



Continuous Improvement

Ethics

Accountability

Customer Satisfaction

WEST COAST TAFE

Get it right

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Letter to the Minister

Hon. Peter Collier MLC
Minister for Training
Level 11, Dumas House
2 Havelock Street
West Perth WA 6005

In accordance with the requirements of Section 54 of the Vocational Education 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 West Coast TAFE for the year ended 31 December 2008.



RUSSEL PERRY
Governing Council Chair

14 March 2009



SUE A. SLAVIN
Managing Director

14 March 2009

Section One: West Coast TAFE Overview

Governing Council Report

In a challenging yet stimulating Vocational and Education Training marketplace the Governing Council built upon its 2007 directions and maintained a concerted focus on issues of strategic importance both for the Government and West Coast TAFE.

It is extremely pleasing to see the lift in training delivery activity across the College, especially after the College's experience in 2007. Training delivery against the College's Delivery and Performance Agreement (DPA) was at its highest in the last five years.

Some key highlights in regards to the College's focus on addressing strategic issues was the delivery of training to apprentices/trainees which was 14% greater than purchased under the DPA. The College's focus on increasing its Recognition of Prior Learning (RPL) delivery was reflected in its performance and resulted in an increase of 4% over 2007 RPL delivery.

Responsiveness in addressing all stakeholder and client needs remained a key priority. Throughout the year, the College continued to support the Aboriginal Education Employment and Training Committee (AEETC) and the West Coast Academy of Hospitality and Tourism's Council of Industry Partners.

During the year the AEETC continued its work on increasing West Coast TAFE's responsiveness to the needs of our indigenous clients. A highlight of the work undertaken during the year was the development of a business plan to enable the introduction of an Academy for Aboriginal Sports, Health and Education.

The West Coast Academy of Hospitality and Tourism's Council of Industry Partners continued to be a mainstay in ensuring the College's Academy of Hospitality and Tourism remained focussed on being relevant to industry and importantly meeting employer needs by providing appropriate and relevant training.

In recognition of the need to expand community and industry leadership in the diverse range of training and associated services that are provided by the College, the College established a Council of Industry Partners for Trades North@Clarkson and the Strategic Advisory Board of the West Coast Small Business Training Institute.

The College was selected by the Department of Education and Training (DET) to pilot a Small Business Training Institute and to ensure the establishment and ongoing service provision reflected the needs of small business, the Strategic Advisory Board is comprised of respected small business owners and representatives of small business organisations.

Trades North@Clarkson's Council of Industry Partners has played a pivotal role in the design and development of the physical infrastructure and more importantly into ensuring the learning practices will reflect best practice and respond to industry demand.

2008 saw some changes to the membership of the Governing Council. I would like to thank the retiring members for their contribution and support - in particular I would like to refer to the significant contribution of Wayne Carroll who served as Deputy Chair for four and a half years. I look forward to the contribution of our new members, who in keeping with the strategic directions being sought by Council bring a wealth of knowledge and insights into a diverse range of industry sectors.

In a year characterised by a dynamic economy with resultant challenges across the higher education sector, I wish to thank all Council members, the Managing Director and the staff of West Coast TAFE for their expertise in successfully guiding the College and their commitment to ensuring transparent management and strong accountability and compliance practices.

In 2009 the Council will continue to foster innovation in the development of training curricula whilst maintaining transparent fiscal management and strong accountability that are a hallmark of the West

Coast TAFE approach. In particular the College will be responding to the Minister for Training's challenge to create Centres of Excellence.

While rapid change is an ever present constant in the VET sector, I believe that West Coast TAFE through its responsive, agile and partnered approach to training is positioned extremely well to adapt to the challenges, from both a state and federal perspective, and I am confident that West Coast TAFE will continue to deliver a high quality training service in a changing environment.

A handwritten signature in black ink, appearing to read 'Russel Perry', with a long horizontal flourish extending to the right.

Russel Perry
Governing Council Chair

Managing Director's Report

2008 saw the College build upon a high degree of energy, enthusiasm and purpose that characterises a dynamic organisation moving forward. Business improvements and a honed strategic focus ensured the College was well-positioned to tackle the challenges of strong economic growth and a turbulent business environment.

By maintaining a strong focus on meeting contractual obligations, strong governance and accountability the College has increased its total delivery over 2007 (approximately 4%) and importantly, when comparing 2008:2007, recorded a 15.6% increase in training provided under the Delivery and Performance Agreement

Reflecting a concerted effort to increase the responsiveness of the College to meeting customer expectations, I am pleased to report that our use of Recognition of Prior Learning (RPL) activity increased and that the College introduced a number of new and revised course offerings to meet industry demands for new skills and importantly to address skill set deficits in the existing workforce.

Maintaining sound financial controls and reflecting the College's drive for efficiencies the cost per SCH for aggregate training delivery for 2008 was \$12.47, a slight increase (0.3%) on 2007, but well below CPI. Given this, the College has continued to invest in developing infrastructure and resources to provide an enhanced learning environment for our students and staff.

West Coast TAFE takes seriously its community development role to build employment opportunities and develop relevant training for community growth. The College continued to build upon its strong relationship with regional partners, including the Cities of Wanneroo and Joondalup, to address the needs of the local community and assist them to make the most of the opportunities presented.

A highlight for the year and further strengthening the College's relationship with the business community was the establishment of the Small Business Training Institute. Its unique approach to working with small business and engaging them to explore business solutions through the lens of the training sector will prove of enormous benefit to the enterprise concerned and also serve to enhance the State's overall economic prosperity.

The College leveraging its growing specialisation in high level Sport and Recreation and Health delivery, and following consultation with Indigenous representatives and industry developed a concept plan to establish the West Coast Academy for Aboriginal Sports Health and Education and I look forward to the College tailoring and providing courses which engage the State's Aboriginal community.

In keeping with our brand philosophy of *Get It Right* West Coast TAFE trialed a number of new initiatives to enhance the student experience and improve retention, including:

- In-house 'mystery shopper' exit surveys were undertaken during bulk enrolments for Semester One. All feedback and recommendations was disseminated throughout the college with appropriate changes being implemented for the mid year enrolments.
- The inaugural West Coast Fest, an engaging student and community event providing an opportunity for people to view the College experience, College products and services and speak directly to College lecturing staff.
- The development of the 2009 Guide, a comprehensive publication detailing all of the information required by a prospective student. Content includes; campus details, available courses, testimonials, important dates etc.

As a precursor to the College expanding its role in traditional trades delivery, throughout 2008, the College coordinated the delivery of Pre-apprenticeship Mortar Trades, via The Shed at Brighton, and provided increased opportunities for students to gain exposure to a diverse range of skills as well as, importantly, working towards addressing industry skill shortages.

West Coast TAFE continued to develop its capabilities in the provision of traditional trade delivery in preparation for Trades North@Clarkson, to commence operations in 2010/2011. The College increased its offering of training courses in the automotive and building and construction areas and is further developing its capabilities in pastry cooking and baking.

2008 witnessed the continued development of the International Academy of Law Enforcement and Security (IALES) concept. The College and the WA Police Academy have progressed the concept and are now in a pre feasibility study phase prior to preparing a fully costed business plan.

In regards to our key priorities, I am pleased to state that West Coast TAFE continues on its path to becoming a Values Driven Organisation. The focus on our agreed values: Ethics, Accountability, Continuous Improvement and Customer Satisfaction, and the application of mapped behaviours by staff has seen a transformation in our dealings with clients, stakeholders and each other.

I would like to acknowledge the efforts that staff made to ensure the student experience at West Coast TAFE is a positive one. The number of awards and prizes our students and lecturers have won is testament to the excellence and quality of teaching and support provided by a very dedicated group of talented individuals.

I extend my sincere thanks to the Governing Council, particularly Chair Russel Perry, for their support, guidance and commitment to providing West Coast TAFE staff and students with the skills and opportunities to make a difference in the world beyond the College. I would also like to acknowledge the support of the Council of Industry Partners, particularly Chair Chris Taylor, in guiding the West Coast Academy of Hospitality and Tourism towards best practice and in assisting to build its reputation for industry driven training.

The year ahead will see the consolidation of a number of our recent initiatives and an expansion of our partnership approach to training development, delivery and assessment. As a direct response to industry and enterprises needs, a key focus for 2009 will be to grow on the job training and assessment, including apprenticeship and traineeship delivery, and provide enhanced recognition of prior learning, to increase workforce productivity.



Sue A Slavin
Managing Director

Executive Summary

West Coast TAFE's vision is "By working with employers our students are the best prepared for employment in a changing world". Guided by this statement, the College seeks to ensure that enterprise and industry have access to job ready graduates and importantly our students obtain relevant skills to assist them enter and prosper within the labour market.

In 2008 West Coast TAFE was scoped to deliver over 150 different training qualifications, from Certificate I to Advanced Diploma, through four key academic delivery areas:

- **West Coast Academy of Hospitality and Tourism**
- **Community Services & Health**
- **Commerce & Technology**
- **General Studies**

The College was funded under the Delivery and Performance Agreement (DPA) to deliver 1,690,655 Student Curriculum Hours (SCH) distributed amongst the State-defined Industry Groups. The College achieved 106.3% of the DPA target and delivered an additional 106,155 SCH over contractual requirements.

Reflecting the improving conditions being experienced by the Vocational Education and Training (VET) sector, the College experienced a marked increase in SCH delivered with an increase of some 14.5% over the preceding year (1,796,816:1,554,030).

Highlights in regards to the College's focus on addressing strategic issues were:

- the delivery of training to apprentices/trainees which was 14% greater than purchased under the DPA.
- an increased focus on the Recognition of Prior Learning (RPL) delivery which resulted in an increase of 4% over 2007 RPL delivery.
- consistent with State and National government agenda a significant proportion of the College's profile delivery (79.8%) is at Certificate III or higher.
- delivery at Certificate IV and above represents 42.7% of total profile delivery. This focus on the provision of high end skills serves to increase the productivity of the State and Region's labour force.
- the establishment of the West Coast Small Business Training Institute on behalf of DET and small business sector
- the continued development of its capabilities in the provision of 'traditional' trade delivery in preparation for Trades North@Clarkson,

Maintaining sound financial controls and reflecting the College's drive for efficiencies, the cost per SCH for aggregate training delivery for 2008 was \$12.47, a slight increase (0.3%) on 2007, but well below CPI (3.1%). Given this, the College continued to invest in developing infrastructure and upgrading resources to provide an enhanced learning environment for our students and staff.

Reflecting a sound governance model and strong fiscal management the College's 2008 Balance Sheet reflected a 4.3% increase in Total Equity when compared to 2007. The College's total Cost of Services, \$36.1 million, increased over that of 2007, which was primarily attributable to increased employee benefit expenses emanating from changes to industrial conditions. Income was 3.85% higher than 2007 and this reflected a more favourable operational climate.

As a direct response to industry and enterprises needs, the foci for 2009 will be to grow on the job training and assessment, including apprenticeship and traineeship delivery, and provide enhanced recognition of prior learning to increase workforce productivity and participation.

Overview

West Coast TAFE's vision *By working with employers our students are the best prepared for employment in a changing world* contributes to the Government's strategic goal to *enhance the quality of life and wellbeing of all people throughout Western Australia* and to the strategic outcomes *providing a world-class education system and lifelong opportunities for all*.

West Coast TAFE, located in the fast growing North West Metropolitan Region of Perth provides vocational education and training locally, nationally and internationally to meet the demands of industry, enterprise, schools, individuals and the community.

West Coast TAFE is scoped to deliver over 150 different training qualifications, from Certificate I to Advanced Diploma. Specialty training areas include:

- Access to Education
- Aged Care
- Automotive
- Beauty
- Business & Management
- Children's Services
- Construction
- Community & Disability Work
- Education
- English Language, Literacy and Numeracy
- Environmental Sustainability
- Finance & Accounting
- Fitness & Sport
- Health
- Hospitality
- Information Technology
- Occupational Health & Safety
- Pharmacy
- Police Preparation
- Retail
- Tourism & Events

In 2008 West Coast TAFE:

- Operated the West Coast Small Business Training Institute and Trades North.
- Had approximately 300 full-time equivalent academic and support staff to help its students and clients meet their professional and personal goals.
- Had an operating budget of \$36.1 million for 2008.
- Delivered 2.89 million student curriculum hours (SCH) in 2008.
- Articulated pathways between the College and universities giving West Coast TAFE graduates direct access to second year university qualifications. To date, the College has 35 articulated pathways to Western Australian universities in the fields of: Hospitality, Tourism, Community Services, Enrolled Nursing, Disability Work, Youth Work, Business Management, Accounting, Marketing, Security, Occupational Health & Safety and Information Technology.
- Developed international partnerships, particularly in China, to increase international student uptake of College programs and facilitate cultural and education knowledge sharing.
- Participated as a member of the Joondalup Learning Precinct (JLP), comprising West Coast TAFE, the Western Australia Police Academy and Edith Cowan University. The institutions share facilities and other resources to develop best practice and student-centred programs.

Corporate Governance

Governing Council 2008

Functions

The functions of the College Governing Council are specified under Section 42 of the Vocational Education and Training Act 1996. The Governing Council is the governing body of the College with authority in the name of the College to perform the functions of the College and govern its operations and affairs.

In performing its functions the Governing Council is to:

- Prepare the College training profile for the approval of the Minister as and when required by the Minister.
- Develop and implement strategic and management plans for the College.
- Ensure the College courses, programs and services are responsive to and meet the needs of students, industry and the community.
- Ensure that the College's commitments under its Resource Agreement and any other contractual agreement are met.

Accountability and Transparency

The Accountable Authority for West Coast TAFE is the Governing Council. Members are expected to act honestly and to exercise due diligence in managing the business of the College. The Council has independence to determine policies and activities to the provisions made in the *Vocational Education and Training Act 1996* and other Statute Law. The Council conducted seven meetings during the calendar year. All documentation produced by the Council is transparent and forms part of public record in compliance with provisions of the General Retention and Disposal Schedules, established by the Records Office of the State Archives Western Australia.

Behaviour and Ethics

The Governing Council places the highest value on ethical behaviour. It is guided by the Codes of Conduct and Ethics (3.5) outlined in the *'Guide for TAFE College Governing Councils'* and *'West Coast TAFE Code of Conduct'*. The adoption and application of the Governing Council codes and ethics reflects the College's commitment to honesty and integrity in all of its dealings and to its College values.

Risk Management

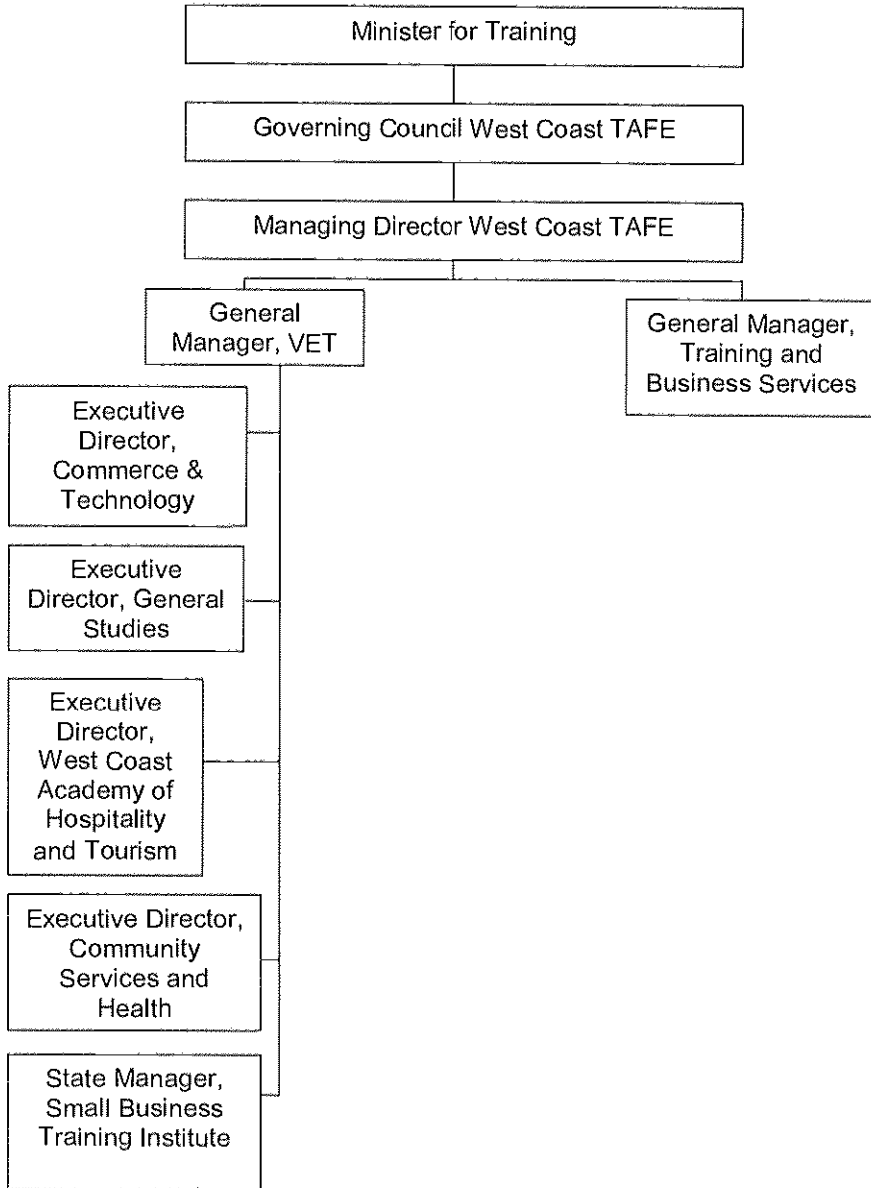
The Governing Council meets legislative and business requirements by progressively developing and reviewing risk management policies in accordance with Treasury Instruction 825.

Risk Management and Business Continuity Plans have been integrated into the ongoing business planning process with sections reviewing plans each year in consultation with the College's Risk Assessments Coordinator

Conflict of Interest and Pecuniary Interest

The Council operates in accordance with the protocol for conflict of interest outlined in the *Guide for TAFE College Governing Councils*. While acting in the capacity of Council member, Council members place public interest above personal interest. If a matter being considered is identified as a potential conflict of interest, the member may not be present at the discussion of the matter and does not vote on the matter. This includes any case where a member or associated entity may benefit from the Council's decision. No conflict of interest was reported during 2008.

College Organisational Structure 2008



Section Two: Strategic Plan 2005-2009

OUR VISION

By working with employers our students are the best prepared for employment in a changing world.

OUR ROLE

To provide access to lifelong, flexible, high-quality learning pathways for:

- Vocational skills for employment in existing and emerging industries
- Enterprise and business skills to support innovation and develop the economy of Western Australia
- Community and personal learning to enhance the quality of life and wellbeing of people

KEY PRIORITIES 2008

Leading Edge Training

1. Increase support for offsite/workplace delivery (including RPL – 'life-wide learning')
2. Improve School/TAFE/Work/Uni integration and transitions within a framework of life long learning
3. Further develop and embed the delivery of blended learning activities - including development of on line products

Excellent Customer Service

1. Increase the availability and improve the quality of on-line services (information, enrolments and results)
2. Develop a one-stop shop approach to dealing with customers

Investing in People

1. Train staff to provide 'workforce development' (other than training) services to businesses
2. Further develop a values driven culture

Sound Governance

1. Ensure continuous improvement, within public service regulations, of business services to support innovative, quality training
2. Develop key performance indicators for the "West Coast Way" (Resourceful, Agile and Partnered)

Sustainability

1. Embed the principles of sustainability practices in all training delivery programs
2. Develop and implement programs that will result in a reduction in power, water and paper usage and increase recycling

OUR VALUES

Following extensive consultation, the College determined it would become a Values Driven Organisation and identified these values as being core to the West Coast Way.

- **Ethics**
- **Accountability**
- **Continual Improvement**
- **Customer Satisfaction**

Better Planning: Better Services – Government Goals and Strategic Outcomes

Government Goal	West Coast TAFE Actions
<p>Better Services - Enhancing the quality of life and wellbeing of all people throughout Western Australia by providing high quality, accessible services</p>	<ul style="list-style-type: none"> • The development of a new Certificate IV Course in Web designed to up-skill existing industry workers. The feedback has been extremely positive as this certificate enabled students to study from work or home with time locked images to enable them use of expensive software that they would not have otherwise access to outside of TAFE. • Increased community-based delivery to minority groups in the area of Community Services. Through delivery off-site West Coast TAFE has been successful in 'taking training to the streets' by working with the Womens Council for Domestic and Family Violence Services (WA) to negotiate and develop an industry specific training program that will be delivered to refuge workers statewide on the job. • Provided GATE (Gaining Access to Training and Employment) program in HIPP (Health in Parenting & Pregnancy) in collaboration with the Community Services Department to assist teenage mothers and provide future pathways to further training and employment • Provided a Community Services Taster Program for migrants looking for work or further training in the Community Services Sector • Providing training at outreach services in the metropolitan area for women in situations of risk, and for those who are unable to access training for a variety of reasons.
<p>Jobs and Economic Development- Creating conditions that foster a strong economy that delivers more jobs, more opportunities and greater wealth to Western Australians.</p>	<ul style="list-style-type: none"> • Established the Small Business Training Institute to ensure training in Western Australia meets the needs of small business. The Strategic Advisory Board is comprised of successful small business owners and representatives of small business organisations. • In response to industry demand, delivered Occupational Safety and Health training programs throughout Australia. This varied from auspiced training interstate, support via on-line learning and delivery of accelerated courses, on campus, for fly in/fly out workers. • West Coast TAFE continued to deliver the Family of Mortar Trades at the Brighton Shed in the Consortium of West Coast TAFE and Swan TAFE in 2008. Clarkson Community High School and Mindarie Senior College students participated with a total of 31 young people attending with all except 1 completed. Twenty two percent were indentured into apprenticeships in the building and construction industry, a further 28% were seeking to secure an apprenticeship, 25% continued into Year 12, 16% into full time employment and 3% still to determine options for 2009. • A Memorandum of Understanding with Padbury Senior High School enabled the delivery of a Pre-Apprenticeship in Carpentry & Joinery to be delivered for young people identified as not engaged in education and training (NEET) resulting in completion rates of 87% with 57% of students indentured into apprenticeships within this trade area.

Governance and Public Sector Improvement -

To govern for all Western Australians in an open, effective and efficient manner that also ensures a sustainable future

- Ongoing development of Student Centro a one-stop service and learning support hub in the Library, to enable student access to disabilities, career and indigenous support from one location and so that the staff can better identify and assist across all three areas.
- SMS messaging introduced for use by Library, Disability officer, Career Advisor, Indigenous Support officer and International Support staff for easier contact with external customers.
- Tools, resources and workshop opportunities were developed and implemented to assist students identify career pathways and gain employability and transition skills.
- Ongoing review of the Business Continuity Plan along with risk management reviews embedded in the business planning document.
- Positioning the college infrastructure to begin a move to electronic document management in 2009.
- Embedded College Values in JDF's and referee checks in the selection process.
- Progress made by the Environmental Sustainability Committee to drive better management of energy, recycling and paper usage and to establish principles of environmental sustainability into a pilot course delivered by the College.
- Significant reduction in electricity consumption for the fourth consecutive year.

Section Three: Report on Operations

Directorate: Commerce & Technology

Role and Function

The Directorate of Commerce and Technology (C&T) meets the workforce participation and development needs of industry, enterprise, individuals and the community through the provision of high quality training. Partnerships with industry are a pivotal function creating a strong foundation on which the Directorate can:

- Ensure training will produce graduates with job ready skills.
- Develop customised training to meet the short and long term needs of employers.
- Foster innovations to assist business maintain relevance in the face of rapid technology advances.

Key Challenges 2008

1. Recruiting new staff – in the volatile boom market staff were appointed at above base grade levels.
2. Reduction of Information and Communication Technology (ICT) lecturing staff from 13.3 FTE to 8.3 as a result of a reduction in 2009 SCH targets.
3. Establishing the co-located administration cell.
4. Establishing partnerships with a number of organisations to deliver Management training in the workplace.

To provide increased operational efficiency and improve the productivity of the Directorate, a number of business units were realigned to better respond to the market. Due to the declining number of enrolments, it was determined that a reduction in SCH for Technology was required and Multimedia training be discontinued in 2009. As a result of the reduction in 2009 SCH targets, ICT lecturing staff was reduced from 13.3 FTE to 8.3. As with any change, managing the change process within the college's Values framework proved to be challenging. Increased attention was required to ensure internal College relationships were strengthened to support the changes and the new ways of doing business within C&T.

To streamline administrative processes and to create work place efficiencies, it was decided to establish a co-located administration cell. The co-location is now expected to be completed by the commencement of term 2, 2009.

Achievements 2008

Commerce

In recognition of employer needs, a continued focus was maintained on increasing delivery at the workplace. The development of on-line learning resources, flexible delivery and Recognition of Prior Learning has continued to be a prominent feature of the way the Commerce Branch does business.

Examples of this include:

- In response to industry demand, delivered Occupational Safety and Health training programs throughout the State. This varied from auspiced training interstate, support via on-line learning and delivery of accelerated courses, on campus, for fly in/fly out workers.
- Increasing the capacity of industry to provide and assess on the job training was an integral part of the College's workforce development agenda. Consequently considerable effort was expended upon delivery of the Training and Assessment competencies varying from RPL through to delivery of complete skill sets.

- The College's reputation for excellence in Call Centre training along with the adaptation to employer needs saw the delivery of targeted training (as opposed to full qualifications) in Customer Relationship Management, Dealing with Difficult Customers, Customer Diversify, Telephone Professionalism & Workplace Communications.
- Continuing its focus on providing at the job training, the Commerce Branch provided training and assessment services Diploma in Business (Front Line Management) for a variety of industry and educational providers (St John of God Health Care and Edith Cowan University).

Information & Communications Technology (ICT)

While maintaining an eye to current market demands, the ICT Branch also looked to the future to ensure its students are trained for current and future ICT industry requirements to ensure that graduates are 'work ready'.

Examples of this include:

- The development of a new Certificate IV Course in Web designed to up-skill existing industry workers. The feedback has been extremely positive as this certificate enabled students to study from work or home with time locked images to enable them to use expensive software that they would not otherwise have access to outside of TAFE.
- Negotiations commenced with Lenovo to introduce LANDesk remote networking solutions into the training program for networking students. This will provide an opportunity to establish remote networking to local primary and high schools as a work experience project for West Coast TAFE students.

The Year Ahead (2009)

The Directorate recognises that to remain contemporary in an ever changing market place continuous improvement, of physical infrastructure, systems, human resource capabilities and product, has to be an integral feature of a leading edge practitioner. By embracing emerging technologies and trends, and using innovative practices to provide flexible training solutions to maximise opportunities for both students and industry, West Coast TAFE graduates will be competitively placed for the changing Commerce and Technology industry.

To this end, the Directorate is planning the following activities:

- Increase non-traditional delivery:
 - Establishment of a Skills Recognition Centre
 - Offer a broader range of Traineeships
 - Increase online delivery
 - Introduce industry partnered training and increase offsite delivery
- Implementing work/study programs to provide students with more flexible options such as hands-on industry experience and pathways to employment
- Develop dual qualification strategies across industry areas in the College and identify courses that can be fast tracked or offered in skills sets
- Foster partnerships with community organisations to implement Commerce and ICT programs that engage clients from the learner groups
- Continue upgrading of Lecturing staff qualifications to the new Training and Assessment qualification
- Refreshing the classroom delivery styles of staff via Instructional Intelligence
- Improve student completion rates (MLCR)
- Undertake appraisal of 'Business Firm' concept

- Providing PD for lecturing staff to be able to initiate discussions with industry to create partnerships
- Implement whole of division on-line resulting and on-line salary variation entries by lecturing staff to streamline both processes
- Increase commercial activity in Personal Services and Retail
- Introduce 'skill set' training in Personal Services and introduce a broader range of training options
- Increase traineeships in all industry areas by 10%
- Improve fiscal management of commercial contracts to ensure satisfactory outcomes and audit compliance

Directorate: Community Services and Health

Role and Function

The Community Services and Health Directorate delivers high quality services in consultation with industry and the community. Our focus in 2008 was to provide advice on the training and skills development needs of the community services and health workforce. We are responding to the needs of the community services and health industries to lead the implementation of a 'demand driven' approach to training delivery.

Key Challenges 2008

The key challenges faced by the Directorate in 2008 were all met with a solutions-focused attitude. Our key challenges were as follows:

- Locating further delivery sites to support training in the Health area
- Recruiting lecturers in a competitive labour market
- Shift to a centralised administration centre within the Division

Training Delivery Achievements 2008

In 2008, the Community Services and Health Directorate continued to build on West Coast TAFE's reputation of being flexible and innovative in our program delivery. We built on our existing strong community partnerships and further developed links to provide some innovative programs and workforce solutions for our industry. These include:

- Growth in VET in Schools delivery incorporating nursing, fitness and children's services. This enables a seamless transition into full time study for school leavers
- Increased prison-based delivery particularly in the area of fitness
- Increased community-based delivery to minority groups in the area of community services
Through delivery off-site West Coast TAFE has been successful in 'taking training to the streets'
- Completed a joint program with the Adult Migrant Education Service to train a group of migrants in the area of community services and offer further training and career opportunities
- Negotiated the use of the Australian Institute of University Studies (AIUS) Joondalup campus to support the delivery of enrolled nursing programs
- Finalised plans for an on-campus Eco-Playgroup that supports the delivery of Children's Services training
- In partnership with local property developers we submitted a proposal to secure a site to build a child care facility in Yanchep to service the growing population and support training
- Shortlisted in the State Training Awards for our Nursing in Bangladesh experience. Also presented the initiative at the Training Forum held in May, and the Outward Mobility Conference in Brisbane
- Negotiated the use of a science laboratory at Padbury Senior High School to support delivery of the Enrolled Nursing Program
- Increased RPL delivery across the sections with growth experienced in the Education Assistants area
- Business Plan finalised for the West Coast TAFE Aboriginal Academy for Sport, Health and Education and negotiations with prospective partners commenced
- Worked with the Womens Council for Domestic and Family Violence Services (WA) to negotiate and develop an industry specific training program that will be delivered to refuge workers statewide on the job

The Year Ahead (2009)

2009 sees the Directorate growing considerably with the addition of Access and Transition programs from the General Studies area. It is anticipated that this strategic move will enable students to enter a variety of programs that will support their articulation into Community Services and Health qualifications. Our focus for 2009 is:

- Implement the West Coast TAFE Aboriginal Academy for Sport, Health and Education with the initial focus on the Sport area
- Improve access to online training through the use of Blackboard CE6
- Continue to work with employers and agencies to assist them with workforce development planning and up skilling of existing workers in all industry areas
- Meet the Federal agenda through the Productivity Places Program and 'Close the Gap'
- Grow the Diploma and Advanced Diploma in Child Care to take advantage of the tuition free training – with a focus on Family Day Carers
- Representation on the 'International Congress on Innovations in Nursing' – nursing staff form part of the Congress Organising Committee
- Expand community-based delivery in the areas of general education to assist those entering and/or re-entering the workforce
- Increase available delivery modes to provide more flexible programs to support existing workers – e.g. Education Assistant training available part time evenings
- Improve access to training for communities north of the Joondalup CBD through a partnership arrangement with the City of Wanneroo and the Yanchep Community Centre
- Strengthen relationships with local schools to better inform students of their options post – school

Directorate: General Studies

Role and Function

In 2008 the General Studies Directorate had four key learning areas. Each learning area is discrete, though considerable cross training and diffusion of experiences and innovation occurs on a regular basis. The learning areas are:

- Adult Migrant Education Service
- Community Learning
- Access & Equity
- Trades & Youth Transition

The General Studies Directorate provides access, bridging and transition to vocational training and employment to meet the needs of people including:

- Migrants, especially newly arrived migrants, refugees and special humanitarian program migrants from non-English speaking backgrounds who need English to aid their settlement and employment opportunities
- Youth, including those at risk of not being engaged in education, training or employment
- Youth in schools wishing to participate in VET in Schools programs and articulate to further vocational training in TAFE
- Adults, including those with low levels of secondary education who want to enter or re-enter the workforce
- Adults seeking to improve their skills to enhance their quality of life and wellbeing at work, at home and at play
- Women, including those who have been isolated due to family duties and need to develop skills to enter or re-enter the workforce
- Indigenous, especially indigenous youth, needing pathways into employment

Key Challenges 2008

In 2008 the General Studies Directorate had numerous significant challenges and underwent transformation in each of its four key learning areas.

- Adult Migrant Education Service

Responding to changing client demographics, in relation to their residential locations in the metropolitan area, and their need for increased articulation to vocational education and training especially in the trades areas, West Coast TAFE relocated delivery of the Adult Migrant English Program (AMEP) from the Perth CBD location to the Carlisle and Thornlie campuses of Swan TAFE. This move also addressed the issue of escalating rental costs in the city and better positions the TAFE Network to successfully bid for the next WA State-wide region AMEP tender.

- Community Learning

The delivery of Adult Community Education (ACE) was devolved from the General Studies Directorate to each of the Training Divisions to increase the potential for articulation from ACE programs to profile funded accredited courses run by each Directorate. In addition, the administration of the delivery of ACE from the Subiaco and Carine Centres was transferred to Swan TAFE so that West Coast TAFE could concentrate its focus on delivery of short courses in the northwest metropolitan region.

- Access & Equity

The Access & Equity Branch was transferred to the Community Services and Health Directorate to take advantage of synergies with programs in this area and to develop stronger pathways between access & equity programs and mainstream VET programs in the College.

- Trades & Youth Transition

It is a strategic priority of West Coast TAFE to develop trade training in the immediate region to address skills shortages in the area. The key challenge for 2008 was to deliver trade training using innovative low infrastructure methodologies while undertaking the planning and development of the Trades North trade training facility at Clarkson due to open in 2010/11.

Training Delivery Achievements 2008

Adult Migrant Education Service

- Implemented a new Certificate of Spoken and Written English (CSWE)
- Moved delivery of AMEP from Perth CBD to Carlisle and Thornlie campuses of Swan TAFE
- Met and/or exceeded all Key Performance Indicators and business targets for the AMEP contract with Department of Immigration and Citizenship (DIAC)
- Achieved better than budget financial returns from the AMEP contract
- Implemented a partnership with Mercy Care for the provision of settlement services to migrants
- AMES won Adult Learners Week awards for Outstanding Learner – New Migrant and for Outstanding Volunteer Tutor

Community Learning

- ACE was devolved to each of the training divisions and amalgamated with profile funded short courses as part of the re-badging of short course delivery focussing on the development of skill sets appropriate to a wide range of vocational needs
- Marketing has developed the processes to coordinate the advertising of the re-badged short courses across the college
- Transferred the management of ACE courses from Subiaco and Carine to Swan TAFE

Access & Equity

- Provided GATE (Gaining Access to Training and Employment) program in HIPP (Health in Parenting & Pregnancy) in collaboration with the Community Services Department to assist teenage mothers and provide future pathways to further training and employment
- Provided a Community Services Taster Program for migrants looking for work or further training in the Community Services Sector
- Providing training at outreach services in the metropolitan area for women in situations of risk, and for those who are unable to access training for a variety of reasons

Trades & Youth Transition

- Trades North@Clarkson Trade Training Facility project was progressed significantly with the schematic design phase complete and the tender progress underway. Outstanding issues that risk the project continuance on target are currently being addressed. This is primarily a matter of dovetailing sub-division and approval process to ensure that occupation occurs to support trade delivery in Term 4, 2010. Equipment lists for both fixed and loose items has been achieved and procurement schedule completed. An Art Committee to progress the \$130,000 of public art has been established, and short listing has occurred, with the final choice of artist in March, 2009
- West Coast TAFE continued to deliver the Family of Mortar Trades at the Brighton Shed in the Consortium of West Coast TAFE and Swan TAFE in 2008. Clarkson Community High School and Mindarie Senior College students participated with a total of 31 young people attending and all except 1 completed. Twenty two percent were indentured into apprenticeships in the building and construction industry, a further 28% were seeking to

secure an apprenticeship, 25% continued into Year 12, 16% into full time employment and 3% still to determine options for 2009

- A Memorandum of Understanding with Padbury Senior High School enabled the delivery of a Pre-Apprenticeship in Carpentry & Joinery to be delivered for young people identified as not engaged in education and training (NEET) resulting in completion rates of 87% with 57% of students indentured into apprenticeships within this trade area
- West Coast Education District (WCED) and Training Participation (ETPP) funding of \$83,638 in 2008 acquitted across all projects. The GATE program has received support funding for the Test Drive Enterprise, Community Arts, and Health in Pregnancy and Parenting programs. In addition funding has supported the Clarkson Skills Passport, Trade Transitions and the Belridge Special Education Conservation, Land Management program. Funding of over \$10,000 to support youth workers to assist lecturers to manage the needs of youth at educational risk has enabled the College to maintain the TAFE College lead position and best practice for alternative education options within WA
- Automotive Training delivery in 2008 resulted in Motorsports team the winning the Club Championship for Sportsman 100 light class and 3rd place in Club Championship in the first year with the new kart, the Sportsman 125 light class
- The addition of Horticulture to the Environmental Sustainability courses, resulted in dual enrolments across Horticulture and Conservation and Land Management courses. Profile achievement exceeded projected targets resulting in 117.4%. Workplace delivery and customised workforce development needs for the Nursery and Landcare Industries were and continue to be the focus of growth in this area

The Year Ahead (2009)

Following a strategic review to better align service provision, in 2009 the delivery of programs and General Studies Directorate staff will be transferred to other Directorates within the College.

In 2009 West Coast TAFE will continue to administer the AMEP contract but will subcontract the delivery of the AMEP to Swan TAFE.

Planning and development of Trades North@Clarkson, a trade training facility co-located with Clarkson Community High School, will continue throughout 2009 in preparation for completion of the facility in 2010/11.

Delivery of trade training in 2009 will use alternative delivery sites until the completion of the Trades North facility.

Partnerships with key building and construction industry representatives including the membership of the Trades North Council of Industry Partners and The Brighton Shed Advisory Panel will ensure that currency and growth in the pre-apprenticeship and apprenticeship is maintained, positioning the College's role in the Northern Corridor as the primary trade training provider in the North.

The Access and Equity programs will be delivered by the Division of Community Services and Health. This will improve transition opportunities to enable students to enter a variety of courses within the area, as traditionally many access graduates move into qualifications within this stream. Courses will continue to be delivered in the community with significant expansion expected in the northern corridor.

Migrant programs will be delivered in partnership with community agencies, using their sites and resources. This will better enable students to transition into a preferred course of study, or find suitable employment.

West Coast Academy of Hospitality and Tourism

Role and Function

The West Coast Academy of Hospitality and Tourism addresses the workforce development and participation needs of industry, enterprise, individuals and the community. The Academy delivers quality, up-to-date training in conjunction with industry to meet the requirements of industry partners in Hospitality, Tourism and Beauty and Retail Services.

Key Challenges 2008

Continued progress has been established in 2008 towards increasing the West Coast Academy of Hospitality and Tourism responsiveness to industry demand. During 2008, a concerted focus was maintained on ensuring that training products responded to industry needs and at the same time maintained the quality for which the Academy had become known. The following outlines specific areas that were seen as a priority:

- Increase in customer service awareness
- Full implementation of a blended delivery in Cookery to suit the new three year apprenticeship term
- Implementation of Traineeships in Certificate IV in Hospitality Supervision
- Establishment of industry profile for the Academy
- Resourcing facilities to increase delivery
- Stabilisation of Beauty delivery and completion of auspicings arrangement

Training Delivery Achievements 2008

A focus on excellence and enhancing the responsiveness of the West Coast Academy of Hospitality and Tourism led to a very successful year.

- Full implementation of the three year apprentice training program in cookery
- Competition training program in place with following results
 - Gold medals for our teams in Melbourne Culinary Challenge 2008
 - Most Outstanding Apprentice Melbourne Culinary Challenge 2007
 - Most Outstanding Culinary Team Melbourne Culinary Challenge 2008
 - Gold medals and overall winner, WA Apprentice of the Year 2008
 - Gold medals Nestle Golden Chefs Hat. (Australians National Junior Chefs competition)
 - National junior team for the 2008 Culinary Olympics Gold and Silver Medals
 - Placed 6th in the world ranking
- New apprenticeship and traineeship administration system implemented to increase customer service
- New system of training delivery and management structure in Beauty; i.e. Completion of auspicings arrangement in this area
- Traineeship in Cert IV Hospitality Supervision implemented
- Increase in Academy profile achieved through the following
 - Significant involvement of students & staff in Relay for Life and Joondalup Festival
 - Significant involvement of students and staff in Hospitality Youth Skills Showcase
 - Students and staff competed in all major industry competitions
 - Hosting and training of Industry Chef Shane Keighley for the 2008 Global Chef Challenge world final 2008
 - Hosting of the WA Apprentice of the Year, Nestle Golden Chefs Hat and Student Waiter of the Year Finals
 - Hosting of National Junior Team training dinners for industry
 - Increase in Academy's international training profile achieved
 - Hosting of the Australian National Junior Culinary team
 - Working with major employment agencies to deliver 'responsible service of alcohol' to ensure changes in legislation were met

- Charity functions for the local community

The Year Ahead (2009)

Due to internal realignment of the College structure, the Directorate will be renamed as the Hospitality, Tourism & Trades to reflect the increased focus on trades provision. The main focus will be concentrated on the following areas;

- VET in schools with a major focus on an increased involvement in the School Apprenticeship Link programs
- Improving our apprenticeship and traineeship system to increase enrolments.
- Introducing Pastry and Baking apprenticeship training
- Introduction of apprenticeship training in trades
- Increasing industry involvement within the trades area
- Increasing Traineeships and employment based training within Hospitality and Trades.
- Increasing Traineeships in Tourism
- Increasing the use of RPL
- Increasing the Academy's profile in the international training arena
- Staff training and development
- Completion of a new kitchen which will focus on pastry and baking
- Introduction of Gaming training in conjunction with the Burswood Entertainment Complex
- Delivery of training for ECU in a business degree in Hospitality Management

Training and Business Services Division

Role and Function

The primary role of the Division is to provide services that support the training areas to focus on their core business of delivering quality training to students and businesses. To achieve this, the Division works closely with internal and external stakeholders to provide key services in:

- Financial management and administration
- Facilities management
- Workforce (HR) management
- Student services, support and administration
- Educational Technology
- Library and bookshop management
- Records management
- Information Technology systems services, support and infrastructure
- International business development

Challenges 2008

- Managing pressures on staffing levels to cope with increased activity
- Human Resource management due to a competitive employment market resulting in secondments, vacancies and less competitive pools of applicants
- Managing the increasing requirement for compliance reporting while simultaneously responding to increasing demand on resources for core business activities
- Operating under the shared services model while remaining responsible for controls over HR and financial data used by the ETSSC
- Maintaining a high level of IT service provision while experiencing staff shortages and implementing infrastructure and system improvements
- Working collaboratively with ETSSC to mitigate workload issues associated with delays in the progress of the implementation of Oracle and PeopleSoft.
- Responding to the gas crisis by reducing heating to a maximum of 20 degrees
- Maintaining budgetary control in an environment of rapidly escalating costs of materials and services
- Managing through the consequences of transferring part of the College's non profile business moving to another College

Achievements 2008

The Training and Business Services Division experienced a complex, given the diverse range of services it provides, and highly successful year. A number of initiatives were undertaken to support both internal and external customers and additionally the Division was required to ensure corporate governance was of the highest order.

Following are examples highlighting the diversity of services and activities undertaken:

External Customer focus

- Continued growth in the number of international students at the Joondalup campus and support provided to them
- Development of a new internet site
- Expansion of the number of courses available for on-line enrolment
- Ongoing development of a service and learning support hub in the Library, Student Centre, to enable students access to disabilities, career and indigenous support from one location and so that the staff can better identify student need and assist across all three areas
- SMS messaging introduced for use by Library, Disability officer, Career Advisor, Indigenous Support officer and International Support staff for easier contact with external customers
- Tools, resources and workshop opportunities were developed and implemented to assist students identify career pathways and gain employability and transition skills

Internal Customer focus

- Significant additional investment was made to support lecturing staff to deliver programs using up to date equipment with upgrades to all technology hardware
- Training and support for lecturing staff to develop online learning tools
- Online remote access by staff to more College systems
- Streamlined the staff awards system
- Staff have been given the opportunity to access support to quit smoking in preparation for the Joondalup campus becoming a smoke free environment in 2009
- Further implementation of the Values Driven workplace initiative across the College with the development of agreed behaviours for each of the core values of ethics, accountability, customer service and continuous improvement

Governance Matters

- Further progress on a program to move toward a 'One Team Culture' in order to foster improved customer satisfaction, a reduction in duplication of effort, establishment of best practice for each function and improved focus of our resources
- Ongoing review of the Business Continuity Plan along with risk management reviews embedded in the business planning document
- Positioning the College infrastructure to begin a move to electronic document management in 2009

- Embedded College values in JDF's and referee checks in the selection process
- Negotiated access to the AIUS site in Joondalup with the DET, so that students could access science laboratory facilities
- Progress made by the Environmental Sustainability Committee to drive better management of energy, recycling and paper usage and to establish principles of environmental sustainability into a pilot course delivered by the college
- Significant reduction in electricity consumption for the fourth consecutive year
- The College has strengthened its online staff induction process to ensure new employees have a better understanding of compliance issues

The Year Ahead (2009)

A key challenge for the Training and Business Services (T&BS) Division will be to ensure that internal College systems support the changes that the Training Directorates make to increase their responsiveness to industry demand. The T&BS Division will provide support, within budget and the prevailing legislation and policies, ensuring an appropriate balance between supporting flexibility and responsible governance.

Specific examples of activities planned for 2009 are as follows:

- Continue to facilitate the implementation of a Values Driven Organisation
- Working with ETSSC to manage issues related to the provision of HR and Finance functions to the College
- Pilot the Oracle and PeopleSoft whole of government finance and HR systems on behalf of TAFEWA
- Continue to improve internal and external customer service
- Streamline student enrolments by providing an on-line option for 80% of our courses.
- Further develop the College Intranet to facilitate improved internal communication and document management
- Establish a secure environment related to the introduction of wireless connectivity
- Introduce electronic document management for Directorate staff
- Establish e-mail accounts for students
- Reposition HR as a Workforce Development unit
- Conduct a College organisational climate survey and develop actions for implementation in 2010
- Implement actions from the Environmental Sustainability Plan
- Establish the Joondalup campus to become a smoke free site from the start of 2009
- Provide support and advice in the building of the new skills kitchen at Joondalup and Trades North@Clarkson
- Develop a framework to better capture and resource the development of staff ideas to build or improve the functioning of the College
- Support efforts to improve the attraction and retention of students

Compliance Reporting

1. Enabling Legislation

West Coast TAFE – previously the North Metropolitan College – was established under the Vocational Education and Training Act 1996.

2. Legislation Impacting on the College

In the performance of its functions, West Coast TAFE complies with relevant written law, and exercised controls which provide reasonable assurance that the receipt, expenditure and investment of moneys, the acquisition and disposal of public property and incurring of liabilities have been in accordance with legislative provisions.

3. Responsible Minister

The Hon. Peter Collier MLA, Minister for Training.

4. Contracts with Senior Officers

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

5. Changes in Written Law

There were no changes in any written law that affected West Coast TAFE during the financial year.

6. Ministerial Directives

No Ministerial directives were issued in 2008.

7 Pricing Policies on Services

As a statutory authority and publicly funded provider of Vocational Education and Training, West Coast TAFE adheres to policy guidelines contained in Fees and Charges Policy Guidelines for Publicly Funded Registered Training Organisations and Programs published by the Western Australian Department of Education and Training.

Resource Fees are set by the College to cover materials to be consumed or transformed by students in the course of instruction. Fee for Service courses are priced on a commercial basis.

8 Staff Profile

Table: Staffing numbers comparison from 2005 to 2008.

	2005	% Total FTE	2006	% Total FTE	2007	% Total FTE	2008	% Total FTE
FTE for year	269.87*		282.80*		286.80*		301.97*	
Academic Delivery	146.96	54.45	151.84	53.69	168.12	58.62	167.94	55.61
Academic Support Services	79.05	29.29	80.86	28.59	76.98	26.84	70.16	23.24
Corporate Services	35.72	13.23	43.1	15.24	39.7	13.84	60.87	20.16
Unattached/Redeployees	8.14	3.01	7.00	2.47	2.00	0.69	3.00	.99

Workforce Data taken from West Coast TAFE Electronic Information Management System and Empower HRMIS

* Includes unattached and registered redeployee employees.

NB: Information provided as at December 2008. FTE figures can vary across the year by +/- 10% due to training demand fluctuations.

9. Staff Development

Professional and staff development needs are aligned with College and Divisional business plans. Staff relate their staff development need to the College's strategic plan and the business plan for their branch and give effect to these needs through the performance management and public sector compliance processes. This allows commitments to staff training to be strategic and relevant and ensure that training resource expenditure is monitored.

To enable the College to meet its public sector obligations a number of professional development and compliance programs were conducted for staff in 2008, these include:

- AQTF 2007 Internal Audit
- Better Buying for Officers
- Code of Ethics in the WA Public Sector
- Deafness Awareness
- Ethics Under the New Code
- Fundamentals of Teaching and Facilitating Across Cultures
- Grievance Resolution Forum
- Language Culture and Emotion
- Mental Health First Aid
- Recruitment and Staff Selection
- Senior First Aid
- Understanding of AQF
- WA State Public Sector Induction Seminar
- Work Safely at Heights

The FLAN (Facilitating Learning and Networking) program provided a focused staff development opportunity spread across the year to encourage participation in College-wide Professional Development Programs and organisational development activities. In 2008 FLAN focused on a range of developmental activities centred around the themes of:

- Educational leadership and leaders for the future
- Facilitating and developing approaches and technical skills for e-learning
- Traineeships and employability skills
- Pedagogical knowledge and presentation technology for the future
- Responsibilities for teaching minors

10. Industrial Relations

The College through its Joint Staff Consultative Committee (in accordance with the *WA TAFE Lecturers' Certified Agreement 2005* and the *Government Officers Salaries, Allowances and Conditions General Agreement 2004*) has provided opportunity for the discussion and resolution of matters that impact on workplace issues. A number of matters have been resolved through consultation and negotiation. During the latter part of 2008 the College undertook two significant organisational realignments of its training delivery functions.

A realignment of the Training Directors reporting functions to a General Manager Vocational Education and Training was introduced to strategically lead the College's response to the challenges of VET delivery in the northern corridor and the State.

The transfer of the Adult Migrant Education Service delivery functions and staff under a contractual arrangement to Swan TAFE was accomplished effectively without industrial incident through a consultative process.

Consequently, to action these matters required a realignment of delivery functions in other Directorates. This required discussion with staff and Union representatives to outline the College's intentions. All unions impacted by this were informed of this realignment.

11. Workers Compensation

West Coast TAFE continues to comply with the requirements of the Occupational Safety and Health Act 1984. The College remains committed to the reduction in workplace injuries and accidents, and a training session on OSH Duty of Care was conducted during 2008. Evacuation procedures were updated after feedback received from evacuation drill practice.

In addition, a number of safety and ergonomics inspections were undertaken with open discussion and feedback to staff and managers. Safety inspections were conducted in most delivery areas with appropriate remedial action being undertaken.

Occupational Safety and Health products were supplied to administrative and delivery areas to improve ergonomics following these inspections.

There were 29 reported accidents/incidents recorded during 2008. 15 involved students and the remaining 14 involved staff members. 18 people required assistance from the College First Aid Officers with 17 referred for treatment by ambulance or medical practitioners.

College First Aid Officers continue to provide first aid assistance as required. The provision of First Aid kits has been expanded to include kits for sections performing studies off campus.

Table: Occupational Safety and Health Performance Indicators 2006 – 2007 Workers compensation Results.

Factor	2004/05	2005/06	2006/07	2007/08
No of Compensation Claims	6	2	3	7
No of Estimated Days Lost	170	1	57#	214
Average No of Estimated days lost	28.3	1	14.25	30.57
Premium	\$159,974	\$152,661	\$144,603	\$119,015

Sources: Workers' Compensation files and Finance Records

48 days attributed to 1 staff member

^ 1 rehabilitation case from 2003/04 has been successfully completed

12. Electoral Act 1907 Section 175ZE

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

Table: Expenditure for Advertising and Media Organisations

Class of Organisation	Total Expenditure in 2007	Amounts paid and to whom
Advertising Agencies	\$111,860	Advertising Agencies - JMG - \$46,550 - Elixir Marketing - \$28,864 - Engine Group - \$27,068 - CineAds - \$660 - Marketforce - \$8,718
Staff Advertising	\$26,423	Marketforce Express \$26,423



RUSSEL PERRY
Governing Council Chair
14 March 2009



SUE A. SLAVIN
Managing Director
14 March 2009

13. Public Sector Standards and Ethical Codes

The College complies with and adopts best practice from the Public Sector standards in Human Resource Management, the Public Sector Code of Ethics and the College's Code of Conduct.

Human Resources (HR) policies and procedures are regularly updated to comply with Public Sector Standards. During the reporting period the College received one request for review against the Public Sector Human Resource Standards. This request was reviewed by an external consultant and resolved.

College staff have access to HR policies and procedures – including policies that relate to recruitment, selection and appointment, transfer, secondment, temporary deployment and grievance resolution – through the College Intranet and via email communication from the HR Branch.

Maintaining awareness of the Public Sector Standards and Code of Conduct is achieved through staff training, news letters, staff meetings, email communication and the College Intranet. All new staff receive an induction program including information concerning the Code of Conduct and Ethics.

As required under Section 31 of the Public Sector Management Act 1994, the College has complied in 2008 with its reporting requirements to the OPSS in relation to Public Sector Standards, Codes of Ethics and its Code of Conduct.

During the reporting period regarding the public sector human resource standards, no breach claims were lodged (Grievance) under Public Sector Human resource Standards and there were no applications made for breach of Public Sector Code of Ethics. There were no allegations made by staff under the College's Code of Conduct.

Actions taken to monitor, improve and ensure compliance included:

- Information about Standards and Codes included on agency intranet and in induction materials
- A continuing cultural transformation process has been implemented to engage staff in working with a shared values as an organisation that is now Values Driven College
- The College participated in the OPSS Cultural Climate Survey in June 2008. A presentation of the results was made by the OPSS to the Corporate Executive and staff
- The College Code of Conduct has been reviewed and areas covering, Organizational Values and guiding behaviours, performance management, criminal and working with children screening, public interest disclosure, conflict of interest and workplace behaviour, updated and amended
- Revised Code distributed to all staff easily accessible through the agencies intranet

14. Corruption Prevention

In line with the College's policy and procedures for staff relating to fraud and corruption, staff awareness raising sessions were conducted throughout 2008. These sessions were aimed at the Corporate Executive, Managers and Supervisors.

There was one reported incident and investigations of alleged misconduct during the reporting period. This allegation was reported to the Department of Education and Training Integrity and Standards Branch. The matter was resolved internally based on advice provided by the Integrity and Standards Branch.

15. Risk Management

The Governing Council meets legislative and business requirements by progressively developing and reviewing risk management policies in accordance with Treasury Instruction 825.

Business Continuity Management (BCM) sessions, including a workshop were presented by RiskCover during the year. The Risk Management Manual will be reviewed in line with BCM outcomes.

Risk Management Planning and Review has been integrated into the ongoing business planning process with sections reviewing plans each year with assistance as required by the College's Risk Assessments Coordinator.

16. Disability Services

In 2008 West Coast TAFE continued to ensure that people with disabilities were provided equal opportunity to participate and contribute to the activities provided within the college. The College is committed to systemic change to eliminate discrimination on the grounds of disability.

The progress made in 2008 against the Disability Access and Inclusion Plan six outcomes is as follows:

Outcome one

To ensure that existing services are adapted to meet the needs of people with disabilities.

- A needs analysis was undertaken to establish vocational requirements
- Systems put in place to enable course materials to be adapted to meet the needs of people with disabilities

Outcome Two

To improve access to facilities and buildings.

- An access audit was conducted using Disability Service Commissions access checklist and WCT meets current standards
- Plans for the new Trades North@Clarkson facility were reviewed by the College's Disability Services branch and recommendations for improved access were provided to the architect

Outcome Three

To provide information about programs and services in formats that acknowledge the communication needs of people with disabilities.

- An information access audit was undertaken using Disability Services Commission's checklist. All future materials are being monitored to ensure they meet standards
- All College information is available in alternative formats on request

Outcome Four

People with disabilities receive the same level and quality of service from staff of a public authority as other people receive from staff of that public authority.

- Deaf Awareness training sessions were conducted
- The College's online induction program ensures new staff are made aware of the College's Disability Access and Inclusion Plan

Outcome Five

People with disabilities have the same opportunities as other people to make complaints to a public authority.

- Grievance mechanisms were assessed to ensure they are accessible to people with disabilities. Customer feedback forms are available in alternative formats on request
- Information about support services are available in StudentCentro and staff are able to assist students if they wish to lodge a complaint. Student diaries issued to all students include information detailing the available support

Outcome Six

To provide an environment for people with disabilities to participate in relevant decision-making processes within the college.

- Feedback from students with disabilities was reviewed and necessary changes made

Student Numbers

West Coast's progress towards these outcomes has led to an increase in the number of students with disabilities at West Coast TAFE. There were 441 students who acknowledged a disability in 2008. The following table shows the percentage of students from each disability group.

Physical - amputation, paraplegia, back/neck injuries	17%
Sensory - blind, vision impaired, deaf	15%
Psychiatric - Bi-polar disorder schizophrenia, anxiety disorder	10%
Neurological - learning disabilities, ADD/ADHD, etc	27%
Intellectual - Down's Syndrome, IQ less than 70	12%
Medical - epilepsy, arthritis, asthma, chronic fatigue syndrome	19%

The types of services and resources utilised by students with disabilities in 2008 included:

- Individual learning support
- Learning support workshops
- Auslan Interpreters
- Notetakers
- Adaptive technologies
- Liaison with lecturers and outside agencies
- Readers/scribes
- Pre-enrolment assessment of needs
- Assistance in the enrolment process
- Assistance with physical access
- Specialist equipment
- Course materials in alternate formats.

Staff from the Disability Service unit continued their membership on a number of working groups and steering committees for both Departmental and Non-Government groups as representatives of students with disabilities at West Coast TAFE. These groups included the Post Secondary Disability Support Network and the Disability Reference and Implementation Group. Membership of these groups has ensured that the needs of students at West Coast TAFE remain high on the agenda at a strategic level.

17. Substantive Equality

In accordance with the Government's Policy Framework for Substantive Equality the College has in place structures to monitor the impact of policies and processes that impact indigenous persons, people with disabilities and ethnic minorities.

The College as an objective of substantive equality has committed and deployed significant human resources to give effect to substantive equality. This is undertaken through the roles of our Indigenous Coordinator, Disability Services Officer and Adult Migrant Education Counsellors.

These officers are involved in providing training and feedback to management and staff on facilitating community access to the College's training services. They also raise issues to improve access and outcomes for students who form part of the College's equity groups. These staff also liaise and network with relevant community groups assisting in removing barriers to accessing VET opportunities.

18. Recordkeeping Plan

The State Records Act 2000 requires each government agency to have a recordkeeping plan approved by the State Records commission. A single plan was submitted to the Commission in March 2004 on

behalf of the Department of Education and Training, the Curriculum Council, the Department of Education Services, the Public Education Endowment Trust and the TAFEWA Colleges.

State Records Commission Standard 2 Principal 6 – Recordkeeping Plans

The efficiency and effectiveness of the organisation's recordkeeping system is evaluated not less than once every five years.	West Coast TAFE upgraded to TRIM Context version 6.2 in September 2008. Rollout of this version to new users is on-going.
The organisation conducts a recordkeeping training program.	Recordkeeping awareness sessions are provided to College staff as they are given access to TRIM. Professional development training in recordkeeping is provided to Records Management staff through private training providers as required.
The efficiency and effectiveness of the recordkeeping training program is reviewed from time to time.	Internal and external audits are carried out on a regular basis. An internal AQTF audit on the records process was undertaken in 2008.
The organisation's induction program addresses employees' roles and responsibilities with regards to their compliance with the organisation's recordkeeping plan.	West Coast TAFE provides an online induction program. Recordkeeping is addressed as a component of this program, which includes a specific section on roles and responsibilities relating to Records Management.

19. Sustainability

As a response to the State Sustainability Framework, West Coast TAFE developed a Sustainability Action Plan detailing the actions to be taken with regard to three key areas, social, economic, and environmental sustainability. West Coast TAFE's Sustainability Action Plan was guided by The Sustainability Code of Practice for Government Agencies and Resource Guide for Implementation (September 2004).

During the year, West Coast TAFE demonstrated its commitment to the principles of sustainability with the College represented on a number of peak regional bodies such as the City of Joondalup's Sustainability Advisory Committee.

The College's Environmental Sustainability Committee is charged with the development and implementation of programs to enable the College to be a sector leader in establishing practices that lead to optimal utilisation of utilities, reduce green house gases and to minimising wastage in areas such as :

- Monitor College electricity, gas and water consumption, develop and champion the implementation of programs to minimise wastage
- Monitor College paper consumption, develop and champion the implementation of programs to minimise wastage
- Develop and champion the implementation of recycling programs
- Develop and implement programs designed to reduce the negative impact of green house gas emissions
- Champion the development and implementation of programs to include principles of environmental sustainability in all college courses
- Communicate the concept of environmental sustainability to all staff

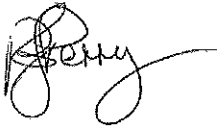
20. Insurance premium paid to indemnify 'Directors' against liability.

Total amount paid to Jardine Lloyd Thompson for Directors and Officers Liability in 2008 was \$13,224.76.

Section Four: Key Performance Indicators

Certification of Performance Indicators for the Year Ending 31 December 2008

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



RUSSEL PERRY
Governing Council Chair

24 February 2009



SUE A. SLAVIN
Managing Director

24 February 2009



Auditor General

INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

WEST COAST 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 West Coast 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.

West Coast TAFE

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

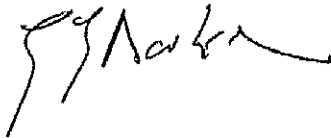
Audit Opinion

In my opinion,

(i) the financial statements are based on proper accounts and present fairly the financial position of the West Coast 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.



GLEN CLARKE
ACTING AUDITOR GENERAL
6 March 2009

WEST COAST TAFE

Key Performance Indicators

Desired Outcome

The provision of Vocational Educational and Training services to meet community and industry training needs. Through this provision, it will enable the College to best prepare our students for employment in a changing world. This contributes to the Government's strategic goal 'to enhance the quality of life and wellbeing of all people throughout Western Australia' and to the strategic outcomes 'providing a world-class education system' and 'lifelong opportunities for all'.

West Coast TAFE has developed key performance indicators to report on profile activities (state funded as prescribed in the Delivery and Performance agreement) and non-profile (self-supporting) activities.

1. Effectiveness Indicators

The effectiveness indicators measured in 2008 were:

- Student satisfaction, and
- Achievement of college profile.

Student Satisfaction Survey

The 2008 Student Satisfaction Survey was conducted by Colmar Brunton on behalf of the Department of Education and Training (DET) and TAFEWA. A summary of the results is available in the publication, *2008 Student Satisfaction Survey West Coast TAFE Report, December 2008*. The survey measured student perception of the:

- Quality of training,
- Quality of assessment,
- Student Experiences with training, and
- Student Experiences with quality of resources.

A multiple data collection technique was employed, namely mail, online and Computer Assisted Telephone Interviewing. The process involved a two-stage mail-out, and a promotional campaign was undertaken to raise awareness of the survey, and encourage completion.

The response rates achieved for West Coast TAFE in 2008 are outlined in the table below. The response rate is in line with other similar surveys (NCVER etc) to this target group (e.g students) and as such is considered reliable.

Table: Student Satisfaction Response Rates 2008

	West Coast TAFE
Population (Usable Records)	3,729
Individual students sampled	2,946
Responses achieved	652
% of students responding	22%
Overall margin of error	+or- 2.7%

1.1 Overall Student Satisfaction

This information is available in the publication, *2008 Student Satisfaction Survey West Coast TAFE Report, December 2008*. The key objective of the College is to improve student satisfaction with their course experience. The student satisfaction performance indicator

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

Table: Student Satisfaction Rate Trends

	2004	2005	2006	2007	2008	State 2008
Satisfied	50%	52%	48%	49%	45%	48%
Very Satisfied	33%	32%	40%	38%	37%	37%
Total	83%	85%	88%	87.1%	81.5%	85.4%

The College's student satisfaction target was within the range of 85-89% and in 2008 this was not achieved. Following analysis of survey data, the College noted that whilst the number of satisfied clients had decreased by some 5.6% from the preceding year there was a corresponding increase in students who were neutral in regard to the services provided by the College. An interrogation of the data will be undertaken in 2009 to assist in developing strategies in this area.

1.2 Graduate Employment Status

Given the College's vision 'By working with employers our students are the best prepared for employment in a changing world' it is appropriate to use measures of employment status as an indicator of success.

Table: Graduate Employment Status Response Rates 2007

	West Coast TAFE
Population (Usable Records)	2,920
Individual students sampled	2,920
Responses achieved	448
% of students responding	15.34%
Overall margin of error	+or- 3.2%

No targets for this indicator have been set as graduate destination is beyond the influence and control of the College.

Table: Graduate Employment Status Trends

	2004	2005	2006	2007	2008
Employed	NA	79%	NA	83%	NA
Unemployed	NA	8%	NA	7%	NA
Not in Labour Force	NA	12%	NA	10%	NA

Note: Statistically valid College level data was not available for 2004, 2006 & 2008. The survey is conducted biennially. Figures have been rounded up

1.3 Graduate Satisfaction

Graduate Satisfaction Trends for West Coast TAFE, WA and Australia

Table: Satisfied with the overall quality of training

	2004	2005	2006	2007	2008
West Coast TAFE	NA	83%	NA	87%	NA
Western Australia	NA	84%	NA	87%	NA
Australia	NA	85%	NA	89%	NA

Note: Statistically valid College level data was not available for 2004, 2006 & 2008. The survey is conducted biennially. Figures have been rounded up

Table: Fully or partly achieving their main reason for training

	2004	2005	2006	2007	2008
West Coast TAFE	NA	83%	NA	85.9%	NA
Western Australia	NA	84%	NA	87.6%	NA
Australia	NA	85%	NA	86.7%	NA

Note: Statistically valid College level data was not available for 2004 & 2006. The survey is conducted biennially. Figures have been rounded up

1.4 Annual College Profile Target Achievement

The College was funded under the Delivery and Performance Agreement (DPA) to deliver 1,690,655 Student Curriculum Hours (SCH) distributed amongst the State-defined Industry Groups. This purchased delivery by the State from West Coast TAFE took into consideration the needs of the state as defined in the State Training Profile and the needs of the key stakeholders of the College. The diversity of delivery indicates the extent to which the College is required to meet the strategic training needs of the local community, and the training plans of industry and individuals.

Measure A: Percentage of Achieved Delivery Against Profile Delivery

This performance indicator shows the percentage of SCH achieved for profile funded VET delivery activities as contracted with WA Department of Education and Training through the Delivery and Performance Agreement (DPA).

The College experienced a marked increase in SCH delivered with an increase of some 15.6% over the preceding year (1,796,816:1,554,030). Training delivery (169,547 SCH) in apprenticeship and traineeships surpassed the DPA target (114%) and reflected the State's demand for skilled labour.

Table: Profiled Student Curriculum Hours by Purchasing Matrix Classification

WADET Industry Group Description	2007 DPA	2007 Actual	2008 DPA	2008 Actual
01A Recreation Sports & Entertainment	78,985	93,440	105,076	115,155
01B Visual and Performing Arts	6,980	4,414	6,980	6,103
01C Design				
02A Automotive	32,892	22,236	46,812	44,824
03A Building and Construction			19,800	4,144
03B Surveying and Building				
04A Community Service Workers	110,411	110,964	127,951	129,785
04B Education and Childcare	151,721	168,735	202,430	183,228
04C Health	192,329	163,898	167,900	208,003
04D Library Workers				
05A Finance Insurance Property Service Workers	11,850	14,405	12,560	4,385
06A Food Trades and Processing		4,416	3,700	3,005
07A Clothing Footwear and Soft Furnishings				
07B Furniture Manufacture				
08A Communications				
08B Printing and Publishing				
09A Engineering and Drafting				
09B Metal and Mining				
10A Animal Care				
10B Forestry, Farming and Landcare	19,415	27,881	18,055	34,608
10C Fishing				
10D Horticulture			10,503	17,349
11A Process Manufacturing				
12A Personal Services	23,619	35,728	23,619	51,992
12B Retail	45,744	43,050	45,741	25,638
13A Cooking	105,110	81,098	85,058	79,512
13B Hospitality	63,002	64,208	89,247	61,211
13C Tourism	94,677	72,549	94,674	72,608
13D Travel Agents		16,739		3,355
14A Transport Trades				
15A Electrical and Electronic Engineering				
15B Electrical Trades				
16A Accounting and Other Business Services	61,897	71,155	57,976	76,250
16B Management	67,266	62,413	62,681	88,020
16C Office and Clerical	101,765	108,236	111,120	154,486
17A Computing	174,944	173,714	169,622	136,000
18A Science and Technical Workers	70,830	77,015	81,110	116,595
19A ACE				
19B Adult Literacy/ESL	72,447	64,806	65,440	97,421
19C Languages				
19D Miscellaneous				
19E Targeted Access and Participation Courses	65,580	72,930	82,600	83,139
Total Profile SCH	1,551,464	1,554,030	1,690,655	1,796,816
Percentage of Profile Achieved		100.2%		106.3%

It should be noted that during the course of the year, in May and September, West Coast TAFE varied with the agreement of DET, its delivery profile to better reflect student demand and labour market conditions.

Variations in 2008 Actual SCH compared to DPA occurred in a number of industry areas and reflected labour market conditions. Accordingly, the variation depicted in the table above is based on forecasts made in December 2007 and not the final agreed DPA.

For example, the reduction in forecast delivery activity in 12B, 13B, 13C reflected the urgent demand for labour in these industry sectors and industry's willingness to employ unqualified/untrained staff. Increases in 16A, 16B, 16C and reflected a general upswing in courses demand, coming from very low bases in the preceding years in these areas across the VET sector. A redistribution of courses within 17A to 18A accounted for the variation of SCH.

Activity in 10B and 10D was higher than forecast as the introduction of increased delivery, via new course offerings, was greater than anticipated. Conversely, owing to delays in increasing scope, activity in 03A was less than planned.

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

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

Table: Trend data for SCH Achievement

DPA	2005	2006	2007	2008
% SCH Achieved	101.3%	97.1%	100.2%	106.3%

Attainment of % SCH achieved has correlated to supply and demand issues within the labour market. These issues have also reflected increased competition from the higher education sector as it attempts to maintain student numbers in the face of strong demand by industry for labour.

2. EFFICIENCY INDICATORS

The efficiency indicator is a measure that shows the average cost of training delivery per student curriculum hour (SCH).

2.1 Overall Cost per SCH

The overall cost per 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.

The cost per SCH for aggregate College delivery for 2008 was \$12.47 and the cost increase (0.3%) is well below CPI (3.1%) and reflects the College's drive for efficiencies.

Table: Overall Cost per SCH

	2004	2005	2006	2007	2008	2008 Section 40 Estimates
Total cost of services	\$34,451,580	\$31,771,430	\$32,657,980	\$34,442,622	\$36,098,074	\$33,797,059
Total SCH Delivered	2,845,370	2,651,866	2,672,910	2,769,931	2,895,835	2,594,694
Total Cost per SCH delivered	\$12.11	\$11.98	\$12.22	\$12.43	\$12.47	\$13.03

The increase in 'Total cost of services' over the estimate is largely due to increased costs associated with employee benefits expenses rising to reflect changed industrial arrangements to two awards.

As indicated, the College DPA delivery was 6% higher than planned and substantially more, 15.6% higher, than 2007 SCH DPA delivery. While the 'Total cost of services' had increased by 4.8% over the previous year, the quantum increase in DPA delivery, 242,786SCH, resulted in lowering the Total Cost per SCH delivered.

Section Five: Financial Statements

Certification of Financial Statement

For the Year Ending 31 December 2008

The accompanying financial statements of West Coast TAFE 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 financial 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.




DAVID SAVILLE
Chief Finance Officer

20 February 2009



SUE A. SLAVIN
Managing Director

20 February 2009



RUSSEL PERRY
Governing Council Chair

20 February 2009



Auditor General

INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

WEST COAST 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 West Coast 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.

West Coast 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 West Coast 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.



GLEN CLARKE
ACTING AUDITOR GENERAL
6 March 2009

Financial Statements

For the year ended 31 December 2008

WEST COAST TAFE
Get it right

Financial Statements

Certification of Financial Statement

For the Year Ending 31 December 2008

The accompanying financial statements of West Coast TAFE 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 financial 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.



DAVID SAVILL
Chief Finance Officer

20 February 2009



SUE A. SLAVIN
Managing Director

20 February 2009



RUSSEL PERRY
Governing Council Chair

20 February 2009

**WEST COAST TAFE
INCOME STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2008**

	Notes	2008 \$	2007 \$
COST OF SERVICES			
Expenses			
Employee benefits expense	7	24,666,579	22,273,348
Supplies and services	8	8,096,942	7,555,177
Depreciation and amortisation expense	9	1,139,558	1,125,618
Grants and subsidies	10	0	26,020
Capital user charge	11	0	1,205,068
Cost of goods sold	16	434,167	394,229
Loss on disposal of non-current assets	20	702	29
Other expenses	12	1,760,126	1,863,133
Total cost of services		36,098,074	34,442,622
Income			
Revenue			
Fee for service	13	10,762,157	10,273,878
Student fees and charges	14	2,286,647	2,181,236
Ancillary trading	15	623,274	617,581
Sales	16	637,908	643,681
Commonwealth grants and contributions	17	17,271	60,992
Interest revenue	18	696,580	574,935
Other revenue	19	412,090	238,532
Total revenue		15,435,927	14,590,835
Total income other than income from State Government		15,435,927	14,590,835
NET COST OF SERVICES		(20,662,147)	(19,851,787)
INCOME FROM STATE GOVERNMENT			
State funds – Service Appropriation	21	18,849,995	18,298,650
Liabilities assumed by the Treasurer	22	0	27,094
Resources received free of charge	23	1,005,482	1,067,516
Total income from State Government		19,855,477	19,393,260
SURPLUS / (DEFICIT) FOR PERIOD		(806,670)	(458,527)

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

**WEST COAST TAFE
BALANCE SHEET AS AT 31 DECEMBER 2008**

	Notes	2008 \$	2007 \$
ASSETS			
Current Assets			
Cash and cash equivalents	38	3,972,123	3,197,383
Restricted cash and cash equivalents	24	1,367,123	1,288,323
Inventories	25	86,397	85,856
Receivables	26	1,807,193	1,543,822
Other current assets	27	4,390,543	3,181,460
Total Current Assets		11,623,379	9,296,844
Non-Current Assets			
Restricted cash and cash equivalents	24	300,370	202,144
Property, plant and equipment	28	64,010,057	61,813,054
Intangible assets	30	16,150	55,255
Total Non-Current Assets		64,326,577	62,070,453
TOTAL ASSETS		75,949,956	71,367,297
LIABILITIES			
Current Liabilities			
Payables	32	895,583	472,672
Provisions	33	2,989,917	2,585,500
Other current liabilities	34	431,596	181,267
Total Current Liabilities		4,317,096	3,239,439
Non-Current Liabilities			
Provisions	33	1,836,269	1,213,764
Total Non-Current Liabilities		1,836,269	1,213,764
Total Liabilities		6,153,365	4,453,203
NET ASSETS		69,796,591	66,914,094
Equity			
Contributed equity	35	10,027,755	9,327,755
Reserves	36	36,736,675	33,747,654
Accumulated surplus	37	23,032,161	23,838,685
TOTAL EQUITY		69,796,591	66,914,094

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

WEST COAST TAFE
STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 31 DECEMBER
2008

	Notes	2008 \$	2007 \$
Balance of equity at start of period		66,914,094	62,997,719
CONTRIBUTED EQUITY	35		
Balance at start of period		9,327,755	9,327,755
Capital contributions		700,000	0
Balance at end of period		<u>10,027,755</u>	<u>9,327,755</u>
RESERVES	36		
Asset Revaluation Reserve			
Balance at start of period		33,747,654	28,148,586
Gains / (losses) from asset revaluation		2,989,021	5,599,068
Balance at end of period		<u>36,736,675</u>	<u>33,747,654</u>
ACCUMULATED SURPLUS (RETAINED EARNINGS)	37		
Balance at start of period		23,838,685	25,521,378
Changes in accounting policy or correction of prior period errors		146	(1,224,166)
Restated balance at start of period		23,838,831	24,297,212
Surplus / (deficit) for the period		(806,670)	(458,527)
Balance at end of period		<u>23,032,161</u>	<u>23,838,685</u>
Balance of equity at the end of period		<u>69,796,591</u>	<u>66,914,094</u>
Total income and expenses for the period	37	2,182,351	5,140,541

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

WEST COAST TAFE
CASH FLOW STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2008

	Notes	2008 \$	2007 \$
CASH FLOWS FROM STATE GOVERNMENT			
Recurrent state funding - Department of Education and Training		16,932,764	17,324,747
Capital state funding - Department of Education and Training		700,000	100,000
Net cash provided by State Government		17,632,764	17,424,747
Utilised as follows:			
CASH FLOWS FROM OPERATING ACTIVITIES			
Payments			
Employee benefits		(21,422,669)	(20,322,398)
Supplies and services		(6,860,320)	(6,597,819)
Grants and subsidies		0	(26,020)
Capital User Charge		0	(2,495,210)
GST payments on purchases		(712,791)	(722,655)
GST payments to taxation authority		(463,565)	(309,096)
Other payments		(1,749,038)	(1,841,360)
Receipts			
Fee for service		10,644,555	10,200,364
Student fees and charges		2,369,732	2,156,888
Ancillary trading		623,228	617,581
Interest received		638,581	581,011
Commonwealth grants and contributions		17,271	60,992
GST receipts from on sales		1,096,164	1,065,089
GST receipts from taxation authority		72,895	23,778
Other receipts		631,556	481,264
Net cash used in operating activities	38	(15,114,401)	(17,127,588)
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds from the sale of non-current physical assets			0
Purchase of non-current physical assets		(332,453)	(359,813)
Net cash used in investing activities		(332,453)	(359,813)
Net increase / (decrease) in cash and cash equivalents		2,185,910	(62,654)
Cash and cash equivalents at the beginning of period		7,687,850	7,750,504
CASH AND CASH EQUIVALENTS AT THE END OF PERIOD	38	9,873,760	7,687,850

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

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

I. Enabling Legislation

The College is a statutory authority established under the Vocational Education and Training (VET) Act 1996. Section 54 (2) of the Act provides for the financial year of a college to begin on 1 January and end on 31 December of each year.

The College is predominantly funded by a delivery and performance agreement with the state government through the Department of Education and Training.

2. 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).

(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.

3. Summary of significant accounting policies

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

(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 Australian Accounting Standards Board as applied by the Treasurer's Instructions (TIs). Several of these are modified by the Treasurer's Instructions to vary application, disclosure, format and wording.

The Financial Management Act and the Treasurer's Instructions 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 Australian Accounting Standards Board.

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

Note 3 Continued

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 TI's 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, buildings and infrastructure 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 4 '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 5 'Key sources of estimation uncertainty'.

(c) Reporting Entity

The reporting entity comprises the College and there are no related or affiliated entities (see also note 46 'Related and Affiliated 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) have been designated as contributions by owners by owners per Treasurer's Instruction 955 'Contributions by Owners made to Wholly Owned Public Sector Entities' and have been credited directly to Contributed Equity.

Transfers of net assets to/from other agencies are designated as contributions by owners where the transfers are non-discretionary and non-reciprocal. See note 35 'Equity'.

Repayable capital appropriations are recognised as liabilities.

(e) Income

Revenue Recognition

Revenue is measured at the fair value of consideration received or receivable. Revenue is recognised for the major business activities as follows:

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

Note 3 Continued

Delivery Performance Agreement with Department of Education and Training

The College receives funding from the Department of Education and Training under a Delivery Performance Agreement in respect of the delivery of vocational and training services. This funding has been disclosed as State Funds under 'Income from State Government' in the Income Statement for 31 December 2008. This revenue is recognised in the period in which the College meets the terms of the Agreement.

Fees and Charges for services

The majority of operating revenue of the College represents revenue earned from student fees and charges, fee for service, ancillary services, trading activities and Commonwealth grants and subsidies, as well as revenue received from the Department of Education and Training for training delivered by the College as a result of successful tender under open competitive arrangements.

Sale of Goods, Rendering of Services

Revenue from the sale of goods and disposal of other assets, and the rendering of services is recognised when the College has passed control of the goods or other assets, or delivery of the service to the customer, or by reference to the stage of completion of the transaction.

Consideration is given to the timing of the transfer to the purchaser of the significant risks and rewards of ownership and control, and the reliable measurement of the value received.

Interest

Revenue is recognised as the interest accrues.

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.

(f) 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.

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

Note 3 Continued

(g) Property, Plant and Equipment

(i) Capitalisation/Expensing of assets

Items of property, plant and equipment costing over \$5,000 are recognised as assets and the cost of utilising assets is expensed (depreciated) over their useful lives. Where applicable in accordance with TI 1101, the capitalisation threshold has been applied to the aggregate value of a group or network of assets where the cost of individual item may be below the threshold but collectively the cost of the items in the group or network exceeds the threshold. An example of this is the College Library Collection where individual items are below the capitalisation threshold but the collection has a long useful life and a material value.

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).

(ii) Initial recognition and measurement

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

(iii) 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. Where market 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.

When buildings are re-valued the accumulated depreciation is eliminated against the gross carrying amount of the asset and the net amount restated to the re-valued amount.

Independent valuations of land and buildings are provided independently by the WA Land Information Authority (Landgate) with sufficient regularity to ensure that the carrying amount does not differ materially from the asset's fair value at the balance sheet date. Refer to note 28 'Property, plant and equipment' for further information on revaluations of land and buildings for 31 December 2008.

(iv) Derecognition

Upon disposal or derecognition of an item of property, plant and equipment and infrastructure, any revaluation reserve relating to that asset is retained in the asset revaluation reserve.

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

Note 3 Continued

(v) Depreciation

All non-current assets having a limited useful life are systematically depreciated over their estimated useful lives in a manner that reflects the consumption of their future economic benefits. Land is not depreciated. Depreciation on other assets is calculated using the straight line method, using rates which are reviewed annually. Estimated useful lives for each class of depreciable asset are:

Buildings	5 to 40 years
Plant, Furniture and General Equipment	2 to 15 years
Computing and Communications Equipment	3 to 15 years
Leasehold Improvements	5 years
Motor Vehicle	6.67 years

(vi) Artworks and Library Collections

Artworks

The College artworks collection recorded on the Artworks Register is not classified as property, plant and equipment due to the value (currently at 1993 historical cost of \$2,973) being immaterial to total property, plant and equipment, and a more current value not being reliably established. Similarly, no depreciation of these is recognised as the useful lives of these items are anticipated to be very long / indefinite, and their service potential has not, in any material sense, been consumed during the reporting period.

College Library Collection

The College's decision to recognise the Library Collection as a grouped asset from 31 December 2006 required the first 100% depreciation of the first year's (2003) purchases as at 31 December 2008. These will be subsequently de-recognised as at 31 December 2010, and each year subsequently treated, in accordance with the 'rolling depreciation' methodology adopted. See note 28.

(h) Intangible Assets

Capitalisation/Expensing of assets

Acquisitions of intangible assets and internally generated intangible assets costing over \$5,000 are capitalised. The cost of utilising the assets is expensed (amortised) over their useful life. Costs incurred below these thresholds are immediately expensed directly to the Income Statement.

All acquired and internally developed intangible assets are initially recognised at cost. For assets acquired at no cost or for nominal consideration, 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

The carrying amount of intangible assets is reviewed annually for impairment when the asset is not yet in use, or more frequently when an indicator of impairment arises during the reporting year indicating that the carrying value may not be recoverable.

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

Note 3 Continued

Amortisation for intangible assets with finite useful lives is calculated for the period of the expected benefit (estimated useful life) on the straight line basis using rates which are reviewed annually. All intangible assets controlled by the College have a finite useful life and zero residual value. The expected useful lives for each class of intangible asset are:

Software (I)	2 to 5 years
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(I) Software that is not integral to the operation of any related hardware.

Computer Software

Software that is an integral part of the related hardware is treated as property, plant and equipment. Software that is not an integral part of the related hardware is treated as an intangible asset. Software costing less than \$5,000 is expensed directly to the Income Statement in the year of acquisition.

Research and Development Costs

Research costs are expensed as incurred. Development costs incurred for an individual project are carried forward when the future recoverability can reasonably be regarded as assured and the total project costs are likely to exceed the capitalisation threshold. Other development costs are expensed as incurred.

Web site costs

Web site costs are charged as expenses when they are incurred unless they relate to the acquisition or development of an asset when they may be capitalised and amortised. Generally, costs in relation to feasibility studies during the planning phase of a web site, and ongoing costs of maintenance during the operating phase are expensed. Costs incurred in building or enhancing a web site, to the extent that they represent probable future economic benefits that can be reliably measured, are capitalised.

(i) Impairment of Assets

Property, plant and equipment and intangible assets are tested at the annual stock take for any indication of impairment by the reporting 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 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 or where the replacement cost is falling. Each relevant class of assets is reviewed annually to verify that the accumulated depreciation/amortisation reflects the level of consumption or expiration of asset's future economic benefits and to evaluate any impairment risk from falling replacement costs.

Intangible assets with an indefinite useful life and intangible assets not yet available for use are tested for impairment at each reporting date irrespective of whether there is any indication of impairment.

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

Note 3 Continued

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. Surplus assets at cost are tested for indications of impairments at each reporting date.

See note 31 'Impairment of assets' for the outcome of impairment reviews and testing. See note 3(p) 'Receivables' and note 26 '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

Finance lease rights and obligations are initially recognised as assets and liabilities equal in amount to the present value of the minimum lease payments. The assets are disclosed as plant, equipment and vehicles under lease, and are depreciated over the period during which the College is expected to benefit from their use. Minimum lease payments are allocated between finance charge and reduction of the outstanding lease liability, according to the interest rate implicit in the lease.

The College has no finance leases.

The College has a number of operating lease arrangements for motor vehicles and accommodation. Lease payments are expensed on a straight line basis over the lease term as this represents the pattern of benefits derived from the properties.

(l) Financial Instruments

In addition to cash and bank overdraft, the College has two categories of financial instrument:

- Loans and receivables; and
- Financial liabilities measured at amortised cost.

These have been disaggregated into the following classes:

Financial Assets

- Cash and cash equivalents
- Restricted cash and cash equivalents
- Receivables
- Amounts receivable for services

Financial Liabilities

- Payables

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

Note 3 Continued

Initial recognition and measurement of financial instruments is at fair value which normally equates to the transaction cost or the face value. 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 equivalent (and restricted cash and cash equivalent) assets comprise 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 34 'Other Liabilities') 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 few days of the financial year end. The College considers the carrying amount to be equivalent net fair value.

(o) Inventories

Inventories are measured at the lower of cost and the net realisable value. Costs are assigned by the method most appropriate to each particular class of inventory, with the majority being valued on an average cost 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.

(p) Receivables

Receivables are recognised and carried at original invoice amount less an allowance for uncollectible amounts (impairment). The collectability of receivables is reviewed on an ongoing basis and any receivables identified as uncollectible are written off. 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 30 days. See note 3(l) 'Financial Instruments' and note 26 'Receivables'.

(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 3(l) 'Financial Instruments' and note 32 'Payables'.

(r) Borrowings

All loans 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 3(l) 'Financial Instruments'.

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

Note 3 Continued

(s) Provisions

Provisions are liabilities of uncertain timing and 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 economic benefits is probable and can be measured reliably. Provisions are reviewed at each balance sheet reporting date. See note 33 'Provisions'.

(i) Provisions - Employee benefits

Annual Leave and Long Service Leave

The liability for annual and long service leave expected to be settled within 12 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 12 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.

When assessing expected future payments consideration is given to expected future wage and salary levels including non-salary components such as employer superannuation contributions. In addition, the long service leave liability also considers the experience of employee departures and periods of service.

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 12 months after the reporting date. Under this method the current liability for annual leave is the current accrued entitlements expected to be settled within 12 months after the end of the reporting date measured at the undiscounted amounts expected to be paid when the liabilities are settled, at current remuneration rates (excluding on-costs).

Superannuation

The Government Employees Superannuation Board (GESB) administers the following superannuation schemes.

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

The College has no liabilities under the Pension or the GSS Schemes. 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.

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

Note 3 Continued

Employees commencing employment prior to 16 April 2007 who are not members of either the Pension or the GSS Schemes become non-contributory members of the West State Superannuation (WSS) Scheme, an accumulation scheme. Employees commencing employment on or after 16 April 2007 become 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 in respect of the WSS and BESBS Schemes.

The GESB makes all benefit payments in respect of the Pension and GSS Schemes, and is recouped by the Treasurer for the employer's share. See also note 3(t) 'Superannuation expense'.

(ii) Provisions -Other

Employment On-Costs

Employment on-costs, including workers' compensation insurance, are not employee benefits and are recognised separately as liabilities and expenses when the employment to which they relate has occurred. Employment on-costs are included as part of 'Other expenses' and are not included as part of the Authority's 'Employee benefits expense'. The related liability is included in 'Employment on-costs provision'. (See note 12 'Other expenses' and note 33 'Provisions'.)

(t) Superannuation Expense

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

- (a) Defined benefit plans – For 2007, the 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 Gold State Superannuation Scheme (GSS); and
- (b) 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 - For 2007, the movements (i.e. current service cost and, actuarial gains and losses) in the liabilities in respect of the Pension Scheme and the GSS transfer benefits are recognised as expenses. As these liabilities are assumed by the Treasurer (refer note 2(u)(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'. Commencing in 2008, the reporting of annual movements in these notional liabilities has been discontinued and is no longer recognised in the Income Statement.

The superannuation expense does not include payment of pensions to retirees, as this does not constitute part of the cost of services provided 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 agency to GESB extinguishes the agency's obligations to the related superannuation liability.

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

Note 3 Continued

(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.

4. Judgements made by management in applying accounting policies

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

Valuation of Land and Buildings

Fair value has been determined on a current use valuation for land and depreciated replacement cost valuation for buildings. The College has adopted these valuations rather than market values on the assumption that the land and buildings will continue to be used as a TAFEWA College.

Donations

The reporting of donations has been reassessed in 2008 given that the expenses pertained mainly to event sponsorships and naming rights, as differing from actual donations. Note 12 indicates this reassessment.

5. Key sources of estimation uncertainty

The key assumptions made concerning the future, and other key sources of estimation uncertainty at the reporting 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:

Valuation of Long Service Leave Liability

The College received actuarial assessment of the long service leave liability in 2005 from Price Waterhouse Coopers (PWC), and has used the 'short-hand' method for estimating the long service leave liabilities for 2006 and 2007. To mitigate any uncertainty, an actuarial assessment has been conducted by PWC for 31 December 2008. This is reported based on certain assumptions made by PWC and accepted by the College.

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

6. 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.

The following Australian Accounting Standards and Interpretations are considered to have no impact, or are not applicable, to not-for-profit entities:

2007-1	'Amendments to Australian Accounting Standards arising from AASB Interpretation 11 [AASB 2]'
2007-2	'Amendments to Australian Accounting Standards arising from AASB Interpretation 12 [AASB 1, AASB 117, AASB 118, AASB 120, AASB 121, AASB 127, AASB 131 & AASB 139]' – paragraphs 1 to 8
2007-4	'Amendments to Australian Accounting Standards arising from ED 151 and Other Amendments (AASB 1, 2, 3, 4, 5, 6, 7, 102, 107, 108, 110, 112, 114, 116, 117, 118, 119, 120, 121, 127, 128, 129, 130, 131, 132, 133, 134, 136, 137, 138, 139, 141, 1023 & 1038)'. The amendments arise as a result of the AASB decision to make available all options that currently exist under IFRSs and that certain additional Australian disclosures should be eliminated. The Treasurer's instructions have been amended to maintain the existing practice when the Standard was first applied and as a consequence there is no financial impact.
2007-5	'Amendments to Australian Accounting Standard – Inventories Held for Distribution by Not-for-Profit Entities [AASB 102]'
2007-7	'Amendments to Australian Accounting Standards [AASB 1, AASB 2, AASB 4, AASB 5, AASB 107 & AASB 128]'
200B-4	'Amendments to Australian Accounting Standard – Key Management Personnel Disclosures by Disclosing Entities [AASB 124]'
ERR	Erratum 'Proportionate Consolidation [AASB 101, AASB 107, AASB 121, AASB 127, Interpretation 113]'
Interpretation 4	'Determining whether an Arrangement contains a Lease' (revised – February 2007)
Interpretation 11	'AASB 2 – Group and Treasury Share Transactions'
Interpretation 12	'Service Concession Arrangements'
Interpretation 14	'AASB 119 – The Limit on a Defined Benefit Asset, Minimum Funding Requirements and their Interaction'
Interpretation 129	'Service Concession Arrangements: Disclosures'
Interpretation 1003	'Australian Petroleum Resource Rent Tax'

Voluntary changes in Accounting Policy

There are no voluntary changes in Accounting Policy for the year ending 31 December 2008.

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

Note 6 Continued

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 the following Australian Accounting Standards and Australian Accounting Interpretations that have been issued but are not yet effective. Where applicable, these Standards will be applied 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.

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

Note 6 Continued

The following Australian Accounting Standards and Interpretations are considered as either not being applicable to the College or adoption of them in future periods will have no impact on the College or do not apply to not-for-profit entities:

Title	Operative for reporting periods
AASB 3 'Business Combinations' (March 2008)	1-Jan-2009
AASB 8 'Operating Segments'	1-Jan-2009
AASB 123 'Borrowing Costs' (June 2007). This Standard has been revised to mandate the capitalisation of all borrowing costs attributable to the acquisition, construction or production of qualifying assets. The College already capitalises borrowing costs directly attributable to buildings under construction, therefore, this will have no impact on the financial statements when the Standard is first applied. Agencies presently expensing such borrowing costs will need to report the impact.	1-Jan-2009
AASB 127 'Consolidated and Separate Financial Statements' (March 2008)	1-Jul-2009
AASB 1039 'Concise Financial Reports' (August 2008)	1-Jul-2009
AASB 1049 'Financial Reporting of Whole of Government and General Government Sectors by Governments Financial Reporting'	1-Jul-2009
AASB 2007-3 'Amendments to Australian Accounting Standards arising from AASB 8 [AASB 5, AASB 6, AASB 102, AASB 107, AASB 119, AASB 127, AASB 134, AASB 136, AASB 1023 & AASB 1038]'	1-Jul-2009
AASB 2007-8 'Amendments to Australian Accounting Standards arising from AASB 101'	1-Jan-2009
AASB 2008-1 'Amendments to Australian Accounting Standard - Share-based Payments: Vesting Conditions and Cancellations'	1-Jan-2009
AASB 2008-2 'Amendments to Australian Accounting Standards – Puttable Financial Instruments and Obligations arising on Liquidation' [AASB 7, AASB 101, AASB 132, AASB 139 & Interpretation 2]'	1-Jan-2009
AASB 2008-3 'Amendments to Australian Accounting Standards arising from AASB 3 and AASB 127 [AASBs 1, 2, 4, 5, 7, 101, 107, 112, 114, 116, 121, 128, 131, 132, 133, 134, 136, 137, 138, 139 and Interpretations 9 & 107]'	1-Jul-2009
AASB 2008-5 'Amendments to Australian Accounting Standards arising from the Annual Improvements Project [AASB 5, 7, 101, 102, 107, 108, 110, 116, 118, 119, 120, 123, 127, 128, 129, 131, 132, 134, 136, 138, 139, 140, 141, 1023 & 1038]'	1-Jan-2009

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

Note 6 Continued

AASB 2008-6 'Further Amendments to Australian Accounting Standards arising from the Annual Improvements Project AASB 1 & AASB 5'	1-Jul-2009
AASB 2008-7 'Amendments to Australian Accounting Standards – Cost of an Investment in a Subsidiary, Jointly Controlled Entity or Associate [AASB 1, AASB 118, AASB 121, AASB 127 & AASB 136]'	1-Jan-2009
AASB 2008-8 'Amendments to Australian Accounting Standards – Eligible Hedged Items [AASB 139]'	1-Jul-2009
AASB 2008-9 'Amendments to AASB 1049 for Consistency with AASB 101'	1-Jan-2009
AASB 2008-10 'Amendments to Australian Accounting Standards – Reclassification of Financial Assets [AASB 7 & AASB 139]'	1-Jul-2008
Interpretation 13 'Customer Loyalty Programmes'	1-Jul-2008
Interpretation 15 'Agreements for the Construction of Real Estate'	1-Jan-2009
Interpretation 16 'Hedges of a Net Investment in a Foreign Operation'	1-Oct-2008

Changes in accounting estimates

No Changes have occurred in accounting policies or estimates for the year ending 31 December 2008.

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

	2008	2007
	\$	\$
7. Employee benefits expense		
Wages and salaries (a)	19,808,558	18,803,561
Superannuation - defined contribution plans (b)	1,459,459	1,319,132
Superannuation - defined benefit plans (c) (d)	575,894	584,852
Long service leave (e)	1,155,714	349,490
Annual leave (f)	1,429,338	985,650
Other	237,616	230,663
Total	24,666,579	22,273,348

(a) Includes the value of the fringe benefit to the employee plus the fringe benefit tax component.

(b) Defined contribution plans include the GESB Super, West State and Gold State Schemes (contribution 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 21 'Income from State Government').

(e) Actuarial Assessment performed for 31 December 2008 recognising increased expense. Includes a superannuation contribution component.

(f) Includes expense from provisions and annual leave taken in 2008 (\$1,210,208) and a superannuation contribution component.

8. Supplies and services

<u>Consumables and minor equipment</u>	1,343,931	1,381,319
<u>Communication expenses</u>	291,233	312,488
<u>Utilities expenses</u>	437,476	439,922
<u>Consultancies and contracted services</u>	2,987,241	2,733,062
<u>Minor works (i)</u>	882,072	912,258
<u>Repairs and maintenance</u>	42,443	23,677
<u>Operating lease and hire charges</u>	992,018	802,436
<u>Travel and passenger transport</u>	171,357	206,769
<u>Advertising and public relations</u>	394,246	370,319
Supplies and services - other	554,925	372,927
Total	8,096,942	7,555,177

(i) Includes \$43,658 of work in progress expensed due to discontinuance of nursing science laboratory initiative.

9. Depreciation and amortisation expense

Depreciation

Buildings	841,135	797,282
Leasehold improvements - buildings	214	234
Motor Vehicles	14,116	12,358
Plant, furniture and general equipment	94,251	83,628
Computers and communication network	110,665	176,130
Library Collection (i)	40,072	0
Sub-Total depreciation	1,100,453	1,069,632

(i) First year of rolling depreciation of the College Library Collection. (See note 3 (vi).)

WEST COAST TAFE
**NOTES TO THE FINANCIAL STATEMENTS
 FOR THE YEAR ENDED 31 DECEMBER 2008**

	2008	2007
	\$	\$
Note 9. Depreciation and amortisation expense continued		
Amortisation		
Software	39,105	55,986
Sub-Total amortisation	39,105	55,986
Total	1,139,558	1,125,618
10. Grants and subsidies		
Payments to non-TAFE providers for VET service delivery	0	8,171
Student Scholarships (i)	0	17,849
Total	0	26,020
(i) The College changed the practice in which students are rewarded in 2008. Student prizes and awards are provided in place of Scholarships. See note 12.		
11. Capital user charge		
Capital user charge expense (i)	0	1,205,068
(i) The Capital User charge was a levy applied by Government for the use of its capital. 2007 was the final year in which the charge was levied.		
12. Other expenses		
Building Maintenance	239,329	208,212
Doubtful Debts Expense	11,190	4,204
Employment on-costs (a)	1,492,106	1,606,830
Donations (b)	0	3,527
Student Prizes & Awards	13,471	26,037
Losses and write-offs	30	12,700
Other (c)	4,000	1,623
Total	1,760,126	1,863,133
(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 33 'Provisions'. Superannuation contributions accrued as part of the provision for leave are employee benefits and are not included in employment.		
(b) The reporting of donations has been reassessed in 2008 given that the expenses pertained mainly to event sponsorships and naming rights, as differing from actual donations.		
(c) Includes Stamp Duty tax and refunds of 2007 receipts.		
13. Fee for service		
Fee for service - general	601,995	677,069
Fee for service - government	7,416,815	7,660,434
Adult Community Education fees	215,114	479,735
International Division fees	2,528,233	1,456,640
Total	10,762,157	10,273,878

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

	2008	2007
	\$	\$
14. Student fees and charges		
Tuition and enrolment fees (i)	1,595,791	1,497,669
Resource fees	574,692	601,124
Other College fees	116,164	82,443
Total	2,286,647	2,181,236
(i) Enrolment fees were incorporated into Tuition fees in 2008. The value of fees received in 2008 for enrolments prior to this change is \$12,206, compared to \$133,145 in 2007. Tuition fees were \$1,364,524 in 2007.		
15. Ancillary trading		
Live works (i)	607,927	573,659
Contracting and consulting	0	38,620
Other ancillary revenue	15,347	5,302
Total	623,274	617,581
(i) The outcome of training delivery can provide goods and services which, on occasions, are able to be passed on for recovery of some of the inputs of labour and materials in the delivery. These 'live works' are not a trading activity.		
16. Trading Profit / (Loss)		
Bookshop		
Sales	345,107	361,368
Cost of sales		
Opening inventory	(79,643)	(74,887)
Purchases	(243,561)	(243,908)
	(323,204)	(318,795)
Closing inventory (See also note 25)	76,271	79,643
Cost of goods sold	(246,933)	(239,152)
Trading Profit / (Loss) - Bookshop	98,174	122,216
Diner		
Sales	292,801	282,313
Cost of sales		
Opening inventory	(6,213)	(4,025)
Purchases	(191,147)	(157,265)
	(197,360)	(161,290)
Closing inventory (See also note 25)	10,126	6,213
Cost of goods sold	(187,234)	(155,077)
Trading Profit / (Loss) - Diner	105,567	127,236
Total	203,741	249,452

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

	2008	2006
	\$	\$
17. Commonwealth grants and contributions		
Commonwealth specific purpose grants and contributions (i)	<u>17,271</u>	<u>60,992</u>

(i) Represents grants from AusIndustry for the ThinkLearn Pilot Project (\$12,566) and Department of Education, Science & Training (via TAFE SA) for the Flexible Learning Heutagogy Project (\$4,705).

18. Interest Revenue

Interest Revenue (i)	<u>696,580</u>	<u>574,935</u>
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(i) Interest Revenue is earned on the College's operating bank account, term deposits and Investment at Treasury account.

19. Other revenue

Rental and facilities fees	76,910	55,429
Other direct grants and subsidies revenue (a)	2,660	10,000
Sponsorship and donations revenue	11,601	17,364
General revenue (b)	320,919	155,739
Total	<u>412,090</u>	<u>238,532</u>

(a) Represents grants from City of Wanneroo to support training delivery to students.

(b) Includes reimbursement of insurances costs from RiskCover (\$200,169) for positive return on funds.

20. Net gain / (loss) on disposal of non-current assets

Costs of disposal of Non-Current Assets

Buildings (i)	(684)	0
Plant, furniture and general equipment	0	(6)
Computers and communication network	(18)	(23)
	<u>(702)</u>	<u>(29)</u>

(i) Balance of leasehold property for Adult Migrant Education Service.

Proceeds from Disposal of Non-Current Assets

	<u>0</u>	<u>0</u>
Net gain / (loss)	<u>(702)</u>	<u>(29)</u>

See also notes 28 & 29 'property, plant and equipment'

21. Income from State Government

State funds (received from Department of Education and Training) (i)

Delivery and Performance Agreement (DPA)	16,031,385	14,803,110
Superannuation	2,035,353	1,873,028
Other recurrent funds	726,721	417,444
Capital User Charge funding (see note 11)	0	1,205,068
Capital works transferred	56,536	0
Total	<u>18,849,995</u>	<u>18,298,650</u>

(i) Discretionary transfers of assets between State Government agencies are reported as assets assumed/(transferred) under Income from State Government. Non discretionary non reciprocal transfers of net assets (i.e. restructuring of administrative arrangements) have been classified as Contributions by Owners under T1 955 and taken directly to equity.

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

	2008	2007
	\$	\$
22. Liabilities assumed by the Treasurer		
The following liabilities have been assumed by the Treasurer during the financial year:		
Superannuation (i)	0	27,094
Total Liabilities assumed by the Treasurer	0	27,094
(i) The assumption of the superannuation liability by the Treasurer is notional income to match the notional superannuation expense reported in respect of current employees who are members of the Pension Scheme and current employees who have a transfer benefit entitlement under the GSS Scheme. (The notional superannuation expense is disclosed at note 7 'Employee benefits expense'.) From 2008, the reporting of the notional superannuation expense and equivalent notional income has been discontinued. Where the Treasurer or other entity has assumed a liability, the Authority recognises revenues equivalent to the amount of the liability assumed and an expense relating to the nature of the event or events that initially gave rise to the liability.		
23. Resources received free of charge		
Resources received free of charge determined on the basis of the following estimates provided by agencies: (i)		
Department of Education and Training		
Corporate systems support	626,626	675,430
Marketing and publications	178,546	147,750
Human resources, industrial relations support	92,900	3,365
Other	97,301	239,908
Sub-Total	995,373	1,066,453
Other Government - State Solicitor's Office	10,109	1,063
Total	1,005,482	1,067,516
(i) Where assets or services have been received free of charge or for nominal cost, the College 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.		
24. Restricted cash and cash equivalents		
Restricted cash and cash equivalents represent cash resources the uses of which are restricted, wholly or partially, by regulations or other externally imposed requirements.		
Current		
West Coast College Scholarship Trust Fund (a)	15,404	15,358
AMEP legacy funds (b)	651,719	1,272,965
Specific capital equipment and minor works (c)	700,000	0
Sub-Total	1,367,123	1,288,323
Non-Current		
27 th Pay allocation for 2015 (d)	300,370	202,144
Total	1,667,493	1,490,467

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

	2008	2007
	\$	\$
Note 24. Restricted cash and cash equivalents continued		
(a) The West Coast College Scholarship Trust Fund was privately donated and must be used for student scholarships.		
(b) The Adult Migrant Education Program legacy funds are the monies provided to West Coast TAFE in 1997 from the Department of Immigration and Multicultural Affairs and the Department of Training in recognition of employee entitlements transferred. These funds are drawn down as entitlements are extinguished.		
(c) Capital Contribution (\$700,000) from the Department of Education and Training for Skills Kitchen development.		
(c) The 27 th Pay allocation is a yearly provision and adjustment to cover the unfunded additional pay which occurs every 11 years, the next being in 2015.		
25. Inventories		
Inventories held for resale (a):		
Bookshop (at cost)	76,271	79,643
Cafeteria (at cost)	10,126	6,213
Sub-Total	86,397	85,856
Less: Provision for obsolete stock (b)	0	0
Total	86,397	85,856

(a) See also note 16 Trading Profit / (Loss).

(b) No provision has been made for obsolete stock due to none being recognised in either stock for 2008 or 2007.

26. Receivables

Current

Receivables – trade	1,163,168	997,029
Receivables - students	31,807	62,878
Accrued income (i)	561,376	467,882
Provision for impairment of receivables	(50,510)	(39,764)
GST receivable	101,352	55,797
Total	1,807,193	1,543,822

(i) Accrued income includes \$306,000 from Education & Training International for student fees, \$116,000 for WELL programs, \$15,280 for auspiced delivery from West Coast College of Beauty and \$124,096 interest revenue.

Reconciliation of changes in the allowance for impairment of receivables:

Balance at start of year	(39,764)	(39,264)
Doubtful debts expense recognised in the Income Statement	(11,190)	(4,204)
Amount written off during the year	1,792	4,370
Amount recovered during the year	(1,347)	(666)
Balance at end of year	(50,510)	(39,764)

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

	2008	2007
	\$	\$
Note 26 Receivables continued		
<u>Ageing of receivables past due but not impaired based on the information provided to senior management, as at the balance sheet date:</u>		
Not more than 3 months	185,480	111,760
More than 3 months but less than 6 months	55,426	27,602
More than 6 months but less than 1 year	29,852	7,592
More than 1 year	22,588	2,004
	293,347	148,958
<u>Receivables individually determined as impaired as at the balance sheet date:</u>		
Carrying amount, before deducting any impairment loss	50,510	39,764
Impairment loss	0	0
	50,510	39,764
See also note 3(p) Receivables and note 43 Financial Instruments.		
27. Other assets		
Current		
Prepayments	156,399	181,460
Cash Investments (i)	4,234,144	3,000,000
Total	4,390,543	3,181,460
(i) Cash Investment is a short term deposit to March 2009 with the Commonwealth Bank of Australia.		
28. Property, plant and equipment		
Land		
At fair value (a)	31,000,000	31,000,000
Sub-Total	31,000,000	31,000,000
Buildings		
At fair value (a)	32,123,000	30,047,200
Accumulated depreciation	0	(72,087)
Sub-Total	32,123,000	29,975,113
Buildings under construction		
Construction costs	187,300	23,316
Sub-Total	187,300	23,316

(a) The valuation of land and buildings for 2008 was based on an independent valuation performed by Landgate for reporting on and from 31 December 2008. Fair value has been determined on a current use valuation for land and depreciated replacement cost valuation for buildings. The previous valuation of land and buildings was performed by Valuation Services in October 2006.

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

	2008	2007
	\$	\$
Note 28 Property Plant and Equipment continued		
Leasehold improvements		
At cost (i)	0	487,493
Accumulated depreciation (i)	0	(486,595)
Sub-Total	0	898
(i) The lease of premises for the Adult Migrant Education Program concluded in June 2008.		
Plant, furniture and general equipment		
At cost	641,185	594,387
Accumulated depreciation	(316,411)	(222,159)
Sub-Total	324,774	372,228
Computer equipment, communication network		
At cost	759,401	840,623
Accumulated depreciation	(677,822)	(683,833)
Sub-Total	81,579	156,790
Motor vehicles, caravans and trailers		
At cost	89,301	89,301
Accumulated depreciation	(26,700)	(12,584)
Sub-Total	62,601	76,717
College Library Collection		
At cost	270,875	207,992
Accumulated depreciation (i)	(40,072)	0
Sub-Total	230,803	207,992
Total	64,010,057	61,813,054

(i) See note 3 (vi) for information regarding recognition of the first year's depreciation of the College Library Collection.

Reconciliations of the carrying amounts of property, plant, equipment and vehicles at the beginning and end of the reporting period are set out in Note 29 below.

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

29. Reconciliation of Property, plant and equipment

2008	Land	Buildings	Work in Progress	Leasehold Improvements	Plant, furniture and general equipment	Computer equip. comm. Network	Motor Vehicles	Library Collection	Total
Carrying amount at start of year	31,000,000	29,975,113	23,316	898	372,227	156,789	76,717	207,992	61,813,052
Additions			207,642		46,798	35,472		62,883	352,795
Transfer to buildings									
Transfer to expense			(43,658)						(43,658)
Disposals				(684)		(18)			(702)
Depreciation expense		(841,135)		(214)	(94,251)	(110,665)	(14,116)		(1,060,381)
Revaluation Increments		2,989,022							2,989,022
Depreciation write back on disposal									
Derecognition of assets									
Derecognition – depreciation writeback								(40,072)	(40,072)
Carrying amount at end of year	31,000,000	32,123,000	187,300	0	324,774	81,579	62,601	230,803	64,010,057

2007	Land	Buildings	Work in Progress	Leasehold Improvements	Plant, furniture and general equipment	Computer equip, comm. Network	Motor Vehicles	Library Collection	Total
Carrying amount at start of year	28,133,000	27,941,452	58,083	1,132	931,324	952,330	6,401	149,920	58,173,642
Additions			68,505		104,784	14,589	82,673	58,072	328,623
Transfer to buildings		98,875	(98,875)						0
Transfer to expense			(4,397)						(4,397)
Disposals					(72,650)	(199,023)			(271,673)
Depreciation expense		(797,281)		(234)	(83,628)	(176,129)	(12,358)		(1,069,630)
Revaluation Increments	2,867,000	2,732,068							5,599,068
Depreciation write back on disposal					72,644	199,004			271,648
Derecognition of assets					(866,458)	(1,424,916)			(2,291,374)
Derecognition – depreciation writeback					286,212	790,935			1,077,147
Carrying amount at end of year	31,000,000	29,975,114	23,316	898	372,228	156,789	76,717	207,992	61,813,054

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

	2008	2007
	\$	\$
30. Intangible assets		
Computer software		
At cost	150,032	150,032
Accumulated depreciation	(133,882)	(94,777)
Total	16,150	55,255
Reconciliation – Intangibles		
Carrying amount at start of year	55,255	89,998
Additions	0	31,186
Disposals	0	(35,160)
Amortisation Expense	(39,105)	(55,986)
Amortisation write back on disposals	0	35,156
Write off of assets – change in accounting policy	0	(17,230)
Depreciation write back on write offs	0	7,291
Carrying Amount at end of year	16,150	55,255

31. Impairment of Assets

There were no indications of impairment of property plant, equipment and intangibles as at 31 December 2008. The College held no goodwill or intangible assets with indefinite useful life during the reporting period and at reporting date there were no intangible assets not yet available for use.

All surplus assets as at 31 December 2008 have either been classified as assets held for sale or written off.

32. Payables

Current

Trade payables	19,955	3,585
GST payable (a)	74,677	36,559
Accrued expenses	383,334	193,327
Accrued salaries and related costs	417,617	239,201
Total	895,583	472,672

(a) GST payable reflects both normal GST payments to ATO and recoverable amounts from customers.

See also note 3(q) 'Payables' and Note 43 'Financial Instruments'

33. Provisions

Current

Employee benefits provision		
Annual leave (a)	941,720	730,109
Long service leave (b)	1,601,577	1,456,236
Superannuation	185,654	178,135
Salary deferment	59,885	86,341
Sub-Total	2,788,836	2,450,821

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

	2008	2007
	\$	\$
Note 33. Provisions continued		
Other provisions		
Employment on-costs (c)	201,081	134,679
Sub-Total	201,081	134,679
Total Current	2,989,917	2,585,500
Non-current		
Employee benefits provision		
Long service leave (b)	1,607,801	1,069,302
Superannuation	101,291	78,593
Sub-Total	1,709,092	1,147,895
Other provisions		
Employment on-costs (c)	127,177	65,869
Sub-Total	127,177	65,869
Total Non-Current	1,836,269	1,213,764

(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 reporting date	700,139	576,905
More than 12 months of reporting date	241,581	153,204
Total	941,720	730,109

(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 reporting date. Assessments indicate that actual settlement of the liabilities will occur as follows:

Within 12 months of reporting date	1,294,170	511,895
More than 12 months of reporting date	1,915,208	2,013,641
Total	3,209,378	2,525,536

(c) The settlement of annual and long service leave liabilities gives rise to the payment of employment on-costs including payroll tax and workers compensation insurance. The provision is the present value of expected of expected future payments. The associated expense, apart from the unwinding of the discount (finance cost), is included at note 12 'Other expenses'.

Movements in other provisions

Movements in each class of provisions during the financial year, other than employee benefits, are set out below.

Employment on-cost provision

Carrying amount at start of year	200,548	198,462
Additional provisions recognised	246,246	75,787
Payments/other sacrifices of economic benefits	(118,536)	(73,701)
Carrying amount at end of year	328,258	200,548

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

	2008	2007
	\$	\$
34. Other liabilities		
Current		
Income received in advance (a)	211,411	174,560
Grants and advances (b)	219,348	6,000
Money / deposits held in trust	438	707
Other	399	0
Total	431,596	181,267
(a) Income received in advance comprises:		
Fee for service	191,518	95,600
Student fees and charges	19,893	67,505
Other	0	11,455
Total Income received in advance	211,411	174,560

(b) Grants and advances include: \$210,000 from Department of Education and Training for the Small Business Training Institute; \$3,348 from Department of Education and Training for recognition of prior learning development; \$6,000 from City of Wanneroo to support indigenous enrolments.

35. 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 on behalf of the community. The asset revaluation reserve represents the portion of equity resulting from the revaluation of non-current assets.

Contributed equity

Balance at start of year	9,327,755	9,327,755
Capital contribution by owners (a)	700,000	0
Distribution to owners (b)(c)	(0)	(0)
Balance at end of year	10,027,755	9,327,755

(a) Capital Contributions (appropriations) and non-discretionary transfers of net assets from other State government agencies have been designated as contributions by owners in Treasurer's Instruction TI 955 and are credited directly to equity. The Capital Contribution of \$700,000 in 2008 was from the Department of Education and Training for Skills Kitchen development.

(b) UIG 1038 'Contributions by Owners Made to Wholly-Owned Public Sector Entities' requires that where the transferee accounts for a transfer as a contribution by owner, the transferor must account for the transaction as a distribution to owners. Consequently non-discretionary (non-reciprocal) transfers of net assets to other State government agencies are distribution to owners and are debited directly to equity.

(c) TI 955 requires non-reciprocal transfers of assets to Government to be accounted for as Distribution to owners. There are no distributions to owners for year ended 2008.

36. Reserves

Asset Revaluation Reserve

Balance at start of year	33,747,654	28,148,586
Net revaluation increments / (decrements)		
Land	0	2,867,000
Buildings	2,989,021	2,732,068
Balance at end of year	36,736,675	33,747,654

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

	2008	2007
	\$	\$
37. Accumulated surplus		
Balance at start of year	23,838,685	25,521,378
Change in accounting policy (i)	146	(1,224,166)
Restated balance at start of the year	23,838,831	24,297,211
Result for the period	(806,670)	(458,527)
Balance at end of year	23,032,161	23,838,685
(i) Correction of prior period error in 2008 relates to misallocation of suspense account transactions in 2007. Change of accounting policy in 2007 is the reduction due to asset capitalisation threshold change from \$1,000 to \$5,000.		
Total income and expenses for the period (i)	2,182,351	5,140,541

(i) The aggregate net amount attributable to each category of equity is: deficit \$806,670 and gains from asset revaluation of 2,989,021. (2007: Deficit \$458,527, gains from asset revaluation \$5,599,068).

38. Notes to the Cash Flow Statement

Reconciliation of cash

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 and cash equivalents	3,972,123	3,197,383
Restricted cash and cash equivalents	1,667,493	1,490,467
Short Term Deposit	4,234,144	3,000,000
	9,873,760	7,687,850

Reconciliation of net cost of services to net cash flows provided by / (used in) operating activities

Net Cost of Services	(20,662,147)	(19,851,787)
Non-cash items:		
Depreciation and amortisation expense	1,139,558	1,125,618
Doubtful debts expense	11,190	500
Superannuation expense	2,035,353	1,900,122
Resources received free of charge	1,005,482	1,067,516
Net (gain) / loss on sale of property, plant and equipment	702	30
Losses and write-offs (excludes cash shortages/thefts of money)	0	12,700
(Increase) / decrease in assets:		
Current receivables (c)	(229,007)	(78,919)
Current inventories	(541)	(6,944)
Other current assets	25,061	(118,369)
Other non-current assets	23,317	0

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

	2008	2007
	\$	\$
Note 38 Notes to the Cash Flow Statement continued		
Increase / (decrease) in liabilities		
Current payables (c)	385,117	(1,284,909)
Income received in advance	132,076	174,297
Current provisions	752,047	135,376
Other current liabilities	(116)	(140,886)
Non-current Provisions	274,875	(119,050)
Other non-current liabilities		
Net GST receipts / (payments) (a)	383,374	(285,318)
Change in GST in receivables / payables (b)	(390,742)	342,435

Net cash provided by / (used in) operating activities

(15,114,401) (17,127,588)

(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 ATO receivable /payable in respect of the sale/purchase of non-current assets are not included in these items as they are not reconciling items.

39. Commitments

Capital expenditure commitments

Capital expenditure commitments, being contracted capital expenditure additional to the amounts reported in the financial statements, are payable as follows:

Within 1 year	2,211,544	534,728
Later than 1 year	0	0
Total	<u>2,211,544</u>	<u>534,728</u>

The capital commitments include amounts for (i):

Plant and equipment	36,873	38,728
Buildings	2,174,671	496,000
	<u>2,211,544</u>	<u>534,728</u>

(i) Capital expenditure commitments include Skills Kitchen (\$2,100,000), B Block refurbishments (\$74,671) and air conditioning (\$34,843) and fires systems (\$2,030).

Lease commitments

Commitments in relation to leases contracted for at the reporting date but not recognised as liabilities, are payable (i):

Within 1 year	101,422	276,252
Later than 1 year and not later than 5 years	49,586	72,156
Later than 5 years		0
Total	<u>151,008</u>	<u>348,408</u>

Representing:

Non-cancellable operating leases	151,008	348,408
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(i) The College has a motor vehicle lease and property leases.

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

	2008	2007
	\$	\$
Other expenditure commitments		
Other expenditure commitments, are payable as follows:		
Within 1 year	556,524	662,542
Later than 1 year	0	0
Total	556,524	662,542

These commitments are all inclusive of GST.

40. Contingent liabilities and contingent assets

No contingent liabilities exist at 31 December 2008.

41. Events occurring after balance date

There are no significant events occurring after Balance Sheet date that materially impact the financial statements as at 31 December 2008.

Agreement to the transfer of the Adult Migrant Education Program from West Coast TAFE to Swan TAFE in 2009 was concluded in June 2008 has been accounted as required in the financial statements for 31 December 2008.

42. Explanatory Statement

Significant variations between estimates and actual results for expenses and income. Significant variations are considered to be those greater than \$500,000 where exceeding 10% of the estimated or preceding years figure.

Significant variations between estimated and actual results for 2007.

	2008 Estimate	2008 Actual	Variation
	\$	\$	\$
Expenses			
Employee benefits expense	22,572,843	24,666,579	2,093,736
Income			
Fee For Service	9,279,000	10,762,157	1,483,157

Employee Benefits Expense

Variance is due to actuarial assessment of long service entitlements as at 31 December 2008 (\$1.13M) and salary increases granted above budgeted percentage estimate.

Fee For Service

A CPI increase of 3.1% was originally estimated for 2008. However, increased international student enrolments and increased offshore delivery of customised training above this estimate attributes the variation.

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

Note 42. Explanatory Statement continued

Significant Variances between actual results for 2008 and 2007

	2008 Actual \$	2007 Actual \$	Variation \$
Expenses			
Employee expenses	24,666,579	22,273,348	2,393,231
Capital user charge	0	1,205,068	(1,205,068)
Revenue			
Commonwealth grants and contributions	17,271	60,992	(43,721)
Other revenue	412,090	238,532	173,558
Interest revenue	696,580	574,935	121,645

Employee Expenses

Employee expenses variances are due to the recasting of long service entitlements by actuarial assessment as at 31 December 2008 (\$1.13M) and salary increases granted in 2008 for government officers and lecturers.

Capital User Charge

Final payment of capital user charge was made in June 2007. From July 2007 this nominal payment was discontinued by the Department of Treasury and Finance.

Commonwealth Grants and Contributions

Decrease is due to reduced project activity in 2008 requiring this source of funding.

Other Revenue

Increase is attributable to reimbursement of insurances costs from RiskCover for positive return on funds.

Interest Revenue

The increase is due to a higher cash rate for the majority of the year and the favourable interest rates available on investments for commitments to be realised in 2009.

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

43. Financial Instruments

(a) Financial risk management objectives and policies

Financial instruments held by the College are cash and cash equivalents, restricted cash and cash equivalents, receivables and payables. The College has limited exposure to financial risks. The College's overall risk management program focus on managing the risks identified below:

Credit Risk

Credit risk arises when there is the possibility of the College's receivables defaulting on their contractual obligations resulting in financial loss to the College. The College measures credit risk on a fair value basis and monitors risk regularly. The College trades only with recognised, creditworthy third parties. The College has policies and procedures in place to ensure that sales of products and services are made to customers with an appropriate credit history. In addition, receivables balances are monitored regularly to ensure that the College's debts are collected in a timely manner. There are no significant concentrations of credit risk.

Liquidity Risk

The College is exposed to liquidity risk through its trading in the normal course of business. Liquidity risk arises if the College is unable to meet its financial obligations as they fall due.

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

Market Risk

The College's exposure to market risk for changes to interest rates is low and primarily relates to funds in mid-term deposits and other investment accounts.

	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:		
Financial Assets		
Cash and Cash Equivalents	8,199,593	6,197,383
Restricted Cash and Cash Equivalents	1,677,493	1,490,467
Loans and Receivables (i)	1,807,193	1,257,400

(i) The amount of loans and receivables excludes GST recoverable from the ATO.

(c) Financial instrument disclosure

Credit risk, liquidity risk and market risk exposure

The following table details the College's maximum exposure to credit, liquidity and market risk as at the reporting date, based on information provided to senior management at the College. The contractual maturity amounts in the table are representative of the undiscounted amounts as at the balance sheet date. An adjustment for the 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	Fixed Interest Rate Maturity			Non-Interest Bearing	Total
			Within 1 year	4-5 Years	More than 5 years		
2008	%	\$	\$	\$	\$	\$	\$
Financial Assets							
Cash assets	6.51%	3,958,775	4,234,144			6,674	8,199,593
Restricted cash assets	4.03%		1,667,493				1,667,493
Receivables						1,807,193	1,807,193
		3,958,775	5,901,637			1,813,867	11,674,279
Financial Liabilities							
Payables						(1,053,338)	(1,053,338)
Employee Benefits						(4,743,405)	(4,743,405)
Other Liabilities						(431,596)	(431,596)
						(6,228,339)	(6,228,339)

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

Note 43. Financial Instruments continued

	Weighted Average Effective Interest Rate	Variable Interest Rate	Fixed Interest Rate Maturity			Non-Interest Bearing	Total
			Within 1 year	1-5 Years	More than 5 years		
2007	%	\$	\$	\$	\$	\$	
Financial Assets							
Cash assets	6.66%	1,162,574	5,027,035			7,774	6,197,383
Restricted cash assets	6.04%	217,502	1,272,965				1,490,467
Receivables						1,257,400	1,257,400
		1,380,076	6,300,000			1,265,174	8,945,250
Financial Liabilities							
Payables						(40,144)	(40,144)
Employee Benefits						(3,799,265)	(3,799,265)
Other Liabilities						(613,795)	(613,795)
						(4,453,204)	(4,453,204)

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.

	Carrying amount	- 1% change		+ 1% change	
		Profit	Equity	Profit	Equity
2008	\$	\$	\$	\$	\$
Financial Assets					
Cash Assets	8,199,593	(81,996)	(81,996)	81,996	81,996
Restricted Cash and cash equivalent	1,667,493	(16,675)	(16,675)	16,675	16,675
2007	\$	\$	\$	\$	\$
Financial Assets					
Cash Assets	6,197,383	(61,974)	(61,974)	61,974	61,974
Restricted Cash and cash equivalent	1,490,657	(14,906)	(14,906)	14,906	14,906

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 values unless otherwise stated in the applicable notes.

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

2008 **2007**

44. Remuneration of Members of the Accountable Authority and Senior Officers

Remuneration of members of the Accountable Authority

The number of members of the Accountable Authority whose total fees, salaries, superannuation and other benefits for the financial year, fall within the following bands are:

\$ Range		
\$ 0 - \$ 10,000	10	12
\$ 170,001 - \$ 180,000	1	1

The total remuneration of the members of the Accountable Authority is: **174,750** **167,690**

The superannuation included here represents the superannuation expense incurred by the College in respect of members of the Accountable Authority.

No members of the Accountable Authority are members of the Pension Scheme.

Remuneration of Senior Officers

The number of Senior Officers other than senior officers reported as members of the Accountable Authority, whose total fees, salaries, superannuation and other benefits receivable for the financial year, fall within the following bands are:

\$ Range		
\$ 0 - \$ 10,000 (1)	1	0
\$ 20,001 - \$ 30,000	1	1
\$ 30,001 - \$ 40,000 (1)	1	1
\$ 50,001 - \$ 60,000 (1)	1	0
\$ 80,001 - \$ 90,000	1	1
\$ 90,001 - \$ 100,000	1	1
\$ 100,001 - \$ 110,000	2	0
\$ 110,001 - \$ 120,000	2	4
\$ 120,001 - \$ 130,000	2	0
\$ 140,001 - \$ 150,000	1	0

The total remuneration of senior officers is: **1,024,443** **700,900**

(1) Relates to senior officers commencing part-way through 2008.

The superannuation included here represents the superannuation expense incurred by the College in respect of senior officers other than senior officers reported as members of the Accountable Authority.

No Senior Officers are members of the Pension Scheme.

45. Remuneration of auditor

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

Auditing the accounts, financial statements and performance indicators	95,000	80,000
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46. Related and Affiliated Bodies

The College has no related or affiliated bodies at Balance Sheet date.

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

	2008	2007
	\$	\$
47. Supplementary Financial Information		
<u>Write-Offs</u>		
Public property	702	28
Bad Debts	1,846	17,243
Total	2,548	17,271
<u>Losses Through Theft, Defaults And Other Causes</u>		
Losses of public and other moneys and public and other property through theft, default or otherwise	4,541	5,991
Amount recovered	516	5,991
Total	4,025	0

Gifts of Public Property

No gifts of public property were provided to the College in the years to 31 December 2007 and 2008.

48. Special Purpose Accounts

Special Purpose Account section 16(1)(c) of FMA

Jan Brennan Scholarship Fund

The purpose of this fund is to provide scholarships to West Coast TAFE students.

Balance at start of the year	15,358	15,381
Receipts (Interest on account)	1,046	977
Payments	(1,000)	(1,000)
Balance at end of the year	15,404	15,358

49. Schedule of Income and Expenditure by Service

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

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

Appendix I

Section 40 Estimates - 2009

Income Statement

	2009
for the 12 Months to 31 December 2009	\$
COST OF SERVICES	
Expenses from ordinary activities	
Employee Expenses	19,461,298
Depreciation and amortisation expense	1,178,999
Supplies and services	7,331,614
Cost of Sales	348,506
Other expenses from ordinary activities	1,567,500
Total Cost of Services	<u>29,887,918</u>
Income	
Revenue	
Fee for service	4,409,900
Student fees and charges	2,318,851
Sales	645,810
Ancillary trading	572,123
Commonwealth grants and contributions	28,806
Interest revenue	400,000
Other revenue	238,743
Total Revenue	<u>8,614,234</u>
NET COST OF SERVICES	<u>(21,273,684)</u>
INCOME FROM STATE GOVERNMENT	
State funds	18,749,826
Resources received free of charge	1,164,593
Liabilities assumed by treasurer	90,000
Total revenues from State Government	<u>20,004,518</u>
SURPLUS (DEFICIT) FOR THE PERIOD	<u>(1,269,265)</u>

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

Section 40 Estimates – 2009

Balance Sheet

as at 31 December 2009	2009 \$
Current Assets	
Cash and cash equivalents	5,054,578
Restricted and cash equivalents	15,000
Inventories	129,584
Receivables	2,299,068
Other assets	200,000
Total Current Assets	<u>7,698,230</u>
Non-Current Assets	
Restricted and cash equivalents	272,144
Property, plant and equipment	64,779,503
Total Non-Current Assets	<u>65,051,647</u>
Total Assets	<u>72,749,877</u>
Current Liabilities	
Payables	173,939
Provisions	1,730,569
Other liabilities	104,500
Total Current Liabilities	<u>2,009,008</u>
Non-Current Liabilities	
Provisions	1,200,000
Total Non-Current Liabilities	<u>1,200,000</u>
Total Liabilities	<u>3,209,008</u>
NET ASSETS	<u>69,540,869</u>
Equity	
Contributed Equity	10,727,755
Asset revaluation reserve	36,247,654
Accumulated surplus	22,565,460
TOTAL EQUITY	<u>69,540,869</u>

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

Section 40 Estimates - 2009

Changes in Equity Statement

	2008
As at 31 December 2009	\$
Balance of equity at start of financial year	66,910,134
Contributed equity	
Balance at start of financial year	9,327,755
Capital Contribution	1,400,000
Balance at end of financial year	<u>10,727,755</u>
Reserves	
Asset revaluation reserve	
Balance at start of financial year	33,747,654
Gains / (losses) from asset revaluation	2,500,000
Balance at end of financial year	<u>36,247,654</u>
Accumulated surplus (retained earnings)	
Balance at start of financial year	23,834,725
Surplus for the financial year	(1,269,265)
Balance at end of financial year	<u>22,565,460</u>
Balance of equity at end of financial year	69,540,869

**WEST COAST TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2008**

Section 40 Estimates – 2009

Cash Flow Statement

for the 12 Months to 31 December 2009	2009 \$
CASH FLOWS FROM STATE GOVERNMENT	
State funds Recurrent	16,446,434
Capital Contributions	
Net cash provided by State Government	16,446,434
Utilised as follows:	
CASHFLOWS FROM OPERATING ACTIVITIES	
Payments	
Employee benefits	(16,761,298)
Supplies and services	(7,331,614)
GST payments on purchases	(1,200,000)
GST payments to taxation authority	(400,000)
Other payments	(1,429,397)
Receipts	
Fee for service	4,409,900
Student fees and charges	2,318,851
Ancillary trading	572,123
Commonwealth grants and contributions	28,806
Interest received	400,000
GST receipts on sales	1,065,089
GST receipts from taxation authority	125,000
Other receipts	884,553
Net cash used in operating activities	(17,317,986)
CASH FLOWS FROM INVESTING ACTIVITIES	
Purchase of non-current physical assets	(1,300,000)
Net cash used in investing activities	(1,300,000)
Net increase/(decrease) in cash held	(2,171,553)
Cash and cash equivalents at the beginning of the financial year	7,513,275
Cash and cash equivalents at the end of the financial year	5,341,723

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