



WEST COAST INSTITUTE OF TRAINING



ANNUAL REPORT

2010

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Letter to the Minister

Hon. Peter Collier MLC
Minister for Training and Workforce Development
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 Institute of Training for the year ended 31 December 2010.



RUSSEL PERRY
Governing Council Chair

11 March 2011



SUE A. SLAVIN
Managing Director

11 March 2011

Section One: West Coast Institute of Training Overview

Governing Council Report



The Vocational and Education Training marketplace provided many challenges and opportunities for the Governing Council and staff of West Coast Institute of Training in 2010.

With clear and focused objectives, articulated in the Institute's 2010-12 Strategic

Plan and the 2010 Business Plan, West Coast staff have built upon the foundations established in 2009 and continued to deliver high quality and innovative training solutions on behalf of the State Government.

After experiencing solid growth throughout 2009, I am pleased that the Institute's overall training delivery increased in 2010. Focusing on developing innovative and tailored Recognition of Prior Learning (RPL) delivery, RPL accounted for approximately 14% of the total profile training delivery.

The Institute delivered 44.7% of courses at Certificate IV and above, providing high end skills acquisition and skills deepening in order to increase the State's labour force productivity.

Addressing the workforce development needs of our own staff, the Institute conducted several tailored training programs in the areas of leadership; management; and cultural awareness in, order to assist individuals expand their capabilities.

The organisation was ranked in the top 15 of 70 public sector agencies with 100 or more employees for its composite equity index.

The Institute continued to work with the Aboriginal Education Employment and Training Committee (AAETC) in addressing the needs of our indigenous clients and the AAETC's input culminated in the official opening of the Yellagonga Meeting Place. Our thanks go to the Commonwealth Government for their funding contribution through the Better TAFE facilities program.

Once again the award winning West Coast Academy of Hospitality and Tourism's Council of Industry Partners continued to provide invaluable insight and advice to the Institute's programs to

ensure that the Academy's training programs remain relevant to industry and enterprise needs. Industry input via the Business Growth Centre's Strategic Advisory Board and Trades North Council of Industry Partners continued to be a feature of ensuring responsive and relevant training provision by the Institute.

The construction of the Clarkson campus continued throughout the year and we look forward to welcoming its first students in early 2011. The 'eco-friendly' designed campus will provide training in building and construction, electrotechnology and light manufacturing services to individuals and businesses throughout the north-west metropolitan area. With each course embedded with environmental sustainability principles, Trades North will inject significant numbers of green skilled tradespeople into the workforce.

I would like to thank all Governing Council members; the Managing Director, Sue Slavin; the Corporate Executive leadership team; and the staff of West Coast Institute of Training, for their commitment to being a values driven organisation that delivers high quality and innovative training solutions in the challenging and changing vocational education and training market.

In 2011 the Council will continue to foster innovation and ensure that the Institute remains focussed on working with industry to maintain training relevancy. In line with the Training WA vision set by the Minister for Training and Workforce Development, the Institute will continue to work with its Councils of Industry Partners and Strategic Advisory Boards to establish new, and strengthen our existing Academies of Excellence and Centres of Specialisation.

By continuing to be resourceful, agile and partnered, I believe that West Coast Institute of Training is well positioned to become Western Australia's premier training organisation and ensure that our students have world class skills.

Russel Perry
Governing Council Chair

Managing Director's Report



Once again the staff at West Coast approached a year full of challenges with high energy, enthusiasm and resolve that enabled the Institute to achieve so much in

2010. With clear communication and strategic collaboration the Institute continued to establish itself in new and emerging markets whilst further strengthening our reputation with existing clientele and industry partners.

The framework document, Training WA, provided a very clear strategic direction for the training sector which provided West Coast the opportunity to deliver innovative programs that contribute to the skilling of the workforce throughout the state.

Maintaining a strong focus on meeting contractual obligations, sound governance and accountability, the Institute achieved 101.9% of its delivery and performance agreement.

Providing innovative and tailored training solutions, the Institute delivered 72.7% of its profile training in skill shortage areas.

Demonstrating our commitment to ensuring customer satisfaction, the Institute recorded its highest Student Satisfaction rating in our history and the highest rating of the four metropolitan State Training Providers at 89.2%.

Maintaining the sound financial controls and reflecting the Institute's drive for efficiencies the cost per SCH for aggregate training delivery for 2010 was \$13.35, which is 4.85% below Section 40 Estimates. As a result, the Institute has continued to invest in developing infrastructure and resources to provide an enhanced learning environment for our students and staff.

The Institute continued with its focus on innovative and workplace based training whilst also expanding its presence at two new specialist locations. In collaboration with enterprises the Institute increased workforce development opportunities including the embedding of two staff at the expanding Joondalup Health Campus.

An increase in non Government funded training delivery of 10.1% and revenue of 9%, enabled the Institute to re-invest in equipment and infrastructure such as the Yellagonga Meeting Place, a support centre for use by Aboriginal students and our local Aboriginal community, and the expansion of our trades delivery with the latest state-of-the-art industry technology.

To assist the Institute achieve its objectives of increasing commercial activity, a realignment of

resources was undertaken to establish a focused operational unit. The division of Business Development is now tasked with raising the profile of the Institute's commercial activity.

The Institute continued to build upon its strong relationship with regional partners, including the Cities of Joondalup and Wanneroo, to address the needs of the local community and assist them to make the most of presented opportunities.

Construction of the Institute's new trades training centre, Trades North at Clarkson, continued throughout the year.

Community support for the new trades centre was evident when a special Trades North enrolment evening took place in November with 97 local youth enrolling in pre-apprenticeships in the electrical, bricklaying/blocklaying, wall and floor tiling, light manufacturing and carpentry trades.

The new Clarkson campus will open in early 2011 and will enable apprentices and businesses throughout the rapidly expanding northern corridor to live, work and train locally.

I would like to acknowledge the time and effort that Institute staff have made to ensure that our students have world class skills. The number of awards and prizes that our students have won throughout 2010 is testament to the quality of training and guidance provided by our highly skilled lecturing and support staff.

I would particularly like to note the support provided by our administrative support staff in ensuring our frontline personnel are able to lead the way in innovative workplace based and online training.

Once again our Academy of Hospitality and Tourism has demonstrated the quality of the Institute's training with staff and students winning numerous local, national and international competitions throughout the year. Some of the highlights for the Academy include:

- Academy students making it a clean sweep of Gold medals at the 2010 WA Apprentice of the Year competition; Gold in the 1st, 2nd and Final Year categories including Gold for the overall WA Apprentice of the Year
- Academy students winning the gold medal at the National Nestle Golden Chef's Hat competition
- Academy apprentice ranked 9th in the world at the Hans Beuschens Challenge (Chile) and an Academy staff member invited to judge the Global Chefs Challenge.

The Minister for Training and Workforce Development officially launched the Aboriginal

Academy of Sport, Health and Education (AASHE) at the Arena Joondalup. The launch also doubled as a graduation for the first group of AASHE students who received their certificates from the Minister in front of family and friends.

By working with relevant Government agencies and community groups the Academy has been able to offer engaging programs that recorded retention rates of 85% which has enabled students to go onto further training and employment opportunities.

The Academy also produced the Institute's Student of the Year, Kaila Riley, who went on to become a state finalist at the WA Training Awards. Kaila will continue her studies in 2011 and has returned to the Academy to act as a mentor to new students.

With further funding to expand its services to the regional areas of the state, the Business Growth Centre has continued to engage with the small business community.

In March the Minister launched two new programs, Green Business Skills and the Aboriginal Business Mentoring at the Perth Convention and Exhibition Centre.

Conducting one-on-one discussions with Aboriginal business owners in an open space forum, the Aboriginal Mentoring Programs provides an opportunity for input and dialogue in a relaxed and informal environment, enabling them to access the skills and knowledge they need to ensure that their business prospers during the current economic growth.

The International Academy of Law Enforcement and Security (IALES) is a joint initiative between the Institute and the Western Australian Police that meets whole-of-government requirements.

IALES was officially launched by the Minister at the inaugural INFORCE conference in November. The conference, hosted by IALES, brought over 20 national and international speakers to Western Australia to address law enforcement, security and emergency management professionals on the topic of *leadership in critical and complex situations*.

The timely hosting of the conference ensured resource critical incident and emergency management training requirements and knowledge were shared with key state agencies and private organisations working in this sector in preparation for CHOGM in 2011.

A Service Level Agreement between the Institute and the Western Australia Police was signed at the conference by Western Australia Assistant Police

Commissioner Gary Dreiberger and myself, and was witnessed by the Minister.

IALES has continued to form relationships overseas, signing seven Memorandum of Understandings with key institutions in the Middle East and delivering training to high profile organisations such as Qatar Petroleum and Qatar Internal Security Force.

I would like to thank Dr Russel Perry, Chair of our Governing Council and Deputy Chair Graham Droppert, for providing invaluable leadership and insight in a very busy and challenging year. I would also like to thank the other members of the Governing Council, whose time and commitment is greatly appreciated.

I would like to welcome Ms Zoe Clune and Ms Kristy van der Walt to the Governing Council. Both are former Institute graduates who will no doubt bring with them new ideas that will continue to see that our students' interests are well represented.

Our Councils of Industry Partners and Strategic Advisory Boards continue to provide a wealth of knowledge, insight and commitment to ensuring that the Institute's Academies of Excellence and Centres of Specialisation lead the way in relevance to industry and enterprise. Their efforts are appreciated by all.

The year ahead will see the Institute continue to be a values driven organisation that will see us grow and prosper in new training markets. Expansion of our Centres of Specialisation will see the Institute diversify its revenue stream, allowing for greater returns and reinvestment into new programs and infrastructure for our Academies of Excellence.

Our ongoing approach to being customer centric will see the Institute continue to invest in e-learning and online technologies that will ensure high quality innovative training solutions are accessible to all.

By working towards our vision, *our students have world class skills*, the Institute will assist in the development of a highly skilled and productive Western Australian workforce.



Sue A Slavin
Managing Director

Executive Summary

West Coast Institute of Training's vision is "Our students have world class skills". Guided by this statement, the Institute 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 2010, the Institute experienced similar levels of activity to 2009 and continued to position itself for an increased provision of trades delivery via its Clarkson campus, which is scheduled to commence operations in semester 1, 2011.

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

- 72.7% of profile delivery was 'skill shortage institutional' and assisted in meeting the State's labour force requirements.
- Continued focus on the Recognition of Prior Learning (RPL) delivery with RPL representing approximately 14% of profile delivery.
- Consistent with State and Commonwealth Government agenda, a significant proportion of the Institute's profile delivery (80.6%) is at Certificate III or higher.
- Delivery at Certificate IV and above represents 44.7% 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.

Maintaining sound financial controls and reflecting the Institute's drive for efficiencies, the cost per SCH for aggregate training delivery for 2010 was \$13.35 which is 4.85% below Section 40 estimates. The increase over 2009 was impacted by a substantial increase in lecturer salary costs - reflecting new award arrangements concerning Flexible Hours and by one off expenditure of Better TAFE Facilities (BTF) funding expended in 2010.

Achievements against Training WA; Planning for the future 2009-2018 include:

<p>1. Developing a skilled workforce</p>	<ul style="list-style-type: none"> • In 2010 West Coast Institute of Training (WCIT) has conducted activities designed to address workforce development issues. • 41.8% of delivery is workplace offsite and flexible. • 43.2% increase in Recognition of Prior Learning (RPL) and Recognition of Current Competency. RPL delivery represents some 14.5% of WCIT delivery. • The Institute has ensured that over 80% of profile activity has been at the Certificate III and higher level. WCIT has focussed on ensuring that its students and industry/enterprise will benefit from this focus upon skills development and skills deepening. • Increase of 378 enrolments (from 2009) to 2956 enrolments in Certificate IV and above. • The Institute continues to engage with industry via our Governing Council, two Council of Industry Partners, Strategic Advisory Boards and relationships with Industry Training Councils to ensure that training delivery remains relevant to industry requirements. • 50% of courses have sustainability principles embedded in the curriculum.
<p>2. Developing a contemporary apprenticeship and traineeship system.</p>	<ul style="list-style-type: none"> • The Institute has increased its scope to enable it to provide trades training delivery in the areas of bricklaying and blocklaying, carpentry and joinery, electrotechnology, metal fabrication, wall and floor tiling and plastering. • Revamped delivery to apprentices/trainees to increase responsiveness, workplace delivery and maximise the effectiveness of training provided at the Institute. • The Institute continues to work in partnership with industry to cater for predicted training demand and to ensure it remains at the forefront of leading edge industry practices. • The first group of pastry and bakery apprentices began training in the new skills kitchen (the kitchen was officially opened in October 2009). The new kitchen is the first of its kind in the northern suburbs enabling pastry and

	<p>bakery apprentices to train locally.</p> <ul style="list-style-type: none"> • Construction of the Institute's new trades training centres, Trades North at Clarkson, continued throughout the year. In total eight (8) new trade qualifications were developed and scoped. A special Trades North enrolment evening took place in November which saw 97 students enrol in pre-apprenticeships in the electrical, bricklaying/blocklaying, wall and floor tiling, light manufacturing and carpentry training areas. • Approximately 42% of training is delivered non-traditionally. Increased RPL, workplace based delivery and use of technology has ensured relevance and accessibility of training.
3. Increasing individual participation in training.	<ul style="list-style-type: none"> • Enrolments by Indigenous, disabled, culturally and linguistically diverse students continue to be strong and the Institute's specialist delivery through the Gaining Access To Education (GATE) and Health In Pregnancy (HIP) programs are proving to be successful transition pathways for at risk students. Integrating the course in applied vocational study skills and team teaching we have managed to improve performance and retention for disengaged students. • The Aboriginal Academy of Sport, Health and Education was officially launched in August by the Minister for Training and Workforce Development. The launch also included the graduation of the first group of students of the Academy. With the support of a variety of industry partners, the Academy grew considerably throughout the year, with 64 students participating in two program groups throughout the year. New programs will introduced in 2011. • With relevant and engaging programs the Academy recorded retention rates of 85% which has enabled students to go onto further training and employment opportunities. • Further use of e-learning technologies, such as Blackboard, have been utilised by the Institute in order to make more courses available for online learning to all students.
4. Supporting regional communities.	<ul style="list-style-type: none"> • The Business Growth Centre (BGC) has continued to expand its services throughout regional Western Australia working with public and private RTOs, and enterprises to provide more effective services to regional businesses. • BGC delivered Tourism training workshops in Geraldton, Albany and Busselton during 2010. Two Green Business Skills workshops were held in Geraldton in 2010 and staff also visited the Pilbara and Kimberley to explore Aboriginal Mentoring in the regions. • Through the use of hi-tech viewing goggles, the Institute's Academy of Health Sciences enabled regional nursing students to complete required course tasks while recording from point-of-view glasses. The recorded information is then assessed by a lecturer in Perth.
5. Creating a vibrant and diverse training market.	<ul style="list-style-type: none"> • The Institute's focus on being resourceful, agile and partnered has seen it establish successful partnerships with a number of industry organisations (e.g. Edith Cowan University) to tailor specific training programs and innovative delivery. • The Institute has developed a Diploma of Community Sector Management, Certificate IV in Mental Health and Diploma in Carbon Managements as a response to industry requiring a set of additional skills for those working in the front line.
6. Expanding training system capability and capacity.	<ul style="list-style-type: none"> • Throughout the year the Institute continued with the re-branding from West Coast TAFE to West Coast Institute of Training with the promotion of the Academy of Hospitality and Tourism; Aboriginal Academy of Sport, Health and Education; Academy of Health Sciences; and Trades North.

	<ul style="list-style-type: none">• The Institute's international arm continues to develop strategic partnerships in order to provide an alternative revenue base. Two Memorandums of Understanding were signed with Zhejiang Tourism College and the Zhejiang Medical College from the Zhejiang Province, China.• The Institute's Academy of Hospitality and Tourism has demonstrated excellence in its training by winning over 50 awards. Of particular note: Academy graduate winning the WA Apprentice of the Year; Academy apprentices winning the National Nestle Golden Chefs Hat Competition; and an Academy apprentice ranked 9th in the World at the Hans Beuschens Challenge in Chile.• The International Academy of Law Enforcement and Security (IALES) was officially launched in November by the Minister for Training and Workforce Development at the inaugural INFORCE 2010 conference. The conference brought together national and international delegates and keynote speakers on the topics of leadership during critical and complex incidents. IALES has signed seven MOUs with leading organisations in the Middle East and has secured training contracts with Qatar Petroleum and Qatar Internal Security Force.
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Corporate Governance

Governing Council 2010

Members

Ms	Sue	SLAVIN	Managing Director
Dr	Russel	PERRY	Chairperson
Mr	Graham	DROPPERT	Deputy Chairperson
Mr	Kim	ALLEN	Member
Ms	Catherine	BRODIE	Member
Ms	Zoe	CLUNE	Member
Mr	Gordon	COLE	Member
Mr	Gary	ELLIS	Member
Mr	Laurie	KRUIZE	Member
Dr	Glen	POWER	Member
Ms	Kristy	VAN DER WALT	Member
Ms	Joan	VARIAN	Member
Ms	Kareena	WATERS	Member

Functions

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

In performing its functions the Governing Council is to:

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

Accountability and Transparency

The Accountable Authority for West Coast Institute of Training is the Governing Council. Members are expected to act honestly and to exercise due diligence in managing the business of the Institute. 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 six 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 Institute of Training Code of Conduct'*. The adoption and application of the Governing Council codes and ethics reflects the Institute's commitment to honesty and integrity in all of its dealings and to its Institute values.

Risk Management

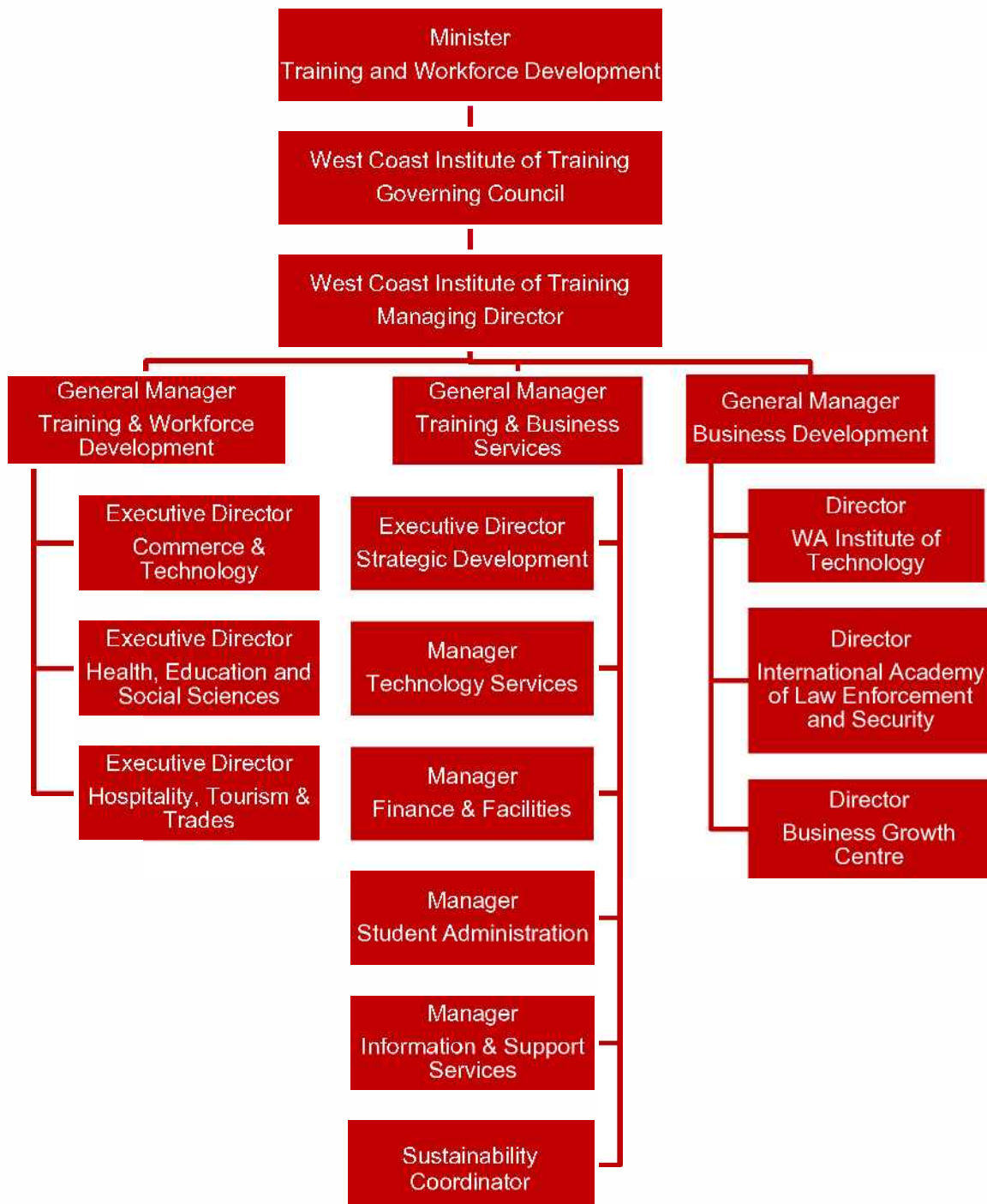
The Governing Council meets legislative and business requirements by progressively developing and reviewing risk management policies in accordance with Treasury Instruction 825.

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 Institute'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 2010.

Organisational Structure



Senior Leadership



Sue Slavin, *Managing Director*

Sue Slavin has been the Managing Director of the Institute since 2003. Sue has considerable experience in the VET sector with over 18 years in leadership positions. Sue is a trained Early Childhood Education teacher and journalist and holds a Bachelor of Arts from the University of Western Australia. Sue Slavin is a former Western Australian finalist in the Telstra Businesswomen's Awards.



David Ryan, *General Manager – Training and Workforce Development*

David has over 40 years experience in vocational education and training, including 20 years in teaching and 20 years in various Director positions. David's qualifications include a Diploma in Management (WCIT), Units in MBA (UWA), Post Graduate Teaching (Secondary) and Post Graduate Science (Physics).



Russell Coad, *General Manager – Training and Business Services*

Russell has been the Institute's General Manager, Training and Business Services for the last 8 years and had a distinguished career in secondary education and was a Principal of an Independent School prior to moving to the VET Sector. Russell's qualifications include Bachelor of Science (Double Maths Major); Diploma of Education; Graduate Diploma Science Education; Teacher's Higher Certificate, Diploma Front Line Management and Train the Trainer.



Norman Baker, *General Manager – Business Development*

Norman has been employed by the Institute for five years in a number of roles. Currently he leads the Business Development Division charged with raising the commercial profile of the Institute. He has had extensive VET management experience both internationally and within WA. Norman is currently studying a Doctorate of Business at UWA and his professional interests include business model innovation and the application of technology to the learning process.

Overview

West Coast Institute's vision, 'Our students have world class skills', 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 of providing a world-class education system and lifelong learning opportunities for all.

The Institute, 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 is scoped to deliver over 120 training qualifications, from Certificate I to Advanced Diploma, in the following specialty training areas:

• Access to Education	• Community Services & Youth Work	• Fitness & Sport	• Pharmacy
• Allied Health	• Conservation & Horticulture	• Hospitality	• Police Preparation
• Automotive	• Construction Trades	• Human Resources	• Project Management
• Beauty	• Education Support	• Information & Communication Technology	• Retail
• Business & Management	• English as a Second Language	• Marketing	• Tourism
• Carbon Management	• Events	• Nursing	• Training & Assessment
• Children's Services	• Finance & Accounting	• Occupational Safety & Health	

In 2010 West Coast Institute of Training:

- Opened the Yellagonga Meeting Place at its Joondalup campus.
- The Minister launched two new Business Growth Centre programs; Aboriginal Business Mentoring and Green Business Skills.
- The Aboriginal Academy for Sport Health and Education was officially launched by the Minister at the Arena Joondalup, including the presentation of certificates to the first group of Academy graduates.
- The International Academy of Law Enforcement and Security was officially launched by the Minister at the inaugural INFORCE 2010 Conference.
- Established a new Academy of Excellence, the Academy of Health Sciences.
- Had approximately 270 full-time equivalent academic and support staff to help its students and clients meet their professional and personal goals.
- Had an operating budget of \$36.8 million.
- Delivered 2.7 million student curriculum hours (SCH).
- Continued to develop international partnerships, particularly in China, with the signing of two Memorandums of Understanding with leading educational institutions, Zhejiang Tourism College and Zhejiang Medical College, from Western Australia's sister state in China, Zhejiang Province.
- Participated as a member of the Joondalup Learning Precinct (JLP), comprising West Coast Institute of Training, the Western Australia Police Academy and Edith Cowan University.

Section Two: Strategic Plan 2010 - 2012

Our Vision:

Our students have world class skills.

Our Role:

Through partnerships, West Coast Institute of Training will provide lifelong, flexible, high-quality training for:

- Employment.
- Economic development.
- Solutions for Industry.
- Quality of life.
- Ongoing development of our staff.

Our Goals:

West Coast Institute of Training's major goals are to:

- Establish Centres of Specialisation.
- Enhance our customers' experience.
- Embed sustainability (financial, social and environmental) into all aspects of our operations.
- Invest in our Future.

Our Values:

Ethics - We will behave in a manner that demonstrates respect for one another and display honesty, fairness and integrity in all that we do.

Accountability - We are responsible for our own actions. We will demonstrate social, financial and environmental responsibility to stakeholders.

Continuous Improvement - We believe in investment in technology, resources and people in order for the Institute to evolve.

Customer Satisfaction - We believe in building and nurturing relationships that meet the needs and expectations of our internal and external customers.

The West Coast Way

To achieve success, the Institute must continue to develop training that is characterised by being:

Resourceful - particularly in maximising the use of existing resources, such as existing industry equipment and facilities for the delivery of training products and services.

Agile – particularly in finding ways of delivering training products and services in a mode, manner and time to suit student and customer needs.

Partnered - delivery in partnership to improve the bottom line of all clients whether in industry, enterprise, the community or as an individual, frequently enhanced by other partnerships with other Institute Divisions, TAFEs, higher education institutions and private providers.

Section Three: Report on 2010 Business Plan

Changes to the VET Act in 2009 resulted in a requirement for an annual Business Plan and a three year Strategic Plan to be presented to the Minister for consideration and approval. The following provides an outline of activities undertaken against the approved 2010 Business Plan.

Positioning and Priorities

In considering its positioning for 2010-2012, the Institute has ensured that the six major strategies contained in *Training WA* (as outlined below) have been considered. These are:

- A skilled workforce.
- A contemporary apprenticeship and traineeship system.
- Individual participation in training.
- Support for regional communities.
- A vibrant and diverse training market.
- Training System capability and capacity.

Positioning

The Institute's major goals for 2010 are designed to support and reflect these platforms that will underpin the Western Australian training system and will do so by:

1. Establishing Centres of Specialisation

Consistent with the submission to the Minister, January 2009, the following outlines the preferred positioning of West Coast Institute of Training in specialist training areas during the course of 2010.

The Institute will continue to expand/develop training delivery through its existing specialist service delivery areas, namely the Academy of Hospitality and Tourism and the Small Business Training Institute.

The Academy of Hospitality and Tourism continued to build upon its strong reputation. Under the guidance of the Council of Industry Partners, the Academy continued to refine its training delivery to ensure that it remains at the fore front of industry best practice. In 2010, Academy staff, students and graduates won over 50 awards in the national and international arena.

To increase the profile of the Academy, staff and students participated in the following:

- Significant involvement of students and 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 Australian National Culinary Teams.
- Hosting of the WA Apprentice of the Year and Nestle Golden Chefs Hat.
- Charity functions for the local community.
- Trades Breakfast for the community.

Responding to feedback from industry, the Small Business Training Institute was renamed the Business Growth Centre (BGC) and added several new programs to assist small business owners and operators throughout the state. BGC received additional funding to expand its services into regional Western Australia and worked with local chambers of commerce and business to better engage with the small business sector.

Over 2010, BGC:

- Developed and launched four new programs:
 - Aboriginal Business Mentoring.
 - Green Business Skills.
 - Tourism Training.
 - Networking.
- Identified four relevant research topics and presented the findings of the research to the State Training Board and DTWD for consideration:
 - Good practice staff retention strategies of small business in WA.
 - Home Based Business in Western Australia: A current perspective.
 - Older workers and self employment: What training and skills development do they need to succeed?
 - Understanding the needs of home based business in WA.

Additionally, in 2010 the Institute officially launched the Aboriginal Academy for Sports, Health & Education (ASSHE), International Academy for Law Enforcement and Security (IALES) and created the Academy of Health Sciences.

In preparation for the establishment of TradesNorth@Clarkson (expected to open late 2010/early 2011), the Institute will increase its scope of training delivery to enable it to increase its training offerings in apprenticeship/traineeship areas – particularly in the Construction and Electrical trades areas.

With students set to begin training on campus from February 2011, the Institute has increased its scope to enable it to provide trades training delivery in the areas of bricklaying and blocklaying, carpentry and joinery, electrotechnology, metal fabrication, wall and floor tiling and plastering.

Continue proof of concept delivery through the Aboriginal Academy of Aboriginal Sport, Health and Education.

After a successful pilot program in 2009 there was continued refinement in the programs delivered by the Aboriginal Academy of Sport, Health and Education (AASHE). The Academy delivered a 1-day and 3-day program to high schools and community groups throughout the metropolitan region, with 64 students participating in two program groups throughout the year.

With relevant and engaging programs the Academy recorded retention rates of 85% which has enabled students to go onto further training and employment opportunities.

The Academy's pilot program produced the West Coast Student of the Year and State Finalist at the WA State Training Awards, Kaila Riley, and was officially launched by the Minister in August 2010.

Continue to develop and promote the International Academy for Law Enforcement and Security (IALES).

IALES was officially launched by the Minister in November 2010 at the INFORCE conference. The conference saw over 20 national and international speakers address law enforcement, security, emergency management and government agency professionals on the topic of *leadership during complex and critical situations*.

The IALES Strategic Advisory Board includes world-acclaimed intelligence expert and Australian National University Professor John McFarlane, head of the ARC Centre of Excellence in Policing and Security and in Global Security, and the head of a state based security association.

The IALES team is led by former MI5 agent, Paul Hartley, who brings with him over 30 years of national and international experience. Developing relationships with key industry organisations in the law enforcement, security and emergency management industry, IALES continued to gain recognition throughout Australia and overseas.

International clients include QATAR Petroleum; QATAR Internal Security Forces; 200 security guards from Dubai and Papua New Guinea; Hong Kong Police; and Indonesia's PT-INCO. WA clients include Woodside Petroleum (almost 100 employees in Perth and Karratha) as well as a range of Government and private organisations.

2. Enhancing our Customers' experience

The Institute will increase the availability of its on-line offerings to students and enhance the availability of on-line services to increase user friendliness.

To ensure a greater focus on issues related to customer service the Institute developed an internal Customer Service Project Group. Developing and implementing strategies to improve the customers experience at the various Institute touch points, the project group was able to create a customer centric environment throughout the campus and specialist locations. With academic and administration staff working in collaboration the Institute was able to offer 84.9% of courses online.

The Institute will increase its usage of flexible delivery and assessment to provide students and enterprises a range of options designed to increase workforce productivity.

Approximately 42% of the Institute's training was delivered via non-traditional methods, e.g. not in campus classrooms, as a result of the Institute continuing with its philosophy of being resourceful, agile and partnered, and embracing the strategies developed by the customer service project group.

3. Embedding sustainability (financial, social and environmental) into all aspects of its operations

The Institute will continue to ensure that the development of TradesNorth@Clarkson will be an exemplar of environmental sustainability in built form.

The campus is expected to open in February 2011 and will feature environmentally sustainable practices to reduce water and waste minimisation.

To ensure that sustainability awareness and practice is disseminated throughout the community, training delivery will have sustainability principles embedded within the curriculum.

Committed to embedding sustainability principles into all areas of the Institute's training and non-training areas, a Sustainability Coordinator was appointed. During the year a variety of initiatives such as rain water tanks, photovoltaic cells and recycling programs were implemented throughout the Joondalup campus.

The Institute has also incorporated sustainability principles into its course delivery and a new diploma level course developed in carbon management.

4. Investing in our future

West Coast Institute of Training will:

Actively seek to prepare itself for a nationally competitive market place through reviewing, developing and refining its provision of training delivery.

Comprehensive research and industry collaboration has seen the Institute increase its scope of delivery with the addition of three new trade certificates. Responding to the future needs of industry the Institute has also developed three new courses: Diploma of Carbon Management, Advanced Diploma of Community Sector management and an Aboriginal initiative for the Certificate III in Health Services Assistant.

Seek to systematically embed product, process and organisational innovation throughout its operations.

The Institute continues to utilise cross area project teams (such as the Customer Service Project Group) to improve systemic innovation across the organisation.

Supporting staff innovation in the development of new product and service design, the Institute operates an iFund to allow for personnel backfilling and further product development.

Explore avenues to enable it to exploit commercial opportunities that arise.

Recognising the opportunities that exist in the market place to service specialist niche and workforce development markets the Institute realigned existing resources to establish an operational unit, Division of Business Development, focused on increasing commercial activity.

The Division is currently comprised of:

- Western Australian Institute of Technology (WAIT): West Coast's business unit responsible for the administration and training of international students, and off-shore delivery.
- Business Growth Centre (BGC): Centre of Specialisation for small business training.
- International Academy of Law Enforcement and Security (IALES) – Centre of Specialisation focussing on training in the law enforcement and security industries.

Key achievements for 2010 included the official launch of IALES at the inaugural INFORCE conference, the expansion of the BGC services to the regions of Geraldton and Albany and new training contracts signed in Zhejiang and Shandong, China.

Actively pursue partnerships for infrastructure development.

The Institute is working with the Department of Training and Workforce Development to conduct a master-plan for the Joondalup campus with a view to build a new building to accommodate for the projected future growth of student numbers.

The Institute has signed a Memorandum of Understanding with Yanchep Beach Joint venture for access to delivery sites in the developing Yanchep area.

Priorities

Over 2010 by focussing on the following high level strategic actions, the Institute believes it will enable it to meet strategic and operational objectives.

1. Establish Centres of Specialisation

Consolidate the performance and outcomes of the existing Centres of Specialisation (Academy of Hospitality & Tourism and Small Business Training Institute) and ensure appropriate governance models are established.

The Council of Industry Partners (CoIP)/Strategic Advisory Board (SAB) model has been replicated throughout each Centre of Specialisation in order to ensure that the Institute is engaging with, and listening to, the voice of Industry.

The Institute's Academy of Hospitality and Tourism; Aboriginal Academy of Sport, Health and Education; Trades North; International Academy of Law Enforcement and Security; and the Business Growth Centre all have external representation to ensure effective direction and guidance is provided for their operations.

Ensure that resources, delivery and assessment reflect industry standards.

Through good governance and forward planning, the Institute regularly updates its equipment via a programmed replacement cycle and provides the opportunity for academic areas to refresh equipment via the Institute's Resources Committee, which oversees a whole of institute equipment purchase bid process.

2. Enhance our Customers' experience

Increase the uptake of the various training modes across all areas of delivery – e.g. Particularly the promotion and usage of RPL.

Ensuring that relevant training is accessible to all members of the West Australian public, the Institute conducts a variety of marketing campaigns and initiatives to promote the various modes of delivery that are available.

Working in unconventional environments, such as a park bench, Institute staff were able to assist individuals obtain qualifications through the Recognition of Prior Learning (RPL) process. The RPL process represents approximately 14% of the Institute's total delivery and has increased over its 2009 performance.

Increase the availability of apprenticeship and traineeship options through the introduction of increased trades training.

The Institute has increased its scope to enable it to provide trades training delivery in the areas of bricklaying and blocklaying, carpentry and joinery, electrotechnology, metal fabrication, wall and floor tiling and plastering

Increase the provision of on-line information and support services.

Through cross functional groups, the Institute was able to offer the majority of courses via on-line options.

In 2010, the Institute has started utilising several social media platforms, such as Facebook, YouTube and Twitter, as another communication medium to engage with prospective, current and past students.

3. Embed sustainability (financial, social and environmental) into all aspects of its operations

Embed environmental sustainability training in all courses.

Academic staff work with the Institute's Sustainability Coordinator to develop and embed sustainability principles into all delivery.

Initiatives such as provision of documents via USB flash drives, use of netbooks for theory lessons and print management, ensure that Institute graduates will have vital green skills needed in an ever changing social and green business environment.

Promote to students/industry our commitment to and the importance of sustainability in our practices.

Demonstrating commitment to implementation of sustainability principles into all areas of the Institute's operations, a Sustainability Coordinator was been appointed to embed sustainability activities within the Institute.

The Environmental Sustainability Committee continues to operate and acts as the driver for continuous improvement. Better systems and resources employed around the campuses to increase recycling, waste minimise waste and improve general awareness of sustainability principles have been developed.

4. Invest in our future

Increase commercial activity.

Through targeted strategic planning and segmentation, the Institute was able to identify and increase areas of commercial SCH activity by 15.9% over forecasted levels.

The International Academy of Law Enforcement and Security and Western Australian Institute of Technology continue to develop and build key relationships in a variety of industry sectors that have led to continued fee-for-service business opportunities.

Enhanced management of resources.

System Development

A contract management tool has been created to log and track all contracts in an effort to ensure the revenue and expenditure of each, together with renewal dates, are effectively managed and reported on. In addition, a task management tool was created to assist all Facilities related requests and projects to be tracked and to assist in highlighting repeat problems that then results in better maintenance schedules.

Services

Software to enable on-line book purchasing was put in place late in 2010 to make it easier for students

and cut down on their costs in regards to travel and time. Similarly, the on-line enrolling option continued to make it easier for our students to enrol in their classes.

A significant investment into e-learning was endorsed with a project ready to start in 2011 to introduce on-line interactive learning to courses in 2011 and beyond. This will enable more remote training delivery, giving students more flexibility and control over when and where they engage in training.

Reporting

Room utilisation, computer usage, vehicle utilisation and energy consumption reports are all used to better manage our physical resources and feed into decision making processes concerning requests for more of these resources.

Environmental

Water tanks and photovoltaic cells were installed in 2010 to recycle water onto gardens and reduce greenhouse gas generation respectively. A waste management plan was developed and elements of it piloted in 2010, with the full program to be rolled out during 2011.

A majority of our courses have either a dedicated unit on environmental sustainability or have principles embedded in them with all courses to comply by the start of 2011.

Employees

A comprehensive staff training plan was developed and implemented for 2010 based on identified corporate and personal training needs. Coaching skills development was successfully delivered as the Institute works to better equip supervisors to develop their teams in a more sustained way into the future.

A second Staff Climate Survey was conducted to ascertain the areas of improvement from the perspective of our staff and to measure the success of programs deployed during 2010. Across the Institute staff satisfaction increased.

Due to a number of pressure points in 2009, our organisational structure was reviewed early in 2010 and changes were implemented to improve our capacity to focus on a number of strategic initiatives. This regular review of the structure enables human resources to be strategically reallocated.

Financial

Financial reporting enhancements continued through 2010 with reports to the Finance and Audit Committee including policy and procedural breaches. The viability of all commercial activity continues to be high on our agenda. The setting of costing formulae, checks on tender pricing, invoicing and accounting for expenditure, are continuously improved. In April 2010 the Office of the Auditor General recognised the Institute as a 'Better Practice Agency' for the second consecutive year.

Recordkeeping Plan

The Institute operates within a sector wide Recordkeeping Plan (RKP), endorsed by the state records office in 2004, and due to be reviewed and updated in 2011.

In accordance with Standard 2, principle 6 of the RKP, the Institute ensures that staff are aware of their record keeping responsibilities through the online induction program and on an as needs basis as staff become users of the record keeping document management systems (TRIM). 2010 saw the expansion of the roll out of electronic document management and the formation of a project team to establish the new Clarkson building as a "paperless" campus.

Build workforce capacity.

The realignment of Marketing Services, Workforce Services and Policy and Improvement into a single branch, Strategic Development, has enabled the Institute to effectively develop, promote and implement new initiatives that have led to greater capacity building of individuals.

By identifying specific areas for individual and team development (such as enhanced Professional Development Programs; the introduction of Coaching training for middle management; and a revamp of the staff induction process), the Institute has been able to provide an array of internal training programs and refined processes that enables individuals to obtain the knowledge and skills need to perform the required duties of their position.

Compliance Reporting

Staff Development

Professional and staff development needs are aligned with Institute and Directorate business plans. Staff relate their developmental need to the Institute's Strategic Plan and the Business Plan for their Branch and give effect to these needs through the performance development and public sector compliance processes. This allows commitment to staff training to be strategic and relevant and ensures that training resource expenditure is monitored.

To enable the Institute to meet its public sector obligations a number of professional development and compliance programs were conducted for staff in 2010, these include:

- Intellectual Property Awareness.
- Staff selection skills for panel members.
- Senior first aid.
- Public Sector Standards.
- Public Interest Disclosure.
- OSH Awareness.
- Accountable & Ethical Decision Making.

The Facilitating Learning and Networking (FLAN) program provided a focused staff development opportunity and encouraged participation in Institute-wide Professional Development Programs. In 2010 FLAN focused on a range of developmental activities centred on the themes of:

- Sustainability.
- Delivery and Validation of Assessment.
- Developing approaches and technical skills for e-learning.
- Innovation.

Legislative Environment

West Coast Institute of Training complies with the following relevant legislation:

- Archive Act 1983, Commonwealth.
- Classification Enforcement Act 1996.
- Commercial Tenancy (Retail Shops) Agreements Act 1985.
- Copyright Act 1968, Commonwealth.
- Corruption and Crime Commission Act 2003.
- Disability Services Act 1993.
- Education Service Providers (Full Fee Overseas Students) Registration Act 1991.
- Education Services for Overseas Students Act 2000, Commonwealth.
- Electoral Act 1907.
- Equal Opportunity Act 1984.
- Financial Management Act 2006.
- Freedom of Information Act 1992.
- Government Employees Superannuation Act 1987.
- Higher Education Support Act 2003, Commonwealth.
- Income Tax Assessment Act 1997.
- Industrial Relations Act 1979.
- Industrial Training Act 1975.
- Library Board of Western Australia Act 1951.
- Minimum Conditions of Employment Act 1993.
- Occupational Safety and Health Act 1984.
- Privacy Act 1988, Commonwealth.
- Public Interest Disclosure Act 2003.
- Public Sector Management Act 1994.
- Spam Act 2003, Commonwealth.
- State Records Act 2000.
- State Supply Commission Act 1991.
- Statutory Corporations (Liability of Directors) Act 1996.
- Vocational Education and Training Act 1996.

- Workers' Compensation and Injury Management Act 1981.
- Working with Children (Criminal Record Checking) Act 2004.
- Workplace Relations Act 1996, Commonwealth.

Industrial relations

The Institute, through its Joint Staff Consultative Committee, in accordance with the WA TAFE Lecturers' Certified Agreement 2008 and the Government Officers Salaries, Allowances and Conditions General Agreement 2008, has provided opportunity for the discussion and resolution of matters that impact on work place issues. A number of matters have been resolved through consultation and negotiation.

Amendments to various policies and processes including the Accrued Professional Development policy and the ASL selection process, compliance with Working with Children checks and improvements to the Induction process, have been made.

Public Sector Standards and Ethical Codes

The Institute is committed to ensuring compliance and 'best practice' requirements of the Public Sector Standard in Human Resource Management, the Public Sector Code of Ethics and the Institute's Code of Conduct.

Human Resources (HR) policies and procedures are regularly reviewed and updated to ensure compliance with Public Sector Standards.

All 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 Institute Intranet and via email communication from the Workforce Services Branch.

Maintaining awareness of the Public Sector Standards and Code of Conduct is achieved through staff training, newsletters, staff meetings, email communication and the Institute Intranet. The Institute code of conduct was reviewed in 2010. All new staff complete an on line induction program, including information concerning the Code of Conduct and Ethics through the Accountable and Ethical Decision Making (AEDM) awareness modules. Further, an Induction Workshop now provides additional supporting information about the importance of compliance related issues.

As required under Section 31 of the Public Sector Management Act 1994, the Institute has complied in 2010 with its reporting requirements to the Office of Public Sector Standards in relation to Public Sector Standards, Codes of Ethics and its Code of Conduct.

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 during the reporting period. There were no allegations made by staff under the Institute's Code of Conduct.

Actions taken to monitor, improve and ensure compliance included:

- Information about Standards and Codes are included on agency intranet and in induction materials.
- A continued cultural transformation process has been implemented to engage staff in working with shared values in an organisation that is Values Driven.
- The Institute participated in the Office of Public Sector Standards Commissioner Cultural Climate Survey in November 2010.
- Continued implementation of Accountable and Ethical Decision Making (AEDM) on line awareness modules.

Public Disclosures

The Public Interest Disclosure Act 2003 came into effect on 1 July 2003, requiring the Institute to:

- Facilitate the disclosure of public interest information.
- Provide protection for those making disclosures.
- Provide protection for those who are the subject of a disclosure.

In accordance with the Act, the Institute appointed a Public Interest Disclosure (PID) Officer and has published internal policies and procedures related to its obligations. There were no PID applications received for the reporting period.

Corruption Prevention

In line with the Institute's policy and procedures for staff, relating to fraud and corruption, a new training program, Accountable and Ethical Decision Making on line awareness modules, were introduced.

There was one reported incident and investigation of alleged misconduct during the reporting period. This allegation was reported to the Crime and Corruption Commission.

Risk Management

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

The Business Continuity Plan (BCP) was published in 2010. An Memorandum of Understanding with Government Employees Superannuation Board (GESB) was signed for the use of off site facilities for the Crisis Management Team and for business continuity activities.

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 Institute's Risk Assessments Coordinator.

The Institute's Risk Management Coordinator continues to assist managers with their Risk Management responsibilities.

Staff Profile

Table: Staffing numbers comparison from 2006 to 2010.

	2007	% Total FTE	2008	% Total FTE	2009	% Total FTE	2010	% Total FTE
FTE for year	286.80*		301.97		250.15		271.93	
Academic Delivery	168.12	53.69	167.94	55.61	139.21	55.65	145.76	53.60
Academic Support Services	76.98	26.84	70.16	23.24	49.8**	19.91	48.9	17.98
Corporate Services	39.7	13.84	60.87	20.87	55.14	22.04	69.27	25.47
Unattached/Redeployees	2.00	0.69	3.00	0.99	2.00	0.79	2	0.74
Host Funded Positions Small Business	0	0	0	0	4.00***	1.58	6***	2.21

Workforce Data taken from West Coast Institute of Training Electronic Information Management System and Empower HRMIS

** reason for decrease in academic support 5.09 FTE to AMES and 15.27 staff ceased, a total reduction of 20.36

*** Includes Department funded positions.

NB: Information provided as at December 2010. FTE figures can vary across the year by +/- 10% due to training demand fluctuations.

Occupational Safety & Health (OSH)

The Institute continues to comply with the requirements of the Occupational Safety and Health Act 1984. The Institute remains committed to the reduction in workplace injuries and accidents. A special program of OSH related activities were conducted during Worksafe Week. Evacuation drills were conducted during the year. In addition, a number of safety and ergonomic assessments were undertaken in areas with open consultation and feedback to staff and managers. Safety inspections were conducted in administrative and delivery areas with appropriate remedial action being undertaken.

The Institute has a functioning OSH Committee with consultation between employees and management facilitated by OSH Representatives.

An audit of our OSH Systems was conducted in the first quarter of 2010 by the Education and Training Shared Services Centre (ETSSC) OSH Unit. Five key elements were reviewed: management commitment, planning, consultation, hazard management and training. The findings indicated that generally, safety systems are in place, however, further actions are required to be undertaken to ensure adequate documentation is available to support this.

The Institute is committed to assisting injured workers to return to work as soon as medically appropriate and will adhere to the requirements of the Workers' Compensation and Injury Management Act 1981 in the event of a work related injury or illness. The Education and Training Shared Services Centre (ETSSC) processes our Workers' Compensation paperwork and provides Injury Management advice as required to ensure compliance with injury management requirements of the Workers' Compensation and Injury Management Act 1981.

There were 25 reported accidents/incidents recorded during 2010, one more than 2009. 14 involved students and the remaining 11 involved staff members. 23 cases required assistance from Institute First Aid Officers with 9 referred for treatment by ambulance or medical practitioners.

Institute First Aid Officers continue to provide first aid assistance as required. The servicing of First Aid kits is conducted 3 times per year.

Workers Compensation

Table: Occupational Safety and Health Performance Indicators - Workers compensation Results.

Indicator	2008/09	2009/10
No of Fatalities	0	0
Lost Time injury/disease incident rate	1.7544	0.3226
Lost Time injury severity rate	40.00	0.00
% of injured workers returned to work within 28 weeks	80%	100%
% of managers trained in OSH and Injury management responsibilities	50%	50%

Equal Employment Opportunity, Equity, Access & Diversity.

The Institute continues to address the Government's priority to enhance diversity within the Public Sector. During the reporting period the Institute met its reporting obligations under equity based legislative and public sector management requirements. Developing an understanding and appreciation of cultural diversity and ethics is achieved through staff induction and professional development training.

A range of policies and documentation including access to training and development guidelines, access and equity policy, grievance management processes, our Code of Conduct and performance management systems have all had equity and diversity principles embedded in their scope.

As part of the Institute's EEO management, it has complied with the Department of Premier and Cabinet's reporting requirements under Minimum Obligatory Information Requirements.

Substantive Equality

In accordance with the Government's Policy Framework for Substantive Equality the Institute has structures in place to monitor the impact of policies and processes that impact Aboriginal persons, people with disabilities and ethnic minorities. With an objective of substantive equality the Institute has committed and deployed significant human resources to give effect to substantive equality. This is undertaken through the roles of our Aboriginal Liaison Officer and, Disability Services Officer.

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 Institute as shown in the table below.

Table: Expenditure for Advertising and Media Organisations

Class of organisation	Total Expenditure in 2009	Organisation	Amount ex GST
Advertising agencies	\$9,142.50	Engine Group WA Newspapers AsOne Advertising	\$ 232.50 \$100.00 \$8,810.00
Market Research Organisations	Nil		Nil
Polling Organisations	Nil		Nil
Direct Mail Organisations	\$17,850.77	Zipform Lasermail Salmat	\$10,374.39 \$1,050.54 \$6,425.84
Media advertising agencies	\$249,620.59	Mitchell and Partners Adcorp Marketing AdWords Marketing	\$212,357.33 \$21,715.26 \$15,548.00



RUSSEL PERRY
Governing Council Chair
11 March 2011

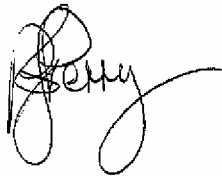


SUE A. SLAVIN
Managing Director
11 March 2011

Section Four: Key Performance Indicators

Certification of Performance Indicators for the Year Ending 31 December 2010

We hereby certify that the performance indicators are based on proper records and are relevant and appropriate for assisting users to assess West Coast Institute of Training's performance. They fairly represent the performance of West Coast Institute of Training for the financial year ended 31 December 2010.



RUSSEL PERRY
Governing Council Chair

11 March 2011



SUE A. SLAVIN
Managing Director

11 March 2011



Auditor General

INDEPENDENT AUDITOR'S REPORT

To the Parliament of Western Australia

WEST COAST INSTITUTE OF TRAINING

Report on the Financial Statements

I have audited the accounts and financial statements of the West Coast Institute of Training. The financial statements comprise the Statement of Financial Position as at 31 December 2010, the Statement of Comprehensive Income, Statement of Changes in Equity and Statement of Cash Flows for the year then ended, and Notes comprising a summary of significant accounting policies and other explanatory information.

Governing Council's Responsibility for the Financial Statements

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 and the Treasurer's Instructions, and for such internal control as the Governing Council determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the financial statements based on my audit. The audit was conducted in accordance with Australian Auditing Standards. Those Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Institute's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Governing Council, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements are based on proper accounts and present fairly, in all material respects, the financial position of the West Coast Institute of Training at 31 December 2010 and its financial performance and cash flows for the year then ended. They are in accordance with Australian Accounting Standards and the Treasurer's Instructions.

West Coast Institute of Training

Report on Controls

I have audited the controls exercised by the West Coast Institute of Training. The Governing Council is responsible for ensuring that adequate control is maintained over the receipt, expenditure and investment of money, the acquisition and disposal of public and other property, and the incurring of liabilities in accordance with the Financial Management Act 2006 and the Treasurer's Instructions, and other relevant written law.

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the controls exercised by the Governing Council based on my audit conducted in accordance with Australian Auditing Standards.

Opinion

In my opinion, the controls exercised by the West Coast Institute of Training are sufficiently adequate to 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.

Report on the Key Performance Indicators

I have audited the key performance indicators of the West Coast Institute of Training. The Governing Council is responsible for the preparation and fair presentation of the key performance indicators in accordance with the Financial Management Act 2006 and the Treasurer's Instructions.

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the key performance indicators based on my audit conducted in accordance with Australian Auditing Standards.

Opinion

In my opinion, the key performance indicators of the West Coast Institute of Training are relevant and appropriate to assist users to assess the Institute's performance and fairly represent indicated performance for the year ended 31 December 2010.

Independence

In conducting this audit, I have complied with the independence requirements of the Auditor General Act 2006 and the Australian Auditing Standards, and other relevant ethical requirements.



COLIN MURPHY
AUDITOR GENERAL
11 March 2011

Key Performance Indicators

Desired Outcome

1. Effectiveness Indicators

The effectiveness indicators measured in 2010 were:

- Student satisfaction.
- Achievement of college profile.

Student Satisfaction Survey

The 2010 Student Satisfaction Survey was conducted by Patterson Market Research on behalf of the Department of Training and Workforce development (DTWD). A summary of the results is available in the publication, 2010 Student Satisfaction Survey West Coast Institute of Training Report, December 2010. The survey measured student perception of the:

- Quality of training.
- Quality of assessment.
- Student Experiences with training.
- 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 Institute of Training in 2010 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 2010

	West Coast Institute
Population (Usable Records)	3926
Individual students sampled	2025
Responses achieved	841
% of students responding	42%
Overall margin of error	1.9%

1.1 Overall Student Satisfaction

This information is available in the publication, 2010 Student Satisfaction Survey West Coast Institute of Training Report, December 2010. The key objective of the Institute 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

	2006	2007	2008	2009	2010	State 2010
Satisfied	48%	49%	45%	47%	46%	47%
Very Satisfied	40%	38%	37%	36%	43%	40%
Total	88%	87%	82%	83%	89%	87%

The Institute's student satisfaction target was 85-89% and in 2010 this was achieved. It was pleasing to note the substantial increase in very satisfied clients as a considerable focus has been placed upon enhancing the student experience.

1.2 Graduate Employment Status

Given the Institute's vision 'Our students have world class skills' it is appropriate to use measures of employment status as an indicator of success.

Table: Graduate Employment Status Response Rates 2010

	West Coast Institute
Population (Usable Records)	N/A
Individual students sampled	N/A
Responses achieved	N/A
% of students responding	N/A
Overall margin of error	N/A

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

Table: Graduate Employment Status Trends

	2006	2007	2008	2009	2010
Employed	NA	83%	NA	75%	NA
Unemployed	NA	7%	NA	13%	NA
Not in Labour Force	NA	10%	NA	12%	NA

Note: Statistically valid Institute level data was not available for 2006, 2008 and 2010. The survey is conducted biennially. Figures have been rounded up.

1.3 Graduate Satisfaction

Graduate Satisfaction Trends for West Coast Institute, WA and Australia

Table: Satisfied with the overall quality of training

	2006	2007	2008	2009	2010
West Coast Institute	NA	87%	NA	85%	NA
Western Australia	NA	87%	NA	89%	NA
Australia	NA	89%	NA	89%	NA

Note: Statistically valid Institute level data was not available for 2006, 2008 & 2010. The survey is conducted biennially. Figures have been rounded up.

Table: Fully or partly achieving their main reason for training

	2006	2007	2008	2009	2010
West Coast Institute	NA	85.9%	NA	85%	NA
Western Australia	NA	87.6%	NA	88%	NA
Australia	NA	86.7%	NA	86%	NA

Note: Statistically valid Institute level data was not available for 2006, 2008 and 2010. The survey is conducted biennially. Figures have been rounded up.

1.4 Annual Institute Profile Target Achievement

The 2010 Delivery and Performance Agreement (DPA) funded the Institute to deliver **2,068,869** Student Curriculum Hours (SCH) distributed amongst the State-defined Industry Groups. This purchased delivery by the State from West Coast Institute of Training took into consideration the needs of the state as defined in the State Training Profile and the needs of the key stakeholders of the Institute. The diversity of delivery indicates the extent to which the Institute 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 Training and Workforce Development through the Delivery and Performance Agreement (DPA).

The Institute's 2010 profile delivery (2,107 481 SCH) was almost identical to that of 2009 (2,122,436 SCH) and continued to reflect the strong demand for training in the northwest metropolitan area of Perth.

Table: Profiled Student Curriculum Hours by Purchasing Matrix Classification

Industry Group Description	2009 DPA	2009 Actual	2010 DPA	2010 Actual
01A Recreation Sports & Entertainment	131,148	149,380	134,960	131,395
01B Visual and Performing Arts	6,980	6,704	6,980	3,010
01C Design				
02A Automotive	51,224	61,242	76,702	73,701
03A Building and Construction	48,432	33,033	44,262	69,436
03B Surveying and Building				
04A Community Service Workers	172,606	140,160	131,130	113,965
04B Education and Childcare	151,426	250,511	297,680	336,967
04C Health	175,688	234,424	251,170	211,354
04D Library Workers				
05A Finance Insurance Property Service Workers	3,507			
06A Food Trades and Processing	3,700	2,075	16,340	6,714
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	29,333	36,292	34,220	28,982
10C Fishing				
10D Horticulture	23,068	28,986	34,466	22,976
11A Process Manufacturing				
12A Personal Services	39,269	72,024	47,509	71,023
12B Retail	37,611	25,855	37,411	22,943
13A Cooking	81,924	76,734	93,378	82,439
13B Hospitality	67,091	130,461	142,965	119,987
13C Tourism	89,468	36,975	24,056	35,945
13D Travel Agents		715		
14A Transport Trades				
15A Electrical and Electronic Engineering				
15B Electrical Trades				
16A Accounting and Other Business Services	63,840	100,440	77,920	90,530
16B Management	121,283	128,260	143,662	106,135
16C Office and Clerical	80,350	128,979	80,350	106,445
17A Computing	92,468	158,538	124,548	187,190
18A Science and Technical Workers	88,980	141,270	104,700	124,440
19A ACE				
19B Adult Literacy/ESL	89,700	112,613	105,300	112,185
19C Languages				
19D Miscellaneous				
19E Targeted Access and Participation Courses	59,420	66,765	59,160	49,719
Total Profile SCH	1,708,516	2,122,436	2,068,869	2,107,481
Percentage of Profile Achieved		124%		101.87%

It should be noted that during the course of the year, in May, September and December, West Coast Institute of Training varied the delivery profile with DTWD to better reflect student demand and labour market conditions.

A small increase in delivery funding was provided by DTWD to the Institute via Productivity Program Places, this saw a marked increase in the areas of 4B Education and Childcare which led to strong growth in Children Services, from Certificate III to Diploma level, and the Certificate III in Community Services. Office and Clerical (industry group 16C) delivery largely reflected a strong demand from small businesses to receive formal recognition of skills.

Variations in 2010 Actual SCH compared to the initial 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 2009 and not the final agreed DPA.

Increases and decreases in actual SCH delivered represent unanticipated upturns and downturns in demand for training in various industry areas. Some of these variations were significant due to the volatile economic conditions affecting employment in 2010. These variations highlight the willingness and ability of WCIT to accommodate changes in client demand in a volatile economic climate.

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

The Industry Group Description is a classification of courses based on the occupation or outcome the course is intended to serve.

Table: Trend data for SCH Achievement

DPA	2006	2007	2008	2009	2010
% SCH Achieved	97.1%	100.2%	106.3%	124.0%	101.9%

Attainment of % SCH achieved has correlated to supply and demand issues within the labour market.

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 2010 Financial Statements.

The cost per SCH for aggregate Institute delivery for 2010 was **\$13.35** and the variation between actual and estimate is largely explained by the increase in SCH delivered.

Table: Overall Cost per SCH

	2006	2007	2008	2009	2010	2010 Section 40 Targets
Total cost of services	\$32,657,980	\$34,442,622	\$36,098,074	\$31,489,223	\$36,992,977	\$36,200,476
Total SCH Delivered	2,672,910	2,769,931	2,895,835	2,724,437	2,770,353	2,580,000
Total Cost per SCH delivered	\$12.22	\$12.43	\$12.47	\$11.56	\$13.35	\$14.03

The increase in 'Total cost per SCH delivered' 2010 compared to Total cost per SCH delivered' 2009 is impacted by a substantial increase in lecturer salary costs - reflecting new award arrangements concerning Flexible Hours. The increase is also affected by a one-off expenditure of Better TAFE Facilities (BTF) funding which was expended in 2010, with funding received in 2009. If the one-off BTF funding was excluded from the total cost of service, total cost per SCH delivered would be \$12.61 representing a 9% increase over 2009.

Additionally, the increase in training delivery required additional support and administrative services and the costs of these did not impact in 2009 due to the length of time required to create and fill positions. As indicated in the 2009 Annual Report, these impacts of rapid growth did flow through 2010 and it is expected that 2011 will also be affected with the opening of our new Clarkson campus.

Section Five: Financial Statements

Certification of Performance Indicators for the Year Ending 31 December 2010

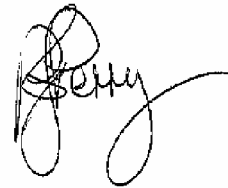
We hereby certify that the performance indicators are based on proper records and are relevant and appropriate for assisting users to assess West Coast Institute of Training's performance. They fairly represent the performance of West Coast Institute of Training for the financial year ended 31 December 2010.



DAVID SAVILL
Chief Finance Officer
11 March 2011



SUE A. SLAVIN
Managing Director
11 March 2011



RUSSEL PERRY
Governing Council Chair
11 March 2011



Auditor General

INDEPENDENT AUDITOR'S REPORT

To the Parliament of Western Australia

WEST COAST INSTITUTE OF TRAINING

Report on the Financial Statements

I have audited the accounts and financial statements of the West Coast Institute of Training. The financial statements comprise the Statement of Financial Position as at 31 December 2010, the Statement of Comprehensive Income, Statement of Changes in Equity and Statement of Cash Flows for the year then ended, and Notes comprising a summary of significant accounting policies and other explanatory information.

Governing Council's Responsibility for the Financial Statements

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 and the Treasurer's Instructions, and for such internal control as the Governing Council determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the financial statements based on my audit. The audit was conducted in accordance with Australian Auditing Standards. Those Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Institute's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances. An audit also includes evaluating the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by the Governing Council, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements are based on proper accounts and present fairly, in all material respects, the financial position of the West Coast Institute of Training at 31 December 2010 and its financial performance and cash flows for the year then ended. They are in accordance with Australian Accounting Standards and the Treasurer's Instructions.

Report on Controls

I have audited the controls exercised by the West Coast Institute of Training. The Governing Council is responsible for ensuring that adequate control is maintained over the receipt, expenditure and investment of money, the acquisition and disposal of public and other property, and the incurring of liabilities in accordance with the Financial Management Act 2006 and the Treasurer's Instructions, and other relevant written law.

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the controls exercised by the Governing Council based on my audit conducted in accordance with Australian Auditing Standards.

Opinion

In my opinion, the controls exercised by the West Coast Institute of Training are sufficiently adequate to 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.

Report on the Key Performance Indicators

I have audited the key performance indicators of the West Coast Institute of Training. The Governing Council is responsible for the preparation and fair presentation of the key performance indicators in accordance with the Financial Management Act 2006 and the Treasurer's Instructions.

As required by the Auditor General Act 2006, my responsibility is to express an opinion on the key performance indicators based on my audit conducted in accordance with Australian Auditing Standards.

Opinion

In my opinion, the key performance indicators of the West Coast Institute of Training are relevant and appropriate to assist users to assess the Institute's performance and fairly represent indicated performance for the year ended 31 December 2010.

Independence

In conducting this audit, I have complied with the independence requirements of the Auditor General Act 2006 and the Australian Auditing Standards, and other relevant ethical requirements.



COLIN MURPHY
AUDITOR GENERAL
11 March 2011

Financial Statements

Certification of Financial Statement

For the Year Ending 31 December 2010

The accompanying financial statements of West Coast Institute of Training 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 ended 31 December 2010 and the financial position as at 31 December 2010.

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

11 March 2011



SUE A. SLAVIN
Managing Director

11 March 2011



RUSSEL PERRY
Governing Council Chair

11 March 2011

STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDED 31 DECEMBER 2010

	Notes	2010 (\$)	2009 (\$)
COST OF SERVICES			
Expenses			
Employee benefits expense	6	24,852,057	21,479,742
Supplies and services	7	8,526,291	6,847,150
Depreciation and amortisation expense	8	1,185,251	1,062,194
Cost of sales	13	432,714	447,585
Loss on disposal of non-current assets	17	3,191	112,342
Other expenses	9	1,993,473	1,540,210
Total cost of services		36,992,977	31,489,223
Income			
Revenue			
Fee for service	10	6,746,552	5,697,900
Student fees and charges	11	2,402,379	2,451,768
Ancillary trading	12	684,759	630,126
Sales	13	670,649	693,320
Commonwealth grants and contributions	14	100,000	1,900,000
Interest revenue	15	966,555	504,544
Other revenue	16	980,796	385,576
Total revenue		12,551,690	12,263,234
Total income other than income from State Government		12,551,690	12,263,234
NET COST OF SERVICES		(24,441,287)	(19,225,989)
INCOME FROM STATE GOVERNMENT			
Service Appropriation	18	26,835,940	23,402,214
Resources received free of charge	18	510,386	751,433
Total income from State Government		27,346,326	24,153,647
SURPLUS / (DEFICIT) FOR PERIOD		2,905,039	4,927,658
OTHER COMPREHENSIVE INCOME			
Changes in asset revaluation surplus	29	(2,239,083)	(2,722,586)
Gains / losses recognised directly in equity			0
Total other comprehensive income		(2,239,083)	(2,722,586)
TOTAL COMPREHENSIVE INCOME FOR THE PERIOD		665,956	2,205,073

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

STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2010

	Notes	2010 (\$)	2009 (\$)
ASSETS			
Current Assets			
Cash and cash equivalents	30	3,681,915	10,742,485
Restricted cash and cash equivalents	19,30	853,913	1,696,643
Inventories	20	88,972	81,467
Receivables	21	1,855,989	1,674,538
Other financial assets	22,30	14,275,437	4,035,364
Other current assets	22	165,492	171,080
Total Current Assets		20,921,718	18,401,577
Non-Current Assets			
Property, plant and equipment	23	60,762,822	62,573,655
Intangible assets	24	49,114	34,240
Total Non-Current Assets		60,811,936	62,607,895
TOTAL ASSETS		81,733,654	81,009,472
LIABILITIES			
Current Liabilities			
Payables	26	1,470,456	2,269,052
Provisions	27	3,227,915	2,728,829
Other current liabilities	28	1,511,966	1,188,783
Total Current Liabilities		6,210,337	6,186,664
Non-Current Liabilities			
Provisions	27	1,962,313	1,927,760
Total Non-Current Liabilities		1,962,313	1,927,760
Total Liabilities		8,172,650	8,114,424
NET ASSETS		73,561,004	72,895,048
Equity			
Contributed equity	29	10,921,140	10,921,140
Reserves	29	31,775,007	34,014,090
Accumulated surplus	29	30,864,857	27,959,818
TOTAL EQUITY		73,561,004	72,895,048

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

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 31 DECEMBER 2010

	Note	Contributed equity \$	Reserves \$	Accumulated surplus / (deficit) \$	Total Equity \$
Balance at 1 January 2009	29	10,027,755	36,736,675	23,032,161	69,796,591
Changes in accounting policy		-	-	-	-
Restated balance at 1 January 2009		10,027,755	36,736,675	23,032,161	69,796,591
Total comprehensive income for the year			(2,722,586)	4,927,658	2,205,073
Transactions with owners in their capacity as owners					
Capital appropriations		700,000			700,000
		193,386			193,386
Total		893,386			893,386
Balance at 31 December 2009		10,921,140	34,014,090	27,959,818	72,895,049
Balance at 1 January 2010		10,921,140	34,014,090	27,959,818	72,895,049
Total comprehensive income for the year			(2,239,083)	2,905,039	665,956
Transactions with owners in their capacity as owners					
Capital appropriations		-	-	-	-
Total		10,921,140	31,775,007	30,864,857	73,561,005
Balance at 31 December 2010		10,921,140	31,775,007	30,864,857	73,561,005

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

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2010

	Notes	2010 (\$)	2009 (\$)
CASH FLOWS FROM STATE GOVERNMENT			
Recurrent state funding - Department of Training and Workforce Development		25,111,336	22,149,125
Capital state funding - Department of Education and Training		-	700,000
Net cash provided by State Government		25,111,336	22,849,125
Utilised as follows:			
CASH FLOWS FROM OPERATING ACTIVITIES			
Payments			
Employee benefits		(21,975,029)	(19,794,679)
Supplies and services		(7,796,745)	(6,180,007)
GST payments on purchases		(1,555,205)	(1,563,144)
GST payments to taxation authority		(217,213)	(145,268)
Other payments		(2,408,564)	(1,966,217)
Receipts			
Fee for service		5,507,594	7,376,255
Student fees and charges		2,472,565	2,479,054
Ancillary trading		612,886	630,126
Commonwealth grants and contributions		100,000	1,900,000
Interest received		734,635	523,435
GST receipts from on sales		1,195,079	1,149,250
GST receipts from taxation authority		571,266	517,141
Other receipts		1,615,738	1,111,084
Net cash used in operating activities	30	(21,142,994)	(13,962,969)
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds from the sale of non-current physical assets		142	100
Purchase of non-current physical assets		(1,631,709)	(2,285,525)
Net cash used in investing activities		(1,631,567)	(2,285,425)
Net increase / (decrease) in cash and cash equivalents		2,336,775	6,600,731
Cash and cash equivalents at the beginning of period		16,474,490	9,873,760
CASH AND CASH EQUIVALENTS AT THE END OF PERIOD	30	18,811,265	16,474,491

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

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2010

1. Australian Accounting Standards

(a) General

The Institute's financial statements for the year ended 31 December 2010 have been prepared in accordance with Australian Accounting Standards. The term 'Australian Accounting Standards' refers to Standards and Interpretations made by the Australian Accounting Standards Board (AASB).

The Institute has adopted any applicable, new and revised Australian Accounting Standards from their operative dates.

(b) Early adoption of standards

The Institute cannot early adopt an Australian Accounting Standard unless specifically permitted by Treasurer's Instruction (TI) 1101 'Application of Australian Accounting Standards and Other Pronouncements'. No Australian Accounting Standards that have been issued or amended but are not yet effective have been early adopted by the Institute for the annual reporting period ended 31 December 2010.

2. 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 statement which has been prepared in accordance with the Australian Accounting Standards, the Framework, Statements of Accounting Concepts and other authoritative pronouncements of the AASB as applied by the 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 TIs are legislative provisions governing the preparation of financial statements and take precedence over the Accounting Standards, the Framework, Statements of Accounting Concepts and other authoritative pronouncements of the AASB.

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

(b) Basis of Preparation

The financial statements have been prepared on the accrual basis of accounting using the historical cost convention, except for land and buildings 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 Institute's accounting policies that have the most significant effect on the amounts recognised in the financial statements are disclosed at note 3 'Judgements made by management in applying accounting policies'.

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

(c) Reporting Entity

The reporting entity comprises the Institute and there are no related or affiliated entities (see also note 40 'Related and Affiliated bodies').

(d) Contributed Equity

AASB Interpretation 1038 'Contributions by Owners Made to Wholly-Owned Public Sector Entities' requires transfers, other than as a result of a restructure of administrative arrangements, 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 appropriations are

designated as contributions by owners per TI 955 'Contributions by Owners made to Wholly Owned Public Sector Entities' and have been credited directly to Contributed Equity.

Transfer of net assets to/from other agencies, other than as a result of a restructure of administrative arrangements, are designated as contributions by/distributions to owners to where the transfers are non-discretionary and non-reciprocal (see note 29 'Equity').

Repayable capital appropriations are recognised as liabilities. See Note 18 'Income from State Government' for further commentary on the application of TI 955.

(e) Income

Revenue Recognition

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

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

Sale of Goods

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

Provision of services

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

Interest

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

Grants, donations, gifts and other non-reciprocal contributions

Revenue is recognised at fair value when the Institute 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.

Service appropriations

Service appropriations are recognised as revenues at nominal value in the period in which the Institute gains control of the appropriated funds. The Institute gains control of appropriated funds at the time those funds are deposited into the bank account or credited to the "Amount receivable for services" (holding account) held at Treasury.

State funds

The funds received from the Department Training and Workforce Development in respect of the delivery of services forming part of the Delivery Performance Agreement are included in State funds, disclosed under 'Income received from State Government'. They are the result of training successfully tendered for under competitive tendering arrangements. This revenue is recognised at nominal value in the period in which the Institute meets the terms of the Agreement. See note 18 'Income from State Government'.

Gains

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

(f) Borrowing Costs

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

The capitalisation rate used to determine the amount of borrowing costs to be capitalised is the weighted average interest rate applicable to the Institute's outstanding borrowings during the year, in this case 6.3% (2009: 6.3%)

(g) Property, Plant and Equipment***Capitalisation/Expensing of assets***

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

Initial recognition and measurement

All items of property, plant and equipment 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.

Subsequent measurement

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

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

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

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

The most significant assumptions in estimating fair value are made in assessing whether to apply the existing use basis to assets and in determining estimated useful life. Professional judgement by the Valuer is required where the evidence does not provide a clear distinction between market type assets and existing use assets. Refer to note 23 'Property, plant and equipment' for further information on revaluations.

Derecognition

Upon disposal or de-recognition of an item of property, plant and equipment, any revaluation surplus relating to that asset is retained in the asset revaluation surplus.

Asset revaluation surplus

The asset revaluation surplus is used to record increments and decrements on the revaluation of non-current assets as described in note 23 'Property, plant and equipment'.

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 over its useful life, 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 ^(a)	3 to 15 years
Leasehold Improvements	5 years
Motor Vehicle	6.67 years

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

Artworks and Library Collections

Artworks

The Institute's 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.

Library Collection

The Institute recognised the Library Collection as a grouped asset from 31 December 2006, requiring the first 100% depreciation of the first year's (2003) purchases as at 31 December 2009, and following years' depreciation in subsequent reporting periods. 2010 is the first year where purchases were de-recognised in accordance with the 'rolling depreciation' methodology (see note 23). Future years will be treated using the same methodology.

(h) Intangible Assets

Capitalisation/Expensing of assets

Acquisitions of intangible assets and internally generated intangible assets costing \$5,000 or more 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 Statement of Comprehensive Income.

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

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 Institute have a finite useful life and zero residual value. The expected useful lives for each class of intangible asset are:

Software ^(a)	2 to 5 years
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^(a) 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 in the year of acquisition.

Licences

Licences have a finite useful life and are carried at cost less accumulated amortisation and accumulated impairment losses.

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 \$5,000. 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 for any indication of impairment at the end of each reporting period. Where there is an indication of impairment, the recoverable amount is estimated. Where the recoverable amount is less than the carrying amount, the asset is considered impaired and is written down to the recoverable amount and an impairment loss is recognised. As the Institute is a not-for-profit entity, unless an asset has been identified as a surplus asset, the recoverable amount is the higher of an asset's fair value less costs to sell and depreciated replacement cost.

The risk of impairment is generally limited to circumstances where an asset's depreciation is materially understated, where the replacement cost is falling or where there is a significant change in useful life.

Each relevant class of assets is reviewed annually to verify that the accumulated depreciation/amortisation reflects the level of consumption or expiration of assets' future economic benefits and to evaluate any impairment risk from falling replacement costs or a significant change in useful life.

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

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

See note 25 'Impairment of assets' for the outcome of impairment reviews and testing. See note 2(p) 'Receivables' and note 21 '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 Statement of Financial Position. Assets classified as held for sale are not depreciated or amortised.

(k) Leases

The Institute has no finance leases. The Institute 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 leased properties.

(l) Financial Instruments

In addition to cash and bank overdraft, the Institute 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 (including restricted cash and cash equivalents)
- Receivables
- Amounts receivable for services
- Term deposits

Financial Liabilities

- Payables

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

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

(m) Cash and cash equivalents

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

(n) Accrued Salaries

Accrued salaries (see note 26 'Payables') represent the amount due to staff but unpaid at the end of the financial year, as the end of the last pay period for that financial year does not coincide with the end of the financial year. Accrued salaries are settled within a fortnight of the financial year end. The Institute considers the carrying amount of accrued salaries to be equivalent to its net fair value.

The accrued salaries suspense account (see note 19 'Restricted cash and cash equivalents') consists of amounts paid annually into a suspense account over a period of ten financial years to largely meet the additional cash outlay in each eleventh year when 27 pay days occur instead of the normal 26. No interest is received on this account.

(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.

See note 20 'Inventories'.

(p) Receivables

Receivables are recognised and carried at original invoice amount less an allowance for uncollectible amounts (i.e. impairment). The collectability of receivables is reviewed on an ongoing basis and any receivables identified as uncollectible are written off against the allowance account. The provisions for uncollectible amounts (doubtful debts) is raised when there is objective evidence that the Institute 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 2(l) 'Financial Instruments' and note 21 'Receivables'.

A provision for impairment of receivables can only be raised if there is objective evidence of impairment.

(q) Payables

Payables are recognised at the amounts payable when the Institute 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 26 'Payables'.

(r) 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 resources embodying economic benefits is probable and a reliable estimate can be made of the amount of obligation. Provisions are reviewed at the end of each reporting period. See note 27 'Provisions'.

(i) Provisions - employee benefits

All annual leave and long service leave provisions are in respect of employees' services up to the end of the reporting period.

Annual Leave

The liability for annual leave expected to be settled within 12 months after the reporting period is recognised and measured at the undiscounted amounts expected to be paid when the liabilities are settled.

Annual leave not expected to be settled within 12 months after the reporting period is recognised and measured at the present value of amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

When assessing expected future payments consideration is given to expected future wage and salary levels including non-salary components such as employer superannuation contributions as well as the experience of employee departures and periods of service. The expected future payments are

discounted using market yields at the end of the reporting period on national government bonds with terms to maturity that match, as closely as possible, the estimated future cash outflows.

The provision for annual leave is classified as a current liability as the Institute does not have an unconditional right to the deferred settlement for at least 12 months after the reporting period.

Long Service Leave

A liability for long service leave is recognised after an employee has completed four years of service based on remuneration rates current at the end of the reporting period.

An actuarial assessment of long service leave undertaken by Price Waterhouse Coopers in 2008 determined that the liability measured using the short hand method for 31 December 2010 was not materially different from the liability measured using the present value of expected future payments and that this estimation is in accordance with the requirements of AASB 119 *Employee Benefits*. Leave liabilities are in respect of services provided by employees up to the reporting date of 31 December 2010.

Unconditional long service leave provisions are classified as current liabilities as the Institute does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting period. Conditional long service leave provisions are classified as non-current liabilities because the Institute has an unconditional right to defer the settlement of the liability until the employee has completed the requisite years of service.

Sick Leave

Liabilities for sick leave are recognised when it is probable that sick leave in the future will be greater than the entitlement that will accrue in the future.

Past history indicates that on average, sick leave taken each reporting period is less than the entitlement accrued. This is expected to continue in future periods. Accordingly, it is unlikely

That existing accumulated entitlements will be used by employees and no liability for unused sick leave entitlements is recognised. As sick leave is non-vesting, an expense is recognised in the Statement of Comprehensive Income for this leave as it is taken.

Deferred leave

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

Superannuation

The Government Employees Superannuation Board (GESB) in accordance with legislative requirements administers public sector superannuation arrangements in WA.

Employees may contribute to the Pension Scheme, a defined benefit pension scheme closed to new members since 1987, or the Gold State Superannuation (GSS) Scheme, a defined benefit lump sum scheme closed to new members since 1995.

The Institute has no liabilities under the Pension or the GSS Schemes. The liabilities for the unfunded Pension Scheme and the unfunded GSS Scheme transfer benefits attributable to members who transferred from the Pension Scheme, are assumed by the Treasurer. All other GSS obligations are funded by concurrent contributions made by the Institute to GESB through the Department of Training and Workforce Development. The concurrently funded part of the GSS is a defined contribution scheme as these contributions extinguish all liabilities in respect of the concurrently funded GSS obligations.

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 Institute makes concurrent contributions to GESB through the Department of Training and Workforce Development 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 GESBS Schemes.

GESB makes all benefit payments in respect of the Pension Scheme and GSS, and is recouped from the Treasurer for the employer's share. See also note 2(s) '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 Institute's 'Employee benefits expense'. The related liability is included in 'Employment on-costs provision' (see note 9 'Other expenses' and note 27 'Provisions').

(s) Superannuation Expense

The superannuation expense in the Statement of Comprehensive Income comprises of employer contributions paid to the GSS (concurrent contributions), the West State Superannuation Scheme (WSS), and the GESB Super Scheme (GESBS).

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 Institute to GESB extinguish all of the Institute's obligations to the related superannuation liability.

(t) 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.

(u) Comparative Figures

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

3. Judgements made by management in applying accounting policies

The preparation of financial statements requires management to make judgements about the application of accounting policies that have a significant effect on the amounts recognised in the financial statements. The Institute evaluates these judgements regularly.

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:

Operating lease commitments

The Institute has entered into several commercial leases and has determined that the lessor retains substantially all the significant risks incidental to ownership of the property. Accordingly, the leases have been classified as operating leases.

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 Institute has adopted these valuations rather than market values on the assumption that the land and buildings will continue to be used as a State Training Provider.

Long Service Leave

The actuarial received advice in 2008 from Price Waterhouse Coopers provided that 'short-hand' method for estimating the long service leave liabilities would be appropriate for 31 December 2010 in providing a valuation that was not materially different from the liability measured using the present value of expected future payments, and that this estimation is in accordance with the requirements of AASB 119 *Employee Benefits*.

Recognition of Better TAFE Facilities Commonwealth Funding

Better TAFE Facilities funding of \$1.9M was received from the Commonwealth Government in 2009 and \$100K in 2010 as part of the economic stimulus package, for works undertaken in those years. The funding has been categorised as a non-reciprocal grant in accordance with AASB 1004 *Contributions* and this revenue has therefore been recognised in its entirety upon receipt in 2010.

4. Key sources of estimation uncertainty

The Institute makes key estimates and assumptions made concerning the future. These estimates and assumptions are based on historical experiences and various other factors that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next financial year.

Valuation of Long Service Leave Liability

The Institute received actuarial assessment of the long service leave liability in 2008 from Price Waterhouse Coopers (PWC), based on assumptions made by PWC for the actuarial assessment and accepted by the Institute. On this basis, the Institute has performed the 'short-hand' method for estimating the long service leave liabilities for 31 December 2010.

5. Disclosure of changes in Accounting Policy and Estimates

Initial application of an Australian Accounting Standard

The Institute has applied the following Australian Accounting Standards effective for annual reporting periods beginning on or after 1 January 2010 that impacted on the Institute:

AASB 2008-13 *'Amendments to Australian Accounting Stanadrds arising from AASB Interpretation 17 – Distributions of Non-cash Assets to Owners [AASB 5 & AASB 110].*

This standard amends AASB 5 Non-current Assets Held for Sale and Discontinued Operations in respect of the classification, presentation and measurement of non-current assets held for distribution to owners in the capacity as owners. This may impact on the presentation and classification of Crown land held by the Institute where the Crown land is to be sold by the Department of Regional Development and Lands (formerly Department of Planning and Infrastructure). There is no financial impact resulting from the Standard first being applied prospectively.

The following Australian Accounting Standards are considered as not being applicable to the public sector as they have no impact or do not apply to not-for-profit agencies:

AASB 1	'First Time Adoption of Australian Accounting Standards
AASB 3	Business Combinations
AASB 127	Consolidation and Separate Financial Statements
AASB 1048	Interpretation of Standards
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]
AASB 2008-6	Further Amendments to Australian Accounting Standards arising from the Annual Improvements Project [AASBs 1 & 5]
AASB 2008-8	Amendments to Australian Accounting Standards – Eligible Hedged Items [AASB 139]
AASB 2008-11	Amendments to Australian Accounting Standard – Business Combinations Among Not-for-Profit Entities [AASB 3]
AASB 2009-4	Amendments to Australian Accounting Standards arising from the Annual Improvements Project [AASB 2 and AASB 138 and Interpretations 9 and 16]
AASB 2009-5	Further Amendments to Australian Accounting Standards arising from the Annual Improvements Project [AASB 5, 8, 101, 107, 117, 118, 136 & 139]
AASB 2009-7	Amendments to Australian Accounting Standards [AASB 5, 7, 107, 112, 136 & 139 and Interpretation 17]
AASB 2009-8	Amendments to Australian Accounting Standards – Group Cash-settled Share-based Payment Transactions [AASB 2]
AASB 2009-9	Amendments to Australian Accounting Standards – Additional Exemptions for First-time Adopters [AASB 1]
Interpretation 16	Hedges of a Net Investment in a Foreign Operation
Interpretation 17	Distributions of Non-cash Assets to Owners

Voluntary changes in Accounting Policy

There are no voluntary changes in Accounting Policy for the year ending 31 December 2010.

Future impact of Australian Accounting Standards not yet operative

The Institute 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 Institute has not applied early any of the following Australian Accounting Standards that have been issued that may impact the Institute. Where applicable, the Institute plans to apply these Australian Accounting Standards from their application date:

		Operative for the reporting periods beginning on/after
AASB 2009-11	<p><i>Amendments to Australian Accounting Standards arising from AASB 9 [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 121, 127, 128, 131, 132, 136, 139, 1023, & 1036 and Interpretations 10 & 12].</i></p> <p>The amendment to AASB 7 <i>Financial Instruments: Disclosures</i> requires modification to the disclosure of categories of financial assets. The Institute does not expect any financial impact when the Standard is first applied. The disclosure of categories of financial assets in the notes will change.</p>	1 Jan 2013
AASB 1053	<p><i>Application of Tiers of Australian Accounting Standards</i></p> <p>The standard establishes a differential financial reporting framework consisting of two tiers of reporting requirements for preparing general purpose financial statements.</p> <p>The Standard does not have any financial impact on the Institute. However it may affect disclosures in the financial statements of the Institute if the reduced disclosure requirements apply. DTF has not yet determined the application or the potential impact of the new Standard for agencies.</p>	1 July 2013
AASB 2010-2	<p><i>Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements</i></p> <p>This Standard makes amendments to many Australian Accounting Standards, including Interpretations, to introduce reduced disclosure requirements into these pronouncements for application by certain types of entities.</p> <p>The Standard is not expected to have any financial impact on the Institute. However this Standard may reduce some note disclosures in the financial statements of the Institute. DTF has not yet determined the application or the potential impact of the amendments to these Standards for agencies.</p>	1 July 2013

DTF considers the following Australian Accounting Standards as either **not being applicable to the Institute** or do not apply for not-for-profit entities.

Title	Operative for the reporting periods beginning on/after
AASB 9 - <i>Financial Instruments</i>	1 Jan 2013
AASB 124 - <i>Related Party Disclosure</i>	1 Jan 2011
Int 19 - <i>Extinguishing Financial Liabilities with Equity Instruments</i>	1 July 2010
AASB 2009-10 - <i>Amendments to Australian Accounting Standards – Classifications of Rights Issues [AASB 132]</i>	1 Feb 2010
AASB 2009-12 - <i>Amendments to Australian Accounting Standards [AASBs 5, 8, 108, 110, 112, 119, 133, 137, 139, 1023 & 1031 and Interpretations 2, 4, 16, 1039 & 1052]</i>	1 Jan 2011
AASB 2009-13 - <i>Amendments to Australian Accounting Standards arising from Interpretation 19 [AASB 1]</i>	1 July 2010
AASB 2009-14 - <i>Amendments to Australian Accounting Standards – Prepayments of a Minimum Funding Requirement [AASB Interpretation 14]</i>	1 Jan 2011
AASB 2010-1 - <i>Amendments to Australian Accounting Standards – Limited Exemption from Comparative AASB 7 Disclosures for First-time Adopters [AASB 1 & AASB 7]</i>	1 July 2010
AASB 2010-3 - <i>Amendments to Australian Accounting Standards arising from the Annual Improvements Project [AASB 3, AASB 7, AASB 121, AASB 128, AASB 131, AASB 132 and AASB 139]</i>	1 July 2010
AASB 2010-4 - <i>Further Amendments to Australian Accounting Standards arising from the Annual Improvements Project [AASB 1, AASB 7, AASB 101, and AASB 134 and Interpretation 13]</i>	1 Jan 2011

Changes in accounting estimates

No Changes have occurred in accounting policies or estimates for the year ended 31 December 2010.

	2010 (\$)	2009 (\$)
6. Employee benefits expense		
Wages and salaries ^(a)	22,690,121	19,757,323
Superannuation - defined contribution plans ^(b)	2,161,936	1,722,419
Total	24,852,057	21,479,742

(a) Includes the value of the fringe benefit to the employee plus the fringe benefit tax component, leave entitlements including superannuation contribution component and redundancy payments.

(b) Defined contribution plans include the GESB Super, West State and Gold State Schemes (contribution paid).

Employment on-costs such as worker's compensation insurance are included at note 9 "Other Expenses".

The employment on-costs liability is included at note 27 "Provisions".

	2010 (\$)	2009 (\$)
7. Supplies and services		
Consumables	1,510,623	1,410,207
Communication expenses	299,538	255,141
Utilities expenses	634,815	501,001
Consultancies and contracted services	2,648,473	2,647,779
Minor works and equipment	1,593,374	789,985
Repairs and maintenance	51,625	42,939
Operating lease and hire charges	417,538	298,498
Travel and passenger transport	270,537	152,807
Advertising and public relations	637,640	245,697
Supplies and services - other	462,128	503,096
Total	8,526,291	6,847,150

8. Depreciation and amortisation expense

	2010 (\$)	2009 (\$)
Depreciation		
Buildings	821,517	838,568
Motor Vehicles	13,684	14,116
Plant, furniture and general equipment	127,280	86,754
Computers and communication network	164,774	72,336
Library Collection ^(a)	34,543	35,419
	1,161,798	1,047,193

(a) Second year of rolling depreciation of the Institute Library Collection (See note 2 (vi)).

Amortisation

Software	23,453	15,001
	23,453	15,001
Total	1,185,251	1,062,194

	2010 (\$)	2009 (\$)
9. Other expenses		
Building Maintenance	434,964	263,580
Doubtful Debts Expense	15,835	16,649
Employment on-costs ^(a)	1,511,388	1,237,620
Donations	72	909
Student Prizes & Awards	14,215	10,729
Losses and write-offs	(34)	655
Other ^(b)	17,033	10,068
Total	1,993,473	1,540,210

(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 27 'Provisions'. Superannuation contributions accrued as part of the provision for leave are employee benefits and are not included in employment on-costs.

(b) Includes Stamp Duty tax paid on Institute insurance (\$878), a refund paid for services provided in 2009 (\$6,731) and a provision set aside to provide training to the WA Police as part of the International Academy of Law Enforcement and Security (IALES) agreement (\$9,145).

	2010 (\$)	2009 (\$)
10. Fee for service		
Fee for service - general	1,286,348	766,934
Fee for service – Department of Training and Workforce Development	25,867	19,707
Fee for service – other Government	1,146,908	1,264,413
Adult Community Education fees	15,387	45,623
International Division fees	4,229,905	3,601,223
Fee for service – other (International Students Study Tour)	42,137	57,518
Total	6,746,552	5,755,118

	2010 (\$)	2009 (\$)
11. Student fees and charges		
Course and enrolment fees	1,668,893	1,741,395
Resource fees	645,170	562,204
Other Institute fees	88,316	90,950
Total	2,402,379	2,394,550

	2010 (\$)	2009 (\$)
12. Ancillary trading		
Live works (not a trading activity) ^(a)	556,436	593,466
Contracting and consulting	25,786	29,159
Other ancillary revenue ^(b)	102,537	7,500
Total	684,759	630,126

(a) 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.

(b) The amount for 2010 relates to ticket sales to the inaugural "Inforce" held in November, an international conference on Law Enforcement and Security.

13. Trading Profit / (Loss)	2010 (\$)	2009 (\$)
Bookshop		
Sales	368,759	394,963
<i>Cost of sales</i>		
Opening inventory	(72,594)	(76,271)
Purchases	(267,716)	(251,579)
	<u>(340,310)</u>	<u>(327,850)</u>
Closing inventory (See also note 20)	81,988	72,594
<i>Cost of goods sold</i>	<u>(258,322)</u>	<u>(255,256)</u>
Trading Profit / (Loss) - Bookshop	110,437	139,707
Diner		
Sales	301,890	298,357
<i>Cost of sales</i>		
Opening inventory	(8,873)	(10,126)
Purchases	(172,503)	(191,076)
	<u>(181,376)</u>	<u>(201,202)</u>
Closing inventory (See also note 20)	6,984	8,873
<i>Cost of goods sold</i>	<u>(174,392)</u>	<u>(192,329)</u>
Trading Profit / (Loss) - Diner	127,498	106,028
Total	237,935	245,735

14. Commonwealth grants and contributions	2010 (\$)	2009 (\$)
Commonwealth capital grants and contributions ^(a)	100,000	1,900,000
	<u>100,000</u>	<u>1,900,000</u>

(a) Represents Better TAFE Facilities funding received from the Commonwealth Government being a non-reciprocal grant as part of its Economic Stimulus package.

15. Interest Revenue	2010 (\$)	2009 (\$)
Interest Revenue ^(a)	<u>966,555</u>	<u>504,544</u>

(a) Interest Revenue is earned on the Institute's operating bank account, term deposits and Investment at Treasury account.

16. Other revenue	2010 (\$)	2009 (\$)
Rental and facilities fees	83,876	91,451
Other direct grants and subsidies revenue ^(a)	4,743	3,157
Sponsorship and donations revenue	21,705	26,955
General revenue ^(b)	870,472	264,013
Total	980,796	385,576

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

(b) Includes reimbursement of insurances costs from RiskCover (\$99,945) and a reimbursement for redundancy payments made to employees funded by the State Government (\$560,000).

17. Net gain / (loss) on disposal of non-current assets	2010 (\$)	2009 (\$)
<u>Costs of disposal of Non-Current Assets</u>		
Buildings ^(a)		(84,000)
Plant, furniture and general equipment ^(a)	(3,329)	(24,623)
Computers and communication network ^(a)	(4)	(3,819)
	<u>(3,333)</u>	<u>(112,442)</u>

(a) The 2009 costs relate primarily to the transfer of building and other equipment assets to Polytechnic West (formerly Swan TAFE) on 1 January 2009 upon their assuming responsibility for the Adult Migrant Education program.

Proceeds from Disposal of Non-Current Assets

Plant, furniture and general equipment ^(a)	142	100
	<u>142</u>	<u>100</u>
Net gain / (loss)	<u>(3,191)</u>	<u>(112,342)</u>

See also notes 23 'property, plant and equipment'

18. Income from State Government

Appropriation received during the year

Service Appropriation ^(a) (State Funds received from Department of Training and Workforce Development)

	2010 (\$)	2009 (\$)
Delivery and Performance Agreement (DPA)	21,891,773	20,573,339
Superannuation	2,161,936	1,722,419
Other recurrent funds	2,745,442	1,085,938
Capital works transferred	36,789	20,519
Total Service Appropriation	<u>26,835,940</u>	<u>23,402,215</u>

Resources received free of charge determined on the basis of the following estimates provided by agencies (b)

Department of Training and Workforce Development

	2010 (\$)	2009 (\$)
Corporate systems support	482,280	624,031
Human resources, industrial relations support	8,778	23,990
Other	13,602	102,557
	<u>504,660</u>	<u>750,577</u>

Department of Treasury and Finance (Building Management and Works)

Other Government (State Solicitor's Office)

Total resources received free of charge

	5,411	-
	315	856
	<u>510,386</u>	<u>751,433</u>
Total income from State Government	<u>27,346,326</u>	<u>24,153,647</u>

(a) Service appropriations are accrual amounts reflecting the net cost of services delivered.

(b) Where assets or services have been received free of charge or for nominal cost, the Institute 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 Institute makes an adjustment direct to equity.

19. 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	2010 (\$)	2009 (\$)
West Coast Institute Scholarship Trust Fund ^(a)	14,916	15,215
Specific capital equipment and minor works ^(b)	427,984	1,293,793
27 th Pay allocation for 2015 ^(c)	411,013	387,635
Total	853,913	1,696,643

(a) The West Coast Institute Scholarship Trust Fund was privately donated and is used for student scholarships.

(b) The amount for 2010 represents the value of not yet expended against a \$694,199 grant from the Department of Training and Workforce Development for the purchase of equipment for the new Trades Campus at Clarkson. The amount for 2009 represents the value of funds not yet expended against \$1,900,000 received in 2009 from the Department of Training and Workforce Development for the Commonwealth Government Better TAFE Facilities initiative. This amount was fully expended in 2010.

(c) The 27th Pay allocation is a yearly provision and adjustment to cover the unfunded additional pay which occurs every 11 years, the next being in 2015.

20. Inventories

Inventories held for resale ^(a) :	2010 (\$)	2009 (\$)
Bookshop (at cost)	81,988	72,594
Cafeteria (at cost)	6,984	8,873
	88,972	81,467
Less: Provision for obsolete stock ^(b)	0	0
Total	88,972	81,467

(a) See also note 13 Trading Profit / (Loss).

(b) No provision has been made for obsolete stock due to none being recognised in either stock for 2010 or 2009.

21. Receivables

Current	2010 (\$)	2009 (\$)
Receivables – trade	822,930	1,051,459
Receivables - students	83,586	51,183
Accrued income ^(a)	887,045	492,566
Allowance for impairment of receivables	(58,586)	(58,794)
GST receivable	121,014	138,124
Total	1,855,989	1,674,538

(a) Accrued income includes \$361,863 from Education & Training International for student fees, \$75,525 for completed WELL (Workplace English Literacy and Numeracy) projects not yet invoiced, \$37,058 for leave transfers to other Government agencies not yet invoiced and \$337,125 in accrued interest income on the Institute's various operating and investment accounts.

<u>Reconciliation of changes in the allowance for impairment of receivables:</u>	2010 (\$)	2009 (\$)
Balance at start of year	(58,794)	(50,510)
Doubtful debts expense recognised in the Statement of Comprehensive Income	(15,835)	(16,649)
Amount written off during the year	19,166	11,390
Amount recovered during the year	(3,123)	(3025)
Balance at end of year	(58,586)	(58,794)

The Institute does not hold any collateral as security or other credit enhancements relating to receivables.

See also note 2(p) Receivables and note 35 Financial Instruments.

22. Other assets

Current	2010 (\$)	2009 (\$)
Prepayments	165,142	171,080
Other financial assets ^(a)	14,275,437	4,035,364
Other current assets ^(b)	350	-
Total	14,440,929	4,206,444

(a) Other financial assets balance represents four term deposits:

- \$2,046,334 with a 4 month term and a maturity date of 30 January 2011 held with the Commonwealth Bank.
- \$6,729,103 with a 6 month term and a maturity date of 12 February 2011 held with the Commonwealth Bank.
- \$2,500,000 with a 6 month term and a maturity date of 24 March 2011 held with the Commonwealth Bank.
- \$3,000,000 with a 6 month term and a maturity date of 2 March 2011 held with the bank of Queensland.

(b) Represents the value of a dishonoured cheque from a customer to be repaid to the Institute in 2011.

23. Property, plant and equipment

	2010 (\$)	2009 (\$)
Land		
At fair value ^(a)	29,500,000	31,000,000
	29,500,000	31,000,000
Buildings		
At cost	-	2,052,732
At fair value ^(a)	29,821,000	28,589,747
Accumulated depreciation ^(b)	-	(12,154)
	29,821,000	30,630,325
Work in Progress		
Construction costs	-	15,142
Deposit for Electrotechnology Training System	111,320	-
	111,320	15,142

(a) The valuation of land and buildings for 2010 was based on an independent valuation performed by Landgate for reporting on and from 31 December 2010. 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 July 2009.

(b) The accumulated depreciation at 31 December 2009 is a building at cost, not included in revaluation, depreciated from date of commissioning.

Plant, furniture and general equipment

At cost	982,128	593,787
Accumulated depreciation	(455,911)	(349,383)
	526,217	244,404

Computer equipment, communication network

At cost	1,290,000	1,085,503
Accumulated depreciation	(820,634)	(707,176)
	469,366	378,327

Motor vehicles, caravans and trailers

At cost	89,301	89,301
Accumulated depreciation	(54,500)	(40,816)
	34,801	48,485

Institute Library Collection

At cost	370,080	332,463
Accumulated depreciation ^(a)	(69,962)	(75,491)
	300,118	256,972
Total	60,762,822	62,573,655

(a) See note 2 (vi) for information regarding recognition of the third year's depreciation of the Institute 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 below.

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

2010	Land	Buildings	Work in Progress	Motor Vehicles	Plant, furniture and general equipment	Computer equip, comm. Network	Library Collection	Total
Carrying amount at start of year	31,000,000	30,630,325	15,142	48,485	244,404	378,327	256,972	62,573,655
Additions		736,133	111,320		412,422	255,815	77,689	1,593,379
Transfers		15,142	(15,142)					-
Disposals					(24,081)	(51,317)	(40,072)	(115,470)
Revaluation Increments/ (decrements)	(1,500,000)	(739,083)						(2,239,083)
Depreciation expense		(821,517)		(13,684)	(127,280)	(164,774)	(34,543)	(1,161,798)
Depreciation write back on disposal					20,752	51,315	40,072	112,139
Carrying amount at end of year	29,500,000	29,821,000	111,320	34,801	526,217	469,366	300,118	60,762,822
2009	Land	Buildings	Work in Progress	Motor Vehicles	Plant, furniture and general equipment	Computer equip, comm. Network	Library Collection	Total
Carrying amount at start of year	31,000,000	32,123,000	187,300	62,601	324,774	81,579	230,803	64,010,057
Additions		191,996	1,594,939		31,007	372,904	61,588	2,252,434
Transfer to ^(b)		1,960,483	(1,767,097)					193,386
Disposals		(84,000)			(78,405)	(46,801)		(209,206)
Revaluation Increments		(2,722,586)						(2,722,586)
Depreciation expense		(38,568)		(14,116)	(86,754)	(72,336)	(35,419)	(247,193)
Depreciation write back on disposal					53,782	42,981		96,763
Carrying amount at end of year	31,000,000	30,630,325	15,142	48,485	244,404	378,327	256,972	62,573,655

(b) Balance in Transfers for 2009 of \$193,386 represents the value of an air conditioning chiller installed and paid for by the Department of Training and Workforce Development. The cost was transferred to the Institute upon completion.

24. Intangible assets	2010 (\$)	2009 (\$)
Computer software		
At cost	140,630	183,124
Accumulated amortisation	(91,516)	(148,884)
Total	49,114	34,240

Reconciliation

Carrying amount at start of year	34,240	16,150
Additions	38,330	33,091
Impairment losses recognised in the Statement of Comprehensive Income	(4)	-
Amortisation Expense	(23,452)	(15,001)
Carrying Amount at end of year	49,114	34,240

25. Impairment of Assets

There were no indications of impairment of property plant, equipment and intangibles as at 31 December 2010.

The Institute held no goodwill or intangible assets with an indefinite useful life during the reporting period and at the end of the reporting period there were no intangible assets not yet available for use.

All surplus assets as at 31 December 2010 have either been classified as assets held for sale or written off.

26. Payables

Current	2010 (\$)	2009 (\$)
Trade payables	(13,989)	1,174,673
GST payable ^(a)	46,241	69,424
Accrued expenses	692,711	496,233
Accrued salaries and related costs	745,493	528,722
Total	1,470,456	2,269,052

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

See also note 2 (q) 'Payables' and Note 35 'Financial Instruments'

27. Provisions

Current	2010 (\$)	2009 (\$)
<u>Employee benefits provision</u>		
Annual leave ^(a)	1,022,276	953,838
Long service leave ^(b)	1,715,509	1,360,316
Superannuation	200,083	171,546
Salary deferment	73,762	60,311
	3,011,630	2,546,011
Other provisions		
Employment on-costs (c)	216,285	182,818
	216,285	182,818
Total Current	3,227,915	2,728,829

Non-current	2010 (\$)	2009 (\$)
<u>Employee benefits provision</u>		
Long service leave ^(b)	1,718,313	1,688,056
Superannuation	108,254	106,348
	1,826,567	1,794,404
<u>Other provisions</u>		
Employment on-costs ^(c)	135,746	133,356
	135,746	133,356
Total Non-Current	1,962,313	1,927,760

(a) Annual leave liabilities have been classified as current as there is no unconditional right to defer settlement for at least 12 months after the reporting period. Assessments indicate that actual settlement of the liabilities will occur as follows:

Within 12 months of the end of the reporting period	812,758	722,939
More than 12 months of the end of the reporting period	209,518	230,899
Total	1,022,276	953,838

(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 the end of the reporting period	1,271,025	1,072,958
More than 12 months of the end of the reporting period	2,162,797	1,975,414
Total	3,433,822	3,048,372

(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 9 '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	316,175	328,258
Additional provisions recognised	166,611	101,532
Payments/other sacrifices of economic benefits	(130,755)	(113,616)
Carrying amount at end of year	352,031	316,174

28. Other liabilities

	2010 (\$)	2009 (\$)
Current		
Income received in advance (a)	380,060	517,816
Grants and advances (b)	1,118,449	666,240
Money / deposits held in trust	13,009	3,417
Other	448	1,310
Total	1,511,966	1,188,783

(a) Income received in advance comprises:

Fee for service	236,700	454,154
Student fees and charges	138,058	63,662
Other (Prepaid enrolments by Department of Corrective Services)	5,302	
	380,060	517,816

(b) Grants and advances include:

Unearned revenue from Delivery and Performance Agreement (see note 18)	253,099	653,628
Grants from the Department of Training and Workforce Development	862,250	9,769
City of Wanneroo Indigenous Enrolments grant	3,100	2,843
	1,118,449	666,240

29. Equity

Equity represents the residual interest in the net assets of the Institute. The Government holds the equity interest in the net assets of the Institute on behalf of the community. The asset revaluation reserve represents the portion of equity resulting from the revaluation of non-current assets.

	2010 (\$)	2009 (\$)
<u>Contributed equity</u>		
Balance at start of year	10,921,140	10,027,755
<u>Contributions by owners</u>		
Capital contribution ^(a)	-	700,000
Transfer of net assets from other agencies ^(b)	-	193,385
Balance at end of year	10,921,140	10,921,140

(a) Treasurer's instruction TI 955 'Contributions by Owners Made to Wholly Owned Public Sector Entities' designates Capital Appropriations as contributions by owners in accordance with AASB Interpretation 1038 'Contributions by Owners Made to Wholly-Owned Public Sector Entities'. A Capital Contribution of \$700,000 in 2009 was from the Department of Training and Workforce Development towards the construction of a new skills kitchen.

(b) AASB 1004 'Contributions', requires transfers of net assets as a result of a restructure of administrative arrangements are to be accounted for as contributions by owners and distributions to owners. Where activities are transferred from one agency to another agency as a result of a restructure of administrative arrangements, AASB 1004 (paragraph 57) requires the transferee agency to disclose the expenses and income attributable to the transferred activities for the reporting period, showing separately those expenses and income recognised by the transferor agency during the reporting period. Furthermore, AASB 1004 (paragraph 58) requires disclosures by class for each material transfer of assets and liabilities in relation to a restructure of administrative arrangements, together with the name of the counterparty transferor/transferee agency. In respect of transfers that are individually immaterial, the assets and liabilities are to be disclosed on an aggregate basis.

TI 955 designates non-discretionary and non-reciprocal transfers of net assets between state government agencies as contributions by owners in accordance with AASB Interpretation 1038, where the transferee agency accounts for a non-discretionary and non-reciprocal transfer of net assets as a contribution by owners and the transferor agency accounts for the transfer as a distribution to owners.

The \$193,386 relates to the replacement of an air-conditioning chiller provided free of charge by the Department as part of its capital maintenance program.

	2010 (\$)	2009 (\$)
<u>Reserves</u>		
Asset Revaluation Reserve		
Balance at start of year	34,014,090	36,736,675
Net revaluation increments / (decrements)		
Land	(1,500,000)	-
Buildings	(739,083)	(2,722,585)
Balance at end of year	31,775,007	34,014,090
<u>Accumulated surplus / (deficit)</u>		
Balance at start of year	27,959,818	23,032,161
Result for the period	2,905,039	4,927,658
Balance at end of year	30,864,857	27,959,819

30. Notes to the Statement of Cash Flows

Reconciliation of cash

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

	2010 (\$)	2009 (\$)
Cash and cash equivalents	3,681,915	10,742,485
Restricted cash and cash equivalents	853,913	1,696,642
Other financial assets	14,275,437	4,035,364
	18,811,265	16,474,491

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

	2010 (\$)	2009 (\$)
Net Cost of Services	(24,441,288)	(19,225,989)
Non-cash items:		
Depreciation and amortisation expense	1,185,251	1,062,194
Doubtful debts expense	(209)	8,285
Superannuation expense	2,161,937	1,722,419
Resources received free of charge	510,386	751,433
Capital Works transferred from DTWD	36,789	20,519
Net (gain) / loss on sale of property, plant and equipment	3,191	112,342
(Increase) / decrease in assets:		
Current receivables ^(c)	(220,263)	118,184
Current inventories	(7,504)	4,930
Other current assets	5,587	(14,681)
Increase / (decrease) in liabilities		
Current payables ^(c)	(775,413)	1,378,722
Income received in advance	(137,755)	306,405
Current provisions	508,231	(608,718)
Other current liabilities	(414)	3,891
Non-current Provisions	34,553	439,121
Other non-current liabilities		
Net GST receipts / (payments) ^(a)	(6,074)	(42,021)
Change in GST in receivables / payables ^(b)	(1)	(5)
Net cash provided by / (used in) operating activities	(21,142,995)	(13,962,969)

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

31. Commitments

Capital expenditure commitments

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

	2010 (\$)	2009 (\$)
Within 1 year	536,930	1,211,541
Later than 1 year	0	0
Total	536,930	1,211,541

The capital commitments include amounts for ^(a):

Plant and equipment	536,930	59,236
Buildings	-	1,152,305
	536,930	1,211,541

(a) Capital expenditure commitments including purchases of equipment for the new Trades Campus opening at Clarkson in 2011.

Lease commitments

Commitments in relation to leases contracted for at the end of the reporting period but not recognised in the financial statements, are payable as follows ^(a):

	2010 (\$)	2009 (\$)
Within 1 year	224,906	225,393
Later than 1 year and not later than 5 years	241,655	548,028
Later than 5 years	-	-
Total	466,561	773,421
Representing:		
Non-cancellable operating leases	466,561	773,421
	466,561	773,421

(a) The Institute has motor vehicle leases and property leases.

Other expenditure commitments contracted for at the end of the reporting period but not recognised as liabilities, are payable as follows:

	2010 (\$)	2009 (\$)
Within 1 year	844,966	1,101,197
Later than 1 year		0
Total	844,966	1,101,197

32. Contingent liabilities and contingent assets

No contingent liabilities or contingent assets exist as at 31 December 2010.

33. Events occurring after the reporting period

There are no significant events occurring after the reporting period that materially impact the financial statements as at 31 December 2010.

34. Explanatory Statement

Significant variations between estimates and actual results for expenses and income are shown below. Significant variations are considered to be those greater than \$500,000 or exceeding 10% of the estimated or preceding year's figure where it is considered of material value or additional disclosure supports reported results.

Significant variations between estimated and actual results for 2010.

	2010 (\$) Estimate	2010 (\$) Actual	Variation
Income			
Student fee and charges	2,635,943	2,402,379	(233,564)
Interest revenue	355,488	966,555	611,067
Other revenue	235,644	980,796	745,152
Service appropriation	22,588,789	26,835,940	4,247,151
Expense			
Employee expenses	24,133,275	24,851,955	718,680
Depreciation expense	1,572,578	1,185,251	(387,327)
Other expenses	1,741,892	1,992,395	250,503

Student fees and charges

Initial estimates did not take into account the Commonwealth Government initiative to encourage uptake of students in Child care courses. This initiative resulted in a decrease in the collection of student fees in this area but was matched by a commensurate increase in Service Appropriation funds from the Department of Training and Workforce Development.

Interest revenue

The Institute took a very conservative view of the revenues it would earn on its bank account and term deposits. The view at the time was that interest rates would remain low throughout 2010. The three interest rate rises in 2010 coupled with the Institute's continued healthy cash balance has resulted in this favourable variance.

Other Revenue

The significant variance is due to the provision of funding from the State Government towards redundancies issued by the Institute (\$560,000) not accounted for in the initial estimates for 2010.

Service Appropriation

The initial estimates for 2010 did not include any growth in the delivery of government funded courses, only a CPI increase in funding was accounted for. The Institute increased its delivery by 1.5% above the initial target for 2010 resulting in increased DPA revenues for the year. Also, as mentioned above, the Department of Training and Workforce Development funded the course fee costs for child care courses as part of a Commonwealth Government initiative which was not known at the time of doing the estimates. A total of \$314,212 was provided in 2010. The Institute also received an increased grant from the Department of Training and Workforce Development for the expansion of the Business Growth Centre program state-wide in 2010.

Employee expenses

Increased employee expenses above the estimates relates to the increased staffing levels as a result of increased student delivery (for both state-funded and international places) above and beyond that originally budgeted for. There was also increased staffing levels to support new or expanded programs including the Business Growth Centre and International Academy of Law Enforcement and Security.

Depreciation Expense

This positive variance is a result of the delay in the completion of the new Clarkson Campus. It was estimated that this would be in operation by October 2010 with an appropriate amount of depreciation included in the estimates for the buildings to cover this as well as the associated equipment to be purchased. Handover of the new campus is now not expected to occur until February 2011.

Other Expenses

As outlined under Employee expenses, increased staffing costs also resulted in an increase in associated employment on-costs (payroll tax and workers compensation insurance).

Significant Variances between actual results for 2010 and 2009

	2010 (\$)	2009 (\$)	
	Actual	Actual	Variation
Income			
Fee for service	6,746,552	5,697,900	1,048,652
Commonwealth grants and contributions	100,000	1,900,000	(1,800,000)
Interest revenue	966,555	504,544	462,010
Other revenue	980,796	385,576	595,220
Service Appropriation	26,835,940	23,402,214	3,433,726
Expense			
Employee expenses	24,851,955	21,479,742	3,372,213
Supplies and services	8,526,291	6,847,148	1,679,143
Loss on disposal on non-current assets	3,191	112,342	(109,152)
Other Expenses	1,967,415	1,523,561	443,855

Fee for service

Greater revenues in 2010 are mainly due to increased onshore delivery to International students. There has also been an increase in overseas delivery and a new commercial arrangement to provide Hospitality training to students at Edith Cowan University has increased off-site fee for service delivery.

Commonwealth grants and contributions

In 2009 funding was provided to the Institute from the Commonwealth Government for the Better TAFE Facilities initiative. A final amount of \$100,000 was provided in July 2010 upon completion of the projects.

Employee Expenses

Employee expenses variances are due to primarily to the transfer of the Institute's Adult Migrant Education program to Polytechnic West 1 January 2010. In 2009 this program contributed \$5,302,021 or 21.5% of the Institute's employee expenses. There has been an increase in other salaries in 2010, mainly due to pay rises awarded to employees.

Supplies and services

The transfer of the Adult Migrant Education program to Polytechnic West 1 January 2010 resulted in a decrease in this expense category (especially in relation to operating leases). This program contributed \$1,018,869 in expenditure in this area in 2009. There have been other savings made by the Institute in 2010 as a result of the State Government 3% efficiency dividend, mainly in the areas of advertising and contracted services.

Interest Revenue

The substantial increase is due to a higher cash and investment balance as well as more favourable interest rates becoming available on investments as the year progressed.

Other Revenue

The significant variance is due to the provision of funding from the State Government towards redundancies issued by the Institute (\$560,000).

Service appropriation

Increased student delivery in government-funded courses resulted in increased profile funding from the State Government. The Institute also received an increased grant from the Department of Training and Workforce Development for the expansion of the Business Growth Centre program state-wide in 2010.

Employee expenses

The variance is due substantially to the increased staffing levels to support the increased delivery of courses, expansion of courses and development of new programs in 2010. There was also pay rises awarded to both administration and lecturing staff in 2010.

Supplies and services

The significant variance is due substantially to the increased expenditure on minor works as a result of the Better TAFE Facilities funding provided by the Commonwealth Government that was in the purchase of new equipment and minor capital works. There was also increased expenditure on leased premises as a result of the expansion of several programs, including the Business Growth Centre and Automotive Trades. There was also increased expenditure in the areas of advertising and travel.

Loss on disposal of non-current assets

In 2009, the transfer of assets to Polytechnic West upon their assuming responsibility for the Adult Migrant Education program resulted in significant disposal costs. In 2010 there was only minor costs associated with the disposal of equipment.

Other expenses

Higher expenditure is a result of expanded maintenance schedule of buildings including costs associated with the use of the new McLarty annex during the year. There was also an increase in employment on-costs (payroll tax, workers compensation) in line with the increased salaries in 2010.

35. Financial Instruments

(a) Financial risk management objectives and policies

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

Credit Risk

Credit risk arises when there is the possibility of the Institute's receivables defaulting on their contractual obligations resulting in financial loss to the Institute.

The maximum exposure to credit risk at the end of the reporting period in relation to each class of recognised financial assets is the gross carrying amount of those assets inclusive of any provisions for impairment as shown in the table at Note 35(c) 'Financial Instruments Disclosures' and Note 21 'Receivables'.

The Institute measures credit risk on a fair value basis and monitors risk regularly. The Institute trades only with recognised, creditworthy third parties. The Institute 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 Institute's debts are collected in a timely manner. At the end of the reporting period there were no significant concentrations of credit risk.

Liquidity Risk

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

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

Market Risk

Market risk is the risk that changes in market prices such as foreign exchange rates and interest rates will affect the Authority's income or the value of its holdings of financial instruments. The Authority does not trade in foreign currency and is not materially exposed to other price risks (*for example, equity securities or commodity prices changes*). Other than as detailed in the Interest rate sensitivity analysis table at Note 35, the Institute is not exposed to interest rate risk because apart from minor amounts of restricted cash, all other cash and cash equivalents and restricted cash are non-interest bearing and have no borrowings.

(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 end of the reporting period are as follows:

Financial Assets	2010 (\$)	2009 (\$)
Cash and Cash Equivalents	3,681,915	10,742,485
Restricted Cash and Cash Equivalents	853,913	1,696,642
Loans and Receivables ^(a)	1,734,975	1,536,415
Cash investments	14,275,437	4,035,364
Financial Liabilities		
Payables	1,424,215	2,199,628

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

(c) Financial instrument disclosure

Credit risk and interest rate exposures

The following table discloses the Institute's maximum exposure to credit, interest rate exposures and the ageing analysis of financial assets. The Institute's maximum exposure to credit risk at the end of the reporting period is the carrying amount of financial assets as shown below. The table discloses the ageing of financial assets that are past due but not impaired and impaired financial assets. The table is based on information provided to senior management of the Institute.

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

The Institute 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.

Interest rate exposures and ageing analysis of financial assets ^(a)

	Weighted Average Effective Interest Rate	Carrying Amount	Interest rate exposure			Past due but not impaired				Impaired financial assets
			Variable Interest Rate	Fixed Interest Rate	Non- Interest Bearing	Up to 3 months	3 – 6 months	6 – 12 months	More than 1 year	
<u>Financial Assets</u>	%	\$	\$	\$	\$	\$	\$	\$	\$	
2010										
Cash assets	5.64%	17,957,352	17,075,437	875,335	6,580					
Restricted cash assets	4.51%	853,912	14,916	838,996						
Receivables ^(a)	-	1,734,975			1,734,975	342,041	13,586	1,865	2,325	58,585
		20,546,239	17,090,353	1,714,331	1,741,455	342,041	13,586	1,865	2,325	58,585
2009										
Cash assets	3.81%	14,777,849	6,933,922	7,837,447	6,480					
Restricted cash assets	4.01%	1,696,642		1,696,642						
Receivables ^(a)	-	1,536,415			1,536,415	237,994	3,840	7,123	10,577	58,794
		18,010,906	6,933,922	9,534,089	1,542,895	237,994	3,840	7,123	10,577	58,794

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

Liquidity risk

The following table details the contractual maturity analysis for financial liabilities. The contractual maturity amounts are representative of the undiscounted amounts at the end of the reporting period. The table includes interest and principal; cash flows.

Interest rate exposure and maturity analysis of financial liabilities

	Weighted Average Effective Interest Rate	Carrying Amount	Interest rate exposure			Maturity dates			
			Variable Interest Rate	Fixed Interest Rate	Non- Interest Bearing	Up to 3 months	3 – 6 months	6 – 12 months	More than 1 year
<u>Financial Liabilities</u>	%	\$	\$	\$	\$	\$	\$	\$	
2010									
Payables	-	1,424,215			1,424,215	1,424,215			
		1,424,215			1,424,215	1,424,215			
2009									
Payables	-	2,199,628			2,199,628	2,199,628			
		2,199,628			2,199,628	2,199,628			

The amounts disclosed are the contractual undiscounted cash flows of each class of financial liabilities

Interest rate sensitivity analysis

The following table represents a summary of the interest rate sensitivity of the Institute'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 \$	- 100 Basis Points		+ 100 Basis Points	
		Surplus \$	Equity \$	Surplus \$	Equity \$
2010					
Financial Assets					
Cash Assets	17,957,352	(179,573)	(179,573)	179,573	179,573
Restricted Cash and cash equivalent	853,912	(8,539)	(8,539)	8,539	8,539
	Carrying amount \$	- 100 Basis Points		+ 100 Basis Points	
		Surplus \$	Equity \$	Surplus \$	Equity \$
2009					
Financial Assets					
Cash Assets	14,777,849	(147,778)	(147,778)	147,778	147,778
Restricted Cash and cash equivalent	1,696,642	(16,966)	(16,966)	16,966	16,966

Fair Values

All financial assets and liabilities recognised in the Statement of Financial Position, 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.

36. Remuneration of Members of the Accountable Authority and Senior OfficersRemuneration 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:

\$	2010 (\$)	2009 (\$)
\$ 0 - \$ 10,000	13	9
\$200,001 - \$210,000	-	1
\$230,001 - \$240,000	1	-

The total remuneration of the members of the Accountable Authority is: **252,348** **209,986**

The superannuation included here represents the superannuation expense incurred by the Institute in respect of members of the Institute.

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, non-monetary benefits and other benefits receivable for the financial year, fall within the following bands are:

\$	2010	2009
\$30,001 - \$40,000 ^(a)	-	1
\$40,001 - \$50,000 ^(a)	-	1
\$70,001 - \$80,000 ^(a)	1	-
\$120,001 - \$130,000	1	2
\$130,001 - \$140,000	-	2
\$140,001 - \$150,000	-	1
\$150,001 - \$150,000	-	2
\$160,001 - \$170,000	3	1

\$170,001 - \$180,000	3	-
\$180,001 - \$190,000	1	-
\$200,001 - \$210,000	1	-

	\$	\$
The total remuneration of senior officers is:	1,598,192	1,216,877

(a) Relates to senior officers commencing part-way through 2009 or 2010.

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

No Senior Officers are members of the Pension Scheme.

37. Remuneration of auditor

Remuneration to the Auditor General in respect to the audit for the current financial year is as follows:

	2010 (\$)	2009 (\$)
Auditing the accounts, financial statements and performance indicators.	92,000	88,000

The expense is included in note 7 'Supplies and services'.

38. Related and Affiliated Bodies

The Institute has no related or affiliated bodies as at the end of the reporting period.

39. Supplementary Financial Information

<u>Write-Offs</u>	2010 (\$)	2009 (\$)
Public property	29,500	-
Bad Debts	20,017	18,059
Total	49,517	18,059

Losses Through Theft, Defaults And Other Causes

Losses of public and other moneys and public and other property through theft, default or otherwise	29,610	672
Amount recovered	(3,559)	(427)
Total	26,051	245

Gifts of Public Property

No gifts of public property were provided to the Institute in the years to 31 December 2010 and 2009.

40. Schedule of Income and Expenditure by Service

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

Appendix 1

Section 40 Estimates - 2011

Statement of Comprehensive Income

	2011
for the 12 Months to 31 December 2011	\$
COST OF SERVICES	
Expenses from ordinary activities	
Employee Expenses	26,158,233
Depreciation and amortisation expense	9,926,826
Supplies and services	2,107,227
Cost of Sales	495,443
Loss on disposal of non-current assets	10,000
Other expenses from ordinary activities	1,881,027
Total Cost of Services	40,578,756
Income	
Revenue	
Fee for service	6,308,158
Student fees and charges	2,611,799
Sales	709,388
Ancillary trading	674,548
Commonwealth grants and contributions	-
Interest revenue	845,102
Other revenue	450,149
Total Revenue	11,599,144
NET COST OF SERVICES	(28,979,612)
INCOME FROM STATE GOVERNMENT	
State funds	26,530,898
Resources received free of charge	4,25,570
Total revenues from State Government	26,956,468
SURPLUS (DEFICIT) FOR THE PERIOD	(2,023,144)
OTHER COMPREHENSIVE INCOME	
Changes in asset revaluation reserve	2,730,000
Gains / (Losses) recognised directly in equity	-
TOTAL COMPREHENSIVE INCOME FOR THE PERIOD	706,856

Balance Sheet

as at 31 December 2011	2011 \$
Current Assets	
Cash and cash equivalents	11,266,712
Restricted and cash equivalents	15,000
Inventories	145,695
Receivables	650,000
Other assets	5,870,812
Total Current Assets	17,948,219
Non-Current Assets	
Restricted and cash equivalents	557,435
Property, plant and equipment	91,113,503
Intangible Assets	85,268
Total Non-Current Assets	91,756,206
Total Assets	109,704,425
Current Liabilities	
Payables	570,000
Provisions	3,037,721
Other liabilities	1,250,000
Total Current Liabilities	4,857,721
Non-Current Liabilities	
Provisions	3,105,573
Total Non-Current Liabilities	3,105,573
Total Liabilities	7,963,294
NET ASSETS	101,741,131
Equity	
Contributed Equity	33,961,140
Asset revaluation reserve	39,244,090
Accumulated surplus	28,535,901
TOTAL EQUITY	101,741,131

Changes in Equity Statement

	2011
As at 31 December 2011	\$
Balance of equity at start of financial year	100,934,275
Contributed equity	
Balance at start of financial year	33,861,140
Capital Contribution	<u>100,000</u>
Balance at end of financial year	<u>33,961,140</u>
Reserves	
Asset revaluation reserve	
Balance at start of financial year	36,514,090
Gains / (losses) from asset revaluation	<u>2,730,000</u>
Balance at end of financial year	<u>39,244,090</u>
Accumulated surplus (retained earnings)	
Balance at start of financial year	30,559,045
Surplus for the financial year	<u>(2,023,144)</u>
Balance at end of financial year	<u>28,535,901</u>
Balance of equity at end of financial year	101,741,131

Cash Flow Statement

for the 12 Months to 31 December 2011	2011 \$
CASH FLOWS FROM STATE GOVERNMENT	
State funds Recurrent	25,880,898
Capital Contributions	
Net cash provided by State Government	25,880,898

Utilised as follows:

CASHFLOWS FROM OPERATING ACTIVITIES	
Payments	
Employee benefits	(24,308,233)
Supplies and services	(10,127,959)
GST payments on purchases	(1,170,000)
GST payments to taxation authority	(95,000)
Other payments	(2,355,091)
Receipts	
Fee for service	6,225,095
Student fees and charges	2,671,799
Ancillary trading	674,548
Commonwealth grants and contributions	
Interest received	845,102
GST receipts on sales	835,000
GST receipts from taxation authority	410,000
Other receipts	589,536
Net cash used in operating activities	(25,805,203)
CASH FLOWS FROM INVESTING ACTIVITIES	
Purchase of non-current physical assets	(1,140,000)
Net cash used in investing activities	(1,140,000)
Net increase/(decrease) in cash held	(1,334,305)
Cash and cash equivalents at the beginning of the financial year	18,751,525
Cash and cash equivalents at the end of the financial year	17,417,220

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