0.0%
05A	Finance Insurance Property Service Workers	23,834	26,925	113.0%
06A	Food Trades and Processing	181,153	171,080	94.4%
07A	Clothing Footwear and Soft Furnishings	160,597	132,106	82.3%
07B	Furniture Manufacture	234,332	252,744	107.9%
08A	Communications	0	0	0.0%
08B	Printing & Publishing	10,156	0	0.0%
09A	Engineering and Drafting	128,048	170,632	133.3%
09B	Metal and Mining	749,430	1,009,328	134.7%
10A	Animal Care	166,285	174,112	104.7%
10B	Forestry, Farming and Landcare	23,151	20,625	89.1%
10C	Fishing	0	0	0.0%
10D	Horticulture	38,387	35,072	91.4%
11A	Process Manufacturing	0	0	0.0%
12A	Personal Service	95,335	106,964	112.2%
12B	Retail	7,146	4,070	57.0%
13A	Cooking	100,369	111,276	110.9%
13B	Hospitality	75,598	46,870	62.0%
13C	Tourism	16,811	7,243	43.1%
13D	Travel Agents	0	0	0.0%
14A	Transport Trades, Storage and Associated	40,083	35,873	89.5%
15A	Electrical and Electronic Engineering	44,102	55,659	126.2%
15B	Electrical Trades	414,519	453,685	109.4%
16A	Accounting and Other Business Services	147,386	121,640	82.5%
16B	Management	100,448	93,099	92.7%
16C	Office and Clerical	211,329	157,040	74.3%
17A	Computing	226,880	279,269	123.1%
18A	Science and Technical Workers	212,973	147,670	69.3%
19A	ACE	0	0	0.0%
19B	Adult Literacy / E	726,145	860,730	118.5%
19C	Languages	5,000	4,365	87.3%
19D	Miscellaneous	0	0	0.0%
19E	Targeted Access and Participation Courses	118,891	97,177	81.7%
Totals		6,261,492	6,661,384	106.4%

Source: The College's profile DPA target is sourced from the original Delivery and Performance Agreement issued to the College by the Department of Education and Training in November of the previous year. In 2008 the census was calculated using the End of Study based reporting methodology (enrolments ending in the collection year) in line with the Federal and State "Skiing Australia's Workforce Agreement".

Table 6 – Profile Achievement (DPA)

	Actual Achievement 2004	Actual Achievement 2005	Actual Achievement 2006	Actual Achievement 2007	Actual Achievement 2008
Profile Achievement%	95.0%	99.6%	104.3%	101.4%	106.4%

Source: In 2008 the census was calculated using the End of Study based reporting methodology (enrolments ending in the collection year) in line with the Federal and State "Skilling Australia's Workforce Agreement".

Data prior to 2007 for actual profile (SCH) represents commencements, due to changes in reporting procedures actual profile (SCH) from 2007 signifies end of study. The significance of the change has been to move from recording student data from the date they commence to recording the data to date students' study is completed. The overall shift in total value in SCH between the two methods is minimal.

In previous years (2004-2007), performance reporting was based on the planned SCH as specified in the Final DPA negotiated with the Department of Education and Training in September of the reporting year. From 2008 performance reporting is based on College target DPA achievement which refers to the original DPA SCH target signed in November of the previous year. In order to provide accurate performance reporting with 2008 the 2004-2007 profile achievement percentages shown in Table 6 have been recalculated using original DPA target SCH figures.

In 2008 the college experienced strong growth in apprenticeship and traineeship delivery in the automotive, building & construction, metals & mining, cooking and electrical trades. Institutional delivery also exceeded the planning target for students enrolled in certificate and diploma programs, with growth in building & construction, education & childcare, finance & property, engineering & drafting, metals and mining, computing and adult literacy industry areas.

In the retail, hospitality and tourism industry areas delivery was below target due to low student demand and 2009 the college plans to cease delivery in retail and tourism areas. Overall the college exceeded the planned target by 399,892 SCH giving an overall achievement of 106.4%.

EFFICIENCY INDICATOR:

Delivery Cost per Student Curriculum Hour (SCH):

The overall cost per SCH demonstrates the efficiency with which Swan TAFE manages its resources to enable the provision of vocational education and training programs. The overall cost SCH shows the aggregate unit cost of delivery output per SCH, based on the delivery costs (total cost of services) as detailed in the 2008 Financial Statements.

Table 7 – Delivery Cost per SCH

	2004	2005	2006	2007	2008
Target cost per SCH	n/a	\$12.81	\$13.95	\$13.08	\$13.70
Actual Cost per SCH	\$14.12	\$13.80	\$14.16	\$13.77	\$13.06
Annual Percentage Change	+10.48%	-2.26%	+2.6%	-2.8%	-5.16%

Note: The total delivery cost per SCH is calculated by dividing the total cost of services as defined in the 2008 Financial Statement by the total SCH delivered including profile and non-profile delivery..

The variance between the 2008 target estimate and the actual cost is +\$0.64 (-4.7%). The college was able to deliver an additional 10.8% SCH over target, with only a resulting 5.7% added to Total Cost of Services. The reduction in actual SCH unit cost between 2007 and 2008 is \$0.71, and is attributable to the college's ability to deliver additional SCH with only a 4.7% increase to Total Cost of Services.



FINANCIAL STATEMENTS
Swan TAFE

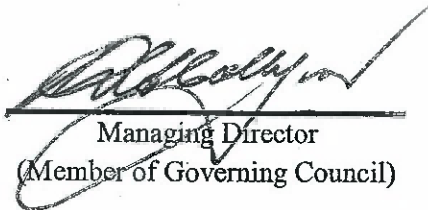
The accompanying financial statements of SwanTAFE have been prepared in compliance with the provisions of the Financial Management Act 2006 from proper accounts and records to present fairly the financial transactions for the year ending 31 December 2008 and the financial position as at 31 December 2008.

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.



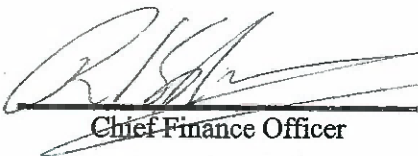
Chairman of Governing Council

4/3/09
Dated



Managing Director
(Member of Governing Council)

06.03.09
Dated



Chief Finance Officer

6/3/09
Dated



	Notes	\$	\$
COST OF SERVICES			
Expenses			
Employee benefits expense	7	69,522,584	63,744,274
Supplies and services	8	21,735,470	18,360,204
Depreciation and amortisation expense	9	4,735,813	4,814,001
Finance costs	10	25,811	35,300
Grants and subsidies	11	618,048	1,130,649
Capital user charge	12	-	4,446,331
Cost of sales	17	1,741,794	1,623,873
Loss on disposal of non-current assets	20	14,343	-
Other expenses	13	7,107,380	6,450,030
Total cost of services		105,501,241	100,604,662
Income			
Revenue			
Fee for service	14	8,745,597	6,808,559
Student fees and charges	15	9,972,829	8,762,693
Ancillary trading	16	1,208,733	1,092,249
Sales	17	2,520,103	2,457,870
Interest revenue	18	953,119	259,104
Other revenue	19	1,577,447	1,118,259
Total revenue		24,977,828	20,498,735
Gains			
Gain on disposal of non-current assets	20	-	18,847
Total gains		-	18,847
Total income other than income from State Government		24,977,828	20,517,581
NET COST OF SERVICES		(80,523,413)	(80,087,081)
INCOME FROM STATE GOVERNMENT	21		
Service Appropriation		80,245,766	82,228,588
Resources received free of charge		1,513,925	1,527,859
Total income from State Government		81,759,691	83,756,447
SURPLUS/(DEFICIT) FOR THE PERIOD		1,236,277	3,669,366

The Income Statement should be read in conjunction with the accompanying notes.

BALANCE SHEET
AS AT 31 DECEMBER 2008
2008
2007

	Notes	\$	\$
ASSETS			
Current Assets			
Cash and cash equivalents	34	7,630,525	1,454,055
Restricted cash and cash equivalents	22,34	6,734,574	5,936,364
Inventories	23	499,734	498,935
Receivables	24	2,681,890	3,002,002
Other current assets	25	812,045	429,559
Total Current Assets		18,358,768	11,320,915
Non-Current Assets			
Restricted cash and cash equivalents	22,34	865,635	551,728
Non-current assets classified as held for sale	26	28,649	52,821
Property, plant and equipment	27	210,243,847	199,826,751
Total Non-Current Assets		211,138,131	200,431,309
TOTAL ASSETS		229,496,899	211,752,224
LIABILITIES			
Current Liabilities			
Payables	29	2,373,303	1,664,641
Borrowings	30	216,417	204,637
Provisions	31	6,805,561	5,573,724
Other current liabilities	32	1,828,510	1,413,060
Total Current Liabilities		11,223,791	8,856,062
Non-Current Liabilities			
Borrowings	30	-	231,311
Provisions	31	4,444,928	3,559,180
Other non-current liabilities	32	58,737	75,128
Total Non-Current Liabilities		4,503,665	3,865,620
TOTAL LIABILITIES		15,727,456	12,721,682
NET ASSETS		213,769,444	199,030,541
EQUITY			
Contributed equity	33	60,066,003	60,066,003
Reserves		142,099,019	128,596,393
Accumulated surplus/(deficit)		11,604,422	10,368,145
TOTAL EQUITY		213,769,444	199,030,541

The Balance Sheet should be read in conjunction with the accompanying notes.

**STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 DECEMBER 2008**

		2008	2007
	Notes	\$	\$
Balance of equity at start of period		199,030,541	166,488,057
CONTRIBUTED EQUITY	33		
Balance at start of period		60,066,003	58,747,439
Capital contributions			1,318,564
Balance at end of period		60,066,003	60,066,003
RESERVES	33		
Asset Revaluation Reserve			
Balance at start of period		128,596,393	97,374,070
Restated balance at start of period		128,596,393	97,374,070
Gains/(losses) from asset revaluation		13,502,625	31,222,323
Balance at end of period		142,099,019	128,596,393
ACCUMULATED SURPLUS	33		
Balance at start of period		10,368,145	10,366,548
Change in accounting policy or correction of prior period errors (a)			(3,667,769)
Restated balance at start of period		10,368,145	6,698,778
Surplus/(deficit) for the period		1,236,277	3,669,366
Balance at end of period		11,604,422	10,368,145
Balance of equity at end of period		213,769,444	199,030,541
Total income and expenses for the period (b)		14,738,903	34,891,689

(a) Represents a voluntary change to the College's accounting policy with regard to its capitalisation threshold from \$1,000 to \$5,000 effective from 1 January 2007.

(b) The aggregate net amount attributable to each category of equity is: surplus of \$1,236,277 plus gains from asset revaluation of \$13,502,625 (2007: deficit of \$3,669,366 plus gains from asset revaluation of \$31,222,323)

The Statement of Changes in Equity should be read in conjunction with the accompanying notes.

CASH FLOW STATEMENT

FOR THE YEAR ENDED 31 DECEMBER 2008

2008

2007

Notes

\$

\$

CASH FLOWS FROM STATE GOVERNMENT

Service Appropriation - Department of Education and Training

Capital Contributions - Department of Education and Training

Net cash provided by State Government

Utilised as follows:

CASH FLOWS FROM OPERATING ACTIVITIES

Payments

Employee benefits

Supplies and services

Grants and subsidies

Finance costs

Capital user charge

Cost of Goods sold

GST payments on purchases

Other payments

Receipts

Fee for service

Student fees and charges

Ancillary trading

Interest received

GST receipts on sales

GST receipts from taxation authority

Sales

Other receipts

Net cash provided by/(used in) operating activities

34

CASH FLOWS FROM INVESTING ACTIVITIES

Proceeds from sale of non-current physical assets

Purchase of non-current physical assets

Net cash provided by/(used in) investing activities

CASH FLOWS FROM FINANCING ACTIVITIES

Finance lease repayment of principal

Net cash provided by/(used in) financing activities

Net increase/(decrease) in cash and cash equivalents

Cash and cash equivalents at beginning of period

CASH AND CASH EQUIVALENTS AT END OF PERIOD

34

	2008	2007
Service Appropriation - Department of Education and Training	72,188,767	81,145,011
Capital Contributions - Department of Education and Training	3,247,000	5,800,000
Net cash provided by State Government	75,435,767	86,945,017
Utilised as follows:		
CASH FLOWS FROM OPERATING ACTIVITIES		
Payments		
Employee benefits	(61,289,749)	(65,475,595)
Supplies and services	(20,588,012)	(17,588,598)
Grants and subsidies	(618,048)	(1,130,649)
Finance costs	(25,811)	(35,300)
Capital user charge	-	(8,892,662)
Cost of Goods sold	(1,742,593)	(1,701,052)
GST payments on purchases	(2,569,808)	(2,166,559)
Other payments	(6,317,119)	(6,044,730)
Receipts		
Fee for service	8,661,919	6,861,409
Student fees and charges	10,338,107	8,838,527
Ancillary trading	880,614	1,092,249
Interest received	953,119	259,104
GST receipts on sales	737,199	700,408
GST receipts from taxation authority	1,713,795	1,551,148
Sales	2,025,413	2,116,074
Other receipts	1,577,331	1,118,259
Net cash provided by/(used in) operating activities	(66,263,642)	(80,497,967)
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds from sale of non-current physical assets	285,735	258,650
Purchase of non-current physical assets	(1,926,181)	(267,867)
Net cash provided by/(used in) investing activities	(1,640,446)	(9,217)
CASH FLOWS FROM FINANCING ACTIVITIES		
Finance lease repayment of principal	(243,091)	(220,481)
Net cash provided by/(used in) financing activities	(243,091)	(220,481)
Net increase/(decrease) in cash and cash equivalents	7,288,588	6,217,352
Cash and cash equivalents at beginning of period	7,942,146	1,724,794
CASH AND CASH EQUIVALENTS AT END OF PERIOD	15,230,734	7,942,146

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

Swan TAFE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2008

1 Australian equivalents to International Financial Reporting Standards

(a) General

The College's financial statements for the year ended 31 December 2008 have been prepared in accordance with Australian equivalents to International Financial Reporting Standards (AIFRS) which comprise a Framework for the Preparation and Presentation of Financial Statements (the Framework) and Australian Accounting Standards (including the Australian Accounting Interpretations).

In preparing these financial statements the College has adopted, where relevant to its operations, new and revised standards and interpretations from their operative dates as issued by the Australian Accounting Standards Board (AASB) and formerly the Urgent Issues Group (UIG).

The Australian Accounting Interpretations are adopted through AASB 1048 'Interpretation and Application of Standards' and are classified into those corresponding to International Accounting Standards Board (IASB) Interpretations and those only applicable in Australia.

The AASB has decided to maintain the Statements of Accounting Concepts (SAC 1 and SAC 2) and has continued to revise and maintain accounting standards and the interpretations that are of particular relevance to the Australian environment, especially those that deal more specifically with not-for-profit entity issues and/or do not have an equivalent IASB Standard or Interpretation.

(b) Early adoption of standards

The College cannot early adopt an Australian Accounting Standard or Australian Accounting Interpretation unless specifically permitted by Treasurer's Instruction (TI) 1101 'Application of Australian Accounting Standards and Other Pronouncements'. No standards and interpretations that have been issued or amended but are not yet effective have been early adopted by the College for the annual reporting period ended 31 December 2008.

2 Summary of significant accounting policies

(a) General statement

The financial statements constitute a general purpose financial report which has been prepared in accordance with the Australian Accounting Standards, the Framework, Statements of Accounting Concepts and other authoritative pronouncements of the AASB as applied by the TIs. Several of these are modified by the TIs to vary application, disclosure, format and wording. For example, AASB 116 requires land and buildings to be measured at cost or fair value, TI 954 mandates the fair value option.

The Financial Management Act and the TIs are legislative provisions governing the preparation of financial statements and take precedence over the Accounting Standards, the Framework, Statements of Accounting Concepts and other authoritative pronouncements of the AASB.

Where modification is required and has a material or significant financial effect upon the reported results, details of that modification and the resulting financial effect are disclosed in the notes to the financial statements.

Modifications or clarifications to accounting standards through the TIs are to provide certainty and ensure consistency and appropriate reporting across the public sector.

(b) Basis of preparation

The financial statements have been prepared on the accrual basis of accounting using the historical cost convention, modified by the revaluation of land, building, plant equipment which have been measured at fair value.

The accounting policies adopted in the preparation of the financial statements have been consistently applied throughout all periods presented unless otherwise stated.

The financial statements are presented in Australian dollars and all values are rounded to the nearest dollar (\$).

The judgements that have been made in the process of applying the College's accounting policies that have the most significant effect on the amounts recognised in the financial statements are disclosed at note 3 'Judgements made by management in applying accounting policies'.

The key assumptions made concerning the future, and other key sources of estimation uncertainty at the balance sheet date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year, are disclosed at note 4 'Key sources of estimation uncertainty'.

(c) Reporting entity

The reporting entity comprises the College and entities listed at note 40 'Related bodies'.

(d) Contributed equity

UIG Interpretation 1038 'Contributions by Owners Made to Wholly-Owned Public Sector Entities' requires transfers in the nature of equity contributions to be designated by the Government (the owner) as contributions by owners (at the time of, or prior to, transfer) before such transfers can be recognised as equity contributions. Capital contributions (appropriations) are designated as contributions by owners per TI 955 'Contributions by Owners Made to Wholly Owned Public Sector Entities' and have been credited directly to Contributed Equity.

Transfer of net assets to/from other agencies are designated as contributions by/distributions to owners to where the transfers are non-discretionary and non-reciprocal. See note 33 'Equity'.

Repayable capital appropriations are recognised as liabilities.

(e) Income

Revenue recognition

Revenue is measured at the fair value of consideration received or receivable.

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 contributions.

Swan TAFE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2008

Sale of goods

Revenue is recognised from the sale of goods and disposal of other assets when the significant risks and rewards of ownership control transfer to the purchaser and can be measured reliably.

Rendering of services

Revenue is recognised on delivery of the service to the client or by reference to the stage of completion of the transaction.

Interest

Revenue is recognised as the interest accrues. (The effective interest method which is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset to the net carrying amount of the financial asset, is used where applicable).

Grants, donations, gifts and other non-reciprocal contributions

Revenue is recognised at fair value when the College obtains control over the assets comprising the contributions, usually when cash is received.

Other non-reciprocal contributions that are not contributions by owners 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.

Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the balance sheet date, the nature of, and amounts pertaining to, those undischarged conditions are disclosed in the notes.

State funds

The funds received from the Department of Education and Training in respect of the delivery of services forming part of the Delivery Performance Agreement are included in State funds, disclosed under 'Income from State Government'.

This revenue is recognised at nominal value in the period in which the College meets the terms of the Agreement.

See note 21 'Income from State Government'.

Gains

Gains may be realised or unrealised and are usually recognised on a net basis. These include gains arising on the disposal of non-current assets and some revaluations of non-current assets.

(f) Borrowing costs

Borrowing costs for qualifying assets are capitalised net of any investment income earned on the unexpended portion of the borrowings. A qualifying asset is an asset that necessarily takes a substantial period of time to get ready for its intended use or sale. Other borrowing costs are expensed when incurred.

(g) Property, plant and equipment

Capitalisation/Expensing of assets

Items of property, plant and equipment costing \$5,000 or more are recognised as assets and the cost of utilising assets is expensed (depreciated) over their useful lives. Items of property, plant and equipment costing less than \$5,000 are immediately expensed direct to the Income Statement (other than where they form part of a group of similar items which are significant in total).

Initial recognition and measurement

All items of property, plant and equipment and infrastructure are initially recognised at cost. For items of property, plant and equipment and infrastructure acquired at no cost or for nominal cost, the cost is their fair value at the date of acquisition.

Subsequent measurement

After recognition as an asset, the revaluation model is used for the measurement of land and buildings and the cost model for all other property, plant and equipment. Land and buildings are carried at fair value less accumulated depreciation on buildings and accumulated impairment losses. All other items of property, plant and equipment are stated at historical cost less accumulated depreciation and accumulated impairment losses.

Where market-based evidence is available, the fair value of land and buildings is determined on the basis of current market buying values determined by reference to recent market transactions. When buildings are revalued by reference to recent market transactions, the accumulated depreciation is eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount.

Where market-based evidence is not available, the fair value of land and buildings is determined on the basis of existing use. This normally applies where buildings are specialised or where land use is restricted. Fair value for existing use assets is determined by reference to the cost of replacing the remaining future economic benefits embodied in the asset, i.e. the depreciated replacement cost. Where the fair value of buildings is dependent on using the depreciated replacement cost, the gross carrying amount and the accumulated depreciation are restated proportionately.

Independent valuations of land and buildings are provided annually by the Western Australian Land Information Authority (Landgate) and recognised with sufficient regularity to ensure that the carrying amount does not differ materially from the asset's fair value at the balance sheet date.

The most significant assumptions in estimating fair value are made in assessing whether to apply the existing use basis to assets and in determining estimated useful life. Professional judgement by the valuer is required where the evidence does not provide a clear distinction between market type assets and existing use assets. Refer to note 28 'Property, plant and equipment' for further information on revaluations.

Depreciation

All non-current assets having a limited useful life are systematically depreciated over their estimated useful lives in a manner which reflects the consumption of their future economic benefits.

Land is not depreciated. Depreciation on other assets is based on the straight line method over its useful life, using rates which are reviewed annually. Estimated useful lives for each class of depreciable asset are:

	<u>2008</u>	<u>2007</u>
Buildings	20 to 40 years	20 to 40 years
Motor vehicles, caravans and trailers	1 to 33 years	3 to 20 years
Plant, furniture and general equipment	1 to 33 years	3 to 33 years
Computing, communications and software ⁽¹⁾	1 to 14 years	5 to 27 years

Swan TAFE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2008

Works of art controlled by the College are classified as property, plant and equipment which are anticipated to have very long and indefinite useful lives. Their service potential has not, in any material sense, been consumed during the reporting period and so no depreciation has been recognised.

(a) Software that is integral to the operation of related hardware.

(h) Intangible assets

Capitalisation/Expensing of assets

Acquisitions of intangible assets costing \$5,000 or more and internally generated intangible assets costing \$50,000 or more, are capitalised. The cost of utilising the assets is expensed (amortised) over their useful life. Costs incurred below these thresholds are recognised as an expense in the Income Statement.

All acquired and internally developed intangible assets are initially recognised at cost. For assets acquired at no cost or for nominal cost, the cost is their fair value at the date of acquisition.

The cost model is applied for subsequent measurement requiring the asset to be carried at cost less any accumulated amortisation and accumulated impairment losses. At the time of the reporting the College had no intangible assets.

(i) Impairment of assets

Property, plant and equipment, and intangible assets are tested for any indication of impairment at each balance sheet date. Where there is an indication of impairment, the recoverable amount is estimated. Where the recoverable amount is less than the carrying amount, the asset is considered impaired and is written down to the recoverable amount and an impairment loss is recognised. As the College is a not-for-profit entity, unless an asset has been identified as a surplus asset, the recoverable amount is the higher of an asset's fair value less costs to sell and depreciated replacement cost.

The risk of impairment is generally limited to circumstances where an asset's depreciation is materially understated, where the replacement cost is falling or where there is a significant change in useful life. Each relevant class of assets is reviewed annually to verify that the accumulated depreciation/amortisation reflects the level of consumption or expiration of assets' future economic benefits and to evaluate any impairment risk from falling replacement costs or a significant change in useful life.

Intangible assets not yet available for use are tested for impairment at each balance sheet date irrespective of whether there is any indication of impairment.

The recoverable amount of assets identified as surplus assets is the higher of fair value less costs to sell and the present value of future cash flows expected to be derived from the asset. Surplus assets carried at fair value have no risk of material impairment where fair value is determined by reference to market-based evidence. Where fair value is determined by reference to depreciated replacement cost, surplus assets are at risk of impairment and the recoverable amount is measured

See note 28 'Impairment of assets' for the outcome of impairment reviews and testing. See note 2(p) 'Receivables' and note 24 'Receivables' for impairment of receivables.

(j) Non-current assets (or disposal groups) classified as held for sale

Non-current assets (or disposal groups) held for sale are recognised at the lower of carrying amount and fair value less costs to sell and are presented separately from other assets in the Balance Sheet. Assets classified as held for sale are not depreciated or amortised.

(k) Leases

At the commencement of the lease term, finance lease rights and obligations are recognised as assets and liabilities equal in amount to the fair value of the leased item or, if lower, the present value of the minimum lease payments, each determined at the inception of the lease. The assets are disclosed as plant, equipment and vehicle under lease, are depreciated over the period during which the College is expected to benefit from their use. Minimum lease payments are apportioned between finance charge and reduction of the outstanding lease liability, according to the interest rate implicit in the lease.

The College has entered into finance lease arrangements for Multi Function Devices over four years.

(l) Financial instruments

The College has two categories of financial instruments:

Financial assets

- cash and cash equivalents (including restricted cash and cash equivalents)
- receivables

Financial liabilities

- payables
- borrowings - Grant and Advances (Sustainable Energy Development Office)
- finance leases

Initial recognition and measurement of financial instruments is at fair value. Usually the transaction cost or face value is equivalent to fair value and subsequent measurement is at amortised cost using the effective interest method.

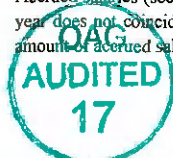
The fair value of short-term receivables and payables is the transaction cost or the face value because there is no interest rate applicable and subsequent measurement is not required as the effect of discounting is not material.

(m) Cash and cash equivalents

For the purpose of the Cash Flow Statement, cash and cash equivalents include restricted cash and cash equivalents. These are comprised of cash on hand and short-term deposits with original maturities of three months or less that are readily convertible to a known amount of cash and which are subject to insignificant risk of changes in value, and bank overdrafts.

(n) Accrued salaries

Accrued salaries (see note 29 'Payables') 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. Accrued salaries are settled within a fortnight of the financial year end. The College considers the carrying amount of accrued salaries to be equivalent to its net fair value.



Swan TAFE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2008

(o) Inventories

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

Inventories not held for resale are valued at cost unless they are no longer required, in which case they are valued at net realisable value. Cafeteria inventories held at the end of the year are of perishable nature and of immaterial value and therefore are not recognised in closing stock. See note 23 'Inventories'.

(p) Receivables

Receivables are recognised and carried at original invoice amount less an allowance for any uncollectible amounts (impairment). The collectability of receivables is reviewed on an ongoing basis and any receivables identified as uncollectible are written off against the allowance account. The allowance for uncollectible amounts (doubtful debts) is raised when there is objective evidence that the College will not be able to collect the debts. The carrying amount is equivalent to fair value as it is due for settlement within 90 days. See note 2(l) 'Financial instruments' and note 24 'Receivables'.

An allowance for impairment of receivables can only be raised if there is objective evidence of impairment.

(q) Payables

Payables are recognised at the amounts payable when the College becomes obliged to make future payments as a result of a purchase of assets or services. The carrying amount is equivalent to fair value, as they are generally settled within 30 days. See note 2(l) 'Financial instruments' and note 29 'Payables'.

(r) Borrowings

All loans payable are initially recognised at cost, being the fair value of the net proceeds received. Subsequent measurement is at amortised cost using the effective interest rate method. See note 2(l) 'Financial instruments' and note 30 'Borrowings'.

(s) Provisions

Provisions are liabilities of uncertain timing and/or amount and are recognised where there is a present legal, equitable or constructive obligation as a result of a past event and when the outflow of resources embodying economic benefits is probable and a reliable estimate can be made of the amount of the obligation. Provisions are reviewed at each balance sheet date. See note 31 'Provisions'.

(i) Provisions - employee benefits

Annual leave and long service leave

The liability for annual and long service leave expected to be settled within twelve months after the balance sheet date is recognised and measured at the undiscounted amounts expected to be paid when the liabilities are settled. Annual and long service leave expected to be settled more than twelve months after the balance sheet date is measured at the present value of amounts expected to be paid when the liabilities are settled. Leave liabilities are in respect of services provided by employees up to the balance sheet date.

Provisions are liabilities of uncertain timing and/or amount and are recognised where there is a present legal, equitable or constructive obligation as a result of a past event and when the outflow of resources embodying economic benefits is probable and a reliable estimate can be made of the amount of the obligation. Provisions are reviewed at each balance sheet date. See note 31 'Provisions'.

The expected future payments are discounted using market yields at the balance sheet date on national government bonds with terms to maturity that match, as closely as possible, the estimated future cash outflows.

All annual leave and unconditional long service leave provisions are classified as current liabilities as the College does not have an unconditional right to defer settlement of the liability for at least twelve months after the balance sheet date.

Deferred Leave

The provision for deferred leave relates to Public Service employees who have entered into an agreement to self-fund an additional twelve months leave in the fifth year of the agreement. The provision recognises the value of salary set aside for employees to be used in the fifth year. This liability is measured on the same basis as annual leave. Deferred leave is reported as a non-current provision until the fifth year.

Superannuation

Employees may contribute to the Pension Scheme, a defined benefit pension scheme now closed to new members or the Gold State Superannuation (GSS) Scheme, a defined benefit lump sum scheme also closed to new members. Both schemes are administered by the Government Employees Superannuation Scheme (GESB).

The College has no liabilities for superannuation charges under those schemes, as the liabilities for the unfunded Pension Scheme and the unfunded GSS Scheme transfer benefits due to members who transferred from the Pension Scheme, are assumed by the Treasurer. All other GSS Scheme obligations are funded by concurrent contributions made by the College to the GESB. The concurrently funded part of the GSS Scheme is a defined contribution scheme as these contributions extinguish all liabilities in respect of the concurrently funded GSS Scheme obligations.

Employees commencing employment prior to 16 April 2007 who were not members of either the Pension or the GSS Schemes became non-contributory members of the West State Superannuation (WSS) Scheme. Employees commencing employment on or after 16 April 2007 became members of the GESB Super (GESBS) Scheme. Both of these schemes are accumulation schemes. The College makes concurrent contributions to GESB on behalf of employees in compliance with the Commonwealth Government's Superannuation Guarantee (Administration) Act 1992. These contributions extinguish the liability for superannuation charges in respect of the WSS and GESBS Schemes.

The GESB makes all benefit payments in respect of the Pension Scheme and the GSS Scheme transfer benefits and is recouped by the Treasurer for the employer's share. See also note 2(t) 'Superannuation expense'.

(ii) Provisions - other

Employment on-costs

Employees may contribute to the Pension Scheme, a defined benefit pension scheme now closed to new members or the Gold State Superannuation (GSS) Scheme, a defined benefit lump sum scheme also closed to new members. Both schemes are administered by the Government Employees Superannuation Scheme (GESB).

(t) Superannuation expense

The following elements are included in calculating the superannuation expense in the Income Statement:



Swan TAFE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2008

(i) Defined benefit plans

Change in the unfunded employer's liability (i.e. current service cost and actuarial gains and losses) assumed by the Treasurer in respect of current employees who are members of the Pension Scheme and current employees who accrued a benefit on transfer from that Scheme to the GSS Scheme; and

(ii) Defined contribution plans

Employer contributions paid to the GSS (concurrent contributions), the West State Superannuation Scheme (WSS), and the GESB Super Scheme (GESBS).

Defined benefit plans - in order to reflect the true cost of services the movements (i.e. current service cost and actuarial gains and losses) in the liabilities in respect of the Pension Scheme and the GSS Scheme transfer benefits are recognised as expenses directly in the Income Statement. As these liabilities are assumed by the Treasurer (refer note 2(s)(i)), a revenue titled 'Liabilities assumed by the Treasurer' equivalent to the expense is recognised under 'Income from State Government' in the Income Statement (see note 21 'Income from State Government').

The superannuation expense does not include payment of pensions to retirees, as this does not constitute part of the cost of services provided by the College in the current year.

The GSS Scheme is a defined benefit scheme for the purposes of employees and whole-of-government reporting. However, apart from the transfer benefit, it is a defined contribution plan for agency purposes because the concurrent contributions (defined contributions) made by the College to GESB extinguish all of the College's obligations to the related superannuation liability.

(u) Resources received free of charge or for nominal cost

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

(v) Comparative figures

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

(w) Goods and services tax

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the taxation authority. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivable and payables are stated with the amount of GST included. The net amount of GST recoverable from, or payable to, the ATO is included as a current asset or liability in the balance sheet.

Cash flows are included in the statement of cash flows on a gross basis. The GST components of cash flows arising from investing and financing activities which are recoverable from, or payable to, the ATO are classified as operating cash flows.

3 Judgements made by management in applying accounting policies

The judgements that have been made in the process of applying accounting policies that have a significant effect on the amounts recognised in the financial statements include:

Operating Lease Commitments

The College has entered into a number of motor vehicle leases and has determined that the lessor retains all the significant risks and rewards of ownership of the property.

There were no other significant judgements made that would materially alter the current results of the College.

4 Key sources of estimation uncertainty

The key estimates and assumptions made concerning the future, and other key sources of estimation uncertainty as at the balance sheet date that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year include:

Student receivables under 60 days due are considered collectable and a provision is made for the full value of those which are greater.

General receivables from other government agencies are considered risk free (no allowance for doubtful debt) and all others are by individual assessment with an allowance to the full value if required.

Inventory stocks (bookshops) are ordered on a just in time basis to match current year teaching requirements. Obsolescence is considered less than 5% of annual trading purchases and therefore no provision is made.

College revalues its Land & Buildings every year during which time estimates of useful life are provided to give guidance on depreciation rates used in intervening years.

No provision has been made for sick leave as the college annual costs do not exceed the annual value of entitlements.



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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008

5 Disclosure of changes in accounting policy and estimates

Initial application of an Australian Accounting Standard

The College has not applied any new Australian Accounting Standards and Australian Accounting Interpretations effective for annual reporting periods beginning on or after 1 January 2008 as they have no financial impact on the college.

Voluntary changes in accounting policy

The College discontinued the revaluation of plant furniture & equipment, computers, communication network, major software, works of art and motor vehicles in 2008. The impact is considered not to be material for the current or future financial statements, with most assets routinely turned over. The assets will be shown at cost from 2008 onwards. It is impracticable to determine the amount of the adjustment on prior year comparatives.

Future impact of Australian Accounting Standards not yet operative

The College cannot early adopt an Australian Accounting Standard or Australian Accounting Interpretation unless specifically permitted by TI 1101 'Application of Australian Accounting Standards and Other Pronouncements'. Consequently, the College has not applied early the following Australian Accounting Standards and Australian Accounting Interpretations that have been issued and which may impact the college but are not yet effective. Where applicable, the college plans to apply these Standards and Interpretations from their application date:

1. AASB 101 'Presentation of Financial Statements'. This Standard has been revised and will change the structure of the financial statements. These changes will require that owner changes in equity are presented separately from non-owner changes in equity. The College does not expect any financial impact when the Standard is first applied. The Standard is required to be applied to annual reporting periods beginning on or after 1 January 2009.

2. Review of AAS 27 'Financial Reporting by Local Governments', 29 'Financial Reporting by Government Departments' and 31 'Financial Reporting by Governments'. The AASB has made the following pronouncements from its short term review of AAS 27, AAS 29 and AAS 31:

AASB 1004 'Contributions' (December 2007). Required to be applied to annual reporting periods beginning on or after 1 July 2008.

AASB 1050 'Administered Items' (December 2007). Required to be applied to annual reporting periods beginning on or after 1 July 2008.

AASB 1051 'Land Under Roads' (December 2007). Required to be applied to annual reporting periods beginning on or after 1 July 2008.

AASB 1052 'Disaggregated Disclosures' (December 2007). Required to be applied to annual reporting periods beginning on or after 1 July 2008.

AASB 2007-9 'Amendments to Australian Accounting Standards arising from the review of AASs 27, 29 and 31 [AASB 3, AASB 5, AASB 8, AASB 101, AASB 114, AASB 116, AASB 127 & AASB 137] (December 2007). Required to be applied to annual reporting periods beginning on or after 1 July 2008.

Interpretation 1038 'Contributions by Owners Made to Wholly-Owned Public Sector Entities (revised) (December 2007) Required to be applied to annual reporting periods beginning on or after 1 July 2008.

The existing requirements in AAS 27, AAS 29 and AAS 31 have been transferred to the above new and existing topic-based standards and interpretations. These requirements remain substantively unchanged. AASB 1050, AASB 1051, and AASB 1052 do not apply to Statutory Authorities. The other Standards and Interpretations make some modifications to disclosures and provide additional guidance (for example, Australian Guidance to AASB 116 'Property, Plant and Equipment' in relation to heritage and cultural assets has been introduced), otherwise, there will be no financial impact.

Changes in accounting estimates

No changes have occurred in accounting estimates.

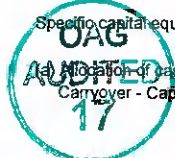


Swan TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008

	2008	2007
	\$	\$
7 Employee benefits expense		
Wages and salaries (a)	55,810,249	53,116,540
Superannuation - defined contribution plans (b)	4,186,057	3,878,270
Superannuation - defined benefit plans (c)(d)	1,335,089	1,476,089
Long service leave (e)	2,883,810	615,869
Annual leave (e)	4,912,391	4,302,322
Other	394,987	355,183
	<u>69,522,584</u>	<u>63,744,274</u>
(a) Includes the value of the fringe benefit to the employee plus the fringe benefit tax component.		
(b) Defined contribution plans include West State, and Gold State and GESB Super Scheme (contributions paid).		
(c) Defined benefit plans include the Pension and the Gold State Scheme (pre-transfer benefit).		
(d) An equivalent notional income is also recognised (see note 22 'Income from State Government'). Commencing in 2008, the reporting of notional superannuation expense and equivalent notional income has been discontinued.		
(e) Includes a superannuation contribution component.		
Employment on-costs such as workers' compensation insurance are included at note 13 'Other expenses'. The employment on-costs liability is included at note 33 'Provisions'.		
8 Supplies and services		
Consumables and minor equipment	6,246,111	4,501,468
Communication expenses	809,716	733,333
Utilities expenses	1,682,891	1,587,868
Consultancies and contracted services	7,286,431	6,880,301
Minor works	2,986,718	2,280,202
Repairs and maintenance	451,601	393,650
Operating lease and hire charges	451,706	377,532
Travel and passenger transport	389,345	308,610
Advertising and public relations	569,246	485,636
Supplies and services - other	861,705	811,605
	<u>21,735,470</u>	<u>18,360,204</u>
9 Depreciation		
Buildings	3,570,619	3,362,051
Motor vehicles, caravans and trailers	124,949	214,858
Plant, furniture and general equipment	888,899	974,015
Computers and communication network	151,346	263,077
Total depreciation	<u>4,735,813</u>	<u>4,814,001</u>
10 Finance costs		
Finance lease finance charges	<u>25,811</u>	<u>35,300</u>
11 Grants and subsidies		
Payments to non-TAFE providers for VET service delivery	16,224	4,375
Apprentices and trainees (travel, accommodation and other off-the-job assistance)	597,823	1,111,274
Other	4,000	15,000
Total	<u>618,048</u>	<u>1,130,649</u>
12 Capital user charge		
Capital user charge expense		<u>4,446,331</u>
The charge was a levy applied by Government for the use of its capital. The final charge was levied in 2006-07		
13 Other expenses		
Building maintenance	1,249,474	1,264,258
Doubtful debts expense	647,014	400,848
Employment on-costs (a)	4,328,904	3,970,285
Donations	14,209	22,456
Student prizes and awards	12,757	12,317
Losses and write-offs	43,090	61,117
Other (b)	811,931	718,750
	<u>7,107,380</u>	<u>6,460,030</u>
(a) Includes workers' compensation insurance and other employment on-costs. The on-costs liability associated with the recognition of annual and long service leave liability is included at note 31 'Provisions'. Superannuation contributions accrued as part of the provision for leave are employee benefits and are not included in employment on-costs.		
(b) Includes - students and staff activities, refund of revenue received prior years and impairment losses.		
14 Fee for service		
Fee for service - general	2,450,180	2,378,010
Fee for service - Department of Education and Training	202,990	124,340
Fee for service - Government (other than Department of Education and Training)	823,881	299,254
Adult community education fees	625,842	550,762
International division fees	4,071,107	2,881,675
Fee for service - other	571,598	574,517
	<u>8,745,597</u>	<u>6,808,559</u>
15 Student fees and charges		
Tuition fees	7,135,178	5,856,928
Enrolment fees	-	738,852
Resource fees	2,556,808	2,142,053
Other college fees	280,843	24,860
	<u>9,972,829</u>	<u>8,762,693</u>

Swan TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008

	2008	2007
	\$	\$
16 Ancillary trading		
Live works (not a trading activity)	842,595	684,445
Contracting and consulting	-	55,157
Other ancillary revenue	366,138	352,646
	<u>1,208,733</u>	<u>1,092,249</u>
17 Trading profit/(loss)		
(a) Bookshop:		
Sales	1,849,837	1,801,167
Cost of sales:		
Opening inventory	(498,935)	(421,756)
Purchases	<u>(1,348,272)</u>	<u>(1,324,748)</u>
	(1,847,207)	(1,746,504)
Closing inventory	499,734	498,935
Cost of goods sold	<u>(1,347,473)</u>	<u>(1,247,568)</u>
Trading profit/(loss) - Bookshop	<u>502,364</u>	<u>553,599</u>
(b) Cafeteria (non-training related)		
Sales	670,266	656,703
Cost of sales:		
Purchases	<u>(394,320)</u>	<u>(376,304)</u>
	(394,320)	(376,304)
Trading profit/(loss) - Cafeteria	<u>275,945</u>	<u>280,398</u>
Total Trading profit/(loss)	<u>778,309</u>	<u>833,997</u>
See note 2(o) 'Inventories' and note 24 'Inventories'.		
18 Interest revenue		
Interest revenue	<u>953,119</u>	<u>259,104</u>
Interest from Commonwealth Bank trading account, short term deposits and deposits with the WA Treasury Corporation.		
19 Other revenue		
Rental and facilities fees	667,220	451,209
Other direct grants and subsidy revenue	20,190	-
Copyright and royalties revenue	32,740	33,930
Sponsorship and donations revenue	1,784	9,700
Miscellaneous revenue	<u>855,513</u>	<u>623,420</u>
	<u>1,577,447</u>	<u>1,118,259</u>
20 Net gain/(loss) on disposal of non-current assets		
Costs of disposal of non-current assets		
Land		
Buildings		
Motor vehicles, caravans and trailers	(246,526)	(200,871)
Plant, furniture and general equipment	(47,140)	(37,485)
Computers and communication network	<u>(6,412)</u>	<u>(1,447)</u>
Total cost of disposal of non-current assets	<u>(300,078)</u>	<u>(239,803)</u>
Proceeds from disposal of non-current assets		
Motor vehicles, caravans and trailers	275,769	212,863
Plant, furniture and general equipment	2,339	44,713
Computers and communication network	<u>7,626</u>	<u>1,074</u>
Total proceeds from disposal of non-current assets	<u>285,735</u>	<u>258,650</u>
Net gain/(loss)	<u>(14,343)</u>	<u>18,847</u>
21 Income from State Government		
State funds (received from Department of Education and Training):		
Delivery and Performance Agreement (DPA)	68,832,487	63,557,414
Superannuation	5,521,146	5,353,253
Other recurrent funds	5,670,201	8,871,590
Capital user charge funding	-	4,446,331
Capital works transferred	<u>221,931</u>	<u>-</u>
Total State funds	<u>80,245,766</u>	<u>82,228,588</u>
Resources received free of charge determined on the basis of the following estimates provided by agencies (a):		
Department of Education and Training		
- Corporate systems support	932,583	1,249,523
- Marketing and publications	<u>178,546</u>	<u>51,717</u>
- Human resources, and industrial relations support	169,201	221,298
- Other	<u>233,594</u>	<u>5,321</u>
	<u>1,513,925</u>	<u>1,527,859</u>
Total income from State Government	<u>81,759,691</u>	<u>83,756,447</u>
(a) Where assets or services have been received free of charge or for nominal cost, the Authority recognises revenues equivalent to the fair value of the assets and/or the fair value of those services that can be reliably measured and which would have been purchased if they were not donated, and those fair values shall be recognised as assets or expenses, as applicable. Where the contribution of assets or services are in the nature of contributions by owners, the Authority makes an adjustment direct to equity.		
22 Restricted cash and cash equivalents		
Specific capital equipment and minor works and future employee commitments (a)	<u>7,600,210</u>	<u>6,488,092</u>
(a) Allocation of cash for future commitment of 27th Pay \$866K		
Carryover - Capital Works/ Grants received from DET \$6.735M		



Swan TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008

	2008	2007
	\$	\$
23 Inventories		
<u>Inventories held for resale:</u>		
Bookshop (at cost)	499,734	498,935
See also note 2(o) 'Inventories' and note 17 'Trading profit/(loss)'.		
24 Receivables		
<u>Current</u>		
Receivables - trade	1,433,625	1,761,744
Receivables - students	1,412,539	1,047,261
Receivables - other	212	96
Allowance for impairment of receivables	(1,344,171)	(999,518)
Accrued income	957,818	1,041,496
GST receivable	221,866	150,922
Total current	2,681,890	3,002,002
<u>Reconciliation of changes in the allowance for impairment of receivables:</u>		
Balance at start of year	(999,518)	(871,208)
Doubtful debts expense recognised in the Income Statement	(647,014)	(400,848)
Amount written off during the year	302,361	272,538
Balance at end of year	(1,344,171)	(999,518)
<u>Credit Risk</u>		
Ageing of receivables past due but not impaired based on the information provided to senior management, as at the balance sheet date:		
Not more than 3 months	602,303	690,307
More than 3 months but less than 6 months	622,810	648,220
More than 6 months but less than 1 year	534,665	353,390
More than 1 year	319,247	232,347
	2,079,025	1,924,264
<u>Receivables individually determined as impaired as at the balance sheet date:</u>		
Carrying amount, before deducting any impairment loss	1,344,171	999,518
Impairment loss	(1,344,171)	(999,518)
See also note 2(p) 'Receivables' and note 42 'Financial instruments'.		
25 Other assets		
<u>Current</u>		
Prepayments	812,045	429,559
26 Non-current assets classified as held for sale		
<u>Opening balance</u>		
Motor vehicles, caravans and trailers	58,907	-
Plant, furniture and general equipment	54,600	-
Less write down from cost to fair value less selling costs	(60,678)	-
	52,829	-
<u>Assets reclassified as held for sale</u>		
Motor vehicles, caravans and trailers	28,649	58,907
Plant, furniture and general equipment	-	54,600
Less write down from cost to fair value less selling costs (a)	-	(60,678)
	28,649	52,829
<u>Total assets reclassified as held for sale</u>		
Motor vehicles, caravans and trailers	87,556	58,907
Plant, furniture and general equipment	54,600	54,600
Less write down from cost to fair value less selling costs	(60,678)	(60,678)
	81,478	52,829
<u>Less assets sold (b)</u>		
Motor vehicles, caravans and trailers	58,907	-
Plant, furniture and general equipment	54,600	-
Less write down from cost to fair value less selling costs	(60,678)	-
	52,829	-
<u>Closing balance</u>		
Motor vehicles, caravans and trailers	28,649	58,907
Plant, furniture and general equipment	-	54,600
Less write down from cost to fair value less selling costs	-	(60,678)
	28,649	52,829

(a) Disclosed as 'Other expenses' (see note 13).

Swan TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008

	2008	2007
	\$	\$
27 Property, plant and equipment		
<u>Land</u>		
At fair value (a)	54,230,000	51,335,000
Accumulated impairment losses		
	54,230,000	51,335,000
<u>Buildings</u>		
At fair value (a)	149,054,979	142,171,463
Accumulated depreciation	(104,079)	(390,340)
	148,950,900	141,781,123
<u>Buildings under construction</u>		
Construction costs	599,596	7,977
	599,596	7,977
<u>Motor vehicles, caravans and trailers</u>		
At cost	1,171,033	-
Accumulated depreciation	(538,378)	-
	632,654	-
At fair value	-	1,334,328
Accumulated depreciation	-	(603,953)
	-	730,375
<u>Plant, furniture and general equipment</u>		
At cost	6,362,070	-
Accumulated depreciation	(1,077,752)	-
	5,284,318	-
At fair value	-	5,658,508
Accumulated depreciation	-	(451,200)
	-	5,207,308
<u>Leased plant, furniture and general equipment</u>		
Accumulated depreciation	808,755	808,755
	(570,005)	(367,817)
	238,750	440,938
<u>Computer equipment, communication network</u>		
At cost	1,881,791	-
Accumulated depreciation	(1,592,162)	-
	289,629	-
At fair value	-	1,916,716
Accumulated depreciation	-	(1,610,685)
	-	306,031
<u>Works of art</u>		
At cost	18,000	-
At fair value	-	18,000
	18,000	18,000
	210,243,847	199,826,751

(a) Freehold land and buildings were revalued as at December 2008 by the Western Australian Land Information Authority (Landgate). The valuations were performed during the year ended December 2008 and recognised at December 2008. The fair value of all land and buildings was determined by reference to market values. See note 2(g) 'Property, plant and equipment'

Swan TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008

2008 2007

\$ \$

Reconciliations of the carrying amounts of property, plant and equipment at the beginning and end of the reporting period are set out below.

2008	Land	Buildings	Buildings under construction	Motor vehicles, caravans and trailers	Plant, furniture and general equipment	Computer equipment, communication network	Works of art	Total
Carrying amount at start of year	51,335,000	141,781,123	7,977	730,374	5,648,246	306,031	18,000	199,826,751
Additions	-	132,770	591,620	194,208	864,363	143,220	-	1,926,181
Transfers	-	-	-	73,937	(45,500)	-	-	28,437
Disposals	-	-	-	(434,654)	(115,301)	(178,108)	-	(728,063)
Depreciation write back on disposal	-	-	-	193,738	60,159	169,832	-	423,729
Revaluation increments	2,895,000	10,607,625	-	-	-	-	-	13,502,625
Depreciation expense	-	(3,570,619)	-	(124,949)	(888,899)	(151,346)	-	(4,735,813)
Carrying amount at end of year	54,230,000	149,350,900	599,597	328,552	5,523,068	289,629	18,000	210,243,847

2007	Land	Buildings	Equipment under construction	Motor vehicles, caravans and trailers	Plant, furniture and general equipment	Computer equipment, communication network	Works of art	Total
Carrying amount at start of year	32,750,000	132,409,821	394,483	1,168,193	6,794,618	2,254,784	20,500	175,792,400
Additions	-	1,326,844	7,977	74,442	750,766	25,520	-	2,185,548
Transfer of Assets	-	-	(394,483)	(58,907)	(54,600)	-	-	(507,990)
Disposals	-	-	-	(450,857)	(76,500)	(12,998)	-	(540,355)
Depreciation write back on disposal	-	-	-	249,985	39,561	12,865	-	302,411
Revaluation increments	18,585,000	11,468,472	-	-	1,168,851	-	-	31,222,323
Depreciation expense	-	(3,362,051)	-	(214,858)	(974,014)	(263,078)	-	(4,814,001)
De-recognition of assets- Change in	-	(144,357)	-	(86,230)	(3,784,882)	(3,782,258)	(2,500)	(7,800,227)
De-recognition of assets- Change in Accounting Policy - Depreciation write up	-	82,394	-	48,606	1,784,447	2,071,195	-	3,986,642
Carrying amount at end of year	51,335,000	141,781,123	7,977	730,374	5,648,246	306,031	18,000	199,826,751

28 Impairment of assets

There were no indications of impairment of property plant, equipment and intangibles as at 31 December 2008.

2007 :Property, plant, motor vehicles and equipment are tested for impairment when there is an indication of the recoverable amount is less than the carrying amount. The asset is written down to the recoverable amount and the impairment loss is recognised as an expense.

Plant & Equipment

Written down value

Recoverable

Impairment

-	54,600
-	54,600

Motor Vehicles

Written down value

Recoverable

Impairment

28,649	58,907
28,649	52,829
-	6,078

29 Payables

Current

Trade payables

GST payable

Accrued expenses

Accrued salaries and related costs

Total current

71,283	55,264
42,219	90,090
912,904	905,144
1,346,897	614,143
2,373,303	1,664,641

See also note 2(q) 'Payables' and note 37 'Financial Instruments'.

30 Borrowings

Current

Bank overdraft

Borrowings from WA Treasury Corporation

Finance lease liabilities (secured) (a)

Other (provide details)

Total current

216,417	204,637
216,417	204,637

Non-current

Borrowings from WA Treasury Corporation

Finance lease liabilities (secured) (a)

Total non-current

-	231,311
-	231,311

(a) Lease liabilities are effectively secured as the rights to the leased assets revert to the lessor in the event of default.

Assets pledged as security

The carrying amounts of non-current assets pledged as security are:

Leased plant, furniture and general equipment

238,750	440,938
238,750	440,938

Swan TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008

	2008	2007
	\$	\$
31 Provisions		
<u>Current</u>		
Employee benefits provision		
Annual leave (a)	1,785,944	1,293,003
Long service leave (b)	4,010,783	3,524,361
	<u>5,796,727</u>	<u>4,817,364</u>
Other provisions		
Employment on-costs (c)	1,008,834	756,360
Total current	<u>6,805,561</u>	<u>5,573,724</u>
<u>Non-current</u>		
Employee benefits provision		
Long service leave (b)	3,791,800	3,041,287
Salary deferment	171,570	131,649
	<u>3,963,370</u>	<u>3,172,936</u>
Other provisions		
Employment on-costs (c)	481,558	386,244
Total non-current	<u>4,444,928</u>	<u>3,559,180</u>
 (a) Annual leave liabilities have been classified as current as there is no unconditional right to defer settlement for at least 12 months after balance sheet date. Assessments indicate that actual settlement of the liabilities will occur as follows:		
Within 12 months of balance sheet date	1,327,266	910,661
More than 12 months after balance sheet date	458,677	382,342
	<u>1,785,943</u>	<u>1,293,003</u>
 (b) Long service leave liabilities have been classified as current where there is no unconditional right to defer settlement for at least 12 months after balance sheet date. Assessments indicate that actual settlement of the liabilities will occur as follows:		
Within 12 months of balance sheet date	2,285,461	3,524,361
More than 12 months of balance sheet date	5,517,121	3,041,287
	<u>7,802,582</u>	<u>6,565,648</u>
 (c) The settlement of annual and long service leave liabilities gives rise to the payment of employment on-costs including workers' compensation insurance. The provision is the present value of expected future payments. The associated expense, apart from the unwinding of the discount (finance cost), is disclosed in note 13 'Other expenses'.		
<u>Movements in other provisions</u>		
Movements in each class of provisions during the financial year, other than employee benefits, are set out below:		
<u>Employment on-cost provision</u>		
Carrying amount at start of year	1,142,604	720,915
Additional provisions recognised	347,788	421,689
Carrying amount at end of year	<u>1,490,392</u>	<u>1,142,604</u>
32 Other liabilities		
<u>Current</u>		
Income received in advance (a)	700,048	766,400
Grants and advances	1,009,430	507,729
Grants and advances - (Sustainable Energy Development Office (SEDO))	23,222	23,222
Money/deposits held in trust	95,810	115,709
Total current liabilities	<u>1,828,510</u>	<u>1,413,060</u>
<u>Non-current</u>		
Other (Sustainable Energy Development Office (SEDO))	58,737	75,128
Total non-current liabilities	<u>58,737</u>	<u>75,128</u>
(a) Income received in advance comprises:		
Fee for service	108,249	192,358
Student fees and charges	270,639	255,871
Other	321,160	318,171
	<u>700,048</u>	<u>766,400</u>
33 Equity		
Equity represents the residual interest in the net assets of the College. The Government holds the equity interest in the net assets of the College. The Government holds the equity interest in the College on behalf of the community.		
The asset revaluation reserve represents that portion of equity resulting from the revaluation of non-current assets.		
<u>Contributed equity</u>		
Balance at start of year	60,066,003	58,747,439
Contributions by owners		
Capital contribution (a)	-	1,318,564
Total contributions by owners	<u>-</u>	<u>1,318,564</u>
Balance at end of year	<u>60,066,003</u>	<u>60,066,003</u>

Swan TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008

	2008	2007
	\$	\$
(a) Capital Contributions (appropriations) and non-discretionary (non-reciprocal) transfers of net assets from other State Government agencies have been designated as contributions by owners in Treasurer's Instruction TI 955 Contribution by Owners Made to Wholly Owned Public Sector Entities' and are credited directly to equity.		
<u>Reserves</u>		
Asset revaluation reserve		
Balance at start of year	128,596,393	97,374,070
<u>Net revaluation increments/(decrements)</u>		
Land	2,895,000	18,585,000
Buildings	10,607,625	11,468,472
Motor Vehicles	-	1,188,851
Balance at end of year	142,099,019	128,596,393
<u>Accumulated surplus/(deficit)</u>		
Balance at start of year	10,368,145	10,366,548
Result for the period	1,236,277	3,669,366
Change in accounting policy	-	(3,667,770)
Balance at end of year	11,604,422	10,368,145
34 Notes to the Cash Flow Statement		
<u>Reconciliation of cash</u>		
Cash at the end of the financial year, as shown in the Cash Flow Statement is reconciled to the related items in the Balance Sheet as follows:		
Cash on hand	27,698	29,547
Cash advances	2,090	9,001
Cash at bank	5,135,311	1,499,417
Short term deposits	2,465,426	100,000
	7,630,525	1,637,965
Restricted cash and cash equivalents (refer to note 22 'Restricted cash and cash equivalents')	7,600,210	6,304,182
	15,230,734	7,942,147
<u>Reconciliation of net cost of services to net cash flows provided by/(used in) operating activities</u>		
Net cost of services	(80,523,413)	(80,087,081)
Non-cash items:		
Depreciation expense	4,735,813	4,814,001
Doubtful debts expense	647,014	400,848
Superannuation expense	5,521,146	-
Resources received free of charge	1,513,925	1,527,859
Net (gain)/loss on sale of property, plant and equipment	14,343	(18,847)
Written down of non-current assets classified as held for sale	-	60,678
Losses and write offs	42,799	-
<u>(Increase)/decrease in assets:</u>		
Current receivables (c)	44,233	(61,783)
Current inventories	(799)	(77,179)
Other current assets	(382,486)	-
<u>Increase/(decrease) in liabilities</u>		
Current payables (c)	16,019	(5,648,104)
Current provisions	1,340,781	(637,369)
Other current liabilities	-	(89,830)
Non-current provisions	885,748	(766,157)
Net GST receipts/(payments) (a)	(118,814)	(1,466,151)
Change in GST in receivables/payables (b)	49	1,551,148
Net cash provided by/(used in) operating activities	(66,263,642)	(80,497,967)
(a) This is the net GST paid/received, i.e. cash transactions		
(b) This reverses out the GST in receivables and payables		
(c) Note that the Australian Taxation Office (ATO) receivable/payable in respect of GST and the receivable/payable in respect of the sale/purchase of non-current assets are not included as they are not reconciling items.		
35 Commitments		
<u>Finance lease commitments</u>		
Minimum lease payment commitments in relation to finance leases are payable as follows:		
Within 1 year	216,417	225,140
Later than 1 year and not later than 5 years	-	262,663
Minimum lease payments	216,417	487,803
Less future finance charges	-	51,855
Present value of finance lease liabilities	216,417	435,948
Included in the financial statements as:		
Current (note 30)	216,417	204,637
Non-current (note 30)	-	231,311
	216,417	435,948
<u>Non-cancellable operating lease commitments</u>		
Commitments for minimum lease payments are payable as follows:		
Within 1 year	220,583	113,723
Later than 1 year and not later than 5 years	263,810	214,816
	484,393	328,539
These commitments are all inclusive of GST.		



Swan TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008

	2008	2007
	\$	\$
36 Explanatory Statement		
Significant variations between estimates and actual results for income and expense are shown below. Significant variations are considered to be those greater than 10% or \$250,000.		
Significant variations between estimated and actual results for 2008		
Expenses	2008 Estimate \$	2008 Actual \$ Variation \$
Employee Expenses	66,867,444	69,522,584 2,655,139
End of year adjustment to Leave Accruals \$2,208,878 was higher than expected. Adjustment to Superannuation was also higher than expected by \$521,146.		
Supplies & Services	20,564,928	21,735,470 1,170,542
Increase in Communications Expense \$212,229, Contracted Services \$803,212, Repairs & Maintenance \$113,877 and Advertising \$229,546 off-set by savings in General Consumables of \$394,711.		
Grants & Subsidies	500,000	618,048 118,048
A significant increase in trade enrolments during 2008 resulted in higher than predicted Apprentice Travel Claims.		
Profit/Loss Disposal Non Current Assets	54,953	(14,343) 69,296
In 2008, the College commenced procurement of plant and equipment funded from special capital grants from the Department of Education and Training. Included here is \$46,564 representing the written down value of equipment replaced. This amount was not included in the original budget estimate.		
Other Expense -Ordinary	5,407,882	7,107,380 1,699,498
Doubtful Debts were higher than anticipated by \$547,014. Payroll Tax was over by \$239,630 in line with increased Employee Costs due to delivery of additional student contact hours in 2008. Miscellaneous Expenditure was higher than anticipated by \$176,886.		
Income		
Fee For Service	9,493,312	8,745,597 (747,715)
Fee for Service revenue from International Students, Commonwealth Grants, ACE Fees and State Government was up by \$1,915,516.		
This was off-set by Fee for Service General down \$1,514,804, Higher Education down \$229,060 and International Study Tours and Offshore revenue down by \$1,122,356.		
Student Fees & Charges	7,799,846	9,972,829 2,172,983
Revenue collected for Tuition Fees was \$1,442,727 higher than budget, Resource Fees were \$477,156 higher than budget and unbudgeted College Discretionary Fees of \$270,900 were collected.		
Interest Revenue	336,000	953,119 617,119
Cash reserves were higher than expected due to delays in expenditure of special capital grants.		
Other Revenue -Ordinary	594,052	1,577,447 983,395
An unbudgeted Riskcover adjustment amount of \$372,500 was posted in 2008. Revenue relating to the prior year was posted totaling \$177,025. General Revenue was \$145,617 higher than budget.		
State Funds	74,150,658	80,245,766 6,095,107
Delivery funding increased due to additional SCH received in 2008 \$4,109,201. Other grant monies received from the Department of Education & Training was \$1,242,830 more than budgeted. Superannuation Revenue was \$521,146 higher than budget and in line with increased expenditure.		
RRCF	1,900,000	1,513,925 (386,075)
Decrease in general corporate support by the Education Department to the College.		

Swan TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008

	2008	2007
	\$	\$
Significant variations between actual results for 2008 and 2007		
	2008 Actual \$	2007 Actual \$ Variation \$
Expenses		
Employee Expenses	69,522,584	63,744,274 5,778,310
Increase in salary expenditure \$2,993,927 due to increased delivery (324,177SCH) as well as Lecturing wage increase 6% and Non-Lecturing 4%. Increase of Accrued Leave Entitlements of \$2,878,010.		
Supplies & Services	21,735,470	18,360,204 3,375,266
Increase in expenditure on Consumables Student Materials \$1,382,360 and General Consumables \$234,469 in line with increased enrolments 324,177SCH in 2008. Purchase of computer equipment from the Technology Infrastructure Fund \$631,644 in 2008. Increase in services provided free of charge by Department of Education & Training \$207,957 in 2008.		
Grants & Subsidies	618,048	1,130,649 (512,601)
From July 2007, apprentice claims for Living Away From Home Allowance and Motor Vehicle Travel Claims were forwarded to Education Shared Services and no longer processed through the College GL.		
Profit/Loss Disposal NCAs	14,343	(18,847) 33,190
In 2008, the College commenced procurement of plant and equipment funded from special capital grants from the Department of Education and Training. Included here is \$46,564 representing the written down value of equipment replaced.		
Capital User Charge Expense		4,446,331 (4,446,331)
The Capital User Charge process was ended half way through 2007.		
Other Expense -Ordinary	7,107,380	6,450,030 657,350
Doubtful Debts were higher by \$246,166. Payroll Tax was over by \$337,856 in line with increased Employee Costs due to delivery of additional student contact hours in 2008.		
Income		
Fee For Service	8,745,597	6,808,559 1,937,039
Overseas student revenue was up by \$1,189,431, Other Commonwealth Grant revenue was up by \$366,908 and revenue from State Government was up by \$157,720.		
Student Fees & Charges	9,972,829	8,762,693 1,210,135
Increased enrolments in 2008 resulted in an additional \$543,523 Tuition Fees collected and \$414,754 Resource Fees collected. A new College Discretionary Fee was introduced in 2008 and \$270,900 was collected.		
Ancillary Trading	1,208,733	1,092,249 116,484
Live work revenue increased by \$158,150 in 2008.		
Interest Revenue	953,119	259,104 694,014
Cash reserves held in 2008 were significantly higher than 2007 due to unexpended special capital grants.		
Other Revenue -Ordinary	1,577,447	1,118,259 459,188
A Riskcover adjustment amount of \$372,500 was posted in 2008.		
State Funds	80,245,766	82,228,588 (1,982,822)
Delivery funding is up \$5,275,073 as a consequence of CPI and wage rises. Non DPA grants decreased by \$3,033,496 due to one-off special capital grants funding received in 2007. Capital User Charge funding decreased by \$4,446,331 due to the closure of the CUC system half way through 2007.		

37 Financial Instruments

(a) Financial risk management objectives and policies

Approximately 70% of the college funding is under an agreement with the state government for delivery of training with an additional 42% of other revenue from students associated with this delivery. The college therefore has a high dependence on government for the continued delivery of training services. The level of service provided to government is negotiated annually with modification for growth or reduction to areas forming part of the overall strategic plan of the college.

Credit risk

The College predominately trades directly with students as its primary source of income (sales), after excluding its delivery and performance agreement with government. In the interest of a community service students are not assessed at enrolment as to their credit risk to the College.

Receivables are unsecured requiring prompt follow up with reminder letters to minimise credit risk and subsequent referral to a debt collection agency.

Liquidity risk

The College has appropriate procedures to manage cash flows including drawdowns of appropriations by monitoring forecast cash flows to ensure that sufficient funds are available to meet its commitments.

Interest rate risk

Investment of cash and cash equivalents are held in accordance with Treasury approval to operate bank accounts (predominantly AAA rated). Maximum benefit is achieved through investing in the short term money market facilities offered through the college bank, plus acceptable interest rates on the colleges trading account.

The College's exposure to market risk for changes in interest rates relates primarily to the long-term debt obligations in the form of a finance lease.



Swan TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008

2008 2007

\$ \$

(b) Categories of financial instruments

In addition to cash and bank overdraft, the carrying amounts of each of the following categories of financial assets and financial liabilities at the balance sheet date are as follows:

	2008 \$'000	2007 \$'000
Financial Assets		
Cash and cash equivalent	7,630,525	1,637,965
Restricted cash and cash equivalent	7,600,210	6,304,182
Receivables (a)	2,651,165	2,965,348
Other Current assets	842,770	466,212
Financial Liabilities		
Payables	2,373,303	1,664,641
Finance lease liabilities	216,417	204,637

(a) The amount of loans and receivables excludes GST recoverable from the ATO (statutory receivable).

(c) Financial instrument disclosures

Credit risk, liquidity risk and interest rate risk exposures

The following table details the College's maximum exposure to credit risk, and the exposure to liquidity risk and interest rate risk as at the reporting date, based on information provided to senior management of the College. The contractual maturity amounts in the table are representative of the undiscounted amounts as at the balance sheet date. An adjustment for discounting has been made where material.

The College does not hold any collateral as security or other credit enhancements relating to the financial assets it holds.

The College does not hold any financial assets that had to have their terms renegotiated that would have otherwise resulted in them being past due or impaired.

	Weighted Average Effective Interest Rate %	Variable Interest Rate \$(000)	Contractual maturity dates Within 1 year \$(000)	Non-Interest Bearing \$(000)	4-5 Years \$(000)	Total \$(000)
2008						
Financial Assets						
Cash and cash equivalent	1.19%	5,166	2,465	-	-	7,631
Restricted cash and cash equivalent	6.47%	7,600	-	-	-	7,600
Receivables		-	-	2,651	-	2,651
		12,766	2,465	2,651	-	17,882
Financial Liabilities						
Payables		-	-	2,373	-	2,373
Other borrowings		-	-	-	59	59
Finance lease liabilities	5.61%	216	-	-	-	216
		216	-	2,373	59	2,648
2007						
Financial Assets						
Cash and cash equivalent	6.75%	1,538	100	-	-	1,638
Restricted cash and cash equivalent	6.75%	6,304	-	-	-	6,304
Receivables		-	-	2,390	-	2,390
		7,842	100	2,390	-	10,332
Financial Liabilities						
Payables		-	-	145	-	145
Finance lease liabilities	5.61%	205	-	-	-	205
		205.00	-	145	-	350

Interest rate sensitivity analysis

The following table represents a summary of the interest rate sensitivity of the College's financial assets and liabilities at the balance sheet date on the surplus for the period and equity for a 1% change in interest rates. It is assumed that the change in interest rates is held constant throughout the reporting period.

The Authority should take into account past performance, future expectations, economic forecasts, and management's knowledge and experience of the financial markets to determine the movements that are reasonably possible over the next 12 months.

	Carrying \$	- 1% change Profit \$	Equity \$	+1% change Profit \$	Equity \$
2008					
Financial Assets					
Restricted cash and cash equivalent	15,230,735	(152,307)	(152,307)	152,307	152,307
Financial Liabilities					
Bank overdraft					
WATC/bank borrowings					

Swan TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008

		2008	2007
		\$	\$
2007	Carrying \$	- 1% change Profit \$	+1% change Profit \$
Financial Assets			
Restricted cash and cash equivalent	7,942,147	(79,421)	(79,421)
Financial Liabilities			
Bank overdraft			
WATC/bank borrowings			

Fair values

All financial assets and liabilities recognised in the balance sheet, whether they are carried at cost or fair value, are recognised at amounts that represent a reasonable approximation of fair value unless otherwise stated in the applicable notes.

38 Remuneration of members of the College and Senior Officers

Remuneration of members of the College

The number of members of the College whose total of fees, salaries, superannuation, non-monetary benefits and other benefits for the financial year, fall within the following bands are:

	\$	#12	12
	\$0 - \$10,000	1	1
	\$270,001 - \$280,000		
The total remuneration of the members of the College is:		279,747	217,107

Includes two members resigned during the year.

Total remuneration includes the superannuation expense incurred by the College in respect of members of the College.

Remuneration of Senior Officers

The number of senior officers other than senior officers reported as members of the College, whose total of fees, salaries, superannuation, non-monetary benefits and other benefits for the financial year, fall within the following bands are:

	\$		
	\$20,001 - \$30,000	*1	-
	\$30,001 - \$40,000	*1	-
	\$60,001 - \$70,000	*2	*1
	\$100,001 - \$110,000	*1	-
	\$120,001 - \$130,000	-	1
	\$140,001 - \$150,000	-	1
	\$170,001 - \$180,000	1	-
The total remuneration of senior officers is:		467,137	333,472

* Includes senior officers where periods of service are less than twelve months.

The total remuneration includes the superannuation expense incurred by the College in respect of senior officers other than senior officers reported as members of the College.

No senior officers are members of the Pension Scheme.

39 Remuneration of auditor

Remuneration payable to the Auditor General for the financial year is as follows:

Auditing the accounts, financial statements and performance indicators	110,000	95,000
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The expense is included in note 13 'Other expenses'.

40 Related Bodies

The College has no related bodies.

41 Affiliated Bodies

The College has no affiliated bodies.

42 Supplementary Financial Information

Write-Offs

Public property - Plant and equipment

Inventory

Bad debts

11,792	-
31,004	-
302,361	272,538
345,157	272,538
291	61,117

Losses through theft, defaults and other causes

Losses of public and other moneys and public and other property through theft, default or otherwise

43 Schedule of Income and Expenditure by Service

The college provides only one service (as defined by Treasurer's Instruction 1101 (9) and that is Vocational Education and Training Delivery.



Swan TAFE Annual Estimates

In accordance with Treasurers Instruction 953, the annual estimates for the 2009 year are hereby included in the 2008 annual report. The estimates do not form part of the 2008 financial statements and are not subject to audit.

Swan TAFE Annual Estimates**INCOME STATEMENT****FOR THE YEAR ENDED 31 DECEMBER 2009****2009**

	Note	\$
COST OF SERVICES		
Expenses		
Employee benefits expense		73,201,678
Supplies and services		22,048,435
Depreciation		5,052,193
Finance costs		10,423
Grants and subsidies		500,000
Cost of sales		1,210,000
Other expenses		5,029,004
Total cost of services		107,051,733
Income		
Revenue		
Fee for service		15,966,318
Student fees and charges		8,802,371
Ancillary trading		1,102,801
Sales		1,482,633
Interest revenue		650,000
Other revenue		993,730
Total revenue		28,997,853
Gains		
Gain on disposal of non-current assets		187,000
Total Gains		187,000
Total income other than income from State Government		29,184,853
NET COST OF SERVICES		(77,866,880)
INCOME FROM STATE GOVERNMENT		
State funds		74,594,988
Liabilities assumed by the Treasurer		
Resources received free of charge		1,600,000
Total income from State Government		76,194,988
SURPLUS/DEFICIT FOR PERIOD		(1,671,892)

The Income Statement should be read in conjunction with the accompanying notes.

Swan TAFE Annual Estimates**BALANCE SHEET****AS AT 31 DECEMBER 2009****2009**

	Note	\$
ASSETS		
Current Assets		
Cash and cash equivalents		5,466,628
Inventories		607,444
Receivables		3,771,834
Other current assets		393,542
Total Current Assets		10,239,448
Non-Current Assets		
Property, plant, equipment and vehicles		206,155,044
Total Non-Current Assets		206,155,044
TOTAL ASSETS		216,394,492
LIABILITIES		
Current Liabilities		
Payables		491,443
Borrowings		20,029
Provisions		5,738,758
Other current liabilities		3,405,360
Total Current Liabilities		9,655,590
Non-Current Liabilities		
Provisions		3,564,582
Total Non-Current Liabilities		3,564,582
Total Liabilities		13,220,172
NET ASSETS		203,174,320
Equity		
Contributed equity		66,316,003
Reserves		128,596,394
Accumulated surplus/(deficit)		8,261,923
TOTAL EQUITY		203,174,320

The Balance Sheet should be read in conjunction with the accompanying notes.

Swan TAFE Annual Estimates**STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 DECEMBER 2009**

	Note	2009 \$
Balance of equity at start of period		
CONTRIBUTED EQUITY		
Balance at start of period		198,596,209
Balance at start of period		60,066,003
Capital contribution		6,250,000
Balance at end of period		66,316,003
RESERVES		
Asset Revaluation Reserve		
Balance at start of period		128,596,394
Restated balance at start of period		
Gains/(losses) from asset revaluation		
Balance at end of period		128,596,394
ACCUMULATED SURPLUS (RETAINED EARNINGS)		
Balance at start of period		9,933,815
Changes in accounting policy or correction of prior period errors		
Restated balance at start of period		9,933,815
Surplus/(deficit) for the period		(1,671,892)
Balance at end of period		8,261,923
Balance of equity at the end of period		203,174,320
Total income and expenses for the period (a)		(1,671,892)
The Statement of Changes in Equity should be read in conjunction with the accompanying notes.		

Swan TAFE Annual Estimates**CASH FLOW STATEMENT****FOR THE YEAR ENDED 31 DECEMBER 2009****2009**

	Note	\$
CASH FLOWS FROM STATE GOVERNMENT		
Recurrent state funding - Department of Education and Training		74,594,988
Net cash provided by State Government		74,594,988
Utilised as follows:		
CASH FLOWS FROM OPERATING ACTIVITIES		
Payments		
Employee benefits		(73,051,682)
Supplies and services		(20,567,202)
Finance costs		(10,423)
Grants and subsidies		(500,000)
GST payments on purchases		(2,597,777)
Other payments		(6,815,563)
Receipts		
Fee for service		15,966,318
Student fees and charges		8,802,371
Ancillary trading		2,585,437
Interest received		650,000
GST receipts on sales		1,596,632
GST receipts from taxation authority		1,001,145
Other receipts		993,731
Net cash provided by/(used in) operating activities		(71,947,013)
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds from sale of non-current physical assets		192,000
Purchase of non-current physical assets		(4,427,333)
Net cash provided by/(used in) investing activities		(4,235,333)
CASH FLOWS FROM FINANCING ACTIVITIES		
Finance lease repayment of principal		(233,648)
Net cash provided by/(used in) financing activities		(233,648)
Net increase/(decrease) in cash and cash equivalents		(1,821,006)
Cash and cash equivalents at the beginning of period		7,287,634
CASH AND CASH EQUIVALENTS AT THE END OF PERIOD		5,466,628
The Cash Flow Statement should be read in conjunction with the accompanying notes.		