



PILBARA TAFE ANNUAL REPORT 2004



TABLE OF CONTENTS

MANAGING DIRECTOR'S MESSAGE.....	3
REPORT ON CORPORATE GOVERNANCE	5
Vision.....	5
Mission Statement	5
Principles	5
Key Priorities 2004 - 2006	6
Organisational Structure.....	6
Governing Council	7
REPORT ON STRATEGIC PLANNING FRAMEWORK.....	8
Disability Service Plan Outcomes.....	8
Customer Group Outcomes.....	9
Language and Cultural Diversity	9
Youth Outcomes.....	9
Energy Smart Government Policy	10
Waste Paper Recycling	11
Regional Development Policy.....	11
Equal Employment Opportunity Outcomes	11
Evaluation.....	12
Information Statement	13
Reporting on Record Keeping Plans	13
Compliance with Public Sector Standards and Ethical Codes	13
Public Interest Disclosure	14
Advertising and Sponsorship.....	14
Legislation Impacting on College Activities	14
PILBARA TAFE'S VOCATIONAL EDUCATION AND TRAINING DELIVERY	15
Karratha Campus	16
South Hedland Campus	18
Tablelands Campus.....	20
Pundulmurra Campus.....	23
Innovative and Learning Services	25
REPORT ON OPERATIONS	26
Business Services	26
Finance.....	26
Human Resources.....	26
Property and Facilities Management	28
Quality and Planning.....	29
Information Technology Services.....	30
Walkington Theatre.....	32
Library and Records Services	32
PERFORMANCE INDICATORS	34
1.1 Vocational Skills Formation and Development - Effectiveness Indicators	34
2.1 Efficiency Indicator	36
3.1 Achievement of the 2004 College Profile.....	36
FINANCIAL STATEMENTS	39

MANAGING DIRECTOR'S MESSAGE

It is with great pleasure I present the 2004 Pilbara TAFE Annual Report. The Annual Report highlights many of the College's achievements during the year as well as some new directions that have been identified and pursued.

I took over the role of Managing Director in February 2004. At this time the College faced many challenges that arose mainly from difficulties associated with the amalgamation of the former Eastern and West Pilbara Colleges of TAFE. In the 2003 academic year the College significantly undershot its profile target and had to draw significantly on its financial reserves. Feedback received from key college stakeholders identified the need to be more responsive to industry and community developments and for a more coordinated approach to the provision of academic development and support services within the College.

It was clear from consultations with staff and other stakeholders that the College structure needed to be reshaped to better align to its industry and community clients. A new campus structure based around four main campuses, Karratha, South Hedland, Pundulmurra and Tablelands (Newman and Tom Price) was introduced early in the year.

The new campus structure provided immediate dividends with the development of several key strategic partnerships with the community and industry. In particular, strong relationships have been formed with our key resource industry clients (Pilbara Iron, BHP-Billiton Iron Ore, Woodside Energy and Dampier Salt) and with the various Pilbara communities. The support of these companies and others for the School Apprenticeship Link Pilot which will operate for the first time in 2005 is testament to this relationship.

The College has put renewed energies in establishing Pundulmurra Campus as a focal point for indigenous education and training. Collaborative arrangements between Challenger TAFE and the Pundulmurra Campus were reached for the delivery of governance and leadership training to a number of Indigenous organisations and communities. Furthermore, a *Pre-employment Work Readiness Training* joint program between ESS, Gumula Aboriginal Corporation, Pilbara Iron Aboriginal Training and Liaison Unit and Tablelands Campus is being extended to run on site at Wakathuni community for the first time.

During the year the first steps were taken to establishing a truly multi-sector campus at Karratha. Approximately 60 year 11 and 12 Karratha Senior High School students were based on the campus and the feedback has been very positive. In addition, Curtin University programs were delivered on the Karratha and Hedland Campuses for the first time. With the support of key industry clients such as Pilbara Iron and BHP-Billiton Iron Ore who are offering scholarships to local students, the programs will expand over the next few years ensuring the Pilbara community has good access to higher education.

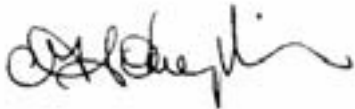


It was very clear to me that if we were to be successful we needed to invest in our key resource – that is our staff. The College created the position of Manager of Innovative Learning Services which has played an invaluable role in reinvigorating the staff and supporting the introduction of more flexible teaching and learning approaches – particularly in on-line learning which grew dramatically during the year. The inaugural Flexible Learning and Networking Professional Development Forum was held at Karratha Campus in September 2004 attracting 174 VET professionals and industry representatives from all over the State. It was a resounding success.

The Business Services Division staff have also made a remarkable contribution through the establishment of sound management systems and procedures and by providing invaluable support to the academic areas. They are committed to providing quality services to all internal and external clients.

Overall 2004 has been a challenging year. The College came close to achieving the profile targets set for the year and finished with a budget surplus. This is a remarkable effort in an environment of constant change and all credit must go to the staff at all levels that have made this possible. The future looks promising with exciting developments in the pipeline for 2005 which will put Pilbara TAFE back to its previous position as the pre-eminent training provider in the region.

My personal thanks to all staff and to members of the Governing Council for their forbearance and support during the year.



Michael O'Loughlin
Managing Director



REPORT ON CORPORATE GOVERNANCE

VISION

Pilbara will be recognised for its contribution to realising the full potential of the Pilbara's industries and communities through the provision of local, high-quality education and training.

We will be noted for:

- pursuing our vocation professionally and with integrity;
- high student achievement and employment outcomes;
- partnerships with Indigenous people and communities;
- partnerships with industry, the community and other educational and training institutions; and
- speed, flexibility and responsiveness in meeting the needs of our diverse customers.

MISSION STATEMENT

In accordance with the *Vocational Education and Training Act 1996*, the College develops and delivers high-quality public and commercial education and training services that meet the immediate and future needs of the community and industry. This is achieved through collaboration with the Western Australian TAFE college network and other educational institutions.

PRINCIPLES

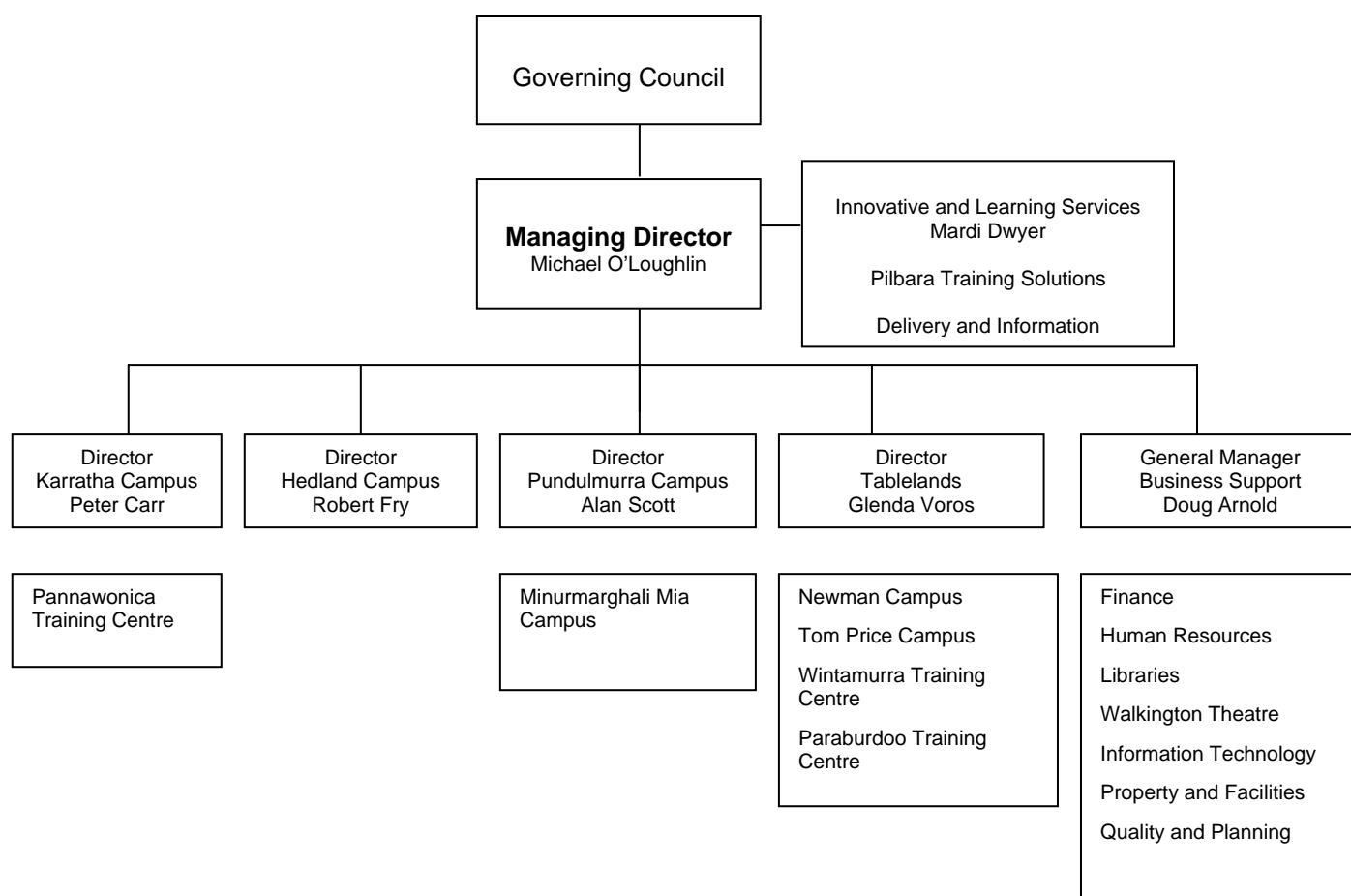
- **Client Focus:** We recognise that our clients are the heart of our business. We are committed and will respond to the needs of the community, industry, staff and students.
- **Continuous Improvement and Innovation:** We will work relentlessly and creatively to improve and enhance the quality of our services.
- **Team Work:** We will work together as a team and with our stakeholders to further our vocation. We will act as good corporate citizens by recognising the needs of the Pilbara community and providing value for money.
- **Integrity and Respect:** We will work with integrity and respect, valuing and acknowledging the opinions and expertise of others within and beyond the college. Openness and honesty will be practised at all levels.
- **Diversity:** We recognise and value the diversity of our people, the community and region, and will plan to deliver programs and services that best meet their diverse needs and comply with access and equity principles.
- **Safety:** We are committed to providing a safe and healthy environment for all employees, students, contractors and visitors.



KEY PRIORITIES 2004 - 2006

- 1 Increase Industry & Community Partnerships
- 2 Increase Indigenous Education & Training
- 3 Higher Level of International Collaboration
- 4 Improved Multi-Sector Collaboration
- 5 Flexible Delivery
- 6 Product & Services Development
- 7 Organisational Development
- 8 Business Systems Development
- 9 Client Support Services

ORGANISATIONAL STRUCTURE



GOVERNING COUNCIL

The governing body of the College is the Governing Council, with functions, duties and powers as specified in Sections 39 to 47 of the *Vocational Education and Training (VET) Act 1996*.

Membership of the Governing Council as at 31 December 2004 was as follows:

Chairperson:

John Jakobson	Manager Yandi BHP Billiton Iron Ore
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Members:

Sharleen Chilvers	Local Area Coordinator Disability Services Commission
Joyce Drummond	Lecturer Pilbara TAFE, Minurmarghali Mia Campus
Anita Grace	Proprietor Newman Liquor Store
Michael O'Loughlin	Managing Director Pilbara TAFE, Karratha Campus
Adam Parr	General Manager Dampier Salt Ltd
Tony Seddon	Business Systems Administrator Pilbara TAFE, Karratha Campus
Joe Todd	Lecturer Pilbara TAFE, South Hedland Campus
Terry Whitby	Commissioner Aboriginal and Torres Strait Islander Commission
Ainslie Bourne	Human Resources Manager Woodside Petroleum
Mark Simpson	Manager Training Pilbara Iron



REPORT ON STRATEGIC PLANNING FRAMEWORK

The Report on Strategic Planning Framework provides an account of the College's performance against the goal areas of the State Government's '*Strategic Planning Framework*' which are:

1. People and Communities
2. The Economy
3. The Environment
4. The Regions and
5. Governance.

DISABILITY SERVICE PLAN OUTCOMES

A Disability Services Plan for 2004 to 2006 was developed by the College in accordance with section 29 of the *Disability Services Act 1993*. The plan outlines the College's strategies to ensure that students within Pilbara TAFE are provided with equal access, participation and opportunity to training courses and services.

The Plan is an important mechanism for monitoring and evaluating the College's programs and services and assists the College in meeting the accessibility needs of its customers - people with disabilities, their families and carers. In particular the College has made worked towards the following improvements during 2004:

- Used available and emerging technologies including video conferencing and online delivery to enhance the provision of services to people with disabilities and increase consumer access to information;
- Improved corporate publications and learning resources to support people with disabilities living in the community.
- Commenced the redevelopment of the college website to improve accessibility to College training product and service information.
- Revised pathways and facilities at Karratha and South Hedland Campus to improve access.
- Reviewed the Pilbara TAFE Disability Services Action Plan and Access and Equity Policy.



CUSTOMER GROUP OUTCOMES

Pilbara TAFE strives to maintain high education, training and customer service standards across all Campuses and wherever training is delivered. The College's ongoing commitment to customers is demonstrated through the customer service feedback system and the emphasis on strengthening the College's focus on client relationships.

To meet the challenge of effectively servicing the remote and sparsely populated Pilbara region the college has developed a responsive and flexible training delivery approach.

LANGUAGE AND CULTURAL DIVERSITY

In 2004 the College reviewed its organisational structure policies, programs and services of the College to ensure that the services and programs provided were appropriate and accessible to the Pilbara's diverse community including Indigenous, migrants and refugees.

The College continued to implement its equity and diversity plan, with the five priority outcomes of culturally appropriate service delivery, ethnicity data collection, effective consultation, information provision and human resources.

YOUTH OUTCOMES

The College is committed to providing vocational education and training and employment opportunities to young people. Part of this commitment includes addressing the following areas of the State Government's plan for young people 2000-2003:

- Promoting a positive image of young people.
- Better preparing young people for work and adult life.
- Promoting the development of personal and leadership skills.
- Encouraging young people to take on roles and responsibilities that lead to active adult citizenship.

During 2004 the College focused on collaboration between the College and the education sector. This resulted in improved planning processes and a joint commitment to develop pathways that provide meaningful outcomes for 15-19 year olds, for both "Youth at Risk" and "Gifted and Talented" groups in the Pilbara. The College is also working closely with other agencies to improve the servicing of Aboriginal communities to achieve social and economic outcomes.



Planning for the implementation of the School Apprenticeship Pilot program is well underway. At this stage there are 74 students across the Pilbara indicating an interest in participating in the program in 2005. The programs that will operate are Metals and Engineering in Karratha, Hedland, Newman and Tom Price and Building and Construction, primarily for indigenous students at Pundulmurra Campus.

In 2004, 29% of the College's training was delivered to young people 25 years and under. In addition the College delivered 57,162 Student Contact Hours (SCH) of VET for Schools.

ENERGY SMART GOVERNMENT POLICY

Energy savings for the Pilbara College of TAFE in 2003/04 were achieved as a result of a combination of responsible management practices and major plant and equipment upgrades. This involved:

- A chilled water system major plant upgrade and a more fine tuned approach to scheduling and temperature control produced a significant reduction in energy consumption at South Hedland campus. Ensuring the chilled water system is run at its most cost and energy effective load ratio has resulted in an energy reduction of approximately 25% against the campus baseline consumption.
- Better maintenance practices at Minurmarghali Mia campus have shown an approximate 60% reduction in energy usage against the campus baseline.
- Planned upgrades of controls to augment the chilled water plant upgrade at Karratha campus should achieve significant results in 2004/05 at what is currently a high energy usage campus.

Details of Pilbara TAFE energy consumption are outlined below:

	Baseline	2003/04	Saving
Energy Consumption (GJ)	17,443	15,351	12.0%
Energy Cost (\$)	984,674	873,061	11.0%
Greenhouse Gas Emissions (tonnes of CO2)	4,422	3,854	13.0%
Mega joules per metre squared	643	546	15.0%
Mega joules per affective full time student	15,395	12,760	17.0%



WASTE PAPER RECYCLING

The College encourages the recycling and the reduction of waste paper and is in the process of introducing a recycling service at all campuses. Where possible, technology such as email is utilised to ensure the amount of waste paper is minimised.

REGIONAL DEVELOPMENT POLICY

The State Government released 'Regional Western Australia - A Better Place to Live, Regional Development Policy', in November 2003. The policy provides a framework for Government to support sustainable regional development in the State. Pilbara TAFE contributes to the State Government's outcome on Strong and Vibrant regions by providing high quality educational services and encouraging partnerships with industry.

During 2004 Pilbara TAFE has continued to develop:

- Partnerships of training with local industry by way of on the job placements training of first year apprentices in the initial 12 weeks of their working life with BHP Billiton and Pilbara Iron.
- The introduction of Karratha Senior High School students studying on the Karratha campus and the relocation of years 10 to 12 on to the Hedland Campus. This move is continuing into the feasibility stage and the current availability of classrooms is being assessed to determine a building program requirement.
- A close relationship with the Hedland Regional Hospital to ensure that the placements are available to enrolled nurses undertaking their training and also provide opportunity of work when they graduate.
- Close relationships with Bujee-Nhour-Pu Aboriginal Art Group to assist in supporting literacy, numeracy and computing skills for their community Enterprise and Business.

EQUAL EMPLOYMENT OPPORTUNITY OUTCOMES

The College is committed to developing an equitable and diverse workforce which is representative of the community at all levels of employment and enables employees to combine work and family responsibilities.

The Public Sector Yearly Reports identifies the following demographic profile for the College, current as at 30 June 2004 and detailed on the following tables.



Employees by Gender

	Women	Men	Total
Permanent Full Time	75	55	130
Permanent Part Time	16	2	18
Fixed Term Full Time	24	24	48
Fixed Term Part Time	10	1	11
Trainee	0	0	0
Casual	54	15	69
TOTAL	179	97	276
% Representation	64.9	35.1	
Equity Index for CEO's Performance Agreement	52		

Employees by Equity Groups

	PCDB*	IA**	PWD***
Permanent Full Time	11	9	3
Permanent Part Time	0	1	0
Fixed Term Full Time	1	4	0
Fixed Term Part Time	0	0	0
Trainee	0	0	0
Other	0	0	0
TOTAL	12	14	3
% of Representation:	5.8%	6.8%	1.4%

*PCDB - People from Culturally Diverse Backgrounds

**IA - Indigenous Australians

***PWD - People with Disabilities

EVALUATION

Under Section 7(E) of the Public Sector Management Act (1994) public sector bodies should have as their goal a continued improvement in the efficiency and effectiveness of their performance and should be administered with that goal always in view.

As a result of an internal review of the College's evaluation system conducted early in 2004 Pilbara TAFE has streamlined the following procedures to ensure a more customer focused approach:

- Internal Quality Management Audit
- Course evaluation
- Industry consultation
- Staff moderation
- Student satisfaction



The College continually evaluates its training programs and service to ensure they remain relevant to the needs of students and industry. The results of the evaluation procedures have been reviewed by College Executive and a number of improvement strategies have been identified which will be implemented in 2005.

INFORMATION STATEMENT

For the year ending 31 December 2004 the College did not receive any requests for information in accordance with the *Freedom of Information Act 1992*.

The College has produced a comprehensive Freedom of Information (FOI) Statement, outlining the structure and function of the College as well as the types of documents available to the public.

Applications for information can be lodged at any College campus or may be addressed to the FOI Coordinator.

REPORTING ON RECORD KEEPING PLANS

The Education and Training Sector agencies including TAFE colleges submitted a single Recordkeeping Plan to the State Records Commission on 4th March 2004. The Plan sets out the manner in which records are to be created by the Sector agencies, how those records are to be managed in the context of the Sector's functions, and how long those records are to be retained.

In accordance with Section 17 of the State Records Act, the Education and Training Sector agencies and all its staff and contractors are legally required to comply with the contents of this Recordkeeping Plan.

The development of a whole of sector records management policy and associated procedures was commenced in 2004. A staff induction program on the record keeping plan requirements has been organised for staff in April 2005.

COMPLIANCE WITH PUBLIC SECTOR STANDARDS AND ETHICAL CODES

Pilbara TAFE was compliant with the Public Sector Standards in Human Resources, the Western Australian Public Sector Code of Ethics and the College's code of conduct under section 31 (1) of the Public Sector Management Act 1994.

Procedures are designed to ensure such compliance and internal audits have been put in place and appropriate internal assessments conducted to ensure the correctness of the statement above.

The Pilbara TAFE Code of Ethics is communicated widely to all employees and available on the College intranet site. The Code of Ethics is also a major component of the new starter's induction program. The Human Resources is responsible for monitoring compliance with the code of ethics through reviews by internal audit.



PUBLIC INTEREST DISCLOSURE

The Public Interest Disclosure Act 2003 came into effect on 1 July 2003. The Act facilitates the disclosure of public interest information by providing protection for those who make disclosures and those who are the subject of disclosures. A public Interest Disclosure Officer has been appointed and internal procedures have been included in the Pilbara TAFE quality management system.

ADVERTISING AND SPONSORSHIP

As provided for in Section 175ZE of the *Electoral Act 1907*, Pilbara TAFE spent \$74,219 on media advertising, \$50,637 on other advertising and \$820 on mail outs. The College did not incur any expenditure in relation to market research or polling.

LEGISLATION IMPACTING ON COLLEGE ACTIVITIES

- Vocational Education and Training Act 1996
- Financial Administration and Audit Act 1985
- Public Sector Management Act 1994
- Salaries and Allowances Act 1975
- Public and Bank Holidays Act 1972
- Equal Opportunity Act 1984
- Government Employees Superannuation Act 1987
- Occupational Health, Safety and Welfare Act 1984; (1995)
- Workers Compensation and Assistance Act 1981
- Industrial Relations Act 1979
- State Supply Commission Act 1991
- Government Employees Housing Act 1964
- Workplace Agreements Act 1993
- Freedom of Information Act 1992
- Disability Services Act 1993
- Industrial Training Act 1975
- Copyright Act 1968
- Liquor Licensing Act 1988 (2000)
- Electricity (Licensing) Regulations 1991
- Public Interest Disclosure Act 2003
- Security and Related Activities (Control) Act 1996
- Children's Services Licensing Unit for Childcare



REPORT ON PILBARA TAFE'S VOCATIONAL EDUCATION AND TRAINING DELIVERY

A review of the College's training delivery function in early 2004, which focused on the existing cross College management structure, identified a number of organisational issues including a lack of identity for individual campuses, problems in resource coordination and onerous travel requirements for staff.

A subsequent restructure led to the creation of a management structure for the four major campuses, being Karratha, South Hedland, Tablelands (Newman and Tom Price) and Pundulmurra and the respective Student and Academic Services Branches supporting that structure. The new campus structure saw the decentralisation of various administrative support services (eg purchasing, client services, marketing) to the local campuses with the aim of improving College responsiveness to client's needs.

Pilbara TAFE develops and delivers training programs for industry and community clients throughout the Pilbara region in an area over twice the size of the State of Victoria. In 2004 over 717,000 Student Contact Hours (SCH) were delivered in the towns of Karratha, South Hedland, Roebourne, Newman, Tom Price, Jigalong, Paraburdoo, Pannawonica and Onslow and in a number of remote Aboriginal communities including Karijini, Marble Bar, Nullagine, Yandeyarra and Kiwirrkurra.

The introduction of a range of flexible and innovative delivery strategies including on-line training products, video-conferencing and workplace learning during 2004 has seen the College increase its training delivery scope and client base.

One of the key training delivery priorities is the establishment of an inter-sectoral campus in Karratha and South Hedland by 2007. The inter-sectoral campus will see the co-location of the local high school, TAFE College and University (Curtin University, Centre for Regional Education) on the Karratha and South Hedland campus sites.

The College is well on track to achieving this goal with year 11 and 12 students co-located on the Karratha Campus. Non TEE year 11 and 12 students from Hedland Senior High school have commenced attending Pundulmurra and South Hedland campuses for one day per week. In addition, several prominent 'pathways' have been established which provide students with a seamless link between school education, TAFE and university for their chosen career aspirations.



KARRATHA CAMPUS

Karratha Campus is responsible for programs and delivery in the areas of Trades, Business and Management, Service Industry Training and Community Services at Karratha Campus and Pannawonica Centre.

Overall, Karratha Campus achieved more delivery than required by the 2004 profiled student contact hours (SCH) targets. Pannawonica Centre however fell slightly short of reaching target. This was brought about by not being able to locate lecturers for some of the program areas. As Pannawonica is a Pilbara Iron “Company Town”, we rely on partners of Pilbara Iron employees to take up lecturing.

Trades

Welding Institute accreditation

Discussions have taken place with the Welding Technology Institute of Australia (WTIA) regarding opportunities. From those discussions, Karratha Campus has been recommended for the International Institute of Welding (IIW) Approved Training Body (ATB) status. This will allow us to deliver training to people wishing to obtain an International Welding Practitioner (IWP) qualification as well as AS1796 Certificates 1 to 10.

Mechanical

A growth of apprentice numbers in Mechanical program has brought about the need to have two stage one groups. In addition there are three Fast track mechanical apprentices. These people have their existing skills formally recognised and are able to complete their apprenticeship in a shorter period and become productive tradespeople.

Instrumentation

Pilbara TAFE is currently developing resources and materials to apply for accreditation to provide the Diploma in Engineering – Instrumentation. The materials and assessments have been produced in a flexible delivery format and will be available online through The Learning Manager (TLM). This will provide Graduates from our Certificate IV program with a relevant study path. Preliminary discussions have taken place with Curtin University regarding what amount of advanced standing Diploma in Instrumentation Graduates would receive when entering an Engineering Degree.

Business and Management

IT lecturer David Day Presented a workshop on developing on line training material at the Best Teaching Practice Forum held at Central TAFE.

A large number of Graduates from the Certificate III in Information Technology took advantage of the online Flexible learning program

Service Industry

Pilbara TAFE gained accreditation for the delivery of the Diploma of Visual Art and Craft. Delivery is being planned for 2005.



Community Services

Enrolments increased in the areas of Disability Services, Children's Services and Community Services Work. Due to the introduction of a new Training Package, it has been a busy year for lecturers with new students enrolling in the new qualifications while current students continue

Community Services Lecturer Odette Haley was appointed to the State Child Care Advisory Committee for a term of three years. The Child Care Advisory Committee will play a vital role in providing independent advice, information and expertise on matters pertaining to licensing and quality assurance in child care services in Western Australia.

Odette was also selected as a winner of an Award for Excellence in Round Four of the Premier's Teacher of the Year Award.

Additional opportunities will be to host WTIA technology forums, provide fee for service weld testing for Pilbara construction companies and to host industry forums for consulting industry and showcasing the college.

We are in the process of registering and programming for the introduction of the GATE (Gaining Access to Training and Employment) program, showcased at the recent Flexible Learning And Networking (FLAN) conference. This initiative was outlined by Director Karratha Campus at a recent Shire of Roebourne Employment Strategy group meeting. Employment Directions Network has already expressed an interest in sending youth to this program.



SOUTH HEDLAND CAMPUS

The South Hedland campus commenced 2004 with low student enrolments across the board for semester one. However, the campus focused restructure resulted in a resurgence of interest and enthusiasm from staff and assisted the campus to achieve its second semester target of profiled student contact hours (SCH).

Campus Activity

The campus's prominent delivery area of Metals and Mining fell low of its projected SCH target. This has been due to the difficulty in getting students enrolled in the pre apprentice course which provides students with a 'pathway' into other metals and mining programs. A possible reason for the low enrolments is that more students are choosing to stay in years 11 and 12 at the local high school, undertaking VET study streams.

Office and Clerical, the next biggest delivery area at South Hedland campus, achieved its profile target due to the large number of Traineeships offered in 2004. The main growth area for the year was Accounting and Other Business Services. In particular the Certificate IV and Diploma level courses proved very popular.

The other industry areas that the college focuses on are:

- Recreation Sports and Entertainment,
- Visual and Performing Arts,
- Automotive ,
- Community Services
- Education and Childcare,
- Health
- Cooking
- Hospitality and Tourism
- Electrical Trades
- Management
- Adult Literacy/ESL and
- Targeted Access and Participation Courses.

Automotive experienced a growth of 17% being attributed to a rise in the number of Apprentices whereas Community Services training showed a significant decline in demand of 41% of predicted SCH.

In addition to the profile funded activity a number of fee for service courses (FFS) were run for BHP Billiton focusing on hand skill enhancement for apprentices starting off in their trades. This is an area that was not addressed well in 2003. In 2004, South Hedland campus focused on building a responsive reputation with key client groups in both profile and FFS programs.



Staffing

The academic staff were fully supportive of the campus structure. The academic staff continued to build strong links with industry and improved the quality of training programs which has established a strong foundation in which to build the training delivery profile in 2005.

A new student and administrative support team was introduced on campus to support the academic staff and provide student support services. The campus support team took some time to finalise due to the number of administrative staff that were affected by the College restructure. The support staff are to be commended for continuing to provide high levels of customer service and improving work practices during this challenging time.



TABLELANDS CAMPUS

Following a restructure of the College in May 2004, Tablelands Campus came into being and incorporated the Tom Price and Newman campuses and Paraburdoo and Jigalong/Western Desert centres under one administration.

Tom Price

Tom Price campus had a difficult start to the year with the resignations of the 3 trade lecturers in Term 1 and a vacancy created by another lecturer going on leave without pay at short notice. This led to a difficult replacement process as the recruitment of skilled trade lecturers was impacted by the Australia wide shortage of skilled tradesman.

Despite the difficulties, the programs at Tom Price were delivered using lecturers who travelled from the Newman campus and other Pilbara TAFE campuses as well as contract lecturers from Perth. As a result 90% of the profile or 31250 SCH was delivered at Tom Price in 2004. And by the end of the year the programs were fully staffed.

Highlights include:

- Development of a partnership between Pilbara TAFE, Pilbara Iron, Tom Price Senior High School and Apprenticeships WA to improve the outcomes for students at Tom Price Senior High School. This led to an increase in the amount of Vocational Education and Training in Schools for Tom Price. The school also enjoyed higher student retention rate and educational outcomes
- Extension of the training delivery program from Tom Price into the local Indigenous communities with a first Internet skills course being delivered on site at Wakathuni Aboriginal Community
- A work readiness program for Indigenous CDEP participants was delivered in partnership with Pilbara Iron and Ashburton CDEP.
- Literacy support programs were extended to the Trades programs to assist in better outcomes for apprentices especially Indigenous young people
- A youth at risk program was introduced for a group of High School age students who were not attending school. This was delivered under the Certificate of General Education for Adults.
- Training was delivered in new areas including Childrens' Services and Horticulture



Newman

Despite the turnover of staff at Newman and the requirement to assist in delivering the Tom Price and Jigalong programs, Newman reached 42060 SCH or 90% of the profiled target.

Highlights include:

- Certificate 1 in Workplace Readiness delivered to 6 Aboriginal school based trainees from Newman Senior High School with outstanding outcomes
- The 'backyard blitz' Horticulture program for Year 10 students at risk was again delivered for Newman Senior High School and this year it was supported by the Shire of East Pilbara.
- A number of Information Technology programs were offered for Newman High School students. This included an extensive Certificate II in Information Technology which was delivered by the school under an auspicing arrangement.
- Digital photography was introduced as an evening course by the Information Technology section and proved to be very popular.
- A successful literacy support program was delivered for BHP Billiton Metalliferous Mining Trainees. This culminated in one of the trainees, Gillian King being nominated as finalist for a Training Excellence Award in the Alcoa Aboriginal and Torres Strait Islander Student of the Year Award category.
- Following extensive communication a town based program with Indigenous Martu women was commenced. The Newman Lecturer in Community Health was assisted by Centrelink and the Structured Housing Assistance Program (SHAP). Units in art, computing, health and personal effectiveness were delivered.
- Apprenticeship programs for BHP Billiton and local employers were delivered by Newman campus for the first time in many years. The programs included electrical and plant mechanics with the off the job components delivered on site by Pilbara TAFE lecturers at the BHP Billiton Skills Training Centre.
- The appointment of a new Lecturer in Community Recreation enabled an extensive consultation process with recreation services across the Pilbara resulting in a number of Recreation trainees being appointed.
- The Teacher's Assistants program returned to Newman during the year. This is being supported by a full time lecturer who is also attempting to develop a Child Care program in response to the demand for qualified child care workers in town.

Paraburdoo

In term 4 Pilbara TAFE was required to relinquish its well appointed campus in Paraburdoo. The premises were redeveloped by Pilbara Iron to provide accommodation for workers in the newly opened iron ore mines. As this occurred at short notice it thrust the training effort at Paraburdoo into turmoil for the later part of the year.

The Paraburdoo Primary School was able to provide temporary accommodation (one room) at short notice to enable the program to continue while the search for a permanent campus continued. Subsequently the Primary School agreed to fully accommodate the TAFE campus in a vacant wing formerly used as the District High School.



The Paraburdoo Centre was able to reach 91% (or 1797 SCH) of the profiled target and plans are underway to substantially extend this in 2005 now that a permanent home has been found.

Highlights include:

- Continuing programs in Teachers Assistant, Office Administration and literacy
- Consultations with child care providers to set up a child care course in 2005.

Jigalong / Western Desert

The programs in the Western Desert got off to a slow start following a very rainy summer. This meant that roads to the communities were impassable for months and we were unable to get programs underway until Term 2. The Coordinator of the Wintamarra Centre at Jigalong resigned in July and this restricted the number of programs that could be delivered there. The recruitment of a successor is still underway. Despite this the program delivered 19,073 SCH or 69% of the total profiled hours.

Highlights include:

- Delivery of an extensive literacy support program at Jigalong. In term 2 this focussed on young women in the community supplementary to the New Opportunities for Women program. In Term 4 this was focussed on young men undertaking a trade program in welding.
- The Aboriginal Environmental Health programs continued for western desert communities. This included a program at Roebourne Regional Prison.
- The New Opportunities for Women program at Jigalong in Terms 1 and 2 created significant interest among young women.
- In association with the Commonwealth Department of Health and Aging the Lecturer in Community Health is working to re-establish the Certificate 1 in Health (Aboriginal Communities). The aim is to support the new Home and Community Care workers as well as community women generally.



PUNDULMURRA CAMPUS

Following the restructure in 2004 Pundulmurra Directorate now comprises Pundulmurra campus, Minurmarghali Mia campus and Onslow centre and a continuing community delivery program into towns and Indigenous communities in the Pilbara and Western Desert.

All campuses continued in their focus of providing quality training and education services to Indigenous individuals, communities and organisations. A feature of 2004's operations was the extension of existing partnerships with communities, organisations, government departments and major resource companies in the provision of our services. The directorate met the 2004 profile target with an achievement of 101%.

Pundulmurra Campus

For the first half of the year Pundulmurra campus operated with two Heads of Programs but in June 2004 these were amalgamated into one and Kerry Derschow stepped into the role of acting Head of programs for a particularly successful second Semester. The commitment of all staff was commendable with particular highlights;

- Commencement of Pastoral training through programs at Yandeyarra, Boodarie (CDEP town based crew) and a traineeship program servicing all pastoral properties in the Pilbara.
- Metalliferous Mining traineeship program with Ngarda contracting and BHP.
- Extension of the Industrial Services training programs
- Hosting a Community of Practice to develop pre-employment for the resource industry involving resource companies , Pilbara Job Futures , Bloodwood (EDN) and Pilbara TAFE staff resulting in the commencement of the first training program at Pundulmurra
- Commencement of Broadcasting courses.
- Consolidation of Indigenous Languages program.
- Commencement of Governance training in partnership with Challenger TAFE at Yandeyarra
- Expanded VET in schools program incorporating all remote schools and Hedland Senior High School.
- Vibrant community delivery programs in Second semester with;
 - Plant Machinery program Yandeyarra
 - Building /Construction in Punmu
 - Young Men's program Jigalong
 - Welding in Parngurr
 - Building and Horticulture Onslow



Pundulmurra further developed the range and accessibility of programs available through the campus through;

- Completion of Construction/Horticulture Shed
- Re-accreditations submitted for;
 - Certificate 1 of Health (Aboriginal communities)
 - Certificate 1 in Community Trade Skills (Plant Machinery Operation)
 - Certificate 1 in Rural Skills
 - Certificate 1 in Industrial Skills
- Partnership arrangements for provision of industry endorsed qualifications in;
 - Small Boat Handling (Yachting Australia)
 - Plant Machinery (Civil Contractors Federation)

A highlight in the organisation of the campus was the establishment of a dedicated Student and academic Services section for Pundulmurra directorate servicing both campuses and all off site programs.

Minurmarghali Mia Campus

Minurmarghali Mia had a particularly successful year achieving 140% of profile target and all staff are commended for their efforts in a year that included major changes to the structure (the position of Campus Manager was replaced with a lecturer in the role of Team Leader filled by Peter Webster) and service delivery (all Prison and Art programs became the responsibility of Minurmarghali Mia in second semester).

Particular highlights included;

- Development of the business studies to include a Certificate II and III traineeship program for Pilbara Iron (Robe) and a Frontline Management program for Yaandina in addition to the continuing business classes.
- Two intakes of a dozen students each in a thirteen week pre-employment program delivered in partnership with Pilbara Iron Aboriginal Training and Liaison Unit and Ngarliyarndu Bindirri Aboriginal Corporation.
- The combining of all Art training programs servicing all members of the Roebourne Art Group with the appointment of a dedicated art lecturer. This necessitated training of sessional Art lecturers in Certificate IV Assessment and Workplace Training.
- Development and delivery of an Industrial/Construction Skills extension program for Woodside Energy
- Provision of music program for Roebourne school and community groups.
- Completion of new Metals/Construction Workshop and classrooms.
- Finalisation of two Student and Academic Support Services (SASS) positions in the campus.



Onslow Centre

The development of a Pilbara TAFE presence in Onslow provided a good example of the teamwork in the directorate. We acquired a small workshop/office in Onslow through an agreement with the Department of Community Development. This was administered through Minurmarghali Mia campus with the majority of training delivery in construction and horticulture through Pundulmurra campus. The relationship between Pilbara TAFE and Onslow Telecentre was maintained through an MOU re-negotiated in September. A position of lecturer/coordinator was established in Onslow and filled for six months of 2004.

Community Delivery

Community delivery programs from Pundulmurra campus serviced all major communities in our region in second semester 2004. It was particularly pleasing to achieve this result after a slow start to the year.

INNOVATIVE AND LEARNING SERVICES

Since its inception in April 2004, Innovative Learning Services has provided training and professional development to all lecturers and most administration staff at Pilbara TAFE.

In line with the Flexible Delivery strategic directions of the College more than fifteen courses are now available on line with many more becoming available in the New Year. The Academic Leadership Team of Advanced Skilled Lecturers and Principal Lecturers have commenced more than thirteen academic projects. Effective results will be produced for the College in 2005

Funding from the Department of Education and training was approved for the \$500,000 Pilbara/Kimberley Wideband Video IP Flexible Delivery Project. This funding will provide a collaborative approach to state of the art video conferencing suites in campuses across both colleges and in to some secondary schools. This new technology will link into the facilities already installed in many remote communities by the Pilbara Development Commission through a Networking the Nation project. Procurement and implementation will commence in January 2004

Adding to the video conferencing technology will be the installation of a V Lab or Virtual Lab for higher end IT students to simulate the networking environment of a real work place. Other students will be able to access the V Lab from the Internet for a variety of learning experiences.

A major event this year was the Flexible Learning and Networking (FLAN) professional development week. 174 lecturers, administration staff, representatives from Pilbara based registered training organizations responded well to the 28 presentations on state of the art training and development.



REPORT ON OPERATIONS

BUSINESS SERVICES

The Business Services Directorate is responsible for providing administrative support services to College campuses and training centres and ensuring compliance with legislative and government policy requirements and recognised accounting and management standards. These services include financial, human resources, quality and planning, information technology, property and facilities management and library services.

In partnership with the Shire of Roebourne the Business Services Directorate also provides cinema and community theatre services through the Walkington Theatre and college and community library services to Karratha and surrounding areas through Library services. The highlights and major activities of each of the sections are listed below.

FINANCE

The important task of establishing a customer focused Financial Management Team was continued during 2004. During this period the focus was on developing and implementing operational financial control systems in line with recommendations made by the Office of the Auditor General. This included more effective controls over student debtors, receipting and assets management being developed.

During the period and in collaboration with Challenger TAFE, a Management Information System (MIS), was developed encompassing data from Finance One (FMIS), Student Services (CMIS) and Payroll (Empower). This will support the new business unit approach of the College and will give management up to date financial, student delivery and human resource information which will enable them to more effectively manage their areas of operation.

HUMAN RESOURCES

Pilbara TAFE is committed to developing a positive working environment and providing opportunities for staff to develop their knowledge, skills and attitudes they need for their own professional and career development.

Human Resources are responsible for a diverse range of staff employed by the College across six campuses and a number of other sites, through the provision of high quality Human Resources policies and procedures and customer focussed Human Resources services.



Industrial Relations

Issues progressed during the year included:

- Implementation of the Government Officers 2004 General Agreement
- Negotiations for the development and implementation of a new 2005 Certified Agreement for lecturing staff

Restructuring

The College underwent a major restructure during the year moving to a campus based management approach. Through sound human resource management practices at the end of that process there were only two employees who were not able to be placed substantively.

Occupational Safety and Health and Workers Compensation

The College has shown a proactive approach towards Safety and Health with the OSH Committee structure conforming with Work Safe Regulations and Australian Standards. Safety and Health promotion continued with the increased involvement of safety and health representatives and each division being responsible for their individual safety awareness and improvement in safety performance.

Accident statistics for 2004:

STUDENTS

Number of Incidents	1
Number of Accidents	5
Incidents not requiring treatment	1
Accidents not requiring treatment	1
Accidents & Incidents requiring First Aid	2
Accidents requiring medical/hospital treatment	2
Workers Compensation claim	0
Injury related time lost	0

STAFF

Number of Incidents	0
Number of Accidents	7
Incidents not requiring treatment	0
Accidents not requiring treatment	1
Accidents & Incidents requiring First Aid	0
Accidents requiring medical/hospital treatment	6
Workers Compensation claim	4
Injury related time lost (hours)	142.5

EXTERNAL VISITORS

Number of Incidents	0
Number of Accidents	2
Incidents not requiring treatment	0
Accidents not requiring treatment	0
Accidents & Incidents requiring First Aid	1
Accidents requiring medical/hospital treatment	1
Workers Compensation claim	0
Injury related time lost	0



Payroll

In line with government policy the College has adopted the common TAFE payroll system “Empower” with a bureau service being provided by the Western Australia Department of Education and Training. This will allow a common base for the implementation of Shared Services.

As at 31 December 2004 the College employed 182 FTE (full time equivalent) staff.

Policies

Major policies developed during 2004 were:

- **Performance Management and Development System** - is linked with College Strategic and Operational Plans and is not tied to annual increments.
- **Removal and Repatriation** – will encourage longer staff retention times and ensures the College is compliant with award requirements.
- **Staff Awards** – by recognising and rewarding staff for their initiative and consistent excellence, the college can reinforce positive behaviour and boost morale and remain a high visionary organisation.
- **Grievance Process** –employees can be assured of impartiality, confidentiality, no victimisation and timeliness.
- **Induction** - procedures were evaluated and a “draft on-line” human resource induction is being trialled on the College intranet system.
- **Disability Services Plan** - included strategies to increase participation rates and outcomes for under-represented groups including people with a disability, people from culturally and linguistically diverse backgrounds and women.

PROPERTY AND FACILITIES MANAGEMENT

The Property and Facilities Management section completed a number of contracts, projects and upgrades during 2004 including:

- Completion of the Minurmarghali Mia Campus workshop construction and fit out that commenced in 2003. This construction has significantly increased the welding and general skills workshop and classroom space available on this campus.
- Completion of the Pundulmurra Campus workshop construction and fit out that commenced in 2003. This construction has significantly increased the heavy plant and machinery workshop and the horticulture facilities and classroom space available on this campus. Security fence construction around this workshop was undertaken internally within this section and was both cost effective and of a high quality.
- Completion of Pundulmurra Campus Radio Station construction and fit out with electrical and broadcasting equipment installation carried out by specialist technicians from Perth.



- Universal Access tender documentation for Karratha Campus was finalised with advertising for tenders to be carried out in early 2005 and construction to meet the 2003 audit requirements to be commenced and completed in that year.
- Finalisation of a whole of college air-conditioning maintenance tender documentation with advertising for tenders was completed in 2004 with award of contracts expected in January 2005 subject to Department of Housing and Works Tender Evaluation Committee approval. This project will provide the College with standardised maintenance procedures across all facilities and result in energy savings and maintenance breakdown reductions.
- Pilbara TAFE met and exceeded the 6% requirements of the Energy Smart Government Policy for 2004.
- Completion of the South Hedland to Pundulmurra Campus and Hedland Senior High School Fibre Optic cabling installation in December 2004.

QUALITY AND PLANNING

It was an eventful year for the Quality and Planning team with several key projects completed and the achievement of a number of positive outcomes. A significant project undertaken during the year was the development and implementation of an online staff induction program. This system launched in November 2004 provides new staff with information about the College, the Pilbara region and government and training requirements. The induction program features online videos, quizzes, links to websites, access to the college intranet site and a web based tutorial on the Pilbara TAFE quality system.

The development of a training and assessment document management system was another major accomplishment in 2004. This web based database system was designed to assist academic staff retrieve 'quality controlled' course information, training and assessment strategies, plans and tools. The system was successfully piloted during the year and there are now over 1000 training documents that can be accessed from all Pilbara TAFE campuses and centres.

Two of the key functions of the Quality and Planning section are to:

- Measure client satisfaction levels with the College's training programs and services
- Audit the quality system to ensure compliance with Australian Quality Training Framework Standards (AQTF) and state and federal government policy and legislative requirements.

In the 2004 Client Satisfaction Survey, Pilbara TAFE achieved an overall satisfaction rating of 80% which is similar result to that of previous years. The client satisfaction survey findings identified areas of good practice and areas for improvement and is used by the Campuses to improve training programs and services.

The internal quality system audit was undertaken in October and November 2004 by audit teams comprising of academic and administration staff. The quality system audit focused on training delivery risk areas and the devolvment of policies and procedures within the quality system. The audit findings were positive with compliance achieved in all areas.



The marketing team improved the accessibility features of the College web site and also developed a new website for the Walkington Theatre, Community Library and Training Solutions. In addition, numerous marketing initiatives were undertaken by the College during 2004 including participation in promotions at the career expo in South Hedland and shopping centres promotions throughout the regional as well as involvement in local community events such as the Welcome to Hedland Night and the FeNaCING Festival.

INFORMATION TECHNOLOGY SERVICES

The amalgamation of Eastern and West Pilbara Colleges posed some dilemmas many of which focused on communication and information management and technology. The amalgamated College inherited seven different computer systems which has caused users to have problems with accessing the system whilst away from their home campus, difficulty with sharing data across campuses and has had a negative impact on having a consistent approach to IT management across the College. There is also the issue of users not being able to access the system from remote locations outside the College.

A strategic direction of the College to overcome these issues is to create a Single Network Operating System. This system is the latest offering from Microsoft and is Windows 2003. To be able to use this new system the College purchased several new servers or large computers and the new system sits on these servers at each college campus and allows users to “log” into the network from within the college system and be able to share files. It also allows IT to manage these users and their files more effectively.

These servers are state of the art and are indeed leading edge technology and coupled with Windows 2003 will enable the College provide the integration of disparate systems across the new Pilbara TAFE to improve communications and foster a “Pilbara TAFE” view of the world. It is expected that the new operating system will also provide a platform for the introduction of many additional benefits in both the short and medium term.

The financial impact of undertaking the upgrade will be approximately \$700,000. This includes new hardware, system design, system implementation, software licenses and training. The hardware and design for such has been purchased in 2004 and the system is expected to be in place within the early part of 2005.

Following from this project, the ICT Plan for the College identifies the installation of a Single Email System, Microsoft Outlook utilising an Exchange server. This project has been completed and the system has been in place for most of the year. The advantages of having a single system is that College staff moving between campuses can still access email and have a consistent system at any campus. The system can also be accessed from outside of the College from a simple Internet browser.



With the introduction of the Windows 2003 system new servers have been purchased to provide Remote Access and a Help Desk System. The Remote Access project will allow users (staff and students) to access the College systems from their home computer via the Internet. The college can obtain considerable benefits by utilising remote access techniques at the smaller remote campuses. This will considerably reduce the support requirements and provide a better service for the remote campuses. The recently introduced Laptops for Lecturers initiative posed the problem of providing secure network connections on an ad hoc basis. This can be resolved by the use of remote access facilities. Expected implementation is around April/May 2005 dependent upon the single operating system.

The college requires a Help Desk System to provide a central repository for all requests for assistance to IT staff. The project is to install the necessary software and hardware to provide a centralised repository, and to train IT support staff in the implementation of a Help Desk system which allows all calls to be recorded and prioritised. It is anticipated that analysis of help desk statistics will through a method of constant improvement provide clients with an IT Service of the highest quality. The Help Desk system may also be used to record and track requests made to other college Business Units. Expected implementation is around April/May 2005 again dependent upon the single operating system.

An Optical Fibre link between South Hedland and Pundulmurra campuses has been installed and with the introduction of the new Windows 2003 operating system allows all the computers in Hedland (South Hedland and Pundulmurra) to be part of the same network. This link is now available for use when the new servers have been installed and configured.

The Department of Education and Training has upgraded the Wide Area Network (WAN) links in a Wideband IP project. The current speed of the connections is 128 Kb and this is being considerably upgraded to 10 Mb at most campuses. The remote campuses of Jigalong and Pannawonica are to be upgraded to 512Kb. The introduction of these new faster links will allow for better communication and will see the introduction of video links, net meetings and a greater use of information technology to suit our business in the coming years ahead. This project will be finalised by the end January 2005.

The College is in the process of replacing its Multi Functional Devices. A Multi Functional Device consists of single unit being able to perform photocopying, facsimile, printing and scanning. These devices are to be installed at each campuses over the coming year. The benefits of having these types of devices are quality of service, cost efficiency, reliability, and they can be networked so that members of staff can easily access them. Department requirements are being obtained and once collated the new devices can be installed and this is expected to be the end of April 2005.

The College has purchased 190 replacement computers and as with College practice they are being installed into student laboratories. The older computers are being distributed around the College for staff to use. The remaining computers are to be replaced over a four year cycle. This replacement of computers provides our clients with leading edge computer equipment and maintains a consistent platform for them to complete their studies. It is expected that the new computers will be replaced by the end of February 2005.



The College has seen the implementation of a Management Information System. This is a web based information system that allows the College management to view Human Resource, Financial and Delivery Performance reports. This system allows College Directors, Managers and Heads of Program to better monitor their delivery performance and to relate this performance to actual budgetary and monetary constraints. The HR reports allows management to view leave commitments and liabilities and can assist in planning delivery. As the system is web based it can be accessed from any campus within Pilbara TAFE network. The system is being configured to reflect the 2005 budget and delivery data and the 2005 version will be ready to use by the end of February 2005.

WALKINGTON THEATRE

The Walkington Theatre was visited by 11,218 people in 2004 coming to see movies, live performances or attending community events and seminars. The year was an interesting one in terms of audience as there was a large outflow of regular theatre goers as construction projects finished in town. As well as audience numbers being effected, volunteer and committee member numbers were effected as they too left town. However the situation began to improve towards the end of the year as efforts to make newcomers aware of the Theatre began to pay off.

Some highlights of 2004 live performances were the Melbourne Comedy Festival Roadshow, John Williamson, Flat on Your Bacharach and Midsummer Night's Dream. The performance by OzOpera in the St Luke's College gymnasium was also very well received. There was not a lot of affordable, entertaining product to choose from in 2004, however this is a situation we hope will improve over the years to come with the help of an increase in Playing Australia funding from the Federal Government.

In the cinema the "Coffee and Cake" movies continued to perform well (for example "Calendar Girls" and "Girl with a Pearl Earring") as did the family movies in the Telstra Country Wide Moonrise Cinema ("Brother Bear" and "Shrek 2").

Equipment upgrades were targeted at the sound area, beginning the change over to a completely digital venue in line with industry standards. This will continue in 2005.

A review of the Walkington Theatre Agreement by the Shire of Roebourne and Pilbara TAFE was commenced and will be completed mid 2005.

LIBRARY AND RECORDS SERVICES

The Pilbara TAFE Library Network comprises eight libraries across the region. Two of these are joint use TAFE/Public libraries situated in Karratha and in Newman. Three TAFE Libraries are situated in South Hedland, Hedland and Roebourne and there are three public libraries at Dampier, Roebourne and Wickham. The libraries provide for the recreational and learning needs of the increasing population of the Pilbara.

In January 2004 the management of Pilbara TAFE records was transferred to Library Services. Pilbara TAFE currently employs two records officers, one in Hedland and one in Karratha. To reflect the changes the name of the area was changed from Library Services to Library and Records Services.



In June the libraries existing library management system, Dynix, was replaced by the Windows based system called Voyager. TAFEWA libraries are now using the same system and are able to share resources and information state-wide.

The Annual East/West Public Library Meeting was held in Newman in July. Staff members from around the region reported on news from their libraries. Sue North (State Library of WA) gave an update from State Library and presented two workshops: *Programming for Primary school aged children* and *Early literacy and outreach to parents*. A *Story time session and activities* workshop was conducted by Dian Weaver (South Hedland), Deb Fletcher (Newman) and Michelle Cooper (Pannawonica). Library staff conducted a roundtable discussion on the topic of Censorship of books and videos/DVD's.

Continued industrial growth in the Burrup and surrounds has resulted in the increase in library clientele, and loans statistics for the year continued to grow. The popular Story time sessions have seen increasing numbers. The popular Story time sessions have also seen increasing numbers therefore two additional sessions have been introduced to accommodate the increased attendance.

As part of the Centre for Regional Education for Curtin University, the University Library has donated, and is continuing to donate, course related resources to our library. These resources are for use by Curtin students only.

Minurmarghali Mia campus saw an increase in SCH in 2004 and the library activity has increased accordingly, therefore it has been decided to increase the opening hours of the library.

Newman and Karratha Community Libraries and branches provided a number of community activities in 2004.

- Children's Book Week was a success in Newman with children from every primary school class attending sessions during the week.
- Karratha Community Library hosted the *Freycinet: Our French Collection* in March; the exhibition was a collection of maps and drawings dating from the visits to WA of Nicholas Baudin in 1801 and Louis de Freycinet in 1818.
- The Year 12 Perspectives Art Exhibition was on display in the Karratha Community Library in October. The 36 pieces exhibited the extraordinary talent and creativity of the Western Australia's Year 12 art students.



PERFORMANCE INDICATORS

DESIRED OUTCOME

To meet individual, community and industry skills formation and development needs with quality services in education and training resulting in an employable and adaptable work force.

1.1 Vocational Skills Formation and Development - Effectiveness Indicators

1.1.1 Graduate Satisfaction

The National Centre for Vocational Education Research (NCVER) conducted a nation wide survey to determine graduate satisfaction and modular completion rates¹. The satisfaction rating of course graduates whose motivation for taking the course was job-related is measured by the extent to which the course met their requirements.

Graduate satisfaction is the proportion of graduates, responding to the annual TAFE Student Outcomes Survey, who have indicated that the course had fully or partially achieved their main reason for undertaking the course.

	2002	2003
East Pilbara College	90%	86%
West Pilbara College	86%	83%
Western Australia	77%	77%
Australia	78%	78%

Please note that the 2003 Student Outcomes survey targeted students who graduated from a TAFE institute in 2002. As Pilbara TAFE was not formed until 2003 the above table provides East and West Pilbara College of TAFE figures.

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.

¹ NCVER Statistics 2003, Student Outcomes Survey (for the 2002 year) – Eastern Pilbara College of TAFE, and West Pilbara College of TAFE Institute Reports. Of the 728 graduates included in the East Pilbara College of TAFE census, 115 valid responses were returned which represents a response rate of 16% and a sampling error rate of (+/-) 8.39%. The West Pilbara College of TAFE census involved 317 graduates with 72 valid responses received representing a response rate of 23% and a sampling error rate of (+/-) 10.15%.



1.1.2 Student Satisfaction Rate

In, 2003 the Western Australia Department of Education and Training conducted a student satisfaction survey² that was prepared and produced by Market Equity. As for previous years the satisfaction rating includes institution based students and employment based students. The proportion of students expressing satisfaction is slightly above the state average. A measure of the extent to which the college met individual student needs with quality training services. Student satisfaction is measured as a proportion of total respondents. This indicator has been reported for the overall satisfaction rate with college services.

	2003	2004
Pilbara TAFE	86%	84%
Western Australia	85%	84%

The Western Australian Department of Education Training conducted a student satisfaction survey that was prepared and produced by Market Equity. The proportion of students expressing satisfaction is the same as the state average.

1.1.3 Graduates in Employment

The extent to which the college was successful in achieving its goal of providing training resulting in an employable and adaptable workforce may be indicated by the proportion of graduates in employment. There may of course be other variables explaining the rate of employment of graduates in addition to college training, however the indicator does provide some measure of college performance.

The performance indicator shows the proportion of graduates responding to the Student Outcomes Survey³ who were in paid employment as at 31 May of the year following graduation.

	2002	2003
East Pilbara College	95%	83%
West Pilbara College	88%	88%
Western Australia	71%	73%
Australia	73%	74%

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.

² 2003 Student Satisfaction Survey – Market Equity. Response rates of 18% and 20% for institutional and employer based students yielded sample sizes of 266 and 67 respectively. Sample Error was reported at 3.64% overall.

³ NCVER Statistics, 2003 Student Outcomes Survey (for the 2002 year) – Eastern Pilbara College of TAFE, and West Pilbara College of TAFE Institute Reports. Of the 735 graduates included in the East Pilbara College of TAFE census, 116 valid responses were returned which represents a response rate of 16% and a sampling error rate of (+/-) 8.35%. The West Pilbara College of TAFE census involved 324 graduates with 75 valid responses received representing a response rate of 23% and a sampling error rate of (+/-) 9.92%.



2.1 Efficiency Indicator

2.1.1 Total Cost Per Student Curriculum Hour

This is a measure of the extent to which the college is able to efficiently utilise resources for the delivery of vocational education and training. The indicator is measured by dividing total college expenditure by total college SCH. The reduction is the result of significant increases in the provision of SCH in 2004 whilst expenditure remained consistent.

	2003	2004
Pilbara TAFE	\$48.17	\$41.76

3.1 Achievement of the 2004 College Profile

The following table demonstrates the College's performance with respect to the College's training profile. This profile had been negotiated with the Department of Education and Training and shows the extent to which the College has delivered the training needs identified in the community. The unit of measurement applied is student curriculum hours (SCH); one SCH being an hour that a student is enrolled in a training program.

WADTE Group Title	% Achieved 2003	Actual 2004	Profile 2004	% Achieved 2004
01A - Recreation Sports and Entertainment	0%	2,173	7,730	28%
01B - Visual and Performing Arts	93%	69,573	64,336	108%
02A - Automotive	86%	19,491	18,134	107%
03A - Building and Constructions	113%	12,908	11,560	112%
04A - Community Service Workers	73%	41,954	61,940	68%
04B - Education and Childcare	72%	18,697	39,903	47%
04C - Health	108%	13,324	16,200	82%
05A - Finance Insurance Property Service Workers	114%	17,157	12,260	140%
07A - Clothing Footwear and Soft Furnishings	20%	345	500	69%
08B - Printing and Publishing	82%	0	0	0%
09B - Metal and Mining	90%	116,050	114,852	101%
10B - Forestry, Farming and Landcare	52%	22,085	24,500	90%
10D - Horticulture	65%	6,613	17,010	39%
12A - Personal Service	70%	2,838	4,000	71%
12B - Retail	5%	0	400	0%
13A - Cooking	109%	10,366	6,500	159%
13B - Hospitality	64%	12,397	16,150	77%
13C - Tourism	70%	1,000	2,300	43%
13D - Travel Agents	32%	130	1,300	10%
14A - Transport Trades, Storage and Associated	25%	7,780	4,750	164%
15A - Electrical and Electronic Engineering	44%	344	1,100	31%
15B - Electrical Trades	79%	30,968	32,248	96%
16A - Accounting and Other Business Services	106%	50,855	29,380	173%
16B - Management	100%	52,650	43,440	121%
16C - Office and Clerical	94%	64,800	67,660	96%
17A - Computing	72%	45,238	40,510	112%
18A - Science and Technical Workers	100%	3,632	8,000	45%
19B - Adult Literacy/ESL	84%	58,041	71,913	81%
19D - Miscellaneous	50%	16	800	2%
19E - Targeted Access and Participation Courses	103%	48,397	39,084	124%
	86%	729,822	758,460	96%





AUDITOR GENERAL

INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

PILBARA TAFE

PERFORMANCE INDICATORS FOR THE YEAR ENDED DECEMBER 31, 2004

Audit Opinion

In my opinion, the key effectiveness and efficiency performance indicators of the Pilbara 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.

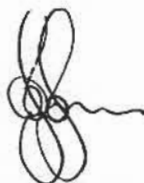
An audit does not guarantee that every amount and disclosure in the performance indicators is error free, nor does it examine all evidence and every transaction. However, my audit procedures should identify errors or omissions significant enough to adversely affect the decisions of users of the performance 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 FOR THE YEAR ENDED 31 DECEMBER 2004

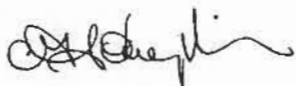
We hereby certify that the performance indicators are based on proper records,
are relevant and appropriate for assisting users to assess the Pilbara TAFE's performance, and
fairly represent the performance of the Pilbara TAFE for the financial year ended 31 December
2004.



Chairman of Governing Council

24-Feb-05

Dated



Managing Director
(Member of Governing Council)

24-Feb-05

Dated



Principal Accounting Officer

24-Feb-05

Dated



PILBARA TAFE

**FINANCIAL STATEMENTS
FOR
YEAR ENDED 31 DECEMBER 2004**



AUDITOR GENERAL

INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

PILBARA TAFE

FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2004

Audit Opinion

In my opinion,

- (i) the controls exercised by the Pilbara 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 FOR THE YEAR ENDED 31 DECEMBER 2004

The accompanying financial statements of Pilbara TAFE have been prepared in compliance with the provisions of the Financial Administration and Audit Act 1985 from proper accounts and records to present fairly the financial transactions for the year ended 31 December 2004 and the financial position as at 31 December 2004.

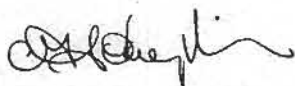
At the date of signing we are not aware of any circumstances which would render any particulars included in the financial statements misleading or inaccurate.



Chairman of Governing Council

24-Feb-05

Dated



Managing Director
(Member of Governing Council)

24-Feb-05

Dated



Principal Accounting Officer

24-Feb-05

Dated



PILBARA TAFE**STATEMENT OF FINANCIAL PERFORMANCE 2004****2003****for the year ended 31 December 2004**

	Notes	\$	\$
COST OF SERVICES			
Expenses from ordinary activities			
Employee expenses	2	16,961,983	16,406,095
Borrowing costs expense	3	66,108	74,286
Depreciation and amortisation expense	4	1,570,307	1,765,699
Supplies and services	5	8,190,493	7,925,956
Costs of disposal of non-current assets	6	5,000	48,305
Capital user charge	8	3,215,235	3,192,705
Other expenses from ordinary activities	9	418,559	558,601
Total cost of services		30,427,685	29,971,645
Revenues from ordinary activities			
<i>Revenue from operating activities</i>			
Fee for service	10	2,341,214	2,073,476
Student fees and charges	11	1,081,663	794,309
Ancillary trading	12	183,857	295,203
Commonwealth grants and contributions	13	0	37,500
Trading profit	7	5,388	27,877
<i>Revenue from non-operating activities</i>			
Interest revenue		221,107	187,777
Proceeds on disposal of non-current assets	6	6,050	39,014
Other revenues from ordinary activities	14	2,148,650	2,229,548
Total revenues from ordinary activities		5,987,929	5,684,704
NET COST OF SERVICES		(24,439,756)	(24,286,941)
REVENUES FROM STATE GOVERNMENT			
State funds	15	24,171,189	21,313,745
Resources received free of charge	16	662,851	493,951
Liabilities assumed by the treasurer	17	22,484	3,342
Total revenues from State Government		24,856,524	21,811,038
CHANGE IN NET ASSETS		416,768	(2,475,903)
Net increase/(decrease) in asset revaluation reserve	28	0	3,706,248
Total revenues, expenses and valuation adjustments recognised directly in		0	3,706,248
Total changes in equity other than those resulting from transactions with WA State Government as owners		416,768	1,230,345

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

PILBARA TAFE**STATEMENT OF FINANCIAL POSITION****as at 31 December 2004**

		2004	2003
	Notes	\$	\$
Current Assets			
Cash assets	18	4,963,512	2,961,973
Inventories	19	143,023	121,888
Receivables	20	1,202,161	1,551,051
Other assets	21	176,553	1,207,017
Total Current Assets		6,485,249	5,841,929
Non-Current Assets			
Property, plant, equipment and vehicles	22	42,471,314	42,236,984
Total Non-Current Assets		42,471,314	42,236,984
Total assets		48,956,563	48,078,913
Current Liabilities			
Payables	23	1,521,976	1,182,781
Interest bearing liabilities	24	62,393	60,171
Provisions	25	1,380,360	1,281,154
Other liabilities	26	1,294,382	2,440,613
Total Current Liabilities		4,259,112	4,964,719
Non-Current Liabilities			
Interest bearing liabilities	24	836,299	898,406
Provisions	25	846,316	1,694,369
Total Non-Current Liabilities		1,682,615	2,592,775
Total Liabilities		5,941,726	7,557,494
NET ASSETS		43,014,837	40,521,419
Contributed equity	27	27,583,080	25,506,430
Reserves	28	5,567,566	5,567,566
Accumulated surplus	29	9,864,191	9,447,423
TOTAL EQUITY		43,014,837	40,521,419

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

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		25,173,142	21,324,279
Capital funding - Department of Education and Training		-	188,500
Net cash provided by State Government		25,173,142	21,512,779
Utilised as follows:			
CASH FLOWS FROM OPERATING ACTIVITIES			
Payments			
Employee costs		(16,849,907)	(14,980,961)
Supplies and services		(7,615,739)	(8,469,536)
Borrowing costs		(66,108)	(106,143)
Capital user charge		(3,994,359)	(3,261,679)
GST payments on purchases		(924,752)	(731,738)
GST payments to taxation authority		-	(13,884)
Other payments		(440,056)	(182,571)
Receipts			
Fee for service		2,619,699	2,134,522
Student fees and charges		1,137,768	771,770
Ancillary trading		183,857	295,203
Interest received		221,107	187,777
Commonwealth grants and contributions		-	37,500
GST receipts on sales		948,489	237,009
GST receipts from taxation authority		-	430,295
Other receipts		2,059,567	1,699,625
Net cash provided by/(used in) operating activities	30	(22,720,435)	(21,952,811)
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds from the sale of non-current physical assets		6,050	14,809
Purchase of non-current physical assets		(397,333)	(665,409)
Net cash provided by/(used in) investing activities		(391,283)	(650,600)
CASH FLOWS FROM FINANCING ACTIVITIES			
Repayment of borrowings		(59,885)	(55,119)
Net cash provided by/(used in) financing activities		(59,885)	(55,119)
Net increase/(decrease) in cash held		2,001,539	(1,145,751)
Cash assets at the beginning of the financial year		2,961,973	2,480,144
Cash assets transferred from East Pilbara College of TAFE		-	1,627,580
CASH ASSETS AT THE END OF THE FINANCIAL YEAR	31	4,963,512	2,961,973

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

PILBARA TAFE

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2004

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

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 the 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	2 to 75 years
Motor Vehicles, Caravans and Trailers	4 to 16 years
Plant, Furniture, General Equipment	2 to 27 years
Computing, Communications & Software	4 to 5 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) 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 an independent Actuary in 2004 has 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 either the Pension Scheme, a defined benefits pension scheme now closed to new members, or to the Gold State Superannuation Scheme, a defined benefit lump sum scheme now also closed to new members. All staff who do not contribute to either of these schemes become non contributory members of the West State Superannuation Scheme, an accumulation fund complying with the Commonwealth Government's Superannuation Guarantee (Administration) Act 1992. All these schemes are administered by the Government Employees Superannuation Board (GESB).

On 1 January 2004, unfunded liabilities relating to the Pension Scheme and the pre-transfer benefit for employees who transferred to the Gold State Superannuation Scheme were assumed by the Treasurer. The amount assumed by the Treasurer is disclosed at Note 27.

The superannuation expense comprises the following elements:

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

(d) Leases

The College has entered into a number of operating lease arrangement for motor vehicle fleet, 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.

(e) 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.

(f) 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.

(g) 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.

(h) 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. For trade debtors, specific provisions are made for individual debtors where collection is considered doubtful. For student debtors general provisions are made on student debts greater than 120 days on the following basis:

- Raised in the current financial year 70% of the total value of +120 day debt
- Raised in the previous financial year 85% of the total value of +120 day debt
- Raised in the previous two or more financial years, 100% of the +120 day debt

(i) Works in Progress

Plant and Equipment, including computer equipment acquired during the year and not yet commissioned is treated as works in progress.

(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) Interest-bearing Liabilities

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

(m) 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.

The College has a policy of valuing plant and equipment at fair value. The revaluation of plant and equipment is undertaken on a tri annual basis. These revaluations are recognised in the financial statements

(n) Comparative Figures

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

(o) 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.

(p) 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).

(q) 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.

(r) Rounding of amounts

Amounts in the financial statements have been rounded to the nearest thousand dollars (or to the nearest dollar.)

(s) Change in accounting policy

In previous years the college has recorded as an asset under the item Buildings under construction, expenditure incurred directly by the Department of Education and Training. An equivalent amount was recognised as revenue under State Funds. From January 01 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. Assets will be recognised from this date. This change in policy is a result of Department of Education and Training adopting the former Department of Education's policy of accounting for capital works on the merger of the two departments. The change has no effect on revenues or expenses in the statement of financial performance.

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

	2004	2003
	\$	\$
2 Employee Expenses		
Salaries	12,128,954	12,285,713
Superannuation	1,044,591	1,003,820
Other staffing costs (I)	3,788,438	3,116,562
	<u>16,961,983</u>	<u>16,406,095</u>
(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 25.		
3 Borrowing costs expense		
Interest paid to WA Treasury Corporation	64,442	72,620
Other interest expense	1,666	1,666
	<u>66,108</u>	<u>74,286</u>
4 Depreciation and amortisation expense		
Depreciation		
Buildings	718,565	704,677
Motor vehicles, caravans and trailers	50,555	53,478
Plant, furniture and general equipment	301,245	399,248
Computers, communication network and software	499,942	608,296
Total depreciation	<u>1,570,307</u>	<u>1,765,699</u>
5 Supplies and services		
Consumables and minor equipment	753,014	977,686
Communication expenses	340,626	353,257
Utilities expenses	1,069,801	984,683
Consultancies and contracted services	3,311,963	2,954,591
Minor works	356,367	229,568
Repairs and maintenance	163,926	339,317
Operating lease and hire charges	765,548	698,011
Travel and passenger transport	890,526	611,598
Advertising and public relations	161,958	221,099
Supplies and services - other	376,764	556,146
	<u>8,190,493</u>	<u>7,925,956</u>
6 Net gain/(loss) on disposal of non-current assets		
Plant, Furniture and General Equipment Proceeds	6,050	-
Written down value	(5,000)	-
Net Profit (Loss) on Disposal	<u>1,050</u>	<u>-</u>
Computers, Communication and Software Proceeds	-	39,014
Written down value	-	(48,305)
Net Profit (Loss) on Disposal	<u>-</u>	<u>(9,291)</u>
<u>Gain on Disposal of Non-current Assets</u>		
Plant, furniture and general equipment	1,050	-
	<u>1,050</u>	<u>-</u>
<u>(Loss) on Disposal of Non-current Assets</u>		
Computers, communication and software	-	(9,291)
	<u>-</u>	<u>(9,291)</u>
Net gain/(loss)	<u>1,050</u>	<u>(9,291)</u>
7 Trading Profit/(Loss)		
(a) Bookshop:		
Sales	170,290	119,127
Cost of sales:		
Opening inventory	121,887	122,043
Purchases	186,038	91,094
	<u>307,925</u>	<u>213,137</u>
Closing inventory	(143,023)	(121,887)
	<u>164,902</u>	<u>91,250</u>
Cost of goods sold		
	<u>164,902</u>	<u>91,250</u>
Trading Profit (Loss) - Bookshop	<u>5,388</u>	<u>27,877</u>
8 Capital user charge		
Capital user charge expense	<u>3,215,235</u>	<u>3,192,705</u>

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 net assets adjusted to take account of exempt assets. Payments are made to the Department of Treasury and Finance on a quarterly basis.

9 Other expenses from ordinary activities

Asset revaluation decrement	-	197,906
Doubtful debts expense	96,400	177,126
Donations	1,473	6,520
Student prizes and awards	2,594	5,481
Miscellaneous	306,408	108,104
Losses and write-offs	11,684	63,465
	<u>418,559</u>	<u>558,601</u>

10 Fee for service

Fee for service -general	2,015,528	2,030,303
Fee for service -Department of Education and Training	287,327	-
Fee for service - government (other than Department of Education and Training)	500	500
Adult Community Education fees	32,349	37,393
International Division fees	5,280	5,280
Fee for service - other	230	-
	<u>2,341,214</u>	<u>2,073,476</u>

11 Student fees and charges

Tuition fees	601,869	465,728
Enrolment fees	116,174	87,828
Resource fees	343,217	225,246
Other college fees	20,403	15,507
	<u>1,081,663</u>	<u>794,309</u>

12 Ancillary trading

Live works (not a trading activity)	7,019	10,113
Walkington Theatre Performance Revenues	151,775	239,471
Catering Revenues for Fee for Service Courses	-	25,658
Other ancillary revenue	25,063	19,961
	<u>183,857</u>	<u>295,203</u>

13 Commonwealth grants and contributions

Commonwealth specific purpose grants and contributions	-	37,500
	<u>-</u>	<u>37,500</u>

14 Other revenues from ordinary activities

Rental and facilities fees	296,389	275,451
Local Government Grants and Contributions for Walkington Theatre and Library	699,807	651,003
Research Grants	53,048	234,249
Other direct grants and subsidy revenue - IESIP (i)	-	225,435
Sponsorship and donations revenue	23,613	13,548
Expense Recoveries (ii)	487,772	163,076
Adjustment to Superannuation Liability	-	455,063
Childcare Fees and Library Charges	35,441	35,317
Miscellaneous revenue	552,580	176,406
	<u>2,148,650</u>	<u>2,229,548</u>

i) Now included in DPA

ii) Includes Employee GEHA rent recoups

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

Delivery and Performance Agreement (DPA)	18,599,064	16,557,015
Other recurrent funds	2,356,890	1,127,815
Capital User Charge funding	3,215,235	3,192,705
	<u>24,171,189</u>	<u>20,877,535</u>
Capital Works Transferred	-	436,210
Total Capital	-	436,210
	<u>24,171,189</u>	<u>21,313,745</u>

16 Resources received free of charge

Comprised of:		
Department of Education and Training		
* Corporate systems support	541,051	308,530
* Marketing and publications	24,000	54,932
* Human resources, industrial relations support	6,000	4,876
* Other	91,800	77,613
	<u>662,851</u>	<u>445,951</u>
Office of the Auditor General - external audit services	-	48,000
	<u>662,851</u>	<u>493,951</u>

Where assets or services have been received free of charge or for nominal consideration, the College recognises revenue (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 (\$65,000) will be due and payable in 2005.

17 Liabilities assumed by the Treasurer

Superannuation	22,484	3,342
	<u>22,484</u>	<u>3,342</u>

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.

18 Cash assets

Cash on hand	5,763	6,248
Cash at bank	4,957,749	2,955,725
	<u>4,963,512</u>	<u>2,961,973</u>

19 Inventories

Inventories held for resale:		
Bookshop (at cost)	143,023	121,888
	<u>143,023</u>	<u>121,888</u>

20 Receivables

Current		
Receivables - trade	1,151,361	1,499,962
Receivables - students	88,340	239,948
Provision for doubtful debts	(144,678)	(303,082)
GST receivable	107,138	114,223
	<u>1,202,161</u>	<u>1,551,051</u>

21 Other assets

Current		
Prepayments	158,006	427,074
Accrued income	-	779,124
Other	18,547	819
	<u>176,553</u>	<u>1,207,017</u>

22 Property, plant, equipment and vehicles

Work in Progress		
Assets Awaiting Commissioning	838,863	-
	<u>838,863</u>	<u>-</u>
Land		
At fair value	2,610,000	2,610,000
	<u>2,610,000</u>	<u>2,610,000</u>
Buildings		
At fair value	37,468,786	36,654,712
Accumulated depreciation	(1,423,242)	(704,677)
	<u>36,045,544</u>	<u>35,950,035</u>
Motor vehicles, caravans and trailers		
At fair value	399,100	399,100
Accumulated depreciation	(104,033)	(53,478)
	<u>295,067</u>	<u>345,622</u>
Plant, furniture and general equipment		
At fair value	2,299,618	2,261,983
Accumulated depreciation	(687,629)	(399,248)
	<u>1,611,989</u>	<u>1,862,735</u>
Computer equipment, communication network and software		
At fair value	2,150,372	2,063,217
Accumulated depreciation	(1,080,521)	(594,625)
	<u>1,069,851</u>	<u>1,468,592</u>
	<u>42,471,314</u>	<u>42,236,984</u>

(a) The valuation of land was performed on 1 January 2003 in accordance with an independent valuation by the Valuer General's Office. Fair value has been determined on the basis of market value of the current use for the land.

(b) The valuation of buildings was performed on 1 January 2003 in accordance with an independent valuation by the Valuer General's Office. Fair value has been determined on the basis of depreciated replacement of buildings as at the valuation date.

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.

	Works in Progress	Land	Buildings	Motor Vehicles, Caravans and Trailers	Plant, Furniture and General Equipment	Computer Equipment, Communication Network and Software	Total
2004							
Carrying amount at start of year	-	2,610,000	35,950,035	345,622	1,862,735	1,468,592	42,236,983
Additions	838,863	-	814,074	-	62,073	107,754	1,822,764
Disposals	-	-	-	-	(10,412)	-	(10,412)
Depreciation	-	-	(718,565)	(50,555)	(301,245)	(499,942)	(1,570,307)
Revaluation Increments	-	-	-	-	-	-	-
Write-off of Assets	-	-	-	-	(1,162)	(6,552)	(7,714)
Carrying amount at end of year	<u>838,863</u>	<u>2,610,000</u>	<u>36,045,544</u>	<u>295,068</u>	<u>1,611,989</u>	<u>1,069,851</u>	<u>42,471,314</u>

23 Payables

Current		
Trade payables	1,521,976	403,657
Capital User Charge payable	-	779,124
	<u>1,521,976</u>	<u>1,182,781</u>

24 Interest Bearing Liabilities

Current		
Borrowings from WA Treasury Corporation	62,393	60,171
	<u>62,393</u>	<u>60,171</u>
Non-Current		
Borrowings from WA Treasury Corporation	836,299	898,406
	<u>836,299</u>	<u>898,406</u>

25 Provisions

Employee Benefits		
Current		
Annual leave (I)	963,570	961,516
Long service leave (I)	361,000	287,000
Salary deferment	55,790	32,638
	<u>1,380,360</u>	<u>1,281,154</u>
Non-current		
Long service leave (I)	846,316	868,000
Superannuation (II)	-	826,369
	<u>846,316</u>	<u>1,694,369</u>

(I) 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

(II) In 2004 the superannuation liability has been established from data supplied by the Government Employees Superannuation Board.

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

Employee Benefit Liabilities

The aggregate employee benefit liability recognised and included in the financial statements is as follows:

Provision for employee benefits:

Current	1,380,360	1,281,154
Non-current	846,316	1,694,369
	<u>2,226,676</u>	<u>2,975,523</u>

26 Other liabilities

Current		
Income received in advance (a)	10,160	86,903
Grants and advances from DET to be repaid - (CAT, IESIP)	319,069	454,565
Accrued expenditure	361,400	382,699
Accrued for Profile Refund to DET	506,289	1,446,247
Accrued salaries and related costs	34,554	-
Money/deposits held in trust	15,672	22,884
Other	47,238	47,315
	<u>1,294,382</u>	<u>2,440,613</u>
(a) Income received in advance comprises:		
Student fees and charges	10,160	4,903
Other	-	82,000
	<u>10,160</u>	<u>86,903</u>

27 Contributed Equity

Contributed equity		
Opening balance	25,506,429	25,506,429
Contributions by owners (I)	1,250,284	-
Transfer of employee superannuation liability (II)	826,367	-
Closing balance	<u>27,583,080</u>	<u>25,506,429</u>

(I) Contribution by owners

- for the construction costs of the Pundulmurra and Minurmaghala Mia work shops (\$814,074),
- of NEC Switches (\$436,210).

(II) Transfer of employee superannuation liability to owners recognised as a contribution from owners.

28 Reserves

Asset Revaluation Reserve (I)		
Opening balance	5,375,960	1,669,712
Net revaluation increments		
Land	-	262,037
Buildings	-	3,454,420
Motor vehicles, caravans and trailers	-	5,191
Plant, furniture and general equipment	-	(15,400)
Closing balance	<u>5,375,960</u>	<u>5,375,960</u>

(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(n)

Other reserves - Walkington Theatre Reserves	191,606	191,606
Opening balance		
Transfer to/from accumulated surplus		
Closing balance	<u>191,606</u>	<u>191,606</u>
	<u>5,567,566</u>	<u>5,567,566</u>

29 Accumulated surplus

Opening balance	9,447,423	11,923,326
Change in net assets	416,768	(2,475,903)
Closing balance	9,864,191	9,447,423

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

Net Cost of Services	(24,439,756)	(24,286,941)
Non-cash items:		
Depreciation and amortisation expense	1,570,307	1,765,699
Charges to Provisions	-	177,126
Liabilities Assumed by the Treasurer	-	3,342
Resources received free of charge	662,851	493,951
Net (gain) / loss on disposal on non-current assets	5,000	9,292
Losses and write-offs (excludes cash shortages/thefts of money)	(11,684)	60,932
Asset revaluation decrement	-	197,906
Superannuation expense	-	945,324
Adjustment to Superannuation Liability	-	(455,063)
Doubtful debts expense	(96,400)	-
FBT Offset against GST Refunds	-	141,976
Trade - in value of NEC switches	-	(24,905)
Debt Recovery Adjustment	-	(17,616)
(Increase)/decrease in assets:		
Current receivables	348,890	16,789
Inventories	(21,135)	156
Prepayments	269,068	(134,655)
Other current assets	681,574	9,519
Non-current receivables		
Increase/(decrease) in liabilities		
Payables	339,195	(316,656)
Accruals	(76,743)	(852,898)
Income received in advance/grants and advances	99,206	(6,550)
Current provisions	(1,069,488)	138,227
Other current Liabilities	(848,053)	27,964
Non-current Provisions	-	261,337
Net GST receipts/(payments)	23,737	(78,318)
Change in GST in receivables/payables		(28,749)
Movement in Receivables and Payables attributed to State Funding	(157,004)	-
Net cash provided by/(used in) operating activities	(22,720,435)	(21,952,811)

31 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	4,936,512	2,961,973
Less: Cash hire deposits held (to be returned)	(15,672)	(22,884)
	4,920,840	2,939,089

32 Commitments for expenditure**(a) Capital expenditure commitments**

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

Within 1 year	-	2,490
	-	2,490

The capital commitments include amounts for:

Buildings

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

Within 1 year	180,061	172,103
Later than 1 year and not later than 5 years	66,628	59,508
Later than 5 years	-	-
	246,689	231,611

33 Contingent liabilities and Contingent Assets

Contingent Liabilities

In addition to the liabilities incorporated in the financial statements, the College has the following contingent liabilities:
An agreement dated 13 June 1985 exists between the former West Pilbara College of TAFE and the Shire of Roebourne under which the Walkington Theatre was constructed and currently operates. This agreement includes a termination clause that comes into effect either upon:

a) the expiration of 40 years from the date of the agreement, provided that the college and the Shire agree to continue the Agreement after the expiration of 40 years, then it will be presumed to continue from year to year.

b) either party giving to the other party 12 months notice of termination of the Agreement at any time.

The agreement provides that in the event of its termination by either of these methods, the College shall pay to the Shire and the State, the value of the Theatre at the time (as determined by the Department of Land Administration), proportionate to the contribution made by the Shire to the total cost of the development and the construction of the Complex, excluding land.

As at 31 December 2004, the College estimates this contingency liability to be approximately \$3.7 million.

34 Events occurring after balance date

No significant events have occurred since balance date.

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 \$200,000.

	2004	2003	Variance
	\$	\$	\$
Employee expenses	16,961,983	16,406,095	555,888
Supplies and services	8,190,493	7,925,956	264,537
Fee for services	2,341,214	2,073,476	267,738
Student fees and charges	1,081,663	794,309	287,354

Employee Expenses

Higher employee costs in 2004 is due in part to increases in rates negotiated as a result of the EBA/WPA. In addition the college is continuing to experience staff shortages and high staff turnover all contributing to the higher costs

Supplies and services

Higher than normal supplies and services costs was in part attributable to resolving issues relating to the amalgamation of the former East Pilbara and the West Pilbara colleges of TAFE. The difficulty in attracting suitably trained staff together with the high staff turn over, the college has had to employ contract and agency staff at a significant higher cost.

Fee for services and Student Fees and Charges

The settling affects of the amalgamation may have had an influence in the level of activity in these areas

(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 \$200,000 of budget.

	2004 Budget	2004 Actual	Variance
	\$	\$	\$
Employee expenses	16,436,226	16,961,983	525,757
Supplies and services	6,534,878	8,190,493	1,655,615
Depreciation other than buildings	1,145,000	815,742	(329,258)
Other expenses from ordinary activities	52,252	418,558	366,306
Fee for service	2,025,000	2,341,213	316,213
Student fees and charges	791,543	1,081,663	290,120
Other revenue from ordinary activities	1,605,270	2,148,649	543,379

Employee Expenses

Higher employee costs in 2004 is due in part to increases in rates negotiated as a result of the EBA/WPA. In addition the college is continuing to experience staff shortages and high staff turnover all contributing to the higher costs

Supplies and services

Higher than normal supplies and services costs was in part attributable to resolving issues relating to the amalgamation of the former East Pilbara and the West Pilbara colleges of TAFE. The difficulty in attracting suitably trained staff together with the high staff turn over, the college has had to employ contract and agency staff at a significant higher cost.

Depreciation other than buildings

There were significant changes to the management of the colleges assets management system and the assets themselves. Budgets were struck at a time before these initiatives were put in place which have affected the actual out turn.

Other expenses from ordinary activities

There were significant changes to the college's financial management resulting in anomalies being experienced in the allocation of the original budget and the actual results.

Fee for services

The settling affects of the amalgamation had an influence in the level of activity in this area.

Student fees and charges

There was a significant increase in student enrolments from the previous year

Other revenue

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%	4,963,512	-	-	-	-	4,963,512
Receivables			-	-	-	1,202,161	1,202,161
Other financial assets		-	-	-	-	176,553	176,553
		4,963,512	-	-	-	1,378,714	6,342,226
Financial Liabilities							
Payables		-	-	-	-	1,521,976	1,521,976
Interest bearing liabilities	7.49%	-	62,393	836,299	-	-	898,692
Employee benefits		-	-	-	-	2,226,676	2,226,676
Other liabilities		-	-	-	-	1,294,382	1,294,382
		0	62,393	836,299	-	5,043,034	5,941,726
Net Financial Assets (Liabilities)		4,963,512	(62,393)	(836,299)	-	(3,664,320)	400,500
	Weighted Average Effective Interest Rate %	Variable Interest Rate	Less Than 1 year	Fixed Interest Rate Maturity 1 to 5 years	More than 5 years	Non-Interest Bearing	Total
		\$	\$	\$		\$	\$
2003							
Financial Assets	4.43%	2,961,973				2,758,068	5,720,041
Financial Liabilities	7.84%	958,577				6,598,917	7,557,494

(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:

\$		
\$60,001 - \$70,000	1	-
\$70,001 - \$80,000	1	1
\$80,001 - \$90,000	1	1
\$110,001 - \$120,000	-	1
\$120,001 - \$130,000	-	1
\$150,001 - \$160,000	1	-
	376,214	403,042

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

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:

\$		
\$40,001 - \$50,000	1	1
\$50,001 - \$60,000	1	-
\$60,001 - \$70,000	1	1
\$70,001 - \$80,000	-	-
\$80,001 - \$90,000	-	-
\$100,001 - \$110,000	2	1
\$120,001 - \$130,000	-	1
\$140,001 - \$150,000	-	-
	367,057	354,148

The total remuneration of senior officers is:

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.

38 Supplementary Financial InformationWrite-Offs

Public property	14,050	
Bad Debts	96,400	
Inventory	2,290	7,632

Losses Through Theft, Defaults And Other Causes

Losses of public and other moneys and public and other property through theft, default or otherwise	5,292	315,077
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Gifts of Public Property

Gifts of Public Property provided by the College	4,067	7,730
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39 Related Bodies

The College has no related bodies.

40 Affiliated Bodies

The College has no affiliated bodies.

41 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 'First-time Adoption of Australian Equivalents to International Financial Reporting Standards' prescribes transition 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.

Balance Sheet 1 January, 2004 has been reclassified in accordance with IFRS.

Impact

In general besides changes in naming conventions there has been minimal impact on the financial statements.

The college reviewed in detail its assets to determine if any were impaired prior to the time of reporting.

In 2003 a total revaluation of all non current assets remeasured all non current assets to fair value.

Further employee benefits were assessed by an actuary and no material impact was identified.

