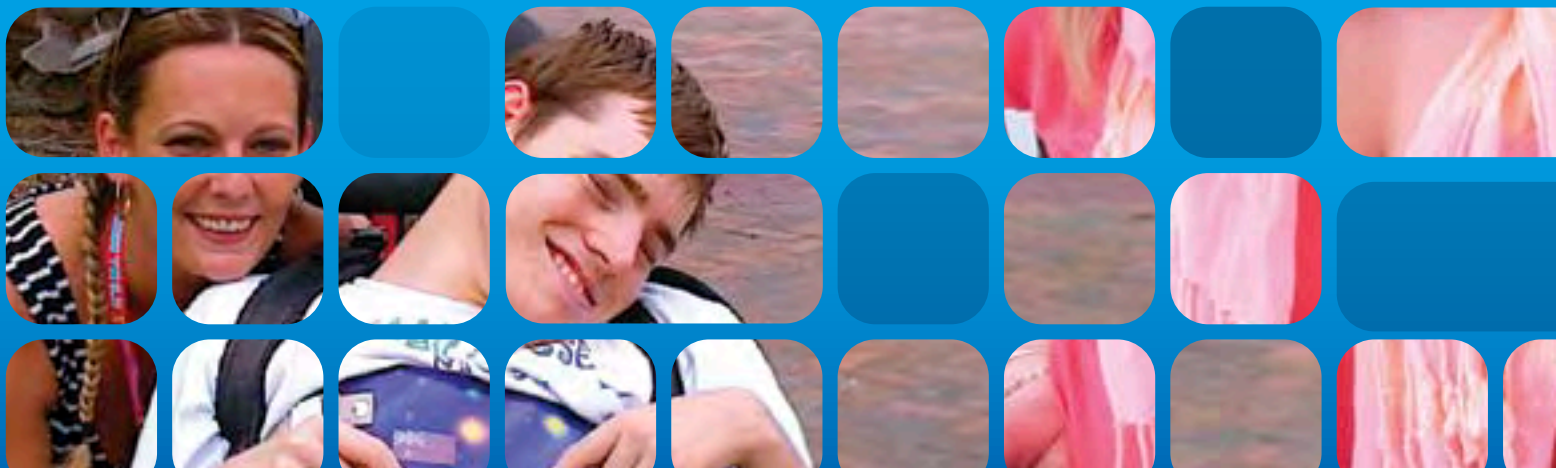


# 2012 ANNUAL REPORT SMP

lifeskills2work







South Metropolitan Personnel (SMP lifeskills2work) is a not for profit, charitable organisation that provides employment services, alternatives to employment, post school options and a seniors program for people living with a disability.

For 16 years we have been assisting people living with one or sometimes multiple disabilities. Some may have a mental health issue, intellectual disability, acquired brain injury or a physical disability. We help people source and secure employment, develop life skills, socialise and participate in the local community.

### *Vision*

To be an organisation that values and empowers all individuals.

To provide an exemplary service for people with a disability who require our specialised assistance to achieve their individual goals.

To maintain optimum efficiency in the provision of service delivery.

### *Mission*

To work collaboratively with respect, professionalism and responsibility in a way that assumes equality, clarity in communication and honesty in achieving client and agency goals.





Board of Directors

ROBERT BENSON	CHAIRMAN OF THE BOARD
ANDREW HOGAN	VICE CHAIRMAN
JOHN GRIFFITHS	FINANCIAL DIRECTOR
KERRY BARBER	DIRECTOR
FITZ CASS	DIRECTOR
LYNN BROWN	DIRECTOR (PARENT REPRESENTATIVE)
SONNY TAN	DIRECTOR (PARENT REPRESENTATIVE)
RONAN BOOTMAN	DIRECTOR
EDDIE STOWERS	DIRECTOR
ELLIOT NORRISH	DIRECTOR (CLIENT REPRESENTATIVE)
BRIAN GROVER	DIRECTOR (CLIENT REPRESENTATIVE)

Management & Administration Team

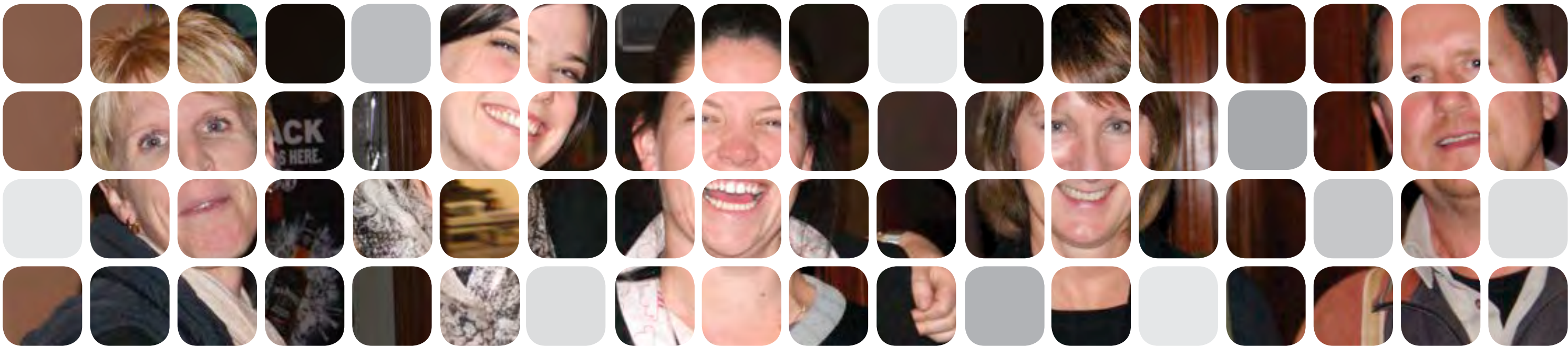
John Green	Chief Executive Officer
Valerie Gillian	2IC / Community Services Manager
Bob Draper	Corporate Services Manager
Sarah Arnason	Acting Employment Manager
Pat Stubbs	Human Resources Manager
Jenni Rubery	Executive Assistant
Angela Taylor	Accounts Assistant
Julianne Cook	Administration Assistant
Karen Green	Fleet Coordinator
Melissa Hughes	Administration Assistant/S&H Rep
Suzanne Burston	Receptionist/Administration Assistant
Johanna Cook	QA/Marketing Projects Officer

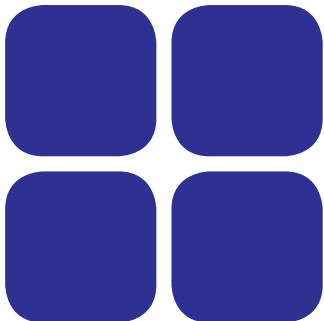
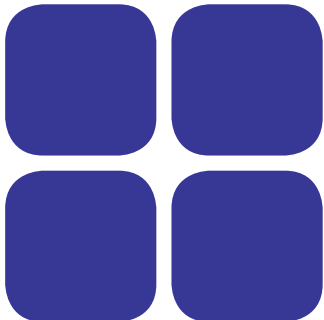
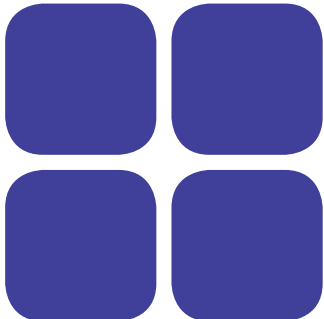
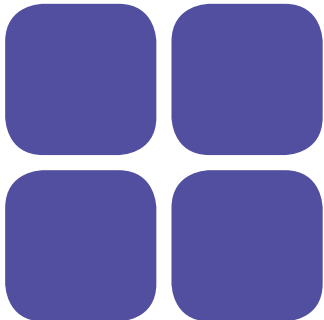
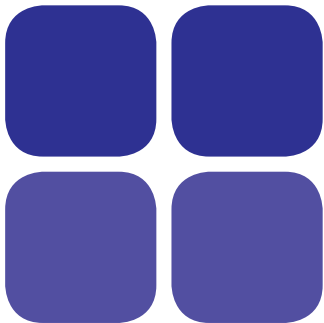
Employment Team

Patricia Taylor	Senior Employment Consultant	Eric Dempsey	Employment Consultant
Lecia Dangen	Senior Employment Consultant	Lorraine Pidgeon	Employment Consultant
Nicky Ashfield	Employment Consultant	Tommy Abillion	Employment Consultant
Paul Barrett	Employment Consultant		
Jeff Riddle	Senior Employment Coordinator	Jodie Drane	Employment Coordinator
Adrian Walker	Employment Coordinator	Paula McGairy	Employment Coordinator
Betty White	Employment Coordinator	Phil Street	Employment Coordinator
Bob Barton	Employment Coordinator	Sharyn Curr	Employment Coordinator
Christine Richards	Employment Coordinator	Steven Mangan	Employment Coordinator
Hannah Morris	Employment Coordinator	Tony Turk	Employment Coordinator
Ida Wray	Employment Coordinator	Tracey Moxham	Employment Coordinator

Alternatives to Employment Team

Julie Power	FC (Program Coordinator)	Jody Goddard	Field Coordinator
Jocelyn Clements	Senior Field Coordinator	John Wilkes	Field Coordinator
Anne Taipari	Field Coordinator	Josh Moses	Field Coordinator
Audrey Cummins	Field Coordinator	Justine Richards	Field Coordinator
Benjamin Steel	Field Coordinator	Kareline Ngor	Field Coordinator
Casey O'Brien	Field Coordinator	Kassia Daysh	Field Coordinator
Cindy Thomas	Field Coordinator	Leanne Skewes	Field Coordinator/S & H Rep
Dean Evans	Field Coordinator	Michelle Ryan	Field Coordinator
Denny Ackerly	Field Coordinator	Peter McNamara	Field Coordinator
Fran Barnett	Field Coordinator	Petra Bombeck	Field Coordinator
Gary Sharma	Field Coordinator	Petrice Mita	Field Coordinator
Henrikke Evans	Field Coordinator	Suman Adhikari	Field Coordinator
Jade Liddell	Field Coordinator	Tony Ross	Field Coordinator
Joanne Connell	Field Coordinator		





*From the Chairman of the Board  
Robert Benson*

This past year has brought us new Board Members, the establishment of a new office in Gosnells and an increase in clients to both the employment division and Alternatives to Employment. This is a significant win for all and generally the 2011-2012 financial year has been a good year for SMP with a small surplus and an increase in our fixed assets after depreciation.

We are, at present, on an ‘even keel’, but the single most influential impact on SMP has been the drive to establish a high star rating for the Department of Education, Employment and Workplace Relations (DEEWR) and the new tender system they imposed.

The coming year provides many uncertainties while we tender for our current and increased business share. The results of the tender will dictate if we expand or contract. I am confident that John Green and the team have been working tirelessly to establish forward planning strategies, whatever the outcome, and I feel confident that given the high star rating that was achieved at the cut-off date, we are more than likely to be offered a ‘great portion of the pie’.

Overall we were one of only five organisations that achieved a four Star or higher rating, out of scores of similar service providers and for this, all the staff are to be congratulated. Staff turnover has been high during the year but it appears to be something our industry has to contend with as the big business sector provides better remuneration to lure many of our staff away. Some have moved on to bigger and better things in the Industry and that is a testament to the good grounding, training and management received by employees at SMP.

ATE have experienced steady growth through 2011-12 and they are about to embark on a new era with clients ‘self directing’ their needs and requirements. SMP staff has been busy devising new and innovative programs for clients including weekends away and camps. By all accounts these weekends have been highly successful and provide new environments and challenges for clients while providing respite for their families and carers.

Work has begun on the house at Hamilton Road, Spearwood (Manning Park #2). This facility has enormous potential for ATE

and the employment division and of course SMP as a whole. Having a facility of this nature, when fully utilised with the present and future plans in place, I believe will have a significant positive effect on the day to day operations of SMP. It opens the door to many varied opportunities and alternatives that SMP can provide to our clients.

As in past years, I congratulate the efforts of all the staff at SMP for their dedication to a sometimes difficult task. It is their efforts that make life for many individuals and families just that much more purposeful, fulfilling and rewarding.





## From the desk of the CEO John Green



As CEO of SMP lifeskills2work reflecting back on another exciting and challenging year, I am continually inspired and grateful for the hard work and dedication of all those at SMP.

This includes clients and their families, some we have known for years and others we have welcomed to SMP this year. I hope we can all enjoy long and happy relationship as SMP manages the changes to service funding and delivery in the future whilst maintaining the high quality and standards which we are known for throughout the industry.

The board have, as always, assisted and guided myself and SMP through the last twelve months in a professional and supportive manner. To have a board with such a varied amount of skills has been an invaluable resource for myself and has proved to be effective in providing governance, financial guidance and advice.

I would like to offer a huge thank you to all board members and also to welcome and thank the two newest members who joined us this year.

The executive team have once again met the challenges presented to them in a professional and positive way. I thank them for working with me through the difficult times of staff shortages and contractual variations affecting our delivery of services. Their leadership and hard work has enabled SMP to adapt to the changes presented whilst maintaining the level of quality for which we are known. Their teams have worked within budget restraints and have once again delivered an operating surplus. Working with such a great team gives me enormous confidence in managing future developments.

I would like to say a big thank you to all staff for their hard work and commitment to their clients and SMP. On a day to day basis, staff in the field meet the goals and

aspirations of our clients. They positively contribute to the reputation of SMP as an agency that delivers quality client focused outcomes. The commitment and passion of SMP staff has assisted in developing a innovative service model that meets the diverse needs of our clients.

I am very proud and feel fortunate to be involved with such a dedicated, professional and willing team. The comments and feedback I receive regularly from families confirms to me that the work we do is appreciated by everyone involved.

The Disabilities Services Commission continues to support SMP's growing Alternatives to Employment Program and I would take this opportunity to thank them for this. The ATE client numbers have increased as has the age groups range from school-leavers to seniors. To meet the diverse needs of this group along with the increase in clients, ATE staff provide a wide range of programs, activities and camps which continue to be very successful.

In the future the Disabilities Services Commission plan to restructure the ATE program. The 'My Way' program has the potential to be a more flexible method of delivering services by using a person centred planning approach for each individual.

In conjunction with this change the Federal Government is trialling the National Disability Insurance Scheme (NDIS). Unfortunately WA is not one of the States chosen to pilot the program, but if successful, it has the potential to fund the unmet need in the sector. Although this scheme may take five to eight years to come to fruition, it could be an exciting way of funding disability services throughout Australia in the future.

With the decision by the Department of Education, Employment and Workplace Relations that all agencies with a star rating of three or below would need

to tender for an employment contract, the employment team worked hard to achieve a rating for SMP of four or above. At this time of writing, SMP have a star rating of five in Gosnells and three in Fremantle. Depending on the outcome of the tender there may be a need to adapt or restructure SMP's employment service. During this time of uncertainty, the employment team have worked tirelessly to meet the rigid compliance and time guidelines of this program. They have also maintained our quality assurance in meeting the Disabilities Service Standards and continue to improve the service provided by SMP.

The employment team have been successful throughout the year in finding employment opportunities and we are now looking forward to several long term projects coming to fruition in local government.

I would like to acknowledge and thank Lotterywest for their continuing support. This involves ongoing funding for vehicle modification, an IT upgrade and also a considerable grant for renovating the skills for living house at Manning Park (due to be completed November 2012).

In conclusion I would like to once again thank the entire SMP team for their commitment and achievements this year. At this time I am confident that SMP is in a good position to face the challenges ahead. I look forward to the next 12 months working with everyone connected with SMP lifeskills2work.



CEO John Green accepts donation from Claudio Alvaro from Fleetwest





## From the desk of the Community Services Manager Valerie Gillian

As manager of the Alternatives to Employment /Post School Options department of SMP lifeskills2work, I am constantly in awe of the committed and skilled staff, that have chosen us as an employer of choice. Our staff are dedicated to making a positive difference in the lives of people living with a disability.

Their work can be autonomous and their quest is to support our clients to reach their aspirations in life, whatever that may be. They do this in an industry that is not comparable to the Government sector with wages and salary.

The relationships that are built with others including parents, other stakeholders and most importantly our valued clients, is a credit to their professionalism and commitment to the community sector.

Working strongly towards achieving client outcomes has given us the opportunity to reflect on our strengths in the industry. SMP's values are not about bragging with regard to how many clients we have, they are about promoting real stories and doing what we are funded to do, with honesty, integrity and collaboration. Whether this is to:

- Transition to employment options
- Transition to retirement/SMP's Golden Years Program
- Transition to independence

The SMP team is always open to working alongside family and clients to develop that sense of valued status....anything and everything is possible.

SMP was given an excellent opportunity in the second half of 2011 to work alongside the City of Rockingham to event manage their "Rock into Rockingham" Concert at the Gary Holland Centre at their disability social inclusion evening. This was a fantastic night with attendance from all communities in the Shire who rocked well into the night with fabulous music from the Time Delegates.

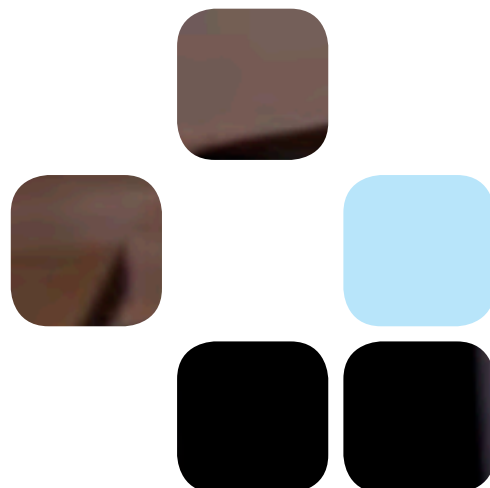
Some highlights for the past year have included:

- An adventure camp which was supported by volunteers from Corporate Business Direct.
- NDIS rally in Perth on 30th April 2012 which was attended by clients and staff from SMP.
- Induction of Madhouse Music program which has developed with our musically talented participants working towards a funded project for the end of 2012 in conjunction with the City of Cockburn.

I would personally like to thank the employment department of SMP, who work tirelessly to promote open employment options whilst working within a very different matrix of contractual obligations with the Federal Government.

SMP strength has been the opportunity to offer employment options to those clients applicable whilst working under the same company objectives.

And lastly, thank you again to all our participants, families and other stakeholders including the Government and not for profit allies for your continued support with our commitment to quality assurance and continuous improvement.



## Things I like to do with SMP Alternatives to Employment Program

By Justin Carter October 2012

"Twice a week I attend gym at Beatty Park where I follow a program designed by the physio from Nulsen which is designed to maintain a regular routine of exercises to aid in rehabilitating my physical well being.

Recently, I was very excited to find that I have been losing weight. I have gone from 99.8 kg to 98.8 kg. I am sure that this is also because I have been trying to keep to a healthy diet and not eat any junk food.

I have also been happy recently because Beatty Park has re-opened their indoor pools and I am now able to do my lane walking routine and other water based exercises which are really good in aiding me to walk better and maintain better balance which is crucial for my stance.

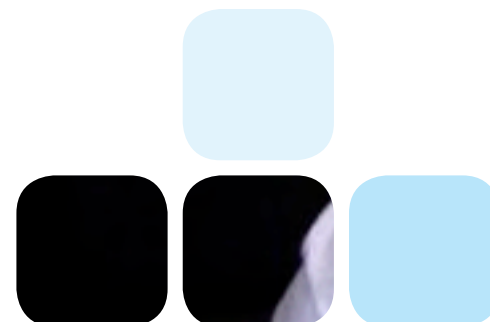
I also participate in the Men's Shed program two days per week at Como. I have made many wooden chopping boards and am now working on my 43rd. All my family and friends have one and are very happy with their professional quality.

I recently had the great pleasure to present one of my chopping boards to Val Gillian SMP ATE Manager. I gave my last chopping board to my good friend Matt who runs my favourite coffee shop in Subiaco.

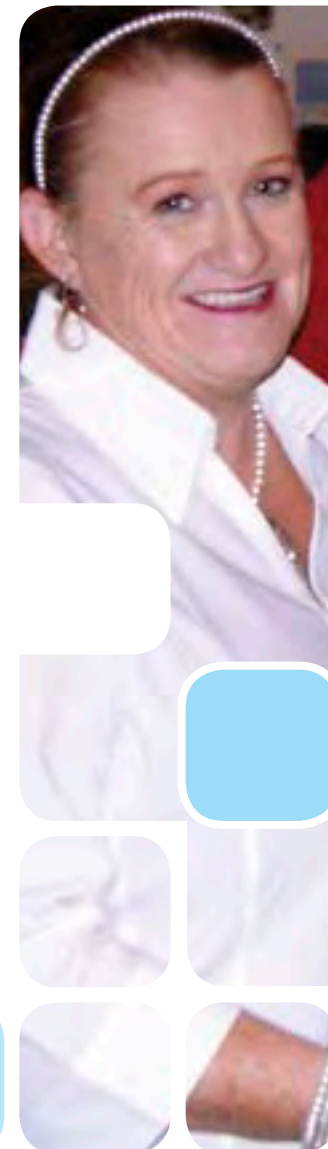
I also made a comfortable outdoor setting chair which I painted white to match the outdoor furniture on my parent's patio.

At present I am working with Paul Barrett, SMP Employment, who is helping me to return to working part time again. And I am also looking forward to enrolling in some personal development courses in the new year.

I enjoy a wide variety of music and socialising with nice people. I am a very social person and particularly enjoy talking with women"



Community Services Manager, Valerie Gillian being presented with a wooden cutting board, hand crafted by SMP client Justin Carter.



## *From the desk of the Acting Employment Manager Sarah Arnason*



I look back on the last year as a very challenging yet rewarding one as I accepted the role of Acting Employment Manager in 2012.

Our funding body, the Department of Education, Employment and Workplace Relations (DEEWR) released the Exposure Draft for the new contract under the Disability Employment Services 2013-2015 in March of 2012, which displayed some very significant changes to the program which has affected the way we deliver services going forward, bringing us new challenges.

Over 80% of the sector has their service up for tender going forward into the new contract, which has placed large amounts of pressure on the delivery of employment services for people with a disability and has made the sector extremely competitive.

The great news was that SMP lifeskills2work received a five star rating for our Gosnells office, situated in the East Metro ESA (Employment Services Area) – which meant we are in line to be offered the new 2013-2015 contract for this site. Unfortunately, receiving a three star rating for our Central West ESA offices meant that we would need to tender for ongoing market share for the new contract within this ESA.

In July of 2012, SMP lifeskills2work submitted a request for tender to increase business share in our East Metro ESA and to tender for the business within the Central West ESA and we wait in anticipation for the results to be released late October.

This process has been very demanding on all staff at SMP lifeskills2work, in particular those working on the employment program. Staff continue to put in a tremendous effort and have maintained dedication in ensuring that high quality services are delivered to all of our clients.

Over 118 of our clients were placed into employment over the last year, allowing clients to reach meaningful employment goals. Many clients were also helped gain promotions within their existing jobs, increasing their work hours and pay rates – two of these within government departments. With help from our Employment Consultants, many clients were also assisted into educational courses, which increased skills and opened up doors for exciting employment opportunities.

For two consecutive years, SMP lifeskills2work have been a Premier Sponsor presenting a long lunch and garden party celebrating International Day of People with Disability at Munja Gardens. Once again, this was an amazing day to help raise awareness for people with a disability. It also gave SMP staff a great day of networking with local employers and community organisations.

SMP lifeskills2work continues to attend regular Chamber of Commerce and local council events in order to strengthen our relationship with local employers to benefit our clients with potential job opportunities. This year we began working with two new local councils, which is a very exciting prospect for our clients.

SMP lifeskills2work looks forward into the future with the optimistic outlook of continuing to deliver our employment services within Central West ESA and also the expansion into a larger coverage of the East Metro ESA allowing us to deliver our services to a larger clientele. We have a fantastic team of Employment Consultants and Coordinators, which I am confident, will help drive this with great success.

## *From the desk of Human Resources Manager Pat Stubbs*



The Human Resources department has had an extremely busy and productive year. I wish to thank all involved.

We have 53 full time staff, six part time and two casual employees at the end of the financial year. We had 30 staff leave the company for varied reasons including moving onto different lines of work, travelling and retiring.

An objective of the Human Resources department is to make sure that all Policies and Procedures are relevant and beneficial to SMP and its staff. SMP started to update their existing policies, and produce valuable new policies, in the early part of 2012. Workwise have been assisting with the wording to cover any Industrial Relations requirements.

SMP has conducted First Aid Training and this will extend to all staff by the end of 2012. Through the HR department SMP is constantly looking to update training. This training has covered a number of areas eg; improvement of computer skills, behaviour management through to personal development.

We have had a number of staff move to different positions within the company, as they have done in past years. This helps them to develop new skills and improve those they already have. It has worked out really well and helps SMP to improve its service to clients, families and businesses.

The next financial year will prove to be a time of great change within SMP. I look forward to being part of an executive team that works together to improve what has become a very well known company within the disability sector. The entire staff of SMP have been working well together and I hope that we can continue to do so as SMP moves forward in the future.





# *SMP Celebrating Success....*





## Lotterywest Grant for Information Technology

On the 11 April 2012, the Premier Hon. Colin Barnett MLA approved grant funding for the additional implementation and upgrade of SMP lifeskills2work information technology systems. Lotterywest acknowledged that SMP is experiencing considerable growth, with increasing staff and client numbers. To support the continual growth of SMP, funding is being utilised to radically improve both the hardware and software systems currently in use.

Trusttech Pty Ltd was awarded the contract for the implementation of a reliable and flexible server and communications platform. Daily operations will be enhanced by the introduction of wireless technology and all operating systems will be running off the same platform. A streamlined IT infrastructure will allow SMP to expand its operations to multiple locations with minimum disruption to information flow.



## Manning Park 2

The City of Cockburn agreed to a "peppercorn lease" on a residential property at 83 Hamilton Road, Spearwood. The property is to be renovated and developed by SMP lifeskills2work as a "life skills" house for the 300 plus clients that SMP service.

The house will be used as a day centre, where clients can learn day to day living skills. It will provide a home like, safe environment in which socialisation and friendships can be built. It will also provide a base for employment training in the production of soaps, fishing tackle and crab nets.

In April, 2009 the project commenced with the construction of an access ramp and outdoor deck. It was then decided to delay renovations until SMP successfully secured funding to supply the support labour, additional renovation material and implement wireless IT.

On the 10th November, 2011 the Premier, Hon Colin Barnett MLA approved a grant for the upgrade and refurbishment of this property.

Work on the property commenced at the end of December, with the building now in the process of receiving a complete renovation from GVM Interior Solutions. Works include plumbing, sewerage, electrical cabling and the supply of all new internal fittings. In addition to the work on the main house, a huge workshop will be constructed along with a patio roof being built over the existing decking. A sensory garden and parking area will be additional exterior additions.

The project is scheduled for completion in November 2012.



## PEACH donating to Manning Park 2

In April 2012, SMP lifeskills2work were successful in securing a grant for \$12,000.00 from PEACH (Personnel Employed by Aloca Charity Help). Funding was granted for the internal fitout and purchase of necessary equipment for the workshop that is being constructed at Manning Park 2. Funds were granted for the purchase of various items such as gardening equipment including lawnmowers and whipper-snippers and welders and grinders for metal working.



## 2012 WA Disability Support Worker Awards

The 2012 WA Disability Support Worker Awards were held at the Perth Convention and Exhibition Centre on Saturday 24 March 2012. A record number of more than 580 people attended the presentation including His Excellency Malcolm McCusker AC CVO QC, Governor of Western Australia.

SMP lifeskills2work had five nominees in three categories this year. We wish to congratulate and acknowledge the following team members:

Emerging Leader Award & Finalist:

Anitana Taipari

Nominated - Community Support Award:

Jullie Power

Nominated - Disability Employment Services Award:

Paula McGairy, Jeff Riddle and Phil Street



Disability Support Workers Awards, SMP Staff



Disability Support Workers Awards, Nominated SMP Staff, Phil Street, Paula McGairy, Jeff Riddle, Julie Power and Anitana Taipari



Disability Support Workers Awards, Finalist Anitana Taipari

## MADHOUSE MUSIC

The City of Cockburn and SMP lifeskills2work have partnered to provide opportunities for people living with a disability to experience music through a variety of concepts involving art, performance and integration within the community.

Through a community grant from the City of Cockburn, SMP has been able to purchase a large variety of musical instruments ranging from tambourines to an electric guitar.



Mayor Logan Howlett presents successful organisations with funding for important projects within the Community. SMP lifeskills2work will facilitate the Mad House Music Program with their funding.



# *SMP at work....*

This year SMP lifeskills2work continues to support 140 clients in employment. Employment Consultants successfully placed 118 people into employment. Clients are working with a multitude of employers in many locations over the South Metropolitan area. Employment Consultants continue to assist a further 183 clients to actively pursue career pathways.



Waterbabies - SMP Clients at Work, Angelo Difazio, Matthew Jackson and Angelo Bertone



Fatemeh's story

Fatemeh joined SMP in September 2008 and was placed in a team at the Department of Premier and Cabinet starting official employment in February 2009. Employment Coordinator, Tracey Moxham learnt that Fatemeh had completed the online entry pass for Level 1 job vacancies for Department of Premier and Cabinet and with that knowledge was on a mission to find Fatemeh full time employment.

“After negotiations with the Human Resources Department I received word that a position had become available in the Department of Entitlements and Transport. On examining the job criteria and discussions with Fatemeh, application for the position was made and we were delighted when Fatemeh was given a three month temporary contract.

During this temporary contract, Fatemeh demonstrated her skills and excelled in this position. I am very proud to announce that Fatemeh is now happily working in a full-time position in the Department of Entitlements and Transport.”



SMP Employment Coordinator Tracey Moxham with SMP client Fatemeh Rashid-Moghaddam

Tania's Story

After a year of negotiation and waiting for the right opportunity Tania Deboer, obtained a traineeship with the Fire and Emergency Services Authority.

Tania was working at the Department of Premier and Cabinet in a supported team but with determination and assistance from Silvana, Head of Traineeship Public Sector Commission and Tracey Moxham of SMP, Tania was offered assistance and decided to apply for the FESA traineeship.

The original interview with FESA went extremely well, but unfortunately there were only 3 traineeships available. Discussions took place between SMP and FESA resulting in a fantastic outcome - with the skills Tania had gained from DCP and PSC, a fourth traineeship would be created especially for Tania!

In July 2012, Tania completed her Certificate III in Business.



Tania with her Cert III in Business







SMP Client - Picnic in the Park



SMP Coordinator Tracey Moxham (Top R) with SMP clients Picnic in the Park



SMP OPASS soap stall at the Fremantle Village Art Market



Weaving



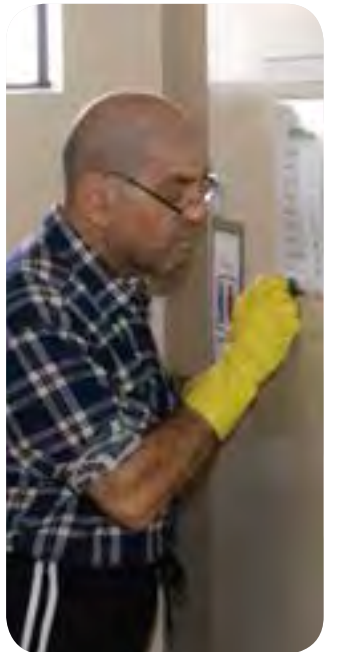
SMP Staff Members; Jeff Riddle, John Green, Julianne Cook, Bob Draper and Phil Street



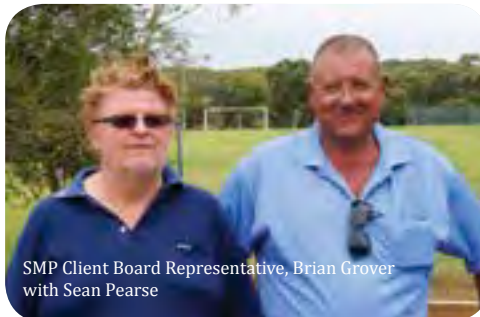
SMP Staff Members Leanne Skewes and Ida Wray



SMP Staff Members, Phil Street, Suzanne Burston, Peter McNamara



# Our SMP Family....



SMP Client Board Representative, Brian Grover with Sean Pearse



Face painting



SMP Client - Picnic in the Park



SMP Client Picnic in the Park



SMP OPASS Soap being packaged



City of Cockburn Garden Crew - Robert Moffat, Sebastian Lucluno and Giovanni Gimmillaro



Brett and Matthew



At the movies





# *SMP Experiencing Life....*





## Transitioning from School to TAFE

Sam Cole joined SMP lifeskills2work with Post School Options in 2010. Since the age of 8, Sam has suffered from Dystonia, a neuromuscular disorder where the brain sends the wrong messages to her muscles, limiting the movement in her arms and legs. Sam is confined to a wheelchair.

After leaving school and joining SMP, Sam participated in three volunteer placements in aged care, Acquired Brain Injury and childcare. In January 2012 Sam decided to commence studying at TAFE and complete her Certificate III in Community Service.

Sam said "transitioning from school to TAFE has been pretty easy, the best bit about TAFE is getting to do what I love – working with youth, meeting new friends and socialising."

Sam completed her Certificate III in June 2012. Whilst completing her Certificate III she realised her passion for working with disadvantaged youth. "TAFE has expanded my horizon regarding my career goals. Student Services have assisted me in completing my courses by providing me with a scribe."

Sam also participates in a program called "Leaders for Tomorrow". This enables her to speak about her disability, and gives her the opportunity to talk about her studies and her interests. Leaders for Tomorrow gives Sam the confidence to speak her mind and advocate for herself.

Sam is currently doing her Cert IV in Community Service and next year, plans to complete her Diploma.



## Transitioning from School to Employment

Joshua Warman is a young man with a green thumb and a huge appetite for knowledge and hard work.

Josh first started with SMP as a part of the Post School Options program back in January 2010 and soon after commenced work in a volunteer gardening program at St. Bernadette's Catholic Primary School in Port Kennedy.

Josh picked up the job quickly as he is a keen gardener around his own home and also helps out his neighbours for some pocket money. Josh and the crew were soon recognised when SMP was awarded a Community Inclusion Award by the City of Rockingham later that year.

In October 2010, Field Coordinator, Dean Evans, took over supervising Josh and the gardening crew. Dean soon learnt how motivated and competent Josh was in his role. Josh has a mild intellectual disability, which mainly impacts his literacy, numeracy and concentration. Working with Josh it became apparent that he was a high achiever in terms of his role as a gardener.

"He is a strong, energetic young man who is always ready to take on the next task. He also shows that he is quite capable with most tools and machinery and has a good awareness of safety issues."

I first discussed the possibility of working in a paid role with Josh over a year ago prior to him completing his Certificate 2 in Horticulture at TAFE. After meeting with Josh, his parents and Mitzi, his TAFE horticultural teacher, Josh decided to undergo a work trial rather than try to further his studies in horticulture."

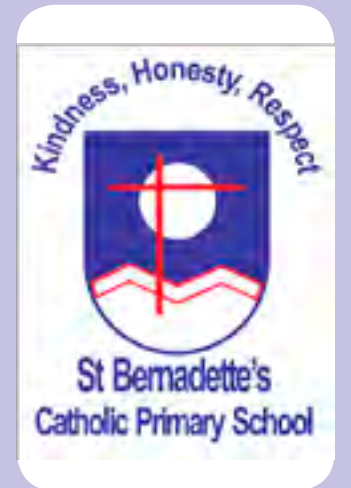
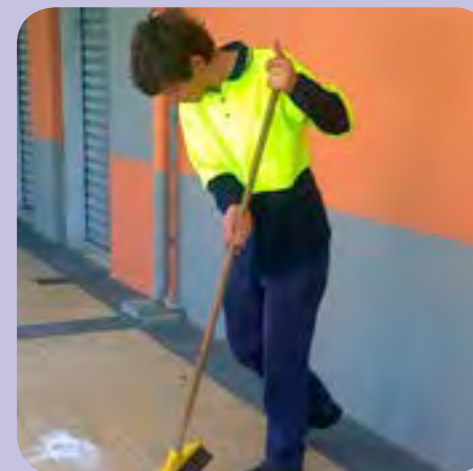


Josh underwent his trial at the City of Cockburn in February this year and was signed up straight away. The new job had multiple benefits for Josh including increased social and community inclusion, increased opportunities to learn and practice skills and the chance to make more friends, which Josh did quickly.

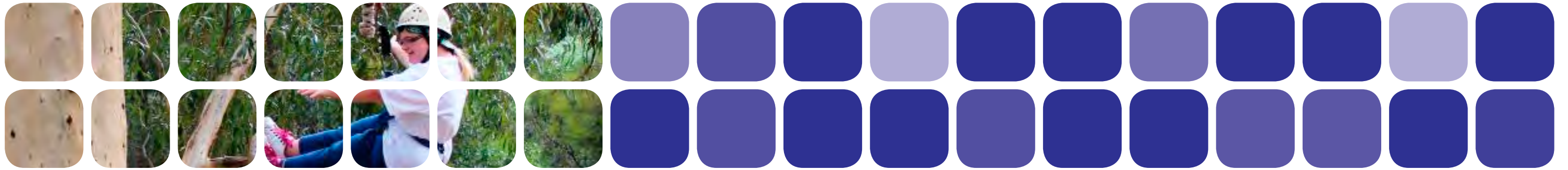
St. Bernadette's and the City of Cockburn offer Josh and the other guys a great opportunity to be the best that they can be and Josh certainly has grabbed that opportunity with both hands. In the past year at St. Bernie's Josh and his team have worked hard to plan and plant several gardens with native plants of their choice, built a limestone and cement garden bed and planted numerous trees around the school.

Josh says that his future ambition is to become a full time gardener and his enthusiasm and drive suggests he will reach his goal."

Josh would like to give his special thanks to all the staff at St. Bernadette Primary School and especially Paul Hamstead for teaching him how to use the ride-on lawn mower. Josh would also like to thank SMP and the City of Cockburn for creating the supported-employment gardening crew program and also to particularly thank all the SMP staff including Geoff and Jeff, Julie, Dean and Fran who made his transition from volunteer work to paid work possible.







# Adventure Camp

Activities had been arranged to make the camp as “action packed” as possible, allowing campers (and staff !!) to step outside of their comfort zones and try activities that they may not have already experienced.

Archery, the Superman Swing, Giant Flying Fox, rock climbing and abseiling were all on the agenda. Along with the more traditional activities, such as a movie night, mini golf and a night around the camp fire.

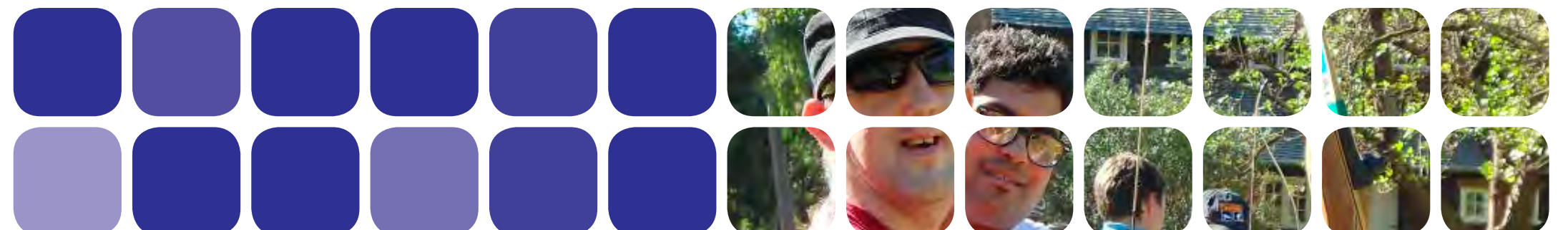
SMP lifeskills2work acknowledges the importance of recreational camps and holidays for our clients. Camps and holidays provide opportunities to participate in activities, build friendships and most importantly, create memories for life. Respite for mum, dad, carers and campers are an important ingredient to happy lives!



Rock Wall Climbing, SMP Camp at Fairbrige Village



Staff and Clients at the Fairbridge Camp



## *From the desk of Corporate Services Manager Bob Draper*



The financial year ended 30th June, 2012 resulted in a small operating surplus and an overall surplus of over half a million dollars.

Net assets have increased from \$1.1m at 30th June, 2011 to \$1.6m at 30 June, 2012 and the organisation is now showing a healthy working capital surplus.

I would like to take this opportunity to thank my staff for all their hard work over the past year.

Staff members reporting to me are Julieanne Cook - Senior Administration Officer who manages IT equipment, inputs data, supplies reports, submits claims for employment services and keeps the office running. Julieanne also deputises for me in my absence.

Angela Taylor - Accounts Assistant who provides most of the primary data for completion of financial reports and controls among other things, debtors, creditors banking, petty cash, travel vouchers and salary sacrifice.

Suzanne Burstson - Receptionist who is responsible for providing a friendly and helpful first point of contact for all people contacting SMP whether by phone or in person. Suzanne is also responsible for, among other things, ATE data, stationery, incoming and outgoing mail.

Karen Green - Fleet Coordinator who is responsible for all things relating to our fleet of fifty five vehicles. This covers the purchase or lease of vehicles, maintenance and control of and finally the sale of the vehicles. This she does with the professional assistance of our external fleet manager, Fleetwest.

Johanna Cook - QA/Marketing Project Officer who ensures SMP continues to adhere to the requirements of Quality Assurance. This is an essential element of our contract with DEEWR. Johanna also oversees all of SMP's marketing.



Admin Staff (L-R) Johanna Cook, Karen Green, Angela Taylor, Suzanne Burstson and Julieanne Cook

## *Financial Director's Report*

SMP has produced another small operating surplus and an overall surplus of over half a million dollars for the year ended 30th June, 2012

### Financial Summary

- Total operating income has increased from \$3.39m in 2010/2011 to \$4.26m in 2011/2012
- Capital grants have increased by over \$300000
- Cash at bank and on hand has increased by around \$50000
- Retained profits have increased from \$1.11m in 2010/2011 to \$1.69m in 2011-2012
- Working capital has increased by around \$60000
- Net assets have increased from \$1.11m in 2010/2011 to \$1.69m in 2011-2012

Motor Vehicles on chattel mortgage have now been paid out and motor vehicles are either purchased outright or leased. The ratio is roughly 50/50

Through Lotterywest grants, SMP has been able to significantly upgrade its IT equipment and make large improvements to leased premises in Spearwood.

My thanks and congratulations go to the staff of SMP for another excellent financial result in 2011/2012



*John Griffiths*  
*Financial Director*



## SOUTH METROPOLITAN PERSONNEL INC

### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF SOUTH METROPOLITAN PERSONNEL INC.

We have audited the accompanying financial report, being a special purpose financial report, of South Metropolitan Personnel Inc., which comprises the assets and liabilities statement as at 30 June 2012, the income and expenditure statement for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information, and the statement by members of the committee.

#### *Committee's Responsibility for the Financial Report*

The committee of South Metropolitan Personnel Inc. is responsible for the preparation of the financial report, and has determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the *Associations Incorporations Act (Western Australia) 1987* and the needs of the members. The committee's responsibility also includes such internal control as the committee determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

#### *Auditor's Responsibility*

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation of the financial report that gives a true and fair view, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## SOUTH METROPOLITAN PERSONNEL INC

### INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF SOUTH METROPOLITAN PERSONNEL INC.

#### *Opinion*

In our opinion, the financial report presents fairly in all material respects, the financial position of South Metropolitan Personnel Inc. as at 30 June 2012 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the *Associations Incorporations Act (Western Australia) 1987*.

#### *Basis of Accounting and Restriction of Distribution*

Without modifying our opinion, we draw attention to Note 1 to the financials statements, which describes the basis of accounting. The financial report has been prepared to assist South Metropolitan Personnel Inc. to meet the requirements of the *Associations Incorporations Act (Western Australia) 1987*. As a result, the financial report may not be suitable to another purpose.



DANIEL PAUL PAPAPHOTIS CPA  
REGISTERED COMPANY AUDITOR  
154 HIGH STREET  
FREMANTLE WA 6160

Dated this 16th day of October 2012





## SOUTH METROPOLITAN PERSONNEL INC.

## STATEMENT BY MEMBERS OF THE COMMITTEE

The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the committee the financial report as set out on pages 2 to 10:

1. Presents a true and fair view of the financial position of South Metropolitan Personnel Inc. as at 30 June 2012 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that South Metropolitan Personnel Inc. will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

President.....

Treasurer.....

Dated this 18th day of October 2012



## SOUTH METROPOLITAN PERSONNEL INC.

## BALANCE SHEET

AS AT 30TH JUNE 2012

	Note	2011/2012 \$	2010/2011 \$
<b>CURRENT ASSETS</b>			
Cash at bank and in hand	3	443,485	394,618
Receivables	4	103,819	29,648
<b>Total current assets</b>		<b>547,304</b>	<b>424,266</b>
<b>NON-CURRENT ASSETS</b>			
Property, Plant & Equipment	5	1,597,216	1,635,679
<b>Total non-current assets</b>		<b>1,597,216</b>	<b>1,635,679</b>
<b>TOTAL ASSETS</b>		<b>2,144,520</b>	<b>2,059,945</b>
<b>CURRENT LIABILITIES</b>			
Creditors and borrowings	7	229,725	170,226
Provisions	8	140,584	140,634
<b>Total current liabilities</b>		<b>370,309</b>	<b>310,860</b>
<b>NON-CURRENT LIABILITIES</b>			
Creditors and borrowings	7	0	603,643
Provisions	8	80,904	30,089
<b>Total non-current liabilities</b>		<b>80,904</b>	<b>633,732</b>
<b>TOTAL LIABILITIES</b>		<b>451,213</b>	<b>944,592</b>
<b>NET ASSETS</b>		<b>1,693,307</b>	<b>1,115,353</b>
<b>MEMBERS' EQUITY</b>			
Retained profits	9	1,693,307	1,115,353
<b>TOTAL MEMBERS' EQUITY</b>		<b>1,693,307</b>	<b>1,115,353</b>

The accompanying notes form an integral part of these financial statements.





**SOUTH METROPOLITAN PERSONNEL INC.  
PROFIT AND LOSS ACCOUNT  
FOR THE YEAR ENDED 30TH JUNE 2012**

	Note	2011/2012 \$	2010/2011 \$
Operating Profit (Loss)	11	577,954	250,193
Income tax attributable to operating profit	1(c)	0	0
<b>Operating profit (loss) after income tax</b>		<b>577,954</b>	<b>250,193</b>
Retained profit at the beginning of the period		1,115,353	865,160
Operating Profit (Loss) for the year		577,954	250,193
<b>Retained profits at the end of the financial year</b>		<b>1,693,307</b>	<b>1,115,353</b>

The accompanying notes form an integral part of these financial statements.



**SOUTH METROPOLITAN PERSONNEL INC.  
NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR  
ENDED 30 JUNE 2012**

**NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES**

**Basis of accounting**

The financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Association Incorporation Act of Western Australia. The committee has determined that the association is not a reporting entity.

The financial report has been prepared in accordance with the requirements of the Associations Incorporations Act of Western Australia and the following Australian Accounting Standards:

AAS 3 Accounting for Income Tax  
AAS 5 Materiality  
AAS 8 Events Occurring After Reporting Date

No other applicable Accounting Standards, Urgent Issues Group Consensus Views or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report has been prepared on an accruals basis and is based on historic costs and does not take into account changing money values, or except where specifically stated, current valuations of non-current assets.

The following material accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

**(a) Fixed Assets**

Motor Vehicles, computers and equipment are depreciated at rates based upon their expected useful lives using the straight-line method.

**(b) Hire Purchased Assets**

Assets of South Metropolitan Personnel Inc. acquired under Hire Purchase agreements are capitalised. The initial amount of the hire purchase asset and corresponding hire purchase liability are recorded at their historical cost. Hire purchase assets are depreciated using the same percentage used for all other assets.





**SOUTH METROPOLITAN PERSONNEL INC.**  
**NOTES TO AND FORMING PART OF THE ACCOUNTS**  
**FOR THE YEAR ENDED 30 JUNE 2012**

**NOTE 2. SUPERANNUATION COMMITMENTS**

The Association maintained a superannuation scheme covering substantially all of its employees. The Association has a legal obligation to contribute to a scheme and the amount paid on behalf of the employees in 201/2012 was 9% of gross salary.

<b>NOTE 3. CASH AT BANK AND IN HAND</b>	<b>2011/2012</b>	<b>2010/2011</b>
	<b>\$</b>	<b>\$</b>
Cash at Bank - National Australia Bank	440,155	392,168
Cash at Bank - Bankwest	880	
Petty Cash	2,450	2,450
<b>Total Cash at Bank and in hand</b>	<b>443,485</b>	<b>394,618</b>

<b>NOTE 4. RECEIVABLES</b>	<b>2011/2012</b>	<b>2010/2011</b>
	<b>\$</b>	<b>\$</b>
Trade Debtors	42,578	11,609
Accrued Income and Prepayments	61,241	18,039
<b>Total Receivables</b>	<b>103,819</b>	<b>29,648</b>

**Note**

Trade debtors for 2011-2012 includes an amount of \$39204 which represents the cost of a motor vehicle paid for twice in 2011-2012 and refunded by the dealer in July 2012



**SOUTH METROPOLITAN PERSONNEL INC.**  
**NOTES TO AND FORMING PART OF THE ACCOUNTS**  
**FOR THE YEAR ENDED 30 JUNE 2012**

<b>NOTE 5. PROPERTY, PLANT AND EQUIPMENT</b>	<b>2011/2012</b>	<b>2010/2011</b>
	<b>\$</b>	<b>\$</b>
Motor Vehicles, at cost (a)	1,092,001	1,371,501
Less: accumulated depreciation	-175,551	-129,224
<b>Motor Vehicles less depreciation</b>	<b>916,450</b>	<b>1,242,277</b>
Computer Equipment, at cost (a)	291,056	89,810
Less: accumulated depreciation	-89,952	-63,154
<b>Computer Equipment less depreciation</b>	<b>201,104</b>	<b>26,656</b>
Furniture & Fittings, at cost (a)	64,856	63,942
Less: accumulated depreciation	-17,564	-13,137
<b>Furniture less depreciation</b>	<b>47,292</b>	<b>50,805</b>
Other Equipment, at cost (a)	100,814	94,777
Less: accumulated depreciation	-59,100	-47,996
<b>Other Equipment less depreciation</b>	<b>41,714</b>	<b>46,781</b>
Lease Improvements, at cost (a)	413,672	284,966
Less: accumulated depreciation	-23,016	-15,806
<b>Lease Improvements less depreciation</b>	<b>390,656</b>	<b>269,160</b>
<b>Total fixed assets</b>	<b>1,597,216</b>	<b>1,635,679</b>

**NOTE 6 ECONOMIC DEPENDENCY**

South Metropolitan Personnel Inc. received significant grants from the State and Federal Governments of Australia. If these grants were not received the Association would find it difficult to maintain the current level of services.





**SOUTH METROPOLITAN PERSONNEL INC.**  
**NOTES TO AND FORMING PART OF THE ACCOUNTS**  
**FOR THE YEAR ENDED 30 JUNE 2012**

<b>NOTE 7. CREDITORS AND BORROWINGS</b>	<b>2011/2012</b>	<b>2010/2011</b>
	<b>\$</b>	<b>\$</b>
<b>Current</b>		
<b>Unsecured :</b>		
Trade creditors and accruals	96,340	38,083
Other creditors (including GST owed to ATO)	133,385	<b>132,143</b>
<b>Total Unsecured</b>	<b>229,725</b>	<b>170,226</b>
<b>Total current creditors and borrowings</b>	<b>229,725</b>	<b>170,226</b>
<b>Non-current</b>		
<b>Secured :</b>		
Chattel mortgages over motor vehicles.	0	641,339
Less Unexpired charges	0	-37,696
<b>Total Secured</b>	<b>0</b>	<b>603,643</b>
<b>Total non-current creditors and borrowings</b>	<b>0</b>	<b>603,643</b>

<b>NOTE 8. PROVISIONS</b>	<b>2011/2012</b>	<b>2010/2011</b>
	<b>\$</b>	<b>\$</b>
<b>Current</b>		
Long service leave	20,350	46,764
Annual leave	120,234	93,870
<b>Total current provisions</b>	<b>140,584</b>	<b>140,634</b>
<b>Non-current</b>		
Long service leave	80,904	30,089
<b>Total non-current provisions</b>	<b>80,904</b>	<b>30,089</b>

**Notes**

Trade creditors includes two vehicles totalling \$52,695 purchased in June and paid in July.  
SMP has ceased to finance the purchase of vehicles using chattel mortgages.  
Approximately 50% of vehicles are now purchased for cash and 50% leased



**SOUTH METROPOLITAN PERSONNEL INC.**  
**NOTES TO AND FORMING PART OF THE ACCOUNTS**  
**FOR THE YEAR ENDED 30 JUNE 2012**

**NOTE 9. RESERVES**

<b>Retained Profits</b>	<b>2011/2012</b>	<b>2010/2011</b>
	<b>\$</b>	<b>\$</b>
Opening Balance	1,115,353	865,160
Retained profit for the year	577,954	250,193
<b>Closing balance</b>	<b>1,693,307</b>	<b>1,115,353</b>

**NOTE 10. CONTINGENT LIABILITIES**

Under the terms of various Commonwealth Government grants provided to the Association, the Commonwealth Government is entitled to a refund of the grants in the event of the disposal of the asset to which the grant relates, or it is entitled to an equity interest in the associated asset, and accordingly would be entitled to its equity proceeds in the event of sale of the asset. Therefore, there exists a contingent liability to the Commonwealth Government, which may become an actual liability if any assets in which the Commonwealth Government has an interest were sold.



**SOUTH METROPOLITAN PERSONNEL INC.**  
**NOTES TO AND FORMING PART OF THE ACCOUNTS**  
**FOR THE YEAR ENDED 30 JUNE 2012**

**NOTE 11. INCOME AND EXPENDITURE STATEMENT**

<b>INCOME</b>	<b>2011/2012</b>	<b>2010/2011</b>
	<b>\$</b>	<b>\$</b>
<b>Income – Operational Grants (Recurrent)</b>		
Dept of Education ,Employment and Workplace Relations	2,070,126	1,692,721
Disability Services Commission	1,965,984	1,469,876
<b>Income operational grants (Recurrent)</b>	<b>4,036,110</b>	<b>3,162,597</b>
<b>Income – Other</b>		
Transport Levy Vouchers	40,284	47,779
Car Wash	18,345	17,167
Vehicle usage fees	77,490	69,766
Wood and Soap Products	4,839	1,142
Other fees and charges (Salary sacrifice fees, Workers comp)	53,316	64,882
Fee for service	15,756	24,856
Interest received	20,500	21,579
Profit (Loss) on sale of motor vehicles	(2,325)	(17,147)
<b>Total income other</b>	<b>228,205</b>	<b>230,024</b>
<b>Total Income</b>	<b>4,264,315</b>	<b>3,392,621</b>
<b>EXPENDITURE</b>		
<b>Operating Expenditure</b>		
Staffing costs	3,043,921	2,391,072
Vehicle running expenses	461,052	357,026
Marketing expenses	123,085	55,667
Administration and office expenses	327,011	278,080
HR Consultants	52,106	
Audit fees. General and QA	12,865	10,094
Special insurance	9,302	11,000
Membership	10,550	11,004
Contracting	8,948	7,942
Sundry expenses	3,065	4,086
<b>Total operating expenditure</b>	<b>4,051,905</b>	<b>3,125,971</b>
Operating Surplus/Deficit before depreciation and amortisation	212,410	266,650
Depreciation and amortisation	(205,218)	(243,311)
<b>Operating Surplus/(Deficit) after depreciation</b>	<b>7,192</b>	<b>23,339</b>
<b>Add: Capital grants - Recurrent</b>		
Disability Services Commission	77,604	197,034
Lotteries Commission	493,158	29,820
<b>Total Surplus/(Deficit) for the year</b>	<b>577,954</b>	<b>250,193</b>

**SOUTH METROPOLITAN PERSONNEL INC.**  
**NOTES TO AND FORMING PART OF THE ACCOUNTS**  
**FOR THE YEAR ENDED 30 JUNE 2012**

**NOTE 12 STATEMENT OF CASH FLOWS**

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	<b>2011/2012</b>	<b>2010/2011</b>
	<b>\$</b>	<b>\$</b>
<b>Grants received</b>		
Dept. of Education, Employment and Workplace Relations	2,070,126	1,692,721
Disability Services Commission	1,965,984	1,469,876
Disability Services Commission - Capital Grants	77,604	197,034
Lotteries Commission and training grants	493,158	29,820
<b>Total Grants Received</b>	<b>4,606,872</b>	<b>3,389,451</b>
<b>Other income received</b>		
Transport Levy Vouchers	40,284	47,779
Interest received	20,500	21,579
Receipts from trade customers and clients	23,184	18,309
Receipts from vehicle usage fees	77,490	69,766
Other Income	66,747	72,591
<b>Total Income Received</b>	<b>4,835,077</b>	<b>3,619,475</b>
<b>Expenses paid</b>		
Staff salaries and associated costs	(3,043,921)	(2,391,072)
Vehicle running costs	(461,052)	(357,026)
Marketing Costs	(123,085)	(55,667)
Administration and office costs	(327,011)	(278,080)
Sundry costs	(96,836)	(44,127)
GST remitted to Australian Taxation Office	(293,459)	(207,261)
<b>Total expenditure</b>	<b>(4,345,364)</b>	<b>(3,333,233)</b>
<b>Net cash provided by operating activities</b>	<b>489,713</b>	<b>286,242</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	<b>2011/2012</b>	<b>2010/2011</b>
	<b>\$</b>	<b>\$</b>
Receipts from sale of motor vehicles, plant & equipment	818,861	538,467
Payment for motor vehicles, plant and equipment	(1,259,707)	(728,695)
<b>Net cash used in investing activities</b>	<b>(440,846)</b>	<b>(190,228)</b>
<b>Net increase/-decrease in cash held</b>	<b>48,867</b>	<b>96,014</b>
Cash at beginning of financial year	394,618	298,604
<b>Cash at end of financial year</b>	<b>443,485</b>	<b>394,618</b>



18 Pakenham Street Fremantle WA 6160  
PO Box 1788 Fremantle WA 6959

**Telephone** (08) 9317 3155

**Fax** (08) 9317 4967

**E-mail** [admin@smp.org.au](mailto:admin@smp.org.au)

