



TAFEWA
great southern

Great Southern TAFE



annual report

2004



Table of Contents

LETTER TO THE MINISTER	4
MESSAGE FROM THE MANAGING DIRECTOR	5
GOVERNING COUNCIL REPORT	7
GREAT SOUTHERN TAFE AT A GLANCE	8
<i>Our Mission</i>	10
<i>Our Values</i>	10
<i>Our Strategic Goals</i>	10
THE YEAR IN REVIEW	11
<i>Strategic Focus 1 - Relationship with our Clients</i>	11
<i>Strategic Focus 2 - Excellent Training and Service</i>	13
New Programs	13
Training Highlights	15
Regional Services	16
TAFEPLUS – Careers Great Southern	17
<i>Strategic Focus 3 - Sustainable Business</i>	17
Strategic Planning	17
Succession Planning	18
Sound Governance	18
Environmental Considerations	18
Customer Feedback	18
Sustainable Future	19
<i>Strategic Focus Four - Staff Knowledge & Learning</i>	20
Professional Development	20
Corporate Highlights	21
REPORTS ON CUSTOMER OUTCOMES	23
<i>Disability Services Plan</i>	23
<i>Equal Opportunity</i>	24
<i>Cultural Diversity and Language Services Outcomes</i>	24
<i>Language, Literacy and Numeracy Programme</i>	25
<i>Indigenous Programs – Albany Campus</i>	25
<i>Youth Advantage Strategy</i>	26
<i>Youth Outcomes for 2004</i>	27
REPORTS ON OTHER ACCOUNTABILITY ISSUES	28


<i>Enabling Legislation</i>	28
<i>Public Sector Management Act 1994</i>	28
<i>FTE Numbers</i>	29
<i>Energy Smart Government Program</i>	30
<i>Sustainability Action Plan</i>	31
REPORTS REQUIRED BY THE FAAA	32
<i>Compliance Statement</i>	32
<i>Public Interest Disclosure Act 2003</i>	32
<i>Freedom of Information Act 1992</i>	32
<i>Recordkeeping Plans</i>	33
<i>Industrial Relations Act 1979</i>	33
<i>Occupational Health and Safety</i>	33
<i>Report on Operations</i>	34
<i>Quality Operations</i>	34
<i>Great Southern TAFE Organisation Structure</i>	37
<i>Committee Reporting Structure</i>	38
<i>Governing Council 2004</i>	39
Role of the Council.....	39
The Council and College Relationship.....	39
Membership.....	39
Changes in Council Composition.....	39
Members of the Governing Council for 2004.....	40
PUBLICATIONS.....	41
COMMUNITY AND BUSINESS SUPPORT IN 2003/2004.....	43
KEY PERFORMANCE INDICATORS	46
<i>Desired Outcome</i>	47
<i>Effectiveness Indicators</i>	47
1.1 Annual VET College Profile Target Achievement.....	47
1.2 Overall Student Satisfaction	49
1.3 Graduate Employment Status.....	51
1.4 Graduate Satisfaction	52
<i>Efficiency Indicators</i>	53
2.1 Overall Cost per Student Curriculum Hour (SCH) for Aggregate College Delivery.....	53
CERTIFICATION OF PERFORMANCE INDICATORS	54
FINANCIAL STATEMENTS	57
<i>Certification of Financial Statement For the Year Ending 31 December 2004</i>	57
1. <i>Significant accounting policies</i>	61

LETTER TO THE MINISTER

Hon. Alan J Carpenter, MLA
Minister for Education and Training

12th Floor Dumas House
2 Havelock Street
WEST PERTH WA 6000

In accordance with the requirements of Section 54 of the Vocational Training Act 1996 and Section 66 of the Financial Administration and Audit Act 1985, we hereby submit for your information and presentation to Parliament, the Annual Report of Great Southern TAFE for the year ended 31 December 2004.

A handwritten signature in blue ink, appearing to read 'D. Juers', with a long horizontal stroke extending to the right.

DAVID JUERS
Governing Council Chair
25 February 2005

A handwritten signature in black ink, appearing to read 'L. Rozlapa', written in a cursive style.

LIDIA ROZLAPA
Managing Director
25 February 2005

MESSAGE FROM THE MANAGING DIRECTOR

Welcome to the 2004 Annual Report of Great Southern TAFE. This report details the College's efforts and achievements for 2004 and outlines the status of delivery and compliance, in accordance with the Premier's Circular of 2003/07.

In 2004 we achieved excellence by putting learning first, strengthening our team, building partnerships with industry, and maintaining financial strength.

With the ongoing support and assistance of industry and community partners, the College had a positive impact on the lives of thousands of people throughout the Great Southern Region in 2004.

Formalised feedback from our students indicated that, for the third year in a row, Great Southern TAFE had one of the highest student satisfaction rates in the State, which is a pleasing validation of our efforts in service delivery.

With a continuing focus in this area, we opened our new Customer Service Centre in January 2004, which amalgamated all student services into one centralised, easily accessible facility. We also developed a new student café and recreation area at the Albany campus, which has further enhanced students' learning experience.

An additional major project for 2004 was the start of the relocation of the farm annexe from its current location in Mercer Road, to the main campus in Anson Road. This location shift will provide students with increased access to on-site facilities, and will bring us one step closer to establishing the planned education and training precinct for this district of Albany.

As the region's largest training provider, Great Southern TAFE goes to great lengths to ensure that everyone in the community has equal access to learning opportunities. Universal access principles have been followed in the design of all of our new facilities to ensure that people with disabilities can easily access the same services as the rest of the community.

In 2005, the College will complete a new five year strategic plan, which will reflect our increased emphasis on the provision of education and training opportunities for 15-19 year olds in the region, to ensure a seamless transition to further education for our young people. This plan will also build on our continuing commitment to the aspirations of all of our community, thus supporting the social and economic well being of the region.

The achievements of the past year contained in this report are the direct result of a team of professional staff, dedicated to excellence and to the success of our students, the College and the community we serve.

The supportive and strategic assistance afforded the College by the Governing Council have assisted us to remain focused on the needs of our industry and community.

In commending this report and our performance in 2004, I would like to thank all members of the College community and its many friends and supporters for a remarkable year of progress and success.

A handwritten signature in black ink, appearing to read 'L Rozlapa', written in a cursive style.

LIDIA ROZLAPA
CEO/MANAGING DIRECTOR
DECEMBER 2004

GOVERNING COUNCIL REPORT

The year 2004 saw excellent outcomes for Great Southern TAFE. This was due, in no small part, to a committed, skilled and knowledgeable staff and a strong learning culture in which students achieved their goals. Great Southern TAFE is a model of excellence in education and training within our regional community.

The Governing Council takes pride in the College's wide ranging services to support our local economy and employ our people.

The regional campuses of Denmark, Mount Barker and Katanning continued to provide education and training relevant to the people of these communities with great success.

The College facilities are being improved in a planned and balanced process, in order to provide students with the best and most appropriate learning environment possible. High student satisfaction with facilities and resources in the College is a pleasing outcome for the Governing Council. The completed Client Services area and TAFE Café reflect our commitment to our students and their opportunities.

The increasing co-operation between schools and TAFE to provide quality vocational education and training for 15-19 year olds should see positive outcomes over the next twelve months in terms of employment and education opportunities. The growth in the sale of business products, which has been improving over the past three years, is an indication that Great Southern TAFE is offering training to its community's needs.

The end of year art exhibitions gave pleasure to those who attended and great pride to students who exhibited their creativity and skill in artistic expression.

The Governing Council has continued meeting its accountability responsibilities and is proud that the College met the 2004 targets within budget. College management and staff have, again, shown commitment and skill in delivering excellent service.

We look to 2005 with a strong belief in a future of continued growth and good governance in the delivery of excellence in education and training for the Great Southern Region.



DAVID JUERS
CHAIR (2004)
COLLEGE GOVERNING COUNCIL

GREAT SOUTHERN TAFE AT A GLANCE

Representing 1.5 per cent of Western Australia's total land area, the Great Southern Region is a vast geographical area, adjoining the Southern Ocean where the coast extends for approximately 250 kilometres. The Region has some of the most productive crop and livestock land in the State, and is notably the second largest wool-producing region in Western Australia, and the second largest producer of agricultural commodities in the state. While primary industries such as broadacre cropping, wool, livestock, horticulture and fishing are the mainstays of the region's economy, retail, manufacturing, construction, tree farming, nature-based tourism, viticulture, and aquaculture also account for a large portion of the region's Gross Regional Product.

Established in 1974, Great Southern TAFE has grown to be a dynamic Registered Training Organisation meeting the needs and aspirations of the community. In addition to its major role in providing training and employment services, and supporting industry, employers, businesses and regional enterprises through the development of workforce skills, the College also contributes to the region as a major business and employer. Employing 290 staff, and with an annual budget of \$14.5million the College provides local employment opportunities, and skills development to enhance local enterprises, thus contributing to capacity building in regional and remote communities.

As an integral part of the TAFEWA network, Great Southern TAFE is a Western Australian Government funded agency, servicing more than 5,000 students each year, across one of the largest regions of any educational institute in Australia by covering an area of 40,000 square kilometres.

Great Southern TAFE delivers quality education and training in a regional environment through four major campuses across the region. The primary campus is centred in the bustling and historic port city of Albany on the spectacularly beautiful south coast of Western Australia. Being the oldest European settlement in WA, Albany is the region's administrative hub and accounts for 60% of the region's population of 54,000, which is growing at a rate of 1.1% per year. The city has a number of service industries that cater to the needs of local and hinterland enterprises, and is endowed with a sheltered harbour and deep-water port facility.

Its Denmark campus is located 50 kilometres west of Albany, with an emphasis on sustainable living systems. Fifty kilometres north of Albany in the heart of the state's winegrowing region is the Mt Barker campus, and further north another 175 kilometres in the centre of wool growing and agribusiness is the Katanning campus.

A range of nationally accredited programs is available from entry level training to Advanced Diploma across 40 separate industry areas, within five key departments including:

- ***Business, Hospitality & Tourism;***
- ***Primary Production & Natural Resource Management;***
- ***Trades & Technology; and***
- ***Social Sciences.***

Additional training options are made available through partnering with local secondary schools to provide VET in Schools opportunities, and working with universities to offer pathways and access to a broader range of level qualifications. The College also provides customised training, adult community education, and consultancy services through its commercial arm, the TAFE Business Centre. As the preferred provider of off-the-job training for a number of trades-based apprenticeship and skills-based technical training programs, the College continues to provide innovative workplace delivery strategies to cater for the rapid growth in traineeships.

The College is compliant within the Australian Qualifications Training Framework (AQTF) to maintain an exceptional degree of service, delivery and reporting functions and continuous improvement to meet and exceed customer expectations. Its diverse team of lecturers are highly qualified and all have extensive industry backgrounds. Formalised feedback from students indicates that Great Southern TAFE consistently exceeds the state benchmark in student satisfaction, averaging in the high eighty percentile every year.

As the region's largest training provider, Great Southern TAFE services clients from all areas of the region utilising a range of innovative and flexible delivery methods, thus increasing access to learning, both on and off campus. Alternative study options are made available through the External Studies Centre, delivery and assessment in the workplace, skills recognition, and through a blended delivery approach that offers convenience and flexibility. By partnering with the Telecentre Network, it provides further access to high quality programs for people in rural and remote areas.

A Customer Service Centre operates at the Albany Campus which amalgamates all student services into one centralised and easily accessible facility. The Customer Service Centre provides current and prospective students with a range of information and support, including enrolment advice; support for Indigenous students and students with a disability; skills recognition; an employment advisory service; training in job search & interview techniques; study skills advice; mentoring programs and English as a Second Language training for students of ethnic origin. Services also include a modern student café, a bookshop and recreation area, and a Learning Resource Centre and library, all of which enhance our students' learning experience on campus. Great Southern TAFE has invested considerable resources into communications and information technology infrastructure to service the needs of staff and students alike. A Wide Area Network services the four major campuses with reliable broadband Internet and a student computer network, as well as state-of-the art video conferencing systems.

Our Vision

- By 2010, Great Southern TAFE will lead in the provision of vocational education and training in a regional setting.
- Our excellence will be demonstrated in our products, our services, and our people.
- Our innovation and underpinning of economic and social growth will be nationally recognised and valued by our community.
- Great Southern TAFE will bring global opportunities for learning and knowledge to support the local aspirations of our community; this knowledge and learning will be sought and valued by our customers and partners.

Our Mission

- To provide premier training, employment, and consultancy services to enhance and support employment and business in the Great Southern.

Our Values

- Our customers
- Partnerships and alliances
- Our people
- Innovation and creativity
- Ethical practice
- Cultural and social diversity
- Continuous improvement

Our Strategic Goals

In 2001, the College developed its five year strategic plan which has served to shape and guide its directions, while providing a sound basis for decision making.

This plan has been structured around four key strategic focus points embracing the triple bottom line. They are the basis by which we measure our progress:

1. Relationships with our Clients
2. Excellent Training and Services
3. Sustainable Business
4. Staff Knowledge and Learning

THE YEAR IN REVIEW

The *Year in Review* Report is divided into the four key foci that make up the Great Southern TAFE Strategic Plan 2002 – 2005. Additional agency specific information has been included to ensure College priorities are aligned with *Better Planning: Better Services – A Strategic Planning Framework for the Western Australian Public Sector* and the six key priorities for Vocational Education and Training 2003 and 2004 – as detailed in *Creating the Future* – Minister for Education and Training, the Hon. Alan Carpenter, MLA.

Obligatory reporting requirements are clearly presented under sections:

Reports on Other Accountability Measures, and *Reports Required by the Financial Administration and Audit Act*.

Strategic Focus 1 - Relationship with our Clients

Over the last five years, Great Southern TAFE has had a steady increase in student numbers with 5,103 enrolled in 2004. The College continued to expand its partnerships which have assisted responsiveness to students' needs, connection with the community and a greater focus on our future. The College expanded its relationships with industry and business organisations at all levels to ensure that student training was tailored to meet the skills needed in the workforce.

Scholarships encouraged and rewarded achievement across a range of academic areas. These scholarships were sponsored by the College, the Albany Chamber of Commerce and Industry, and the City of Albany. Applicants were assessed on their ability to demonstrate financial need, a high level of academic achievement, and a commitment to achieving career goals.

The Annual Student Awards Night was held in April 2004. This is Great Southern TAFE's highlight of the year and in 2004 there were over 100 awards sponsored by individual community members, local businesses and government departments. This event rewarded students who achieved outstanding results in their completed course of study in 2003.

Great Southern TAFE values the diversity of its students and, last year, continued to invest extensive time and resources into ensuring that all of its clients had equal access to services and learning opportunities. The establishment of new campus facilities and buildings during 2003 and 2004, followed Universal Access Design Principles to ensure *all* facilities and services are easily accessible for *all* students.

In 2004 the College continued its commitment to increasing the employment and education opportunities for the local Noongar community through innovative mentoring programs. During 2004 the Certificate II in Community Services with Children's Services electives was made available for Aboriginal School Based Trainees.

Great Southern TAFE increased its cooperation with the schools and assumed Registered Training Organisation status for previously registered schools. In addition to this, training pathways were established with Denmark and Gnowangerup Agricultural Colleges, Katanning Senior High School, Denmark High School, Mount Barker Senior High School,

North Albany Senior High School and Albany Senior High School. A number of Indigenous school based traineeships were also successfully established.

The delivery of Business Management, in conjunction with the City of Albany led to the completion of 19 students in Frontline Management studies at Diploma, Certificate IV and Certificate III level. The final six students will complete in 2005. This model of delivery and workplace assessment is being considered by the City for all future field work staff. The success of this collaboration adds immensely to the College's reputation with the City of Albany.

To further client relationships in 2004 and to meet Government priorities for apprenticeships and traineeships the College:

- *hosted* the Pre-Apprentice and Industry Forum across five trade groups in the Albany Campus Industrial Skills Training Centre. Employers advised students about the range of skills they required from their employees;
- *delivered* VET programs with seven schools in the Great Southern Region including Furniture, Metals and Automotive Studies;
- *enrolled* 2413 apprentices and trainees;
- *completed* the first year of the Automotive Training Australia / Albany Industry Group Automotive Scholarship; and
- *concluded* 118 Training Program Outlines (TPO) for apprentices and trainees in 2004. This is a 20% increase on completed TPO's of the previous year.

Throughout 2004, the College continued to strengthen and consolidate client relationships and develop significant links with the Meat Industry and specific target groups in Aquaculture and Land Management. Consultations contribute to the team's ability to fine tune a range of industry-relevant electives in course offerings.

The Great Southern TAFE Business Centre specifically identified 'relationship building' as a key priority for 2004. Building relationships with the corporate and Government sectors, with a view to becoming the preferred training provider for local businesses, was very successful and assisted the Business Centre to exceed its 2004 revenue target by 20%. The percentage of repeat business across all client groups increased significantly. This increase is also evident with the number of corporate clients undertaking further training in Business Centre courses. Subsequent to a clear focus for 2004, a large proportion of the Centre's business became self generating.

Forming partnerships, building relationships and servicing our diverse regional clientele's needs are also strategic goals of the Great Southern TAFE Regional campuses. The 2003 amalgamation of the Departments of Education and Training encouraged communications between Great Southern TAFE's regional campuses and associated regional High Schools. The Katanning, Gnowangerup, Denmark and Mount Barker High Schools and the WA Agriculture College at Denmark and Gnowangerup all sustained increased delivery of Vet in Schools, either by auspicing or on campus delivery. This trend is set to continue with the College's VETIS hours for 2005 already being allocated.

Increased interaction with the schools sector also contributed to the Great Southern TAFE Open Day – 2004, which was a huge success with over 300 students attending the event.

Feedback from students and local organisations commended the 'wonderful' atmosphere at the Albany Campus.

The College values its role as a regional member of TAFEWA. In 2004 it contributed to the progressive strategic integrity and strength of the TAFEWA network with:

- Managing Director input into policy on State Training Executive;
- College representation supported on CSSN and working groups;
- College representation on the Common Systems Steering Committee;
- Strong visual identity applied across material produced jointly by the Department and TAFEWA colleges and new signage on campus;
- Comprehensive guides to part time courses and community short courses offered distributed throughout the region; and
- Completion of a knowledge management review of internet and intranet sites

Strategic Focus 2 - Excellent Training and Service

The College continued to improve its services to 'make a difference' to our students and our community. As a result of excellent training and service, Great Southern TAFE students achieved positive outcomes, with an average module completion rate of approximately 72.4%.

Over the year the College worked hard with the local high schools to develop a system for Structured Workplace Learning students and School Based Traineeships. Regular meetings and site visits with employers ensured we offered a first class service to all of our clients.

New Programs

In addition to a range of new training package qualifications introduced to replace older qualifications, in 2004 the College offered the following new courses:

- Multimedia
- Music
- Beauty Therapy

In addition to this, Great Southern TAFE, in partnership with Edith Cowan University, offered an Associate Degree of Visual Arts in 2003, and piloted the delivery of the full degree in 2004.

In response to local market demand the College:

- *established* the Beauty Therapy Clinic at the Albany Campus. During the reporting year the clinic secured 14 full-time enrolments in the Certificate IV in Beauty Therapy Course and, with strong community interest, expects increasing numbers for 2005;
- *commenced* the development of Certificate II in Telecommunications Cabling. The College has considered the necessary expertise and facilities requirements with the view to establishing this course in 2005;
- *continued* to meet the growing demand for trained nurses through the delivery of the Bachelor of Science (Nursing), delivered in partnership with Curtin University. Students achieved outstanding results, with four being awarded membership to the Golden Key International Honour Society;
- *secured* field placements for Massage students at the Albany Regional Hospital;
- *developed* maths curriculum resources, through the CSSN, to support delivery of Certificate of General Education for Adults; and subsequently
- *published* the maths curriculum resources through Westone;
- *increased* the delivery of ticketed skills training in regional areas. This upward growth was particularly evident in Mount Barker and through the delivery of hydraulics training for staff of Katanning based companies 'Burando Hill' and the West Australian Meat Marketing Cooperative (WAMMCO);
- *re-introduced* trades based delivery at the Denmark TAFE Campus in conjunction with the WA College of Agriculture, Denmark;
- *tendered* successfully for the State Shearing and Shedhand tender. This tender spans a three year period and has already assisted the College to achieve significant industry integration and consultation regarding delivery strategies with key industry groups;
- *partnered* with the Great Southern Area Consultative Committee in an Indigenous youth project establishing a mentoring project to support 15-25 year old Indigenous students. In 2004, eight mentors were recruited to work one on one with students, providing the support and encouragement needed to help them realise their education and career goals;
- *implemented* practices in our Primary Production and Natural Resource Management area that, in addition to Recognition for Prior Learning (RPL) and Recognition of Current Competencies (RCC), recognise industry skills and experience not acknowledged by formal qualifications;
- *consulted* with industry in regional communities and highlighted specific and unique community needs. Meetings held in Katanning, Denmark and Mount Barker

provided regionally relevant information for development and delivery of appropriate training opportunities and solutions to meet diverse requirements; and

- *established* an Industrial Skills Unit at the College Business Centre. The Unit provides high quality occupational safety and health and ticketed Worksafe training in specialist areas. The level of expertise in the Industrial Skills Unit has been recognised across the State. During the reporting year the Centre delivered training in the Great Southern, Goldfields and Kimberley Regions. The constant growth in demand for this service indicates the high standard of training and services provided.

Training Highlights

The College continued to deliver a diverse range of training under four key portfolio areas. Each area is responsible for:

- establishing productive and collaborative partnerships with local schools, universities, businesses, employers and industry leaders; and
- providing customer focused training to meet the economic and social aspirations of the community.

Trades & Technology:

- *hosted* the regional Textiles, Clothing and Footwear (TCF) Conference in August 2004;
- *achieved* 118 Apprentice sign-ups; and
- *established* the Beauty Therapy Clinic.
- *automotive* scholarships negotiated

Business Hospitality & Tourism:

- *delivered* the first Diploma in Meat Processing unit this year in partnership with the Department and MINTRAC, being the first time an RTO in WA has delivered the course;
- *ensured* Year 10 Workplace Readiness students from first semester maintained their interest and ability to accept the challenge for school based traineeships in 2005;
- *developed* the Certificate IV and Diploma in Human Resource Management for commencement in 2005; and
- *hosted* the Winemaker Dinners in November for the culmination of the Hospitality and Training Calender.

This final event was a great success and a tribute to the hard work of the students, staff and industry representatives.

Social Sciences:

- *tendered* for Skilling WA and assisted four students in rural areas gain qualifications requested by the Child Care Services Board of WA;
- *graduated* three Nurses, the first completions of the Curtin Degree Program. Each of the graduates gained employment at the Albany Regional Hospital; and

- *showcased* the outstanding skills of Indigenous Art students. Following a very successful local exhibition several of Great Southern TAFE's Mount Barker Indigenous Art students were invited to exhibit their work in Italy in 2005.

Primary Production & Natural Resource Management:

- lecturer, Mr Don Boyle, was *awarded* the inaugural 'State Training Board Medal' for "Outstanding Achievement in Training" at the Training Excellence Awards in September 2004;
- *secured* the 'State Shearing and Shedhand Tender', this \$300,000 per year over three years is equal to approximately 23,500 student contact hours;
- *secured* the private industry 'State Shearing and Shedhand Tender' financed by the Australian Wool Innovation (AWI);
- *delivered* \$760,082 worth of tender products in addition to profile. The tender product range spanned across Tree Felling and Harvesting courses through to Land Management courses; and
- were *awarded* a Training Technology and Equipment Grant (\$113,350) for implementation in 2005. This grant will be used for the installation of a Geographic Implementation System (GIS) Laboratory. The GIS will support the Conservation and Land Management courses and some Fee for Service activities for local industry.

The TAFE Business Centre:

- *assisted* academic areas to develop new profile products and new models for the delivery of training throughout the region and thus expand the College client base;
- *managed* the delivery of 22 tendered programs in 2004, across a broad range of industry areas;
- *expanded* and *consolidated* Statewide markets for industrial skills training; and
- *exceeded* revenue targets through the development of new products and training opportunities.

Regional Services

The **Denmark** campus:

- *increased* VET in Schools and high school students attending the Denmark Campus; and
- *gained* its third Learnscope Project Funding.

This funding was used to partner with the region's Telecentres. Telecentre coordinators were trained in on-line learning to assist the promotion, on-line access and provision of Great Southern TAFE courses through the Telecentre network.

The **Katanning** campus had a significant increase in:

- VET in Schools delivery; and
- high school students' attendance on the TAFE Campus.

The **Mount Barker** campus focused on the development of business opportunities and worked closely with the Albany Business Centre to develop new products and training

opportunities. Once again this regional campus exceeded the Fee for Service revenue target for 2004.

Across the region:

- successful Cross Cultural Awareness Training seminar and culturally significant Albany site tours were made available to all College staff;
- the automotive VET in Schools was launched at the Western Australian College of Agriculture, Gnowangerup; and
- the Learnscope funding application was successful for the third time.

The Learnscope funding continued to foster the TAFE/Telecentre partnership and promote and improve the accessibility of quality training to remote communities of the Great Southern through the use of on-line technologies.

TAFEPLUS – Careers Great Southern

During 2004 the College placed a strong emphasis on providing enhanced career guidance and preparation for employment including the appointment of a Careers and Employment Services Officer. Activities to develop student skills and facilitate communication between students and prospective employers included:

- Employability skills workshops – engaging over 200 students;
- Trades Forum – attended by students, staff, employers and service providers to discuss employment in the Trades industries particularly in the Great Southern region;
- Relationship building with the Employment Directions Network and schools to enable the provision of consistent career development information across the community; and
- Representation on the Great Southern Youth Committee.

Strategic Focus 3 - Sustainable Business

Strategic Planning

The College Strategic Plan allowed a focus of resources on key priorities, and formalised a strategic fit between our organisation's goals and capabilities, and changing market opportunities. The plan provided a clear fixed point for resource allocation and decision making, and was a reliable tool to assist performance measurement.

The College's recent investments in innovative new programs, high quality services and new facilities could not have been achieved without prudent fiscal management and efficient administrative systems.

Succession Planning

During 2004, the College successfully implemented a succession/mentoring plan. The Succession Plan encouraged members of Executive and respective managers to participate in an intensive year long professional development/mentor program. The success of the program in 2004 was realised with participants undertaking key roles within a changed organisational structure, and several managers preparing to relieve in Executive positions during 2005.

Sound Governance

The College continued to be governed and directed by a committed Governing Council. New members were introduced at the beginning of the year with the annual induction on governance responsibilities.

Environmental Considerations

Organic Horticulture and Bush Regeneration are courses unique to the Denmark campus, and have drawn in students from across the state. Many students return to their communities with the level of skill and expertise necessary for positive outcomes in sustainable horticulture and land management.

In response to regional learning needs, Great Southern TAFE has developed and implemented the Conservation and Land Management Program along the South Coast. During the reporting year, Certificate II to Certificate IV was available at Albany and regional campuses. The Primary Production and Natural Resource Management training delivery group have scoped the Diploma in Conservation and Land Management, and expect to implement this in semester two 2005.

The Great Southern TAFE continually worked towards sustainable business practices at an environmental and economic level. In 2004 the College contributed towards a significant energy reduction across the College. Due to this commitment the College was identified as one of the top 8 agencies in the State to achieve and exceed the reduction target.

Customer Feedback

A review of the College's Customer Complaints Process in 2004, and the implementation of subsequent improvements, has made certain that all aspects of the process are in line with the guidelines set out in the Australian Standards for Complaints Management and State Government initiatives.

Sustainable Future

In 2004, the College actively pursued its commitment to the future with:

- *planned expansion* in the Trades and Technology area for Electrotechnology Services to include Telecommunications and Cabling in their delivery scope;
- *preferred provider* status for training delivery to the meat industry via the Industry Training Council, the Meat Industry National Training Advisory Council (MINTRAC) and many abattoirs. This is an ongoing and growing relationship first established in 2003 when the West Australian Meat Marketing Co-operative (WAMMCO) approached the College to take over their trainees. MINTRAC approached the College and the Department of Education and Training toward the end of 2004 requesting that Certificate IV in Meat Processing (Quality Assurance) be put on the College training scope and receive appropriate profile;
- *participation* on the Albany and Narrogin EVE Cluster and contributions to both regions Youth Advantage Strategy Committees;
- *analysis* of sustainable competitive advantage by the College Business Centre. This work provided the foundation for Centre staff to consolidate existing markets and develop new markets where opportunities at both local and state level exist; and commitment to the
- *development* and maintenance of sustainable business in the regions, evidenced in the increased delivery of Vet in Schools through the Regional Campuses to the Regional High Schools, and the partnership with Telecentres in the Learnscope Project "Pursuing On-Line Training in the Regions".

This latter project, while assisting the promotion and facilitation of on-line learning through Great Southern TAFE, will contribute to training access and delivery to remote and isolated students across the Great Southern region via the WA Telecentre network.

The Great Southern TAFE Sustainability Action Plan was successfully completed and submitted to the Sustainability Policy Office. The plan will be implemented during semester one 2005.

Strategic Focus Four - Staff Knowledge & Learning

At Great Southern TAFE, making a difference means ensuring quality teaching and a supportive learning environment. One of the ways this has been achieved has been through ongoing professional development for our staff and the recognition of innovation, creativity and excellence.

Staff commitment and outstanding achievement was also recognised and celebrated through the College's monthly Staff Excellence award, and the yearly Teaching Excellence, and Excellence in a Non Teaching Role awards.

Professional Development

The College supports and encourages staff to excel in the field of training delivery by providing opportunities for staff training. The investment in staff was matched with an investment in innovation and mechanisms to allow staff to share knowledge and work effectively. A culture of knowledge and learning was supported across the organisation evidenced by:

- participation of college staff at a special course on digital camera use and how it could be used to enhance delivery to our clients. The feedback from this has been excellent and can now be incorporated into delivery strategies;
- participation in the Conservation and Land Management CAG funded development projects. This included resources development, Global Positioning Systems and the ANTA toolbox project work;
- participation of all Regional Services staff, in specifically identified Professional Development activities relevant to their positions, including Cross Cultural Awareness training;
- Learnscope project 'Trades Workplace Assessment Group'; and
- funding a visit for a staff member to three Victorian TAFE Colleges to investigate flexible trades delivery options.

The Great Southern TAFE Management Development Training Initiative encouraged Regional Services, two Indigenous Programs Coordinators and other College staff to participate and complete the succession training program. This included extensive professional development for Executive and key managers, in conjunction with specific programs conducted by the Australian Institute of Management and the University of Western Australia.

Great Southern TAFE continued to build its team-based culture of evaluation and continual improvement through the *Annual All Staff Professional Development Day*. All staff had the opportunity to embark on the new year with a shared vision and renewed motivation. The theme for 2004 was 'Positioning TAFE for the Future'.

Response to the annual College Staff Satisfaction Survey indicated a very high level of satisfaction across a range of areas including support, training, resources, and management practices.

Corporate Highlights

- Implemented the interface between the College Management Information Systems (CMIS) and new finance system which made for improved management of student financials;
- Managed the development of the Great Southern TAFE Sustainability Action Plan;
- Continued the development of the Great Southern TAFE Business Continuity Plan;
- Managed the completion of the new Customer Service Centre, canteen and library refurbishments, and universal access project;
- Coordinated the planning for the farm relocation project, scheduled for 2005;
- Continued development of the Record Keeping Plan, in conjunction with Department of Education and Training;
- Contributed to the shared services reform agenda as part of the Finance and Human Resources Advisory Committees;
- Sourced and installed an additional computer laboratory in the Learning Resource Centre;
- Completed the redrafting of the College 2003 Balance Sheet, in accordance with the International Accounting Standards;
- Installed soft fall matting around the playground areas in the Child Care Centre in conjunction with the Department of Education & Training;
- Assisted Main Roads with the road safety audit of the Anson Road, Albany Highway intersection, identified by locals as a “Red Spot” in the RAC road safety campaign;
- A small number of staff participated in the lap top for lecturers program, initiated by the Department of Education and Training;
- Human Resources managed the successful management development program, which forms the basis for smooth transition for senior managers while on leave;
- Coordinated Occupational Health & Safety Expo in conjunction with community services agencies;
- Participated in the Department of Education & Training Criminal Screening Working Party;
- Updated the College purchasing policies to comply with the Public Sector wide procurement reform initiatives;
- Facilities & Services updated the College room renumbering and key management plan, and implemented a College wide equipment maintenance schedule review;

- In conjunction with the Valuer General's Office, the College land and buildings have been re-valued and adjusted in the asset management system and financial records.

REPORTS ON CUSTOMER OUTCOMES

Disability Services Plan

Great Southern TAFE's Disability Services Plan outlines the College's strategies to ensure that people with disabilities are able to access the College's facilities and services, participate and achieve training, and contribute to the improvement of quality services delivered.

Throughout 2004 the College continued to adapt its services to ensure they meet the needs of people with disabilities. The Building Diversity 'Tracking Success for People with Disabilities' project was completed. This project studied student enrolment data from 1999 - 2003 to examine ways in which the College can measure or monitor success of delivery for students with a disability. During the same reporting period the College initiated a project through Australians Working Together, to design and customise an accessible entry level Certificate I Trades Assistant course to meet the learning needs of people with disabilities. This will also be applicable to other individuals and groups.

In partnership with the Lower Great Southern Community Living Association the College:

- began a 'Lifestyle +' program to assist people with disabilities to participate and interact with other members of the community in lifestyle courses offered at Great Southern TAFE; and
- conducted 'First Click' introductory computer courses for people with disabilities.

During 2004, the College continued to implement physical access improvements including a new universally designed client services centre accessible to all members of the community.

Great Southern TAFE has undertaken a number of strategies over the reporting period to improve access to information about training and services including:

- *liaison* with agencies assisting people with disabilities into training and employment;
- *distribution* of information and prospective student questionnaires through schools;
- *inclusion* of information on training and support services on the college website; and
- *provision* of information through community networks and newsletters.

To increase participation and promote achievement in training for students with disabilities, the College pursued strategies to enhance the understanding and skills of staff including:

- Information on meeting the needs of people with disabilities in staff induction sessions.
- Information for lecturers on meeting the needs of students with disabilities on the College Intranet.

People with disabilities are encouraged to provide feedback on access, services and training, and the College's Disability Services Plan through:

- customer feedback forms;
- access feedback forms; and
- liaison with agencies assisting people with disabilities into training and employment.

Equal Opportunity

The College continued with its commitment to equal opportunity by conducting an Indigenous Mentoring program and two cultural awareness sessions for staff.

In relation to the provision of leadership in the workforce through the achievement of a more diverse workforce at all levels, the College's measures exceed public sector targets.

	% increase
Equity index for women	+ 10%
Number of women employed in the second and third management tiers	+ 0.5%
Number of employees from culturally diverse backgrounds	- 1.3%
Number of employees with disabilities	+ 0.7%

Cultural Diversity and Language Services Outcomes

Auslan continued to grow in popularity, catering for the needs of teachers and family members of children with auditory and/or speech impairments. A number of other English as Second Language (ESL) classes were offered for migrant groups, with a class structure designed to ensure one on one support and guidance. The College's Italian language classes continued to attract a large number of students and produce excellent completion rates.

Language, Literacy and Numeracy Programme

In 2002 Great Southern TAFE successfully tendered and commenced delivery of the Commonwealth Government Language, Literacy and Numeracy Programme (LLNP). The program was introduced to develop literacy and numeracy skills among job seekers and improve their labour market prospects.

The constraints and complexities associated with this training area have presented difficulties for other regional providers in Western Australia. Great Southern TAFE however has continuously met all the audit requirements of the programme and delivered to the capacity of an allocated budget exceeding \$100,000.

Analysis of individual needs, goals and levels of literacy is achieved through a semi-formal interview process. Participants' abilities are mapped against the National Reporting System (NRS). This process provides the basis for individualised training plans and placement in the Certificate in General Education programme.

During 2004, independent auditors Linda Wyse and Associates, investigated pre and post assessment NRS assessment and reported that:

"This site demonstrated excellent practice in regard to their materials and tasks used for pre-assessment. Assessors displayed a detailed understanding of the meaning and nature of the NRS document."

And that

"The Learning about Learning task is one which will definitely be a benchmark to other providers."

The Department of Education, Science and Training (DEST) Progress Report (2004) indicates that 45% of all clients referred to Great Southern TAFE achieved successful outcomes. This clearly exceeds the 40% benchmark required for this tender. Significantly 88% of people in this group showed measurable improvement in three areas of competency when assessed against the National Reporting System (NRS) literacy indicators.

Due to the success of the programme in 2004 the College Programme Coordinator was invited to prepare a paper outlining the college's approach in the area of flexible and mixed mode delivery. This project, funded by DEST, was distributed nationally to all LLNP providers.

Indigenous Programs – Albany Campus

The Year 10 Aboriginal School Based Traineeship Program was carried out as a collaborative partnership between Great Southern TAFE, the Albany District Education

Office, Great Southern Group Training, Skill Hire, Albany Senior High School, North Albany Senior High School and Mount Barker High Schools.

In 2004 eleven students enrolled in the program of which ten participated in work placement. As a direct result of this program one will be enrolled in a pre-apprenticeship course with Great Southern TAFE and ten will return to school to complete their year eleven and twelve studies in 2005. Program Coordinators are exploring options for expanding work placement opportunities for 2005.

Youth Advantage Strategy

The 'Albany District Education and Training Plan (ADETP) 2005 – 2008' and the Narrogin District Education and Training Plan are direct outcomes of the Youth Advantage Strategy 2004. A Consultative Committee comprised of cross sector and community members undertook the project.

A raft of recommendations, derived from a regional Environmental Scan (2003/04) and subsequent report - *"Making the Connections: A Report on the issues related to the transition pathways for young people in the Great Southern region"* (LLEP) July 2004 - and a cross sector committee - Directions for Albany Youth in Education and Training (DAYET), were scrutinized by the appointed consultative committee. The outcome of this examination is articulated in the ADETP plan and provides the basis for future improvement.

The College also contributed to the development of the Narrogin District Education and Training Plan, through the pathways available for students at the Great Southern TAFE Katanning Campus.

The 'Albany District Education and Training Plan (ADETP) 2005 – 2008':

- *focuses* on 15 to 19 year olds who are considered at risk of not completing the Western Australian Certificate of Education or an AQF Certificate III;
- *identifies* learning programs and environments, and career development and support services; and subsequently
- *enables* effective participation of 15 to 19 year olds in education, training or work.

The ADETP is the key instrument for planning, monitoring and evaluating the effectiveness of the Youth Advantage Strategy at the local level. The plan incorporates and builds on programs already identified as effective and aims to add new programs necessary to engage 15 to 19 year olds whose needs have not been successfully catered for in the past.

The implementation and direction of the ADETP will be managed by the District Directors and Great Southern TAFE Managing Director. The established consultative committee will continue to provide advice and insight during the implementation and monitoring processes.

Youth Outcomes for 2004

During the reporting year, the College continued to progress its efforts in improving the retention of 15-19 year olds in education and training. Activities committed to this priority include:

- *presentation* of feasibility study for a Learning Precinct Establishment in Mount Barker;
- *implementation* of mentoring programme for Indigenous students;
- *appointment* of Principal Lecturer (Youth);
- *development* of mentoring strategies for mainstream Aboriginal students and Aboriginal Trainees funded via IESIP and the Area Consultative Committee; and
- *enhancement* of Aboriginal School Based Traineeships with workplace readiness support from Great Southern TAFE.

Activity in higher education courses at Great Southern TAFE was 23,471 sch in 2004. The College continued to improve transfer between VET and universities through:

- TEE offerings;
- Full degree nursing course through Curtin University;
- Full degree Fine Arts course through Edith Cowan University; and
- Support for higher education exams on campus.

The College continued to promote Traineeships and Apprenticeships throughout the reporting year. Enrolments from registered apprenticeships and traineeships increased from 410 in 2003 to 424 in 2004. This was achieved by:

- *promoting* trades and industry options through Automotive industry field days at local high schools;
- *promoting* the Automotive Scholarship for students in years 11 and 12, in conjunction with local high schools and employers;
- *promoting* Trades at the Albany Agricultural Show and other community events;
- *informing* potential clients via awareness-raising evenings at the College;
- *delivering* trade based qualifications in VET in Schools programs in the Great Southern;
- *visiting* local high schools; and
- *conducting* school group tours of College facilities to gain an insight into trades and apprenticeships.

REPORTS ON OTHER ACCOUNTABILITY ISSUES

Enabling Legislation

Great Southern TAFE – formerly Great Southern Regional College - was established under the Vocational Education and Training Act 1996.

In the performance of its functions the College complies with the following:

- Copyright Act 1968,
- Disability Services Act 1993,
- Electoral Act 1907,
- Equal Opportunity Act 1984,
- Financial Administration and Audit Act 1985,
- Freedom of Information Act 1992,
- Government Employees Superannuation Act 1987,
- Industrial Relations Act 1979,
- Labour Relations Reform Act 2002,
- Liquor and Licensing Act 1997,
- Minimum Conditions of Employment Act 1993,
- Occupational Safety and Health Act 1984,
- Public and Bank Holidays Act 1972,
- Public Sector Management Act 1994,
- State Records Act 2000,
- State Supply Commission Act 1991,
- Trade Practices Act 1974,
- Training Guarantee (Administration) Act 1990,
- Vocational Educational and Training Act 1996,
- Worker's Compensation Act 1981, and
- Workplace Agreement Act 1993.

Public Sector Management Act 1994

The College has implemented procedures and policies to ensure compliance with public sector standards for human resource management and the Code of Ethics.

The revised Code of Ethics was communicated widely to staff, and aspects of the staff Code of Conduct are regularly discussed at sectional meetings. Copies of the Standards and Codes are accessible to all staff through the College Intranet.

Compliance with the standards and codes has been included on the College internal audit schedule and, during the year, there were no adverse audit reports in this area. During the year, there were no alleged breaches of public sector standards and, similarly, no alleged breaches of the College's Code of Conduct.

The Performance Management System adopted by the College involves meetings every six months between managers and their staff. It links individual performance targets to corporate goals and identifies a staff development plan for employees; staff continued to embrace the concept with a high participation rate.

A staff training calendar is compiled each year, reflecting the generic staff development needs identified within the College. Individual sections also have a staff development allocation within their budgets to cater for more specific needs. During the year, a total of \$162,000 was spent on staff development, with 190 courses attended.

Implementation of our People Plan has effectively been completed, and during 2005 a new Human Resources strategic plan will be formulated in line with the College strategic plan.

The College continued to observe the Public Sector Modes of Employment Policy when filling new positions.

FTE Numbers

	30/11/02	20/11/03	18/11/04
Fixed pay:	134	136	149
Casuals:	123	125	122

Advertising and Sponsorship

Great Southern TAFE Marketing Expenditure 2004

a) Advertising Agencies	
Marketforce	\$7,808.07
Media Decisions	\$40,396.81
b) Market Research	nil
c) Polling Organisation	nil
e) Media Advertising Organisations	
Albany Advertiser	\$6,281.36
Franklander	\$40.90
Denmark Bulletin	\$724.00
Plantagenet News	\$160.91
Albany Cinema	\$1,727.29
Total	\$57,139.34

Energy Smart Government Program

In accordance with the Energy Smart Government policy, Great Southern TAFE has committed to achieve a 12% reduction in non-transport related energy use by 2006/07 with a 6% reduction targeted for 2003/04.

Energy Smart Government Program	Baseline Data	2002/2003 Actuals	2003/2004 Actuals	Variation %
Energy Consumption (GJ)	5,497	4,830	4,330	21.3%
Energy Cost (\$)	165,792	151,308	150,484	
Greenhouse Gas Emissions (tonnes of CO ₂)	1,101	902	822	
Performance indicators <ul style="list-style-type: none"> ▪ MJ/sqm ▪ MJ/FTE ▪ Etc. 	465 2,610	331 1,997	297 1815	

During the year the following energy saving initiatives were undertaken:

- Energy Management Committee continued to meet and discuss strategies;
- Staff awareness and education continued;
- Continued implementing the savings initiatives recommended by the audit, such as energy star on all computers, replaced fluorescent lights with triphosphorous lights, and reduced number of lights on each block;
- Maintained the energy efficient policy on equipment purchases and placed energy saving stickers throughout the College; and
- Continued with the regular whole of agency emails reiterating energy management initiatives.
- Great Southern TAFE was one of the top eight agencies achieving reduction in energy.

Sustainability Action Plan

Great Southern TAFE is committed to ensuring a better quality of life for everyone through the integration of environmental protection, social advancement and economic prosperity. The College accepts that it has a responsibility to conduct all aspects of its business in an ethical and sustainable manner.

The *Great Southern TAFE Sustainability Action Plan 2005 – 2007* was guided by *The Sustainability Code of Practice for Government Agencies and Resource Guide for Implementation (September, 2004)*. The plan was submitted to the Sustainability Policy Unit in December 2004 and will underpin college planning, decision-making and reporting over the designated period.

The Great Southern TAFE Sustainability Action Committee was established in 2004 and will manage and monitor the implementation of the plan over the next three years. The Committee reports directly to the College Executive. The Sustainability Action Plan will be communicated to staff initially on the College intranet site in January 2005.

REPORTS REQUIRED BY THE FAAA

Compliance Statement

Controls are in place to provide reasonable assurance that the college complies with all requirements of written law. A comprehensive program of internal and external audit, combined with a risk management program is reported to the College Finance and Audit Committee. A Performance & Review Subcommittee of Council now sits twice yearly to consider performance against targets and implements plans to address potential risk.

Staff responsibility for compliance is documented in letters of appointment, reinforced by the established induction process, and deployed through the College by the team management structure.

Public Interest Disclosure Act 2003

The College sent two staff representatives to the Public Sector briefing and workshop on the Public Interest Disclosure Act 2003, in May 2003. These Officers developed the College policy and procedures covering the Act. All staff has been fully informed of these policies and procedures which have also been published on the College intranet. There were no disclosures in 2004.

Freedom of Information Act 1992

The College complies with legislation, granting clients and customers access to personal information, where that access would not be available as part of normal college administrative procedures.

A Freedom of Information Booklet has been produced and is available to clients and customers. Normal administrative procedures provide the following information to clients and customers:

- All necessary information relating to vocational training and related services offered by the college, including enrolment details and procedures, entry requirements, course information, marketing procedures and forms, and student support services information.
- Customer Service Charter, Quality Policy, Strategic Plan, Annual Report.
- Organisational structure, products and services offered via the college internet site (www.gsTAFE.wa.gov.au).

The College's business management system is available to staff on-line via the College Intranet. Written applications must be lodged with:

FOI Coordinator
Records Management Section
Great Southern TAFE
Anson Road
ALBANY WA 6330

No applications were made under the FOI Legislation in 2004.

Recordkeeping Plans

In accordance with Section 19 of the State Records Act 2000, State Government agencies and all their staff and contractors are legally required to comply with a Record Keeping Plan (RKP).

The Education and Training sector agencies have agreed to have a common RKP. The common RKP was submitted to the State Records Office in March 2004. The RKP is the primary means of providing evidence of compliance with the Act. Its implementation provides best practice in record keeping.

Industrial Relations Act 1979

No conferences were held under Section 44 of the Industrial Relations Act 1979, during the calendar year of 2004.

Occupational Health and Safety

The College has a comprehensive program of monitoring, skills development, and active staff participation and reporting to ensure requirements of the Occupational Health, Safety and Welfare Act 1984 are met.

An Occupational Health and Safety (OHS) Committee meets bi-monthly, and has defined procedures for accident and incident reporting and analysis to the College Governing Council. Safety representatives are listed on the College telephone directory, with a large proportion of staff holding First Aid certificates.

The OHS Committee is responsible for monitoring the status of the College's compliance with the OHS Act. Regular training is provided and staff are encouraged to join as health and safety representatives.

During 2004:

- the OHS Committee organised an OHS week focussing on a variety of issues and preventative strategies;
- several College OHS related policies and procedures were reviewed and updated; and
- three worker's compensation claims were made.

Report on Operations

Quality Policy

Great Southern TAFE is committed to becoming a National Centre of Excellence in the provision of vocational education and training. Our purpose is to create exciting opportunities for people to develop skills and fulfil their potential, so contributing to the economic development and social wellbeing of the region. The college has adopted a definition of quality as 'understanding client needs, providing the best possible products and services, and continuously striving to improve.'

Fundamental elements of the quality system are:

- Our products and services are in harmony with our clients' needs and expectations;
- Our staff contribute to, and see the benefits in, the ongoing development, maintenance, and deployment of documentation within the quality system;
- Our academic staff provides teaching and learning experiences of the highest possible standard;
- Our administrative staff provide an excellent support service; and
- The management team at Great Southern TAFE promotes and achieves outstanding commitment to quality throughout the organisation.

Quality Operations

Internal Auditor

2004 is the first full year that the College had access to a dedicated internal auditor in the academic and associated services areas. The focus of the project was to determine compliance to AQTF standards for a number of delivery areas in Albany and in the regions, to mentor those sections in need of assistance, and to identify good practice. The audits covered all standards and the following areas:

- Customer service centre
- Marketing
- Accounting
- Aquaculture
- Conservation and Land Management
- Electrotechnology
- Textiles
- Wine production
- Hospitality
- Forest products
- Art
- Music
- Small business management
- Children's services
- Furnishing

- General construction
- Beauty Therapy
- Community Services (Youth)
- Retail

Overall the College is pleased with the progress in achieving compliance.

Information Management

During 2004 the College undertook an assessment of its management and communication of information. Students and staff were consulted and invited to provide feedback on the college Intranet and Internet sites. The outcomes of this consultation will be progressively implemented in conjunction with WestOne in 2005.

Groups have been formed to review the key processes surrounding the delivery of information internally and externally.

External Audits

The Office of the Training Accreditation Council (TAC) conducted external audits where qualifications were added to the College scope of registration. Quality Operations provided support for scope amendments, and at audit time. An audit was commenced on VET in Schools by TAC during 2004, which was managed through the Quality Operations office. The audit was not completed during 2004.

Business Continuity Planning

Initial risk assessments, design of a process and a workshop were completed to determine the activities required to continue operations in the event of a disaster. This work will be ongoing in 2005.

Policies, Procedures and Forms

College operating documents were continually revised, edited and developed during the reporting year. This includes the *Memorandum of Understanding for VET in Schools*.

Customer Service Charter

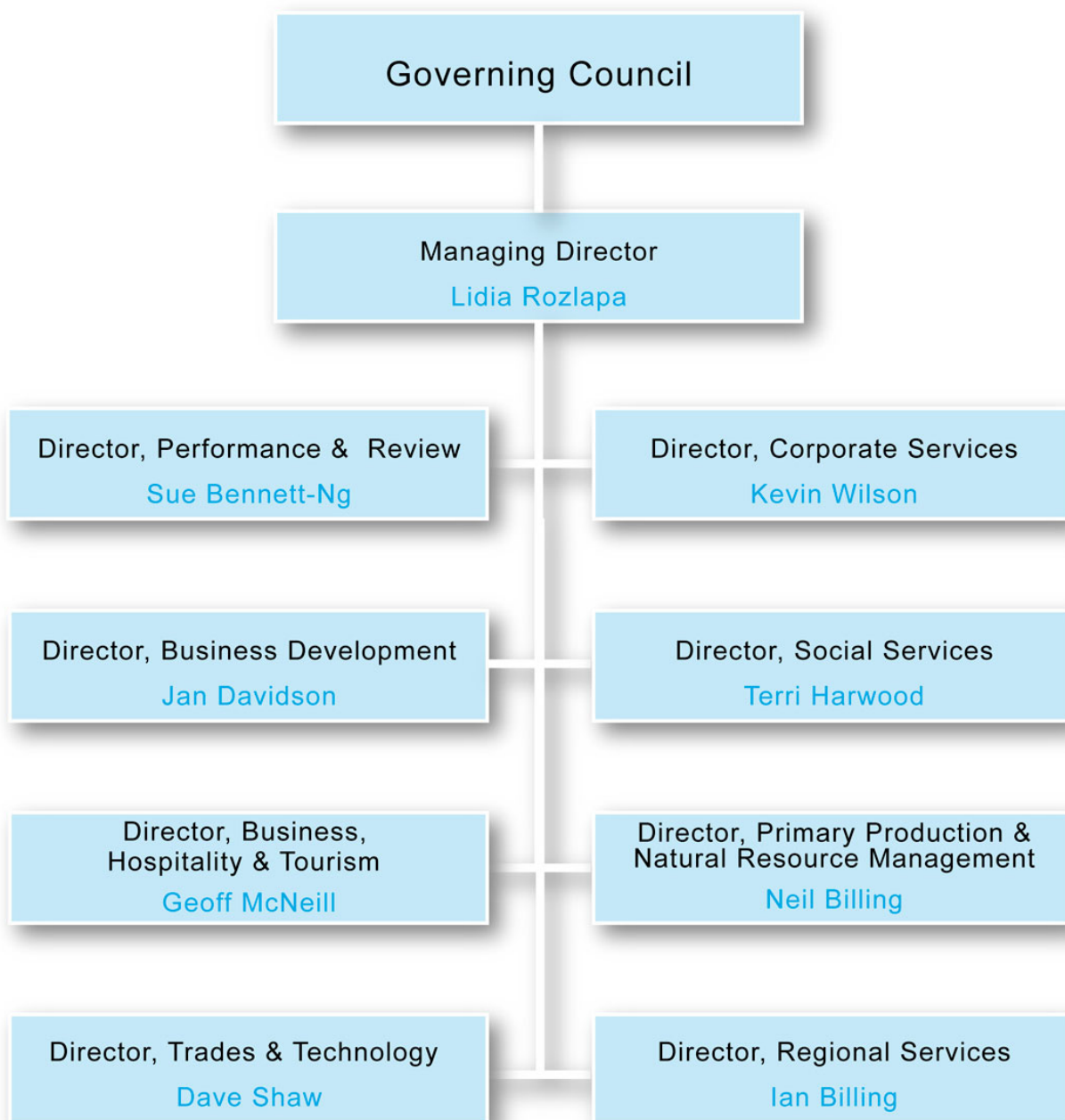
Great Southern TAFE is committed to providing an informed, responsive, and courteous service. This is a commitment to students, business, government, the broader community, and all employees of the College.

We will ensure that our:

- administrative practices respect the customer's background and needs;
- staff are familiar with college operations, and are the best source for responding to specific customer enquiries;
- customers receive comprehensive, accurate, and timely information;
- customers are provided with a safe, equitable, and supportive learning environment; and that
- customers' access training that is Best Practice.

Great Southern TAFE Organisation Structure

GREAT SOUTHERN TAFE ORGANISATION STRUCTURE



Committee Reporting Structure

COMMITTEE REPORTING STRUCTURE



Governing Council 2004

Role of the Council

The Council, as the Governing Body of the College, acts on behalf of the community in organising and managing the resources allocated to the College for the provision of Vocational Education and Training. The Council has the authority to perform the functions of the College and govern its operations and affairs as set out in the *Vocational Education and Training Act 1996*. The Council is responsible for the development and implementation of strategic management plans and four strategic functions:

1. Prepare a College Training Profile for the approval of the Minister as and when required.
2. Develop and implement strategic and management plans for the College.
3. Ensure the College courses, programs and services are responsive to, and meet, the needs of students, industry and community.
4. Ensure that the College's commitments under its Resource Agreement and any other contractual agreement are met.

The Council and College Relationship

The Council is the ultimate authority in the College. It is not feasible for it to undertake day-to-day management; however, it does have the right and duty to ensure that it is properly informed so that it can accept, with confidence, its accountability for College performance.

Membership

Membership of the Council is by Ministerial appointment. The Governing Council is to consist of a Chairperson and a Deputy Chairperson and not less than 6 or more than 10 other members. Governing Council appointments are based on experience and expertise in education and training, industry or community affairs and ability to contribute to the strategic direction of the College.

Changes in Council Composition

The composition of the Council changed during the reporting year. Maria Amesz, Ching Lee-Smith, Martin Shuttleworth, Lyn Cignoli and Michael Pemberton retired from the council at the end of their Terms of Appointment. Four new appointments to the council included Ian Brayshaw, Katrina Ellis, Len Smith and Andrew Hammond. Subsequent to his appointment to the Governing Council Andrew Hammond was selected and appointed to the position of Deputy Chairperson.

Members of the Governing Council for 2004

- **Mr David Juers (Chairperson)** is the Business Services Manager at the Water Corporation of WA Albany office. Mr Juers has had a varied role in many community activities and has past experience in the banking industry and broadacre farming and plantation management in Papua New Guinea.
- **Mr Andrew Hammond (Deputy Chairperson)** is the Chief Executive Officer of the City of Albany. Mr Hammond has a background in finance, administration and retail banking and his credentials include an Executive MBA and a Diploma of Local Government.
- **Ms Lidia Rozlapa** is the Chief Executive Officer/Managing Director of Great Southern TAFE. Ms Rozlapa has extensive experience across the TAFE system including senior management positions at metropolitan and regional Colleges.
- **Mr David Knox** is Dealer, Principal/Owner in motor vehicle retailing. Mr Knox was an experienced Senior Manager involved in strategic planning and financial analysis with BHP and has a Bachelor of Commerce from Curtin University.
- **Mr Harley Coyne** is a Noongar man and is the current Program Co-ordinator for the Albany Aboriginal Corporation. Mr Coyne was the Co-ordinator Aboriginal Education and Aboriginal Liaison Officer at the Albany District Education Office. He holds Bachelor of Arts (Primary Education) from Edith Cowan University.
- **Mr Neville Clarke** is a student enrolled in the Diploma of Community Services (Youth Work) with Great Southern TAFE and works for the Department of Justice in the Youth and Community Service Program. Mr Clarke has extensive community involvement with youth and has organised camps in the Great Southern region.
- **Mr Robin Fagents** has over 28 years experience in the real estate industry. For the past 25 years Mr Fagents has operated his own business in Albany.
- **Ms Antonia Grasso** is a Solicitor, Legal Education Officer and Mediator within the Albany District. In addition to speaking English, French and Italian Ms Grasso is also a professional Dance Instructor in Ballroom and Latin Dancing and is a business partner in an Albany Dance Studio.
- **Ms Joanne Hummerston** is the Chief Executive Officer of The Albany Chamber of Commerce and Industry Incorporated. Ms Hummerston actively participates on a number of community and rural committees and has a background as a lecturer at Great Southern TAFE.
- **Mr Ian Brayshaw** is a self-employed consultant in media and public relations. Mr Brayshaw has a background in public relations, media and sports management and is currently the Business Development Manager for the Albany Maritime Foundation.
- **Ms Katrina Ellis** is a Certified Practising Accountant and a Partner with James and Ellis Accountants, Albany. Ms Ellis specialises in management accounting and is involved with community audits.
- **Mr Len Smith** is the Owner and Manager of the Comfort Inn, Albany. Mr Smith has made a significant contribution to the local community for many years and is especially recognised for his contribution to key tourism and training bodies.
- **Ms Maria Amesz** has had extensive experience teaching and lecturing in High Schools and TAFE. In addition to a Bachelor of Science with Physics major (UWA) Ms Amesz has a Diploma of Education (Murdoch) and a Graduate Diploma in Computer Studies (ECU).

- **Ms Ching Lee-Smith** is the Coordinator for Graphic Design and Fine Arts at Great Southern TAFE. Ms Lee-Smith is currently studying a Graduate Certificate in Business and a Graduate Diploma in Education and speaks fluent English, Mandarin, Hakka, Cantonese, Bahasa Malaysia and basic Japanese.
- **Mr Martin Shuttleworth** is a Certified Practising Accountant, specialising in Taxation. Mr Shuttleworth's qualifications include Bachelor of Commerce (UWA).
- **Ms Lyn Cignoli** is the Group Manager of the South/North West Regional Newspaper Group incorporating newspapers throughout Western Australia.
- **Mr Michael Pemberton** has a long association with TAFE in Victoria and Tasmania. Mr Pemberton is the current Vice President of the Regional Chambers of Commerce of WA and the Chairman of the Great Southern Regional Marketing Association.

PUBLICATIONS

- **Annual Report Highlights** - Great Southern TAFE 2003 Annual Report Highlights Brochure
- **Course Information Brochures** - A five fold DL brochure that promotes the College's products and services, and provides clients with accurate, comprehensive, and essential information to assist them in their decision making. Members of the public can access these brochures from the Customer Service Centre at the College. The same course information is also provided on the College website.
- **Student Handbook** - An annual publication given to students at enrolment or orientation, free of charge; containing a wealth of essential College information pertaining specifically to student services.
- **Regional Training Guide (booklet)** - An A5 Booklet designed to promote and raise awareness of the Business Centre's products and services, and to provide essential course information to clients. These booklets are distributed via direct mail, placed in strategic locations around town for public use, and also made available in the Customer Service Centre and the TAFE Business Centre.
- **2004 Part Time Course Flyer** - An A5 four fold flyer listing the College's part time course vacancies for semester two, 2004.
- **2004 Semester One Course Flyer** - An A4, 4 page black and white flyer listing full-time and part-time courses offered in semester one.
- **2004 Semester Two Course Flyer** - An A4, 6 page black and white flyer listing full-time and part-time courses offered in semester two.
- **Study Skills Guide** - An A4 54 page booklet / guide for Great Southern TAFE students. This guide provided information useful to develop study skills in a tertiary learning environment.
- **Tell Us How We're doing!** - An A5 colour brochure and form designed to encourage customer feedback from College students. The brochure provides information on where to go for help and how the process works. The attached perforated feedback form provides space for specific details and general feedback.

- **2004 Awards Evening Booklet** – An A5 65 page black and white booklet is available to all Awards Evening attendees. The booklet contains the evening program, a list of sponsors and award recipients.
- **Kadjiny Noongar Moorddj** - (Learning Noongar People) – This A4 32 page full colour publication is a resource kit for lecturers at Great Southern TAFE. (print run not completed at year end).

COMMUNITY AND BUSINESS SUPPORT IN 2003/2004

ABA Security • Aboriginal Education and Employment and Training Committee • Aboriginal Lands Trust • ACTIV Foundation • Active Plumbing • Air Liquide (WA) Pty Ltd • Al Curnow Hydraulics • Albany 3 Cinemas • Albany Advertiser • Albany Building Co • Albany Business Telephones • Albany Chamber Of Commerce and Industry • Albany City Holden • Albany Design and Publishing Centre • Albany Engineering • Albany Hydraulics • Albany Leisure and Aquatic Centre • Albany Plantation Export Company • Albany Port Authority • Albany Printers • Albany Regional Hospital • Albany Squash Centre • Albany Stationers • Albany Toyota • Albany Welding and Safety Supplies • Albany Whaleboat Association • Albany Women's Centre • Angus and Robertson Bookworld • Annette McGready • ANZ Bank • Apprentice & Traineeship Company • Apprentice & Traineeship Support Network • Area Consultative Committee • A-Z Constructions • Bankwest • Barefoot Clothing Manufacturers • Barnesby Ford • Barry Ramm • Best Office Systems • Bibbulmun Foods • BKW Co-Operative Ltd • Bodycare Health Club • Body Natural • Box Organics • Brian Newbold Homes • Bunnings Pty Ltd • Bunnings Warehouse • CCI Employfast • CD Roth and Associates (WA) Pty Ltd • CentreLine Constructions • Centrelink • Christines's Knitting & Baby Centre • Christopher Parr • City of Albany • Clarence Estate Residential Health & Aged Care • Clipsal Australia Pty Ltd • Comfort Inn Motel • Community Development Employment Project • Community Service Drug Team • Compugames • Comtech Corporation • Country Tools & Hardware • Damien Stevens Homes • Dateline Hair Design • David Heaver & Associates • Denmark Bulletin • Denmark Education and Innovation Centre • Denmark Centre for Sustainable Development • Denmark Cooperative • Denmark Fruit and Veg • Denmark Health Service • Denmark High School • Denmark Liquor Store • Denmark Primary School • Denmark Shire • Denmark Weed Action Group • Department of Agriculture • Department of Housing & Works • Department of Indigenous Affairs • Dowsett's Automotive Services • Earl of Spencer Historic Inn • Elders Ltd (Albany) • Employment National • Esplanade Hotel • Esteem Plus • Evertrans Motorbody Builders • Farm Fresh Food Markets • Fletchers International WA • Frankland Estate & Winery • Gerard Industries • GT Engineering • Glass Suppliers • Gnowangerup Health Services • Golden West Network • Grace Removals • Graham Manley Automotive Repairs • Great Southern Development Commission • Great Southern Group Training • Great Southern Personnel • GSTAFE Governing Council • GT Engineering • Gull Petroleum (WA) • Hairscope • Hanover Bay Wooden Ship and Boat Builders • HJ and AM Fleck Engineering • Hon. Monty House MLA • Hon. Peter Watson MLA • Hon. Robyn McSweeney, MLC • Montgomery Hill • Lower Great Southern Community Living Association • Indigenous Education Strategic Initiatives Program • J & S Castlehow Electrical • Jackson's Drawing Supplies Pty Ltd • James & Ellis Accountants • Jingalla Wines • Katanning Senior High School • Katanning Country Club • Katanning Health Services • Katanning Library & Art Gallery • Katanning Glazing & Security • Katanning Retrivation • Kathy Keay • Kojonup District High School • Kojonup Health Services • Komatsu • Koster's Steel Construction Pty Ltd • Lincolns Accountants & Business Advisors • Lions Club of Albany • Lushus Cafe • Mark Loveridge Holden • Masters Builders Association • Metroof Albany • MGS Computers • Mount Barker Aboriginal Progress Association • Mount Barker Cooperative • MSI Marsden Katanning • Mount Barker Senior High School • Mt Romance Australia Pty Ltd • National Institute of Accountants (WA Division) • National Australia Bank • North Albany Senior High School • Northside Mitsubishi • O'Keefe's Paints • Office of the Chief Executive WA Department of Training • Olde Mill Deli • Overton Hostel • P and W Eloy Electrical Service • Patterson Ord Minnett • Patterson's Securities Ltd • Peter Hunt Architect • Plantagenet Hotel • Plantagenet News • Plantagenet Wines • Pyrmont House • Radio West • RA Fagents and Associates, First National Real Estate • Rainbow Coast Neighbourhood Centre • Rainbow Cycles • Redmond Aboriginal Corporation of Resource Development • Repco Autotech • Richard Kilbane • Roadcare • Ron Carter • Rotary Club of Albany East • Rotary Club of Albany Inc • Rotary Club of Katanning • Rotary Club of Mount Barker • Roy Weston Amity Real Estate • Salt Water Trout Alliance • Sandra Boxall Catering • Sanford Power Tools • SF and IL Foster • Silver Chain Nursing Association • Skillhire Pty Ltd • Skywest Airlines • Smith Thornton Accountants • Soroptimist International of Albany Inc • South Coast Fabrication • South Coast Stainless • South West Commission of Elders • Southern Aboriginal Corporation • Southern Blade Works • Southern Electrics • Southern Regional Medical Group • St John Ambulance • St Josephs College • Storm Office National • Supersorb Pty Ltd • The Hair Company • The Surgery • T&C Supplies • Telstra • Termimesh Albany • Theyer Automotive • Thornton's Hardware • Timber 2002 • Timbercorp • Tony's Hair Stylists • Towerhill Estate • Toyworld Albany • Travel Inn Motel • Traveland • Trevelen Farm Winery • Uptown Music • WA College of Agriculture Denmark • WA Department of Training • WA Shearing Industry Training Association • Wallace Engineering • WAMMCO International • Wanslea Family Services • Waratah • Warrie Shearing Products • Water Corporation • Wauters Enterprises • Wesfarmers CSBP • West Cape Howe Winery • Westerberg Marine • Whaleworld • Wignall's Winery • Willowie Wildlife Park and Horse Riding • Young House



TAFEWA
great southern

Great Southern TAFE



performance indicators

2004





AUDITOR GENERAL

INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

GREAT SOUTHERN TAFE PERFORMANCE INDICATORS FOR THE YEAR ENDED DECEMBER 31, 2004

Audit Opinion

In my opinion, the key effectiveness and efficiency performance indicators of the Great Southern 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, 2004.

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.


A handwritten signature in black ink, appearing to read 'D D R Pearson'.

D D R PEARSON
AUDITOR GENERAL
March 31, 2005

KEY PERFORMANCE INDICATORS

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 Great Southern TAFE's performance and fairly represent the performance of Great Southern TAFE for the financial year ended December 31, 2004.



DAVID JUERS
Chairperson Governing Council
17th February 2005



LIDIA ROZLAPA
Managing Director
17th February 2005

Desired Outcome

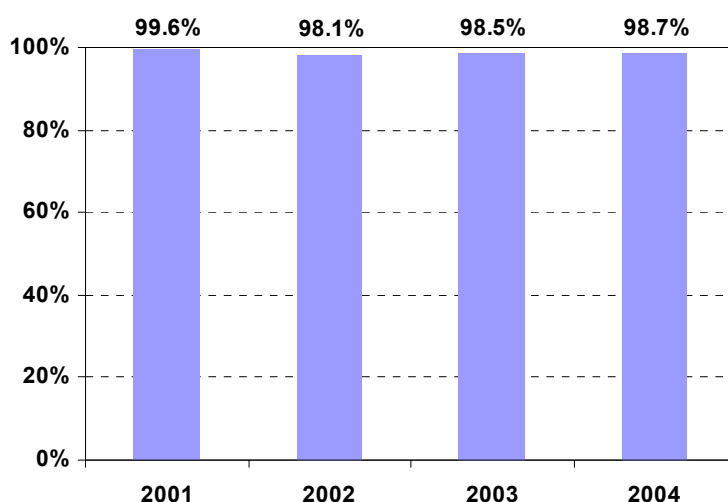
The provision of effective and efficient vocational education and training services to meet community and industry training needs.

Effectiveness Indicators

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

1.1 Annual VET College Profile Target Achievement

This performance indicator shows the percentage of student curriculum hours (SCH) achieved for activities as contracted with the Department of Education and Training for vocational education and training delivery through the Delivery and Performance Agreement. The allocation of hours to Great Southern TAFE in specific industry areas is determined by the State Training Strategy which is developed in consultation with industry and the community. The ability of the college to fulfill planned delivery reflects its effectiveness in meeting industry and community needs.



Planned SCH	879136	827581	822028	843999
SCH Achieved	875395	812112	809387	832636
Achievement %	99.6%	98.1%	98.5%	98.7%

Figure 1 Achievement of Profile (%)

In 2004 the College achieved slightly under the overall target set by the Department of Education and Training, while the overall level of actual delivery is steadily increasing. The college continues to meet targets for on-campus delivery but has been unable to deliver agreed levels of training to apprentices and trainees due to the lack of local employment opportunities.

The table below shows historical allocations by industry group (based on the occupation or outcome qualifications are intended to serve) and highlights the college's most recent performance in achieving industry delivery targets. Variations in the percentage of achievement show levels of lower or higher than expected demand. All industry group variations are within acceptable range of parameters set in the Delivery and Performance Agreement.

						%	
		Actuals			Planned	Achieved	
Industry Group		2001	2002	2003	2004	2004	2004
01A	Recreation, Sports and Entertainment	4050	4295	3561	5188	6000	86.5%
01B	Visual and Performing Arts	48333	53822	61088	52706	61309	86.3%
01C	Design	3445	9315	8144	7045	7500	93.9%
02A	Automotive	17500	27514	27044	20438	26912	76.1%
03A	Building and Constructions	36311	24893	33250	33895	35744	94.8%
03B	Surveying and Building	1490	8560	6920	6450	6700	96.3%
04A	Community Service Workers	57469	56115	61510	63830	59500	107.3%
04B	Education and Childcare	45824	31965	35400	34175	39172	87.2%
04C	Health	25809	16434	15756	16194	12976	124.8%
04D	Library Workers						
05A	Finance, Insurance Property Service Workers	12930	21335	5455	1430	5420	26.4%
06A	Food Trades and Processing	26263	12900	14233	17492	28175	62.4%
07A	Clothing Footwear and Soft Furnishings	19227	20380	16955	15456	17046	90.7%
07B	Furniture Manufacture	12398	13662	18664	5145	8872	58.0%
08A	Communications						
08B	Printing and Publishing		110	622			
09A	Engineering and Drafting	1241					
09B	Metal and Mining	29580	38321	18068	22137	20564	107.7%
10A	Animal Care	17					
10B	Forestry, Farming and Landcare	70002	91357	71311	108561	87406	124.2%
10C	Fishing						
10D	Horticulture	36966	40490	43473	31050	45240	68.6%
11A	Process Manufacturing						
12A	Personal Service	23797	17096	17889	25841	26736	96.9%
12B	Retail	9058	6864	8182	7920	8742	90.6%
13A	Cooking	25329	19650	22289	14901	21074	70.3%
13B	Hospitality	18165	16679	14730	15110	16406	92.1%
13C	Tourism	15365	13536	645	7170	5450	131.6%
13D	Travel Agents		390				
14A	Transport Trades, Storage and Associated	35		2519	1666	1400	119.0%
15A	Electrical and Electronic Engineering	1726	7554	6714			
15B	Electrical Trades	19243	5162	5119	12728	12600	101.0%
16A	Accounting and Other Business Services	54701	36740	53320	54971	60082	91.5%
16B	Management	37846	12585	15111	24200	25323	95.9%
16C	Office and Clerical	35998	34582	43269	46757	42980	108.7%
17A	Computing	78334	63862	64292	58326	55420	105.2%
18A	Science and Technical Workers	1830		6235		587	0.0%
19A	ACE						
19B	Adult Literacy/ ESL	87263	79544	75884	96556	69115	139.7%
19C	Languages	4250	4460	2925	5880	5200	113.1%
19D	Miscellaneous	2019		110	5	2940	0.2%
19E	Targeted Access and Participation Courses	11419	21940	28700	19413	21408	90.7%
		875233	812112	809387	832636	843999	98.7%

1.2 Overall Student Satisfaction

The performance indicator of overall student satisfaction expresses the number of 'very satisfied' and 'satisfied' respondents, which is expressed as a proportion of the total survey respondents. It measures students' perceptions of the effectiveness of the college's vocational education and training services.

WA TAFE Student Satisfaction Survey

Market Equity conducted a student satisfaction survey on behalf of the Department of Education and Training and colleges in October 2004, with the summary of results being published in November 2004. The survey sought students' views on the quality of vocational education training being delivered. Students were asked about the quality of teaching and assessment, the suitability of teaching methods and the quality of the course experience.

The 2004 survey was conducted using a sample of Great Southern TAFE students selected from populations of institution-based students and employment based students.

Of the 2652 potential population identified, 2085 were surveyed and the response rate was 21.0%. The overall satisfaction rate for 2004 was 88.3% with a relative sampling error of $\pm 3.4\%$ at a 95% confidence level. The relative sampling error is a measure of the accuracy of the sampling process in giving a correct estimate of reported items.

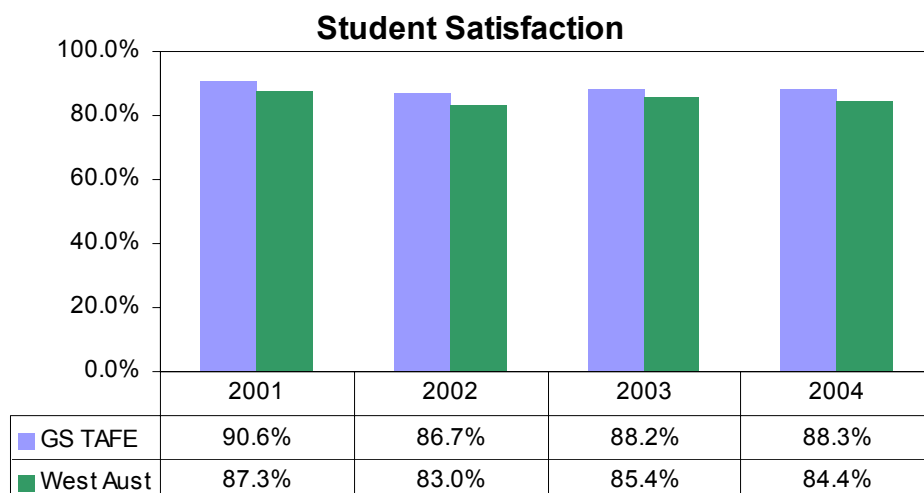


Figure 2 Student Satisfaction Rate

The 2004 overall satisfaction rate for Great Southern TAFE shows a similar result to the 2003 measure of 88.2% and is higher than the state satisfaction average of 84.4%. In 2001 and 2002 Great Southern TAFE recorded the highest satisfaction level of all TAFE colleges in Western Australia and the fact that the college satisfaction level is higher than both the metropolitan and regional college average, suggests that the college has once again ranked very highly in this measure.

TAFE Student Outcomes Survey

The aim of the national TAFE Student Outcomes Survey is to measure vocational education and training (VET) students' employment, further study destinations and the opinions of the training undertaken.

The College is unable to provide an update to this KPI as statistically valid College level data is not available in 2004.

The National Centre for Vocational Education Research intends to conduct surveys with an appropriate sample design to produce statistically reliable College level data in alternative years commencing from 2005.

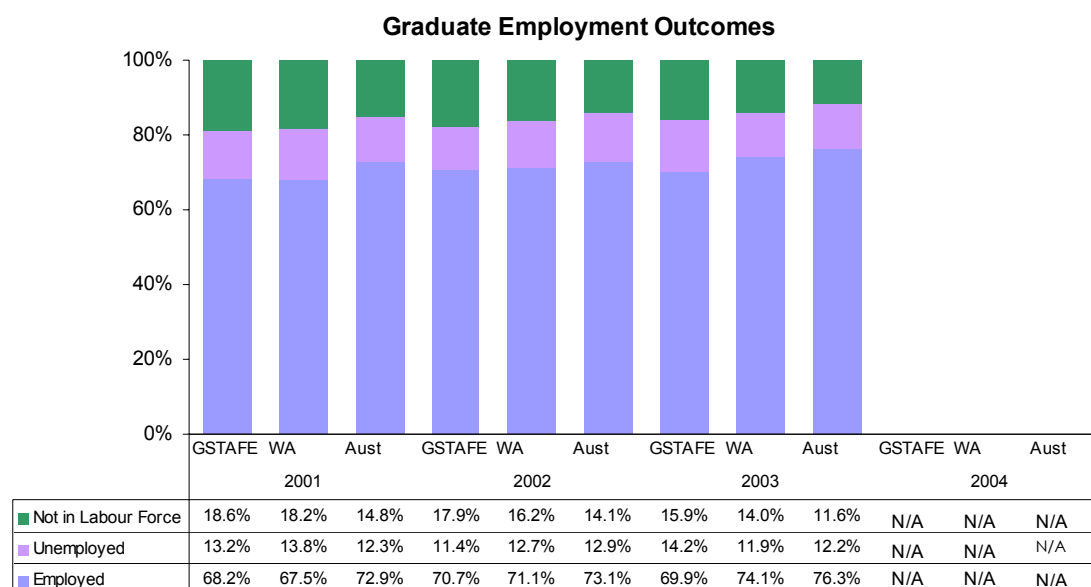
The 2003 Student Outcomes Survey was conducted by NCS Pearson on behalf of the National Centre for Vocational Education Research (NCVER) and was funded by the Australian National Training Authority (ANTA). The results were published in 2003.

The survey was administered to Great Southern TAFE students who undertook their studies at the College and graduated in 2002. The survey included all Great Southern TAFE students who completed a Certificate, Advanced Certificate, Associate Diploma, Diploma, Advanced Diploma or Bachelors Degree, and who had an Australian address as their usual address. Graduate Employment status was measured as at 25 May 2003 for each category (employed, unemployed and not in labour force), and the ratio of graduates in each category compared to valid respondents expressed as a percentage.

Of the 1299 surveyed graduates from Great Southern TAFE 496 responded, resulting in an institute response rate of 38.1%. The sampling error rate for the survey was 4.4% with a confidence limit of 95%.

Data from this survey was used to measure graduate employment status and graduate satisfaction.

1.3 Graduate Employment Status



The proportion of graduates in employment is a key performance indicator that shows the extent to which the college is meeting industry and community need for training services that equip graduates for changing employment opportunities.

Figure 3 Graduate Employment Status

Note 1: Figure 3 is taken from Student Outcome Surveys targeting years prior to 2004. The College is unable to provide an update to this KPI as statistically valid College level data is not available in 2004. The National Centre for Vocational Education Research intends to conduct surveys with an appropriate sample design to produce statistically reliable College level data in alternative years commencing from 2005.

The 2003 TAFE Student Outcomes Survey report for Great Southern TAFE indicated that the graduate employment rate for Great Southern TAFE was 69.9%, a slight reduction on the recorded 2002 measure of 70.7%. The number of students who reported themselves as unemployed at the time of the survey increased in 2003 while this measure decreased across Western Australia and nationally.

1.4 Graduate Satisfaction

Graduate satisfaction is a key performance indicator that measures the extent to which Great Southern TAFE graduates had wholly or partly achieved their main reason for undertaking the course and is compared to the State average. It measures students' perceptions of training effectiveness.

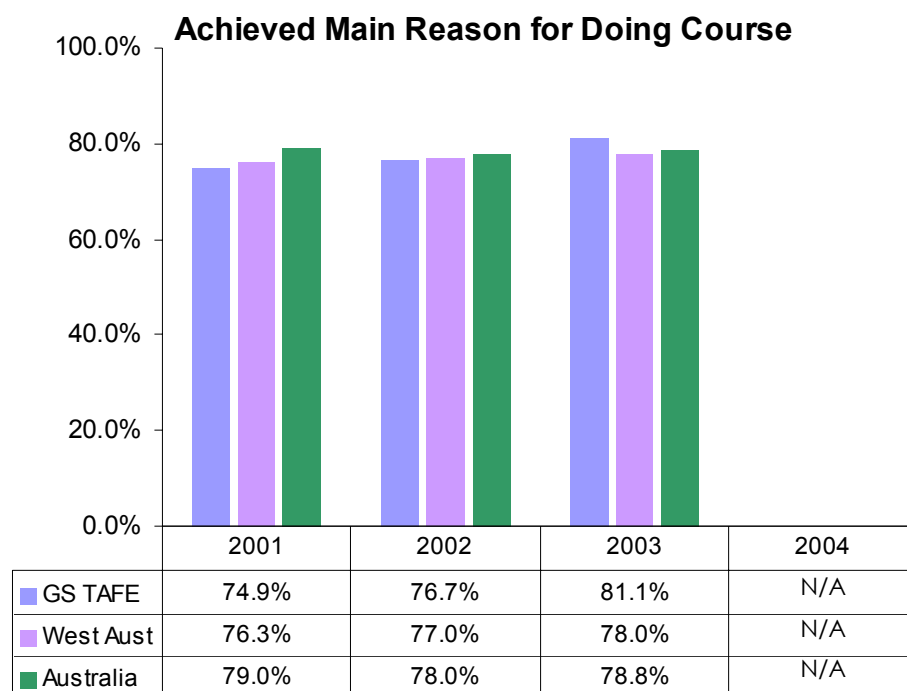


Figure 4 Graduate Satisfaction

Note 2: Figure 4 is taken from Student Outcome Surveys targeting years prior to 2004. The College is unable to provide an update to this KPI as statistically valid College level data is not available in 2004. The National Centre for Vocational Education Research intends to conduct surveys with an appropriate sample design to produce statistically reliable College level data in alternative years commencing from 2005.

The TAFE Student Outcomes Survey report for Great Southern TAFE, published in 2003 indicates that the overall graduate satisfaction for Great Southern TAFE was 81.1% compared with 76.7% in 2002. The satisfaction measure is improving for Great Southern over the three years illustrated and in 2003 the college bettered the overall state and national result.

Efficiency Indicators

2.1 Overall Cost per Student Curriculum Hour (SCH) for Aggregate College Delivery

The overall cost per SCH is an efficiency measure that shows the aggregate unit cost of delivery output per SCH, based on the delivery costs (Total Cost of Services) as detailed in the Financial Statements.

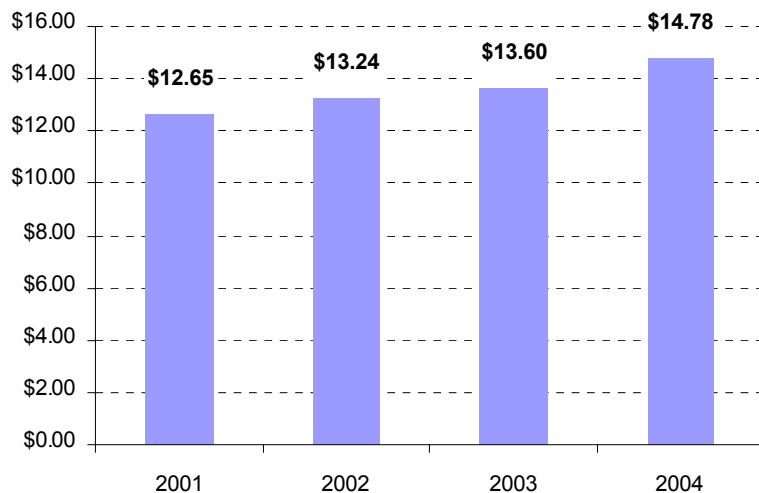


Figure 5 Cost per SCH for Aggregate College Delivery

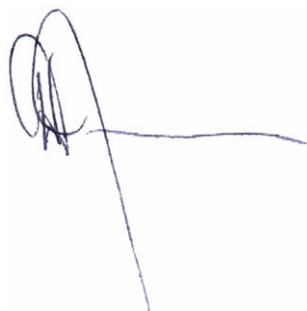
The college's 2004 total cost of services (including capital user charge) per student curriculum hour is \$14.78.

The increase of \$1.18 (including capital user charge) is attributable to:

- increase in employee costs due to salary award increases, superannuation expense increase and leave liability provisions increases;
- increase in capital user charge, due to increase in net assets with additional buildings online;
- increase in expenses for cleaning, gardening security & printing contracts;
- increase in utilities expenses.

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 Great Southern TAFE's performance and fairly represent the performance of Great Southern TAFE for the financial year ended December 31, 2004.

A handwritten signature in blue ink, consisting of a stylized 'D' followed by a horizontal line and a diagonal stroke.

DAVID JUERS

Chairperson, Governing Council
17th February 2005

A handwritten signature in black ink, appearing to read 'L Rozlapa' in a cursive script.

LIDIA ROZLAPA

Managing Director
17th February 2005



TAFEWA
great southern

Great Southern TAFE



financial statements

2004





AUDITOR GENERAL

INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

GREAT SOUTHERN TAFE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2004

Audit Opinion

In my opinion,

- (i) the controls exercised by the Great Southern 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, 2004 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
March 31, 2005

FINANCIAL STATEMENTS

Certification of Financial Statement For the Year Ending 31 December 2004

The accompanying financial statements of Great Southern 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 financial year ending 31 December 2004 and the financial position as at 31 December 2004.

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



DAVID JUER
Governing Council Chair
17 February 2005



LIDIA ROZLAPA
Managing Director
(Member Governing Council)
17 February 2005



KEVIN WILSON
Principal Accounting Officer
17 February 2005

Great Southern TAFE
STATEMENT OF FINANCIAL PERFORMANCE
for the year ended 31 December 2004

2004

2003

	Notes	\$	\$
COST OF SERVICES			
Expenses from ordinary activities			
Employee expenses	2	9,837,827	8,948,043
Depreciation and amortisation expense	4	894,062	889,611
Supplies and services	5	3,574,498	3,093,670
Grants and subsidies	6	59,729	101,639
Cost of disposal of non-current assets	3	120,794	178,159
Capital user charge	9	1,460,229	1,253,623
Other expenses from ordinary activities	10	110,220	24,920
Total cost of services		16,057,359	14,489,665
Revenues from ordinary activities			
<i>Revenue from operating activities</i>			
Fee for service	11	1,117,946	999,180
Student fees and charges	12	1,062,276	996,175
Ancillary trading	13	103,130	111,645
Commonwealth grants and contributions	14	169,612	180,273
Trading profit	8	117,579	67,649
<i>Revenue from non-operating activities</i>			
Interest revenue		173,862	144,789
Proceeds on disposal of non-current assets		126,051	161,914
Other revenues from ordinary activities	15	101,574	141,386
Total revenues from ordinary activities		2,972,030	2,803,011
NET COST OF SERVICES		(13,085,329)	(11,686,654)
REVENUES FROM STATE GOVERNMENT			
State funds	16	10,799,131	13,362,219
Resources received free of charge	17	658,712	502,615
Liabilities assumed by the treasurer	18	2,083	311
Total revenues from State Government		11,459,926	13,865,145
CHANGE IN NET ASSETS		(1,625,403)	2,178,491
Net increase/(decrease) in asset			
Revaluation reserve	29	3,297,561	-
Total changes in equity other than those resulting from transactions with WA State Government as owners		1,672,158	2,178,491

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

Great Southern TAFE
STATEMENT OF FINANCIAL POSITION
as at 31 December 2004

		2004	2003
	Notes	\$	\$
Current Assets			
Cash assets	19	2,650,099	2,431,999
Restricted cash assets	20	599,632	341,700
Inventories	21	49,941	48,599
Receivables	22	436,317	477,626
Other assets	23	220,637	127,837
Total Current Assets		3,956,626	3,427,761
Non-Current Assets			
Property, plant, equipment and vehicles	24	19,223,881	15,668,628
Total Non-Current Assets		19,223,881	15,668,628
Total assets		23,180,507	19,096,389
Current Liabilities			
Payables	25	149,937	315,621
Provisions	26	506,167	430,033
Other liabilities	27	345,567	307,190
Total Current Liabilities		1,001,671	1,052,844
Non-Current Liabilities			
Provisions	26	847,610	649,444
Total Non-Current Liabilities		847,610	649,444
Total Liabilities		1,849,281	1,702,288
NET ASSETS		21,331,226	17,394,101
Equity			
Contributed equity	28	2,264,969	
Reserves	29	3,850,561	553,000
Accumulated surplus/(deficiency)	30	15,215,696	16,841,101
TOTAL EQUITY		21,331,226	17,394,101

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

Great Southern TAFE
STATEMENT OF CASH FLOWS
for the year ended 31 December 2004

		2004	2003
	Notes	\$	\$
CASH FLOWS FROM STATE GOVERNMENT			
Recurrent funding - Department of Education and Training		11,971,037	10,757,808
Net cash provided by State Government		11,971,037	10,757,808
Utilised as follows:			
CASH FLOWS FROM OPERATING ACTIVITIES			
Payments			
Employee costs		(8,703,133)	(8,357,732)
Supplies and services		(2,789,629)	(2,458,563)
Grants and subsidies		(59,729)	(63,411)
Capital user charge		(1,769,856)	(1,262,371)
GST payments on purchases		(374,857)	(406,707)
Payments to Non- TAFE Providers for VET Delivery			(297,388)
Other payments		(42,394)	(24,920)
Receipts			
Fee for service		1,007,068	1,061,568
Student fees and charges		1,073,385	1,075,702
Ancillary trading		103,130	111,645
Interest received		164,799	148,217
Commonwealth grants and contributions		169,612	180,273
GST receipts on sales		147,290	151,619
GST receipts from taxation authority		202,769	267,888
Other receipts		93,081	99,466
Net cash provided by/(used in) operating activities	31	(10,778,464)	(9,774,714)
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds from the sale of non-current physical assets		46,865	88,043
Purchase of non-current physical assets		(763,406)	(691,819)
Net cash provided by/(used in) investing activities		(716,541)	(603,776)
Net increase/(decrease) in cash held		476,032	379,319
Cash assets at the beginning of the financial year		2,773,699	2,394,380
CASH ASSETS AT THE END OF THE FINANCIAL YEAR	32	3,249,731	2,773,699

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

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 financial 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 consumption of their future economic benefits.

Depreciation is calculated on the straight line basis, using rates which are reviewed annually. Expected useful lives for each class of depreciable asset are:

Buildings	40 to 70 years
Motor Vehicles, Caravans and Trailers	6 to 15 years
Plant, Furniture, General Equipment	5 to 15 years
Computing, Communications & Software	4 to 10 years

(b) Inventories

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

Inventories not held for resale are valued at cost unless they are no longer required, in which case they are valued at net realisable value.

(c) Investments

Investments are brought to account at the lower of cost and recoverable amount. Interest revenues are recognised when they mature.

(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 the liabilities are settled. A liability for long service leave is recognised after an employee has completed four years of service. An actuarial assessment of long service leave undertaken by Price Waterhouse Actuaries in 2004 determined that the liability measured using the short hand method was not materially different from the liability 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 the Gold State Superannuation Scheme, a defined benefits lump sum scheme now closed to new members. All staff who do not contribute to this scheme become non contributory members of the West State Superannuation Scheme, an accumulation fund complying with the Commonwealth Government's Superannuation Guarantee (Administration) Act 1992. Both of these schemes are administered by the Government Employees Superannuation Board (GESB).

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

The superannuation expense comprises the following elements:

- (i) employer contributions to the Gold State Superannuation Scheme and West State Superannuation Scheme.
- (ii) change in unfunded employer's liability in respect of current employees who accrued a benefit on transfer from that Scheme to the Gold State Superannuation Scheme.

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

Revenue "Liabilities assumed by the Treasurer" equivalent to (i) is recognised under Revenues from State Government in the Statement of Financial Performance as the unfunded liability is assumed by the Treasurer. The GESB makes the benefit payments and is recouped by the Treasurer.

The college is funded for employer contributions in respect of the Gold State Superannuation Scheme and the West State Superannuation Scheme. These contributions were paid to the GESB during the year. The GESB subsequently paid the employer contributions in respect of the Gold State Superannuation Scheme to the Consolidated Fund.

Employee benefit on-costs

Employee benefit on-costs, including payroll tax, are recognised and included in employee benefit liabilities and costs when the employee benefits to which they relate are recognised as liabilities and expenses.

(e) Leases

The College has entered into a number of operating lease arrangements for rental property, 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 have been disclosed as State Funds under 'Revenues from State Government'. This revenue is recognised in the period in which the College meets the terms of the Agreement. The majority of operating revenue of the College represents revenue earned from student fees and charges, fee for service, ancillary services, trading activities and Commonwealth grants and subsidies, as well as revenue received from the Department of Education and Training as a result of training successfully tendered for under competitive tendering

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

(g) Grants and Other Contributions Revenue

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

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

(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 doubt as to collection exists and in any event where the debt is more than 60 days overdue.

(j) Payables

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

(k) Accrued Salaries

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

(l) Revaluation of Land and Buildings, and Plant and Equipment

The College has a policy of valuing land and buildings at fair value. The annual revaluations of the College's land and buildings undertaken by the Valuer General's Office are recognised in the financial statements.

(m) Comparative Figures

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

(n) 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.

Assets costing less than \$1,000 are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

(o) 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.

(p) Rounding of amounts

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

(q) Change in accounting policy

In previous years the College has recorded as an asset under the item Buildings under Construction, progressive expenditure incurred directly by the Department of Education and Training. From 01 January 2004, the Department of Education and Training will only be advising the College of the value of buildings on completion and formal transfer to the College. The Assets will be recognised from this date. This change in policy is a result of the Department of Education and Training adopting the former Department of Education's policy of accounting for capital works on the merger of two departments.

(r) Interest Revenue

Interest Revenue on short term investments is recognised when term deposits mature.

(s) Contributed Equity

Under UIG 38 "Contributions by Owners Made to Wholly-Owned Public Sector Entities" transfers in the nature of equity contributions must be designated by the Government (owners) as contributions by owners (at the time of, or prior to, transfer) before such transfers can be recognised as equity contributions in the financial statements. Capital contributions have been designated as contributions by owners and have been credited directly to Contributed Equity in the Statement of Financial Position.

Great Southern TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004

	2004	2003
	\$	\$
2 Employee Expenses		
Salaries	8,136,611	7,471,686
Superannuation	741,068	711,289
Long service Leave	240,685	74,577
Annual leave	33,615	(23,719)
Other staffing costs (I)	685,848	714,210
	9,837,827	8,948,043
(I) These employee expenses include payroll tax, workers compensation premiums and other employment on-costs associated with the recognition of annual and long service leave liability. The related on-costs liability is included in employee benefit liabilities at Note 29.		
3 Cost of disposal of Non Current Assets		
Cost of disposal of Non Current Assets	120,794	178,159
4 Depreciation and amortisation expense		
Depreciation		
Buildings	339,375	289,565
Motor vehicles, caravans and trailers	82,125	96,844
Plant, furniture and general equipment	160,532	180,155
Computers, communication network and software	312,030	323,047
Total depreciation	894,062	889,611
5 Supplies and services		
Consumables and minor equipment	595,833	543,219
Communication expenses	156,810	149,579
Utilities expenses	194,131	167,088
Consultancies and contracted services	1,551,321	1,344,829
Minor works	501,711	366,892
Repairs and maintenance	67,499	58,551
Operating lease and hire charges	71,989	55,634
Travel and passenger transport	204,767	176,964
Advertising and public relations	88,185	111,543
Supplies and services - other	142,252	119,371
	3,574,498	3,093,670
6 Grants and subsidies		
Adult and community education organisations	-	34,545
Payments to non TAFE Providers for VET service delivery	23,998	38,228
Apprentices and trainees (travel, accommodation and other off the job assistance)	35,731	28,763
Other		102
	59,729	101,639

Great Southern TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004

	2004	2003
	\$	\$
7 Net gain/(loss) on disposal of non-current assets		
<u>Gain on Disposal of Non-current Assets</u>		
Computers, communication and software	15,960	-
	15,960	-
<u>(Loss) on Disposal of Non-current Assets</u>		
Motor vehicles, caravan and marine craft	(9,495)	(10,328)
Plant, furniture and general equipment	(1,208)	(2,673)
Computers, communication and software	-	(3,244)
	(10,703)	(16,245)
Net gain/(loss)	5,257	(16,245)
8 Trading Profit/(Loss)		
(a) Bookshop:		
Sales	124,841	142,586
Cost of sales:		
Opening inventory	48,599	44,365
Purchases	120,607	151,254
	169,206	195,619
Closing inventory	(45,619)	(48,599)
Cost of goods sold	123,587	147,020
Trading Profit (Loss) - Bookshop	1,254	(4,434)
(b) Cafeteria (Non Training Related)		
Sales	226,203	152,647
Cost of sales:		
Opening inventory	-	4,066
Purchases	125,283	92,856
	125,283	96,922
Closing inventory	(4,322)	-
Cost of goods sold	120,961	96,922
Trading Profit (Loss) - Cafeteria	105,242	55,725
(c) Other Trading Concerns		
Sales	11,082	17,270
Cost of sales:		
Opening inventory	-	-
Purchases	-	912
	-	912
Closing inventory	-	-
Cost of goods sold	-	912
Trading Profit (Loss) - Other Trading Concerns	11,082	16,358
	117,579	67,649

Great Southern TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004

	2004	2003
	\$	\$
9 Capital user charge		
Capital user charge expense	1,460,229	1,253,623
A capital user charge rate of 8% has been set by the Government for 2004 (2003: 8%) 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.		
10 Other expenses from ordinary activities		
Student prizes and awards	8,820	11,172
Miscellaneous	14,992	-
Refunds for prior year	19,882	-
Losses and write-offs	66,526	13,748
	110,220	24,920
11 Fee for service		
Fee for service –general	350,724	224,947
Fee for service -Department of Education and Training	697,724	725,796
Fee for service - government (other than Department of Education and Training)	64,078	48,437
International Division fees	5,420	-
	1,117,946	999,180
12 Student fees and charges		
Tuition fees	551,431	564,387
Enrolment fees	103,739	91,932
Resource fees	224,730	225,307
Other college fees	182,376	114,549
	1,062,276	996,175
13 Ancillary trading		
Live works (not a trading activity)	87,338	88,619
Contracting and consulting	-	140
Other ancillary revenue	15,792	22,886
	103,130	111,645
14 Commonwealth grants and contributions		
Commonwealth specific purpose grants and contributions (I)	169,612	180,273
(I) These grants include (Commonwealth Recurrent and Specific Purpose)		
	169,612	180,273
15 Other revenues from ordinary activities		
Rental and facilities fees	20,465	27,434
Other direct grants and subsidy revenue	26,200	11,683
Sponsorship and donations revenue	13,450	8,452
Miscellaneous revenue	41,459	93,817
	101,574	141,386

Great Southern TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004

	2004	2003
	\$	\$
16 State funds (received from Department of Education and Training)		
Delivery and Performance Agreement (DPA)	9,737,793	8,833,057
Superannuation	738,985	711,289
Other recurrent funds	653,393	772,980
Capital User Charge funding	1,460,229	1,253,623
	12,590,400	11,570,950
Capital works transferred (I)	(1,791,269)	1,791,269
	10,799,131	13,362,219

(I) This amount was incorrectly classified as Revenues from Government in 2003. It should have been classified as Contribution by owner, refer note 28.

17 Resources received free of charge

Comprised of:

Department of Education and Training

* Corporate systems support 527,441 378,039

* Marketing and publications 17,028 17,505

* Human resources, industrial relations support 32,248 17,235

* Other 81,995 50,336

658,712 463,115

Office of the Auditor General - external audit services - 39,500

658,712 502,615

Where assets or services have been received free of charge or for nominal consideration, the College recognises revenues (except where the contribution of assets or services is in the nature of contributions by owners, in which case the College shall make a direct adjustment to equity) 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.

(I) Commencing with the 2004 audit, the Office of the Auditor General will be charging a fee for auditing the accounts, financial statements and performance indicators. The fee for the 2004 audit (\$45,000) will be due and payable in 2005.

18 Liabilities assumed by the Treasurer

Superannuation	2,083	311
	2,083	311

Where a liability has been assumed by the Treasurer or other entity, the College recognises revenues equivalent to the amount of the liability assumed and an expense relating to the nature of the event or events that initially gave rise to the liability.

Great Southern TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004

	2004	2003
	\$	\$
19 Cash assets		
Cash on hand	4,780	4,760
Cash advances	344	-
Cash at bank	556,996	214,621
Short term deposits		
(Special Term Deposit, interest at maturity)	2,087,979	2,212,618
	2,650,099	2,431,999
20 Restricted cash assets		
Other (Refund to DET, Tender Rollovers) (i)	599,632	341,700
	599,632	41,700
(i) Represents cash resources the uses of which are restricted, Wholly or partially, by regulations or other externally imposed requirements.		
21 Inventories		
Inventories held for resale:		
Bookshop (at cost)	45,619	48,599
Cafeteria (at cost)	4,322	-
	49,941	48,599
22 Receivables		
Current		
Receivables - trade	266,553	153,654
Receivables - students	3,068	17,123
Provision for doubtful debts	(4,100)	(2,800)
Other current receivables	-	309,627
GST receivable	170,796	22
	436,317	477,626
23 Other assets		
Current		
Prepayments	45,746	116,681
Accrued income	174,891	11,156
	220,637	127,837

Great Southern TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004

	2004	2003
	\$	\$
24 Property, plant, equipment and vehicles		
Land		
At cost		17,800
At valuation (30/06/1998)		1,853,000
At fair value (a)	2,156,800	-
	2,156,800	1,870,800
Buildings		
At cost	-	4,697,796
Accumulated depreciation		(283,244)
		4,414,552
At valuation (30/06/1998)		6,844,066
At fair value (b)	15,348,769	-
Accumulated depreciation	(111,383)	(923,355)
	15,237,386	5,920,711
Buildings under construction (At cost)	-	1,552,713
Motor vehicles, caravans and trailers		
At cost	721,378	642,523
Accumulated depreciation	(275,211)	(242,058)
	446,167	400,465
Plant, furniture and general equipment		
At cost	1,531,748	1,450,657
Accumulated depreciation	(754,394)	(613,931)
	777,354	836,726
Computer equipment, communication network and software		
At cost	1,589,805	1,561,693
Accumulated depreciation	(983,630)	(889,032)
	606,174	672,661
	19,223,881	15,668,628

(a) The valuation of land was performed on 1 December, 2004 in accordance with an independent valuation by the Valuer General's Office. Fair value has been determined on the basis of current use market value.

(b) The valuation of buildings was performed on 1 December, 2004 in accordance with an independent valuation by the Valuer General's Office. Fair value has been determined on the basis of depreciated replacement value.

Great Southern TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004

		2004		2003				
		\$		\$				
Reconciliations								
Reconciliations of the carrying amounts of property, plant, equipment and vehicles at the beginning and end of the current financial year are set out below.								
2004		Land	Buildings	Building Under Construction	Motor Vehicles, Caravans and Trailers	Plant, Furniture and General Equipment	Computer Equipment, Communication Network and Software	Total
Carrying amount at start of year		1,870,800	10,335,263	1,552,713	400,465	836,726	672,661	15,668,628
Additions		-	2,087,687	(1,552,713)	244,197	107,515	258,292	1,144,979
Disposals		-	(34,235)	-	(116,370)	5,039	82,346	(63,220)
Depreciation		-	(339,375)	-	(82,125)	(160,532)	(312,030)	(894,062)
Revaluation Increments		286,000	3,188,046	-	-	-	-	3,474,046
Write-off of Assets		-	-	-	-	(11,395)	(95,094)	(106,489)
Carrying amount at end of year		2,156,800	15,237,385	-	446,167	777,354	606,174	19,223,881

25 Payables

Current		
Trade payables	2,570	5,994
GST payable	147,367	-
Capital User Charge payable	-	309,627
	149,937	315,621

26 Provisions

Employee Benefits		
Current		
Annual leave (l)	361,845	328,230
Long service leave (l)	144,322	101,803
	506,167	430,033
Non-current		
Long service leave (l)	847,610	649,444
	847,610	649,444

(l) The settlement of annual and long service leave liabilities gives rise to the payment of employment on-costs including superannuation, payroll tax and workers compensation premiums. The liability for such on-costs is included here. The associated expense is included under 'other staffing costs' (under Employee expenses) at note 2.

The College considers the carrying amount of employee benefits approximates the net fair value.

Great Southern TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004

	2004	2003
	\$	\$
<u>Employee Benefit Liabilities</u>		
The aggregate employee benefit liability recognised and included in the financial statements is as follows:		
Provision for employee benefits:		
Current	506,167	430,033
Non-current	847,610	649,444
	1,353,777	1,079,477

27 Other liabilities

Current		
Income received in advance (a)	3,251	65,983
Accrued expenditure	245,225	238,644
Accrued salaries and related costs	97,091	2,563
	345,567	307,190

(a) Income received in advance comprises:

Department of Education and Training		
- competitive allocation tendering	-	61,708
Fee for service	3,221	-
Student fees and charges	30	4,275
	3,251	65,983

28 Equity

Contributed equity		
Contribution by owners(I)	2,264,969	-
	2,264,969	-

(I) Net capital adjustments relating to restructure, for non -reciprocal transfers of net assets after 01 July, 2002 (designated as Contributions by Owners TI955) From the Department of Education & Training relating to 2003 (\$1,791,270) and 2004 (\$473,699). Refer note 16

29 Reserves

Asset Revaluation Reserve		
Opening balance	553,000	553,000
Net revaluation increments		
Land	286,000	-
Buildings	3,011,561	-
Closing balance	3,850,561	553,000

(I) 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(I)

Great Southern TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004

	2004	2003
	\$	\$
30 Accumulated surplus/(deficit)		
Opening balance	16,841,101	14,662,610
Change in net assets	(1,625,403)	2,178,491
Closing balance	15,215,696	16,841,101

(I) Net adjustment refer note 28

31 Reconciliation of net cost of services to net cashflows provided by / (used in) operating activities

Net Cost of Services	(13,085,329)	(11,686,654)
Non-cash items:		
Depreciation and amortisation expense	(894,062)	(889,611)
Resources received free of charge	(1,132,411)	(502,615)
Net (gain) / loss on disposal on non-current assets	(5,257)	
Losses and write-offs (excludes cash shortages/thefts of money)	22,800	(15,934)
Superannuation expense	(741,068)	(711,298)
Doubtful debts expense	1,300	11,436
(Increase)/decrease in assets:		
Current receivables	98,845	(30,092)
Inventories	1,342	2,165
Prepayments	(70,935)	46,113
Other current assets	(145,893)	(3,725)
Non-current receivables		
Capital User Charge	533,301	
Increase/(decrease) in liabilities:		
Payables	313,051	119,573
Income received in advance/grants and advances	62,732	168,893
Current provisions	(76,134)	(8,275)
Other current Liabilities	(101,108)	(55,794)
Non-current Provisions	(198,166)	(42,777)
Net GST receipts/(payments)	227,567	
Change in GST in receivables/payables	(202,769)	
Net cash provided by/(used in) operating activities	(10,778,464)	(9,774,713)

32 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	2,650,099	2,431,999
Restricted cash assets	599,632	341,700
	3,249,731	2,773,699

Great Southern TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004

	2004	2003
	\$	\$
33 Commitments for expenditure		
(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	74,592	79,204
Later than 1 year and not later than 5 years	107,701	207,536
	182,293	286,740
Representing:		
Cancellable operating leases	112,960	130,740
Non-cancellable operating leases	69,333	156,000
	182,293	286,740

34 Events occurring after balance date

No events occurred after balance date

Great Southern TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004

35 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 results and the corresponding items of the preceding year are detailed below. Significant variations are considered to be those greater than 10% or \$20,000

	2004 \$	2003 \$	Variance \$	Variance %
1 Expenditure				
Employee Expenses	9,837,827	8,948,043	889,784	9.04%
Supplies & Services	3,574,498	3,093,670	480,828	13.45%
Grants & Subsidies	59,729	101,639	(41,910)	-70.17%
Capital User Charge	1,460,229	1,253,623	206,606	14.15%
Costs of Disposal Non Current assets	120,794	178,159	(57,365)	-47.49%
Other expenses from ordinary activities	110,220	24,920	85,300	77.39%
2 Revenue				
Revenues from ordinary activities				
Fee for Service	1,117,946	999,180	118,766	10.62%
Student Fees & Charges	1,062,276	996,175	66,101	6.22%
Trading Profit	117,579	67,649	49,930	42.47%
Interest revenue	173,862	144,789	29,073	16.72%
Proceeds on disposal of Non Current assets	126,051	161,914	(35,863)	-28.45%
Other revenues from ordinary activities	101,575	141,386	(39,811)	-39.19%
Revenues from State Government				
State Funds	10,799,131	13,362,219	(2,563,088)	-23.73%
Resources Received Free of Charge	658,712	502,615	156,097	23.70%

1 Expenditure

Employee Expenses

Increase in costs due to salary increases for both lecturers and non-lecturing staff, slight increase in superannuation expense, increase in leave liabilities and slight decrease in other staffing costs.

Supplies & Services

Increase in delivery of consumables and minor equipment, slight CPI increase in communication, postage, water and electricity, increase in training delivery contracting, slight CPI increase in cleaning , gardening and printing / photocopying contracts, increase in travel and accommodation expenses

Grants & Subsidies

Decrease in grants to external providers, slight decrease in apprentice travel subsidy.

Great Southern TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004

Capital User Charge

Increase due to increase in net assets, following completion of new facilities

Cost of Disposal of Non Current Assets

Decrease due to reduction in assets disposals

Other Expenses

Increase in public, property and bad debts write offs.

2 Revenue

Fee for Service

Increase in customised life style course activity.

Student Fees & Charges

Increase due to scheduled increase in fees and charges.

Trading Profit

Bookshop performance improved with a slight profit and greatly increased internal sales. These internal sales have been eliminated from these financial statements. Cafeteria sales increase contributed to by major refurbishment.

Interest Revenue

Reflection of consistent interest rates and greater balance of invested funds.

Proceeds on disposal of Non-Current Assets

Reduction due to decrease in asset disposals.

Other Revenue

Decrease due to reclassification of miscellaneous accounts within category.

State Funds

Decrease due to reduction in capital works transferred as building now completed.
 Capital revenue from Department of Education & Training now treated as owner's contribution.

Resources Received Free of Charge

Increase mainly in the corporate systems support area from the Department of Education and Training.

Great Southern TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004

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

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 \$20,000).

	2004 Budget \$	2004 Actual \$	Variance \$	Variance %
1 Expenditure				
Employee Expenses	8,885,000	9,837,827	952,827	10.72%
Supplies & Services	3,000,000	3,574,498	574,498	19.15%
Grants & Subsidies	390,000	59,729	(330,271)	-84.68%
Capital User Charge	1,430,000	1,460,229	30,229	2.11%
Costs of Disposal Non Current assets	-	120,794	120,794	
Other expenses from ordinary activities	198,500	110,220	(88,280)	-44.47%
2 Revenue				
Revenues from ordinary activities				
Fee for Service	800,000	1,117,946	317,946	39.74%
Student Fees & Charges	1,020,000	1,062,276	42,276	4.14%
Ancillary trading	365,000	103,130	(261,870)	-71.75%
Commonwealth grants & contributions	130,000	169,612	39,612	30.47%
Interest revenue	150,000	173,862	23,862	15.91%
Proceeds on disposal of Non Current assets	150,000	126,051	(23,949)	-15.97%
Other revenues from ordinary activities	46,000	101,575	55,575	120.82%
Revenues from State Government				
State Funds	13,869,208	10,799,131	(3,070,077)	-22.13%
Resources Received Free of Charge	550,000	658,712	108,712	19.77%

1 Expenditure

Employee Costs

Increase in salary costs following award increases, increase in superannuation expense and leave liabilities.

Supplies & Services

Increase in delivery consumables & minor equipment, slight increase on communications and utilities expense, slight increase in training delivery, cleaning, gardening, printing/photocopying and security contracts and increase in travel and accommodation expenses.

Grants & Subsidies

Incorrect classification of training delivery contracting.

Cost of Disposal of Non Current Assets.

Did not provide budget estimate for the cost of disposal of assets.

Other Expenses

Increase in public, property and bad debts write offs.

Great Southern TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004

2 Revenue

Fee for Service

Increase in life style activity.

Student Fees & Charges

Increase due to scheduled increase in fees and charges.

Ancillary Trading

Over estimated ancillary trading budget.

Commonwealth Grants

Increase success in tender submissions

Interest Revenue

Investments maintained due to building projects delayed following higher than expected tender submissions.

Proceeds on the disposal on Non-Current Assets

Less than expected asset disposals.

Other Revenues

Increase in non government grants, salaries and travel recoups.

State Funds

Decrease in capital works transferred from Department of Education and Training.

Resources Received Free of Charge

Increased corporate systems support from Department of Education and Training.

Great Southern TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004

36 Financial Instruments

(a) Interest Rate Risk Exposure

The following table details the College's exposure to interest rate risk at reporting date.

	Weighted Average Effective Interest Rate	Variable Interest Rate	Fixed Interest Rate			Non-Interest Bearing	Total
			Less than 1 year	1 to 5 years	More than 5 years		
2004	%	\$	\$	\$	\$	\$	\$
Financial Assets							
Cash assets	4.43%	562,120	-	-	-	-	562,120
Cash assets	5.40%		2,087,979				2,087,979
Restricted cash assets	5.40%	-	599,632	-	-	-	599,632
Receivables		-	-	-	-	436,317	436,317
		562,120	2,687,611	-	-	436,317	3,686,048
Financial Liabilities							
Payables		-	-	-	-	149,937	149,937
		-	-	-	-	149,937	149,937
Net Financial Assets (Liabilities)		562,120	2,687,611	-	-	286,380	3,536,111

	Weighted Average Effective Interest Rate	Variable Interest Rate	Fixed Interest Rate Maturity			Non-Interest Bearing	Total
			Less Than 1 year	1 to 5 years	More than 5 years		
2003	%	\$	\$	\$	\$	\$	\$
Financial Assets							
Cash assets	3.94%	219,381	-	-	-	-	219,381
Cash assets	4.88%	-	2,212,618	-	-	-	2,212,618
Restricted cash assets	4.88%		341,700				341,700
Receivables		-	-	-	-	477,626	477,626
		219,381	2,554,318	-	-	477,626	3,251,325
Financial Liabilities							
Payables		-	-	-	-	315,621	315,621
		-	-	-	-	315,621	315,621
Net Financial Assets (Liabilities)		219,381	2,554,318	0	0	162,005	2,935,704

Great Southern TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004

	2004	2003
	\$	\$

(b) Credit Risk Exposure

All financial assets are unsecured.

The carrying amount of financial assets recorded on the financial statements represents 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.

37 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:

\$		
\$1 - \$10,000	1	3
\$150,001 - \$160,000	1	1

The total remuneration of the members of the Accountable Authority is:

154,678 152,469

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:

\$		
\$80,001 - \$90,000	2	5
\$90,001 - \$100,000	4	1
\$100,001 - \$110,000	1	2
\$110,001 - \$120,000	1	-

The total remuneration of senior officers is:

778,946 716,493

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.

Great Southern TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004

	2004	2003
	\$	\$
38 Supplementary Financial Information		
<u>Write-Offs</u>		
Public property	43,727	2,832
Bad Debts	19,762	9,763
Inventory	3,038	1,153
	66,527	13,748

39 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.

40 Related Bodies

The College has no related bodies.

41 Affiliated Bodies

The College has no affiliated bodies.

42 The Impact of Adopting International Accounting Standards

The Australian Accounting Standards Board is adopting the Standards of the International Accounting Standards Board for application to reporting periods beginning on or after 1 January 2005. Accounting Standard AASB 1 'First-time Adoption of Australian Equivalents to International Financial Reporting Standards' prescribes transitional provisions for first-time adopters. AASB 1047 'Disclosing the Impacts of Adopting Australian Equivalents to International Financial Reporting Standards' requires financial reports to disclose information about the impacts of any changes in accounting policies in the transition period leading up to the adoption date.

Adoption of International Financial Reporting Standards (IFRS)

- Attending briefings and teleconferences with Department of Treasury and Finance concerning the first time adoption of IFRS
- Finance Managers network meetings to review IFRS. This body established a working group to analyse in detail each of the standards and possible impact on TAFE Colleges.
- Governing Council has been regularly updated on review of IFRS by Finance Managers.
- Balance Sheet 1 January, 2004 has been re-classified in accordance with the IFRS.

Impact

In general there was minimal impact on the financial statements apart from naming conventions.

The College undertook a detailed review of assets to identify if any assets were impaired prior to the time of reporting.

The College also implemented a total revaluation of Land and Buildings arranged by Valuer General's Office.

Leave liabilities were assessed by an actuary and no impact identified.

Great Southern TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004

Section 42 - Estimates for 2005						
In accordance with Treasurer's Instruction 953 the annual estimates for the current financial year (ie 2005) are hereby included in the annual report. These estimates do not form part of the financial statements and are not subject to audit						
Annual Estimates - Income Statement for the 12 Months ending 31 December 2005						
						\$
COST OF SERVICES						
Expenses from ordinary activities						
Employee Expenses						10,000,000
Borrowing Costs Expense						
Depreciation and amortisation expense						980000
Supplies and Services						3,513,000
Grants and Subsidies						120,000
Costs of disposal of non-current assets						120,800
Trading loss						25,000
Capital User Charge						17308940
Other Expenses from Ordinary Activities						50,537
Payments to Non TAFE Providers for VET Delivery						
Total Cost of Services						16,540,231
Revenue from Ordinary Activities						
<i>Revenue from operating activities</i>						
Fee for service						1,100,000
Student fees and charges						1,200,000
Ancillary trading						250,000
Commonwealth grants and contributions						150,000
Trading Profit						100,000
<i>Revenue from non-operating activities</i>						
Interest Revenue						130,000
Proceeds from Disposal of Non-current assets						125,000
Other Revenue from Ordinary Activities						100,000
Total Revenue from Ordinary Activities						3,155,000
NET COST OF SERVICES						-13,385,231

Great Southern TAFE
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2004

REVENUES FROM STATE GOVERNMENT						
State Funds						13250894
Resources Received Free of Charge						400000
Liabilities assumed by the treasurer						2000
Asset Assumed/(Transferred)						
Total revenues from State Government						13,652,894
CHANGE IN NET ASSETS						267,663
Net increase/(decrease) in asset revaluation reserve						
Net initial adjustments on adoption of a new accounting standard (<i>state which standard</i>) or UIG consensus view.						
Total revenues, expenses and valuation adjustments recognised directly in equity						0
TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTION WITH WA STATE GOVERNMENT AS OWNERS						267,663

Annual Estimates - Balance Sheet for the 12 Months ending 31 December 2005

CURRENT ASSETS							
Cash Assets						1,200,000	
Restricted Cash Assets						400,000	
Inventories						60,000	
Receivables						400,000	
Other Financial Assets						200,000	
Other Assets						50,000	
Total Current Assets						2,310,000	
NON-CURRENT ASSETS							
Receivables							
Other Financial Assets							
Property, plant, equipment and vehicles						21,200,000	
Intangible Assets							
Other Assets							
Total Non-Current Assets						21,200,000	
TOTAL ASSETS						23,510,000	
CURRENT LIABILITIES							
Payables						250,000	
Interest Bearing Liabilities							
Provisions						500,000	
Other Liabilities						150,000	
Total Current Liabilities						900,000	
NON-CURRENT LIABILITIES							
Payables							
Interest Bearing Liabilities							
Provisions						840,000	
Other Liabilities							
Total Non-Current Liabilities						840,000	
TOTAL LIABILITIES						1,740,000	
NET ASSETS						21,770,000	
EQUITY							
Contributed Equity						0	
Reserves						3,850,560	
Accumulated Surplus / (Deficiency)						17,919,440	
						21,770,000	
TOTAL EQUITY						21,770,000	



TAFEWA
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This Annual Report is available in alternative formats upon request.

