



Government of **Western Australia**  
South Regional **TAFE**

**20**  
**20**

**Annual**  
**REPORT**



southregional**tafe**.wa.edu.au

## Statement of Compliance

Hon. Sue Ellery MLC  
Minister for Education and Training  
13th Floor, Dumas House  
2 Havelock Street  
West Perth WA 6005

Dear Minister

### Statement of Compliance for 2020

In accordance with Section 61 of the Financial Management Act 2006 and Section 54 of the Vocational Education and Training Act 1996, I hereby submit for your information and presentation to Parliament the annual report of South Regional TAFE for 2020.

The annual report has been prepared in accordance with the provisions of the Financial Management Act 2006.

Yours sincerely



Prof. Bryant Stokes AO  
Chair  
Governing Council

19 March 2021



Darshi Ganeson-Oats  
Managing Director  
South Regional TAFE

19 March 2021

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## Section 1 – Overview of South Regional TAFE

### Executive Summary

#### Governing Council Chair's Report



Throughout 2020, which was characterised by pandemic lockdowns and a priority focus on public health and disease prevention, staff throughout the college demonstrated resilience and dedication to the delivery of high-quality training.

I commend them for playing their part in skilling Western Australians for an evolving job market while overcoming their own work and personal challenges.

Some staff worked from home during the early months of the pandemic; others attended the campuses to provide the face-to-face services essential for sustaining the college's operations. Yet the vital relationships with individuals, industry and businesses throughout our regions continued without compromise and academic excellence was upheld.

As a result of these efforts, the student satisfaction survey conducted by EY Sweeney for all Western Australian TAFE colleges showed an impressive rating for South Regional TAFE of 92.1 per cent, which is 4.5 per cent above the state average.

COVID-19 also prevented the annual student award ceremonies from going ahead, but awards were presented individually to student winners at all campuses.

I extend my congratulations to all the award winners and my sincere appreciation to the business and industry operators and philanthropic individuals who gave generously to fund these awards, rewarding academic effort and high achievement.

For scholarships, issued to encourage students enduring financial hardship to train for employment, it was pleasing to see dozens of students benefit from the generosity of organisations, trusts and corporations who committed to scholarship funding.

Infrastructure continues to be upgraded and replaced to give students a modern learning environment.

In Semester 2, the Harvey campus relocated to a new, modern site.

Extensive refurbishment to the Collie campus included upgraded classrooms and offices and facilities for the delivery of the Heavy Vehicle Driver Training Program, the only site in the State to deliver this skill set.

The Bunbury campus is delivering disability and aged care courses from an NDIS-funded training block opened in August.

Work is progressing on the new \$18 million Esperance campus due for completion in time for Semester 2 2021, and tender documents are being developed for the construction of a new trades workshop block in Albany, budgeted at \$17 million, with expected completion in 2023.

As a result of strong governance and the excellent leadership of Acting Managing Director Sue Lapham and her executive team, the college's overall performance was robust in this extraordinary year.

Ms Lapham has shown agility and a keenness to foster development since taking over the position in October 2019. Her wide experience has helped her to lead the college and nurture its staff through a highly challenging year, and I thank her for her outstanding work and commitment.

I would also like to express my sincere appreciation to Governing Council Deputy Chair Dr Wendy Giles and Governing Council members for their unwavering support and diversity of expertise underpinning firm direction.

Looking forward to 2021, I am pleased to announce the appointment of Managing Director Darshi Ganeson-Oats in January.

With a diversity of practice in the public and private sectors and recent years employed in executive positions in the vocational education and training arena, Ms Ganeson-Oats will consolidate the college's position as first-choice training provider with progressive management.

It is with pleasure that I present the South Regional TAFE Annual Report for 2020.

A handwritten signature in black ink, reading "Bryant Stokes". The signature is written in a cursive, flowing style.

Prof. Bryant Stokes AO  
Chair  
South Regional TAFE Governing Council  
15 January 2021

## Acting Managing Director's report



In this year of unprecedented challenges, when the pandemic altered the face of social interaction and hugely impacted employment and the economy, the college was charged with implementing State Government training initiatives essential for skilling people for a changing workforce.

With the early restrictions caused by COVID-19, new skill sets for job ready infection control and half price courses created opportunities for prospective students.

When it became necessary for most students and staff to work off-site, I was impressed with the way staff members across the college rose to the challenge, demonstrating their capability and flexibility. Training managers and lecturers acted at very short notice to introduce the online study mode for most courses, with the necessary tools, resources and

support, so that students could transition seamlessly without compromising their studies.

More familiar learning and working environments were largely restored by semester 2, when the introduction of skill sets as part of the Skills Ready campaign and the announcement of more courses under the half-price *Lower fees, local skills* initiative presented new opportunities for local workers.

Industry engagement is a primary driver of our strategies, and the vital relationships between the college and regional businesses and organisations remained a priority.

The unusual circumstances did not entirely preclude field trips, and some outstanding work was carried out later in the year in partnership with local organisations and businesses to benefit students and the community.

Student achievements are always a source of pride for the college.

With the cancellation of most categories of the WA Training Awards, the college's own awards in April took on a greater significance.

Albany Certificate III in Health Services Assistance student Rebecca Wilson won the Overall Student of the Year title after being judged against more than 10,000 students attending the college's 12 campuses in 2019.

Although the award ceremonies at Albany and Bunbury were cancelled due to the pandemic, all students were presented with their awards locally.

A virtual open week at the Bunbury campus in October was an innovative alternative to the annual open day and was well attended by prospective students.

The college welcomed the Hon. Mark McGowan, Premier of Western Australia, and the Hon. Sue Ellery, Minister for Education and Training, to the Bunbury, Collie and Albany campuses.

In Bunbury, Minister Ellery officially opened a new purpose-built centre, funded by the NDIS and used by the Bunbury campus to deliver disability and aged care courses.

At the Collie campus, Premier McGowan opened the Heavy Vehicle Training Centre and

inspected the newly refurbished main campus building. The HVTC is used for delivery of the Heavy Haulage Driving Operations skill set to upskill truck drivers, a first for the State.

Premier McGowan also visited Albany to announce State Government funding of \$17 million for a state-of-the-art trades block, now in the tender phase.

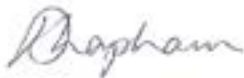
Achieving a high student satisfaction rating at the end of the year vindicated the considerable efforts and dedication of the college's employees, who help students to achieve their goals and give them a rewarding learning experience.

The EY Sweeney report showed a very pleasing result of 92.1 per cent, which is 4.5 per cent above the state average, and continues a positive upward trend.

The executive team once again showed diligence in planning and reporting to deliver a high level of governance, and I thank the directors for their strong support during a difficult year.

My thanks also go to Governing Council Chair Prof. Bryant Stokes and the members for their valuable support and direction.

Finally, South Regional TAFE's executive team are to be commended for their level-headed approach to unfamiliar situations as well as their support, enabling the college to record another year of progress and high achievement.

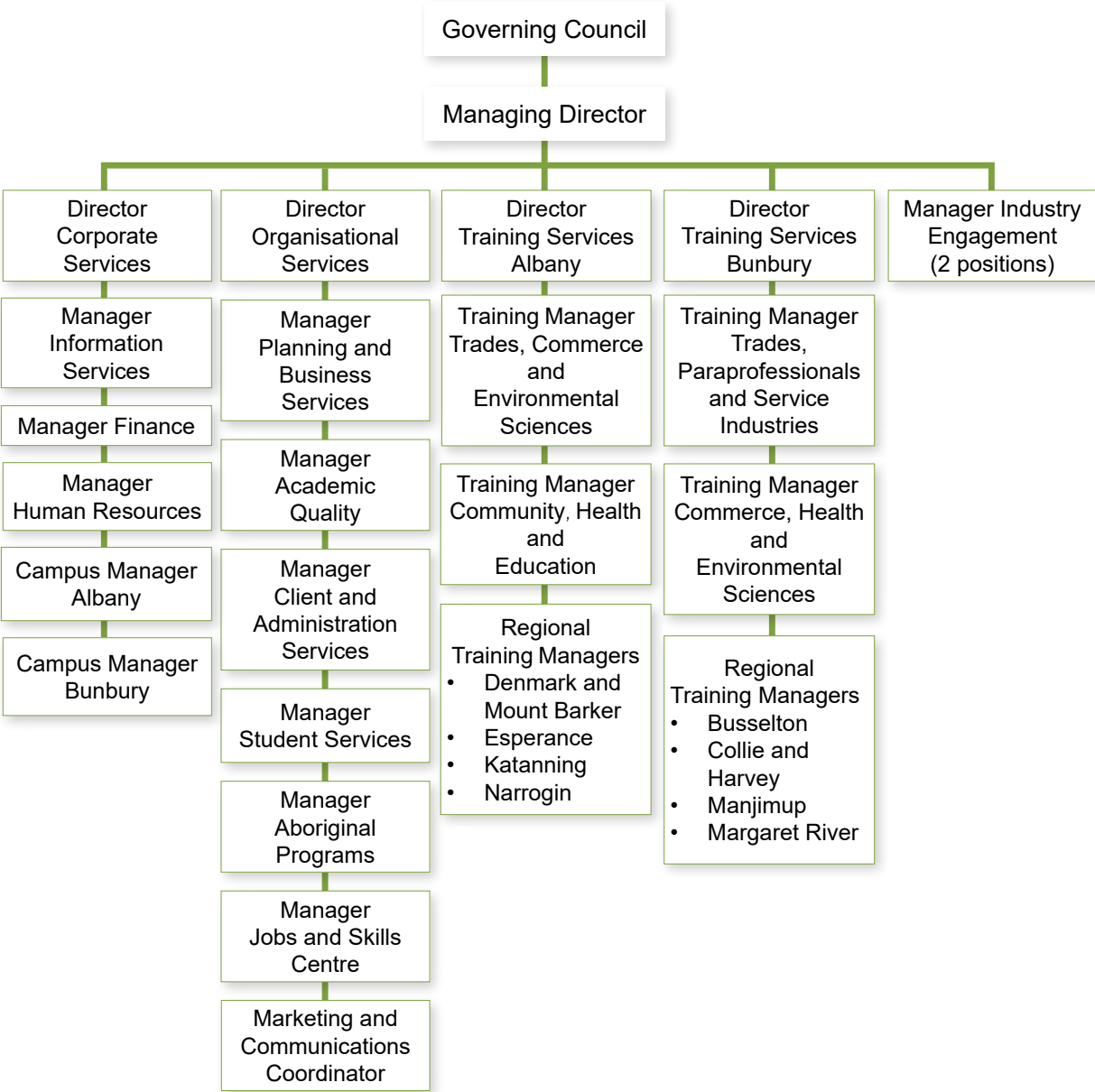


Sue Lapierre

Acting Managing Director

15 January 2021

# Operational Structure



In 2020, South Regional TAFE reported to The Hon. Sue Ellery MLC, Minister for Education and Training.







*The Broadacre Harvest skill set, delivered in Esperance, Albany and Muresk, was developed to address the skilled labour shortage. Pictured are the Esperance participants.*

### **Performance Management Framework**

The performance management framework ensures the college supports Government goals at agency level via specific outcomes, critically, that the college can align and measure performance against these goals.

South Regional TAFE aims to achieve this via the college Strategic Plan 2020-2022, which aligns to the State Government WA Recovery Plan and Diversify WA. College outcomes reflect the priorities of the WA Government's Recovery Plan, specifically the key priority of rebuilding TAFE and reskilling our workforce.

Key performance indicators in both the Managing Director's Management Performance Agreement and the annual Delivery and Performance Agreement negotiated with the VET (WA) Ministerial Corporation reflect these whole-of-Government objectives.

The college is committed to good governance by embracing the Governance Framework for State Training Providers. Inclusive of thorough risk management and audit compliance, both are integral to ongoing business planning and the college operational environment.

The State Training Plan 2018-2021 identifies and recommends priorities and actions for the State, which provides a clear blueprint for training providers in setting goals and identifying key deliverables for 2020 and beyond. This formed the basis of our reporting framework in 2020.

## Performance Measures

1 January 2020 to 31 December 2020					
Priority Areas	Measure	2020 Initial Target	2020 Sep Target	2020 Achieved	% Achieved
Employment Based Training	SCH	448,781	395,676	395,676	88%
Priority Industry Training	SCH	923,044	1,039,222	1,060,302	115%
General Industry Training	SCH	909,935	767,040	749,190	82%
Foundation Skills and General Education	SCH	248,240	232,868	247,530	99%
Certificate IV and Above	SCH	710,204	654,723	602,292	85%
15-24-Year-Olds	SCH	1,399,232	1,399,232	1,220,168	87%
Indigenous – Certificate II and Above	Head count Qualification completed	131	131	110	84%
Disability – Certificate II and Above	Head count Qualification completed	258	258	246	95%



*Music students at the Margaret River campus took to the stage at a local hotel in October, as part of a collaborative presentation with hospitality, commercial cookery and information technology students.*

*Pictured is Lou Cully on keyboard and vocals.*

## Performance Management

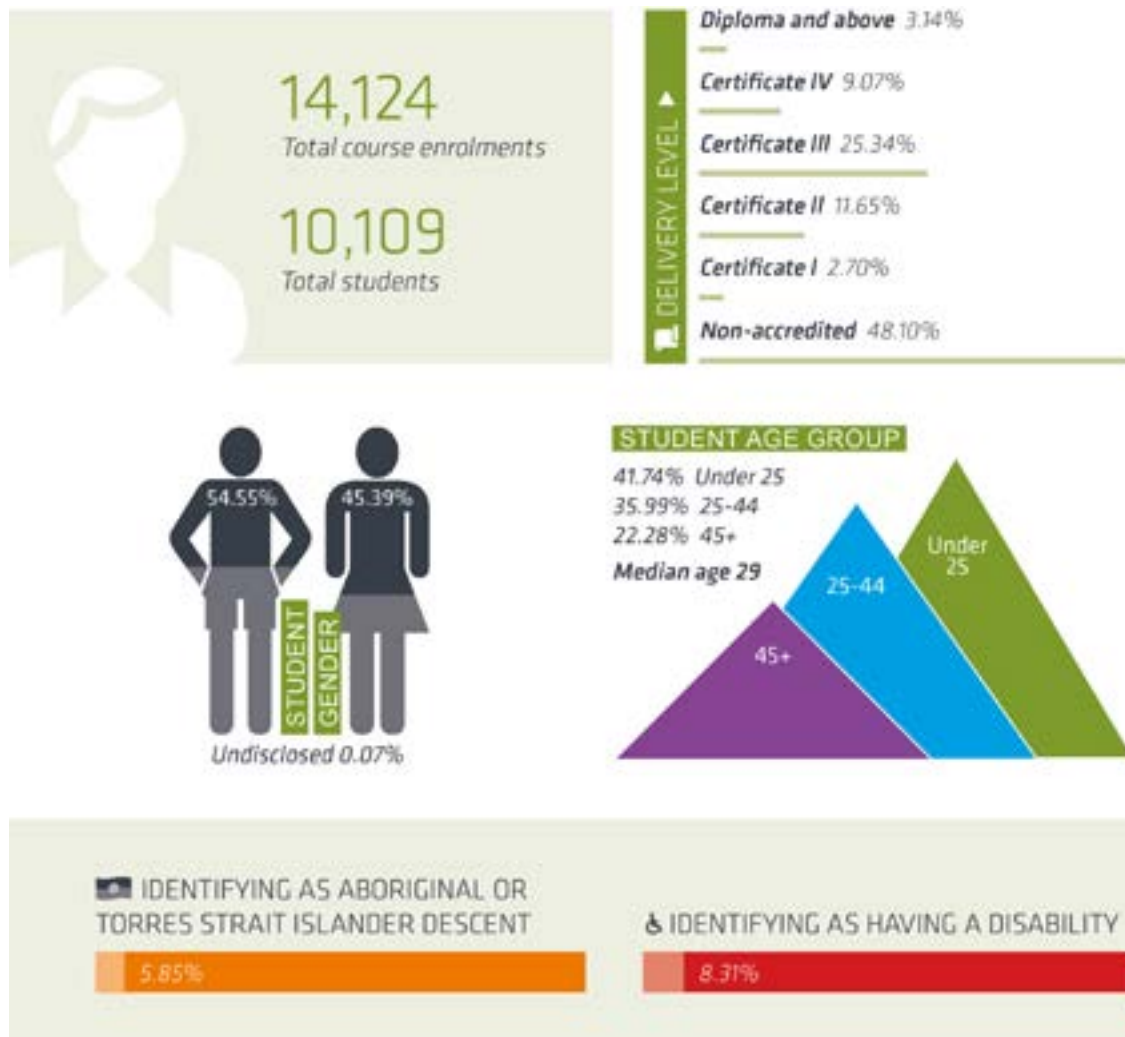
South Regional TAFE is the largest State Government provider of vocational education and training in regional Western Australia. It is well positioned to explore opportunities presented by this significant share across both the South West and Great Southern regions.

## Delivery

The college began 2020 with a Delivery and Performance Agreement (DPA) figure of 2,530,000 student curriculum hours (SCH). This was renegotiated in May and September to align targets with local demands and while shifts were made in individual training industry areas, the baseline target remained at 2,530,000 SCH.

As per the South Regional TAFE Business Plan, the performance indicators in this report reflect this DPA figure of 2,530,000. The college delivered a total of 2,452,698 SCH or 96.94 per cent of its contracted profile, reflecting the 'green shoots' of its supported regional economies.

## Student Profile 2020



## Section 2 – South Regional TAFE Performance

### Directorate reports

#### Corporate Services

##### Role and function

The Corporate Services directorate's function is to support the Training Services and Organisational Services directorates to ensure that South Regional TAFE is considered the first choice for training by regional industry, organisations and communities.

In particular, the directorate provides the financial, human resources, information technology, infrastructure and facilities management functions of the college.

##### Major achievements

All outcomes have been achieved for the directorate with the following representing the major achievements for each business unit.

- 2020 saw the completion of Stage 1 of the remedial works program at the Bunbury campus that is being funded and managed by the Department of Training and Workforce Development with a total spend of \$4.6 million. The program is a series of major infrastructure works designed to upgrade ageing buildings and services with a view to reducing ongoing repair and maintenance costs into the future and includes the following items completed to date:
  - Installation of a new dust extraction system in the carpentry and joinery workshops
  - Upgrade of general power distribution across the campus including replacement of distribution boards and installation of RCDs
  - Replacement of the potable water reticulation ring main around the campus
  - Upgrade of air-conditioning units
  - Repair and replacement of roofs to remedy leaks
  - Removal of asbestos from walkways
  - Construction of a new Jobs and Skills Centre
  - Installation of a lift to provide universal access to the lecture theatre
  - Refurbishment of E Block to provide a one-stop student administration centre
  - Refurbishment of the Epicure Restaurant to incorporate a coffee shop and upgrade lighting
  - Replacement of ageing mechanical units for the extraction system for the commercial kitchens in K Block
  - Installation of a bore water filtration system.
- Stage 2 of the remedial works program with a budget of \$1.2 million is scheduled to run over the 2020-2021 financial year. The \$1 million upgrade to the walkways between A and B Blocks was in progress at the end of the year.

- The new NDIS training facility has been constructed on the Bunbury campus by the Department of Training and Workforce Development and was available for training delivery from June.
- A significant upgrade of the Collie campus has been undertaken by the Department of Training and Workforce Development to ensure that the campus is able to quickly meet training needs that are emerging as local industry transitions away from coal mining and power generation over the coming years.
- A second stage upgrade at Collie included the re-purposing of a classroom block and workshops to enable delivery of Heavy Haulage Advanced Driver Skills training.
- Redevelopment of the Harvey Water premises at Harvey to provide a new South Regional TAFE campus.
- Migration of corporate and student PCs from Windows 7 to Windows 10.
- Migration of on-premise email to Microsoft 365.
- Installation of college-wide standardised managed print system.
- Installation of a Zoom video conferencing solution across the college.
- A standard laptop delivery solution for all lecturing staff across the college.
- Addressed WA Government SECC5 security requirements concerning cyber-security.

## **Organisational Services**

### *Student Services*

Student Services provide support and advice for students to help them complete their chosen course.

Coordinated by staff at the Bunbury and Albany campuses, services include general study advice, student advocacy and international student support as well as disability services, which may include in-class assistance or specialised equipment to give students access, support and equal opportunity to learning.

The section also coordinates financial hardship fee waivers and the counselling service.

### *Counselling*

The college offers a free counselling service for all students at any campus.

Contracted service provider Black Swan Health has two counsellors based in Bunbury and Albany. They work with the college's Student Services teams to assist students in a range of academic or personal problems impacting on their individual studies or the classroom.

For regional campuses, the counsellors provide a phone counselling service. Online appointments are available to further improve accessibility and reach to regional students.

### *Course Information Services*

Course Information Services manages course and pathway enquiries from prospective students via the college's website, phone, email and in-person visits.

Staff based at Bunbury and Albany support all campuses, including full-time study applications made through the State Training Admissions system.

The team maintains course information on the college website, the focal point of promoting courses. In 2020, a new website project was started by Course Information Services and

the Communications and Marketing teams. The new version launched in January 2021, with enhanced and new features expected to provide greater scope for future website development.

### *International Students*

The college enrolled 34 international students at the Bunbury and Margaret River campuses.

Students originating from 14 countries studied qualifications including commercial cookery, early childhood education and care, and hospitality management.

International students received a comprehensive orientation at the beginning of each semester and ongoing support throughout the year.

### *Learning Resource Centre*

The college's two learning resource centres serve all 12 campuses and operate from Bunbury and Albany, which coordinate satellite collections at the regional campuses.

To meet social distancing requirements brought about by COVID-19, in Term 2 the college made a change to a blended delivery model including online or digital resources and teaching materials, home learning and modified classroom delivery.

This also saw the college's two video streaming databases increase 30-40 per cent in use during Term 2, continuing for the rest of the year. Staff also provided key phone assistance to students who needed to access online services.

A digital publication service across the college increased by 12 per cent, with the majority of these from the Great Southern campuses. The service provided

e-Publications, which consist of professional journals and industry magazines to aid in lecturers' professional development and student learning, and the increased usage dropped the average provision cost per issue by 25 per cent.

The South Regional TAFE online library guides went live in April, since when there have been 14,548 views on the 31 guides.

Following a new printing service across the college, a new ID, library and printing card was introduced.

### *Aboriginal Programs*

Aboriginal Programs staff provided outreach mentoring and tuition services to all students, with good numbers of students completing their qualifications from Certificate I to Diploma levels despite the impacts of COVID-19.

The section's partnership with the Jobs and Skills Centre and the Aboriginal Senior Client Engagement Officer also enhanced support for students. Workshops and information sessions were carried out in Albany and the regions and a number of students accessed career advice, mentoring, job applications, job and training referrals and résumés. Most students were registered with the Jobs and Skills Centre.

A new partnership was established with Bunnings. Aboriginal Programs staff worked closely with Bunnings' Aboriginal Recruitment Officer and set up an information session for the new Albany store to recruit a number of Aboriginal staff. Bunnings' managers presented to the group, who were encouraged to apply online. There was an excellent turnout for this session.

Targets in South Regional TAFE's Reconciliation Action Plan are continually being met.

## *Jobs and Skills Centres*

Jobs and Skills Centres in Bunbury and Albany provide a one-stop shop for training, careers and jobs in the South West and Great Southern.

In line with all Jobs and Skills Centres in Western Australia, clients receive free career, training and employment advice and assistance.

The centres also offer a support service for employers and businesses, and specialist services for Aboriginal people, ex-offenders and people from culturally and linguistically diverse backgrounds.

An online jobs board connects jobseekers with employment opportunities and helps employers attract and recruit employees.

Both Bunbury and Albany centres partner with organisations and promote initiatives to create training and employment opportunities.

Additional support for Indigenous students in the Great Southern was put in place, further enhancing access to training and career services.

## **Training Services**

### *Overview*

In a year of unprecedented challenges, the urgency of dealing with the impending restrictions of face-to-face delivery at all campuses meant staff were required to quickly seek alternative delivery methods to continue teaching.

The progress made by all staff to maintain continuity for students was an outstanding achievement.

The increase of resources available online through blended learning and available on Blackboard continued on their return to campus, and students now have greater flexibility in delivery options.

Managers maintained and consolidated a broad delivery profile while operating within budget, and campuses worked collaboratively to service the growing demand for industry skill sets and short courses.

The growth in all areas was due to industry engagement being undertaken in each local area and managers' willingness to service, and engage with, local clients.

The introduction of reduced fees as part of the Lower fees, local skills initiative and recovery skill sets increased the demand for training, which students access to reskill or upskill to re-enter a changed workforce.

In many industry areas across the college, securing work placement was an ongoing issue. In the areas of nursing, education assistance, health and aged care, access to these work places was limited due to the COVID-19 precautions. All lecturers in these areas liaised closely with individual workplaces to maintain student progression in extremely demanding circumstances.

The college converted more existing lecturing staff to permanent positions, providing stable employment.

It also undertook a major staff development program to ensure all lecturers' qualifications were upgraded to meet national standard requirements. Principal lecturers played a major role in this achievement.

A growing number of women are participating in traditional trades industry areas. The increased number in the pre-apprentice classes is enabling women to gain apprenticeships in traditionally male-dominated trades.

The Training Services Directors congratulate all staff on the level of professionalism, flexibility, commitment and teamwork in very trying times.

### *Facilities*

In the South West, development and improvements to two major facilities were completed:

- A major upgrade of Collie campus in preparation for, and response to, the Collie Futures initiative as the region diversifies from mining and power generation. This includes the upgrading of student facilities, offices and training facilities to support the heavy vehicle driver training skill set.
- Harvey campus was relocated to a modern facility using the old Harvey Water building on James Stirling Place. This allows for more students and greater course delivery on site.
- In the Great Southern, two major projects are underway, one in the last stages of construction and the other in the planning stage.
- Development of the new Esperance Campus will see delivery at the new site in mid-2021.
- The planning and consultation phase for the new Trades facility for the Albany campus has started. Managers and staff have had input to the design of the complex.

### *Major Achievements*

#### **South West**

At the Bunbury campus, two training areas are each supported by a training manager and two training operation coordinators with the growth in demand requiring the addition of two training operation coordinators for 2021.

These training areas are:

- Trades, Paraprofessionals and Service Industries
- Commerce, Health and Environmental Sciences

Regional campuses in the South West region are:

- Busselton
- Collie
- Harvey
- Manjimup
- Margaret River

All apprentices continued their studies through blended learning, and employers have given positive feedback on delivery solutions. This has built awareness of TAFE flexibility and responsiveness, resulting in greater numbers of enrolments for 2021.

Skill sets attracted good numbers of students, some of whom have progressed to full-time courses in 2021.

Training programs have started for the Albemarle lithium production plant in Kemerton, north of Bunbury.



AUSLAN programs were introduced, delivered online to clients across the college. The non-accredited induction courses were well attended and in 2021, the first series of Certificate III courses will be delivered.

A community collaboration between the college and the Harvey Community Resource Centre led to the offering of the Certificate I in Gaining Access to Training and Employment (GATE) to help people develop skills for work or study.

Students in the Gaining Access to Training and Employment (GATE) course at Collie helped improve trail maintenance on the Collie mountain bike tracks as part of a group project.

Due largely to the effects of Covid-19, the demand for agricultural workers continued to increase, and with the Manjimup area's validation as key production hub for agriculture, the campus's enrolments in traineeships were sustained.

The high demand for short courses continued, reflecting industry compliance requirements in areas such as forklift, chemical handling and first aid.

In Margaret River, the campus developed a program to skill local people for the grape vintage and cellar operations.

### **Great Southern**

At the Albany campus, two training areas are each supported by a training manager and two training operation coordinators with the growth in demand requiring the additional of two training operation coordinators for 2021.

These training areas are:

- Trades, Commerce and Environmental Sciences
- Community, Health and Education

Regional campuses in the Great Southern region are:

- Narrogin
- Denmark
- Mt Barker
- Katanning
- Esperance

It was a busy year, with the Great Southern exceeding the allocated profile target.

The progression to blended learning resulted in increased flexibility for students.

The demand for short courses and skill sets increased steadily for both profile and commercial industry training courses. The training delivered by Business Development Services, located in Albany and servicing the region, was a record 443 courses in commercial and profile skill sets.

Delivery of the State Government recovery skill sets in agriculture, business, health and hospitality have been delivered to address the identified skills shortages in these industry areas.

The Broadacre Harvest skill set delivered at Muresk, Esperance and Albany was developed and delivered to help address the skilled labour shortage in this area.

A local skill set in hospitality was developed with extensive industry consultation to

address staffing issues. The Fast Track to Hospitality Employment, delivered in Albany, was sponsored by the City of Albany and run in partnership with the Jobs and Skills Centre. It was also delivered at a local restaurant in Esperance. Most students completing the training gained employment.

An Esperance industry supporter donated a disused fuel tank to the college for use in its delivery of confined spaces training, providing real-life experience for electrotechnology students. The group installed an isolation point as the tank was transformed into a pod for the short course delivery, and demand grows for this training.



*Griffin Coal Commercial Fleet Manager Warren Hann visited the Bunbury campus Automotive Centre for the handover of two engines for the students to work on. He is pictured with Training Operations Coordinator Emily Parslow and Anita Host, Training Manager - Trades, Paraprofessionals and Service Industries, in front of the donated Tatra and Cat C12 engines. The engines will be put into use for Certificate II in Automotive Servicing - Heavy pre-apprenticeship, Certificate III in Mobile Plant Technology and Certificate III in Heavy Commercial Vehicle apprenticeship students in their practical sessions.*

## Section 3 – Disclosures and Legal Compliance

### Auditor-General's Opinion



## Auditor General

### INDEPENDENT AUDITOR'S REPORT

To the Parliament of Western Australia

#### **SOUTH REGIONAL TAFE Report on the Financial Statements**

##### ***Opinion***

I have audited the financial statements of South Regional TAFE which comprise, the Statement of Financial Position as at 31 December 2020, the Statement of Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows for the year then ended, as well as notes comprising a summary of significant accounting policies and other explanatory information.

In my opinion, the financial statements are based on proper accounts and present fairly, in all material respects, the operating results and cash flows of South Regional TAFE for the year ended 31 December 2020 and the financial position at the end of that period. They are in accordance with Australian Accounting Standards, the *Financial Management Act 2006* and the Treasurer's Instructions.

##### ***Basis for Opinion***

I conducted my audit in accordance with the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the TAFE in accordance with the *Auditor General Act 2006* and the relevant ethical requirements of the Accounting Professional & Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including independence Standards)* (the Code) that are relevant to my audit of the financial statements. I have also fulfilled my other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

##### ***The Governing Councils' Responsibilities for the Financial Statements***

The Governing Council is responsible for keeping proper accounts, and the preparation and fair presentation of the financial statements in accordance with Australian Accounting Standards, the *Financial Management Act 2006* and the Treasurer's Instructions, and for such internal control as the Governing Council determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Governing Council is responsible for assessing the entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Western Australian Government has made policy or funding decisions affecting the continued existence of the TAFE.

##### ***Auditor's Responsibilities for the Audit of The Financial Statements***

As required by the *Auditor General Act 2006*, my responsibility is to express an opinion on the financial statements. The objectives of my audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in

accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.

A further description of my responsibilities for the audit of the financial statements is located on the Auditing and Assurance Standards Board website at [https://www.auasb.gov.au/auditors\\_responsibilities/ar4.pdf](https://www.auasb.gov.au/auditors_responsibilities/ar4.pdf). This description forms part of my auditor's report.

## **Report on Controls**

### ***Opinion***

I have undertaken a reasonable assurance engagement on the design and implementation of controls exercised by South Regional TAFE. The controls exercised by the TAFE are those policies and procedures established by the Governing Council to ensure that the receipt, expenditure and investment of money, the acquisition and disposal of property, and the incurring of liabilities have been in accordance with legislative provisions (the overall control objectives).

My opinion has been formed on the basis of the matters outlined in this report.

In my opinion, in all material respects, the controls exercised by South Regional TAFE are sufficiently adequate to provide reasonable assurance that the receipt, expenditure and investment of money, the acquisition and disposal of property, and the incurring of liabilities have been in accordance with legislative provisions during the year ended 31 December 2020.

### ***The Governing Council's Responsibilities***

The Governing Council is responsible for designing, implementing and maintaining controls to ensure that the receipt, expenditure and investment of money, the acquisition and disposal of property, and the incurring of liabilities are in accordance with the *Financial Management Act 2006*, the Treasurer's Instructions and other relevant written law.

### ***Auditor General's Responsibilities***

As required by the *Auditor General Act 2006*, my responsibility as an assurance practitioner is to express an opinion on the suitability of the design of the controls to achieve the overall control objectives, and the implementation of the controls as designed. I conducted my engagement in accordance with Standard on Assurance Engagements ASAE 3150 *Assurance Engagements on Controls* issued by the Australian Auditing and Assurance Standards Board. That standard requires that I comply with relevant ethical requirements and plan and perform my procedures to obtain reasonable assurance about whether, in all material respects, the controls are suitably designed to achieve the overall control objectives and were implemented as designed.

An assurance engagement to report on the design and implementation of controls involves performing procedures to obtain evidence about the suitability of the design of controls to achieve the overall control objectives, and the implementation of those controls. The procedures selected depend on my judgement, including the assessment of the risks that controls are not suitably designed or implemented as designed. My procedures included testing the implementation of those controls that I consider necessary to achieve the overall control objectives.

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

### ***Limitations of Controls***

Because of the inherent limitations of any internal control structure, it is possible that, even if the controls are suitably designed and implemented as designed, once the controls are in operation, the overall control objectives may not be achieved so that fraud, error, or noncompliance with laws and regulations may occur and not be detected. Any projection of the outcome of the evaluation of the suitability of the design of controls to future periods is subject to the risk that the controls may become unsuitable because of changes in conditions.

### **Report on the Key Performance Indicators**

#### ***Opinion***

I have undertaken a reasonable assurance engagement on the key performance indicators of South Regional TAFE for the year ended 31 December 2020. The key performance indicators are the Under Treasurer approved key effectiveness indicators and key efficiency indicators that provide performance information about achieving outcomes and delivering services.

In my opinion, in all material respects, the key performance indicators of South Regional TAFE are relevant and appropriate to assist users to assess the TAFE's performance and fairly represent indicated performance for the year ended 31 December 2020.

#### ***The Governing Council's Responsibility for the Key Performance Indicators***

The Governing Council is responsible for the preparation and fair presentation of the key performance indicators in accordance with the *Financial Management Act 2006* and the Treasurer's Instructions, and for such internal control as the Governing Council determines necessary to enable the preparation of key performance indicators that are free from material misstatement, whether due to fraud or error.

In preparing the key performance indicators, the Governing Council is responsible for identifying key performance indicators that are relevant and appropriate, having regard to their purpose in accordance with Treasurer's Instruction 904 *Key Performance Indicators*.

#### ***Auditor General's Responsibility***

As required by the *Auditor General Act 2006*, my responsibility as an assurance practitioner is to express an opinion on the key performance indicators. The objectives of my engagement are to obtain reasonable assurance about whether the key performance indicators are relevant and appropriate to assist users to assess the entity's performance, and whether the key performance indicators are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. I conducted my engagement in accordance with Standard on Assurance Engagements ASAE 3000 *Assurance Engagements Other than Audits or Reviews of Historical Financial Information* issued by the Australian Auditing and Assurance Standards Board. That standard requires that I comply with relevant ethical requirements relating to assurance engagements.

An assurance engagement involves performing procedures to obtain evidence about the amounts and disclosures in the key performance indicators. It also involves evaluating the relevance and appropriateness of the key performance indicators against the criteria and guidance in Treasurer's Instruction 904 for measuring the extent of outcome achievement and the efficiency of service delivery. The procedures selected depend on my judgement, including the assessment of the risks of material misstatement of the key performance indicators. In making these risk assessments I obtain an understanding of internal control relevant to the engagement in order to design procedures that are appropriate in the circumstances.

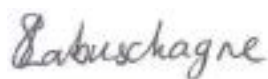
I believe that the evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

**My Independence and Quality Control Relating to the Reports on Controls and Key Performance Indicators**

I have complied with the independence requirements of the *Auditor General Act 2006* and the relevant ethical requirements relating to assurance engagements. In accordance with ASQC 1 *Quality Control for Firms that Perform Audits and Reviews of Financial Reports and Other Financial Information, and Other Assurance Engagements*, the Office of the Auditor General maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

**Matters Relating to The Electronic Publication of the Audited Financial Statements and Key Performance Indicators**

This auditor's report relates to the financial statements and key performance indicators of South Regional TAFE for the year ended 31 December 2020 included on the TAFE's website. The TAFE's management is responsible for the integrity of the TAFE's website. This audit does not provide assurance on the integrity of the TAFE's website. The auditor's report refers only to the financial statements and key performance indicators described above. It does not provide an opinion on any other information which may have been hyperlinked to/from these financial statements or key performance indicators. If users of the financial statements and key performance indicators are concerned with the inherent risks arising from publication on a website, they are advised to contact the entity to refer to the hard copy of the audited financial statements and key performance indicators to confirm the information contained in this website version of the financial statements and key performance indicators.



SANDRA LABUSCHAGNE  
DEPUTY AUDITOR GENERAL  
Delegate of the Auditor General for Western Australia  
Perth, Western Australia  
19 March 2021

## Disclosures and legal compliance

### Financial statements

#### Certification of financial statements

For the reporting period ended 31 December 2020

The accompanying financial statements of South Regional TAFE have been prepared in compliance with the provisions of the *Financial Management Act 2006* from proper accounts and records to present fairly the financial transactions for the reporting period ended 31 December 2020 and the financial position as at 31 December 2020.

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



Prof. Bryant Stokes AO  
Accountable Authority  
11 March 2021



Darshi Ganeson-Oats  
Managing Director  
11 March 2021



Kenneth McKinnon  
Chief Financial Officer  
11 March 2021

**South Regional TAFE  
STATEMENT OF COMPREHENSIVE INCOME  
FOR THE YEAR ENDED 31 DECEMBER 2020**

2020 2019

	Notes	\$'000	\$'000
<b>COST OF SERVICES</b>			
<b>Expenses</b>			
Employee benefits expense	2.1	42,712	40,441
Supplies and services	2.2	12,661	13,119
Finance Cost	6.3	112	96
Asset revaluation decrement	2.2	-	145
Other expenses	2.2	3,891	3,803
Cost of sales	3.3	142	93
Depreciation and amortisation expense	4.1.1, 4.2	3,795	3,694
<b>Total cost of services</b>		<b>63,313</b>	<b>61,391</b>
<b>Income</b>			
Fee for service	3.2	1,751	2,162
Student fees and charges	3.2	5,297	6,740
Ancillary trading	3.2	271	392
Sales	3.3	133	111
Commonwealth grants and contributions	3.4	-	4
Interest revenue	3.5	91	295
Other revenue	3.6	354	553
<b>Total revenue</b>		<b>7,897</b>	<b>10,257</b>
<b>Gains</b>			
Gain on disposal of non-current assets	3.7	5	1
Gain arising from changes in fair value - buildings	3.7	482	1,498
Gain on disposal of lease arrangements	3.7	12	-
<b>Total gains</b>		<b>499</b>	<b>1,499</b>
<b>Total income other than income from State Government</b>		<b>8,396</b>	<b>11,756</b>
<b>NET COST OF SERVICES</b>		<b>54,917</b>	<b>49,635</b>
<b>Income from State Government</b>			
Grants and subsidies	3.1	47,277	44,215
Resource Received	3.1	2,045	1,796
<b>Total income from State Government</b>	3.1	<b>49,322</b>	<b>46,011</b>
<b>SURPLUS/(DEFICIT) FOR THE PERIOD</b>		<b>(5,595)</b>	<b>(3,624)</b>
<b>OTHER COMPREHENSIVE INCOME</b>			
<b>Items not reclassified subsequently to profit or loss</b>			
Changes in asset revaluation surplus		1,789	-
<b>Total other comprehensive income</b>		<b>1,789</b>	<b>-</b>
<b>TOTAL COMPREHENSIVE DEFICIT FOR THE PERIOD</b>		<b>(3,806)</b>	<b>(3,624)</b>

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



**South Regional TAFE  
STATEMENT OF FINANCIAL POSITION  
AS AT 31 DECEMBER 2020**

2020

2019

	Notes	\$'000	\$'000
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and cash equivalents	6.1	10,051	10,402
Restricted cash and cash equivalents	6.1	437	856
Receivables	5.1	476	970
Inventories	3.3	63	63
Other current assets	5.2	427	282
<b>Total Current Assets</b>		<b>11,454</b>	<b>12,573</b>
<b>Non-Current Assets</b>			
Restricted cash and cash equivalents	6.1	857	709
Property, plant and equipment	4.1	89,781	87,443
Right-of-use assets	4.2	3,602	2,798
<b>Total Non-Current Assets</b>		<b>94,240</b>	<b>90,950</b>
<b>TOTAL ASSETS</b>		<b>105,694</b>	<b>103,523</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Payables	5.3	1,024	711
Lease liabilities	6.2	195	228
Employee related provisions	2.1	8,933	7,050
Other current liabilities	5.4	155	811
<b>Total Current Liabilities</b>		<b>10,307</b>	<b>8,800</b>
<b>Non-Current Liabilities</b>			
Lease liabilities	6.2	3,528	2,644
Employee related provisions	2.1	720	594
<b>Total Non-Current Liabilities</b>		<b>4,248</b>	<b>3,238</b>
<b>TOTAL LIABILITIES</b>		<b>14,555</b>	<b>12,038</b>
<b>NET ASSETS</b>		<b>91,139</b>	<b>91,485</b>
<b>EQUITY</b>			
Contributed equity	8.9	111,224	107,764
Reserves	8.9	1,789	-
Accumulated surplus / (deficit)		(21,874)	(16,279)
<b>TOTAL EQUITY</b>		<b>91,139</b>	<b>91,485</b>

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

**South Regional TAFE  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED 31 DECEMBER 2020**

2020

2019

	Notes	\$'000	\$'000
<b>CASH FLOWS FROM STATE GOVERNMENT</b>			
Grants and subsidies - Department of Training and Workforce Development		46,646	44,728
Capital appropriation - Department of Training and Workforce Development			
<b>Total Net cash provided by State Government</b>		<b>46,646</b>	<b>44,728</b>
Utilised as follows:			
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Payments</b>			
Employee benefits expense		(40,444)	(40,317)
Supplies and services		(10,962)	(11,361)
Finance Cost		(112)	(96)
GST payments on purchases		(1,144)	(1,252)
GST payments to taxation authority		-	-
Other payments		(3,590)	(3,881)
<b>Receipts</b>			
Fee for service		1,924	2,019
Student fees and charges		5,474	6,757
Ancillary trading		271	392
Commonwealth grants and contributions		-	4
Interest received		121	295
GST receipts on sales		221	124
GST receipts from taxation authority		1,063	1,128
Other receipts		499	538
<b>Net cash used in operating activities</b>		<b>(46,679)</b>	<b>(45,650)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
<b>Payments</b>			
Purchase of non-current physical assets		(368)	(404)
<b>Receipts</b>			
Proceeds from sale of non-current physical assets		5	
Capital Contribution			
<b>Net cash used in investing activities</b>		<b>(363)</b>	<b>(404)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
<b>Payments</b>			
Principal elements of lease payments		(226)	(262)
<b>Receipts</b>			
Proceeds from borrowings		-	-
Other proceeds		-	5
<b>Net cash used in financing activities</b>		<b>(226)</b>	<b>(257)</b>
Net decrease in cash and cash equivalents		(622)	(1,583)
Cash and cash equivalents at the beginning of period		11,967	13,550
<b>CASH AND CASH EQUIVALENTS AT THE END OF PERIOD</b>	6.1	<b>11,345</b>	<b>11,967</b>

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

**South Regional TAFE**  
**STATEMENT OF CHANGES IN EQUITY**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

		Contributed Equity	Reserves	Accumulated Surplus / (Deficit)	Total Equity
	Notes	\$'000	\$'000	\$'000	\$'000
<b>Balance at 1 January 2019</b>		106,033	-	(12,655)	93,378
Changes in accounting policy or correction of prior period errors			-	-	-
Restated balance at 1 January 2019		106,033	-	(12,655)	93,378
Surplus/(deficit)		-	-	(3,624)	(3,624)
Other comprehensive income	8.9	-	-	-	-
Total comprehensive income for the period		-	-	(3,624)	(3,624)
Transactions with owners in their capacity as owners:	8.9				
Capital appropriations		-	-	-	-
Other contributions by owners		1,731	-	-	1,731
Distributions to owners		-	-	-	-
Total		1,731	-	-	1,731
<b>Balance at 31 December 2019</b>		<b>107,764</b>	<b>-</b>	<b>(16,279)</b>	<b>91,485</b>

<b>Balance at 1 January 2020</b>		107,764	-	(16,279)	91,485
Changes in accounting policy or correction of prior period errors		-	-	-	-
Restated balance at 1 January 2020		107,764	-	(16,279)	91,485
Surplus/(deficit)		-	-	(5,595)	(5,595)
Other comprehensive income	8.9	-	1,789	-	1,789
Total comprehensive income for the period		-	1,789	(5,595)	(3,806)
Transactions with owners in their capacity as owners:	8.9				
Capital appropriations		-	-	-	-
Other contributions by owners		3,460	-	-	3,460
Distributions to owners		-	-	-	-
Total		3,460	-	-	3,460
<b>Balance at 31 December 2020</b>		<b>111,224</b>	<b>1,789</b>	<b>(21,874)</b>	<b>91,139</b>

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

**1 Basis of preparation**

South Regional TAFE (SR TAFE) is a WA Government entity and is controlled by the State of Western Australia, which is the ultimate parent. SR TAFE is a not-for-profit entity (as profit is not its principal objective) and it has no cash generating units.

A description of the nature of its operations and its principal activities have been included in the 'Overview' which does not form part of these financial statements.

These annual financial statements were authorised for issue by the Managing Director of SR TAFE on 11th March 2021.

**Statement of compliance**

These general purpose financial statements have been prepared in accordance with:

- 1) The *Financial Management Act 2006* (FMA)
- 2) The Treasurer's instructions (TIs)
- 3) Australian Accounting Standards (AAS) including applicable interpretations
- 4) Where appropriate, those AAS paragraphs applicable for not-for-profit entities have been applied.

The *Financial Management Act 2006* and the Treasurer's Instructions (the Instructions) take precedence over AAS. Several AASs are modified by the Instructions to vary application, disclosure format and wording. Where modification is required and has had a material or significant financial effect upon the reported results, details of that modification and the resulting financial effect are disclosed in the notes to the financial statements.

**Basis of preparation**

These financial statements are presented in Australian dollars applying the accrual basis of accounting and using the historical cost convention. Certain balances will apply a different measurement basis (such as fair value basis). Where this is the case the different measurement basis is disclosed in the associated note. All values are rounded to nearest thousand dollars (\$'000)

**Judgements and estimates**

Judgements, estimates and assumptions are required to be made about financial information being presented. The significant judgements and estimates made in the preparation of these financial statements are disclosed in the notes where amounts affected by those judgements and/or estimates are disclosed. Estimates and associated assumptions are based on professional judgements derived from historical experience and various other factors that are believed to be reasonable under the circumstances.

**Contributed equity**

Accounting Interpretation 1038 *Contributions by Owners Made to Wholly-Owned Public Sector Entities* requires transfers in the nature of equity contributions, other than as a result of a restructure of administrative arrangements, to be designated by the Government (the owner) as contributions by owners (at the time of, or prior to transfer) before such transfers can be recognised as equity contributions. Capital appropriations have been designated as contributions by owners by TI 955 *Contributions by Owners made to Wholly Owned Public Sector Entities* and have been credited directly to Contributed Equity.

**2 Use of our funding**

**Expenses incurred in the delivery of services**

This section provides additional information about how SR TAFE's funding is applied and the accounting policies that are relevant for an understanding of the items recognised in the financial statements. The primary expenses incurred by SR TAFE in achieving its objectives and the relevant notes are:

	Notes	2020 \$'000	2019 \$'000
Employee benefits expenses	2.1(a)	42,712	40,441
Employee related provisions	2.1(b)	9,653	7,644
Other expenditure	2.2	16,552	17,067
Asset revaluation decrement	2.2	-	145

**2.1(a) Employee benefits expenses**

	2020	2019
Employee benefits	39,171	36,262
Termination benefits	-	757
Superannuation - defined contribution plans	3,541	3,422
<b>Total employee benefits expenses</b>	<b>42,712</b>	<b>40,441</b>
Add: AASB 16 Non-monetary benefits		
Provision of vehicle benefits	175	166
Less: Employee Contributions	(157)	(145)
Provision of housing benefits	24	-
Less: Employee Contributions	(11)	-
<b>Net employee benefits expenses</b>	<b>42,743</b>	<b>40,462</b>

**Employee benefits:** include wages, salaries and social contributions, accrued and paid leave entitlements and paid sick leave, and non-monetary benefits (such as medical care, housing, cars and free or subsidised goods or services) for employees.

**Termination benefits:** Payable when employment is terminated before normal retirement date, or when an employee accepts an offer of benefits in exchange for the termination of employment. Termination benefits are recognised when SR TAFE is demonstrably committed to terminating the employment of current employees according to a detailed formal plan without possibility of withdrawal or providing termination benefits as a result of an offer made to encourage voluntary redundancy. Benefits falling due more than 12 months after the end of the reporting period are discounted to present value.

**Superannuation:** the amount recognised in profit or loss of the Statement of Comprehensive Income comprises employer contributions paid to the GSS (concurrent contributions), the WSS, the GESBs, or other superannuation funds.

**AASB 16 Non-monetary benefits:** non-monetary employee benefits, that are employee benefits expenses, predominantly relate to the provision of Vehicle and Housing benefits are measured at the cost incurred by the SR TAFE. Employee Contributions: this line item includes contributions made to the SR TAFE by employees towards employee benefits that have been provided by the SR TAFE. This includes both AASB-16 and non-AASB 16 employee contributions.

**Employee Contributions:** this line item includes contributions made to TAFE by employees towards employee benefits that have been provided by SR TAFE. This includes both AASB-16 and non-AASB 16 employee contributions.

**2.1(b) Employee related provisions**

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

	2020	2019
	\$'000	\$'000
<b>Current</b>		
<u>Employee benefits provision</u>		
Annual leave	2,525	2,054
Long service leave	5,639	4,389
Deferred salary scheme	283	195
Purchased leave	(1)	4
	8,446	6,642
<u>Other provisions</u>		
Employment on-costs	487	408
Other	-	-
<b>Total current employee related provisions</b>	<b>8,933</b>	<b>7,050</b>
<b>Non-current</b>		
<u>Employee benefits provision</u>		
Long service leave	677	559
	677	559
<u>Other provisions</u>		
Employment on-costs	43	35
<b>Total non-current employee related provisions</b>	<b>720</b>	<b>594</b>
<b>Total employee related provisions</b>	<b>9,653</b>	<b>7,644</b>

Provision is made for benefits accruing to employees in respect of annual leave and long service leave for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

**Annual leave liabilities:** Classified as current as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period.

The provision for annual leave is calculated at the present value of expected payments to be made in relation to services provided by employees up to the reporting date.

**Long service leave liabilities:** Unconditional long service leave provisions are classified as current liabilities as SR TAFE does not have an unconditional right to defer settlement of the liability for at least 12 months after the end of the reporting period.

Pre-conditional and conditional long service leave provisions are classified as non-current liabilities because SR TAFE has an unconditional right to defer the settlement of the liability until the employee has completed the requisite years of service.

The provision for long service leave liabilities are calculated at present value as SR TAFE does not expect to wholly settle the amounts within 12 months. The present value is measured taking into account the present value of expected future payments to be made in relation to services provided by employees up to the reporting date. These payments are estimated using the remuneration rate expected to apply at the time of settlement, and discounted using market yields at the end of the reporting period on national government bonds with terms to maturity that match, as closely as possible, the estimated future cash outflows.

**Deferred salary scheme liabilities:** Classified as current where there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period.

**Purchased leave liabilities:** Classified as current where there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. This leave must be used each calendar year and cannot be accrued from year to year.

**Employment on-costs:** The settlement of annual and long service leave liabilities gives rise to the payment of employment on-costs including workers' compensation insurance. The provision is the present value of expected future payments.

Employment on-costs, including workers' compensation insurance, are not employee benefits and are recognised separately as liabilities and expenses when the employment to which they relate has occurred. Employment on-costs are included as part of Note 2.2 Other expenditure (apart from the unwinding of the discount (finance cost)) and are not included as part of SR TAFE's 'employee benefits expense'. The related liability is included in 'Employment on-costs provision'.

**Employment on-costs provisions**

	2020	2019
	\$'000	\$'000
Carrying amount at start of period	443	435
Additional / (reversals of) provisions recognised	87	-
Payments / other sacrifices of economic benefits	-	8
<b>Total Carrying amount at end of period</b>	<b>530</b>	<b>443</b>

**Key sources of estimation uncertainty - long service leave**

Key estimates and assumptions concerning the future are based on historical experience and various other factors that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next financial year.

Several estimates and assumptions are used in calculating SR TAFE's long service leave provision. These include:

- Expected future salary rates
- Discount rates
- Employee retention rates; and
- Expected future payments

Changes in these estimations and assumptions may impact on the carrying amount of the long service leave provision.

Any gain or loss following revaluation of the present value of long service leave liabilities is recognised as employee benefits expense.

**2.2 Other expenditure**

	2020	2019
	\$'000	\$'000
<b>Supplies and services</b>		
Consumables and minor equipment	3,160	3,298
Communication expenses	455	416
Utilities expenses	1,127	1,313
Consultancies and contracted services	5,869	5,372
Minor works	281	560
Repairs and maintenance	421	391
Rental Cost	126	267
Travel and passenger transport	153	222
Advertising and public relations	226	263
Staff professional development activities	105	145
Supplies and services - other	738	872
<b>Total supplies and services expenses</b>	<b>12,661</b>	<b>13,119</b>

2.3s

<b>Other expenditure</b>		
Audit fees	162	157
Building maintenance	918	983
Expected credit losses expense	-	72
Employment on-costs	2,714	2,445
Donations	3	-
Student prizes and awards	24	35
Losses and write-offs	68	91
Other	2	20
<b>Total other expenses</b>	<b>3,891</b>	<b>3,803</b>
<b>Asset revaluation decrement</b>		
Asset revaluation decrement	-	145
<b>Total asset revaluation decrement</b>	<b>-</b>	<b>145</b>
<b>Total Other expenditure</b>	<b>16,552</b>	<b>17,067</b>

**Supplies and services expenses** are recognised as an expense in the reporting period in which they are incurred.

**Rental expenses include:**

- i) Short-term leases with a lease term of 12 months or less;
- ii) Low-value leases with an underlying value of \$5,000 or less; and
- iii) Variable lease payments, recognised in the period in which the event or condition that triggers those payments occurs.

**Repairs, maintenance and minor works** are recognised as expenses as incurred, except where they relate to the replacement of a significant component of an asset. In that case, the costs are capitalised and depreciated.

**Other operating expenses** generally represent the day-to-day running costs incurred in normal operations.

**Expected credit losses** is an allowance of trade receivables and is measured at the lifetime expected credit losses at each reporting date. SR TAFE has established a provision matrix that is based on its historical credit loss experience, adjusted for forward-looking factors specific to the debtors and the economic environment. Please refer to note 5.1. Movement in the allowance for impairment of trade receivables.

**Employment on-costs** includes workers' compensation insurance and other employment on-costs. The on-costs liability associated with the recognition of annual and long service leave liabilities is included at Note 2.1(b) Employee related provisions. Superannuation contributions accrued as part of the provision for leave are employee benefits and are not included in employment on-costs.

**Asset Revaluation:**

Revaluation increment is credited directly to an asset revaluation reserve, except to the extent that any increment reverses a revaluation decrement of the same class of assets previously recognised as an expense. Revaluation decrement is recognised as an expense, except to the extent of any balance existing in the asset revaluation reserve in respect of that class of assets.

### 3 Our funding sources

#### How we obtain our funding

This section provides additional information about how SR TAFE obtains its funding and the relevant accounting policy notes that govern the recognition and measurement of this funding. The primary income received by SR TAFE and the relevant notes are:

	Notes	2020 \$'000	2019 \$'000
Income from State Government	3.1	49,322	46,011
User charges and fees	3.2	7,319	9,294
Trading profit	3.3	(9)	18
Commonwealth grants and contributions	3.4	-	4
Interest revenue	3.5	91	295
Other revenue	3.6	354	553
Gains/(Losses)	3.7	499	1,499

**3.1 Income from State Government**

	2020	2019
	\$'000	\$'000
Grants and subsidies received during the period:		
Grants and subsidies		
Delivery and Performance Agreement (DPA)	46,376	42,689
Non-DPA Grants from Department of Training and Workforce Development (DTWD)	832	1,423
Non-Department of Training and Workforce Development (DTWD) Grants	69	103
	<u>47,277</u>	<u>44,215</u>
Resources received free of charge from other State Government agencies during the period:		
Department of Training and Workforce Development		
- Corporate systems support	1,957	1,717
- Human resources and industrial relations support	88	79
	<u>2,045</u>	<u>1,796</u>
<b>Total income from State Government</b>	<b><u>49,322</u></b>	<b><u>46,011</u></b>

**Grants and subsidies** is recognised as income when the performance obligations are satisfied

Grants and subsidies fund the net cost of services delivered. Appropriate revenue comprises the following

- Cash component; and
- A receivable (asset).

**Resources received** free of charge or for nominal cost are recognised as income (and assets or expenses) equivalent to the fair value of the assets, or the fair value of those services that can be reliably determined and which would have been purchased if not donated.

**3.2 User charges and fees**

	2020	2019
	\$'000	\$'000
<b>Fee for service</b>		
Fee for service - general	576	671
Fee for service - Department of Training and Workforce Development (DTWD)	105	138
Fee for service - Government (other than DTWD)	720	860
International fees	350	493
<b>Total fee for service</b>	<b><u>1,751</u></b>	<b><u>2,162</u></b>
<b>Student fees and charges</b>		
Tuition fees	3,894	5,278
Enrolment and Resource fees	1,239	1,275
Recognition of prior learning (RPL) fees	156	149
Other College fees	8	38
<b>Total student fees and charges</b>	<b><u>5,297</u></b>	<b><u>6,740</u></b>
<b>Ancillary trading</b>		
Liveworks (not a trading activity)	206	315
Other Ancillary Revenue	65	77
<b>Total ancillary trading</b>	<b><u>271</u></b>	<b><u>392</u></b>
<b>Total user charges and fees</b>	<b><u>7,319</u></b>	<b><u>9,294</u></b>

Revenue is recognised and measured at the fair value of consideration received or receivable. Student fees and charges are recognised over time as and when the course is delivered to students. Revenue from fee for service is recognised over time as and when the service is provided. Revenue from ancillary trading is recognised when the service or goods are provided.



**3.3 Trading profit**

	2020	2019
	\$'000	\$'000
Bookshop		
Sales	130	80
Cost of Sales:		
Opening Inventory	(63)	(29)
Purchases	(142)	(127)
	(205)	(156)
Closing Inventory	63	63
Cost of Goods Sold	(142)	(93)
<b>Total trading profit/(loss) - Bookshop</b>	<b>(12)</b>	<b>(13)</b>
Other trading		
Sales	3	31
<b>Total trading profit/(loss) - Other trading</b>	<b>3</b>	<b>31</b>
<b>Total Trading profit/(loss)</b>	<b>(9)</b>	<b>18</b>
<b>Closing Inventory comprises:</b>		
<b>Current Inventories</b>		
At cost	63	63
Total current inventory trading activities	63	63
<b>Total current inventories</b>	<b>63</b>	<b>63</b>

**Sales**

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

**Inventories**

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

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

**3.4 Commonwealth grants and contributions**

	2020	2019
	\$'000	\$'000
Commonwealth specific purpose grants and contributions	-	4
	-	4

The terms of the grant in 2019 specify that it must be used to fund travel assistance for apprentices.

The grant has been recognised in its entirety upon receipt as the only condition applying to its use is how it can be expended and it is not subject to performance measures in terms of service delivery. As at 31 December 2019 all of the grant has been spent.

**3.5 Interest revenue**

	2020	2019
	\$'000	\$'000
Interest revenue	91	295

Revenue is recognised and measured at the fair value of consideration received or receivable. Revenue is recognised as the interest accrues.

**3.6 Other revenue**

	2020	2019
	\$'000	\$'000
Rental and facilities fees	149	148
Sponsorship and donations revenue	18	13
Miscellaneous revenue	187	392
<b>Total other revenue</b>	<b>354</b>	<b>553</b>

Revenue is recognised and measured at the fair value of consideration received or receivable. Revenue is recognised for the major business activities as follows:

- Sale of goods - when the significant risks and rewards of ownership transfer to the purchaser and can be measured reliably.
- Provision of services - by reference to the stage of completion of the transaction.

**3.7 Gains/(Losses)**

	<b>2020</b>	<b>2019</b>
	<b>\$'000</b>	<b>\$'000</b>
<u>Net proceeds from disposal of non-current assets</u>		
Plant, furniture and general equipment	5	1
<b>Total proceeds from disposal of non-current assets</b>	<b>5</b>	<b>1</b>
<u>Carrying amount of non-current assets disposed</u>		
Plant, furniture and general equipment	-	-
<b>Net gains/(losses)</b>	<b>5</b>	<b>1</b>
<u>Other gains/(loss)</u>		
Gain/(loss) arising from lease arrangements	12	-
Gain/(loss) arising from changes in fair value - buildings	482	1,498
<b>Other gains/(losses)</b>	<b>494</b>	<b>1,498</b>
<b>Total gains/(losses)</b>	<b>499</b>	<b>1,499</b>

**Realised and unrealised gains** are usually recognised on a net basis.

Gains and losses on the disposal of non-current assets are presented by deducting from the proceeds on disposal the carrying amount of the asset and related selling expenses. Gains and losses are recognised in profit or loss in the statement of comprehensive income (from the proceeds of sale).

**4 Key assets**

**Assets utilised for economic benefit or service potential**

This section includes information regarding the key assets SR TAFE utilised to gain economic benefits or provide service potential. The section sets out both the key accounting policies and financial information about the performance of these assets:

	Notes	<b>2020</b>	<b>2019</b>
		<b>\$'000</b>	<b>\$'000</b>
Property, plant and equipment	4.1	89,781	87,443
Right-of-use assets	4.2	3,602	2,798
<b>Total key assets</b>		<b>93,383</b>	<b>90,241</b>

**4.1 Property, plant and equipment**

	Land \$'000	Buildings \$'000	Buildings under construction \$'000	Motor vehicles, caravans and trailers \$'000	Plant, furniture and general equipment \$'000	Computer equipment, communica-tion network \$'000	Total \$'000
Year ended 31 December 2020							
<b>1 January 2020</b>							
Gross carrying amount	3,645	82,503	31	452	1,820	479	88,930
Accumulated depreciation	-	(1)	-	(188)	(879)	(419)	(1,487)
Accumulated impairment losses	-	-	-	-	-	-	-
<b>Carrying amount at start of period</b>	3,645	82,502	31	264	941	60	87,443
Additions	-	2,474	-	190	858	7	3,529
Transfers	-	-	(31)	-	-	31	-
Other disposals	-	-	-	-	-	-	-
Revaluation increments	-	2,270	-	-	-	-	2,270
Impairment losses	-	-	-	-	-	-	-
Impairment losses reversed	-	-	-	-	-	-	-
Depreciation	-	(3,128)	-	(72)	(207)	(54)	(3,461)
<b>Carrying amount 31 December 2020</b>	3,645	84,118	-	382	1,592	44	89,781
Gross carrying amount	3,645	84,120	-	642	2,665	511	91,583
Accumulated depreciation	-	(2)	-	(260)	(1,073)	(467)	(1,802)

**Initial recognition**

Items of property, plant and equipment, costing \$5,000 or more are measured initially at cost. Where an asset is acquired for no or nominal cost, the cost is valued at its fair value at the date of acquisition. Items of property, plant and equipment costing less than \$5,000 are immediately expensed direct to the Statement of Comprehensive Income (other than where they form part of a group of similar items which are significant in total).

The cost of a leasehold improvement is capitalised and depreciated over the shorter of the remaining term of the lease or the estimated useful life of the leasehold improvement.

**Subsequent measurement**

Subsequent to initial recognition of an asset, the revaluation model is used for the measurement of land and buildings.

Land is carried at fair value.

Buildings are carried at fair value less accumulated depreciation and accumulated impairment losses.

All other property, plant and equipment are stated at historical cost less accumulated depreciation and accumulated impairment losses.

**Land and buildings** are independently valued annually by the Western Australian Land Information Authority (Valuations and Property Analytics) and recognised annually to ensure that the carrying amount does not differ materially from the asset's fair value at the end of the reporting period.

Land and buildings were revalued as at 1 July 2020 by the Western Australian Land Information Authority (Valuations and Property Analytics). The valuations were performed during the year ended 31 December 2020 and recognised at 31 December 2020.

All land and buildings are measured at current use, not market value.

Western Australian Land Information Authority values:

Land	\$3,645,000	(2019 \$3,645,000)
Buildings	\$82,840,490	(2019 \$81,711,260)

Revaluation model:

a) Fair Value where market-based evidence is available:

The fair value of land and buildings is determined on the basis of current market values determined by reference to recent market transactions. When buildings are revalued by reference to recent market transactions, the accumulated depreciation is eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount.

b) Fair value in the absence of market-based evidence:

**Buildings are specialised or where land is restricted:** Fair value of land and buildings is determined on the basis of existing use.

**Existing use buildings:** Fair value is determined by reference to the cost of replacing the remaining future economic benefits embodied in the asset, i.e. the depreciated replacement cost. Where the fair value of buildings is determined on the depreciated replacement cost basis, the gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset and the accumulated depreciation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset.

**Restricted use land:** Fair value is determined by comparison with market evidence for land with similar approximate utility (high restricted use land) or market value of comparable unrestricted land (low restricted use land).

**Significant assumptions and judgements:** The most significant assumptions and judgements in estimating fair value are made in assessing whether to apply the existing use basis to assets and in determining estimated economic life. Professional judgement by the valuer is required where the evidence does not provide a clear distinction between market type assets and existing use assets.

**4.1.1 Depreciation and impairment**

**Charge for the period**

Depreciation

Buildings	
Motor vehicles, caravans and trailers	
Plant, furniture and general equipment	
Computers and communication network	
Right of Use Assets	
<b>Total depreciation for the period</b>	

	2020	2019
	\$'000	\$'000
	3,128	3,004
	72	57
	207	217
	54	81
	334	335
	<b>3,795</b>	<b>3,694</b>

As at 31 December 2020 there were no indications of impairment to property, plant and equipment.

**Finite useful lives**

All property, plant and equipment having a limited useful life are systematically depreciated over their estimated useful lives in a manner that reflects the consumption of their future economic benefits. The exception to this rule includes items under operating leases.

Depreciation is generally calculated on a straight line basis, at rates that allocate the asset’s value, less any estimated residual value, over its estimated useful life. Typical estimated useful lives for the different asset classes for current and prior years are included in the table below:

Asset	Useful life: years
Building	25 to 40 years
Motor vehicles, caravans and trailers	4 to 23 years
Plant, furniture and general equipment	4 to 28 years
Computer and communication equipment	1 to 15 years
Marine craft	-

The estimated useful lives, residual values and depreciation method are reviewed at the end of each annual reporting period, and adjustments should be made where appropriate.

Leasehold improvements are depreciated over the shorter of the lease term and their useful lives.

Land and works of art, which are considered to have an indefinite life, are not depreciated. Depreciation is not recognised in respect of these assets because their service potential has not, in any material sense, been consumed during the reporting period.

Under the College capitalisation policy, the library collection is recognised as a grouped asset at year end in accordance with Treasurer’s Instruction 1101, and depreciated under a rolling depreciation methodology. Purchases in a given year are 100% depreciated in the fifth year following purchase and derecognised in the seventh year following purchase.

Under the College capitalisation policy, like Computer equipment items, less than the capitalisation threshold is recognised as a grouped asset at year end in accordance with Treasurer’s Instruction 1101. Purchases in a given year are depreciated over future years in line with standard college depreciation rates.

**Impairment**

Non-financial assets, including items of property, plant and equipment, are tested for impairment whenever there is an indication that the asset may be impaired. Where there is an indication of impairment, the recoverable amount is estimated. Where the recoverable amount is less than the carrying amount, the asset is considered impaired and is written down to the recoverable amount and an impairment loss is recognised.

Where an asset measured at cost is written down to its recoverable amount, an impairment loss is recognised through profit or loss.

Where a previously revalued asset is written down to its recoverable amount, the loss is recognised as a revaluation decrement through other comprehensive income.

As SR TAFE is a not-for-profit entity, the recoverable amount of regularly revalued specialised assets is anticipated to be materially the same as fair value.

If there is an indication that there has been a reversal in impairment, the carrying amount shall be increased to its recoverable amount. However this reversal should not increase the asset’s carrying amount above what would have been determined, net of depreciation or amortisation, if no impairment loss had been recognised in prior years.

The risk of impairment is generally limited to circumstances where an asset’s depreciation is materially understated, where the replacement cost is falling or where there is a significant change in useful life. Each relevant class of assets is reviewed annually to verify that the accumulated depreciation/amortisation reflects the level of future consumption or expiration of the asset’s economic benefits and to evaluate any impairment risk from declining replacement costs.

**4.2 Right -of-use assets**

	2020	2019
	\$'000	\$'000
Buildings	3,248	2,417
Vehicles	354	381
<b>Net Carrying Amount:</b>	<b>3,602</b>	<b>2,798</b>

Additions to right-of-use assets during the 2020 financial year were \$1,082,726 (2019: \$3,094,125)

**Initial recognition**

Right-of-use assets are measured at cost including the following:

- the amount of the initial measurement of lease liability
- any lease payments made at or before the commencement date less any lease incentives received
- any initial direct costs, and
- restoration costs, including dismantling and removing the underlying asset.

This includes all leased assets other than investment property ROU assets, which are measured in accordance with AASB 140 'Investment Property'.

SR TAFE has elected not to recognise right-of-use assets and lease liabilities for short-term leases (with a lease term of 12 months or less) and low value leases (with an underlying value of \$5,000 or less). Lease payments associated with these leases are expensed over a straight-line basis over the lease term.

**Subsequent measurement**

The cost model is applied for subsequent measurement of right-of-use assets, requiring the asset to be carried at cost less any accumulated depreciation and accumulated impairment losses and adjusted for any re-measurement of lease liability.

**Depreciation and impairment of right-of-use assets**

Right-of-use assets are depreciated on a straight-line basis over the shorter of the lease term and the estimated useful lives of the underlying assets.

If ownership of the leased asset transfers to SR TAFE at the end of the lease term or the cost reflects the exercise of a purchase option, depreciation is calculated using the estimated useful life of the asset.

Right-of-use assets are tested for impairment when an indication of impairment is identified. The policy in connection with testing for impairment is outlined in note 4.1.1

The following amounts relating to leases have been recognised in the statement of comprehensive income:

	<b>2020</b>	<b>2019</b>
	<b>\$'000</b>	<b>\$'000</b>
Buildings	139	109
Vehicles	195	226
<b>Total right-of-use asset depreciation</b>	<b>334</b>	<b>335</b>
Lease interest expense	112	96
Short-term leases	40	133

The total cash outflow for lease in 2020 was \$438,601 (2019: \$378,674)

SR TAFE's leasing activities and how these are accounted for:

SR TAFE has leases for vehicles, office and office accommodations.

SR TAFE has also entered into a Memorandum of Understanding Agreements (MOU) with the Department of Finance for the leasing of office accommodation. These are not recognised under AASB 16 because of substitution rights held by the Department of Finance and are accounted for as an expense as incurred.

SR TAFE recognises leases as right-of-use assets and associated lease liabilities in the Statement of Financial Position.

The corresponding lease liabilities in relation to these right-of-use assets have been disclosed in note 6.2.

**5 Other assets and liabilities**

This section sets out those assets and liabilities that arose from SR TAFE's controlled operations and includes other assets utilised for economic benefits and liabilities incurred during normal operations:

	Notes	<b>2020</b>	<b>2019</b>
		<b>\$'000</b>	<b>\$'000</b>
Receivables	5.1	476	970
Other assets	5.2	427	282
Payables	5.3	1,024	709
Other liabilities	5.4	155	811

**5.1 Receivables**

	2020	2019
	\$'000	\$'000
<b>Current</b>		
Receivables - Trade	206	297
Receivables - Students	201	320
Allowance for impairment of receivables	(141)	(179)
Accrued revenue	90	288
GST receivable	120	244
<b>Total current</b>	<b>476</b>	<b>970</b>
<b>Total receivables</b>	<b>476</b>	<b>970</b>

Receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net receivables is equivalent to fair value as it is due for settlement within 30 days.

**5.2 Other assets**

	2020	2019
	\$'000	\$'000
<b>Current</b>		
Prepayments	427	282
<b>Total current</b>	<b>427</b>	<b>282</b>
<b>Balance at end of period</b>	<b>427</b>	<b>282</b>

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

**5.3 Payables**

	2020	2019
	\$'000	\$'000
<b>Current</b>		
Trade payables	5	31
Accrued expenses	441	361
Accrued salaries and related costs	575	319
Paid parental leave payable	3	-
<b>Total current</b>	<b>1,024</b>	<b>711</b>
<b>Balance at end of period</b>	<b>1,024</b>	<b>711</b>

Payables are recognised at the amounts payable when SR TAFE becomes obliged to make future payments as a result of a purchase of assets or services. The carrying amount is equivalent to fair value, as settlement is generally within 30 days.

**Accrued salaries** represent the amount due to staff but unpaid at the end of the reporting period. Accrued salaries are settled within a fortnight of the reporting period end. SR TAFE considers the carrying amount of accrued salaries to be equivalent to its fair value.

The accrued salaries suspense account (see Note 6.1 Cash and cash equivalents) consists of amounts paid annually from SR TAFE appropriations for salaries expense, into a Treasury suspense account to meet the additional cash outflow for employee salary payments in reporting periods with 27 pay days instead of the normal 26 pay days. No interest is received on this account.

**5.4 Other liabilities**

	2020	2019
	\$'000	\$'000
<b>Current</b>		
Income received in advance <sup>(a)</sup>	125	151
Monies/deposits held in trust	30	30
Other current liabilities	-	630
<b>Total current</b>	<b>155</b>	<b>811</b>
<b>Balance at end of period</b>	<b>155</b>	<b>811</b>

<sup>(a)</sup> Includes unspent funds provided under the VET Student Loan arrangements not yet allocated to student enrolments and income received in advance from students.

**6 Financing**

This section sets out the material balances and disclosures associated with the financing and cashflows of SR TAFE.

	Notes
Cash and cash equivalents	6.1
Lease liabilities	6.2
Finance costs	6.3
Commitments	6.4

**6.1 Cash and cash equivalents**

	2020	2019
	\$'000	\$'000
<b>Current</b>		
Cash and cash equivalents		
Cash On Hand	7	7
Cash At Bank	10,044	10,395
<b>Total cash and cash equivalents</b>	<b>10,051</b>	<b>10,402</b>
Restricted cash and cash equivalents current		
DPA funds due to DTWD <sup>(a)</sup>	-	630
Specific donations <sup>(b)</sup>	30	30
Allowance for deferred salaries <sup>(c)</sup>	283	196
Allowance for income received in advance of service delivery <sup>(d)</sup>	124	-
	437	856
<b>Total current</b>	<b>10,488</b>	<b>11,258</b>
<b>Non-current</b>		
Restricted cash and cash equivalents non-current <sup>(e)</sup>	857	709
<b>Total non-current</b>	<b>857</b>	<b>709</b>
Balance at end of period	<b>11,345</b>	<b>11,967</b>

<sup>(a)</sup> An amount is held as fees payable to DTWD for a shortfall in student curriculum hours delivered.

<sup>(b)</sup> Funds for Denmark Music Foundation \$2,092 (2019: \$2,593), the Jack Family Trust \$252 (2019: \$252), an anonymous donor \$120 (2019: \$120), Sue Abe \$19,200 (2019 \$19,200), the Southern Aboriginal Corporation \$4,923 (2019: 7,564) Western Power Corporation \$1,083 (2019: nil), COA Fast Track Hospitality \$786 (2019: nil) and Newmont Corporation \$1,186 (2019: nil)

<sup>(c)</sup> Amount held to meet salaries due to staff, who have elected to defer payment to purchase additional leave at a later time

<sup>(d)</sup> Amount held as payment for training services that held not been delivered as at the 31 December 2020.

<sup>(e)</sup> Amount was held in 2020 to meet 27 pays in 2024 being one additional pay period to the normal 26 pays per annum.

For the purpose of the statement of cash flows, cash and cash equivalent (and restricted cash and cash equivalent) assets comprise cash on hand and short-term deposits with original maturities of three months or less that are readily convertible to a known amount of cash and which are subject to insignificant risk of changes in value.

**6.2 Lease liabilities**

	2020	2019
	\$'000	\$'000
Current	195	228
Non-current	3,528	2,644
Balance at end of period	<b>3,723</b>	<b>2,872</b>

**Initial measurement**

SR TAFE measures a lease liability, at the commencement date, at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease. If that rate cannot be readily determined, SR TAFE uses the incremental borrowing rate provided by Western Australia Treasury Corporation.

Lease payments included by SR TAFE as part of the present value calculation of lease liability include:

- fixed payments (including in-substance fixed payments), less any lease incentives receivable;
- variable lease payments that depend on an index or a rate initially measured using the index or rate as at the commencement date;
- amounts expected to be payable by the lessee under residual value guarantees;
- the exercise price of purchase options (where these are reasonably certain to be exercised);
- payments for penalties for terminating a lease, where the lease term reflects the Agency exercising an option to terminate the lease.



The interest on the lease liability is recognised in profit or loss over the lease term so as to produce a constant periodic rate of interest on the remaining balance of the liability for each period. Lease liabilities do not include any future changes in variable lease payments (that depend on an index or rate) until they take effect, in which case the lease liability is reassessed and adjusted against the right-of-use asset.

Periods covered by extension or termination options are only included in the lease term by SR TAFE if the lease is reasonably certain to be extended (or not terminated).

Variable lease payments, not included in the measurement of lease liability, that are dependent on sales, are recognised by SR TAFE in profit or loss in the period in which the condition that triggers those payments occurs.

This section should be read in conjunction with note 4.2 Right -of-use assets.

**Subsequent measurement**

Lease liabilities are measured by increasing the carrying amount to reflect interest on the lease liabilities; reducing the carrying amount to reflect the lease payments made; and remeasuring the carrying amount at amortised cost, subject to adjustments to reflect any reassessment or lease modifications.

**6.3 Finance costs**

Finance costs	2020 \$'000	2019 \$'000
Lease interest expense	112	96
<b>Finance costs expensed</b>	<b>112</b>	<b>96</b>

‘Finance cost’ includes the interest component of lease liability repayments, and the increase in financial liabilities and non-employee provisions due to the unwinding of discounts to reflect the passage of time.

**6.4 Commitments**

**6.4.1 Capital commitments**

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

Within 1 year

**Balance at end of period**

The totals presented for capital commitments are GST inclusive.

2020 \$'000	2019 \$'000
108	-
<b>108</b>	<b>-</b>

**6.4.2 Other expenditure commitments**

Other expenditure commitments relating to communications, minor office equipment, ongoing maintenance contracts and minor works that have been contracted for at the end of the reporting period but not recognised as liabilities are payable as follows:

Within 1 year

Later than 1 year and not later than 5 years

Later than 5 years

**Balance at end of period**

The totals presented for capital commitments are GST inclusive.

2020 \$'000	2019 \$'000
198	134
-	229
-	-
<b>198</b>	<b>363</b>

**7 Risks and Contingencies**

This note sets out the key risk management policies and measurement techniques of SR TAFE.

Financial Instruments	Notes 7.1
Contingent assets	7.2.1
Contingent liabilities	7.2.2
Contaminated sites	7.2.3

**7.1 Financial Instruments**

The carrying amounts of each of the following categories of financial assets and financial liabilities at the end of the reporting period are:

	2020	2019
	\$'000	\$'000
<b>Financial assets</b>		
Cash and cash equivalents	10,051	10,402
Restricted cash and cash equivalents	1,294	1,565
Receivables <sup>(a)</sup>	356	726
<b>Total financial assets</b>	<b>11,701</b>	<b>12,693</b>
<b>Financial liabilities</b>		
Financial liabilities measured at amortised cost <sup>(b)</sup>	4,746	3,583
<b>Total financial liabilities</b>	<b>4,746</b>	<b>3,583</b>

<sup>(a)</sup> The amount excludes GST recoverable from the ATO (statutory receivable).

<sup>(b)</sup> The amount of Financial liabilities at amortised cost excludes GST payable to the ATO (statutory payable)

## 7.2 Contingent assets and liabilities

Contingent assets and contingent liabilities are not recognised in the statement of financial position but are disclosed and, if quantifiable, are measured at the best estimate.

Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

### 7.2.1 Contingent assets

SR TAFE has no contingent assets.

### 7.2.2 Contingent liabilities

SR TAFE has no contingent liabilities.

### 7.2.3 Contaminated sites

Under the Contaminated Sites Act 2003, the College is required to report known and suspected contaminated sites to the Department of Water and Environmental Regulation (DWER). In accordance with the Act, DWER classifies these sites on the basis of the risk to human health, the environment and environmental values. Where sites are classified as *contaminated – remediation required or possibly contaminated – investigation required*, the College may have a liability in respect of investigation or remediation expense.

The Governing Council is not aware of any contaminated sites on any of the properties under its control as at balance date.

## 8 Other disclosures

This section includes additional material disclosures required by accounting standards or other pronouncements, for the understanding of this financial report.

	Notes
Events occurring after the end of the reporting period	8.1
Correction of period errors/changes in accounting policies	8.2
Key management personnel	8.3
Related parties	8.4
Related bodies	8.5
Affiliated bodies	8.6
Remuneration of auditors	8.7
Non-current assets classified as held for transfer	8.8
Equity	8.9
Supplementary financial information	8.10
Explanatory statement	8.11

### 8.1 Events occurring after the end of the reporting period

Subsequent to the reporting period, the impact of the Covid-19 virus and the related travel ban on future overseas student income remains to be quantified. There is no material impact from the event on the 2020 financial position of the SR TAFE.

There are no other significant events occurring after the reporting period up until the date of this report which are likely to materially affect the SR TAFE financial position.

### 8.2 Correction of period errors/changes in accounting policies

There were no corrections or changes in accounting policies during the year ended 31 December 2020.

### 8.3 Key management personnel

SR TAFE has determined key management personnel to include the Managing Director, senior officers of SR TAFE and the Minister that SR TAFE assists. SR TAFE does not incur expenditures to compensate Ministers and those disclosures may be found in the Annual Report on State Finances.

The total fees, salaries, superannuation, non-monetary benefits and other benefits for senior officers of SR TAFE for the reporting period are presented within the following bands:

	2020	2019
Compensation of the accountable authority (\$)		
Compensation Band (\$)		
240,001 - 250,000	1	-
220,001 - 230,000	-	1
20,001 - 30,000	1	1
10,001 - 20,000	1	-
0 - 10,000	10	9
Compensation of the senior officers (\$)		
Compensation Band (\$)		
180,001 - 190,000	1	1
170,001 - 180,000	1	2
160,001 - 170,000	1	-
150,001 - 160,000	1	2
80,001 - 90,000	-	1
	<b>2020</b>	<b>2019</b>
	<b>\$'000</b>	<b>\$'000</b>
Total compensation of accountable authority	316	281
Total compensation of senior officers	683	736
<b>Total compensation of key management personnel</b>	<b>999</b>	<b>1,017</b>

Total compensation includes the superannuation expense incurred by SR TAFE in respect of key management personnel.

#### 8.4 Related parties

SR TAFE is a wholly owned public sector entity that is controlled by the State of Western Australia.

Related parties of SR TAFE include:

- all cabinet ministers and their close family members, and their controlled or jointly controlled entities;
- all senior officers and their close family members, and their controlled or jointly controlled entities;
- other departments and statutory authorities, including related bodies included in the whole of government consolidated financial statements (i.e. wholly-owned public sector entities);
- associates and joint ventures of a wholly-owned public sector entity; and
- the Government Employees Superannuation Board (GESB).

#### Material transactions with other related parties

Outside of normal citizen type transactions with SR TAFE, there were no other related party transactions that involved key management personnel and/or their close family members and/or their controlled (or jointly controlled) entities.

#### 8.5 Related bodies

SR TAFE has no related bodies.

#### 8.6 Affiliated bodies

SR TAFE has no affiliated bodies.

#### 8.7 Remuneration of auditors

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

	2020	2019
	\$'000	\$'000
Auditing the accounts, financial statements, controls and key performance indicators	162	157

#### 8.8 Non-current assets classified as held for transfer

SR TAFE has no non-current assets classified as held for transfer.

**8.9 Equity**

	2020	2019
	\$'000	\$'000
<b>Contributed equity</b>		
Balance at start of period	107,764	106,033
<i>Contributions by owners</i>		
Capital appropriation	-	-
<i>Transfer of net assets from other agencies</i>		
Transfer of assets from other government agencies	3,460	1,731
<b>Total contributions by owners</b>	<b>111,224</b>	<b>107,764</b>
<i>Distributions to owners</i>		
Transfer of net assets to other agencies:		
Transfers to other government agencies	-	-
Net assets transferred to Government:	-	-
<b>Total distributions to owners</b>	<b>-</b>	<b>-</b>
Transfer of debit balance in contributed equity to accumulated surplus	-	-
<b>Balance at the end of period</b>	<b>111,224</b>	<b>107,764</b>
<b>Asset revaluation surplus</b>		
Balance at start of period	-	-
Net revaluation increments / (decrements)		
Buildings	1,789	-
<b>Balance at end of period</b>	<b>1,789</b>	<b>-</b>

**8.10 Supplementary financial information**

**(a) Write-offs**

During the financial year, \$106,214 (2019: \$91,348) of debts due to SR TAFE were written off and nothing (2019: nil) was written off the asset register under the authority of:

	2020	2019
	\$'000	\$'000
Executive Council	106	91
	106	91

**(b) Losses through theft, defaults and other causes**

	2020	2019
	\$'000	\$'000
Losses of public money and public and other property through theft or defaults	-	-
Amounts recovered	-	-
	-	-

During the year an amount of \$400 was not located and will be written off in 2021 year.

**(c) Gifts of public property**

	2020	2019
	\$'000	\$'000
Gifts of public property provided by SR TAFE	-	-
	-	-

**8.11 Explanatory statement (Controlled Operations)**

All variances between estimates (original budget) and actual results for 2020, and between the actual results for 2020 and 2019. Narratives are provided for key major variances, which are generally greater than 10% and \$1.0 million for the Statements of Comprehensive Income, Cash Flows and the Statement of Financial Position.

**8.11.1 Statement of Comprehensive Income Variances**

	Variance Note	Estimate 2020 \$'000	Actual 2020 \$'000	Actual 2019 \$'000	Variance between estimate and actual \$'000	Variance between actual results for 2020 and 2019 \$'000
<b>Expenses</b>						
Employee benefits expense		40,562	42,712	40,441	2,150	2,271
Finance cost		-	112	96	112	16
Supplies and services		12,172	12,661	13,119	489	(458)
Asset revaluation decrement		-	-	145	-	(145)
Other expenses	1	2,866	3,891	3,803	1,025	88
Cost of sales		104	142	93	38	49
Loss on disposal of non-current assets		-	-	-	-	-
Loss on disposal of lease arrangements		-	-	-	-	-
Depreciation and amortisation expense		3,380	3,795	3,694	415	101
<b>Total cost of services</b>		<b>59,084</b>	<b>63,313</b>	<b>61,391</b>	<b>4,229</b>	<b>1,922</b>
<b>Income</b>						
Fee for service		1,979	1,751	2,162	(228)	(411)
Student fees and charges	2, a	6,311	5,297	6,740	(1,014)	(1,443)
Ancillary trading		307	271	392	(36)	(121)
Sales		145	133	111	(12)	22
Commonwealth grants and contributions		220	-	4	(220)	(4)
Interest revenue		400	91	295	(309)	(204)
Other revenue		319	354	553	35	(199)
<b>Total revenue</b>	3, b	<b>9,681</b>	<b>7,897</b>	<b>10,257</b>	<b>(1,784)</b>	<b>(2,360)</b>
<b>Gains</b>						
Gain on disposal of non-current assets		-	5	1	5	4
Other gains	c	-	482	1,498	482	(1,016)
Gain on disposal of lease arrangements		-	12	-	12	12
<b>Total gains</b>		<b>-</b>	<b>499</b>	<b>1,499</b>	<b>499</b>	<b>(1,000)</b>
<b>Total income other than income from State Government</b>		<b>9,681</b>	<b>8,396</b>	<b>11,756</b>	<b>(1,285)</b>	<b>(3,360)</b>
<b>NET COST OF SERVICES</b>		<b>(49,403)</b>	<b>(54,917)</b>	<b>(49,635)</b>	<b>(5,514)</b>	<b>(5,282)</b>
<b>Income from State Government</b>						
Grants and subsidies		44,970	47,277	44,215	2,307	3,062
Resource Received		1,621	2,045	1,796	424	249
<b>Total income from State Government</b>		<b>46,591</b>	<b>49,322</b>	<b>46,011</b>	<b>2,731</b>	<b>3,311</b>
<b>SURPLUS/(DEFICIT) FOR THE PERIOD</b>		<b>(2,812)</b>	<b>(5,595)</b>	<b>(3,624)</b>	<b>(2,783)</b>	<b>(1,971)</b>
<b>OTHER COMPREHENSIVE INCOME</b>						
<b>Items not reclassified subsequently to profit or loss</b>						
Changes in asset revaluation surplus	d	-	1,789	-	1,789	1,789
<b>Total other comprehensive income</b>		<b>-</b>	<b>1,789</b>	<b>-</b>	<b>1,789</b>	<b>1,789</b>
<b>TOTAL COMPREHENSIVE DEFICIT FOR THE PERIOD</b>		<b>(2,812)</b>	<b>(3,806)</b>	<b>(3,624)</b>	<b>(994)</b>	<b>(182)</b>

**Major Estimate and Actual (2020) Variance Narratives**

- Other expenses: There is a variance of \$1,025,126 between the actual results for 2020 and the estimated value. This is mainly made up of an under estimation of employment on-costs for 2020 year, increases in worker's compensation insurance premiums of \$194, 753 together with a number of minor increases in sundry expenses.
- Student fees and charges: Student fees and charges for 2020 were \$1,014,332 under the estimated amount due to a reduction in training from COVID-19 safety measures. The "lower fees, local skills" initiative also reduced revenue from student fees and charges.
- Total revenue: The total revenue for 2020 is \$1,784,590 less the estimated amount. This is largely due to the reduction in student fees and charges explained above. There was also a reduction in fee for service revenue of \$411,016 from pauses in tuition deliver due to COVID-19 safety measures. Revenue from interest was also reduced during 2020 as a result of declining cash balances and lower interest rates.

**Major Actual 2020 and Comparative (2019) Variance Narratives**

- a) Student fees and charges: Student fees and charges for 2020 were \$1,443,368 under the 2019 result due to the reduction in training from COVID-19 safety measures. The “lower fees, local skills” initiative also reduced revenue from student fees and charges significantly.
- b) Total revenue: The total revenue for 2020 is \$2,359,919 less than for 2019. This is largely due to the reduction in student fees and charges explained above. There was also a reduction in fee for service revenue of \$411,016 from pauses in tuition deliver due to COVID-19 safety measures. Revenue from interest was also reduced during 2020 as a result of declining cash balances and lower interest rates.
- c) Other Gains: During the 2020 year the college’s land and buildings were valued by the Western Australian Land Information Authority. Buildings had a net increment of \$2,270,276 in 2020. The accumulated net loss for building charged to profit or loss as at 1 January 2020 was \$481,713 and this amount was recognised as a gain in the 2020 year to reverse previous losses. The balance of \$1,788,563 was recorded in other comprehensive income in compliance with AASB116, Para 39.
- d) Asset revaluation surplus: During the 2020 year the college’s land and buildings were valued by the Western Australian Land Information Authority. Buildings had a net increment of \$2,270,276 in 2020. The accumulated net loss for building charged to profit or loss as at 1 January 2020 was \$481,713 and this amount was recognised as a gain in the 2020 year to reverse previous losses. The balance of \$1,788,563 was recorded in other comprehensive income in compliance with AASB116, Para 39.

**8.11.2 Statement of Financial Position Variances**

	Variance Note	Estimate 2020 \$'000	Actual 2020 \$'000	Actual 2019 \$'000	Variance between estimate and actual \$'000	Variance between actual results for 2020 and 2019 \$'000
<b>ASSETS</b>						
<b>Current Assets</b>						
Cash and cash equivalents	4	12,895	10,051	10,402	(2,844)	(351)
Restricted cash and cash equivalents		231	437	856	206	(419)
Receivables		746	476	970	(270)	(494)
Inventories		29	63	63	34	-
Other current assets		336	427	282	91	145
<b>Total Current Assets</b>		<b>14,237</b>	<b>11,454</b>	<b>12,573</b>	<b>(2,783)</b>	<b>(1,119)</b>
<b>Non-Current Assets</b>						
Restricted cash and cash equivalents		534	857	709	323	148
Receivables		-	-	-	-	-
Property, plant and equipment		85,021	89,781	87,443	4,760	2,338
Right of Use Assets	5	-	3,602	2,798	3,602	804
Intangible assets		-	-	-	-	-
Contract assets		-	-	-	-	-
Other non-current assets		-	-	-	-	-
<b>Total Non-Current Assets</b>		<b>85,555</b>	<b>94,240</b>	<b>90,950</b>	<b>8,685</b>	<b>3,290</b>
<b>TOTAL ASSETS</b>		<b>99,792</b>	<b>105,694</b>	<b>103,523</b>	<b>5,902</b>	<b>2,171</b>
<b>LIABILITIES</b>						
<b>Current Liabilities</b>						
Payables		766	1,024	711	258	313
Lease Liabilities		-	195	228	195	(33)
Employee related provisions	6, e	6,927	8,933	7,050	2,006	1,883
Other current liabilities		349	155	811	(194)	(656)
<b>Total Current Liabilities</b>		<b>8,042</b>	<b>10,307</b>	<b>8,800</b>	<b>2,265</b>	<b>1,507</b>
<b>Non-Current Liabilities</b>						
Lease liabilities	7	-	3,528	2,644	3,528	884
Employee related provisions		630	720	594	90	126
<b>Total Non-Current Liabilities</b>		<b>630</b>	<b>4,248</b>	<b>3,238</b>	<b>3,618</b>	<b>1,010</b>
<b>TOTAL LIABILITIES</b>		<b>8,672</b>	<b>14,555</b>	<b>12,038</b>	<b>5,883</b>	<b>2,517</b>
<b>NET ASSETS</b>		<b>91,120</b>	<b>91,139</b>	<b>91,485</b>	<b>19</b>	<b>(346)</b>
<b>EQUITY</b>						
Contributed equity		109,504	111,225	107,764	1,721	3,461
Reserves	8, f	-	1,788	-	1,788	1,788
Accumulated surplus / (deficit)		(18,384)	(21,874)	(16,279)	(3,490)	(5,595)
<b>TOTAL EQUITY</b>		<b>91,120</b>	<b>91,139</b>	<b>91,485</b>	<b>19</b>	<b>(346)</b>

**Major Estimate and Actual (2020) Variance Narratives**

4. Cash and cash equivalents: Cash balances at the end of 2020 were \$2,844,587 less than the estimated amount. Further detailed information can be found in the cash flow table below.  
Outflows of cash from operating activities were \$2,278,249 during 2020 were more than the estimated amount.
5. Right of Use Assets: The addition of \$3,601,693 in ROU assets in the actual results above the estimates is due to leases not being recognised as assets and liabilities in the estimated figures.
6. Current employment provisions: The current employment related provisions at the end of 2020 were \$2,005,868 greater than at the estimated amount. This is attributable to leave being delayed during 2020 as a result of COVID-19 safety measures and travel restrictions and the additional provision of long service leave for both casual lecturers and clerical staff.
7. Non-current lease liabilities: The estimates for 2020 did not include allowance for the uptake of lease liabilities under Australian Accounting Standard AASB16.
8. Asset revaluation surplus: During the 2020 year the college's land and buildings were valued by the Western Australian Land Information Authority. Buildings had a net increment of \$2,270,276 in 2020. The accumulated net loss for building charged to profit or loss as at 1 January 2020 was \$481,713 and this amount was recognised as a gain in the 2020 year to reverse previous losses. The balance of \$1,788,563 was recorded in other comprehensive income in compliance with AASB116, Para 39.

**Major Actual 2020 and Comparative (2019) Variance Narratives**

- e) Current employment provisions: The current employment related provisions at the end of 2020 were \$1,882,779 greater than at the estimated amount. This is attributable to leave being delayed during 2020 as a result of COVID-19 safety measures and travel restrictions and the additional provision of long service leave for both casual lecturers and clerical staff.
- f) Asset revaluation surplus: During the 2020 year the college's land and buildings were valued by the Western Australian Land Information Authority. Buildings had a net increment of \$2,270,276 in 2020. The accumulated net loss for building charged to profit or loss as at 1 January 2020 was \$481,713 and this amount was recognised as a gain in the 2020 year to reverse previous losses. The balance of \$1,788,563 was recorded in other comprehensive income in compliance with AASB116, Para 39.

**8.11.3 Statement of Cash Flows Variances**

Variance Note	Estimate 2020 \$'000	Actual 2020 \$'000	Actual 2019 \$'000	Variance between estimate and actual \$'000	Variance between actual results for 2020 and 2019 \$'000
<b>CASH FLOWS FROM STATE GOVERNMENT</b>					
Grants and subsidies - DTWD	44,970	46,646	44,728	1,676	1,918
Capital appropriation - DTWD	-	-	-	-	-
<b>Total Net cash provided by State Government</b>	<b>44,970</b>	<b>46,646</b>	<b>44,728</b>	<b>1,676</b>	<b>1,918</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>					
<b>Payments</b>					
Employee benefits expense	(40,562)	(40,444)	(40,317)	118	(127)
Supplies and services	(10,655)	(10,962)	(11,361)	(307)	399
Finance Cost	-	(112)	(96)	(112)	(16)
Grants and subsidies	-	-	-	-	-
GST payments on purchases	(913)	(1,144)	(1,252)	(231)	108
GST payments to taxation authority	-	-	-	-	-
Other payments	(2,866)	(3,590)	(3,881)	(724)	291
<b>Receipts</b>					
Fee for service	1,979	1,924	2,019	(55)	(95)
Student fees and charges	6,311	5,474	6,757	(837)	(1,283)
Ancillary trading	307	271	392	(36)	(121)
Commonwealth grants and contributions	220	-	4	(220)	(4)
Interest received	400	121	295	(279)	(174)
GST receipts on sales	41	221	124	180	97
GST receipts from taxation authority	872	1,063	1,128	190	(65)
Other receipts	464	499	538	35	(39)
<b>Net cash used in operating activities</b>	<b>(44,402)</b>	<b>(46,679)</b>	<b>(45,650)</b>	<b>(2,278)</b>	<b>(1,029)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>					
<b>Payments</b>					
Purchase of non-current physical assets	(460)	(368)	(404)	92	36
Capital Contribution	-	-	-	-	-
<b>Receipts</b>					
Proceeds from sale of non-current physical assets	-	5	-	5	5
Capital Contribution	-	-	-	-	-

**NOTES TO THE FINANCIAL STATEMENTS**

<b>Net cash provided by investing activities</b>	<b>(460)</b>	<b>(363)</b>	<b>(404)</b>	<b>97</b>	<b>41</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>					
<b>Payments</b>					
Principal elements of lease	-	(226)	(262)	(226)	36
Other repayments	-	-	-	-	-
<b>Receipts</b>					
Proceeds from borrowings	-	-	-	-	-
Other proceeds	-	-	5	-	(5)
<b>Net cash provided by/(used in) financing activities</b>	<b>-</b>	<b>(226)</b>	<b>(257)</b>	<b>(226)</b>	<b>31</b>
Net increase in cash and cash equivalents	108	(622)	(1,583)	(731)	961
Cash and cash equivalents at the beginning of period	13,552	11,967	13,550	(1,585)	(1,583)
<b>CASH AND CASH EQUIVALENTS AT THE END OF PERIOD</b>	<b>13,660</b>	<b>11,345</b>	<b>11,967</b>	<b>(2,315)</b>	<b>(622)</b>

**Major Actual 2020 and Comparative (2019) Variance Narratives**

- g) Students fees and charges: cash flows from student fees and charges for 2020 were \$1,283,784 under the 2019 result due to the reduction in training from COVID-19 safety measures. The “lower fees, local skills” initiative also reduced revenue from student fees and charges significantly.



## 2021 FORWARD FINANCIAL ESTIMATES

### ANNUAL ESTIMATES

In accordance with Treasurer's Instruction 953, the annual estimates for the 2021 year are hereby included in the 2020 Annual Report. These estimates do not form part of the 2020 financial statements and are not subject to audit.

### South Regional TAFE

#### STATEMENT OF COMPREHENSIVE INCOME

Annual estimate for the year ended 31 December 2021

	<b>\$'000</b>
<b>COST OF SERVICES</b>	
<b>Expenses</b>	
Employee benefits expense	44,771
Finance cost	98
Supplies and services	13,230
Other expenses	2,912
Cost of sales	105
Depreciation and amortisation expense	3,788
<b>Total cost of services</b>	<b>64,904</b>
<b>Income</b>	
Fee for service	2,072
Student fees and charges	4,957
Ancillary trading	312
Sales	145
Interest revenue	253
Other revenue	324
<b>Total revenue</b>	<b>8,063</b>
<i>Gains</i>	
Gain on disposal of non-current assets	-
Other gains	-
Gain on disposal of lease arrangements	-
<b>Total gains</b>	<b>-</b>
<b>Total income other than income from State Government</b>	<b>8,063</b>
<b>NET COST OF SERVICES</b>	<b>(56,841)</b>
<b>Income from State Government</b>	
State funds	51,831
Resource Received	1,674
<b>Total income from State Government</b>	<b>53,505</b>
<b>SURPLUS/(DEFICIT) FOR THE PERIOD</b>	<b>(3,336)</b>
<b>OTHER COMPREHENSIVE INCOME</b>	
<b>Items not reclassified subsequently to profit or loss</b>	
Changes in asset revaluation surplus	-
<b>Total other comprehensive income</b>	<b>-</b>
<b>TOTAL COMPREHENSIVE DEFICIT FOR THE PERIOD</b>	<b>(3,336)</b>

**South Regional TAFE**  
**STATEMENT OF FINANCIAL POSITION**  
**Annual estimate as at 31 December 2021**

**\$'000**

**ASSETS**

**Current Assets**

Cash and cash equivalents	7,520
Restricted cash and cash equivalents	1,641
Receivables	970
Inventories	63
Other current assets	282
<b>Total Current Assets</b>	<b>10,476</b>

**Non-Current Assets**

Restricted cash and cash equivalents	787
Property, plant and equipment	102,634
Right of Use Assets	2,798
<b>Total Non-Current Assets</b>	<b>106,219</b>

**TOTAL ASSETS**

**116,695**

**LIABILITIES**

**Current Liabilities**

Payables	711
Lease Liabilities	228
Employee related provisions	7,050
Other current liabilities	281
<b>Total Current Liabilities</b>	<b>8,270</b>

**Non-Current Liabilities**

Lease liabilities	2,644
Employee related provisions	594
<b>Total Non-Current Liabilities</b>	<b>3,238</b>

**TOTAL LIABILITIES**

**11,508**

**NET ASSETS**

**105,187**

**EQUITY**

Contributed equity	129,591
Reserves	-
Accumulated surplus / (deficit)	(24,404)
<b>TOTAL EQUITY</b>	<b>105,187</b>

**South Regional TAFE**  
**STATEMENT OF CASH FLOWS**  
**Annual estimate for the year ended 31 December 2021**

	\$'000
<b>CASH FLOWS FROM STATE GOVERNMENT</b>	
Grants and subsidies - Department of Training and Workforce Development	51,832
Capital appropriation - Department of Training and Workforce Development	-
<b>Total Net cash provided by State Government</b>	<b>51,832</b>
Utilised as follows:	
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
<b>Payments</b>	
Employee benefits expense	(44,771)
Supplies and services	(11,556)
Finance Cost	(98)
Grants and subsidies	
GST payments on purchases	(935)
GST payments to taxation authority	
Other payments	(3,017)
<b>Receipts</b>	
Fee for service	2,072
Student fees and charges	4,957
Ancillary trading	312
Commonwealth grants and contributions	253
Interest received	42
GST receipts on sales	893
GST receipts from taxation authority	-
Other receipts	469
<b>Net cash used in operating activities</b>	<b>(51,379)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
<b>Payments</b>	
Purchase of non-current physical assets	(481)
Capital Contribution	-
<b>Receipts</b>	
Proceeds from sale of non-current physical assets	-
Capital Contribution	-
<b>Net cash provided by investing activities</b>	<b>(481)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>	
<b>Payments</b>	
Principal elements of lease payments	-
Other repayments	-
<b>Receipts</b>	
Proceeds from borrowings	-
Other proceeds	-
<b>Net cash provided by/(used in) financing activities</b>	<b>-</b>
Net increase in cash and cash equivalents	(28)
Cash and cash equivalents at the beginning of period	9,976
<b>CASH AND CASH EQUIVALENTS AT THE END OF PERIOD</b>	<b>9,948</b>

## Certification of Key Performance Indicators

We hereby certify that the performance indicators are based on proper records, are relevant and appropriate for assisting users to assess South Regional TAFE's performance, and fairly represent the performance of South Regional TAFE for the financial year ended 31 December 2020.



Prof. Bryant Stokes AO  
**Chair**  
South Regional TAFE  
Governing Council

**11 March 2021**



Darshi Ganeson-Oats  
**Managing Director**  
South Regional TAFE

**11 March 2021**

## 2020 Key Performance Indicators

### Desired Outcome

The desired outcome of the College is the provision of Vocational Education and Training services to meet community and industry needs.

### Effectiveness Indicators

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

### Student Satisfaction Survey

The *Student Satisfaction Survey* is administered annually on behalf of the Department of Training and Workforce Development by a third-party research agency. In 2020 the fieldwork and analysis were conducted by EY Sweeney. The key focus is to attain an understanding of the students' training requirements and measure the quality of the delivery of training and services provided by South Regional TAFE. Students who were enrolled in either the first or second semester of 2020 were invited to complete the survey online via e-mail, SMS, through the WA Student Satisfaction Survey website and via posters on campuses. Students were also able to complete a hard copy questionnaire provided by staff at each of the campuses. A subset of students were called in order to complete the survey using telephone surveying.

### KPI 1 – Student Satisfaction

The overall student satisfaction rating is obtained from the 2020 Student Satisfaction Survey and measures the extent to which students were satisfied with the training they received from South Regional TAFE. The measure represents the proportion of 'satisfied' or 'very satisfied' (on a five-point scale) responses received from students responding to the question 'Overall, how satisfied are you with your training?'

**Table 1 – Overall Student Satisfaction**

	2017 Actual	2018 Actual	2019 Actual	2020 Target	2020 Actual	Target Variance
South Regional TAFE	90%	90.3%	91.7%	88%	92.1%	4.1%
All WA TAFEs & WAAPA	87.3%	88.2%	87.5%	n/a	87.6%	n/a

Source: EY Sweeney (2017 – 2020), 2020 Student Satisfaction Survey.

Notes: The WA Student Satisfaction Survey is an annual survey amongst students who are funded under the National Agreement for Skills and Workforce Development. The following student groups have been excluded from the scope of the survey: international full fee-paying students, students undergoing training through a school-based program (VET in schools), students who are in a correctional facility and students aged less than 15 years.

All data described in this report was weighted back to the total student population to ensure results accurately reflected those of the full population. Data was weighted using a combination of gender (male, female), age group (15-19, 20-29, 30-44, 45+), student status (IBS, EBS), and training provider (each of the five colleges plus private providers as one group). This resulted in 112 different weighted cell possibilities. Weighted cells with a zero count for both the population and the survey data were removed, leaving 110 active weighted cells.

In 2020, there were 5,405 usable returns representing a response rate of 25.7%. The 2020 target overall student satisfaction at South Regional TAFE was met and exceeded, with 92.1% of respondents claiming to be either satisfied or very satisfied.

This is slightly higher than the level of student satisfaction reported in 2019 (91.7%). The margin of error at the 95% confidence interval was between +/- 2% and +/- 3%.

### Student Outcomes Survey

The Social Research Centre conducts the annual *VET Student Outcomes Survey* on behalf of the National Centre for Vocational Education Research (NCVER). The aim of the survey is to measure vocational education and training students' employment status, further study and opinions on the training undertaken.

Historically the survey included graduates (students who completed a qualification) and subject completers (students who completed at least one subject and left the VET system without obtaining a qualification). To better reflect the training undertaken in the VET system, the number of groups surveyed has expanded to cover:

- Qualification completers
- Qualification part-completers
- Students who completed a training package skill set or an accredited course
- Students who enrolled in but only completed part of a training package skill set or accredited course.

Out of scope of the *VET Student Outcomes 2020* survey are:

- International students
- Students who undertook recreational, leisure or personal enrichment (short) courses
- Students under 15 years of age
- Students from correctional facilities
- Students who completed non-nationally recognised training.

### KPI 2 – Graduate Achievement

Graduate achievement is a question in the *Student Outcomes Survey* and measures the extent to which the college graduates have “*achieved their main reason for doing the training*”. The measure shows the proportion of graduates who indicated they had fully achieved or partly achieved their main reason for doing the training.

**Table 2 – Graduate Achievement**

	2017 Actual	2018 Actual	2019 Actual	2020 Target	2020 Actual	Target Variance
South Regional TAFE	86.1%	84.1%	79.6%	87%	82.1%	-4.9%
TAFE Western Australia	n/a	79.7%	78.8%	n/a	79.5%	n/a
TAFE Australia	83.2%	82.1%	81.9%	n/a	81.8%	n/a
All VET providers Australia	84.2%	84.2%	83.9%	n/a	83.6%	n/a

In 2020, of the 2463 South Regional TAFE graduates asked, there were 1,027 usable returns representing a response rate of 41.7%. South Regional TAFE's relative sampling error for this result was +/- 2% at the 95% level of confidence.

The 2020 South Regional TAFE actual for graduate achievement was below target, with 82.1% of respondents claiming to have achieved their main reason for doing the training.

### KPI 3 – Graduate Destination

Graduate destination data is also taken from the *Student Outcomes Survey* and measures the proportion of graduates in employment. This measure shows the extent to which the college is providing relevant, quality training that enhances student employability. Graduate employment status measures who was employed, unemployed or not in the labour force, and was obtained by calculating the graduates in each category compared to the total valid responses over the total responses and expressed as a percentage.

**Table 3 – Graduate Destination Rate - Employed**

	2017 Actual	2018 Actual	2019 Actual	2020 Target	2020 Actual	Target Variance
South Regional TAFE	74.5%	75.1%	75.3%	81%	65.5%	-15.5%
TAFE Western Australia	n/a	68.5%	67.3%	n/a	60.3%	n/a
TAFE Australia	73.1%	72.4%	71.3%	n/a	65.7%	n/a
All VET providers Australia	77.7%	77.3%	76.6%	n/a	68.6%	n/a

In 2020, of the South Regional TAFE graduates asked, there were 1,027 usable returns representing a response rate of 41.7%. South Regional TAFE’s relative sampling error for this result was +/- 2.5% at the 95% level of confidence.

The 2020 target for graduate destination rate (employed) was not met, with 65.5% of respondents claiming to be employed after training.

### KPI 4 – Achievement of annual training profile delivery

This achievement of the annual profile delivery indicator reports the effectiveness of South Regional TAFE in meeting its Delivery and Performance Agreement (DPA) targets. The delivery profile is negotiated directly with the Department of Training and Workforce Development and constitutes South Regional TAFE’s profile funded training delivery plan. The delivery profile takes into consideration government priorities, the needs of individuals, industry and the local community.

It should be noted that the KPI reporting is based on the originally negotiated DPA. The Department of Training and Workforce Development allows South Regional TAFE to review and make any modifications to the original DPA targets twice a year. This provides the opportunity to consider any changes in the operating environment and modify the DPA to set realistic targets. In 2020, the final amended profile student curriculum hours (SCH) target was 2,530,000 SCH which was the same as the original DPA target.

**Table 4 – Profile Achievement (DPA)**

	2017 Actual	2018 Actual	2019 Actual	2020 Target	2020 Actual
Profile Achievement % (DPA original)	89.62%	99.20%	97.78%	100%	96.94%

The Profile delivered by South Regional TAFE was below the original planned target of 2,530,000 SCH by 77,302 SCH, resulting in an overall achievement of 96.94%.

South Regional TAFE's profile delivery by ANZSCO (Australia and New Zealand Standard Classification of Occupations) levels for 2020 are provided in Table 5.

As per the data presented in Table 5, in 2020, the following ANZSCO sub groups constituted over 50% of total SCH achievement: Engineering, ICT and Science Technicians (5%); Automotive and Engineering Trades Workers (7%); Health and Welfare Support Workers (7%); Carers and Aides (19%); Sports and Personal Service Workers (5%) and Farm, Forestry and Garden Workers (7%).

**Table 5 - Achievement of 2020 Profile Delivery (DPA) by ANZSCO sub groups**

ANZSCO Groups	2020 Actual	2020 Target Planned	2020 Target Achievement
<b>1. MANAGERS</b>	<b>31,398</b>	<b>38,190</b>	<b>82.22%</b>
11 – Chief Executives, General Managers and Legislators	10,350	8,370	123.66%
12 – Farmers and Farm Managers	2,576	4,000	64.40%
14 – Hospitality, Retail and Service Managers	18,472	25,820	71.54%
<b>2. PROFESSIONALS</b>	<b>210,140</b>	<b>192,628</b>	<b>109.09%</b>
21 – Arts and Media Professionals	48,855	59,382	82.27%
22 – Business, Human Resources & Marketing Professionals	4,125	6,395	64.50%
23 – Design, Engineering, Science & Transport Professionals	95,065	64,711	146.91%
24 – Education Professionals	35,665	32,000	111.45%
26 – ICT Professionals	26,480	30,140	87.86%
<b>3. TECHNICIANS AND TRADES WORKERS</b>	<b>598,207</b>	<b>614,431</b>	<b>97.36%</b>
31 – Engineering, ICT and Science Technicians	119,331	138,900	85.91%
32 – Automotive and Engineering Trades Workers	183,725	199,057	92.30%
33 – Construction Trades Workers	73,010	60,774	120.13%
34 – Electrotechnology & Telecommunications Trades Workers	37,443	36,040	103.89%
35 – Food Trades Workers	39,181	52,139	75.15%
36 - Skilled Animal and Horticultural Workers	56,494	46,310	121.99%
39 – Other Technicians and Trades Workers	89,023	81,211	109.62%
<b>4. COMMUNITY AND PERSONSAL SERVICE WORKERS</b>	<b>811,620</b>	<b>811,910</b>	<b>99.96%</b>
41 – Health and Welfare Support Workers	183,094	197,056	92.91%
42 – Carers and Aides	470,739	440,816	106.79%
43 – Hospitality Workers	40,733	36,436	111.79%
45 – Sports and Personal Service Workers	117,054	137,602	85.07%



<b>5. CLERICAL AND ADMINISTRATIVE WORKERS</b>	<b>241,156</b>	<b>253,703</b>	<b>95.05%</b>
51 – Office Managers and Program Administrators	27,240	25,531	106.69%
53 – General Clerical Workers	27,240	25,531	106.69%
54 – Inquiry Clerks and Receptionists	220	0	0.0%
55 – Numerical Clerks	82,565	87,185	94.70%
<b>6. SALES WORKERS</b>	<b>4,335</b>	<b>4,780</b>	<b>90.69%</b>
62 – Sales Assistants and Salespersons	4,335	4,780	90.69%
<b>7. MACHINERY OPERATORS AND DRIVERS</b>	<b>100,004</b>	<b>59,638</b>	<b>167.69%</b>
71 – Machine and Stationary Plant Operators	43,924	43,220	101.63%
72 – Mobile Plant Operators	54,425	16,418	331.50%
73 – Road and Rail Drivers	1,655	0	0.0%
<b>8. LABOURERS</b>	<b>331,953</b>	<b>306,480</b>	<b>108.31%</b>
82 – Construction and Mining Labourers	55,889	38,648	144.61%
83 – Factory Process Workers	34,553	39,846	86.72%
84 – Farm, Forestry and Garden Workers	164,238	134,241	122.35%
85 – Food Preparation Assistants	11,168	10,505	106.31%
89 – Other Labourers	66,105	83,240	79.41%
<b>G - General Education</b>	<b>123,835</b>	<b>248,240</b>	<b>49.89%</b>
GB – Adult Literacy/ESL	66,320	112,640	58.88%
GE – Targeted Courses	57,515	135,600	42.42%
<b>Grand Total</b>	<b>2,452,698</b>	<b>2,530,000</b>	<b>96.94%</b>

## Efficiency Indicators

The efficiency indicators measure the efficiency with which South Regional TAFE manages its resources to enable the provision of vocational education and training programs.

### KPI 5 - Delivery Cost per Student Curriculum Hour (SCH)

The overall cost per SCH shows the aggregate unit cost of delivery output per SCH, based on the delivery costs (total cost of service) as detailed in the 2020 Financial Statements.

**Table 6 - Delivery Cost per SCH**

Year	Total Cost	Total SCH	Average Cost/SCH	Budget Cost/SCH
<b>2017</b>	<b>\$59,564,099</b>	<b>2,613,313</b>	<b>\$22.79</b>	<b>\$22.00</b>
<b>2018</b>	<b>\$61,619,000</b>	<b>2,713,852</b>	<b>\$22.70</b>	<b>\$22.00</b>
<b>2019</b>	<b>\$61,390,636</b>	<b>2,697,889</b>	<b>\$22.75</b>	<b>\$22.00</b>
<b>2020</b>	<b>\$63,312,464</b>	<b>2,644,244</b>	<b>\$23.94</b>	<b>\$22.00</b>

*Notes: The total delivery cost per SCH is calculated by dividing the total cost of services as defined in the Financial Statements by the total SCH delivered including profile and non-profile delivery.  
Non-profile delivery in 2020 was 191,546 SCH.*

The 2020 actual unit cost of delivery is above the target specified in the 2020 Section 40 Estimates. The increase in cost per SCH can be attributed largely to a short fall in commercial delivery, particularly a reduction in international student delivery. There additional employment benefit expenses during the year partly due to the safety measures for COVID19.





## Ministerial Directives

Treasurer's Instruction 903 (12) requires the college to disclose details of any Ministerial directives relevant to the setting of desired outcomes or operational objectives, the achievement of desired outcomes or operational objectives, investment activities and financing activities.

No such directives were issued to South Regional TAFE in 2020.

## Employment and Industrial Relations

### Staff Profile

Staff Profile (FTE)		30 Sept 2018	30 Sept 2019	30 Sept 2020
<b>Lecturing Staff</b> 	Permanent	129.57	159.20	174.15
	Contract	50.75	30.69	30.55
	Casual	18.92	36.79	39.48
<b>Support Staff</b> 	Permanent	137.10	153.39	157.18
	Contract	16.31	11.34	11.45
	Casual	8.49	20.36	15.92
<i>Taken from data assembled for HR MOIR Quarterly FTE reports for September</i>		361.14	411.77	428.71

### Staff Development

The college continued its commitment to the professional development of staff, and 378 employees participated in 1055 recorded instances of professional development or training. This was in addition to the Corporate Induction, Accountable and Ethical Decision Making, OSH Induction, and Records Awareness training modules required of commencing staff.

Lecturing and administrative staff were offered a comprehensive calendar of relevant courses throughout the year through webinars, other online learning, and in person.

An area of focus for staff development was increasing the capability of staff working and delivering training remotely using online platforms. Staff development was also widely offered in mental health first aid, promoting access inclusiveness, dyslexia and colour blindness, deafness awareness, introduction to autism, and reasonable adjustment.

Thirty-two previously trained managers and staff who undertake recruitment on behalf of the college participated in recruitment, selection and appointment refresher training. A further 38 staff completed end-to-end training in the context of the Employment Standard.

Other staff development occurred in relation to academic practice, supporting the needs of students, occupational safety and health, and mental health and wellbeing. Health and wellbeing initiatives were also offered to staff.

## Industrial Relations

In accordance with the Western Australian TAFE Lecturers' General Agreement 2019 and the Public Service and Government Officers CSA General Agreement 2019, the Joint Consultative Committee continued to provide an opportunity for discussion and resolution of matters within the workplace, and a mechanism for consultation between management, employees and their unions.

No claims were brought to the WA Industrial Relations Commission in 2020.

## Workers' Compensation

Eleven claims were received in the 2020 calendar year (accepted or pending as at 31 December). This compares with 11 claims accepted in 2019.

## Governance Disclosures

### Directors Liability insurance

South Regional TAFE paid \$16,568.20 for Directors and Officers Liability insurance to indemnify any director (as defined in Part 3 of the Statutory Corporations (Liability of Directors) Act 1996) against a liability incurred under sections 13 or 14 of the Statutory Corporations (Liability of Directors) Act 1996.

### Unauthorised Use of Credit Cards

The number of instances the Western Australian Government Purchasing Card has been used for a personal purpose	25
The aggregate amount of personal use expenditure for the reporting period	\$3452.12
The aggregate amount of personal use expenditure settled by the due date	\$3443.12
The aggregate amount of personal use expenditure settled after the period required	\$9.00
The aggregate amount of personal use expenditure outstanding at the end of the reporting period	Nil
The number of referrals for disciplinary action instigated by the notifiable authority during the reporting period Number of employees misusing their cards	Nil
Number of employees misusing their cards	16

## Public Interest Disclosures

The Public Interest Disclosure Act 2003 provides for the disclosure of public interest information and provides protection for those who make disclosures and those who are subject of disclosures. In accordance with the Act, South Regional TAFE has appointed three public interest disclosure officers and has reviewed internal policies and procedures related to obligations under the Act. No public interest disclosures were received during 2020.

## Government Policy Requirements (Government Building Training Policy)

South Regional TAFE has not entered into any building and construction or maintenance contracts that fall within the scope of this policy.

### Board and committee remuneration

The following payments were made to Governing Council members in 2020.

Position Title	Member Name	Type of Remuneration	Period of Membership	Term of Appointment/Tenure	Base Salary/Sitting Fees \$	Other Benefits/Allowances (Travel) \$	Gross/Actual Remuneration for the Financial Year \$
Chair	Prof. Bryant Stokes	Annual	12 months	4 years, 2 months	22,665.24	1,232.51	23,897.75
Deputy Chair	Dr Wendy Giles	Sessional, per meeting 1/2 day	12 months	4 years	3,101.00	557.00	3,658
Member	Susan Bennett-Ng	Sessional, per meeting 1/2 day	12 months	4 years	2,685.00	1,026.71	3,711.71
Member	Nadine Carter	Sessional, per meeting 1/2 day	12 months	3 years	2,685.00	818.20	3,503.20
Member	David Dhu	Sessional, per meeting 1/2 day	10 months	16 months	1,917.00	N/A	1,917.00
Member	Mark Dowling	Sessional, per meeting 1/2 day	12 months	6 years 2 months	2,685.00	N/A	2,685.00
Member	Benjamin Headlam	Sessional, per meeting 1/2 day	12 months	2 years	1,917.00	561.78	2,478.78
Member	Helen Grzyb	Sessional, per meeting 1/2 day	12 months	2 years	2,685.00	1,343.88	4,028.88
Member	Sally Rowell	Sessional, per meeting 1/2 day	5 1/2 months	3 years	1,536.00	N/A	1,536.00
Member	Giuseppina Ver-sace	Sessional, per meeting 1/2 day	12 months	3 years	2,301.00	108.20	2,409.20
Member	Marilyn Hopkins	Sessional, per meeting 1/2 day	6 months	3 years 2 months	768.00	542.01	1,310.01

## Legislation

In the performance of its functions, South Regional TAFE complies with the following relevant written laws:

### *State Legislation*

- Auditor General Act 2006
- Building and Construction Industry Training Levy Act 1990
- Building and Construction Industry Training Fund and Levy Collection Act 1990
- Children and Community Services Act 2004
- Corruption and Crime Commission Act 2003
- Criminal Code Act Compilation Act 1913
- Disability Services Act 1993
- Education Service Providers (Full Fee Overseas Students) Registration Act 1991
- Electoral Act 1907
- Electronic Transactions Act 2011
- Equal Opportunity Act 1984
- Evidence Act 1906
- Financial Management Act 2006
- Freedom of Information Act 1992
- Industrial Relations Act 1979
- Library Board of Western Australia Act 1951
- Limitation Act 2005
- Minimum Conditions of Employment Act 1993
- Occupational Health and Safety Act 1984
- Public Interest Disclosure Act 2003
- Public Sector Management Act 1994
- Salaries and Allowances Act 1975
- School Education Act 1999
- State Records Act 2000
- State Supply Commission Act 1991
- Vocational Education and Training Act 1996
- Workers' Compensation and Injury Management Act 1981
- Working with Children (Criminal Record Checking) Act 2004.

### *Commonwealth Legislation*

- Competition and Consumer Act 2010
- Copyright Act 1968
- Copyright Amendment (Digital Agenda) Act 2000
- Corporations Act 2001
- Education Services for Overseas Students Act 2000
- Electronic Transactions Act 1999
- Evidence Act 1995
- Fringe Benefits Tax Act 1986
- Higher Education Support Act 2003
- Mutual Recognition Act 1992
- National Vocational Education and Training Regulator Act 2011
- Privacy Act 1988
- Skilling Australia's Workforce Act 2005
- Spam Act 2003
- Trade Marks Act 1995
- VET Student Loans Act 2016
- Higher Education Support Act 2003.



## Other Legal Requirements



### Expenditure on Advertising, Market Research, Polling and Direct Mail

Expenditure	Total \$	Organisation	Amount \$
<b>Media Advertising Organisations</b>	<b>155,132.83</b>	Carat (Media Agency)	137,163.07
		Initiative Media	17,969.76
<b>Direct Advertising</b>	<b>42,705.79</b>	Facebook	22,772.03
		Plantagenet News	3,780.00
		Denmark Bulletin	4,876.35
		Great Southern Herald	45.45
		Google	8,967.86
		West Arthur Community Resource Centre	135.00
		Lake Grace Community Resource Centre	109.09
		The Windmill Community News	40.00
		Wagin Community Resource Centre	109.09
		Harvey Community Resource Centre	54.55
		Brunswick Community Resource Centre	109.10
		Esperance Tide	1000.00
		Williams Newspaper	60.00
		Brookton Telegraph	136.36
		Pingelly Times	60.00
		Beverley Blarney	330.91
		Kondinin Calendar	60.00
Watershed News	60.00		
<b>Directories</b>	<b>3,453.87</b>	Albany Chamber of Commerce and Industry	760.23
		Augusta Community Directory	480.00
		Manjimup Community Directory	350.00
		Katanning Regional Directory	500.00
		Collie Chamber of Commerce	363.64
		Narrogin Directory	1,000.00
<b>TOTAL</b>			<b>201,292.49</b>

## Disability Access and Inclusion Plan Outcomes

### *Disability Access and Inclusion Plan 2017-2021*

South Regional TAFE implements strategies to address the college's Disability Access and Inclusion Plan outcomes to ensure the college's services, facilities and information are accessible and inclusive of the needs of people with disability. In 2020, the college's strategies included:

1. *People with disability have the same opportunities as other people to access the services of, and any events organised by, South Regional TAFE.*

Individualised learning support, resources in alternative formats, assistive technology and software, and ergonomic equipment and furniture were provided to meet the learning needs of students with disability.

As a result of COVID-19 restrictions, the training environment changed for the majority of the college's students. During this time, the Disability Officer and Student Services staff maintained regular contact with students with disability to provide information and support and ensure that their learning needs were met within the changed learning situations.

Flexible responses to meet individual students' needs included online support and assistance, study skills sessions via online learning platforms or email and phone, or individual COVID-safe on-campus support.

Information and registration procedures for people who will be accompanied on campus by their assistance animals were developed and promoted.

2. *People with disability have the same opportunities as other people to access the buildings and facilities of South Regional TAFE.*

Access improvements were undertaken across South Regional TAFE campuses including:

- Major refurbishments to Collie campus, where automatic doors were installed at the front entrance and rear of the campus, and doorways widened to ensure accessibility.
- The purpose-built, accessibly designed Harvey campus opened in Semester 2. The new campus facilities were built to ensure access for all students to classrooms, common student areas and toilets.
- Accessible classroom facilities were completed at Bunbury campus to simulate a home workplace and include an accessible toilet, shower and bedroom facilities. This NDIS training facility is used to train people to work in aged care and disability services.

3. *People with disability receive information from South Regional TAFE in a format that will enable them to access the information as readily as other people are able to access it.*

Additional direction signage posts were installed at the Albany campus to provide clear directions for all people, including people with disability.

Software, apps and resources to access learning materials were promoted and provided to staff and students. These included Glean notetaking app, Dragon Naturally Speaking, Reader Pens and Livescribe pens.

Ongoing liaison was maintained with community networks, schools and agencies supporting people with disability.



4. *People with disability receive the same level and quality of service from the staff of South Regional TAFE as other people receive from the staff of the organisation.*

Staff at South Regional TAFE were provided with professional development opportunities to increase their awareness of the learning needs of students with disability, medical and mental health conditions, and develop strategies to provide an inclusive environment for all students.

This included Supporting Students' Wellbeing during COVID-19, Strategies to Engage with Students with Disabilities, Keeping Sane, Managing Challenging Behaviours and Be Suicide Aware.

E-learning programs Introduction to Disability Awareness, VET Staff Supporting Students with Disability and VET Educators Supporting Students with Disability are recommended training in college induction, and for all college staff.

5. *People with disability have the same opportunities as other people to make complaints to South Regional TAFE.*

Opportunities for students to provide feedback were available through a wide range of formal and informal methods including via email, online forms, printed forms, Facebook, directly to lecturers and student services staff members.

Support was provided by the college's Disability Officer and Student Services staff to assist people with disability to provide feedback if requested.

6. *People with disability have the same opportunities as other people to participate in any public consultation undertaken by South Regional TAFE.*

During November and December, the college consulted widely with the community, agencies, staff and students regarding access and participation for people with disability at the college. Opportunities were provided for people to give feedback via online and print surveys, in person, phone, email or Zoom.

The college's Access and Inclusion Planning Committee, which included student and agency representatives, monitored the college's Disability Action and Inclusion Plan to ensure implementation and effective outcomes.

7. *People with disability have the same opportunities as other people to obtain and maintain employment at South Regional TAFE.*

An employee survey was conducted, including questions to establish employees' views of the extent to which behaviour at the college is consistent with diversity and inclusion principles, and employee perception of diversity and inclusion in the workplace. The survey will enable the college to benchmark staff behaviour and perceptions. It will allow the college to introduce strategies to improve diversity and inclusion practices if required and will provide a point of reference for the college's performance over time.

Responding to COVID-19 circumstances, South Regional TAFE staff members, particularly those with a disability or medical condition, or with close family members with these conditions, were supported to work from home. Staff were encouraged to use the Employee Assistance Program (EAP) to promote staff wellbeing during this time.



*Albany Permaculture Lecturer Andrew Nicholson featured in an article in the national publication Permaculture Australia, a fitting acknowledgement of his dedication to the philosophy and practice of permaculture.*

*The article is a tribute to Andrew's extensive knowledge and experience, which benefit students as well as the community.*

### **Compliance with Public Sector Standards and Ethical Codes**

The college has policies, procedures and guidelines in place with respect to the Public Sector Standards in Human Resource Management and the WA Public Sector Code of Ethics. Policies and supporting material are accessible to employees via the college's intranet and are promoted by the HR branch through the commencement and induction process.

All commencing staff are required to complete four core modules: Corporate Induction, Accountable and Ethical Decision Making, OSH Induction, and Records Awareness Training. Staff are also required to sign to acknowledge the current Staff Code of Conduct. Managers and staff who participate in recruitment were educated on the Employment Standard in training for Recruitment, Selection and Appointment provided during the year.

Two breach of standards claim were lodged in 2020 in relation to the Public Sector Standards (Employment Standard). One claim was conciliated, and one claim was dismissed on review by the Public Sector Commission. No breaches of discipline were found under the college disciplinary process.

## Recordkeeping Plan

Under Section 19 of the State Records Act 2000, every Government organisation is required to have a recordkeeping plan approved by the State Records Commission (SRC).

A recordkeeping plan was approved by the SRC on 10 August 2018 covering the five TAFE colleges, created by the Vocational Education and Training (Colleges Closure and Establishment) Order 2016 and is valid until December 2022.

A Records Management Working Group was established as part of the Training Sector Reform Project to develop a consistent approach to records management across the sector. Each of the TAFE colleges is represented on the working group.

South Regional TAFE has been operating from a single records dataset since 1 January 2019. The college's recordkeeping plan policy is a consolidated version of the TAFE Sector recordkeeping plan and includes supporting document naming policy.

## Substantive Equality

South Regional TAFE has integrated substantive equality and equal employment opportunity into policies, workplace practices and the services provided by the college. The college has articulated its commitments within its Substantive Equality Policy, Disability Access and Inclusion Plan, Reconciliation Action Plan, Recruitment Selection and Appointment Policy, Recruitment Selection and Appointment training material, Staff Code of Conduct and the staff corporate induction program.

The Heavy Vehicle Training Centre at the Collie campus was used for the delivery of the new Heavy Haulage Driving Operations skill set, to upskill truck drivers.



## **Occupational Safety, Health and Injury Management**

### **Statement of Commitment OSH**

South Regional TAFE is committed to providing a safe and healthy working and learning environment and maintaining the wellbeing of the college community.

Workplace safety and health is beyond just a legal obligation – it is about making sure our staff, contractors and community feel safe and supported when at work and when visiting us.

Safety and health are the responsibility of everyone, and practices can only be improved when we all work together. Through effective communication, consultation and cooperation across all levels within the college, we aim to enlist the support of employees, contractors and students in reporting incidents and hazards and helping to develop innovative solutions to eliminate unsafe working conditions and practices.

### **Statement of Commitment Injury Management**

South Regional TAFE will ensure that injured employees will be treated with dignity and respect. The college is committed to:

- Providing assistance to injured employees as soon as possible to facilitate their return to work.
- Providing for the injury management of all employees who have sustained a work-related injury or illness that is subject to compensation.
- Consultation with the employee and his or her medical practitioner to develop and maintain a return-to-work program.

Where practicable and as required by medical certification, South Regional TAFE will make provision for the placement of injured employees who are the subject of workers' compensation claims and are unable to return to their original duties.

### **Formal mechanism for consultation with employees on occupational safety and health matters**

The Occupational Safety and Health (OSH) committee structure has campus-based OSH committees focused on operational and campus-based issues reporting through to the OSH standing committee, which is strategic and focuses on whole-of-college OSH issues.

The campus-based OSH committees form the core of OSH consultation within the college and meet legislative requirements with a combination of staff-elected representatives and management representatives. The members' appointment, location and details are communicated to all staff via the college intranet and electronic communication.

The members are accessible to both management and employees in the discussion and resolution of occupational safety and health issues.

The campus OSH committees meet monthly to resolve issues at the local campus level including:

Discussion and resolution of OSH issues

- Review of hazard and incident reports
- Promotion of increased understanding and awareness of safety and health issues
- Facilitation of consultation and cooperation in relation to the college's ongoing management of safety and health

- Provision for the development and review of the college's safety and health policy, procedures and practices through the OSH standing committee
- Escalation of local OSH issues that have significance to the whole organisation to the OSH standing committee for review and action.

### Training

A range of training and awareness program opportunities were provided for all staff, with 516 staff members undertaking OSH-related training. Training was offered in:

- Occupational violence
- Equal opportunity essentials for managers
- Incident and hazard reporting using MYOSH
- Manual handling
- Ergonomics
- Emergency procedures
- Elevated work platform
- Chainsaw, skid steer loader, forklift
- Dogging and rigging
- Basic scaffold
- First aid
- OSH representatives
- OSH refresher
- OSH for supervisors
- COVID-19
- Prison induction
- Chemical management
- Diverse WA cultural competency
- Induction to the WA Public Sector
- Disability awareness
- SRTAFE Staff Code of Conduct

### Surveillance

A range of health and environment monitoring programs were conducted:

- Baseline hearing and audiometric testing
- Health monitoring for staff in high-risk areas
- Air monitoring of work environments

### Projects

A range of minor works projects were undertaken to address OSH issues across all campuses and facilities.

The projects include:

#### *All campuses*

- Review of asbestos management plan and asbestos registers
- Installed hand sanitising stations all buildings
- Contractor Induction booklet updated
- Additional COVID cleans
- PPE COVID register provided weekly to the Department of Finance
- Hand sanitiser stations, signage and large quantities of sanitiser purchased.

#### *Bunbury*

- Modification and upgrade to ventilation systems in the heavy automotive engine room.

### *Albany*

- Roof upgrades to meet OSH compliance (roof and safety equipment)
- Cable gates at trades
- Engine screens for light automotive workshop
- Pole light repair and replacement at D Block
- Security camera system upgrade and expansion
- Roof vents to reduce odours and additional OSH-related roof repairs
- Roof repairs to safety walkways
- Automotive engine stands upgrades.

### *Katanning*

- Box gutter replacement, to reduce slip hazard and potential collapse.

### *Esperance*

- Light automotive engine screens

### *Busselton*

- Replaced decking with a non-slip decking product

### *Narrogin*

- Removed ceiling panels from nursing classroom, cleaned ceiling space and sealed external eaves to prevent pigeon access.

### *Collie*

- Installed universal access toilet
- Widened all doors in A and B Block to allow for wheelchair access
- Installed automatic doors in front and rear entrance

## **Statement of Compliance with the Injury Management Requirements**

The injury management procedures for injury management and workers' compensation meet the requirements of the Workers' Compensation and Injury Management Act 1981. All staff are informed at induction, information is available via the college's intranet and procedural documentation is on the business system for accessing the workers' compensation or injury management process.

The college seeks to ensure that all claims will be transparent, follow legislative requirements, ensure appropriate confidentiality and demonstrate procedural fairness. The college consults with the employee and their medical practitioner to develop and maintain a return-to-work program, which is developed in accordance with the Workers' Compensation and Injury Management Act of 1981.

## **Self-evaluation of Occupational Safety and Health Management System**

South Regional TAFE's OSH Management System is in place and an external audit was undertaken in November to track the college's performance against AS/NZS 4801:2001 Occupational Safety and Health (OSH) Management System utilising the WorkSafe Plan Assessment Tool.

Audit identified a range of opportunities for improvement, with 70 corrective actions issued and currently 10 per cent of those corrective actions have been closed out.

For the internal audit in 2021, the college will be auditing against International Standard ISO:45001 Occupational Safety and Health Management System.

## Occupational Safety, Health and Injury Management



### Performance Data Report

Indicator	Actual Results				Results against Target
	2018	2019	2020	Target	Comment on Result
Number of fatalities	0	0	0	0	Achieved
Lost time injury/disease incidence rate	.76	1.47	1.45	Zero (0) or 10% reduction on previous 3 years	Not Achieved
Lost time injury severity rate	33	33	16.6	Zero (0) or 10% reduction on previous 3 years	Achieved
Percentage of injured workers returned to work (i) within 13 weeks (ii) within 26 weeks	100% 100%	80% 80%	80% 80%	Actual percentage greater than or equal to 80% return to work within 26 weeks	Achieved
Percentage of managers and supervisors trained in occupational safety and health and injury management responsibilities	31%	39%	65%	Greater than or equal to 80%	Not Achieved

Figures are accurate at the time of reporting