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STATEMENT OF COMPLIANCE

To the Hon Minister for Education and Training, Alan Carpenter, MLA

In accordance with section 66 of the *Financial Administration and Audit Act 1985*, we hereby submit for your information and presentation to Parliament the Report of Central TAFE for the period ending 31 December 2003.

The Report has been prepared in accordance with the provisions of the *Financial Administration and Audit Act 1985*.



Dr Debra Rosser
Chair
Governing Council
Central TAFE



Ms Glenda Martinick
Deputy Chair
Governing Council
Central TAFE

25 February 2004

FROM THE MANAGING DIRECTOR

2003 has proven to be a year of considerable development for Central TAFE which has seen the creation of a far more robust organisation able to better meet the changing needs of its students, stakeholders and the State.

Particular emphasis was devoted in 2003 to overcoming challenges and attaining achievements related to improving the quality and focus of the College's academic delivery, by engaging staff in key initiatives such as the Australian Quality Training Framework validation audit, Academic Framework, Lecturer's Workload Project and the Functional Review.

During 2003 Central TAFE was audited against the standards of the Australian Quality Training Framework, the first formal audit of the organisation since the introduction of the Framework in 2002 and which was the priority undertaking of the College over the course of the year.

In preparation of the audit the College undertook an extensive process of self assessment, staff development, improvement of its documentation and validation of College processes, products and services. As a result of the highly successful outcome of the October audit, Central TAFE had its registered training organisation status reconfirmed.

The Academic Framework was implemented in 2003 to establish linkages between the College's academic and support processes, and stakeholder needs. The Lecturer's Workload Project Team proved highly successful in facilitating the identification and investigation of areas of opportunity related to lecturer workload issues. The Academic Project Team was established to undertake key academic policy and project developments.

The development of an organisation structure to support the future academic and business needs of the College was undertaken in 2003 through the Functional Review. Extensive staff consultation guided the development of the proposed model which provides increased support in academic areas, a stronger focus on innovation and development and enhanced communication throughout the College.

I would like to thank staff and congratulate them on an outstanding year in achieving Delivery and Performance Agreement targets, confirmation of our Registered Training Organisation status, improvements in both staff and student satisfaction, progression of the Minister's objectives under Creating the future: VET Priorities 2003-04; and expansion into the world of innovation.

It is with great pride that I present the Central TAFE 2003 Annual Report, an account of the College's undertaking and achievements during this rewarding period.

Brian Paterson
Managing Director

CENTRAL TAFE – OVERVIEW

Central TAFE has a long established position within the history of Perth, providing education and training services for more than 100 years.

Central TAFE became a statutory authority, under section 35 of the *Vocational Education and Training Act 1996* (VET Act) on 1 January 1997. Under the VET Act, Central TAFE is responsible to the Hon Alan Carpenter MLA, Minister for Education and Training, with the primary purpose of delivering training and other activities determined by the Minister.

Central TAFE's Vision is *"to be recognised as an innovative, creative and sought after deliverer of vocational education and training solutions locally, nationally and internationally"*.

As an integral part of the TAFE WA network, Central is pursuing a market position as a diverse, innovative, contemporary provider of practical para-professional and technology oriented vocational training solutions located near the State's central business district.

Quality vocational education and training is provided to more than 25,000 students each year. Central TAFE assists students to achieve their education objectives in our targeted industry areas of:

- Science and Sustainability;
- ICT, Telecommunications and Electronic Engineering;
- Management and Business;
- Community and Health Care;
- Manufacturing, Materials and Engineering;
- Resources (Mining, Oil and Gas);
- Art, Design and Media; and
- Access and Equity.

With over 6 million student curriculum hours (SCH) delivered per annum (approximately 27% of total Government funded training) Central TAFE is the largest of the ten Western Australian TAFE colleges. As a registered training provider the College offers 360 fully accredited award courses which are provided in accordance with the Australian Quality Training Framework.

Central also has a significant fee-for-service activity which supports our core business of Government funded training and provides a source of funding to invest in the future development of the College.

The College is developing a strong research and development capability as part of its innovation policy which also provides contemporary learning pathways for our staff and students. Research and development is also seen as a key initiative for the College to build stronger links with industry and the university sector.



SIGNIFICANT ACHIEVEMENTS AND CHALLENGES IN 2003

The following is a snap-shot of significant achievements and challenges in 2003. Further information on each of these is detailed in this Annual Report.

- Staff and Student Satisfaction increased.
- Registered Training Organisation status retained.
- Institutional profile under the College's Delivery and Performance Agreement achieved and Level 1 delivery (apprenticeship and traineeship training) increased.
- Progression of Applied Research and Development activities.
- High staff involvement in Functional Review process.
- Information and Resources Division restructured into a shared services environment.
- College Site Rationalisation Strategy approved.
- A focus of academic standards through the Lecturers' Workload Project, Academic Project Team, Rectification Teams and enhanced professional development.
- Increased contribution to College overheads resulting from fee-for-service activities.
- Meeting the Minister's objectives and other Government requirements.
- Meeting increased and changing training demand.
- Commitment to staff regarding involvement and consultation in discussion making processes.

GOVERNING COUNCIL

As a statutory authority Central TAFE is a body corporate with the College Governing Council established as the accountable authority.

Appointed under section 39 the College Governing Council consists of a Chairperson, Deputy Chairperson, the College Managing Director and between six and 10 other members. Members are appointed by the Minister for their experience and expertise in education and training, industry or community affairs and for their ability to contribute to the strategic direction of the College.

Whilst the day-to-day operation of the College is actioned by the Managing Director, the specific function of the Governing Council under the VET Act is to guide the strategic direction of the College, oversee the implementation and ongoing development of management plans and ensure the achievement of College commitments under the Delivery and Performance Agreement and any other contractual arrangements.

In addition to these specific functions the Governing Council executes its powers provided under various statutes including the VET Act, the *Public Sector Management Act 1994* (PSM Act) and the *Financial Administration and Audit Act 1985* (FAAA Act).

As at 31 December 2003 membership of the Central TAFE Governing Council included:

Hon Mal Bryce AO: Governing Council Chair from 26 March 2001 until 31 December 2003. Hon Mr Bryce is an eCommerce pioneer and architect of Australia's first online community. Deputy Premier of Western Australia during the 1980's, Mr Bryce has also been a company director, corporate manager and senior consultant, and is currently a Senior Associate of the Australian Centre for Innovation and International Competitiveness in Sydney and an Adjunct Professor at Edith Cowan University.

Dr Debra Rosser: A member of the Central TAFE Governing Council since 1 January 2000, Dr Rosser was appointed as Deputy Chair on 13 May 2002 with a term expiring 30 April 2005. Dr Rosser is a principal in Blair Fox Pty Ltd, a company that specialises in research and development in the renewable energy and sustainability industries. Dr Rosser has a PhD in Industrial Sociology.

Adjunct Professor Mike Grant: An inaugural member of the Central TAFE Governing Council Professor Grant was first appointed as a member on 1 January 1998, with his current term of appointment from 13 October 2003 to 31 December 2005. Professor Grant has degrees in Law and Education and is currently Executive Director with Avanti Group International.

Ms Glenda Martinick: Appointed to Council on 26 March 2001 with a term expiring 31 December 2003, Ms Martinick is the Director of Martinick Management Services Pty Ltd, specialising in management consultancy within the information management and technology industries.

Mr Noel Bridge: Appointed as a member of the Council on 13 May 2002 for a term expiring 30 April 2005, Mr Bridge has extensive experience in Indigenous economic development and in providing business development services and tax advice in various functions within chartered accounting organisations and statutory authorities.

Mr John Burns: Appointed to Council on 13 May 2002 for a term expiring on 30 April 2005, Mr Burns is a lecturer within the WA School of Art, Design and Media at Central TAFE and is a representative of the Australian Education Union.

Mr John Davies: Appointed on 13 October 2003 for a term expiring 30 June 2006, Mr Davies is a qualified Primary School Teacher who, after an early career change, has amassed more than 20 years experience in Graphic Design and now runs his own Graphic Design consultancy company.

Ms Moya Icton: Appointed on 13 October 2003 for a term expiring 30 June 2006, Ms Icton is currently the Director of Mission, Mercycare Inc. In addition to having held management and communications management roles within the health industry, Ms Icton has nearly twenty years experience in production, scripting and fund raising roles in the film and television industry both in Australia and overseas.

Ms Marita Walker: Appointed as a member of the Central TAFE Governing Council on 13 October 2003 for a term expiring 30 June 2006, Ms Walker is currently Chief Executive Officer of Perth Home Care Services and has qualifications in science and physiotherapy.

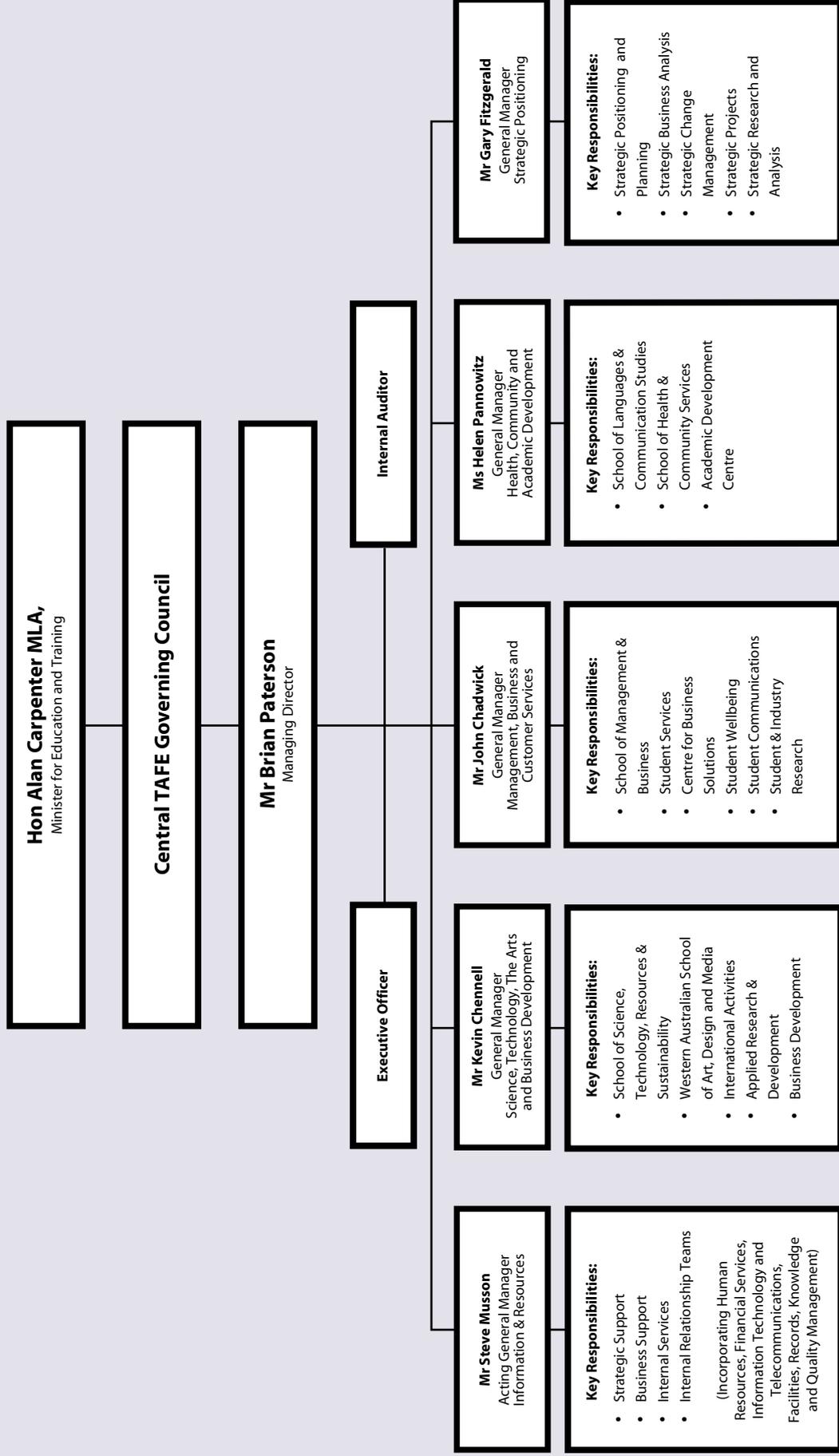
Ms Dianne LeCornu: Appointed as a Governing Council Member on 13 October 2003 for a term expiring 30 June 2006, Ms Le Cornu has a nursing background and up until recently held the position of Executive Director of Nursing and Clinical Services at St John of God Health Care, Subiaco.

Ms Jacqueline Quantock: Appointed on 13 October 2003 for a term expiring 31 December 2005, Ms Quantock is a former Student of the Year of Central TAFE. Ms Quantock now works as an architectural draftsman and is currently undertaking further studies with the College.

Mr Kelvin Leek: Appointed on 13 October 2003 for a term expiring 31 December 2005, Mr Leek is an employee of Central TAFE, a representative of the Community and Public Sector Union and proxy member of the CPSU/CSA Council.

Mr Brian Paterson: As Managing Director of Central TAFE, Mr Paterson is an ex-officio member of Council. Prior to his appointment as Managing Director in 1994, Mr Paterson held senior positions within the banking and finance industry, including serving on company boards.

CENTRAL TAFE STRUCTURE



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VISION AND VISION DRIVERS

The Central TAFE Vision and Vision Drivers are that:

'We will be recognised as an innovative, creative and sought after deliverer of vocational education and training solutions locally, nationally and internationally'.

We will achieve our vision by:

- becoming more learner focussed;
- forging closer alignment with our industries and clients;
- developing partnerships and alliances that will help us to access resources and create new education and training solutions for our identified markets;
- building an operating culture that is innovative, creative and fulfilling; and
- operating within a disciplined business framework which applies technology and (our) knowledge, and to continually improve performance and speed to outcome.

ACADEMIC VISION

In 2003 Central TAFE launched its revised Academic Framework, which reflects the institution's commitment to academic excellence through an academic vision and ethos.

This Framework is the driving force behind Central's commitment to its students and staff and reflects the passion and dedication to be the best provider of Vocational Education and Training services in Western Australia. It is this passion that drives our lecturers to continuously improve delivery and our administrators and managers to continuously improve support for this core function.

The Academic Framework shows the link between Central and its stakeholders through its core business of teaching, learning and assessment.

Central TAFE's Academic Vision is: *'Empowered to Learn'*

Central TAFE is a learning organisation with best practice as our benchmark. Our core business is teaching and learning. We are committed to continuous improvement and we aim to inspire and support our learners to achieve their personal best.

We will achieve this through our commitment to:

- provide effective, workplace relevant learning experiences;
- support staff to be critically reflective and future orientated;
- create a culture that draws upon our individual and collective community spirit; and
- be innovative and creative in response to those we serve.

STRATEGIC OBJECTIVES

Four Strategic Objectives were established for Central TAFE through the *2000–2004 Strategic Plan*. The following section provides an overview of each of these Strategic Objectives, their purpose, the proposed strategies determined under each Objective and major achievements related to each Objective in 2003.

Objective One: Expand our client base by consistently growing our WA Government funded business and aggressively growing our business with other sectors.

This objective recognises the importance of increasing our revenue streams by growing our business with our main partner, the Department of Education and Training, as well as other public, enterprise and individual clients.

To achieve this objective we require a proactive approach to identifying and understanding customer needs, working with customers to develop relevant solutions and delivering those solutions in a learner focused way. Expanding our client base will require an operating culture which provides our students and customers with the best possible outcomes.

Strategies determined under the *2000–2004 Strategic Plan* to achieve Objective One of 'expanding our client base' include:

- 1.1 working proactively with Government on Vocational Education and Training policy and to identify emerging markets and vocational trends;
- 1.2 developing industry focused products and alliances which improve our access to required resources and new markets;
- 1.3 providing a learner focused environment and building a reputation and image which attracts targeted students;
- 1.4 undertaking funded applied research and development projects and building a professional capability to identify, win and profitably manage large commercial and Government training contracts; and
- 1.5 growing our International student base and responding to overseas opportunities

Achievements attained by Central TAFE related to progressing Objective One in 2003 include:

- Central TAFE achieved its Delivery and Performance Agreement targets delivering well in excess of the amount of Government funded training, with a total of 6,308,479 SCH. This was an increase in delivery of 4.4% (264,265 SCH) from 2002 and 2.6% (157,773 SCH) higher than in 2001;
- the successful launch of the Complementary Health Therapy Centre by the Minister for Health;
- Central TAFE met its VET in Schools target in a collaborative approach with the Schools Sector by providing a total of 46,411 SCH for at risk students;
- Central TAFE delivered a total of 140,002 SCH to apprenticeship and traineeship students in line with the Government objective to increase opportunities in this area;
- International activity at Central TAFE focused on mainstream (onshore) with English Language Intensive Courses for Overseas Students (ELICOS) and international projects activity in 2003. Mainstream activity increased by 7% and ELICOS activity by 27% during the year;
- engagement in applied research and development increased with benefits in staff expertise building and in provision of contemporary and stimulating learning projects for students; and
- Central TAFE significantly expanded its fee-for-service activities in 2003. Overall revenues achieved from fee-for-service activities grew by 6% on 2002 figures, maintaining previous growth trends.



Objective Two: Enhance the College's people advantage, its culture and workforce skills.

Central TAFE's staff are the College's most sustaining strength. To meet the challenges of the future the College culture and the skills of its staff must be continuously enhanced. This will require ongoing assessment of behaviours and skills, and the implementation of personal development, training and change programs to achieve desired outcomes.

The College will achieve real competitive advantage through its people. This means having people display attitudes and apply skills that match the College's vision, objectives and values. A continuing strong emphasis will be based on encouraging a culture of innovation and creativity within our staff.

Strategies determined under the *2000 – 2004 Strategic Plan* to achieve Objective Two of 'enhancing the College's people advantage, its culture and workforce skills' include:

- 1.1 progressively establishing an environment in which innovation and creativity is valued, supported, implemented and celebrated;
- 1.2 encouraging a cultural shift with an emphasis on sales orientation, customer service and personal accountability and effectiveness;
- 1.3 implementing Human Resource policies to ensure the College employs the right person for the job;
- 1.4 continuously improving staff satisfaction and commitment; and
- 1.5 removing constraints to the achievement of objectives.

Achievements attained by Central TAFE in 2003 relating to progressing Objective Two include:

- an increase in staff satisfaction by 6% compared to 2002. The most noted areas of improvements in staff satisfaction were job satisfaction, staff development and accountability and measurement;
- the introduction of a policy to encourage staff to complete two hours of professional development each week;
- the majority of academic staff now possessing a current Certificate IV in Assessment and Workplace Training qualification as a result of an intensive series of training programs conducted from 1999 to 2003;
- the introduction of a staff code of conduct which outlines the College's expectations of staff and its commitment to staff;
- a unique Central TAFE educational initiative with the publication of "CentrePoints", Central TAFE's educational research digest for lecturers and managers. The three editions were all well received and have also been applauded outside of the College by other Registered Training Organisations and the Australian National Training Authority (ANTA);
- hosting the Fifth Annual Best Practice Teaching Forum in December 2003 which attracted over 190 attendees and included seven international and 40 local presenters. The theme for this year was Passport to Learning and presentations were based on the Minister's Creating the future strategic priority document paper; and
- implementation of the Lecturer Workload Project during 2003. The role of this project was to consult with lecturers to identify and rectify work related issues that are important to them.

A number of innovative delivery models were developed during the last six months of 2003 and will be piloted during the first semester of 2004.

- Successful negotiation and implementation of the new Lecturers' Certified Agreement 2003.
- Phase three of the College Functional Review . This was undertaken to review the management structure of the College, its academic support and customer services functions.



Objective Three: Strengthen our financial position in order to establish reserves and to reinvest in training and delivery and support services.

As a statutory TAFE college Central TAFE is responsible for funding its own operations and finding the resources to invest in its future.

The College's financial resources are carefully managed through a comprehensive management system to ensure these assets can be utilised to achieve the greatest benefit for the College and its stakeholders.

Strategies determined under the 2000 – 2004 Strategic Plan to achieve Objective Three of 'Strengthen our financial position in order to establish reserves and to reinvest in training and delivery and support services' include:

- 1.1 a better understanding and continuous improvement of our key performance drivers;
- 1.2 applying our creativity and appropriate electronic support to the continuing enhancement of our operating performance;
- 1.3 continuing consolidation of our sites and better utilisation of our assets;
- 1.4 overcoming any impediments from using mandated or third party systems; and
- 1.5 effectively managing the College's contracts and agreements to minimise risk and maximise value.

Achievements attained by Central TAFE related to progressing Objective Three in 2003 include:

- maintaining efficiency in operational costs with the key performance indicator of delivery cost per student curriculum hour held at similar level for three consecutive years;
- completion of the College's Capital Infrastructure Plan with the Minister for Education and Training providing support of the recommendations. In addition, the Department of Education and Training commissioned a Master Planning Study in the second half of 2003 to undertake more detailed planning required to implement the Infrastructure Plan. The final report of the study is due in 2004;
- maintaining the College's financial reserves and meeting its prudential standards as agreed by the Minister for Education and Training as part of the College's Section 42 Report;
- a restructure of the Information and Resources Division was implemented to position the College in line with the proposed whole of Government Functional Review structure and to improve internal and external customer service;
- completion of a risk management review. Recommendations resulting from this review will be considered for implementation in 2004;
- exceeding the student curriculum hour target contained in the Delivery and Performance Agreement with the Department of Education and Training for four of the five past years;
- growth in commercial activities with an 6% increase in fee for service revenue; and
- completion of a review of the College's products and services. In an effort to ensure the relevance and quality of products and services, the total offering of the College was reduced from 420 to 385.



Objective Four: Become 21st Century competent in the application of technology to achieving the College's vision.

Central TAFE will aim to be a model of 21st Century competency in the application of technology to achieve enhanced customer services and gain administrative efficiencies.

Strategies determined under the *2000 – 2004 Strategic Plan* to achieve Objective Four of 'become 21st Century competent in the application of technology to achieving the College's vision' include:

- 1.1 analysing and benchmarking the best practice in the application of online technology;
- 1.2 progressively implementing appropriate online technology in key processes and customer services;
- 1.3 assisting management and academic staff to develop skills to become competent in the use of our chosen technologies and processes; and
- 1.4 progressively expanding our online support and delivery services for learners.

Achievements attained by Central TAFE related to progressing Objective Four in 2003 include:

- facilitation of a collaborative project with Challenger TAFE, The Department of Education and Training and the University of Western Australia to pilot the use of ilectures technology to provide web based training to students on demand. The ilectures technology allows video, powerpoint and audio storage and streaming via a web browser. The pilot was very successful and the first of its kind in the VET sector in Australia;
- a WebCT project being established within the College's accountancy training area which allows students to access learning materials, such as Delivery and Assessment schedules, PowerPoint notes, handouts and practice assessments, for each of their units of competency online;
- customer service use of technology – Central TAFE continued the use of Short Message Service (SMS) marketing and has seen an increase in customer conversion rates of between 2-3% in this area. The introduction of an e-newsletter to target prospective customers has been published monthly and is sent to approximately 2000 people. The use of online banner advertisements is used to increase traffic to the Central TAFE website. Central also conducts marketing campaigns via the Call Centre which involves targeting specific customer groups from the College database for mail out of course supplements and full-time applications;
- student results being entered directly into the College Management Information System by lecturing staff. This has dramatically improved our ability to supply academic records to students. Approximately 15,700 academic records were sent to students before Christmas 2003, two weeks earlier than ever achieved by the College; and
- the location of the Knowledge Technology Studio at Central TAFE. The Knowledge Technology Studio is a State Government initiative in Western Australia to enhance the development of concepts, models and prototype environments that explore the application of new and emerging online technologies and standards to the complex issues and opportunities of the knowledge economy.



GOVERNMENT PRIORITIES

A number of strategic directions in the VET sector were set by the State Government in 2003 which included specific objectives and commitments under *Creating the future: Strategic Priorities for VET 2003-04*, produced by the Minister for Education and Training and the report of the Burrup Skills Taskforce, entitled *Emerging Industries on the Burrup: Skill Needs and Strategies*. Central TAFE has also been guided by the Premier's *Building Our Future* report, the Government's Industry Development Policy and Sustainability Policy, which included objectives for growing our economy through enhanced innovation and sustainability.

A summary of the College's efforts in addressing the strategic directions set in relation to each of these three Government directions is provided further in this section.

Central TAFE has addressed other Government objectives related to its operations which have included:

- the achievement of the targets for Government funded training in determined industry areas as established through the College's Delivery and Performance Agreement with the Department of Education and Training;
- the successful completion of the validation audit against the Australian Quality Training Framework standards and maintenance of the College's Registered Training Organisation status. (Further information provided in Section 4: Compliance Reporting);
- the introduction of the Government's modes of employment policy, which has seen an increase from 67% to 81% of staff engaged as permanent employees by the end of 2003;
- improved diversity standards to meet the needs of all students;
- the revision of the College's complaints management system to ensure it meets the 13 Australian Quality Standards in line with the recommendations of the Auditor General;
- the continued investigation of College operations and facilities to increase environmental sustainability; and
- preparing the organisation for the transition to shared services.

Central TAFE is committed to its public sector obligations of ensuring the needs of Western Australians are met by addressing Government priorities.

Creating the future

Central TAFE has included the achievement of the *Creating the future* priorities as a major feature of its operational planning framework. Below is a summary of achievements against each of the six key priorities.

Increasing Retention Rates

Central TAFE implemented a number of strategies in 2003 to increase retention rates for students 15 to 19 years of age, which included *VET in Schools* programs.

An innovative Vocational Education and Training program at the Youth Headquarters was undertaken for 210 students identified as at risk of leaving school by the Department of Education and Training. Central TAFE found success in directing these youth at risk students to courses focusing on experience, rather than qualifications, to re-ignite interest in studying.

Improving Transfer Between Vocational Education and Training and Universities

In 2003 Central TAFE assigned a senior staff member to investigate and implement articulation arrangements and progress development of arrangements for associate degree-level courses. This will result in stronger articulation arrangements with universities for College students from 2004 onwards.

Increasing Apprenticeships and Traineeships

Central TAFE established an Apprenticeship and Traineeship Unit in 2003 to prepare a sales and marketing plan to exceed College SCH targets in apprenticeship and traineeship delivery. 442 students received training in areas such as custodial trainees with the Department of Justice, Royal Perth Hospital and Water Corporation. In addition, 3 school based trainees and 6 Aboriginal trainees were appointed within the Apprenticeship and Traineeship program. The College has also negotiated flexible solutions to meet industry requirements in the Optical Mechanics and Printing areas.

Central TAFE's *Indigenous School Based Traineeship* program with Goolarri Media in Broome was awarded the Training Excellence Award in 2003.

Strengthening the TAFE WA Network

Central TAFE worked with other metropolitan TAFE colleges to develop areas of specialization to strengthen the training sector and led, with Department of Education and Training and the Department of Industry and Resources, the development of an industry clustering framework.

In addition Central TAFE coordinated various TAFE college network working parties such as the Australian Oil and Gas Industry Training Consortium (AOGITC) and progression of actions resulting from the *Burrup Skills Taskforce Report*.

Supporting Jobs Growth

Central TAFE's Government funded training has a strong focus on sustainable and emerging industries, including the areas of: Science and Sustainability; ICT; Telecommunications and Electronic Engineering; Management and Business; Community and Health Care; Manufacturing, Materials and Engineering; Resources and Infrastructure and Art, Design and Media.

The *Central Design Centre*, an incubator model to support graduating art and design students across Western Australia, is an innovative model developed by the College to assist people explore new employment opportunities.

Providing Better Career Guidance and Preparation for Employment

All Central TAFE students and graduates up to 12 months post-study can access free services, such as Job Placement, Job Preparation, Work Experience and Self Help Resources, through the College's *JobCentral* initiative. 72 students were provided with job placements and 175 students were provided with work experience during 2003.



EMERGING INDUSTRIES ON THE BURRUP: SKILL NEEDS AND STRATEGIES.

The Department of Education and Training and the TAFE WA sector have been progressing efforts in response to the recommendations of the Government review, entitled *Emerging Industries on the Burrup: Skill Needs and Strategies*, which will see expansion in the capacity of the TAFE sector to respond effectively to the skills requirements of industry developments on the Burrup.

Initial activity has involved the appointment of two project managers to undertake a gap analysis of training product and resources in relation to Metals and Engineering, and Process Plant Operations. It is anticipated that outcomes will identify development needed to ensure appropriate training products and resources are in place to meet the challenge of the Burrup expansion.

Central is collaborating with other TAFE Colleges to ensure the TAFEWA network can respond to the Burrup Skill Needs and Strategies in a timely manner.

INNOVATION AND SUSTAINABILITY

As a leader in the Western Australian Vocational Education and Training sector, and in response to the Minister's direction of Creating the future, Central TAFE has adopted a strategy to respond to National and State innovation policy drivers.

As well as being directly related to Government priorities, the College's innovation endeavours are an important strategy in meeting its Strategic Objective of aggressively growing our business with other sectors and providing contemporary learning pathways.

Innovative projects undertaken in 2003 focused on defined areas of expertise such as design, visualisation, materials technology, eLearning, the resources sector, sustainability and science. The following occurred during the year:

- Central participated in the Cooperative Research Centre for Sustainable Resource Processing. This Cooperative Research Centre is based in Perth and was officially launched in December 2003. The College will play a key role in education and industry outreach for the Cooperative Research Centre;
- the College was invited to become the Western Australian Hub for the Australian Materials Technology Network. This Network, which has been federally funded by AusIndustry, provides technology and materials expertise to industry, especially small and medium enterprises;
- in partnership with the Department of Industry and Resources (as lead agency), the CSIRO and the University of Western Australia, Central TAFE is engaged in the inaugural Premier's Collaborative Research Fund Program. The three year project will investigate 3D Graphical Environments for Reconstruction of Resource Sector Accidents and Incidents. The project, which will have significance for the State resource sector, builds on College expertise gained through participation in the Interactive Virtual Environment Centre;
- the College continued as a partner in the Interactive Virtual Environment Centre with CSIRO, Curtin University and the University of Western Australia. Late in 2003 the Interactive Virtual Environment Centre was successful in securing federal funds from the Australian Program for Advanced Computing for three further years of relevant activity in Western Australia. This activity will take the College into application of high powered computer grid technologies, technical training development, "e-research" and industry outreach;
- Central TAFE became a Network Leader in the Innovation Xchange. This federally sponsored internet based national venture aims to provide a single entry point for clients looking for innovation services and products;
- the College successfully completed several applied research and development projects funded by the Department of Education and Training and the Australian National Training Authority. These projects included Biotechnology Training Needs; Innovative Metal Spraying Technology and the Application of



Ultrasound to Hydro Metallurgical Processes. The projects had significant staff involvement and added value to the learning experience of students, in particular, Science and Engineering students;

- During March 2003 the College participated in the National Innovation Festival launched locally by Hon Clive Brown MLA, Minister for State Development. The College's applied research and development activities and the Complementary Health Centre based at the Mount Lawley Campus, were highlighted to the public, industry and Government. The Hon Bob Kuchera MLA, Minister for Health, launched the Central TAFE Complementary Health Centre during the Festival as well as opening a major conference led by Central TAFE on Complementary Health issues; and
- Also in March 2003 the Central Design Centre was officially launched by the Hon Alan Carpenter MLA, Minister for Education and Training. The Centre provides an intersection between the design community and the College and incubates innovative student ideas towards commercialisation.

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STUDENT SERVICE REPORTS

Central's student population includes both international and local students, with local students being classified by their objectives for undertaking study as either:

- labour market entrants;
- apprentices/trainees;
- career changers;
- skill improvers;
- bridgers;
- skill developers; and
- self-employed.

Central TAFE provides vocational education and training products within the Australian Qualification Framework that are accredited with the Training Accreditation Council. The College predominantly offers Certificate IV, Diploma and Advanced Diploma courses and also provides a range of customised fee-for-service training courses.

Central provides the following educational support services:

- Learning Resource Centres;
- bookshop;
- job placement services;
- Student Wellbeing Centre;
- Chaplin and Physiologist;
- enquiry and communication services through our Front Counter and Call Centre; and
- independent learning services for students who require additional learning support.

In addition the College also provides students, and the community at large, with information about Central through our website and in particular provides details of courses and career options through the Product and Services Catalogue.

In conjunction with Government policy, Central offers specialised preparatory studies with respect to youth, people from non-English speaking backgrounds, disabled students and Indigenous people.

YOUTH OUTCOMES

In response to *Creating the future*, Central TAFE has initiated a number of programs to improve the retention rates of 15-19 year olds in post-compulsory education and training. The 15-19 year old group represents 22% (4,624 students) of enrolled students at Central TAFE. This group consists of:

Male	Female	Full Time	Part Time
2,174	2,450	40%	60%
47%	53%		

Youth retention programs included:

- programs at Youth Headquarters in collaboration with West Coast and Swan TAFE;
- a dual focus on Sustainability and Art in project based learning at the Museum;
- VET in Schools for high school students who were identified as at risk of dropping out resulted in improved retention and attendance rates for the 210 students who participated in the program. The program was a project using team based teaching to integrate literacy and generic skills into the delivery of Certificate 2 courses in Information Technology, Music, Horticulture, Hospitality and Beauty Therapy;
- the Careers Expo in August 2003 – with more than 15,000 high school students representing over 90 schools attending, the Expo was a valuable opportunity for Central TAFE to target young people, particularly school leavers who comprise a significant portion of Central's enrolments;



- counselling support for Youth at Risk attending Central TAFE courses in the Certificate of General Education for Adults. This resulted in reduced incident reports from lecturers of the program and increased retention and satisfaction of students; and
- College representation on the Youth Headquarters Board to ensure communication between youth and relevant programs at Central TAFE.

The goal of the Government's new plan *Young People 2000-2003* is to give young people aged between 14 and 25 opportunities to develop the skills, knowledge and confidence they need for employment, independent living and adult life. The College's programs and policies address these objectives.

CULTURAL DIVERSITY AND LANGUAGE SERVICES OUTCOMES

Central TAFE continued its journey towards implementation of the *Access and Equity Strategic Vision 2001-2004* with a major focus on enhancement undertaken throughout 2003.

The Central TAFE Access and Equity Advisory Board continued to provide invaluable leadership and links to key client groups with members including high level representatives from Local Government, the Ethnic Communities Council and the Aboriginal and Torres Strait Island Commission. Under the direction of Dr Debra Rosser, Deputy Chair of the College Governing Council, the Board stimulated a leading edge discussion on the planning and implementation of access and equity initiatives.

The College allocates 7% of its State Government funded training towards access and equity services.

Training was also delivered to an extra 889 students in 2003 through the Adult Migrant English Program contract with the Commonwealth Government.

DISABILITY OUTCOMES

In 2003 Central TAFEWA implemented the practices recommended in the *Review of Services for Students with a Disability – Teaching and Learning Best Practice Services (August 2002)*.

Services for students with a disability underwent a major change. A consultant was appointed to work with the Student Wellbeing Centre to ensure College staff across all areas assume responsibility for equitable learning experiences to all students.

The College concentrated on a process of change through a staged introduction and training of lecturing staff. The College identified and targeted programs, courses and individual champions to incorporate flexibility and inclusivity into the initial design of a course, its materials and the delivery method.

194 students with disabilities attended Central TAFE during 2003. Major capital works such as rampways have been undertaken to assist these students at Central's campuses. A range of other resources such as notetakers for the visually and hearing impaired; adaptive technology which includes laptops and adapted keyboards; eText; and interpreters are also provided to support these students.

The College is developing a website available to all staff that will have a domain of disability knowledge. The website will be interactive and will be managed by the Disability Office.

In 2003 a physical audit was taken of all Central TAFE campuses and a plan is being developed for the necessary physical changes.

Central TAFE is developing a style guide that will be used across the College so all documents and websites will conform to Human Rights and Equal Opportunity Commission guidelines.

By using the above methods the College is incorporating appropriate design into education material and instruction to meet the needs of the preferences, abilities and interests of the widest range of the student population, thus allowing them to meet their learning goals.



INDIGENOUS OUTCOMES

The launch of Central TAFE's Aboriginal Strategy as part of the College's successful National Aboriginal and Islander Day of Commemoration Week celebrations was well received. The Nyoongar Kadadjiny Kulark Kart Centre is based at the College's Leederville Campus and caters for Indigenous Australians.

The Centre offers support and a counselling service for Indigenous students enrolled in specific Indigenous programs or in mainstream courses. Innovative programs for Aboriginal youth included:

- hands on skills training in the carpentry area which allowed young Aboriginal men to develop skills while renovating a historically significant cottage at Robertson Park for the Town of Vincent;
- an art project with the City of Bayswater at Bardon Park; and
- College provided training programs for Aboriginal students.



SECTION FOUR: COMPLIANCE REQUIREMENTS

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INFORMATION MANAGEMENT

Legislation Impacting on College Activities

In the performance of its functions, Central TAFE complies with the following relevant legislation:

Agreements Act 1985
Anti Corruption Commission Act 1988
Anti Discrimination Act 1988
Archives Act 1983, Commonwealth
Censorship Act 1996
Commercial Tenancy (Retail Shops) 1989
Copyright Act 1968
Disability Services Act 1993
Education Service Providers (Full Fee Overseas Students) Registration Act 1991
Education Services for Overseas Students (Registration of Providers and Financial Registration) Act 1991,
Commonwealth Electoral Act 1907
Education Services for Overseas Students Act 2000
Equal Opportunity Act 1984
Financial Administration and Audit Act 1985
Freedom of Information Act 1992
Government Employees Superannuation Act 1987
Income Tax Assessment Act 1936
Industrial Relations Act 1979
Industrial Relations Act 1990, Commonwealth
Industrial Training Act 1975
Library Board of Western Australia Act 1951-1983
Minimum Conditions of Employment Act 1993
Occupational Safety and Health Act 1984
Privacy Act 1988, Commonwealth
Public Sector Management Act 1994
Records Act 2000
State Supply Commission Act 1991
Treasury Regulations and Treasurer's Instructions
Vocational, Education and Training Act 1996
Workers' Compensation and Rehabilitation Act 1981

Ministerial Reporting

Central TAFE conformed with the reporting requirements of statutory authorities stated in the *Financial Administrative and Audit Act 1985* and in the *Treasurer's Instructions*. Annual Reports were provided to the Minister for Training and the Office of the Auditor General for audit within the required timeframe.

The College responded promptly to ministerial queries and parliamentary questions. In 2003 the College provided 10 Ministerial Briefings and 24 Ministerial Responses as well as responding to 11 Parliamentary Questions relevant to its operations.

Declaration of Interests

In accordance with the requirements of Treasury on disclosure of interests of senior officers:

- no senior officer has had any shareholding in the College; and
- to the best of our knowledge no senior officer has any interest in contracts made or proposed with the College.

Freedom of Information Act 1992

Applications for access to agency documents, or amendment of personal information, may be lodged at any Central TAFE campus. Contact details of College campuses are provided on the outside cover of this Report. For assistance in lodging an application under this Act or for further information about Freedom of Information processes, please contact the Freedom of Information Coordinator at 25 Aberdeen Street, Northbridge WA 6000 or by phone on (08) 9202 4824.

During 2003, six applications for access to information, in accordance with the *Freedom of Information Act 1992*, were processed by Central TAFE. Further statistical information about agency compliance of the provisions of the Freedom of Information Act are published in the *Freedom of Information Annual Report*, available from the Office of the Information Commissioner's website at www.foi.wa.gov.au

MANAGING HUMAN RESOURCES

Report to Public Sector Standards Commissioner

To the Commissioner for Public Sector Standards

In the administration of Central TAFE, the College Governing Council have ensured compliance with the *Public Sector Standards in Human Resource Management*, the *Public Sector Code of Ethics* and the Department's *Code of Conduct*.

Central TAFE has policies, guidelines and processes that support the Standards, including compliance checks. Policies are available to all staff through the College's Intranet site.

A high level of importance is placed on the resolution of staff grievances and other workplace issues. In 2003, Grievance Officers received instruction during a two and a half day training course that also focused on equal opportunity issues. Trained Grievance Officers are located on all campuses and their role is to assist to facilitate a resolution of issues raised.

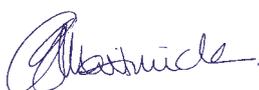
Three formal grievances and 10 workplace issues were managed during 2003, in comparison to 16 formal grievances and 14 workplace issues during 2002.

There were nine claims of breaches of *Public Sector Standards in Human Resource Management* lodged during 2003, all related to the *Recruitment, Selection and Appointment Standard*. Four of these claims were withdrawn, four were not found to be substantiated and one remains outstanding.

Central TAFE also complied with the requirements of the Public Interest Disclosure Act 2003, with the appointment of a Public Interest Disclosure Officer. No public interest disclosures were received in 2003.



Dr Debra Rosser
Chair
Governing Council Central TAFE



Ms Glenda Martinick
Deputy Chair
Governing Council Central TAFE
25 February 2004

RECRUITMENT AND SELECTION

Central TAFE is committed to achieving its strategic objective of enhancing our people advantage, its culture and workforce skills.

The College acknowledges the positive contribution a diverse workforce, one that reflects the WA community and our student population, can make by generating new ideas and ways of doing things and to the delivery of services to our clients. Central TAFE aims to achieve a corporate culture that values diversity and has employment practices that recognise, and where appropriate includes, measures to achieve diversity and equality of employment for members of equity groups.

Central TAFE has adopted innovative recruitment and selection processes to ensure highly effective recruitment and selection activities.

Full Time Equivalent (FTE) staff employed by Central TAFE (Includes Permanent, Contract and Casual Staff)

	2001	2002	2003
Year to Date Average FTE for Calendar Year	864.76	855.49	908.84
Academic (Direct Delivery)	53.1%	54%	55.5%
Academic Support & Services (Inc Commercial Activities)	33.3%	31.7%	30.02%
Corporate Services	9.5%	10.6%	9.9%
Casual Support (Non Delivery)	4.1%	3.7%	4.4%

Diversity

The Central TAFE *Workforce Equity and Diversity Plan 2002 – 2005* was developed in response to the Government's priority to increase the diversity of the Public Sector at all levels to improve equity and service delivery. There was also recognition that Central's workforce needed to reflect our very diverse student community.

The *Workforce Equity and Diversity Plan* is the framework for achieving three major outcomes:

- an inclusive work environment that is free from sexual and racial harassment, and harassment due to any of the grounds covered by Equal Opportunity legislation;
- achievement of equity and diversity objectives, free from bias and unlawful discrimination against employees or potential employees; and
- a workforce profile at all levels that is suited to business imperatives and is consistent with Government policy and legislative frameworks. Employment programs recognise and include strategies to achieve workforce diversity.

Specific targets for the diversity profile of the Central TAFE workforce have been established with priority equity groups of Indigenous Australians, people with disabilities and youth (under the age of 25 years) being identified. The target performance objectives for people from culturally diverse backgrounds at both Central TAFE and across the public sector are shown below.

People from Culturally Diverse Backgrounds

	Workforce
2001 – Central TAFE Actual	8.7 %
2003 – Central TAFE Objective	8.7%
2003 – Public Sector Objective	5.5%
2003 – Central TAFE Actual	13%

INDUSTRIAL RELATIONS

A General Agreement for all Government Officers within the Public Sector was registered in March 2002. The General Agreement replaced the *Central TAFE Government Officers Enterprise Bargaining Agreement* and became the main employment instrument for non academic staff. In accordance with sections 9 and 25 of the General Agreement, an Agency Specific Agreement containing employment conditions specific to Central TAFE was registered with effect from 1 January 2003. This Agency Specific Agreement operates in conjunction with the General Agreement and the *Government Officers Salaries Allowance and Conditions Award*.

The *Western Australian TAFE Lecturers' Certified Agreement 2003* was registered on 13 August 2003 and is the employment instrument for all academic staff. This Agreement expires on 31 December 2004.

Premier's Circular 2002/17 *Fixed Term Contract Staff* was issued to facilitate the Government's policy platform in relation to the use of fixed term contract employment in the public sector. An ongoing process has been undertaken during 2003 to assess and convert any contract employee eligible for conversion to permanent tenure under the criteria established in this Premier's Circular.

As at 31 December 2003, 81% of all non casual staff at Central TAFE were permanent employees, in comparison to 67% as at 31 December 2002.

OCCUPATIONAL SAFETY AND HEALTH

Significant resources were contributed to the management of safety and health issues during 2003 in accordance with the College's *Occupational Safety and Health Management System Framework*.

The *Central TAFE Occupational Safety and Health Management System* is predicated on the following principles:

- effective Occupational Safety and Health is based on a systematic approach;
- clearly defined responsibilities that must be met to manage the system effectively; and
- operational efficiency that exists in parallel with and is complementary to other management systems used in the College.

Safety inspections are crucial to the continuing management of Occupational Safety and Health at Central TAFE. During 2003, all managers assumed the responsibility for conducting quality safety inspections of allocated areas of all College sites. Managers are responsible for identifying and reporting hazards.

PUBLICATIONS, PROMOTIONS AND ADVERTISING

Publications

Central TAFE produced a range of publications to satisfy compliance, stakeholder and potential customer requirements. Copies of publications and all corporate documents are available online at Central's Home Page www.central.wa.edu.au or by contacting the Customer Contact Centre on 1300 300 822. Examples are as follows:

Students Communications

- Course information including Flexible Learning and Skills Recognition
- Course Lists
- Course Information Brochures
- College and School Brochures
- College Diary - including by laws and student code of conduct
- Website - comprehensive list of College, course and module information
- Monthly electronic newsletter
- Frequently Asked Questions Booklets for Parents/Guardians
- Various Promotional brochures, posters and advertisements.

Learning Resource Centre

- Referencing Guide: using the Harvard Referencing System
- Your Guide to the LRC
- Learning Resource Centre Services to Staff
- Self Paced Orientation to the Learning Resource Centre
- Self Paced Introduction to the LRC Catalogue
- Self Paced Guide to the World Wide Web
- Self Paced Guide to Creating an Email Account

Information and Resources

- Central TAFE Annual Report
- Strategic Plan
- Business Performance Review – Quarterly Reports
- A Guide to “Surviving” the AQTF at Central TAFE
- AQTF Implementation Kit
- AQTF Response to Audit (RTO – Action Sheet)
- Brochures and pamphlets on Human Resources and Occupational Safety and Health issues and Equal Opportunities issues.
- Recruitment documentation
- Staff Training Pamphlets and Staff Training Calendar
- Staff Code of Conduct

Teaching and Learning Centre

- Skills Recognition Information Booklet
- Academic Development Centre Booklet
- Numerous learning guides and texts - published by WestOne by the Product Sales and Information Officer on behalf of program areas
- Flexible eLearning support materials
- Off-campus course lists
- Off-campus information brochures
- A Handbook for Lecturing Staff at Central TAFE
- Central TAFE Academic Framework 2002 - 2004

Promotions

As part of the TAFEWA network, major promotional campaigns regarding TAFE college products and services are undertaken by the Department of Education and Training on behalf of the whole sector.

Market Research

Research was undertaken by Central TAFE in 2003 to gain a better understanding of the segments which comprise the College's primary market.

The Report, based on student motivations, presented a new approach to student segmentation and provided an opportunity to view the range of student motivations for education and training. Through this project Central TAFE will be able to develop a more comprehensive view of its student population, which will enable the College to better defend its traditional market segments and to identify and pursue attractive new ones.

Advertising and Sponsorship

As required under Section 175ZE of the *Electoral Act 1907*, the following is a statement for all expenditure incurred by Central TAFE during 2003 in relation to advertising, market research, polling, direct mail and media advertising organisations:

Advertising Agencies:	
Core Marketing	\$140,050
Market Research Organisations:	Nil
Media Advertising Organisations:	
Marketfoce	\$121,743
Media Decisions	\$233,952
Total	\$495,745

PRICING POLICY

Central TAFE's fees and charges are applied in accordance with the policy provided in the *Policy Guidelines for Publicly Funded Registered Training Organisations* as determined by the Minister for Education and Training.

CAPITAL INFRASTRUCTURE PLAN

An Infrastructure Plan prepared in collaboration with the then Department of Training was endorsed early in 2003. This plan establishes the future infrastructure requirements of Central TAFE and proposes the consolidation of sites from eight to two in the long term.

The objective of the proposed consolidation and associated redevelopment of the College's building portfolio is to enhance education outcomes and services to students, whilst at the same time reducing duplication, maximising resource allocation and improving infrastructure and security.

The two campuses in the long term will be Northbridge and eCentral. Northbridge will include a consolidation of art, design and media, cultural, wellness and health, and management and business programs. The College's eCentral campus (East Perth) will consolidate science, information communication technology, sustainability, engineering and resource programs.

The Plan recommends a two phased approach because of funding parameters. The creation of the Northbridge Campus precinct is phase one which will include the relocation of printing from Wembley, music from Leederville and all programs from Mt Lawley to the Northbridge site. Phase 2 will be the consolidation of programs from Leederville campus and Subiaco AMTC to the eCentral campus.

The State Government has provided capital works funding over the next five years in its 2003/2004 budget estimates.

ENVIRONMENTAL SUSTAINABILITY

Central TAFE recognises the importance of sustainable work practices. The following Environmental Sustainability strategies were implemented in 2003:

- works to the value of \$720,000 at 25 Aberdeen St were approved and completed. These included upgrades to or replacement of chillers, cooling tower, gas boiler, air volume controls and building management system;
- an energy conservation policy was approved by Corporate Executive for implementation;
- an action plan was developed and Central TAFE signed up for another two year period as a member of WA Sustainable Industry Group's Cleaner Production statement;
- a new position was created for an Environmental Officer to assist the Manager Facilities with the development and implementation of Environmental Sustainability. The Officer is due to take up this role in early 2004; and
- the Government's Energy Smart Policy required the College to achieve a 5% reduction on its energy consumption. The College however spent 3.6% more than the baseline in 2002/2003. This was largely due to increased demand and use of facilities, increase in use of technology, ageing plant and inefficient mechanical services and control systems.

In 2004 the following strategies will be considered:

- development of an Environmental Awareness Strategy for roll out to staff and students;
- to seek recognition and a reduction in mandatory reduction targets from Energy Smart for past strategies and works;
- development of an energy consumption data base in the Management Information System to record actual consumption and access by staff;
- development of Environmental Sustainability strategies, policies and procedures for the College;
- investigation of environmental conservation strategies and implement if practical; and
- to seek grants for projects from external sources.

SECTION FIVE: KEY PERFORMANCE INDICATORS

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CERTIFICATION OF PERFORMANCE INDICATORS

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



Dr Debra Rosser
Chair
Governing Council
Central TAFE
25th February 2004



Mr. Brian Paterson
Managing Director
Central TAFE
25th February 2004



AUDITOR GENERAL

INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

CENTRAL TAFE PERFORMANCE INDICATORS FOR THE YEAR ENDED DECEMBER 31, 2003

Audit Opinion

In my opinion, the key effectiveness and efficiency performance indicators of the Central TAFE are relevant and appropriate to help users assess the College's performance and fairly represent the indicated performance for the year ended December 31, 2003.

Scope

The Governing Council's Role

The Governing Council is responsible for developing and maintaining proper records and systems for preparing performance indicators.

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

Summary of my Role

As required by the Financial Administration and Audit Act 1985, I have independently audited the performance indicators to express an opinion on them. This was done by looking at a sample of the evidence.

An audit does not guarantee that every amount and disclosure in the performance indicators is error free, nor does it examine all evidence and every transaction. However, my audit procedures should identify errors or omissions significant enough to adversely affect the decisions of users of the performance indicators.

D D R PEARSON
AUDITOR GENERAL
April 8, 2004

KEY PERFORMANCE INDICATORS

Desired Outcome

To deliver high quality and relevant training programs that meet the needs of Central TAFE's customers, and are in accordance with the Delivery and Performance Agreement as well as aiming to diversify revenue sources and reduce reliance on Government funding through commercial activities.

Achievement of College Profile

This performance indicator reports the effectiveness of the College in meeting Delivery and Performance Agreement targets and enabling customer needs to be achieved.

Measure A: Profile Analysis for Central TAFE (Effectiveness Indicator) details the total number of Student Curriculum Hours (SCH) delivered (both fee-for-service and Delivery and Performance Agreement Funded)

	Department of Education and Training Industry Group	2002 Planned Profile (SCH)	2002 Actual Profile (SCH)	2003 Planned Profile (SCH)	2003 Actual Profile (SCH)
01A	Recreation Sports and Entertainment	160,582	174,250	164,582	162,872
01B	Visual and Performing Arts	498,209	485,344	556,189	534,003
01C	Design	328,358	305,219	350,358	342,339
03A	Building and Constructions	108,844	112,800	119,104	133,614
03B	Surveying and Building	383,446	390,383	420,446	425,825
04A	Community Service Workers	282,512	286,839	275,512	277,980
04B	Education and Childcare	291,472	296,160	288,472	319,757
04C	Health	251,400	254,969	302,888	291,781
04D	Library Workers	95,349	94,166	83,349	89,109
05A	Finance Insurance Property Service Workers	199,000	209,625	143,648	172,418
07A	Clothing Footwear and Soft Furnishings	75,000	71,130	71,000	59,530
08B	Printing & Publishing	219,864	205,840	202,864	191,631
09A	Engineering and Drafting	157,999	165,252	158,219	164,606
09B	Metal and Mining	167,696	151,648	149,976	147,418
10D	Horticulture	1,000	972	2,400	3,254
11A	Process Manufacturing	66,130	39,750	34,000	30,432
12A	Personal Service	131,029	144,549	142,029	144,725
12B	Retail	4,000	3,697	6,200	17,473
13C	Tourism	137,311	145,602	146,461	143,304
13D	Travel Agents	84,458	77,903	87,458	86,665
14A	Transport Trades, Storage & Associated	1,000	900	2,550	980
15A	Electrical and Electronic Engineering	278,296	254,681	300,859	232,529
15B	Electrical Trades	21,500	23,445	10,740	11,754
16A	Accounting and Other Business Services	330,882	338,025	391,832	401,217
16B	Management	334,399	338,792	359,483	385,995
16C	Office and Clerical	101,210	93,672	129,160	121,659
17A	Computing	467,005	449,647	476,766	481,798
18A	Science and Technical Workers	228,054	210,188	230,373	233,725
19B	Adult Literacy/ESL	363,754	356,668	323,678	336,270
19C	Languages	243,789	264,430	272,789	293,556
19D	Miscellaneous	18,950	23,190	0	6
19E	Targeted Access and Participation Courses	87,049	74,478	79,675	70,254
	Total Profile Delivery	6,119,546	6,044,214	6,283,060	6,308,479
	Non Profile Delivery	800,000	1,426,824	1,000,000	1,786,899
	College Total Delivery	6,919,546	7,471,038	7,283,060	8,095,378

NOTES:

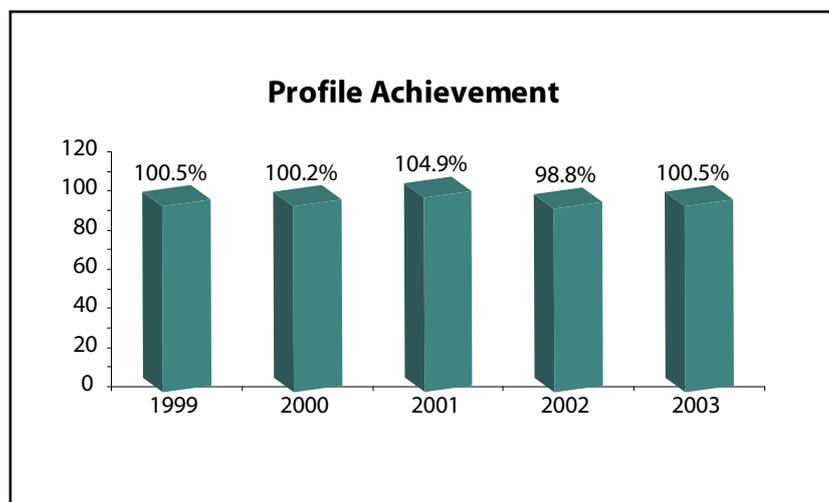
- A) SOURCE: Central TAFE Delivery and Performance Agreement, through which the College is resourced to deliver courses under government purchased funding guidelines.
- B) DEFINITION: The table indicates the quota and actual achievement of SCH in the profiled Department of Education and Training Industry Group categories. The classification of these Industry Groups is based on the occupation or outcome the course is intended to serve.
- C) DERIVATION: Profile data represents the actual achievement of SCH in respective years. Planned data is obtained from the Delivery and Performance Agreement. The actual SCH is the total SCH from the College Management Information System (CMIS). Non-Profile Delivery SCH is the actual SCH count of enrolments not funded under the Delivery and Performance Agreement in CMIS.
- D) COMMENT: Based on these figures, Central TAFE has for most industry groups, achieved profile SCH targets in 2003.

Measure B: Profile Achievement (Effectiveness Indicator)

This indicator shows the percentage of SCH achieved for profiled funded activities as contracted with Department of Education and Training through the Delivery and Performance Agreement.

Profile Achievement = $\frac{\text{Actual Delivery and Performance Agreement SCH Achieved}}{\text{Target SCH contained within Delivery and Performance Agreement}}$

1999 Actual	2000 Actual	2001 Actual	2002 Actual	2003 Actual
100.5%	100.2%	104.9%	98.8%	100.5%



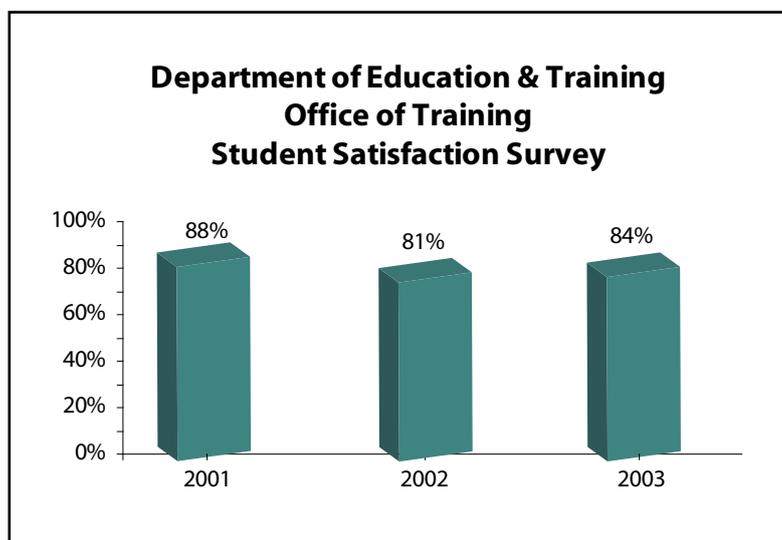
NOTES:

- A) SOURCE: } Refer to Notes Measure A
- B) DEFINITION: }
- C) DERIVATION: }
- D) EXPLANATION: }

Student Satisfaction Rating (Effectiveness Indicator)

The Student Satisfaction Rating measures a range of task and functional criteria in academic delivery, support services and facilities provided. The results provide an overall expression of how satisfied students are with various services provided by the College.

2001 Actual	2002 Actual	2003 Actual
88%	81%	83.9%



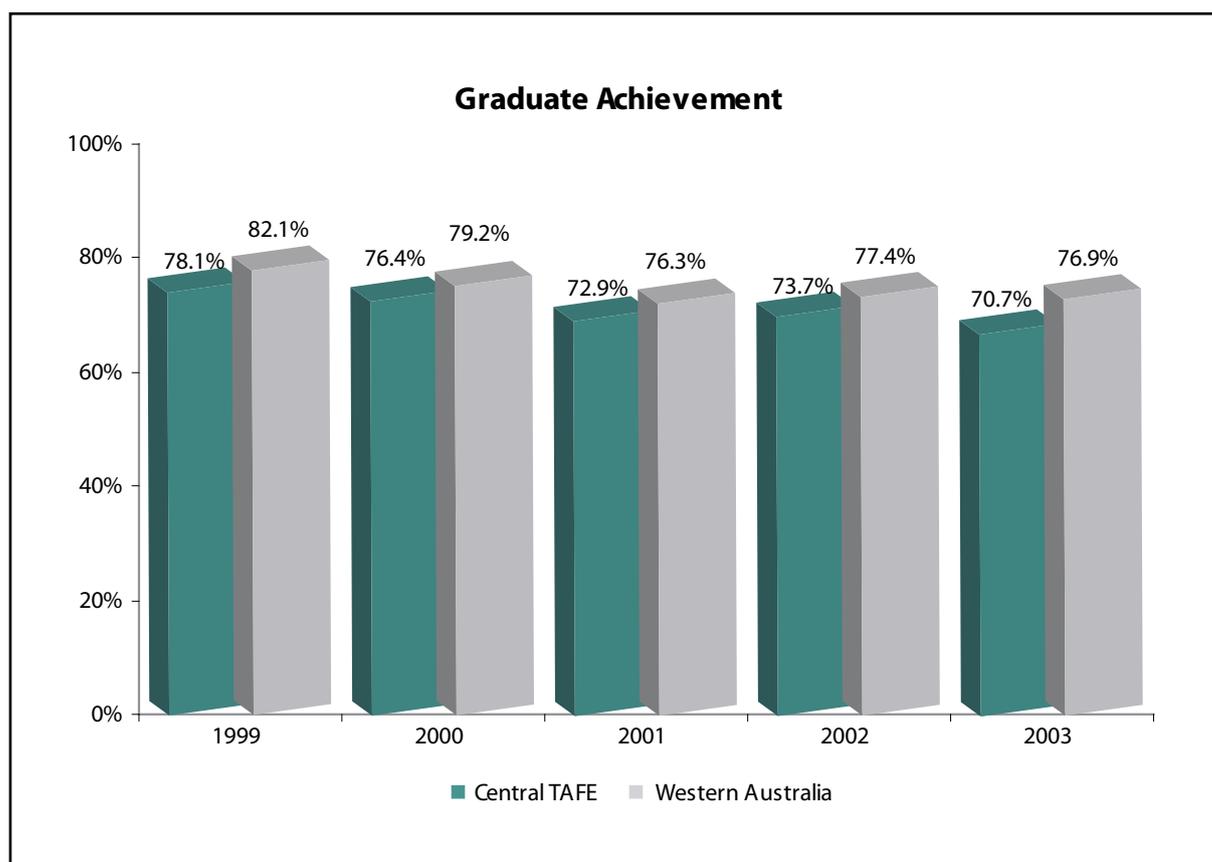
NOTES:

- A) SOURCE: Department of Education and Training, Office of Training, Student Satisfaction Survey 2003.
- B) DEFINITION: The calculation for overall satisfaction is a weighted response to a single question asking the student to rate their overall satisfaction with their course. The survey approach is a mass market mail out, to a random sample of students who had undertaken a course in either first or second semester. The option to complete on-line is also provided.
- C) DERIVATION: The survey comprised of two separate instruments, focussing on the needs of employment based students (EBS) and the other on institution based students (IBS). A total of 4,739 survey forms were mailed to the institution based students and 438 to employment based students; with 2025 (43%) and 86 (20%) useable returns, respectively. The institution based student questionnaire comprised of 22 questions, a number of which required the student to rate issues relating to learning, assessment and perceptions of the College experience, on a 7 point scale. The standard error for the survey is 1.6% at the 95% confidence level.
- D) COMMENTS: The Satisfaction Score for 2003 indicates an increase of 3% from the previous year's results. The swings in satisfaction at Central TAFE are mirrored Statewide with an upward trend also occurring in 2003. Central TAFE discontinued the internal student survey in 2002, and has proceeded to utilise the Department of Education and Training Office of Training survey as the measure of Student Satisfaction. Prior year comparisons have been adjusted to show Department of Education and Training, Office of Training survey results.

Graduate Achievement (Effectiveness Indicator)

The graduate achievement is an indicator that measures the extent to which Central TAFE graduates have wholly or partly achieved their main reason for undertaking the course.

	1999	2000	2001	2002	2003
Central TAFE	78.1%	76.4%	72.9%	73.7%	70.7%
Western Australia	82.1%	79.2%	76.3%	77.4%	76.9%
Australia	80.1%	79.6%	79.0%	78.2%	77.7%

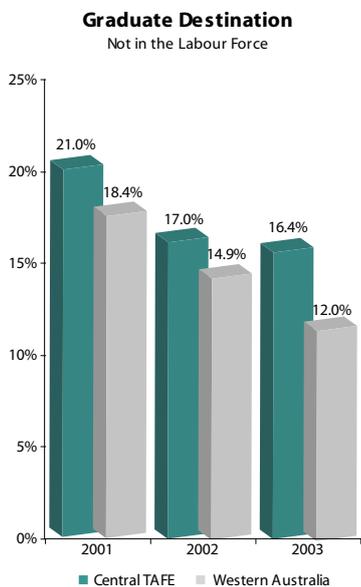
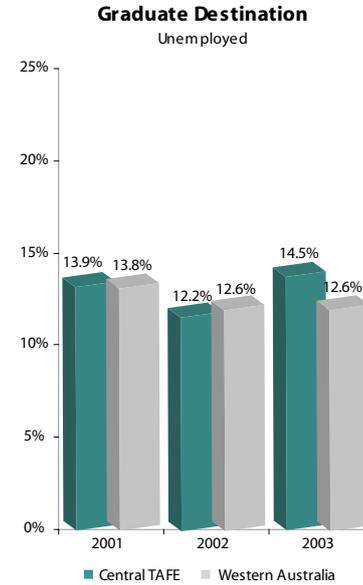
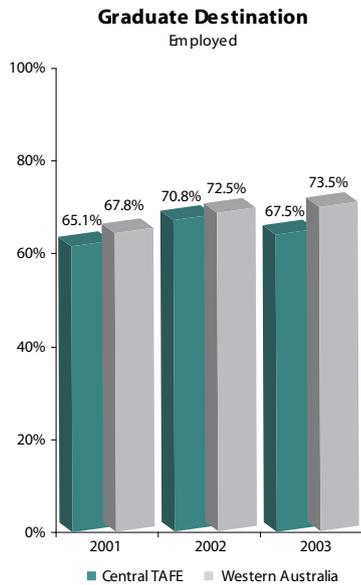


NOTES:

- A) SOURCE: 2003 Student Outcome Survey - National survey conducted by the National Centre for Vocational Education Research (NCVER), published in January 2004.
- B) DEFINITION: The 2003 survey was targeted to Central TAFE 2002 students who graduated in 2002, successfully completed a qualification, including those who were awarded a qualification as recognition of prior learning and had provided an Australian address as their usual place of residence. The sample population for the survey was 1,163 graduates, with 688 graduates responding (excluding return to sender, refusal and other responses), representing a population of 6,815 graduates. The overall response rate for 2003 was 62.3%. Standard error for the survey is +/- 2.8% at the 95% confidence level.
- C) DERIVATION: The measure was derived from the proportion of graduates who indicated that they had wholly or partly achieved their main reason for doing the course, expressed as a percentage of the representative population.
- D) COMMENTS: Graduate achievement decreased in 2003 at College, state and national levels.

Graduate Destination (Effectiveness Indicator)

	Employment Outcome								
	Employed			Unemployed			Not in the Labour Force		
	2001	2002	2003	2001	2002	2003	2001	2002	2003
Central TAFE	65.1%	70.8%	69.1%	13.9%	12.2%	14.5%	21.0%	17.0%	16.4%
Western Australia	67.8%	72.5%	75.4%	13.8%	12.6%	12.6%	18.4%	14.9%	12.0%
Australia	72.9%	73.4%	76.8%	12.3%	13.0%	12.5%	14.8%	13.6%	10.7%



NOTES:

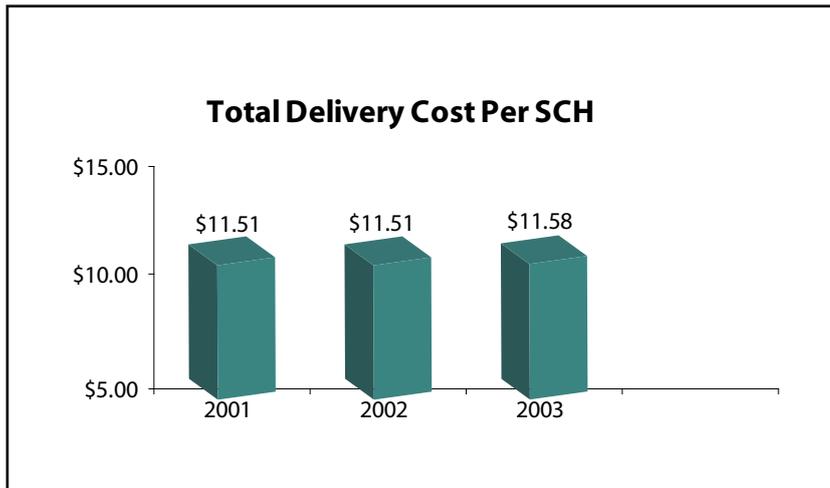
- A) SOURCE: 2003 Student Outcome Survey - National survey conducted by the National Centre for Vocational Education Research (NCVER), published in January 2004.
- B) DEFINITION: The 2003 survey was targeted to Central TAFE 2002 students who graduated in 2002, successfully completed a qualification, including those who were awarded a qualification as recognition of prior learning and had provided an Australian address as their usual place of residence. The sample population for the survey was 1,163 graduates, with 688 graduates responding (excluding return to sender, refusal and other responses), representing a population of 6,815 graduates. The overall response rate for 2003 was 62.3%. Standard error for the survey is +/- 2.8% at the 95% confidence level.
- C) DERIVATION: Graduate labour force status was derived according to the standard Australian Bureau of Statistics definitions of employed, unemployed and not in the labour force. The measure of graduates in each category according to the responses to questions concerning their work at 30 May 2003, expressed as a percentage of the representative population.
- D) COMMENTS: The proportion of graduates employed represented a decrease in 2003, and is reflected in the increase of graduates who are unemployed. There has been a steady decreasing pattern of those graduates who are not in the labour force over the last three reference periods. With the inception of the Student Wellbeing Centre in 2003, the College is addressing the issues of preparing students for employment.

Total Delivery Cost Per SCH (Efficiency Indicator)

This indicator demonstrates the efficiency with which Central TAFE manages its resources to enable the provision of vocational education and training programs.

$$2003 \text{ Actual Cost} = \frac{\text{Total Cost of Services}}{\text{Total SCH}}$$

2001 Actual	2002 Actual	2003 Actual
\$11.51	\$11.51	\$11.58



NOTES:

- A) SOURCE: Financial Statements and the College Management Information System.
- B) DEFINITION: The total delivery cost per SCH is calculated by dividing the total cost of services measured on an accrual basis, by the total SCH delivered.
- C) DERIVATION:
- The total SCH is the total number of module enrolments multiplied by the hourly duration of these modules as registered in the College Management Information System in accordance with the Australian Vocational Education and Training Management Information Statistical Standard. Delivery from all funding sources is included.
 - The total cost of services figure is obtained from the Annual Financial Statements

SECTION SIX: FINANCIALS

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AUDITOR GENERAL

INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

CENTRAL TAFE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2003

Audit Opinion

In my opinion,

- (i) the controls exercised by the Central TAFE provide reasonable assurance that the receipt, expenditure and investment of moneys, the acquisition and disposal of property, and the incurring of liabilities have been in accordance with legislative provisions; and
- (ii) the financial statements are based on proper accounts and present fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia and the Treasurer's Instructions, the financial position of the College at December 31, 2003 and its financial performance and cash flows for the year ended on that date.

Scope

The Governing Council's Role

The Governing Council is responsible for keeping proper accounts and maintaining adequate systems of internal control, preparing the financial statements, and complying with the Financial Administration and Audit Act 1985 (the Act) and other relevant written law.

The financial statements consist of the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and the Notes to the Financial Statements.

Summary of my Role

As required by the Act, I have independently audited the accounts and financial statements to express an opinion on the controls and financial statements. This was done by looking at a sample of the evidence.

An audit does not guarantee that every amount and disclosure in the financial statements is error free. The term "reasonable assurance" recognises that an audit does not examine all evidence and every transaction. However, my audit procedures should identify errors or omissions significant enough to adversely affect the decisions of users of the financial statements.

D D R PEARSON
AUDITOR GENERAL
April 8, 2004

CERTIFICATION OF FINANCIAL STATEMENTS

The accompanying financial statements of Central 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 twelve months ending 31st December 2003 and the financial position at that date.

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.



Dr Debra Rosser
Chair
Governing Council
Central TAFE
25th February 2004



Mr. Brian Paterson
Managing Director
Central TAFE
25th February 2004



Mr. Keith Lord
Principal Accounting Officer
25th February 2004

Central TAFE

STATEMENT OF FINANCIAL PERFORMANCE

for the year ended 31 December 2003

2003

2002

	Notes	\$	\$
COST OF SERVICES			
Expenses from ordinary activities			
Employee expenses	2	58,623,237	52,502,774
Borrowing costs expense	3	60,777	73,317
Depreciation and amortisation expense	4	5,252,271	5,484,462
Doubtful Debts Expense		77,258	66,687
Supplies and services	5	19,218,809	17,648,249
Capital user charge	8	10,045,263	10,316,938
Other expenses from ordinary activities	9	326,071	119,931
Total cost of services		93,603,686	86,212,358
Revenues from ordinary activities			
Revenue from operating activities			
Fee for service	10	7,421,565	6,993,573
Student fees and charges	11	7,509,944	7,020,269
Ancillary trading	12	1,467,547	1,315,076
Commonwealth grants and contributions	13	2,581,293	2,808,399
Trading profit	7	291,510	478,332
Revenue from non-operating activities			
Other revenues from ordinary activities	14	918,065	1,044,958
Interest revenue		548,665	440,906
Proceeds on disposal of non-current assets	6	78,228	49,539
Total revenues from ordinary activities		20,816,817	20,151,052
NET COST OF SERVICES		(72,786,870)	(66,061,306)
REVENUES FROM STATE GOVERNMENT			
State funds	15	67,002,120	63,133,870
Burrup Skills Project Funding	16	1,325,000	-
Resources received free of charge	17	2,402,107	3,371,535
Total revenues from State Government		70,729,227	66,505,405
CHANGE IN NET ASSETS		(2,057,643)	444,099
Net increase/(decrease) in asset revaluation reserve	30	9,850,616	(3,174,162)
Total revenues, expenses and valuation adjustments recognised directly in equity		9,850,616	(3,174,162)
Total changes in equity other than those resulting from transactions with WA State Government as owners		7,792,973	(2,730,063)

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

STATEMENT OF FINANCIAL POSITION

as at 31 December 2003

		2003	2002
	Notes	\$	\$
Current Assets			
Cash assets	18	3,348,179	3,508,842
Restricted cash assets	19	20,883	20,551
Inventories	20	771,155	598,370
Receivables	21	2,061,714	1,733,359
Other financial assets	22	4,000,000	3,999,409
Other assets	23	4,398,966	4,703,983
Total Current Assets		14,600,898	14,564,514
Non-Current Assets			
Property, plant, equipment and vehicles	24	144,028,414	136,049,848
Works of art	25	668,545	629,588
Total Non-Current Assets		144,696,959	136,679,437
Total assets		159,297,857	151,243,950
Current Liabilities			
Payables	26	4,331,966	5,560,241
Interest bearing liabilities	27	785,341	849,774
Provisions	28	7,664,322	6,291,539
Other liabilities	29	2,470,959	2,533,801
Total Current Liabilities		15,252,588	15,235,355
Non-Current Liabilities			
Interest bearing liabilities	27	420,385	1,253,143
Provisions	28	4,242,838	3,166,379
Total Non-Current Liabilities		4,663,223	4,419,522
Total Liabilities		19,915,812	19,654,877
NET ASSETS		139,382,045	131,589,073
Equity			
Asset revaluation reserve	30	35,874,869	26,024,254
Accumulated surplus	31	103,507,176	105,564,819
TOTAL EQUITY		139,382,045	131,589,073

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

CENTRAL TAFE
STATEMENT OF CASH FLOWS
for the year ended 31 December 2003

		2003	2002
	Notes	\$	\$
CASH FLOWS FROM/(TO) GOVERNMENT			
Recurrent State Funding - Department of Training		51,657,382	52,075,049
NET CASH PROVIDED BY GOVERNMENT			
UTILISED AS FOLLOWS:			
Cash Flows from Operating Activities			
Payments			
Employee Costs		(52,082,826)	(50,823,997)
Supplies and Services		(16,399,042)	(14,071,064)
Borrowing Costs		(60,777)	(21,350)
Capital User Charge		-	(2,688,610)
GST Payments to all Suppliers		(2,383,161)	(1,527,227)
Other Payments		(574,469)	(36,526)
Receipts			
Fee For Service		7,890,727	6,532,942
Student Fees and Charges		7,403,377	6,781,145
Ancillary Trading		1,580,653	1,291,288
Interest Received		594,956	465,490
Commonwealth Grants and Contributions		2,151,067	2,306,851
GST Receipts from all Customers		723,812	558,534
GST Receipts from ATO		1,225,782	1,179,111
Other Receipts		500,860	1,231,583
NET CASH USED IN OPERATING ACTIVITIES	32	(49,429,040)	(48,821,829)
Cash Flows from Investing Activities			
Purchase of Non-Current Physical Assets		(1,367,702)	(1,158,870)
Proceeds from the Sale of Non-Current Physical Assets		4,687	31,239
NET CASH USED IN INVESTING ACTIVITIES		(1,363,015)	(1,127,631)
Cash Flows from Financing Activities			
Finance Lease Repayment of Principal		(1,025,067)	(936,843)
NET CASH USED IN FINANCING ACTIVITIES		(1,025,067)	(936,843)
NET INCREASE/(DECREASE) IN CASH HELD		(159,740)	1,188,746
Cash Assets at the Beginning of the Financial Year		7,528,802	6,340,056
Cash Assets at the End of the Financial Year	33	7,369,062	7,528,802

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

**CENTRAL TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

The College was established as a statutory authority effective from 1 January 1997, as a result of the enactment of the Vocational Education and Training (VET) Act 1996.

The Act is to establish a vocational education and training system for the State, to constitute the State Training Board of Western Australia and the Training Accreditation Council, to provide for the establishment of Colleges and other vocational education and training institutions, to repeal:

- the College Act 1978;
- the Industrial Training Act 1975;
- the State Employment and Skills Development Authority Act 1990,

to consequently amend certain other Acts and for related purposes.

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 Accounting Standards, Statements 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 Accounting Standards, Statements 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.

Basis of Accounting

The statements have been prepared on the accrual basis of accounting using the historical cost convention, with the exception of certain assets and liabilities which, as noted, are measured at fair value.

(a) 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	40 years
Motor Vehicles, Caravans and Trailers	6 years
Plant, Furniture, General Equipment	5, 10 or 15 years
Computing, Communications & Software	5 or 10 years
Leased Computers	3 years
Leasehold Improvements	10 years

Works of Art controlled by the College are classified as heritage assets. They are anticipated to have very long and indeterminate useful lives. Their service potential has not, in any material sense, been consumed during the reporting period. As such, no amount for depreciation has been recognised in respect of them.

(b) 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 an average cost basis.

(c) Investments

Investments are brought to account at the lower of cost and recoverable amount.

(d) Employee Benefits

Annual Leave

This benefit is recognised at the reporting date in respect to employees' services up to that date and is measured at the nominal amounts expected to be paid when the liabilities are settled.

Long Service Leave

Leave benefits are calculated at remuneration rates expected to be paid when liabilities are settled. A liability for long service leave is recognised after an employee has completed 4 years of service. An actuarial assessment of long service leave undertaken by PriceWaterhouseCooper actuaries in 2000 determined that the liabilities measured using the short hand method was not materially different from the liabilities measured using the present value of expected future payments.

This method of measurement of the liability is consistent with the requirements of Accounting Standard AASB 1028 "Employee Benefits".

Superannuation

Staff may contribute to either the Pension Scheme, a defined benefits pension 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 these schemes are administered by the Government Employees Superannuation Board (GESB).

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

The liabilities for superannuation charges under the Gold State Superannuation Scheme and West State Superannuation Scheme are extinguished by payment of employer contributions to the GESB.

Disclosure accounting policy for superannuation liability

The note disclosure required by paragraph 6.10 of AASB 1028 (being the employer's share of the difference between employees' accrued superannuation benefits and the attributable net market value of plan assets) has not been provided. State scheme deficiencies are recognised by the State in its whole of government reporting. The Government Employees Superannuation Board's records are not structured to provide the "information for the College. Accordingly, deriving the information for the College is impractical under current" arrangements and thus any benefits thereof would be exceeded by the cost of obtaining the information.

(e) Leases

The College's rights and obligations under finance leases, which are leases that effectively transfer to the College substantially all of the risks and benefits incident to ownership of the leased items, are initially recognised as assets and liabilities equal in amount to the present value of the minimum lease payments. The assets are disclosed as plant, equipment and vehicles under lease, and are depreciated to the Statement of Financial Performance over the period during which the College is expected to benefit from use of the leased assets. Minimum lease payments are allocated between interest expense and reduction of the lease liability, according to the interest rate implicit in the lease.

Finance lease liabilities are allocated between current and non-current components. The principal component of lease payments due on or before the end of the succeeding year is disclosed as a current liability, and the remainder of the lease liability is disclosed as a non-current liability.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2003

The College has entered into a number of operating lease arrangement for property, plant and equipment, where the lessor effectively retains all of the risks and benefits incidental to ownership of the items held under the operating leases. Equal instalments of the lease payments are charged to the Statement of Financial Performance over the lease term as this is representative of the pattern of benefits to be derived from the leased property.

(f) Revenue Recognition

The funds received from the Department of Education and Training in respect of the delivery of services forming part of the Delivery Performance Agreement, capital grants and other monies have been disclosed as 'Revenues from Government'. Most of the revenue is recognised in the period in which the College gains control of the funds, with certain funds being recognised upon the delivery of the service. Control is normally recognised upon receipt.

The majority of operating revenue of the College represents revenue earned from student fees and charges, fee for service, ancillary services and Commonwealth grants and subsidies, as well as revenue received from the Department of Education and Training as a result of training successfully tendered for under competitive tendering arrangements. These are recognised in the period the service is provided.

Revenue from the sale of goods and disposal of other assets, the rendering of services and trading activities is recognised when the College has passed control of the goods or other assets, or delivery of the service to the customer.

Interest revenues are recognised as they are accrued.

(g) Grants and Other Contributions Revenue

Capital grants, donations, gifts and other non-reciprocal contributions are recognised as revenue when the College obtains control over the assets comprising the contributions. Control is normally obtained upon their receipt.

Contributions are recognised at their fair value. Contributions of services are only recognised when a fair value can be reliably determined and the services would be purchased if not donated.

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

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) Receivables

Receivables are recognised at the amounts receivable as they are due for settlement no more than 30 days from the date of recognition.

Collectability of accounts receivable is reviewed on an ongoing basis. Debts which are known to be uncollectable are written off. A provision for doubtful debts is raised where some doubts as to collection exists and in any event where the debt is more than 60 days overdue.

(j) Payables

Payables are recognised when the College becomes obliged to make future payments as a result of a purchase of assets or services. Accounts payable are generally settled within 30 days.

(k) Interest-bearing Liabilities

Finance Leases are recorded at an amount equal to the net proceeds received. Interest expense is recognised on an accrual basis.

(l) 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.

(m) 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 for the Government Property register are recognised in the financial statements.

Revaluation Of Works of Art

The College has a policy of valuing works of art at market value. The revaluations are carried out every three years in accordance with an independent valuation undertaken by Sotheby's.

(n) Comparative Figures

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

(o) 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.

(p) Cash

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

(q) Rounding

Amounts in the financial statements have been rounded to the nearest dollar.

**CENTRAL TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

	2003	2002
	\$	\$
2 Employee Expenses		
Salaries	49,655,142	45,913,673
Superannuation	5,090,390	3,077,316
Other Staffing Costs	3,877,705	3,511,785
	58,623,237	52,502,774
3 Borrowing costs expense		
Finance Charges on Finance Leases	60,777	73,317
	60,777	73,317
4 Depreciation and amortisation expense		
Depreciation		
Buildings	2,663,300	2,752,698
Motor Vehicles, Caravans & Trailers	3,416	6,074
Plant, Furniture & General Equipment	429,029	481,336
Computers, Communication Network & Software	1,099,148	1,270,767
Total Depreciation	4,194,893	4,510,875
Amortisation		
Leasehold Improvements - Buildings	34,155	34,343
Leased Computers, Communication Network & Software	1,023,233	936,844
Intangible Assets	-	2,400
Total Amortisation	1,057,388	973,587
	5,252,281	5,484,462
5 Supplies and services		
Consumables and Minor Equipment	2,864,233	2,352,768
Communication Expenses	937,667	909,336
Utilities Expenses	1,723,021	1,631,784
Consultancies and Contracted Services	7,849,021	7,318,789
Minor Capital Works	2,741,998	2,645,215
Repairs and Maintenance	390,957	427,115
Operating Lease and Hire Charges	1,345,489	1,136,407
Travel and Passenger Transport	207,885	267,150
Advertising and Public Relations	599,623	366,184
Supplies and Services - Other	558,915	593,499
	19,218,808	17,648,249
6 Net gain/(loss) on disposal of non-current assets		
Motor Vehicles, Caravan & Marine Craft Proceeds	-	30,235
Written Down Value	-	(17,095)
Net Profit (Loss) on Sale	-	13,140

**CENTRAL TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

	2003	2002
	\$	\$
Plant, Furniture & General Equipment Proceeds	2,320	7,175
Written Down Value	(30,760)	(9,332)
Net Profit (Loss) on Disposal	(28,440)	(2,157)
Computers, Communication & Software Proceeds	75,908	12,129
Written Down Value	(48,242)	(33,823)
Net Profit (Loss) on Disposal	27,666	(21,694)
Works of Art Proceeds	-	-
Written Down Value	-	(1,745)
Net Profit (Loss) on Disposal	-	(1,745)
	(774)	(12,456)
7 Trading Profit/(Loss)		
Bookshop:		
Sales	1,328,076	1,394,095
Cost of Sales:		
Opening Inventory	588,877	548,208
Purchases	1,213,743	956,433
	1,802,620	956,433
Closing Inventory	(766,055)	(588,877)
Cost of Goods Sold	1,036,565	915,763
Trading Profit (Loss) - Bookshop	291,510	478,332
	291,510	478,332
8 Capital user charge		
Capital User Charge Expense	10,045,263	10,316,938
<p>A capital user charge rate of 8% has been set by the Government for 2003 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.</p>		
9 Other expenses from ordinary activities		
Carrying amount of Assets Disposed of	79,002	12,456
Donations	200	-
Student Prizes and Awards	4,480	-
Miscellaneous	242,388	45,480
	326,070	57,936

**CENTRAL TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

	2003	2002
	\$	\$
10 Fee for service		
Fee For Service -General	3,176,211	3,210,626
Fee For Service -Department of Education and Training	404,673	449,116
International Division Fees	3,756,320	3,320,541
Fee For Service - Other	84,361	13,290
	7,421,565	6,993,573
11 Student fees and charges		
Tuition, Enrolment and Resource Fees	7,416,299	6,866,376
Other College Fees	93,644	153,894
	7,509,944	7,020,269
12 Ancillary trading		
Live Works (not a trading activity)	110,255	78,483
Contracting and Consulting	886,374	606,170
Other Ancillary Revenue	470,918	630,423
	1,467,547	1,315,076
13 Commonwealth grants and contributions		
Commonwealth Grants & Contributions	2,581,293	2,808,399
	2,581,293	2,808,399
14 Other revenues from ordinary activities		
Rental and Facilities Fees	760,177	725,747
Sponsorship & Donations Revenue	4,750	212,076
Miscellaneous Revenue	153,138	107,135
	918,065	1,044,958
15 State Funds (received from Department of Education and Training)		
Delivery and Performance Agreement (DPA)	47,130,834	46,424,998
Non-DPA Grants	7,693,052	6,391,934
Capital User Charge Funding	10,045,263	10,316,938
Total Recurrent Funding	64,869,149	63,133,870
Capital Works Transferred	2,132,971	-
Total Capital	2,132,971	-
Total State Funds	67,002,120	63,133,870
16 Burrup Skills Task Force		
Revenue received from the State Government to be allocated to other TAFE colleges in the future	1,325,000	-
This is one off funding and does not relate to normal college operations.		

**CENTRAL TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

	2003	2002
	\$	\$
17 Resources received free of charge		
Comprised of:		
Department of Education and Training		
• Corporate Systems Support	1,859,460	2,476,079
• Marketing and Publications	78,771	-
• Human Resources / Industrial Relations Support	42,890	109,955
• Other	350,986	732,001
	2,332,107	3,318,035
Office of the Auditor General - External Audit Services	70,000	53,500
Total Resources Received Free of Charge	2,402,107	3,371,535

Where assets or services have been received free of charge or for nominal consideration, the College recognises 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 not donated, and those fair values shall be recognised as assets or expenses, as applicable.

18 Cash assets		
Cash on Hand	26,420	33,020
Cash Advances	-	9,689
Cash at Bank	2,771,759	(33,868)
Short Term Deposits	550,000	3,500,000
	3,348,179	3,508,842

19 Restricted cash assets		
Awards*	20,883	20,551
	20,883	20,551

*Represents monies bestowed on the college by private companies or individuals for provision of awards to students.

20 Inventories		
Non Trading Inventory		
At Cost		
Stationery & Paper Stock	14,125	18,517
Total Non Trading Inventory	14,125	18,517
Trading Inventory:		
At Cost		
Book Shop	766,055	588,877
Less: Provision for Obsolete Stock	(9,025)	(9,025)
	757,031	579,853
Total trading Inventory	771,155	598,370

**CENTRAL TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

	2003	2002
	\$	\$
21 Receivables		
Current		
Current Receivables includes trade debtors, student debtors and over-paid salaries.		
Receivables	2,060,797	1,712,775
Provision for Doubtful Debts	(239,187)	(211,884)
Net Receivables	1,821,610	1,500,891
GST Receivable	240,104	232,467
	2,061,714	1,733,359
22 Other financial assets		
Current		
Term Deposit	4,000,000	3,999,409
	4,000,000	3,999,409
23 Other assets		
Current		
Prepayments	792,851	728,071
Accrued Income	3,399,829	3,784,121
Other	206,286	191,792
	4,398,966	4,703,983
24 Property, plant, equipment and vehicles		
Land		
At Fair Value (a)	33,300,000	25,870,000
	33,300,000	25,870,000
Buildings		
At Fair Value (a)	108,456,100	104,607,900
Less: Accumulated Depreciation	(3,970,898)	(1,307,599)
	104,485,202	103,300,301
Buildings Under Construction	352,589	471,355
Leasehold Improvements		
At Cost	303,480	303,480
Less: Accumulated Depreciation	(228,405)	(194,251)
	75,075	109,230
Motor Vehicles, Caravans & Trailers		
At Cost	21,352	21,352
Less: Accumulated Depreciation	(21,009)	(17,593)
	343	3,759

**CENTRAL TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

	2003	2002
	\$	\$
Plant, Furniture & General Equipment		
At Cost	4,930,210	4,837,682
Less: Accumulated Depreciation	(3,296,093)	(2,963,654)
	1,634,117	1,874,027
Computer Equipment, Communication Network and Software		
At Cost	8,594,306	8,370,296
Leased: At Capitalised Cost	4,407,205	4,362,751
Less: Accumulated Depreciation	(8,820,422)	(8,311,872)
	4,181,089	4,421,175
	144,028,414	136,049,848

(a) The valuation of land and buildings was performed on 01/07/2003 (2002: 01/07/02) in accordance with an independent valuation by the Valuer General's Office. The valuation has been performed on the basis of fair value. The fair value of land has been determined on market values based on current use. The fair value of buildings has been based on the depreciated current replacement cost.

(b) Buildings under construction reflects accumulated expenditure as at 31 December for building projects which are yet to be completed, (refurbishment/ extension of existing buildings and/or construction of new buildings on land controlled by the college). It includes expenditure incurred directly by the Department of Education and Training. For these amounts, the college reflects an equivalent amount under Revenue from Government - State Funds.

Reconciliations

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

2003	Land	Buildings	Buildings Under Construction	Leasehold Improvements	Motor Vehicles, Caravans & Trailers	Plant, Furniture & General Equipment	Computer Equipment, Comm. Network & Software	
Carrying Amount at Start of Year	25,870,000	103,300,301	471,355	109,230	3,759	1,874,027	4,421,175	136,049,848
Additions	-	924,739	384,079	-	-	230,318	1,937,452	3,476,588
Disposals	-	-	-	-	-	(30,760)	(48,242)	(79,002)
Transfers	-	502,845	502,845	-	-	-	-	0
Depreciation	-	(2,663,300)	-	(34,155)	(3,416)	(429,029)	(2,122,372)	(5,252,272)
Revaluation	7,430,000	2,420,616	-	-	-	-	-	9,850,616
Write-off	-	-	-	-	-	(10,439)	(6,924)	(17,363)
Carrying Amount at End of Year	33,300,000	104,485,202	352,589	75,075	343	1,634,117	4,181,089	144,028,414

**CENTRAL TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

	2003	2002
	\$	\$
25 Works of art		
At Cost	63,139	24,182
At Valuation (31/12/2001)	605,406	605,406
At Fair Value		
	<u>668,545</u>	<u>629,588</u>

(a) Works of Art

The valuation of works of art is in accordance with an independent valuation which was undertaken by Sotherby's on the basis of market value as at 31 December 2001.

26 Payables

Current

Trade Payables	1,830,559	2,839,646
GST Payable	-	31,986
Capital User Charge Payable	2,501,407	2,688,609
	<u>4,331,966</u>	<u>5,560,241</u>

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

27 Interest Bearing Liabilities

Current

Finance Lease Liabilities	785,341	849,774
Total Current Liabilities:	<u>785,341</u>	<u>849,774</u>

Non-Current

Finance Lease Liabilities	420,385	1,253,143
Total Non-Current Liabilities:	<u>420,385</u>	<u>1,253,143</u>

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

28 Provisions

Employee Benefits

Current

Annual Leave*	3,296,925	2,611,938
Long Service Leave*	4,367,397	3,679,601
	<u>7,664,322</u>	<u>6,291,539</u>

Non-Current

Long Service Leave*	3,238,377	2,783,003
Superannuation**	967,220	371,299
Salary Deferment	37,241	12,077
	<u>4,242,838</u>	<u>3,166,379</u>

**CENTRAL TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

	2003	2002
	\$	\$
<p>* The settlement of annual and long service leave liabilities gives rise to the payment of employment on-costs including superannuation, payroll tax and WorkCover premiums. The liability for such on-costs is included here.</p> <p>** The superannuation liability has been established from data supplied by the Government Employees Superannuation Board.</p> <p>The college considers the carrying amount of employee benefits approximates the net fair value.</p>		
29 Other liabilities		
Current		
Income Received in Advance (a)	1,025,344	1,660,957
Accrued Expenditure	1,422,316	852,294
Money/Deposits Held in Trust	23,298	20,551
	2,470,959	2,533,801
(a) Income Received In Advance Comprises:		
Department of Education and Training - Curriculum Grants	48,364	99,924
Fee for Service	611,752	587,377
Student Fees & Charges	232,224	338,791
Other	133,004	634,865
Total Income in Advance	1,025,344	1,660,957
30 Reserves		
Asset Revaluation Reserve		
Opening Balance	26,024,254	29,198,416
Net revaluation increments		
Land	7,430,000	2,271,000
Buildings	2,420,616	(5,361,472)
Works of Art		(83,690)
Closing Balance	35,874,869	26,024,254
(l) The asset revaluation reserve is used to record increments and decrements on the revaluation of non-current assets, as described in accounting policy note 1(m).		
Total Reserves	35,874,869	26,024,254
31 Accumulated surplus		
Opening Balance	105,564,819	105,120,720
Change in Net Assets	(2,057,643)	444,099
Closing Balance	103,507,176	105,564,819

**CENTRAL TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

	2003	2002
	\$	\$
32 Reconciliation of Net Cash used in Operating Activities to Net Cost of Services		
Net Cash (used in) from Operating Activities	(49,429,040)	(48,821,829)
Change in Operating Assets and Liabilities		
Increase/(Decrease) in Receivables	355,659	728,173
Increase/(Decrease) in Inventories	172,785	42,769
Increase/(Decrease) in Prepayments	64,781	(25,331)
Increase/(Decrease) in Accrued Income	(197,090)	418,703
Increase/(Decrease) in Other Assets	(6,466)	(949,489)
(Increase)/Decrease in Payables	1,041,073	225,993
(Increase)/Decrease in Income Received in Advance/Grants and Advances	635,613	811,363
(Increase)/Decrease in Provisions	(2,451,381)	998,121
(Increase)/Decrease in Other Liabilities	1,056,482	-
(Increase)/Decrease in Other Accrued Expenses	(736,262)	-
Adjustments for Non Cash Items		
Profit / (Loss) on Disposal on Non-current Assets	(18,137)	(12,456)
Depreciation and Amortisation Expense	(5,252,271)	(5,484,462)
Charges to Provisions	(77,258)	(66,687)
Resources Received Free of Charge	(3,610,340)	(3,371,535)
Superannuation Expense (Notional)	(4,491,504)	(3,077,316)
Capital User Charge (Paid by Department of Training)	(10,045,263)	(7,628,328)
Other Non-Cash Items	(122,920)	-
GST Cashflows Recoverable from ATO	324,671	151,007
Net Cost of Services	(72,786,870)	(66,061,306)

33 Reconciliation of cash

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

Cash Assets	3,348,179	3,508,842
Restricted Cash Assets	20,883	20,551
Cash Investments	4,000,000	3,999,409
	7,369,062	7,528,802

**CENTRAL TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

	2003	2002
	\$	\$
34 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	471,051	109,832
	471,051	109,832
The capital commitments include amounts for:		
Buildings		
(b) Lease Commitments		
Commitments in relation to leases contracted for at the reporting date but not recognised as liabilities are payable as follows:		
Within 1 year	1,546,848	941,877
Later than 1 year and not later than 5 years	3,101,763	1,244,342
	4,648,611	2,186,219
Representing:		
Cancellable Operating Leases	89,724	242,218
Non-Cancellable Operating Leases	4,558,887	1,944,001
	4,648,611	2,186,219
(b) (i) Finance Lease Commitments		
Commitments in relation to finance leases are payable as follows:		
Within 1 year	846,118	921,212
Later than 1 year and not later than 5 years	489,974	1,308,166
Minimum Finance Lease Payments	1,336,092	2,229,378
Less: Future Finance Charges	(130,366)	(126,461)
	1,205,726	2,102,917
Included in the financial statements as:		
Current	785,341	849,774
Non - Current	420,385	1,253,143
Total Lease Liability	1,205,726	2,102,917
(b) (ii) Non-cancellable Operating Lease Commitments		
Within 1 year	1,457,124	814,717
Later than 1 year and not later than 5 years	3,101,763	1,129,284
	4,558,887	1,944,001

35 Contingent liabilities

The college has no contingent liabilities

	2003	2002
	\$	\$

36 Explanatory Statement

(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.

Supplies and Services

Total Supplies and Services are \$19,218,809 (2003) and \$17,648,249 (2002). The increase of \$2,500,980 is mainly due to the increase in various Contracted Services (\$1.5m) increase in printing and copying costs (\$413K), and an increase in corporate communication costs (\$233K) and are mostly of the result of interrelated activity in research and development and special projects such as AQTF compliance.

Capital User Charge

Total CUC was \$10,045,263 (2003) and \$10,316,938 for (2002) this is consistent with expectations and reflects lower carrying amounts of net assets during 2003.

Employee Expenses

Employee Expenses was \$58,623,237 (2003) and \$52,502,774 (2002). The increase of \$6,120,463 due to a 3% pay rise and increased costs associated with a 1 hour per week reduction in the teaching load for lecturing staff on 1 July 2003.

REVENUES FROM SERVICES

Fee for Service

The total Fee for Service revenue was \$7,421,565 (2003) and \$6,993,572 (2002). The increase of \$0.43m is mainly attributed to increased activity in the areas of international students (\$0.43m) and from delivery of short courses (\$0.18m).

Other Revenue

Total Other Revenue was \$918,065 (2003) and \$1,044,958 (2002). The decrease of \$0.127m (12%) is mainly attributed to reductions in donation revenue (\$0.2m).

State Funds

Total State funds were \$67,002,120 (2003) and \$63,133,870 (2002). The large variation has been caused by additional funding in the DPA to cover the 3% pay increase and also additional funding for the costs associated with the reduction in teaching hours from the 01/07/2003.

Student Fees

Total Student Fees and Charges was \$7,509,944 (2003) and \$7,020,269 (2002). The increase of \$489,675 is attributed to a general increase in student fees charged during the year.

**CENTRAL TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

(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% of budget (or \$250,000).

(i) EXPENSES FROM ORDINARY ACTIVITIES	Budget	Actual	Variation	
	\$	\$	\$	%
<i>Employee Expenses</i>	55,863,171	58,623,237	2,760,066	4.9%
This variance is mainly attributed to the change in the lecturers agreement, which included a pay rise and one hour reduction in teaching time. At the time the S42 estimates were prepared the College was unaware of the changes to the Lecturers Certified agreement and the one hour reduction in Lecturers time. These additional costs were funded by the Department of Education and Training.				
<i>Supplies and Services</i>	17,968,910	19,218,809	1,249,899	7.0%
The increase in Supplies and Services is mainly due to higher than expected resources received free of charge.				
<i>Capital User Charge</i>	10,202,842	10,045,263	-157,579	-1.5%
Capital User Charge is fully funded by Department of Training. The estimate is calculated as 8% of Net Assets. At the time S42 estimates were prepared, Net Assets were expected to be higher.				
(ii) REVENUES FROM ORDINARY ACTIVITIES				
<i>Fees for Service</i>	8,384,200	7,421,565	-962,635	-11.5%
Fee for Service revenue is lower than expected predominantly due to lower revenue from short courses and customised courses.				
<i>Student Fees and Charges</i>	7,274,855	7,509,944	235,089	3.2%
Student Fees and Charges are higher than S42 predictions, due to high enrolments and better than expected debt collection.				
<i>Ancillary Trading</i>	938,633	1,467,547	528,914	56.3%
Ancillary trading has performed better than estimates mainly due to better than expected sales of curriculum development fees.				
<i>Interest Revenue</i>	279,000	548,665	268,665	96.7%
Section 42 Estimates for Interest Revenue have historically been conservative. Higher than expected interest revenue has resulted from higher than expected cash levels and more favourable interest rates than those expected at the time estimates were prepared.				

**CENTRAL TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

Trading Profit 484,656 291,510 **-193,146** -39.9%

Trading profit for 2003 is lower than estimates primarily due to higher than expected cost of goods sold within the Bookshop and the higher than expected obsolete stock write-off.

Other Revenues from Ordinary Activities 1,426,535 918,065 **-508,470** -35.6%

2003 Actual amounts are lower than estimates mainly due to the difficulties associated with predicting items such as donations, rental income and venue hire.

(iii) **REVENUES FROM GOVERNMENT**

State Funds 62,640,464 67,002,120 **4,361,656** 7.0%

State Funds are higher than estimates mainly due to some unexpected Capital grants (\$1.7m), and additional revenue received due to changes to the Lecturers Certified agreement.

Resources Received Free of Charge 1,502,600 2,402,107 **899,507** 59.9%

Additional revenue for common IT facilities (\$1.2m) was received in 2003. This was not included in estimates at the time they were prepared.

37 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	Fixed Interest Rate Maturity					Total
		Variable Interest Rate	Less than 1 year	1 to 5 years	More than 5 years	Non- Interest Bearing	
	%	\$	\$	\$	\$	\$	\$
2003							
Financial Assets							
Cash Assets	4.75%	-	3,321,759	-	-	26,420	3,348,179
Restricted Cash Assets	4.72%	-	20,883	-	-	-	20,883
Receivables		-	-	-	-	2,061,714	2,061,714
Other Financial Assets	4.97%	-	4,000,000	-	-	-	4,000,000
Total Financial Assets			7,342,642	-	-	2,088,134	9,430,776
Financial Liabilities							
Payables		-	-	-	-	1,830,559	1,830,559
Interest bearing liabilities	6.35%	-	785,341	420,385	-	-	1,205,726
Employee benefits		-	-	-	-	11,017,575	11,017,575
Other Liabilities		-	-	-	-	2,586,468	2,586,468
Total Financial Liabilities			-	785,341	420,385	-	16,640,328
Net Financial Assets (Liabilities)			-	6,557,301	(420,385)	-	(13,346,468)
							(7,209,552)

**CENTRAL TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

	2003						2002
	\$						\$
	Fixed Interest Rate Maturity						
	Weighted Average Effective Interest Rate %	Variable Interest Rate \$	Less than 1 year \$	1 to 5 years \$	More than 5 years \$	Non- Interest Bearing \$	Total \$
2002							
Financial Assets							
Cash Assets	4.00%	-	3,122,487	-	-	-	3,122,487
Restricted Cash Assets	4.50%	-	20,551	-	-	-	20,551
Receivables		-	-	-	-	1,733,359	1,733,359
Other Financial Assets	4.50%	-	3,999,409	-	-	-	3,999,409
Total Financial Assets		-	7,142,447	-	-	1,733,359	8,875,806
Financial Liabilities							
Payables		-	-	-	-	2,453,292	2,453,292
Interest bearing liabilities	6.35%	-	921,212	1,308,165	-	-	2,229,377
Employee Entitlements		-	-	-	-	8,178,373	9,178,373
Other Liabilities	-	-	-	-	-	2,367,560	2,367,560
Total Financial Liabilities			921,212	1,308,165	-	13,999,225	16,228,602
Net Financial Assets (Liabilities)		-	6,221,235	(1,308,165)	-	(12,265,866)	(7,352,796)

(b) Credit Risk Exposure

All financial assets are unsecured.

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.

(c) Net Fair Values

The carrying amount of Financial Assets and Financial Liabilities recorded in the Financial Statements are not materially different from their net fair values, determined in accordance with the accounting policies disclosed in note 1 to the Financial Statements.

**CENTRAL TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2003**

2003	2002
\$	\$

38 Remuneration of Members of the Accountable Authority and Senior Officers

Remuneration of members of the Accountable Authority

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

\$		
\$120,001 - \$130,000	-	1
\$140,001 - \$150,000	1	-

The total remuneration of the members of the Accountable Authority is: **144,556** 126,104

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

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

Remuneration of Senior Officers

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

\$		
\$90,001 - \$100,000	-	1
\$100,001 - 110,000	4	2
\$110,001 - 120,000	1	-
\$150001 - 160,000	-	1

The total remuneration of senior officers is: **539,824** 471,729

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

No Senior Officers are members of the Pension Scheme.

39 Supplementary Financial Information

The following losses and write-offs are incorporated in 'other operating expenses' (refer to note 9)

Revenue and Debts and Public and Other Property Written Off	97,201	35,075
Gifts of Public Property During the Financial Year	200	-

40 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.

41 Related Bodies

The College has no related bodies.

42 Affiliated Bodies

The College has no affiliated bodies.

CENTRAL TAFE CONTACT DETAILS

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