



Welcome to the
Annual Report
for the South West Regional College
of TAFE



**Annual
Report
2002**





South West Regional College of TAFE
Government of Western Australia



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

Dear Minister

In accordance with Section 66 of the Financial Administration and Audit Act 1985, we herein submit for your information, the Annual Report of the South West Regional College of TAFE for the year ending 31 December 2002.

Yours sincerely

DAN PERKINS
Chairman Governing Council

Graeme Atkins
A/Managing Director

28 January 2003



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Vision/Mission Statement

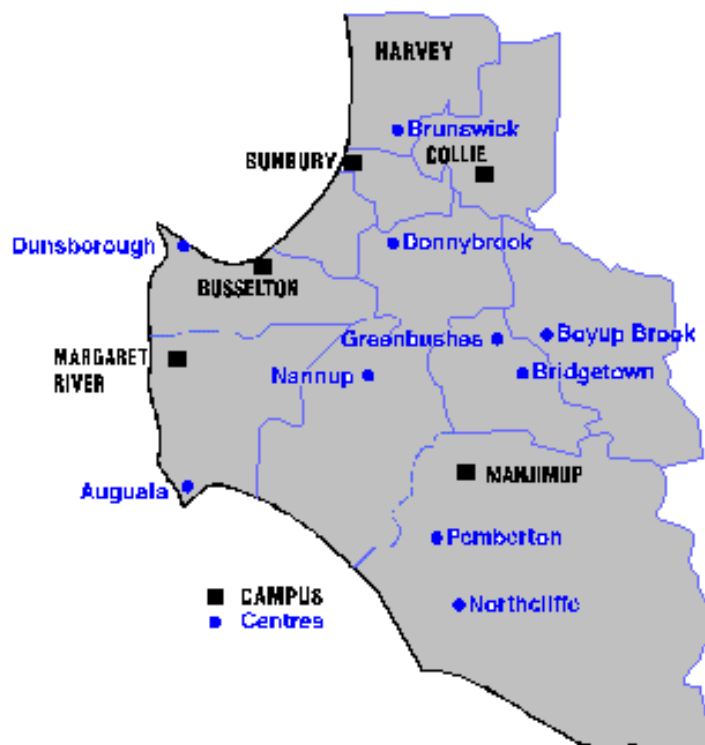
Working with industry and the community, the South West Regional College advances the economic and social prosperity of the region by delivering cost effective – world class – training and employment services. We seek to maximise the creative productivity of ourselves, our students and industry, through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

*Customer Focused
Quality Driven
Ethical
Collaborative
and
Outcome Oriented*

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

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

The desired outcome of the College is to provide Vocational Education and Training that meets the needs of industry, students and the community through government funded profile activity and fee-for-service activity.





South West Regional College of TAFE

1946 – 2002

Today ...

The College services a regional population of 127,000 through campuses at Bunbury, Busselton, Collie, Harvey, Manjimup and Margaret River, which are further supported by a network of 10 part-time centres offering students ready access to local learning facilities.

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

A Brief History ...

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

The 'Bunbury Tech'

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

Moving On and Moving Out

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

Becoming a College

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

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

And into the '90s

In 1991 the Bunbury Campus offered 86 vocational courses, with 550 full time and 1,125 part-time enrolments; 293 students graduated. The number of graduates dramatically jumped in 1992, with 423 graduating. This figure reflects the influence of the first group of Year 12 Advanced Certificate/ Associate Diploma students. The Open Learning Centre, a department devoted to the supply of flexible delivery or off-campus correspondence courses, was established in 1994. The College continued to grow from strength to strength through the 1990s so that during 1998, the College delivered training to over 6000 students.

The new Millennium

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

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

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

2001

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

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

2002

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

The changes that have been implemented in the College over the last five years have been comprehensive and dramatic. Millions of dollars have been spent on upgrading building and facilities, there have been widespread changes to curriculum, learning resources and the structure of training programmes coupled with an unprecedented increase in the scope and quality of the training delivered by the College.

It is through these innovative strategies that the College is able to celebrate efficiency of training for students, continuous improvement by staff as well as employment outcomes and community support for stakeholders in industry and the local community.



Governing Council

The Accountable Authority of the College is the Governing Council the members of which are appointed by the Minister for Training. Throughout 2002 the Governing Council met for six general meetings and one joint meeting with the South West Campus (Bunbury) Advisory Board of Edith Cowan University. The Governing Council also has representation on the College's Academic Board, which meets on a monthly basis and the Audit Committee, which meets bi-annually.

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

The members of the South West Regional College of TAFE during 2002 were:



DAN PERKINS (Chairman)

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

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



ROSANNE PIMM (Deputy Chairperson)

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

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



GRAEME ATKINS (A/Managing Director)

Graeme is the Acting Managing Director of the South West Regional College and has been the College's Director of Corporate Services for eight years. Graeme has a professional background in Management Consulting and extensive experience in the financial services sector.



DOMINIC FIGLIOMENI

Dominic is Chief Executive Officer of the Bunbury Port Authority. He is Chairman of the Advisory Board of Edith Cowan University, South West Campus, Bunbury and a member of the Governing Council of ECU. Dominic is also a Director of the Leschenault Business Enterprise Centre and Chair of Jobs South West.

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



DENISE JENKINS

Denise is the proprietor of Showcase Jewellers in Manjimup. She is a member of the Manjimup Chamber of Commerce and is very active in the development of education and training in the Manjimup area. Denise is Chairperson of the Warren Blackwood Business Enterprise Centre and the Manjimup Development project.

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



EDWARD KOZYRSKI

Edward is the Managing Director of the Lighthouse Beach Resort in Bunbury and a member of the College's Hospitality and Tourism Industry Reference Group. He is the South West representative for the Defence Reserves Support Council and a member of the Australian Institute of Management, Tourism South West and the Bunbury Chamber of Commerce and Industry.

Appointed: 15 May 2000
Current Term Expires: 31 December 2005



DON PUNCH

Don is the Chief Executive Officer of the South West Development Commission. Prior to joining the Development Commission Don had extensive experience throughout regional Western Australia in community needs analyses, development of community based services and public sector management.

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



IAN PIGOTT

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

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



SAMANTHA REECE

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

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



MIKE FAGAN

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

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



GUY TRUSS

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

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



CONOR LAGAN

Conor is a director of Xanadu Wines and part owner of Wino's in Margaret River. He is the Deputy Shire President of Augusta-Margaret River Shire, a member of the Margaret River Wine Industry Association and the Margaret River Centre for Wine Excellence Community Stakeholders Group.

Appointed: 1 October 1997
Retired: 7 May 2002

SHIRLEY BENNELL

Shirley is Managing Director of the South West Aboriginal Medical Service. She has a strong background in community development and an active representative for the local community as the Chair of the Bunbury Nyungar Women's Interest Group Aboriginal Corporation, the WA member on the Board of Directors for Aboriginal Hostels, and the WA Community Representative on the National Aboriginal Home and Community Care Reference Group 2001-2003.

Appointed: 5 March 2002
Retired: 11 September 2002



Chairman's Report

The Governing Council welcomed four new members in 2002. Cabinet appointed Shirley Bennell, Samantha Reece, Michael Fagan and Guy Truss on 7 March 2002. Regretfully, Shirley Bennell's workload increased shortly after her appointment and she tendered her resignation from the Council on 11 September 2002.

The College continued to demonstrate innovative strategies through 2002 to provide effectiveness of training for students, continuous improvement by staff as well as employment outcomes and community support for stakeholders in industry and the local community.

The opening of the new training facility for heavy-duty automotive training at the College's Sylvan Way Annexe in September by the Minister for Training, Hon John Kobelke MLA, was evidence of the College's close collaboration with industry. It also represented a significant achievement for the staff of this College who, having commenced negotiations for the establishment of this training facility in September 2001, brought the project to fruition within an exceptionally short time frame.

A significant demonstration of the College's ability to meet the training needs of the local community and the regional economy was the launch of the new Furniture Making Trade in December. The introduction of this trade will make it possible for local employers to access an apprenticeship training system that can meet the distinctive skill requirements of furniture-making and cabinet-making. It will provide the furniture industry with a skilled workforce and provide a more suitable career pathway for this specific trade.

The College's collaboration with Edith Cowan University, Curtin University, the Margaret River Senior High School, the Department of Training, and the Department of Education evolved throughout 2002 to ensure that the Margaret River Education Campus progressed towards construction in 2003. It is anticipated that the educational partners will deliver wine, viticulture, marketing and related courses through this facility consistent with their areas of specialisation in a fully operational facility in 2004.

The College now seeks to progress the establishment of a site and development of plans for a new Busselton Campus.

It is collaborative strategies such as these that will support the unprecedented increase in the scope and quality of the training delivered by the College. This in turn will support multi-mode delivery strategies, multi campus enrolment options and variability of class sizes, which will contribute significantly to the College's reputation for quality and flexibility of training delivery.

Dan Perkins
Chairman, Governing Council



Acting Managing Director's Report

In 2002 our College improved its standards of service to students, staff, industry and the community of the South West.

Our students assessed their overall satisfaction with our services at 86%. This improved result is due to the continued efforts of our staff to provide an enhanced focus on students.

Three of our students were selected as finalists in the State Training Excellence Awards. Janine Williams was selected as a finalist in the Aboriginal Torres Strait Islander Student of the Year. Ben Moran and Nathan Day were selected as finalists in the Apprentice of the Year with Ben Moran being announced the winner of the Apprentice of the Year Award. To all three students, I offer congratulations on their outstanding achievements.

An increased focus on staff issues, increased numbers of staff appointed on a permanent basis and some fun staff events led to greater work satisfaction and an improvement in staff morale. The end of year achievement recognition event being a highlight for all staff who attended.

Our continued close involvement with industry and the community is strengthened with our strong Governing Council and industry reference groups. Dan, in his Chairman's Report, details the outcomes of this collaborative approach.

I look forward to our College building upon our strong reputation and record of delivering high standards of training to our South West community.

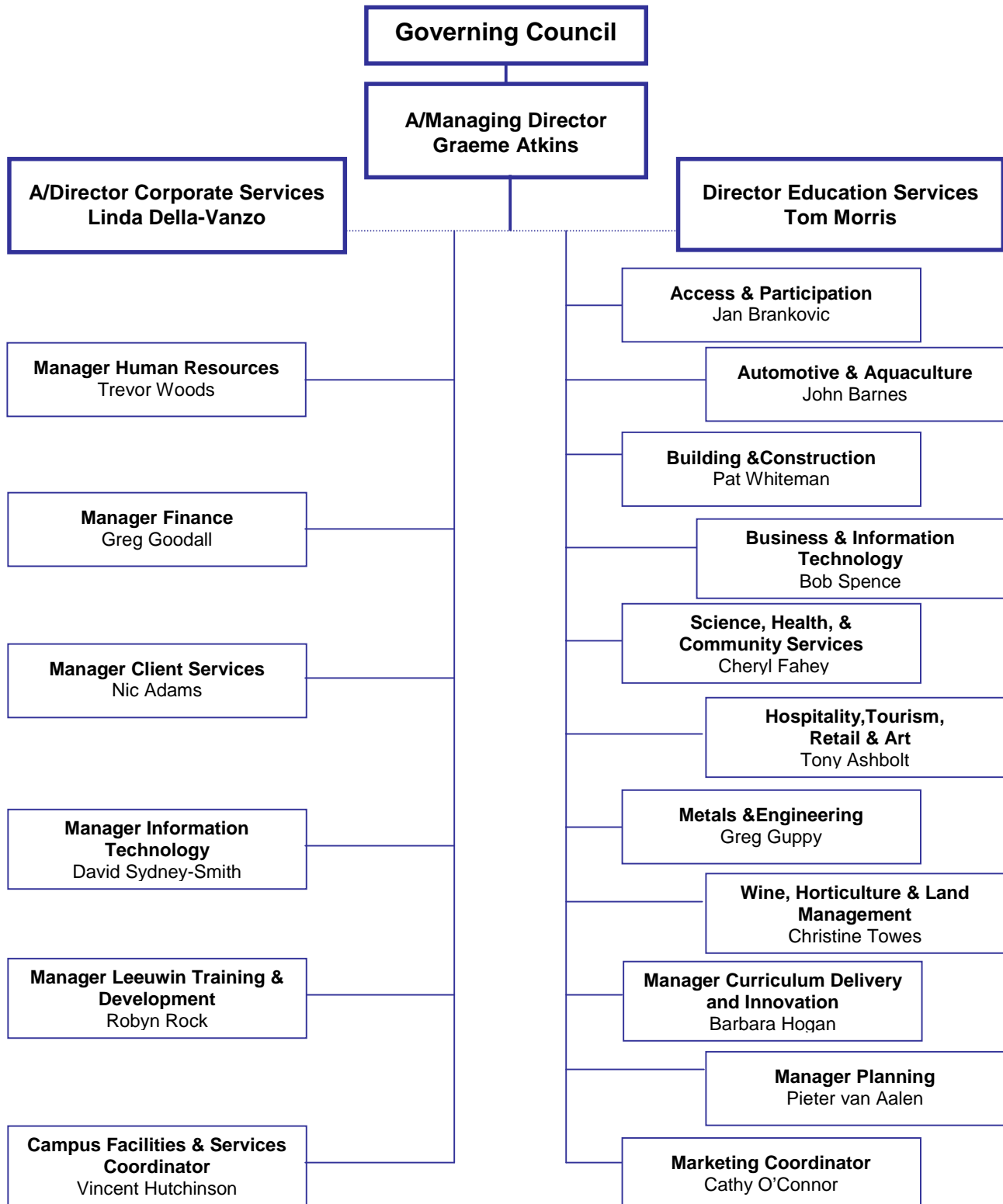
Graeme Atkins
Acting Managing Director



SWRC of TAFE student, Ben Moran, accepting his WA Training Excellence Award, 2002 Apprentice of the Year



Management Structure





Strategic Priorities

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

Student Focus

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

Characterised by flexibility, efficiency and rigour

Staff Focus

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

Characterised by innovation, collaboration and continuous improvement.

Industry and Community Focus

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

Characterised by employment outcomes, strategic alliances and community support.

VISION 2005: *Rigorous and Workplace Relevant*

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

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

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

Student Focus

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

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

Priority Achievements

- Flexible Delivery for Flexible Learning Strategic Plan endorsed by Governing Council. Plan received complimentary feedback from Department of Training in regard to its conceptual framework and structure. A staff focus group will be run in 2003 to review Key Performance and Process Indicators.
- A well-documented compendium of over 19 Flexible Learning case studies has been developed and is currently being loaded onto the College's website.
- College's delivery of Employment-based Training exceeded WADT target by 5%.
- Review of Training Delivery that provides for appropriate learning about workplaces, community consultation (including relationship management skills) environmental awareness (including managing environmental processes) and up to date technology and process control skills has been completed and an action plan submitted to the November Governing Council meeting for endorsement.
- AQTF compliance continues to be monitored and reviewed throughout the College. Internal audits continue to be conducted to identify risks with AQTF compliance standards 8 and 9. Corporate Services is 99% compliant. Provision made for teaching relief and an AQTF Coordinator in each Portfolio to assist with AQTF rollout.
- Student Priorities Strategy paper reviewed at College Management Conference and priority areas now being progressed, including: enhanced course information system via Products and Services Catalogue; Learning Resources review; counselling services; and quality assurance.
- To increase student satisfaction with its effectiveness and value, options to enhance the Module Evaluation process are being explored in conjunction with Student Association for implementation in 2003.
- Scope of Commercial Delivery review has been extended to provide for a comprehensive review of all commercial/fee-for-service possibilities.
- Development of new computer based roll creation system is being reviewed and a business case developed. Information for P&S catalogue and print friendly versions of brochures is currently being developed.
- Progress and outcomes of metropolitan pilot for on-line and other more flexible enrolment strategies are still being evaluated with a view to developing a SWRC strategy for Semester II, 2003.

Staff Focus

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

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

Priority Achievements

- Computer based staff induction has been developed and published via the intranet. Competency based induction is in progress. Staff Induction Project Group formed to progress computer-managed, competency based staff induction strategy. Pilot to be developed for OS&H induction for implementation by March 2003.
- Processes in place to ensure full compliance with AQTF Workplace Training and Assessment requirements. Moderation strategy established for Cert IV Workplace Assessment and Training led by PM Access and Participation. 153 staff have gained the appropriate qualification, 20 remain in progress.
- Current staff development strategies have been reviewed and enhancements made to the: tertiary assistance scheme; mentor program for BA VET; Return to Industry policy; Study leave policy and Flexible working arrangements. Full concept and strategy document for 2002 - 2005 to be produced by July 2002. Staff development strategy undergoing further enhancements to a competency based induction approach with pilot planned for February 2003 with 2003/2005 Strategy in place by March 2003.
- Data Administrator has completed a plan to integrate College data systems and maintaining integrity of MIS.
- Communication Committee established to increase staff satisfaction with communication across the College, with a number of initiatives already underway, including Business After Hours – Hairdressing; network meetings and forums; communication issues records books and a morning tea, networking opportunity. A range of other initiatives is being explored.
- Regional distribution of delivery reviewed and report presented to Governing Council, (November 2002). Delivery at regional campuses increased from 22% in 1996, to 30% in 1999 well ahead of targets set in the 1997-1999 Strategic Priorities document. Regional delivery has remained constant at 30% since this time.
- Industry delivery profile reviewed and report presented to Governing Council (November 2002). Sound evidence of growth in key delivery areas and an overall balanced profile.
- Scope of Commercial Delivery review extended to provide for a comprehensive review of all commercial/fee-for-service possibilities.
- OSH Committee structure has been revised and implemented. An increase in representative numbers from three to nine. The OSH Strategic Plan is being progressively implemented and actively marketed. Inspection schedules have been revised and implemented with significant improvement noted in frequency and coverage. List of achievements to be published December 2002.
- The Margaret River Education Campus project is on track and appropriate collaboration is occurring via formal committees.

Industry Focus

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

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

Priority Achievements

- Implementation of comprehensive roll creation database to provide accurate and timely course advice has been delayed pending business case. Products and Services database is being implemented in conjunction with WestOne. Review of profile/brochures and TAFE handbook have been undertaken.
- The Marketing Committee has developed a range of initiatives to enhance client information, including: a proposal to develop a video; focus group reviews with School “Vocational Guidance Officers”; and implementation of the Products and Services Catalogue.
- Enhanced IRG and other industry feedback and input into decision-making through Regular reports to Governing Council being prepared by all Portfolio Managers – summarizing extent of industry feedback and input into decision making.
- New strategic alliances that support the College in the further achievement of its vision and mission are being formed in the context of Science and Technology Innovation Grants; an equipment lease for the Building and Construction Portfolio; and the Automotive Industry in the context of the Sylvan Way annex.
- Energy Committee established and sector wide strategy being developed for the environmental management of the College.
- Busselton Campus Planning Committee formed, consultant appointed with study to be complete by March 2003.





AUDITOR GENERAL

To the Parliament of Western Australia

SOUTH WEST REGIONAL COLLEGE OF TAFE PERFORMANCE INDICATORS FOR THE YEAR ENDED DECEMBER 31, 2002

Matters Relating to the Electronic Presentation of the Audited Performance Indicators

This audit opinion relates to the performance indicators of the South West Regional College of TAFE for the year ended December 31, 2002 included on the South West Regional College of TAFE's web site. The Governing Council is responsible for the integrity of the South West Regional College of TAFE's web site. I have not been engaged to report on the integrity of this web site. The audit opinion refers only to the performance indicators named below. It does not provide an opinion on any other information which may have been hyperlinked to or from these performance indicators. If users of this opinion are concerned with the inherent risks arising from electronic data communications, they are advised to refer to the hard copy of the audited performance indicators to confirm the information included in the audited performance indicators presented on this web site.

Scope

I have audited the key effectiveness and efficiency performance indicators of the South West Regional College of TAFE for the year ended December 31, 2002 under the provisions of the Financial Administration and Audit Act 1985.

The Governing Council is responsible for developing and maintaining proper records and systems for preparing and presenting performance indicators. I have conducted an audit of the key performance indicators in order to express an opinion on them to the Parliament as required by the Act. No opinion is expressed on the output measures of quantity, quality, timeliness and cost.

My audit was performed in accordance with section 79 of the Act to form an opinion based on a reasonable level of assurance. The audit procedures included examining, on a test basis, evidence supporting the amounts and other disclosures in the performance indicators, and assessing the relevance and appropriateness of the performance indicators in assisting users to assess the College's performance. These procedures have been undertaken to form an opinion as to whether, in all material respects, the performance indicators are relevant and appropriate having regard to their purpose and fairly represent the indicated performance.

The audit opinion expressed below has been formed on the above basis.

Audit Opinion

In my opinion, the key effectiveness and efficiency performance indicators of the South West Regional College of TAFE are relevant and appropriate for assisting users to assess the College's performance and fairly represent the indicated performance for the year ended December 31, 2002.

D D R PEARSON
AUDITOR GENERAL
May 23, 2003



28 January 2003

**CERTIFICATION OF PERFORMANCE INDICATORS
For the year ending 31 December 2002**

We hereby certify that the performance indicators are based on proper records, are relevant and appropriate for assisting users to assess the South West Regional College of TAFE's performance, and fairly represent the performance of the South West Regional College of TAFE for the financial year ended 31 December 2002.

Graeme Atkins
A/Managing Director

Dan Perkins
Chairman Governing Council

Tom Morris
Director Education Services



Key Performance Indicators

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

Vision/Mission Statement

Working with industry and the community, the South West Regional College advances the economic and social prosperity of the region by delivering cost effective – world class – training and employment services.

We seek to maximise the creative productivity of ourselves, our students and industry, through a process of continuous improvement that is:

Customer Focused
Quality Driven
Ethical
Collaborative
and
Outcome Oriented

The desired outcome of the College is to provide:

Vocational Education and Training that meets the needs of industry, students and the community through government funded profile activity and fee-for-service activity.

Effectiveness

Student Satisfaction

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

The 2002 Census findings for the College stated that a high proportion of students were Very Satisfied/Satisfied overall. The table below shows the College and State Student Satisfaction percentages. The 2002 figures include Apprentices and Trainees in the survey (there were 820 active Apprentices and Trainees enrolled in 2002):

OVERALL STUDENT SATISFACTION					
	1998	1999	2000	2001	2002
SWRC	82.0%	83.0%	79.5%	89.0%	86.0%
State	82.0%	82.0%	79.3%	88.0%	83.0%

- I. Source: The Student Satisfaction Census surveys were conducted by Market Equity Pty Ltd on behalf of the WA Department of Training. All students responding were assured of complete confidentiality (ie. no information would be released to the College that would identify any individual).
- II. Definition: The surveys were administered to full-time and part-time TAFE/VET students who were enrolled in an Award course in first semester of that year.
- III. Derivation: The survey asked students to rate their overall degree of satisfaction with their course. The measure compares the number of Very Satisfied and Satisfied respondents as a proportion of respondents.
- IV. Explanation: The student survey distribution differed in 2002 in that the approach was a "Mass Market" approach. 72,417 students were surveyed across the state. This approach was aimed at increasing the student's sample and increasing the response rate. Response rates and sample error calculations for the South West Regional College of TAFE are outlined below.
- V. Definition: Usable Records are those responses considered "valid" and eligible for inclusion in the final survey sample. This ensured that questionnaires over 50% complete and that contained key data required for KPI tracking, were eligible for inclusion and thus usable.

Response Rates 2002 - SWRC						Sample Error
Institutional Based Students			Employer Based Students			Overall
Population (Usable Records)	Total Number Mailed	Total Usable Returns %	Population (Usable Records)	Total Number Mailed	Total Usable Returns %	% + or -
5,544	3,326	25	420	177	15	2.52%

Graduate Satisfaction

The aim of the National 2002 Student Outcomes survey was to measure Vocational Education and Training graduates' employment, further study destinations and opinions of the training undertaken.

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

Note: Graduate outcome tables now use the number of valid responses as the denominator in percentage calculations instead of the base number as was the case before 2001 reporting. This year, 2002 is added to data from 1998 to display a 5 year trend. As a result, prior year comparisons will not be accurate.

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

	SWRC	WA	Australia
2002	76.4%	77.0%	78.0%
2001	78.2%	76.3%	79.0%
2000	79.1%	79.2%	79.6%
1999	81.5%	82.1%	80.1%
1998	77.8%	81.2%	79.8%

Measure (b): Course quality: Rating of the overall quality of the course by respondents as 8 or above on a scale of 1 to 10 (with a 1 being poor and 10 excellent) compared to State averages:

	SWRC	WA	Australia
2002	60.6%	56.0%	62.4%
2001	63.6%	60.4%	66.2%
2000	64.4%	61.2%	65.8%
1999	61.0%	55.8%	61.7%
1998	61.2%	63.1%	67.8%

Measure (c): Graduate Employment Rate: In the 2002 survey, graduates from the College achieved better labour outcomes compared to the averages recorded for Western Australia and improved upon the College's result compared to 2001.

	SWRC					WA	Australia
	1998	1999	2000	2001	2002	2002	2002
Graduates Employed	72.4%	74.9%	73.9%	71.5%	74.6%	70.5%	72.5%
Graduates Unemployed	11.2%	9.2%	11.3%	14.3%	11.0%	12.6%	12.8%
Not in labour force	16.5%	15.9%	14.2%	14.0%	13.6%	16.1%	14.0%

Notes:

- I. Source: The survey was conducted by NCS Australasia on behalf of the National Centre for Vocational Education Research (NCVER). The Australian National Training authority (ANTA) funded the survey.
- II. Definition: The 2002 survey was administered to all graduates at a publicly funded TAFE Institute in Australia who, in 2002, had completed a Certificate, Advanced Certificate, Associate Diploma, Diploma or Advanced Diploma and had an Australian address as their usual residence. The South West Regional College's response rate was 54.6%.

III. Derivation: The 2002 graduate survey employment status was measured for each category (employed, unemployed and not in labour force) as at 31st May 2002. Obtained by calculating the ratio of graduates in each category compared to total respondents and expressed as a percentage.

IV. Explanation: Survey distribution and response information:

	2000	2001	2002
SWRC – Number of questionnaires distributed	598	902	998
SWRC – Number of responses received	352	445	545
SWRC – Response Rate	59%	49%	55%

Commercial/Fee for Service Activity

The following indicator is a measure of the proportion of Fee-for-Service delivery compared to the total SCH of the College. It provides an indication of the College's role in meeting the needs of industry through fee-for-service activity.

Year	Non-CF Profile SCH	Total SCH	%
2002	248,481	1,943,052	12.8
2001	77,008	1,713,438	4.5
2000	136,762	1,691,661	8.1
1999	179,825	1,615,160	11.1
1998	191,069	1,481,060	12.9

- I. Source: The 2002 SCH figures were derived from the AVETMISS Census as extracted from the College Management System (CMIS). In addition the AVETMISS Census figures, separate records for Lifestyle course delivery were added to non-CF delivery.
- II. Definition: The Student Curriculum Hours (SCH) is the sum of the SCH extracted from the AVETMISS Census (CF funded delivery) plus the total of non-profile (fee-for-service) SCH. Non-Profile delivery is defined as all SCH recorded that is not coded as CF plus the addition of Lifestyle delivery.
- III. 2002 figures include 105,967 SCH allocated for forestry delivery.

College Training Profile

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

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

- I. Source: The 2002 SCH figures were derived from the AVETMISS Census as extracted from the College Management Information System (CMIS). In addition to the AVETMISS Census figures, separate records for Lifestyle course delivery were added. 2001 figures were extracted from the South West Regional College of TAFE 2001 Annual Report with some SCH realigned to different WADTE Groupings due to changes in some 2002 course classifications.
- II. Definition: The Student Curriculum Hours (SCH) is the sum of the SCH extracted from the AVETMISS Census (CF funded delivery) plus the total of non-profile (fee-for-service) SCH.
- III. Explanation: The AVETMISS Census has been adjusted to allow for the "no show" students under the "one attendance" rule criteria. It should be noted that the one attendance criteria implies that the curriculum hours for a module/subject are included in the total SCH provided the student attends at least one class, even if they subsequently withdraw or cease attending a unit.
- IV. The average cost/SCH increased by 4 cents.
- V. The total cost for 2002 of \$23,847,038 has been reduced by \$2,116,873 to \$21,730,165 to enable comparison to prior years.

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

College Training Profile		2001 SCH	2002 SCH		%
WADTE Group		Achieved	Planned	Achieved	Achieved of Planned
01A	Recreation Sports and Entertainment	13,765	18,000	18,419	102.3
01B	Visual and Performing Arts	49,410	55,500	57,050	102.8
01C	Design		0		
02A	Automotive	41,924	47,848	48,232	100.8
03A	Building and Constructions	65,171	62,856	61,358	97.6
03B	Surveying and Building	33,030	36,050	37,110	102.9
04A	Community Service Workers	74,810	93,100	96,625	103.8
04B	Education and Childcare	123,500	126,667	143,400	113.2
04C	Health	29,227	41,144	34,945	84.9
04D	Library Workers		0		
05A	Finance Insurance Property Service Workers	10,047	39,783	46,835	117.7
06A	Food Trades and Processing	34,409	42,969	49,736	115.7
07A	Clothing Footwear and Soft Furnishings	10,787	8,244	8,360	101.4
07B	Furniture Manufacture	41,996	42,791	46,814	109.4
08A	Communications		0		
08B	Printing and Publishing		0		
09A	Engineering and Drafting	37,398	21,908	25,962	118.5
09B	Metal and Mining	121,499	127,400	134,625	105.7
10A	Animal Care		0		
10B	Forestry, Farming and Landcare	53,799	61,529	80,637	131.1
10C	Fishing		0		
10D	Horticulture	58,098	64,799	70,742	109.2
11A	Process Manufacturing	22,188	12,400	13,865	111.8
12A	Personal Service	20,230	22,936	26,438	115.3
12B	Retail	7,854	6,867	6,807	99.1
13A	Cooking	56,324	39,218	35,605	90.8
13B	Hospitality	45,465	41,240	42,698	103.5
13C	Tourism	41,260	37,239	38,709	103.9
13D	Travel Agents	15,582	3,020	3,006	99.5
14A	Transport Trades, Storage and Associated		0		
15A	Electrical and Electronic Engineering	2,304	14,416	14,382	99.8
15B	Electrical Trades	47,428	27,354	25,694	93.9
16A	Accounting and Other Business Services	47,469	57,200	63,143	110.4
16B	Management	74,315	50,210	54,751	109.0
16C	Office and Clerical	64,104	74,055	77,368	104.5
17A	Computing	146,316	127,575	124,576	97.6
18A	Science and Technical Workers	50,504	46,770	46,796	100.1
19A	ACE		0		
19B	Adult Literacy/ESL	149,710	144,000	136,210	94.6
19C	Languages	2,105	3,840	4,499	117.2
19E	Targeted Access and Participation Courses	44,402	45,031	29,286	65.0
		1,636,430	1,643,959	1,704,683	103.7



AUDITOR GENERAL

To the Parliament of Western Australia

**SOUTH WEST REGIONAL COLLEGE OF TAFE
FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2002**

Matters Relating to the Electronic Presentation of the Audited Financial Statements

This audit opinion relates to the financial statements of the South West Regional College of TAFE for the year ended December 31, 2002 included on the South West Regional College of TAFE's web site. The Governing Council is responsible for the integrity of the South West Regional College of TAFE's web site. I have not been engaged to report on the integrity of this web site. The audit opinion refers only to the statements named below. It does not provide an opinion on any other information which may have been hyperlinked to or from these statements. If users of this opinion are concerned with the inherent risks arising from electronic data communications, they are advised to refer to the hard copy of the audited financial statements to confirm the information included in the audited financial statements presented on this web site.

Scope

I have audited the accounts and financial statements of the South West Regional College of TAFE for the year ended December 31, 2002 under the provisions of the Financial Administration and Audit Act 1985.

The Governing Council is responsible for keeping proper accounts and maintaining adequate systems of internal control, preparing and presenting the financial statements, and complying with the Act and other relevant written law. The primary responsibility for the detection, investigation and prevention of irregularities rests with the Governing Council.

My audit was performed in accordance with section 79 of the Act to form an opinion based on a reasonable level of assurance. The audit procedures included examining, on a test basis, the controls exercised by the College to ensure financial regularity in accordance with legislative provisions, evidence to provide reasonable assurance that the amounts and other disclosures in the financial statements are free of material misstatement and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Accounting Standards and other mandatory professional reporting requirements in Australia and the Treasurer's Instructions so as to present a view which is consistent with my understanding of the College's financial position, its financial performance and its cash flows.

The audit opinion expressed below has been formed on the above basis.

South West Regional College of TAFE
Financial statements for the year ended December 31, 2003

Audit Opinion

In my opinion,

- (i) the controls exercised by the South West Regional College of TAFE provide reasonable assurance that the receipt, expenditure and investment of moneys and the acquisition and disposal of property and the incurring of liabilities have been in accordance with legislative provisions; and
- (ii) the Statement of Financial Performance, Statement of Financial Position and Statement of Cash Flows and the Notes to and forming part of the financial statements are based on proper accounts and present fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia and the Treasurer's Instructions, the financial position of the College at December 31, 2002 and its financial performance and its cash flows for the year then ended.



D D R PEARSON
AUDITOR GENERAL
May 23, 2003



28 January 2003

CERTIFICATION OF FINANCIAL STATEMENTS
For the year ending 31 December 2002

The accompanying financial statements for the South West Regional College of TAFE have been prepared in compliance with the provisions of the Financial Administration and Audit Act 1985 from proper accounts and records to present fairly the financial transactions for the year ending 31 December 2002 and the financial position as at 31 December 2002.

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

Dan Perkins
Chairman Governing Council

Graeme Atkins
A/Managing Director

Gregory Goodall
Principal Accounting Officer



Financial Statements

SOUTH WEST REGIONAL COLLEGE OF TAFE STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 31 DECEMBER 2002

		2002	2001
	Note	\$	\$
COST OF SERVICES			
Expenses from ordinary activities			
Employee expenses	2	14,302,960	12,957,436
Charges to provisions	3	80,240	74,522
Supplies and services	4	5,701,395	5,382,961
Grants and subsidies	5	358,038	336,472
Depreciation expense	6	1,216,183	1,129,663
Capital User Charge expense		2,116,873	1,008,727
Other expenses from ordinary activities	8	71,349	75,447
Total cost of services		23,847,038	20,965,228
Revenues from ordinary activities			
Fee for service	9	849,217	1,088,794
Student fees and charges	10	1,970,553	1,803,648
Ancillary trading	11	131,922	163,446
Commonwealth grants and contributions	12	21,038	32,960
Net profit on disposal of non-current assets	7	15,389	33,591
Trading profit	13	56,810	4,349
Other revenue from ordinary activities	14	346,641	554,806
Interest revenue		189,379	209,394
Total revenues from ordinary activities		3,580,949	3,890,988
Net Cost of Services		(20,266,089)	(17,074,240)
REVENUES FROM GOVERNMENT			
State funds	15	19,787,467	16,922,226
Resources received free of charge	16	728,601	598,197
Liabilities assumed by the Treasurer	17	-	472,104
Total revenues from Government		20,516,068	17,992,527
CHANGE IN NET ASSETS		249,979	918,287
Net increase in asset revaluation reserve	28	545,878	-
Total revenues, expenses and valuation adjustments recognised directly in equity		545,878	-
TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH OWNERS AS OWNERS		795,857	918,287

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

**SOUTH WEST REGIONAL COLLEGE OF TAFE
STATEMENT OF FINANCIAL POSITION
FOR THE YEAR ENDED 31 DECEMBER 2002**

		2002	2001
	Note	\$	\$
CURRENT ASSETS			
Cash assets	18	3,161,370	3,890,218
Restricted cash assets	19	-	46,701
Inventories	20	125,497	107,888
Receivables	21	316,509	262,319
Other assets	22	810,732	759,172
Total Current Assets		4,414,108	5,066,298
NON-CURRENT ASSETS			
Property, Plant and Equipment	23	24,460,566	23,197,152
Total Non-Current Assets		24,460,566	23,197,152
TOTAL ASSETS		28,874,674	28,263,450
CURRENT LIABILITIES			
Payables	24	36,251	151,212
Provisions	25	844,502	629,322
Other liabilities	26	829,360	1,320,173
Total Current Liabilities		1,710,113	2,100,707
NON-CURRENT LIABILITIES			
Provisions	25	1,261,781	1,057,745
Other liabilities	26	1,927	-
Total Non-Current Liabilities		1,263,708	1,057,745
TOTAL LIABILITIES		2,973,821	3,158,452
NET ASSETS		25,900,853	25,104,998
EQUITY			
Reserves	28	622,304	76,426
Accumulated surplus/(deficit)	27	25,278,549	25,028,572
TOTAL EQUITY		25,900,853	25,104,998

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

SOUTH WEST REGIONAL COLLEGE STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2002		2002 \$	2001 \$
	Note	Inflows (Outflows)	Inflows (Outflows)
Cash Flows From/(To) Government			
Recurrent State Funding - Department of Training		18,804,279	14,661,804
Capital State Funding - Department of Training		416,735	238,685
NET CASH PROVIDED BY GOVERNMENT		19,221,014	14,900,489
Utilised as follows:			
Cash Flows From Operating Activities			
Payments			
Employee expenses		(14,146,868)	(12,886,266)
Superannuation		-	-
Interest Paid to WA Treasury Corporation		-	-
Supplies and Services		(5,464,680)	(4,680,993)
Grants and Subsidies		(358,038)	(141,748)
Payments to Non-TAFE Providers for VET Delivery		-	-
Other Payments		(71,349)	(75,447)
Capital User Charge		(2,116,783)	-
GST Payments on purchases		(546,468)	(560,904)
GST Payments to taxation authority		-	-
Receipts			
Fee For Service		878,141	1,593,928
Student Fees and Charges		1,849,095	1,831,585
Ancillary Trading		171,123	163,446
Interest revenue		173,410	213,217
Other Receipts		438,271	625,994
GST Receipts on sales		34,601	154,203
GST Receipts from Taxation Authority		438,252	426,548
NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES	30	(18,676,403)	(13,336,487)
Cash Flows From Investing Activities			
Purchase of Non-Current Physical Assets		(1,535,573)	(972,177)
Proceeds from the sale of Non-Current Physical Assets		215,413	96,001
Payments for investments		-	-
Proceed from the Sale of Investments		-	-
Payments for Loans and Advances		-	-
Proceeds from Loans and Advances		-	-
Net Cash Inflows (Outflows) in Respect of Extra-Ordinary Activities		-	-
NET CASH PROVIDED BY/(USED IN) INVESTING ACTIVITIES		(1,320,160)	(876,176)
NET INCREASE (DECREASE) IN CASH HELD		(775,549)	687,826
Cash at the Beginning of the Financial Year		3,936,919	3,249,093
CASH AT THE END OF THE FINANCIAL YEAR	31	3,161,370	3,936,919

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

South West Regional College of TAFE
Notes to the Financial Statements
For the Year Ending 31 December 2002

1 Significant accounting policies

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

General Statement

The financial statements constitute a general purpose financial report, which has been prepared in accordance with Australian Accounting Standards, Statement of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board, and Urgent Issues Group (UIG) Consensus Views as applied by the Treasurer's Instructions. Several of these are modified by the Treasurer's Instructions to vary application, disclosure, format and wording. The Financial Administration and Audit Act and the Treasurer's Instructions are legislative provisions governing the preparation of financial statements and take precedence over Australian Accounting Standards, Statement of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board, and UIG Consensus Views. The modifications are intended to fulfil the requirements of general application to the public sector together with the need for greater disclosure and also to satisfy accountability requirements. If any such modification has a material or significant financial effect upon the reported results, details of that modification and where practicable, the resulting financial effect, are disclosed in individual notes to these financial statements. The statements have been prepared on the accrual basis of accounting using the historical cost convention, except for certain assets and liabilities, which as noted, are measured at valuation.

(a) Acquisition of Assets

The cost method of accounting is used for all acquisitions of assets. Cost is measured as the fair value of the assets given up or liabilities undertaken at the date of acquisition plus incidental costs directly attributable to the acquisition. Assets acquired at no cost or for nominal consideration, are initially recognised at their fair value at the date of acquisition.

(b) Depreciation of Non Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner, which reflects the consumption of their future economic benefits. Depreciation is provided for on the straight-line basis, using rates, which are reviewed annually. Useful lives for each class of depreciable assets are:

Buildings	2.50%
Motor Vehicles, Caravans and Trailers	15%
Plant, Furniture, General Equipment	12.5% to 25%
Computing, Communications & Software	12.5% to 33.33%

(c) Inventories

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

(d) Investments

Interest revenues are recognised as they are accrued.

(e) Employee Entitlements

Annual Leave

This entitlement is recognised at current remuneration rates and is measured at the amount unpaid at the reporting date in respect to employees' service up to that date.

South West Regional College of TAFE
Notes to the Financial Statements
For the Year Ending 31 December 2002

Long Service Leave

A liability for long service leave is recognised, and is measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting period. Consideration is given, when assessing expected future payments, to expected future wage and salary levels including relevant on-costs, experience of employee departures and periods of service. Expected future payments are discounted using interest rates to obtain the estimated future cash outflows. This method of measurement of the liability is consistent with the requirements of Australian Accounting Standard AAS 30 "Accounting for Employee Entitlements".

Superannuation

Staff may contribute to Pension Scheme, a defined benefits scheme now closed to new members, or to the Gold State Superannuation Scheme, a defined benefit lump sum scheme now also closed to new members. All staff who do not contribute to either of these schemes become non-contributory members of the West State Superannuation Scheme, an accumulation fund complying with the Commonwealth Government's Superannuation Guarantee (Administration) Act 1992. All of these schemes are administered by the Government Employees Superannuation Board (GESB). The liabilities for superannuation charges under the Gold State Superannuation Scheme and West State Superannuation Scheme are extinguished by payment of employer contributions to the GESB.

(f) Revenue Recognition

The funds received from the Department of Training in respect of the delivery of services forming part of the Delivery Performance Agreement, Capital grants and other monies have been disclosed as 'Revenues from Government'. Revenue is recognised in the period in which the College gains control of the funds. Control is recognised upon receipt.

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

(g) Grants and Other Contributions Revenue

Grants, donations, gifts and other non-reciprocal contributions are recognised as revenue when the College obtains control over the assets comprising the contributions. Control is normally obtained upon their receipt. Contributions are recognised at their fair value. Contributions of services are only recognised when a fair value can be reliably determined and the services would be purchased if not donated.

(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 reporting date, the nature of, and amounts pertaining to, those undischarged conditions are required to be disclosed in the notes to the financial statements).

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

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

(i) Capital User Charge

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

(j) Cash

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

(k) Receivables

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

(l) Payables

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

(m) Accrued Salaries

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

(n) Interest-bearing Liabilities

Bank loans and other loans are recorded at an amount equal to the net proceeds received. Borrowing costs expense is recognised on an accrual basis.

(o) Foreign Currency Translation and Hedges

Transactions denominated in a foreign currency are translated at the rates in existence at the dates of the transactions. Foreign currency receivables and payables at reporting date are translated at exchange rates current at reporting date. Exchange gains and losses are brought to account in determining the result for the year. Forward foreign exchange contracts are entered into as hedges to avoid or minimise possible adverse financial effects of movements in exchange rates. Exchange gains and losses and costs arising from these contracts are deferred and included in the determination of the amounts at which the transactions are brought to account.

— (p) Revaluation of Land and Buildings

The College has a policy of valuing land and buildings at fair value. The annual revaluations of the College's land and buildings undertaken by the Valuer General's Office are recognised in the financial statements. Where a revaluation basis other than fair value has been utilised, the revaluation basis must be disclosed.

(q) Comparative Figures

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

South West Regional College of TAFE
Notes to the Financial Statements
For the Year Ending 31 December 2002

	2002	2001
	\$	\$
2 Employee expenses		
Wages and Salaries	12,129,498	11,098,843
Superannuation	1,216,445	1,026,943
Other Related Expenses	957,017	831,650
	14,302,960	12,957,436
<p>Since 1 July 2001, superannuation contributions for West State and Gold State schemes are met by the Department of Training on behalf of the College. The revenue is recognized under State Funds. (Refer to Note 15).</p>		
3 Charges to provisions		
Bad and Doubtful Debts Expense	80,240	74,522
	80,240	74,522
4 Supplies and services		
Communications	280,189	267,792
Energy Costs	258,241	261,706
Contracted Services (excludes contract staff)	1,770,049	1,733,747
Consumables - General Supplies	1,402,935	1,269,650
Consumables - Minor Capital Works	65,013	117,717
Repairs and Maintenance	250,242	220,316
Travel and Transport	579,572	499,404
Rent and Operating Lease Charges	352,719	282,119
Finance Charges (Bank, Interest)	33,853	31,170
Advertising	161,834	208,495
Legal expenses	5,751	10,172
Insurance	109,798	154,844
Other	431,109	325,829
	5,701,395	5,382,961
5 Grants and subsidies		
Apprentices and Trainees	133,704	133,146
Other VET programs	224,334	203,306
	350,038	336,472
6 Depreciation expense		
Buildings	541,423	531,815
Motor Vehicles, Caravan & Trailers	105,439	119,138
Plant, Furniture & General Equipment	184,146	168,913
Computer Equipment, Communication Network & Software	357,955	282,577
Leasehold Improvements - Buildings	27,220	27,220
Total Depreciation	1,216,183	1,129,663
7 Net profit (loss) on disposal of non-current assets		
Motor Vehicles, Caravan & Trailers	192,992	95,681
Written Down Value	(157,338)	(56,887)
Net Profit/(Loss) on Sale	35,654	38,794

Plant, Furniture & General Equipment	-	
Written Down Value	(7,656)	(3,372)
Net Profit/(Loss) on Sale	(7,656)	(3,372)
Computer Equipment, Communication Network & Software	22,421	320
Written Down Value	(35,030)	(2,151)
Net Profit/(Loss) on Sale	(12,609)	(1,831)
	15,389	33,591
8 Other expenses from ordinary activities		
Donations & Gifts / Student Prizes & Awards	25,016	32,394
Write-offs and Losses	-	3,338
Miscellaneous	46,333	39,715
	71,349	75,447
9 Fee for service		
Fee For Service –General	541,111	552,463
Fee For Service -Department of Training (DoT)	290,495	524,940
Fee For Service – Other	17,611	11,391
	849,217	1,088,794
10 Student fees and charges		
Tuition Fees	1,238,391	1,111,589
Service / Enrolment Fees	174,325	172,432
Resource Fees	535,696	511,522
Other Fees and Charges	22,141	8,105
	1,970,553	1,803,648
11 Ancillary trading		
Live Works (not a trading activity)	8,610	14,258
Other Selling Revenue	123,312	149,188
	131,922	163,446
12 Commonwealth grants and contributions		
Recurrent	21,038	32,960
	21,038	32,960
13 Trading Profit/(Loss)		
(a) Bookshop:		
Sales	752,098	747,783
Less: Cost of Sales:		
Opening Inventory	107,888	105,953
Purchases	712,897	745,369
	820,785	851,322
Less Closing Inventory	125,497	107,888
Cost of Goods Sold	695,288	743,434
Trading Profit/(Loss) – Bookshop	56,810	4,349
	56,810	4,349
Trading activities of the College is determined by sales revenue less direct cost of goods sold		
14 Other revenue from ordinary activities		
Donations	11,789	22,094
Recoveries, Refunds and Recoups	14,589	147,261
Local Government Grants and Contributions	176,115	129,089
Grants and Subsidies from Non Government Sources	17,342	10,575
Miscellaneous Revenue	126,806	245,787
	346,641	554,806

South West Regional College of TAFE
Notes to the Financial Statements
For the Year Ending 31 December 2002

	2002	2001
	\$	\$
15 State funds		
Recurrent Funding - DoT (Delivery and Performance Agreement)	14,983,953	13,712,286
Recurrent Funding - DoT (Other receipts)	631,561	455,877
Funding for Capital User Charge*	2,116,873	1,008,727
Funding for Superannuation	1,071,892	493,641
Total Recurrent Funding – DoT	<u>18,804,279</u>	<u>15,670,531</u>
Capital Funding – DoT	416,735	238,685
Capital Works Transferred	566,453	1,013,010
	<u>19,787,467</u>	<u>16,922,226</u>

*During January-June 2002, the levy was paid by the Department of Treasury and Finance by the Department of training. From July 2002, the funding for the payment of the levy was provided by the Department of Training.

16 Resources received free of charge

Department of Training		
- Corporate Systems Support (personnel/payroll, accounting, asset management, communications network, college management information systems)	600,000	464,973
- Marketing and Publications	49,000	64,906
- Human Resources / Industrial Relations Support	11,424	10,434
- Other	15,677	32,884
	<u>676,101</u>	<u>573,197</u>
Office of the Auditor General - External Audit Services	22,500	25,000
Other	30,000	-
Total Resources Received Free of Charge	<u>728,601</u>	<u>598,107</u>

Where assets or services have been received free of charge or for nominal consideration, the college recognizes revenues equivalent to the fair value of the assets and/or the fair value of those services that can be reliably determined and which would have been purchased if onto donated, and those fair values shall be recognized as assets or expenses, as applicable.

17 Liabilities assumed by the Treasurer

Superannuation	-	472,104
	<u>-</u>	<u>472,104</u>

18 Cash assets

Cash on Hand	7,800	7,500
Bank Accounts	153,570	582,718
College Short Term Deposits	3,000,000	3,300,000
	<u>3,161,370</u>	<u>3,890,218</u>

19 Restricted cash assets

Funds Due to DoT	-	46,701
	<u>-</u>	<u>46,701</u>

Represents cash resources the uses of which are restricted, wholly or partially, by regulations or other externally imposed requirements. Refers to two WADT tenders not delivered in 2001, with monies to be paid back to WADT in 2002.

	2002 \$	2001 \$
20 Inventories		
Current:		
Trading Inventory:		
Bookshop	125,497	107,888
Total Trading Inventory	125,497	107,888
21 Receivables		
Current:		
Current Receivables includes trade debtors, student debtors and over-paid salaries.		
Receivables	368,509	284,519
Less provision for Doubtful Debts	52,000	22,200
Net Accounts Receivable	316,509	262,319
GST Receivable	-	-
Other Current Receivables	-	-
	316,509	262,319
22 Other assets		
Current:		
Prepayments	145,483	58,425
Accrued Income	665,249	700,747
	810,732	759,172
23 Property, plant and equipment		
Land		
At Valuation (December 1999)	680,000	680,000
Total Land	680,000	680,000
Buildings		
At Cost	-	2,408,115
Less: Accumulated Depreciation	-	69,429
Written Down Value	-	2,338,686
At Valuation (July 2002)	21,516,000	19,334,000
Less: Accumulated Depreciation	224,125	966,700
Written Down Value	21,291,875	18,367,300
Leasehold Improvements		
At Cost	137,139	137,139
Less: Accumulated Depreciation	109,919	82,699
Written Down Value	27,220	54,440
Motor Vehicles, Caravan & Trailers		
At Cost	621,456	578,651
Less: Accumulated Depreciation	176,551	163,058
Written Down Value	444,905	415,593
Plant, Furniture & General Equipment		
At Cost	1,314,665	996,263
Less: Accumulated Depreciation	579,402	398,008
Written Down Value	735,263	598,255
Computer Equipment, Communication Network and Software		
At Cost	1,460,336	1,123,532
Less: Accumulated Depreciation	690,834	437,924
Written Down Value	769,502	685,608
Buildings under construction	511,801	57,270
Total Written Down Value of Property, Plant, and Equipment	24,460,566	23,197,152

South West Regional College of TAFE
Notes to the Financial Statements
For the Year Ending 31 December 2002

- | | 2002 | 2001 |
|--|------|------|
| (a) The valuation of land and buildings was performed on July 2002 in accordance with an independent valuation by the Valuer General's Office. The valuation has been performed on the basis of a category 3 valuation. | | |
| (b) Buildings under construction reflects accumulated expenditure as at 31 December for building projects which are yet to be completed, (refurbishment / extension of existing buildings and/or construction of new buildings on land controlled by the College). It includes expenditure incurred directly by the Department of Training. For these amounts, the College reflects an equivalent amount under Revenue from Government - Resources Received Free of Charge (refer to note 15). | | |

Reconciliations

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

2002	Carrying Amount at start of year \$000	Additions \$000	Disposals \$000	Depreciation \$000	Revaluation Increments \$000	Write-off of assets \$000	Carrying amount at end of year \$000
Land	680,000	-	-	-	-	-	680,000
Buildings	20,705,986	581,434	-	(541,423)	545,878	-	21,291,875
Leasehold Improvement	54,440	-	-	(27,220)	-	-	27,220
Motor Vehicles, Caravans & Trailers	415,593	292,080	(157,339)	(105,439)	-	-	444,905
Plant, Furniture & General Equipment	598,225	327,093	(5,939)	(184,146)	-	-	735,263
Computer Equipment, Communication Network & Software	685,608	476,879	(35,030)	(357,955)	-	-	769,502
Buildings Under Construction	57,270	454,531	-	-	-	-	511,801
Total	23,197,152	2,123,027	(198,308)	(1,216,183)	545,878	-	24,460,566

24 Payables

Current:

Supplies and Services	36,251	151,212
	36,251	151,212

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

25 Provisions

a) Current:

Annual Leave	321,284	252,489
Long Service Leave	458,607	302,343
Deferred Salaries	64,611	74,490
	844,502	629,322

b) Non-Current:

Long Service Leave	914,151	854,668
Superannuation**	347,630	203,077
	1,261,781	1,057,745

	2002	2001
<p>**The superannuation liability has been established from data supplied by the Government Employees Superannuation Board. The college considers the carrying amount of employee entitlements approximates the net fair value.</p>		
Employee Entitlements	\$	\$
<p>The aggregate employee entitlements liability recognized and included in the financial statements is as follows: Provision for employee entitlements:</p>		
Current	844,502	629,322
Non-Current	1,261,781	1,057,745
Total Employment Entitlements	2,106,283	1,687,067
26 Other liabilities		
Current:		
Accrued Expenses for Supplies and Services	757,056	1,049,300
Income Received in Advance (a)	71,854	7,729
Accrued Salaries & Wages	-	263,144
	829,360	1,320,173
Non-Current:		
Accounts Payable - Supplies and Services	1,927	-
	1,927	-
(a) Income Received in Advance comprises:		
Department of Training – Grants & Equipment	71,854	-
	71,854	-
27 Accumulated surplus/(deficit)		
Opening Balance	25,028,570	24,110,285
Change in net assets	249,979	918,287
Closing Balance	25,278,549	25,028,572
Net initial adjustment on adoption of new Accounting Standard		
28 Reserves		
Asset Revaluation Reserve		
Balance at the Beginning of the Year	76,426	76,426
Increments/(Decrements) on Valuation	545,878	-
Closing Balance	622,304	76,426
The asset revaluation reserve is used to record increments and decrements on the revaluation of non-current assets.		
Total Reserves	622,304	76,426
Revaluations recognised during the year were in respect of:		
Buildings	545,878	
	545,878	
29 Commitments for Expenditure		
(a) Capital Expenditure Commitments		
Capital expenditure commitments, being contracted capital expenditure additional to the amounts reported in the financial statements, are payable as follows:		
Within 1 year	-	400,000
	-	400,000

South West Regional College of TAFE
Notes to the Financial Statements
For the Year Ending 31 December 2002

	2002	2001
	\$	\$
(b) Non-cancelable Operating Lease Commitments		
The College had the following obligations under non-cancelable operating leases. Obligations under non-cancelable operating leases are not recognised as liabilities.		
New Campus buildings in Margaret River	-	400,000
This project is being funded by the Department of Training as a Resource Received Free of Charge.		
Payable no later than 1 year	62,264	37,278
Total Operating Lease Commitments	62,264	37,278
30 Reconciliation of Net Cash used in Operating Activities to Net Cost of Services	\$	\$
Net cash(used in) from operating activities	(18,676,403)	(13,336,487)
Change in Operating Assets and Liabilities		
Increase/(Decrease) in Receivables	75,446	(312,974)
Increase/(Decrease) in Inventories	17,609	1,935
Increase/(Decrease) in Prepayments	87,058	(10,188)
Increase/(Decrease) in Other Assets	(35,498)	(338,248)
(Increase)/Decrease in Payables	114,961	(88,370)
(Increase)/Decrease in Income Received in Advance / Grants and Advances	(64,125)	102,427
(Increase)/Decrease in Provisions	(419,216)	(10,344)
(Increase)/Decrease in Other Liabilities	553,011	105,100
Adjustments for Non Cash Items		
Profit / (Loss) on Disposal on Non-current Assets	15,389	33,591
Depreciation Expense	(1,216,183)	(1,129,663)
Charges to Provisions	(80,240)	(74,522)
Losses and write-offs (excludes cash shortages/thefts of money)	-	(3,338)
Non Cash Opening Balances & Fixed Asset Adjustments	-	-
Resources Received Free of Charge	(728,601)	(598,197)
Notional Superannuation (liability assumed by the Treasurer)	-	(472,104)
Capital User Charged (Paid by Department of Training)	-	(1,008,727)
GST Cashflows recoverable from ATO	90,703	70,869
Net cost of services	(20,266,089)	(17,074,240)
31 Reconciliation of Cash		
For the purposes of the Statement of Cash Flows, cash includes cash on hand and in banks and amounts in suspense. Cash at the end of the financial year, as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial Position as follows:		
Cash Resources	3,161,370	3,936,919
Restricted Cash Resources	-	46,701
	3,161,370	3,936,919

		2002 \$	2001 \$
32 Remuneration of Members of the Accountable Authority and Senior Officers			
The number of members of the Accountable Authority whose total fees, salaries and other benefits received or due and receivable for the financial year, falls within the following bands:			
	\$20,001 -30,000	-	1
	\$90,001 -\$100,000	-	1
	\$120,001 -\$130,000	1	-
The total remuneration of the members of the Accountable Authority is		129,051	122,122
The superannuation included here represents the superannuation expense incurred by the College in respect of members of the Accountable Authority. No member of the Accountable Authority is a member of the pension scheme.			
The number of Senior Officers other than members of the Accountable Authority whose total fees, salaries and other benefits received or due and receivable for the financial year, falls within the following bands:			
	\$10,001 -\$20,000	-	1
	\$60,001 -\$70,000	-	1
	\$80,001 -\$90,000	1	1
	\$100,001 -\$110,000	1	
The total remuneration of senior officers is:		189,555	181,776
The superannuation included here represents the superannuation expense incurred by the College in respect of Senior officers other than senior officers reported as members of the Accountable Authority. No Senior Officer is a member of the pension scheme			
33 Public Property Losses, write offs and Gifts			
The following losses and write-offs are incorporated in other expenses from ordinary activities (Refer to Note 3)			
Revenue and debts and public and other property written off		50,440	100,100
34 Segment Information			
The College has only one segment (as defined by Treasurer's Instruction 1101 (2)(viii)) and that is Vocational Education and Training Delivery. The college operates in one geographical segment being within the State of Western Australia.			
35 Related Bodies			
The College has no related bodies.			
36 Affiliated Bodies			
The College has no affiliated bodies.			

South West Regional College of TAFE
Notes to the Financial Statements
For the Year Ending 31 December 2002

37 Explanatory Statement

Explanations for significant variations

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

Significant variations in revenues and expenditures between actual revenue (income) and expenditure and the corresponding item of the preceding year are detailed below. Significant variations are considered to be those greater than 10% or \$250,000.

	2002 \$	2001 \$	Variation \$
Expenditure			
(i) Employee Expenses	14,302,960	12,957,436	1,345,524
Variation due to the following increases in payroll tax rate of 5.56% to 6% from 1 July 2002, superannuation from 8% to 9% from 1 July 2002; leave provisions from 2001 to 2002 and employee remuneration of 3% for 2002.			
(ii) Capital user charges	2,116,873	1,008,727	1,108,146
New Government policy introduced from 1 July 2001. Full year in 2002.			
Revenue			
(i) State government grants and subsidies	19,787,467	16,922,226	2,865,241
Payment of Capital User Charge and Superannuation included in funding for 2002 for full year			
(ii) Liabilities assumed by the Treasurer	-	472,104	(472,104)
Liabilities assumed by the Department of Training from 1 July 2002			

(b) Significant variations between estimates and actual results for the financial year

Section 42 of the Financial Administration and Audit Act requires the college to prepare annual budget estimates. Details and reasons for significant variations between estimates and actual results are detailed below. Significant variations are considered to be those greater than 10% and \$250,000 of budget.

	Budget \$	Actual \$	Variation \$
Expenditure			
(i) Employee Expenses	13,280,000	14,302,960	(1,022,960)
Variation due to the following increases: payroll tax Rate of 5.56% to 6% from 1 July 2002, superannuation from 8% to 9% from 1 July 2002, leave provisions from 2001 to 2002 and employee remuneration of 3% for 2002.			
(ii) Supplies and services	4,900,000	5,701,395	(801,395)
Reclassification of expenses from "Other Expenses" to Supplies and Services.			
(iii) Other expenses from ordinary activities	600,000	71,349	528,651
Reclassification of accounts to supplies and services.			
Revenue			
(i) Fee for Service	1,100,000	849,217	250,783
Reduction in tenders won from DoT in 2002			
(ii) State Government Grants and Subsidies	17,403,000	19,787,467	(2,234,467)
Payment of Capital User Charge and Superannuation for full year in 2002, funded by Department of Training, not in original budget.			

38 Financial Instruments

(a) Interest Rate Risk Exposure

The College's exposure to interest rate risk, and the effective weighted average interest rate for each class of financial assets and financial liabilities is set out below:

	Weighted Average Effective Interest Rate	Variable Interest Rate	Fixed Interest Rate Maturity			Non Interest Bearing	Total
	%	\$	1 yr or less	1-5 yrs	Over 5 yrs	\$	\$
2002							
Financial Assets							
Cash assets	4.50		3,161,370				3,161,370
Receivables						368,509	368,509
Other financial assets						665,249	665,249
Total Financial Assets			3,161,370	-	-	1,033,758	4,195,128
Financial Liabilities							
Payables						36,251	36,251
Provisions						2,106,283	2,106,283
Other liabilities						759,433	759,433
Total Financial Liabilities				-	-	2,901,967	2,901,967
Net Financial Assets (Liabilities)			3,161,370	-	-	(1,868,209)	1,293,161
	Weighted Average Effective Interest Rate	Variable Interest Rate	Fixed Interest Rate Maturity			Non Interest Bearing	Total
	%	\$	1 yr or less	1-5 yrs	Over 5 yrs	\$	\$
2001							
Financial Assets							
Cash assets	4.10		3,890,218				3,890,218
Restricted Cash Assets	4.10		46,701				46,701
Receivables						284,519	284,519
Other financial assets						700,747	700,747
Total Financial Assets			3,936,919	-	-	985,266	4,922,185
Financial Liabilities							
Payables						151,212	151,212
Provisions						1,667,067	1,667,067
Other liabilities						1,312,444	1,312,444
Total Financial Liabilities				-	-	3,150,723	3,150,723
Net Financial Assets (Liabilities)			3,936,919	-	-	(2,165,457)	1,771,462

(b) Credit Risk Exposure

All financial assets are unsecured. Amounts owing by other government agencies are guaranteed and therefore no credit risk exists in respect of those amounts. In respect of other financial assets the carrying amounts represent the College's maximum exposure to credit risk in relation to those assets as indicated in the Statement of Financial Position. The following is an analysis of amounts owing by other government agencies

	\$
Western Australian Government Agencies	213,816
Government Agencies of other jurisdictions	13,503
Total	227,319

South West Regional College of TAFE
Notes to the Financial Statements
For the Year Ending 31 December 2002

(c) Net Fair Values

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

39 Particulars of Any Interest in Any Existing or Proposed Contracts

Edward Kozyrski, a member of the Governing Council, had a financial interest during the period 1 January 2002 to 21 August 2002, in premises, which were leased by the College for use as its Harvey Campus. Edward Kozyrski and Associates received a financial benefit of \$19,051.85 from the contract during this period.

The College purchased vehicles from Bunbury Holden during 2002. Mr Mike Fagan, a member of the Governing Council has a financial interest in this organisation, which received a financial benefit of \$23,791.35 during 2002.



FAAA 1985: Section 42: Estimates

South West Regional College of TAFE Financial Statements For The Year Ending 31 December 2003

Expenses from ordinary activities	\$
Employee Expense	13,151,000
Superannuation Expense	1,090,000
Supplies and Services	5,940,000
Depreciation Expense	
- Buildings	675,000
- Other	665,000
Total	1,340,000
Borrowing Cost Expense	0
Grants and Subsidies	135,000
Payments to Non-TAFE Providers for VET Delivery	210,000
Net Loss on Disposal of Non-Current Assets	0
Charges to Provisions	75,000
Trading Loss	0
Capital User Charge	2,245,877
Other Expenses from Ordinary Activities	75,000
Total Cost of Services	24,261,877
Revenue from Operating Activities	
Fee for Service	850,000
Student Fees and Charges	2,000,000
Ancillary Trading	140,000
Commonwealth grants and contributions	20,000
Net Profit on Disposal of Non-Current Assets	20,000
Trading Profit	52,000
Other Revenue from Ordinary Activities	350,000
Revenue from Non-operating Activities	
Interest Revenue	108,000
Total Revenue from Ordinary Activities	3,540,000
Net Cost of Services	(20,721,877)
REVENUES FROM GOVERNMENT	
State Grants and Subsidies	
- DPA and other	19,445,877
- Capital Works transferred from DOT	3,940,000
Total	23,385,877
Resources Received Free of charge	700,000
Liabilities Assumed by the Treasurer	0
Asset Assumed/(Transferred)	0
Total revenues from Government	24,085,877
CHANGE IN NET ASSETS BEFORE EXTRAORDINARY ITEMS	3,364,000
Loss from Extra-Ordinary Item	0
CHANGE IN NET ASSETS	3,364,000
Net increase/(decrease) in asset revaluation reserve. Net initial adjustments on adoption of a new accounting standard (state which standard) or UIG consensus view.	0
Total revenues, expenses and valuation adjustments recognised directly in equity	0
TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTION WITH OWNERS AS OWNERS	3,364,000

FAAA 1985: Section 42: Estimates

South West Regional College of TAFE
Financial Statements For The Year Ending 31 December 2003

CURRENT ASSETS	\$
Cash Assets	2,456,463
Restricted Cash Assets	0
Inventories	140,000
Receivables	500,000
Other Assets	750,000
Other Financial Assets	0
Total Current Assets	3,846,463
NON-CURRENT ASSETS	
Inventories	0
Receivables	0
Property, Plant and Equipment	28,959,000
Intangible Assets	0
Other Assets	0
Other Financial Assets	0
Total Non-Current Assets	28,959,000
TOTAL ASSETS	32,805,463
CURRENT LIABILITIES	
Payables	150,000
Interest Bearing Liabilities	0
Provisions	780,000
Other Liabilities	950,000
Total Current Liabilities	1,880,000
NON-CURRENT LIABILITIES	
Payables	0
Interest Bearing Liabilities	0
Provisions	1,100,000
Other Liabilities	70,000
Total Non-Current Liabilities	1,170,000
TOTAL LIABILITIES	3,050,000
NET ASSETS	29,755,463
EQUITY	
Accumulated Surplus (Deficit)	29,133,159
Reserves	622,304
Other	0
	29,755,463
TOTAL EQUITY	29,755,463

FAAA 1985: Section 42: Estimates

South West Regional College of TAFE

Statement of Cashflows For the Year Ending 31 December 2003

	Inflows (Outflows) \$
CASH FLOWS FROM GOVERNMENT	
Recurrent appropriations	17,000,000
Capital appropriations	350,000
NET CASH PROVIDED BY GOVERNMENT	17,350,000
Utilised as follows:	
CASH FLOWS FROM OPERATING ACTIVITIES	
Payments	
Employee Cost	(13,611,000)
Supplies and services	(5,700,000)
Borrowing costs	0
GST Payments on purchases	(690,000)
GST Payments to taxation authority	0
Other payments	(430,000)
Receipts	
Sale of goods and services	900,000
User charges and fees	2,000,000
Commonwealth grants and contributions	0
Interest received	140,000
GST receipts on sales	190,000
GST receipts from taxation authority	490,000
Other receipts	375,000
NET CASH PROVIDED BY/(USED IN) OPERATING ACTIVITIES	(16,336,000)
CASH FLOWS FROM INVESTING ACTIVITIES	
Proceeds from sale of non-current physical assets	100,000
Purchase of non-current physical assets	(1,818,907)
NET CASH PROVIDED BY/(USED IN) INVESTING ACTIVITIES	(1,718,907)
CASH FLOWS FROM FINANCING ACTIVITIES	
Proceeds from borrowings	0
Repayment of borrowings	0
Other proceeds	0
Other repayments	0
NET CASH PROVIDED BY/(USED IN) FINANCING ACTIVITIES	0
NET INCREASE/(DECREASE) IN CASH HELD	(704,907)
Cash assets at the beginning of the financial year	3,161,370
Cash assets transferred from other sources	0
CASH ASSETS AT THE END OF THE FINANCIAL YEAR	2,456,463



Compliance Statement

The South West Regional College of TAFE was established on 1 January 1997 under section 35 of the *Vocational Education and Training Act 1996* and in 2002 was responsible to the Hon John Kobelke, MLA, Minister for Training. In the performance of its functions, the College complies with the following relevant legislation:

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

The College has complied with the requirements of the above Acts and has exercised controls to provide reasonable assurance that the receipt and expenditure of monies and the acquisition and disposal of public property and the incurring of liabilities have been in accordance with the legislative provisions.

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

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

In response to the revised Code of Ethics of the Office of the Public Sector Standards Commissioner, the South West Regional College updated its Staff and Student Codes of Conduct in 2002. These updated codes reflect the values of the College, and include policies, rules or guidelines defining what specific action or procedures are applicable to staff and students.

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

The College seeks to respond to the diverse needs of young people in our community and is committed to promoting the aims of the vision of the “Plan for Young People”. Some of the initiatives carried out throughout 2002 are:

- The Student Association South West is an a-political, non-religious organisation managed under the guidance of an elected Student Association Executive Committee and provides non-academic services, representation and facilities to assist students. The Student Association office is staffed by members, volunteers and work for the dole participants, involving them in the decision-making process of the Association and providing them with valuable work experience. Whilst the Association is primarily self-funded, the College supports the Association through funding, which includes the salary of the Association’s Executive Officer, to ensure the ongoing success of the Association.
- Ngala Maya, a support unit staffed by an Aboriginal Students’ Support Officer and an Aboriginal Development Officer to assist Aboriginal students with academic and non-academic enquiries, support and information.
- In addition to information on the College’s Information and Careers Advisory Service, the SWRC website provides links to Job Search Guide, Get Access, Access all Areas and Job Search Links.
- The SWRC provides on-site rental accommodation in fully self-contained split-level units for up to 40 students. In addition the Student Association maintains an accommodation register and notice board at all campuses.

Customer Focus

SWRC has for many years had an emphasis on providing the best possible customer service to our clients.

The South West Regional College has reviewed its business system and processes to meet the requirements for Registered Training Organisation accreditation standards under the Australian Quality Training Framework. The South West Regional College has maintained quality assurance accreditation under ISO 9001 standards since 1995.

The College’s Quality System, the SWRCBS contains policies and procedures, which ensure we meet both the standards in regard to Customer Focus. The topics, which relate to ensuring Customer Focus, are vast including for example:

Customer Service Charter

Once the College became autonomous we developed a Charter specific to the needs of the clients of SWRC. The Charter is readily available throughout the College and is specifically highlighted during the College student orientation sessions at the beginning of each semester.

Customer Feedback

The SWRC Business System outlines how we deal with feedback from customers. The Customer Feedback Form (CFF) is on display in all units of the College. The use of the form is outlined during student orientation sessions at the beginning of each semester and staff responsibilities are explained at various staff awareness sessions throughout the year.

The forms are tracked on the SWRC Quality Database and the status of the Customer Feedback is reported to management fortnightly. Underlying this process of reporting is a quarterly CFF audit that involves the whole college. The results of this audit are reported to the Quality Steering and Executive Committees.

Within the Business System we also have a Process Improvement process that is aimed at internal customers who wish to improve the systems within the College. There are various documents outlining ways in which we focus on Customer Service.

These include but are not limited to:

- • Identification of Clients with Special Needs
- • Business Planning
- • Student Evaluation
- • Purchasing
- • Auditing the SWRC Business System

Disability Services

The College has continued its commitment to providing opportunities to people with individual needs throughout 2002. We strive to ensure that students are able to access and participate in the courses we offer at all campuses. Significant achievements for this year include:

- Significant progress towards the goals of the Disability Services Plan for 2002-2004
- Staff development and induction programs continue to focus on the accountability of all staff in providing services to meet the needs of our students who have a disability
- Continuous improvement in the way that we promote disability services to students, particularly on enrolment and orientation days
- Coordination of the Access Committee (Disability) meetings involving staff, students, government agencies and community groups
- Purchase of adaptive technology to assist students who have a vision impairment

A comprehensive summary of the College's achievements, goals and objectives will be included in the Disabilities Services Plan 2002-2004.

Energy Smart Government

The South West Regional College is committed to making real and ongoing energy costs savings and achieve reductions in greenhouse gas emissions.

Stationary energy costs for 2002 were \$298,133. Stationary energy consumption for 2002 was 7,913,453 megajoules. Greenhouse gas emissions associated with the production and use of this energy were 1,892 tonnes.

It is the College's aim to meet performance indicator targets and progressively reduce them each year. To this end, an Energy Smart Committee has been established to realise the Government aim to create direct and lasting savings in greenhouse gas emissions and to establish energy efficiency as a basis for effective management of College assets.

Equal Employment Opportunity

The College has made significant improvements in its management of Equal Employment Opportunity over the 2002 calendar year.

Specific achievements have been:

- Completion of a comprehensive Equal Employment Opportunity plan to cover the period 2002 to 2005
- Extensive continuing review of Equal Employment Opportunity policies and procedures
- Recruitment and Selection training package based on changes to Equal Employment Opportunity and Public Sector Standards developed and delivered to whole of management
- Flexible work practice policies introduced and applied to workforce
- Established network of trained Equity Advisors
- Vastly increased marketing of Equal Employment Opportunity principles. Establishment of Equal Employment Opportunity policy and targets as standing item on Staff Consultative and other committees

During 2002, the College received no Equal Employment Opportunity complaints.

Evaluation of Programs

Feedback and evaluation of training delivery is obtained through the 'end of unit evaluation' questionnaire system. Each portfolio manager has developed a systematic approach for the distribution of the survey to the students. Students complete these questionnaires and the results are processed and actioned by the faculty to review and improve the quality of training delivery, resources and qualification relevance.

Freedom of Information

The South West Regional College of TAFE allows supervised access to records on request. Applications for information under the Freedom of Information Act are submitted to the Manager Information Technology for approval and administered under direction by Records Management Coordinators.

One Freedom of Information request was received during 2002.

Government Purchasing Charter

During 2002, the Government Purchasing Charter was adhered to by the South West Regional College. State Supply Commission Policies and Guidelines continued to be adhered to. Contract and Management Services Common Use Contracts were used where possible. Buy Local Policy philosophy has been adopted by the College. All elements of the Charter were observed within the College's exemption level.

All State Supply Commission reports were provided as requested.

Language Services Policy

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

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

Occupational Safety and Health

The College initiated an external audit of its OSH policies and processes in 2001. That audit measured the College for compliance against the WorkSafe Audit Plan. An OSH Strategic plan was established during 2002 using the external audit findings as the basis of its objectives.

The OSH Committee was re-formed, with the number of Health and Safety representatives rising by five to nine. These representatives undertook formal training and have been registered as such with Work safe.

All Managers completed OSH training in the year.

Publications

The following South West Regional College publications are made available to the public during 2002:

- SWRC of TAFE Annual Report
- Interface Newsletter
- Course brochures: Business, Science, Building, Metals, Open learning, General Studies, Hospitality and Tourism, Art and Automotive, Retail traineeship and Industry skills areas
- Semester 1 Course Details Brochure
- Semester 2 Course Details Brochure
- SWRC of TAFE Handbook
- Student Diary
- Ngala Maya 'Our Place' Brochure
- Customer Service Charter Brochure
- Workplace Assessment for Industry and Business Brochure
- Building Educational Pathways General Brochure
- Building Educational Pathways Business Brochure
- Options for Skills Recognition Service Brochure
- Training Options – Fulltime Brochure
- SWRC of TAFE Pre-enrolment Information Brochure
- Student Code of Conduct Brochure
- Disability Services SWRC Brochure
- SWRC of TAFE Equal Opportunity and Diversity Policy
- Disabilities Services Plan 2000-2002
- Strategic Priorities 2002-2005

These publications are available through the College's Client Services section or are located on the South West Regional College of TAFE website.

Recycling

At South West Regional College of TAFE staff are aware that conserving resources and recycling is an important element of conservation practices.

Most areas in the College have systems in place where the back of printed paper is reused to print draft documents, as notices on notice boards, or cut and stapled into message pads. Paper is also donated to the College Child Care Centre. Continued implementation of a records management system in the College is expected to reduce duplication and multiple copies of documents and hence overall use of paper. Toner cartridges for printers and fax machines are collected and recycled through a distributor. Cardboard boxes are collected and recycled through a distributor.

Confidential documents along with paper and cardboard from the Art and Hospitality faculties are recycled through the agency of a local company. The Art Faculty recycles materials from throughout the College.

The Hospitality Faculty collects suitable sawdust for training the students in the art of smoking foodstuffs. The majority of vegetable and meat waste products are used to produce stocks for the training classes and for the Epicure Restaurant.

The Horticulture Faculty recycles items such as used pots, trays and compostable materials. The Automotive Faculty recycles old engine oil through Collie Waste Disposals. The Metals Faculty receives steel off-cuts from Wesfarmers Coal for use by students in welding exercises. Waste steel is recycled through Collie Steel. Aluminum cans are crushed and recycled through any available agent.

Redeployment

Changes to staffing requirements in 2002 were managed internally, with no referrals to the Public Sector Management Office.

Section 175ZE: Electoral Act

Advertising Agency and Media Advertising Organisations expenditure incurred by or on behalf of the College during 2002 is as follows:

A. Advertising Agencies	Marketforce Productions	\$98,048
B. Market Research Organisations	Nil	
C. Polling Organisations	Nil	
D. Direct Mail Organisations	Nil	
E. Media Advertising Organisations	Nil	

Staff Training & Development

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

- Delivery of SWRCBS auditor course
- Management Courses (Emotional Intelligence)
- First Aid training and refresher training provided and/or coordinated
- Code of Conduct, Code of Ethics, and Public Sector Standards information sessions.
- OH&S for Managers and Safety Representatives
- EEO and Disability Service Plan Workshops
- CMIS training provided to staff on request (with majority done on-the-job)
- TRIM training
- Coordinated training for staff with specific responsibilities e.g. records management, procurement and contracting, environmental management systems
- Certificate IV in Assessment and Workplace Training Courses in-line with AQTF requirements
- Numerous professional development activities coordinated for staff relating to industry specific skills and knowledge
- A total number of 201 staff training and development activities were undertaken in 2002. 51.24% of these were internal and 48.76% external. Of the training activities attended 55.72% were career oriented, 19.90% industry specific training and 24.38% focused on processes and procedures
- 670 staff have participated in internal and external staff training and development activities. Approximately 64.33% of staff attended internal activities, and 35.67% attended external activities; 54.33% being career enhancement activities, 11.34% industry-specific training, and 34.33% focus on processes and procedures
- A total of 21,765 hours were used for staff development, 15,088 hours for internal activities, and 6,677hours for external activities. Staff average was 32.49 hours per training activity
- Total course costs recorded (registration fees): \$89,657 (average \$446/activity) or (\$133.82 per person)

	Females	Males
Attendance Ratio	63.9%	36.1%
Staff Ratio	60.9%	39.1%
Total Cost	\$49,444.00	\$40,210.00
Cost Ratio	55.1%	44.9%

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

Staff Profile

Status	Number
Full-time Permanent	110
Full-time contract	37
Part-time Permanent (measured on an FTE basis)	34.3
Part-time Contract (measured on an FTE basis)	24.7
Total	206

Public Sector Standards and Codes

In the administration of the South West Regional College of TAFE, I have complied with the Public Sector Standards in Human Resource Management, the WA Public Sector Code of Ethics and our Code of Conduct.

I have put in place procedures designed to ensure such compliance and conducted appropriate internal assessments to satisfy myself that the previous statements are correct.

The applications made for a breach of standards review and the corresponding outcomes for the reporting period are:

Number lodged 2

1. Breach lodged claiming lack of procedural fairness in the selection to a vacancy. The basis for the claim was that the selection panel was not qualified to assess the claimant's professional experience and skills, and that the panel had erred in their treatment of information provided at interview. The claim was referred to the Commissioner's office for internal examination. That examination determined that the claim of breach had no substance and was subsequently dismissed. The claimant was provided with both written and verbal feedback regarding that outcome and was subsequently offered casual employment to strengthen areas of perceived weakness.
2. Breach lodged claiming bias on the part of two individual panel members in selecting to a vacancy, and that the process was procedurally unsound. The claim was referred to the Commissioner's office when internal attempts to mediate in the matter failed. An internal examination by that office subsequently referred the matter to an external investigation. That investigation resulted in the claim being dismissed. The claimant has been offered and participated in mediation and procedural processes referred to in the claim have been reviewed and changed where appropriate.

Number of breaches found Nil

Number still under review Nil

At the date of signing we are not aware of any circumstances that would render the particulars included in this statement misleading or inaccurate.



Graeme Atkins
Acting Managing Director



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