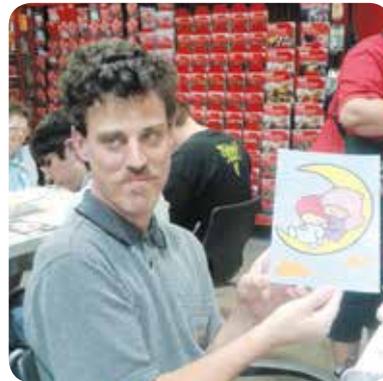
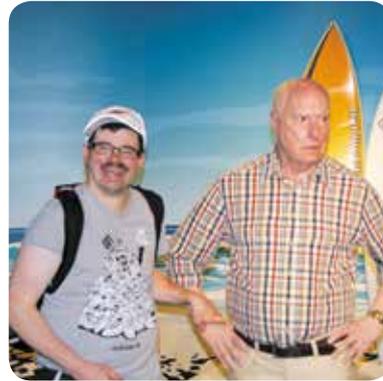


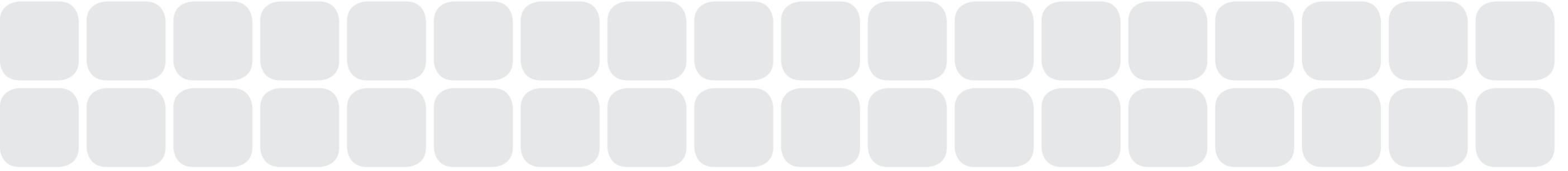
# 2014 ANNUAL REPORT SMP

lifeskills2work



# *Summary*

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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 18 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.



*SMP staff ready for team building action*





## BOARD OF *Directors*

Fitz Cass	Chairman Of The Board
John Griffiths	Financial Director
Kerry Barber	Director
Robert Benson	Director
Eddie Stowers	Director
Phil Oliver	Director
Nadia Donatelli	Director
Vinka Bues	Director (Parent)

## MANAGEMENT AND ADMINISTRATION *Team*

John Green	Chief Executive Officer
Valerie Gillian	2ic / Community Services Manager
Jodie Stokes	Employment Manager
Jenni Rubery	Executive Services Manager

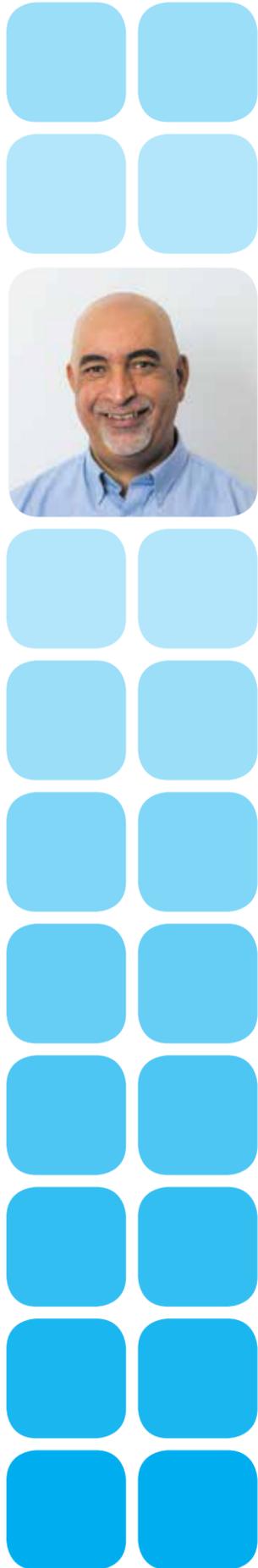
## EMPLOYMENT *Team*

Sarah Arnason	Employment Consultant
Janet Sein Win	Employment Consultant



## ALTERNATIVE TO EMPLOYMENT *Team*

Anitana Taipari	Area Manager (South)
Jocelyn Clements	Area Manager (North)
Jodie Stokes	Area Manager (East)
Steven Mangan	Community Support Worker
Tony Ross	Community Support Worker
Josh Moses	Community Support Worker
Karelina Ngor	Community Support Worker
Gillian Alvisse	Community Support Worker
Henrikke Evans	Community Support Worker
Adrian Walker	Community Support Worker
Benjamin Steel	Community Support Worker
Cindy Plank	Community Support Worker
Danielle Bennett	Community Support Worker
Gary Pittman	Community Support Worker
Jade Liddell	Community Support Worker
Joanne Connell	Community Support Worker
John Wilkes	Community Support Worker
Petrice Mita	Community Support Worker
Sophie Comrie	Community Support Worker
Amanda Randall	Community Support Worker
Bipin Kurian	Community Support Worker
Fiona Christensen	Community Support Worker
Leanne Skewes	Community Support Worker
Paula McGairy	Community Support Worker
Nicholas Browne	Community Support Worker
Rachel Liddle	Community Support Worker
Ruth Syron	Community Support Worker
Ruth Balnaves	Community Support Worker
Remy Nadan	Community Support Worker



## FROM THE CHAIRMAN *Fitz Cass*

The past year has been an interesting one for SMP. We have had to deal with many changes, some brought about by our own doing and others brought about by items out of our control. One of these changes was the Employment Assistance Program which DSS downsized by 90% and is now delivered out of our Gosnells office. We are working together with DSS and this program will be reviewed by them early next year.

The Alternatives to Employment Program has continued to grow and the changes there are to do with the National Disability Insurance Scheme (NDIS) and the My Way Project introduced through the Disability Services Commission. Both these models have begun their trials in two different regions in the Perth Metropolitan Area. Once the trials are completed and reviewed in three years' time, agencies will end up with one or the other or even a hybrid of the two models – time will tell. These programs will change the way we deliver services and most importantly, they will have person centred, holistic approach to service provision.

A major change and probably the most important of all is how we at SMP deal with all these changes going forward. SMP is preparing for the future and we have begun developing a Strategic Plan to map out where we are going and how we are going to get there. This process will be spread over the next year and we will be consulting with all our stakeholders, so please contribute to this process if you have the opportunity to do so, it will assist to make SMP into the best that it can be.

I would like to thank the funding bodies, the Board and staff of SMP, both past and present for your contribution to the agency over the past year and look forward to us working together in year.

Last but not least, I would also like to thank our clients, their carers and families, employers and our many supporters and sponsors for your contributions as without you there would no SMP.



FROM THE DESK OF THE CEO  
*John Green*



This year has brought many changes in the way that agencies like ourselves deliver ATE services and in the way we are structured at SMP.

Staff numbers have been reduced throughout the company but this has not affected the high level of service delivery of which I have always felt so proud.

The change in the ATE funding model (My Way and National Disability Insurance Scheme) has allowed clients to tailor the services to meet their needs and aspirations. This in turn means that SMP has become a seven day a week service, allowing clients to access evening, weekend activities and the very popular "Great Escapes and mini breaks". One of the highlights this year was the trip to Sydney and the cruise. All involved had a memorable and enjoyable experience. I would recommend that everyone watch the DVD compiled from the trip to see the fun and enthusiasm from all involved.

SMP's increased flexibility and diversification has contributed to the increase in client numbers in all three ATE service points. My thanks go to the our 3 area managers, the 11 staff at Manning Park, the 12 staff at Challenger Lodge and the 6 staff at the Gosnells office for their dedication and commitment.

The changes that have been made within Government mean that The Department of Employment and Workplace Relations is now the Department of Social Services. This does not affect SMP's remaining 3 year employment contract but a review of business share is planned for April 2015. The Employment program's performance this year has been disappointing. Our expectations regarding client numbers have not been achieved and for the clients that have joined SMP, there have been difficulties placing them in long term employment.

Changes within the team have been made to improve this challenging situation and we are now witnessing positive outcomes for our clients. This positive effect could not have been achieved without the full support and assistance of the Executive team.

This year we have welcomed new Board members but also had to farewell others. On behalf of all at SMP I would like to thank Andrew Hogan Vice-chair, Ronan Boothman (Director) and Lynn Brown (Director) for their time, support and guidance. I also like to give a special thank you to Rob Benson who has now stepped down from the Chairperson's position but remains a board member. Rob has been involved with SMP for many years and has remained a committed supporter of the disability sector.

On behalf of SMP I would like to welcome Fitz Cass as the new Chairman of the Board. I would like to give my thanks and appreciation to all the Board members, old and new. SMP would not be able to function and offer the quality service without their time, energy and expertise.

SMP continues to have a strong partnership with the Disability Services Commission. I would like to thank them for their continued support and assistance throughout the year which enables us to maintain our high standards as a service delivery. I look forward to continuing our working relationship within our new 5 year contract.

My thanks go to The Department of Social Services for their funding of SMP's employment services.

Lotterywest's support is vital to SMP. The funding they have provided has allowed SMP to upgrade facilities and modify transport vehicles. These improvements

would not have become a reality without the support of Lotterywest and I would like to offer my thanks on behalf of clients and staff.

SMP is fortunate to have many business partnerships within the community who offer ongoing assistance throughout the year. This support allows us to deliver a diverse range of activities which are so beneficial to our clients. Please accept my thanks on behalf of the staff and clients at SMP.

SMP's Executive team has maintained their professionalism and dedication throughout the year. I appreciate their support and enthusiasm they provide to myself and their teams whatever the situation or challenge. I feel confident that this team can manage the changes within the sector.

To all the staff at SMP who on a day to day basis deliver our services with commitment and passion, thank you for all you do.

To all of SMP's clients, families and friends thank you for allowing us to be part of your life. It is a privilege to work together to achieve personal goals and aspirations.

Finally I would like to congratulate all staff, board members and clients for making SMP the great organisation it is. We should all take great pride in our achievements and experiences throughout this year and look forward to Simply More Possibilities!



## FROM THE DESK OF EMPLOYMENT

# Jodie Stokes



The last 12 months has been another challenging time for SMP and the Disability Employment sector. The pressures of working within a star rating performance system whilst also maintaining the high level of client service delivery that SMP prides itself has continued to be a constant challenge. SMP Lifeskills2work has continued to grow in the East Metro region strengthening networks with employers and businesses, schools, students, disability and mental health providers. All the staff have responded extremely well to the challenges and have demonstrated such a high level of professionalism and commitment to ensure that all clients, employers, families and stakeholders receive a high quality tailored employment support service.

During the past 12 months we have seen a transition in funding bodies from the Department of Employment and Workplace Relations to The Department of Social Services. This change has not had too much of an impact on clients apart from some policy changes and assessment processes. As a provider we welcome the change in departments as it is more reflective of the service we deliver.

Another change that SMP is undergoing is the conversion to the revised Disability Service Standards. The revised National Standards for Disability Services has been culminated to six standards which are:

- Rights
- Participation and Inclusion
- Individual Outcomes
- Feedback and Complaints
- Service Access
- Service Management.

These new standards are seen as a transitional reform enabling nationally consistent quality standards to apply to the entire disability sector. They have a greater focus on person centered approaches and promote a greater level of choice and control for people with a disability. Although the standards have been reduced from twelve to six, the intent remains the same. The Department of Social Services is allowing Disability Employment Services a 12 month

transition period from 1st January 2014. Service users may identify some changes within SMP's delivery that reflect the transition to the National Standards for Disability Services which we are certified against. We endeavor to minimize as much disruption as possible to clients and will work closely with everyone who accesses SMP's services to inform and involve with the transition as much as possible.

SMP's Disability Employment Service has continued to strengthen its presence in the East Metro region by informing communities about the individualized employment support service that we offer as well as linking clients in with a wider range of support services to strengthen their networks. During the past 12 months SMP has continued to attend school expo's, provide informative pieces in a number of local newspapers and continued to strengthen partnerships with local businesses and services. Meeting with schools, families and stakeholders allows SMP to continue to identify the needs of people with a disability and develop a program that meets the needs of a very diverse client base as well as informing the wider community about services that can assist clients with achieving life goals.

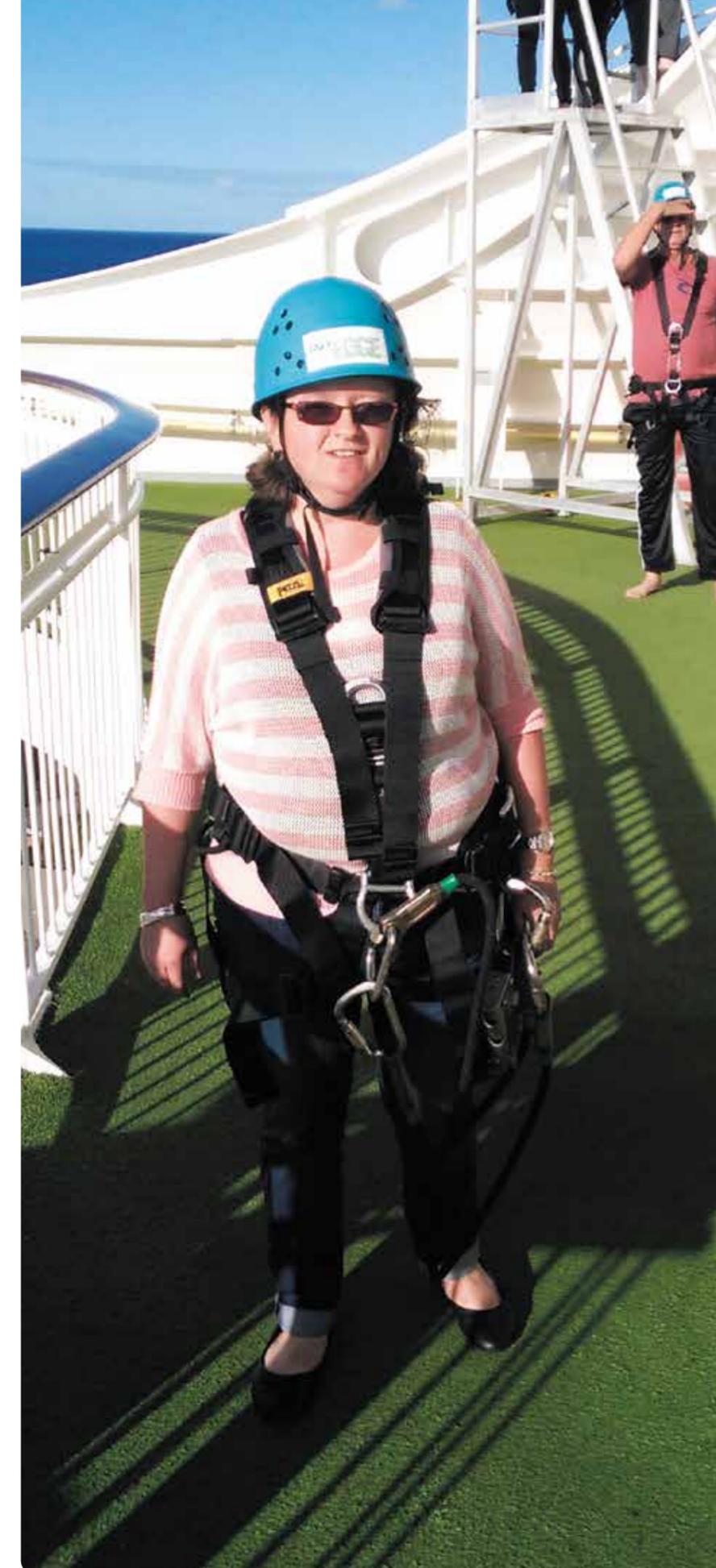
During the past 12 months, SMP has continued to assist clients to achieve many of their goals and aspirations. We have not only assisted clients into employment but also with study opportunities and volunteer placements. Some of these placements include retail positions, gardening, maintenance, library assistance, aged care facilities and volunteering at wildlife sanctuaries. SMP's dedicated and experienced employment consultant's work closely with each client to tailor a very individualized support plan to assist and empower all clients to work towards achieving their employment goals. We look forward to another year of working very closely with clients and their support networks to secure and sustain meaningful open employment.

SMP continues to hold regular skills development sessions to assist and inform

clients of matters relating to job preparation, sustaining employment, employment conditions and enhancing skills required in the workplace. These sessions are held fortnightly at the Gosnells office and all clients and their support networks are welcome to attend. All clients receive a one on one service with an employment consultant but are also given the opportunity to participate in pre-employment support in a group environment. SMP takes pride in tailoring a service that best suits the needs of clients whilst also working within our contractual obligations set out by the federal government.

The Gosnells site has continued to grow with the introduction of a third service point for the Alternatives to Employment Department which is operating from the East site. This transition has occurred very smoothly and with very little disruption to client services. Despite a reduction in SMP's employment services business share we have continued to build on the strengths of the agency and expand our services to meet the needs of people with a disability and assist them to achieve life long goals in many aspects. I would like to strongly acknowledge the wonderful work that the Alternative to Employment department carries out each day. The staff are extremely dedicated with assisting clients to increase their life skill development, enhance their natural support networks and to maximise all opportunities. The Alternative to Employment Department offers an incredible amount of support to the Employment program and the close partnership with the Community Services manager ensures that clients are receiving the highest level of quality service.

I would also like to extend my gratitude to all the employment staff who have embraced the changes and challenges that SMP has endured over the last 12 months and I look forward to continuing to work with such a wonderful team.



FROM THE DESK  
OF THE COMMUNITY SERVICES  
*Valerie Gillian*



The last 8 years being part of the SMP family has given me the opportunity to grow with all the changes, we as an agency have had to make, as we go forward into the "Brave New World" of disability reforms. I am proud to report our progress and achievements as head of the Alternatives to Employment and Post School Options Department.

SMP is now providing services to the north, south and east metropolitan areas of Perth. With this expansion we have three Area Managers that support the families, clients and staff with our delivery of service. Area Managers are based in the localities of Rockingham, Spearwood and Gosnells. Our service menu selection is dictated by you our valued customers. With the changes to the way we deliver services it opens lots of avenues for more flexibility, more staff selection and more creativity and innovation.

SMP has never been a service that believes in just opening an office for the sake of looking like we are the biggest, take your funding, only to deliver a poor service. We have invested a lot of time in developing our points of difference ;

- Our own life skills centres to deliver our services
- Employing the staff that suit your needs
- Delivering programs to seniors
- Flexible hours of programs
- Flexible hours of employment for staff
- Development of strategies to work towards continuous improvement
- Working alongside other agencies and your Local Area Coordinators for collaboration
- Listening to you the clients as to how you want your service run
- Staff development and training & progression
- Offering multiple programs that work towards outcomes

SMP leadership team are all accredited with diplomas and higher education and have had extensive years in the sector and other allied health services.

Although SMP has never been centre based as we support 80% of our client programs in the community we also have the facilities to be self sufficient to deliver the remaining 20% that require more centred. The facilities at Spearwood life skills centre and also Rockingham Challenger Lodge are supervised by skilled staff and with the purpose of every client still achieving an outcome . SMP is very transparent with all the programs it offers and some of the most popular ones over the last 12 months have been:

- Great Escapes - 30 people travelling to Sydney for three nights then a four night cruise on the Pacific Jewel .
- Volunteer Programs - supported either on a one to one basis or in a small group at places such as Australia Post, Masters, Community Kitchens and numerous aged care facilities.
- Cooking and working towards independence - getting ready to leave the nest.
- Working towards Employment – being supported to look for employment and maintain employment. And work alongside those agencies that are federally funded .

SMP also has a fee for service menu and shared management model for those parties interested in topping up services that are supported from the State body or other funding streams both State and Federal .

The brave new world is upon us and even though this is still a little confusing for families the leadership team and managers keep themselves conversant in as much knowledge they can with the implementation of MY WAY, NDIS and sector development training.

SMP is Simply More Possibilities and I would like to thank the clients and families that believe in our organisation and allow us to come into their lives everyday and share their highs and lows as we work together to create an environment of dignity and valued status.

FROM THE DESK  
OF AREA MANAGER (NORTH)  
*Jocelyn Clements*



SMP's Cockburn site has had an exciting year with our new life skills centre in Spearwood opening and being used for activities such as dance, music, playing pool, table tennis and working on craft projects.

This year we celebrated national events such as Australia Day, with our first pool party BBQ. It was a great SMP group day and being at the local community pool to cool off was a bonus!

We had our first group activity on the deck of our life skills house celebrating Valentines Day.

Our clients have been working on a raised vegetable garden, with support workers and clients successfully applying for and receiving donations of soil, plants and seeds from local businesses .

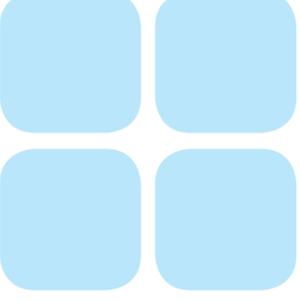
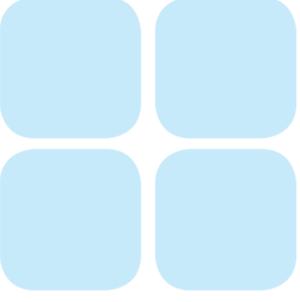
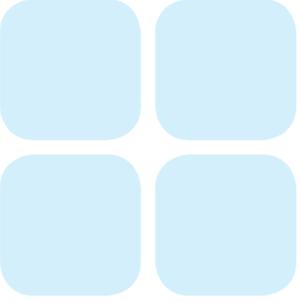
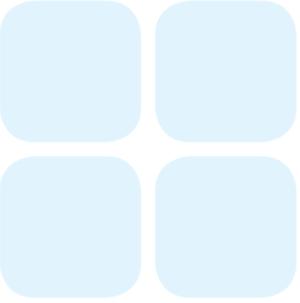
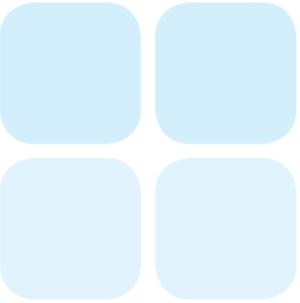
Cockburn has had some great stories come from volunteer placements this year. One client who has a goal of increasing her work ready skills is independently volunteering at a local nursing home. We have another client who assists in the Café at the Fremantle Hospital and she also volunteers at the local post office assisting with data entry and mail sorting. This is a step in the right direction for her to achieve her goal of gaining employment.

- Some highlights this year include:
- Splitting the Cockburn area to open a new Gosnells service point.
  - Working together with families in the 'MyWay' trial sites to better suit clients

- needs and individualised planning.
- Running two Great Escape trips to the Gold Coast and Sydney!
- Starting seven new clients in the SMP Cockburn area
- Hosting one university student and one TAFE student in their work experience placement.
- Developing and learning new skills on the SMP training week
- Hosting a stall at the International Day for People with Disability Celebrations in the City of Cockburn
- A day trip to Rottneest for one lucky client
- SMP polo shirts

To keep up to date with relevant changes in the sector I sit on the city of Cockburn Disability Reference Group to discuss matter of access and inclusion in the local community. I attend training such as 'Contemporary Support'. I am also completing a diploma of Management as apart of continuous improvement and professional development.

Thank you to the Cockburn clients, and their families for a great year, and thanks to the Community Support Workers, Executive Management and SMP Board of Directors, for your ongoing support. I look forward to the coming year, embracing the changes to disability services and the opportunities and challenges the new world of disability support brings with it.



FROM THE DESK  
OF AREA MANAGER (SOUTH)  
*Anitana Taipari*

SMP Rockingham lifeskills2Work supports 33 clients in activities within their local and wider communities.

Since establishing the split to SMP (South) there has been a positive increase in communication with parents/carers and clients. Staff have had the opportunity to get to know the parents better as they have had consistency working with the same clients. In consultation with clients and parents, Support Workers are creating programs that support client interests and independence and are based around community inclusiveness. Feedback from the use of communication logbooks has been a positive and beneficial approach in continuous improvements within the company.

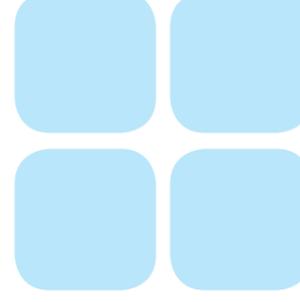
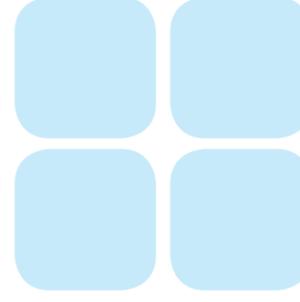
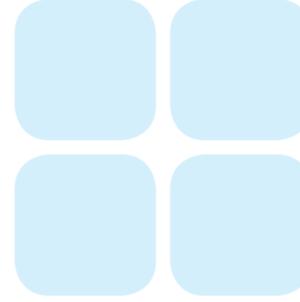
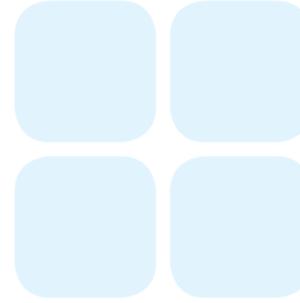
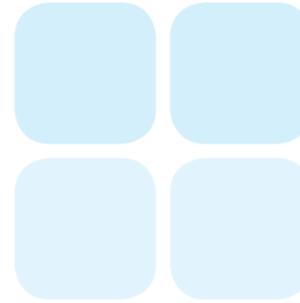
Rockingham continues to support TAFE students for work placement through Challenger TAFE. A variety of opportunities to broaden their knowledge is an invaluable experience. It is also a great opportunity for clients to network with others and to be engaged in some of their culture, skills and experiences that the students happily share.

Challenger Lodge staff and clients have access to computers and wireless laptops. Some clients have been able to produce art works, scrapbooks and have had opportunities to gain some IT learning from using these resources.

Some highlights from the year include:

- Introducing 1 new client to Rockingham site.
- Accessible toilet - change table and hoist installed at Challenger Lodge.
- SMP events at Challenger Lodge have been a highlight for many clients as they have opportunities to dress up, share lunch with other clients and staff and have some fun.
- Wheel chair bound client is now accessing swimming facilities.

Finally I would like to acknowledge clients and their families for their support and patience and also to thank our Community Support Workers for their hard work and innovative ideas.



FROM THE DESK  
OF AREA MANAGER (EAST)  
*Jodie Stokes*

SMP has recently introduced a third service point for its Alternative to Employment program. Due to growth within the program and SMP's commitment to providing an individualised program we now service our East clients from the Gosnells office. The division of sites allows SMP staff to assist clients to develop support networks within their local community.

Staff are supporting clients to access local services and programs within their area such as sporting programs, health services, craft activities as well as familiarising clients with local transport options. The transition has occurred with very little disruption and has been well received by clients, families and stakeholders.

I look forward to continuing to strengthen SMP's presence in the East region and further assisting clients to maximise opportunities in their local community and work towards achieving life long goals. I would like to extend my sincere gratitude to the staff who have embraced the expansion and have contributed greatly towards constantly maintaining such a high client service delivery and to clients and families who have also provided support to SMP and encompassed the growth.

## MANNING PARK 2

# Lifskills House "Open for Business"

In 2010, the City of Cockburn agreed to a peppercorn lease on a residential property at 83 Hamilton Road, Spearwood. The property was to be renovated and developed by SMP lifskills2work as a "Life Skills" house for the 100 plus clients that SMP service.

On the 10th November, 2011 the Premier, Hon Colin Barnett MLA, on behalf of Lotterywest approved a grant for the upgrade and refurbishment of this property. SMP lifskills2work contracted GVM Solutions to project manage the refurbishment. After many hours of hard work and community support (by way of service and equipment donations) Manning Park 2 or MP2 is open for business.

The house is to be used as a day centre, where clients can learn day to day living skills that you or I take for granted. It provides a home like, safe environment in which socialisation and friendships can be built.

MP2 is fully accessible and caters for people living with all degrees of disability. Cooking and computing can be undertaken in the house, with a music room planned for next year.

The activities shed adjacent the house is fitted out with accessible change rooms, toilets and slings, a fully functioning kitchen along with a huge activities area with pool table, table tennis and weights.



*Before and after kitchen.*



*Before and after front of the house.*

*Sponsor sign.*



*Before and after laundry.*



*Before and after shed and carpark.*

## SYDNEY

# SMP Lifeskills2work's Great Escape

On the 9<sup>th</sup> May 2014, 20 clients and 11 support workers from SMP Lifeskills2work boarded a Qantas flight bound for Sydney and the beginning of a 7 day Great Escape. This 7 day adventure is the second 'Great Escape' undertaken by SMP Lifeskills2work, the first being an adventure to the Gold Coast in May of 2013.

After arriving in Sydney it was off to a live production of the Lion King. The first two days were spent exploring Sydney city centre and its local attractions. A visit to Darling Harbour and Madam Tussauds Wax Museum, followed by visit to the Sydney Tower, the second tallest observation tower in the Southern Hemisphere. Great photo opportunities were had on a walking tour taken around the Rocks area, viewing the Harbour Bridge and the Opera House with a visit to the Sunday Markets. On Monday 12<sup>th</sup> May, 2014 it was time to board the P & O Pacific Jewel for a 4 day cruise to Morton Island.

All participants in the Great Escape Sydney were ready to experience the luxury of being fully catered for on the Pacific Jewel. The ship offered a range of activities from a zip line across top deck, climbing the aft funnel, bingo to ballroom dancing lessons. Pacific Jewel offered entertainment galore, including movies on the big screen, circus performances in the Atrium and production shows in the Marquee Theatre. During the evenings Karaoke and dancing were enjoyed by all.

All clients enjoyed themselves immensely on this Great Escape, making memories that will last a lifetime, experiencing things never before felt and travelling to places not yet visited.

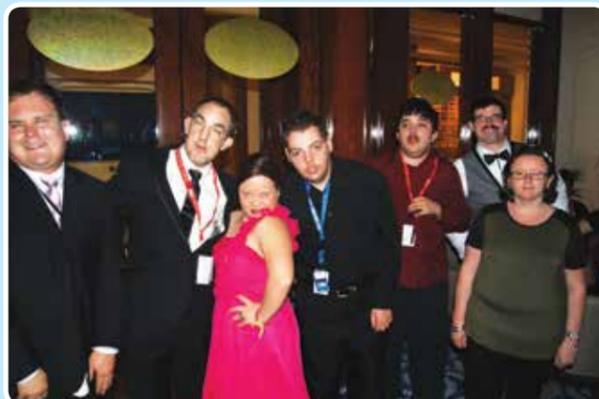
Due to the great success and definite positive outcomes of these Great Escapes, SMP is looking forward to increasing their holiday program.

*The Great Escape Team*



*Sydney Darling Harbour*

*Cocktail Evening*



*Sydney Crew*



*Girl time*



*Brenton Cruising*



*The Crew*

### Testimonial

Hi, I returned today (16/5/14) from a P&O cruise which went to Morton Island QLD from Sydney. I had the pleasure of meeting some of your staff and clients; Danielle, Alex (AJ), Tyler, amongst others. I was so impressed with the staff and clients on board. They thoroughly entertained us regularly at Karaoke most evenings and Tyler entertained us on the catamaran ride returning to the ship from the Island. Your clients had a ball and it showed and brought the best out in all of us. Well done to the staff on board helping your clients. You were all patient, professional, happy and always smiling. I wish all of you the best in the future and any future trips you have planned for your clients. Well done to all of you who arranged the trip but who did not get to go; and to the parents (and carers) who I hope also had a well earned rest back home in W.A. Kindest regards. Erica xx

## TRAINING AND DEVELOPMENT

### *Team Building*

Ongoing training and development of staff is a very important aspect of our companies' commitment to providing a quality service. Annual training days give the staff and the organisation the opportunity to up-skill and be informed of any changes in the sector which will ultimately assist them to deliver a better service and bond as a team.

On the 9<sup>th</sup> - 12<sup>th</sup> September, 2013 all operational staff and management undertook a full week of training which included:

- Manual Handling including operations of equipment, prevention of injuries.
- Diabetes and seizure training,
- Medication management and professional boundaries
- Individualised service training
- Challenging behaviours and restrictive practices
- Where is the Line: Personal and Professional Boundaries
- Effective Communication

On the last afternoon of the week, staff attended a team building afternoon at Battlezone Laser Tag. Be it great fun, team building promotes good communication with participants as team members and individuals. It increases productivity and creativity and encourages team members to become motivated to achieve goals.

### **SMP A QUALIFIED WORKFORCE**

On the 30 August, 2012, 23 staff members signed contracts with the Department of Training and Workforce Development to undertake their Certificate IV in Disabilities and 5 members of the management team signed for their Diploma of Business Management. Both certifications would take two years of part time study and it was estimated that they would be completed by 30 June, 2014. SMP lifeskills2work is proud to say that on the 30 February, 2014 two Diploma's were completed and on 30 May 2014 thirteen Community Support Workers were presented their Certificates from our training provider.

Training our staff has many benefits and has resulted in better customer service, better work safety practices and productivity

*Emergency Fire Training*



*SMP Team with Cert IV in Disabilities*



*Laser Tag*

## PERTH

### *Volunteering at Masters*

Every Wednesday, Community Support Worker, John Wilkes, assist SMP Clients, Nicholas Whittall, Rebecca Testar and Geoffery Taylor-Vernon at a volunteer work program at Masters Hardware in Baldivis.

The clients enjoy interacting with the staff of Masters and the customers who shop there.

This opportunity is also excellent for our clients. The volunteer program helps to broaden the clients networks within their local community along with increasing their skills in a number of areas.

General duties that our clients participate in are

- Pruning plants
- Stacking shelves
- Watering plants
- Setting up displays
- General cleaning



*Rebecca taking care of the plants*

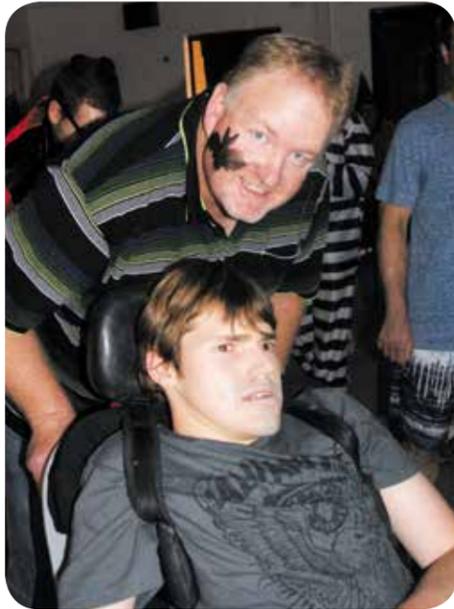
*The Masters Group from SMP*



*The SMP crew outside Masters*



# Our SMP Family....



FINANCIAL DIRECTORS' REPORT  
*John Griffiths*

The year to 30 June 2014 has proved to be another difficult year for SMP lifeskills2work, mostly due to the Employment Program.

The financial summary shows an operating deficit of \$1,240 excluding depreciation.

Including depreciation of \$260,889 the operating deficit is \$262,129. This provides a more conservative view of the organisation's operating performance as it does not assume future capital grants for replacement of assets.

This operating deficit is mainly attributable to the Department of Employment and Workplace Relations contract (now under the umbrella of Department of Social Services) not attracting the business share anticipated and not gaining employment placements for the clients in our allocated caseload. This in turn led to restructuring and further redundancies; 2 x Employment and 2 x Administration staff members.

**Financial Summary**

- Operating deficit of \$1,240 excluding depreciation.
- Operating deficit of \$262,129 including depreciation.
- Total grant income decrease from \$3,545,710 to \$2,647,547.
- Cash in the bank and on hand at the end of the 2012/2013 was \$519,346 and at the end of 2013/2014 was \$297,423
- Net assets decrease from 2012/2013 \$1,809,623 to \$1,665,487.

Action to improve the financial performance is being taken:

1. New Employment program structure and Alternatives to Employment sourcing new clients regularly
2. Appointment of accounting firm Femia & Associates to provide financial services including financial management advice and reporting.
3. Commencement of a strategic planning process to ensure alignment of SMP's objectives with available financial resources.

*Arthur John Griffiths*

**RAY WOOLLEY PTY LTD** ABN 50 036 227 287  
ACCOUNTANTS

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YANCHEP  
WA 6035

**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. (the incorporation), which comprises the committee's report, the assets and liabilities statement as at 30 June 2014, 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 Incorporation Act WA and is appropriate to meet 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 the 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 incorporation'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.

*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 2014 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 Incorporation Act WA.

*Basis of Accounting and Restriction on Distribution*

Without modifying our opinion, we draw attention to Note 1 to the financial 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 Incorporation Act WA. As a result, the financial report may not be suitable for another purpose.

Ray Woolley Pty Ltd  
Ray Woolley  
Registered Auditor No 16396  
21 August 2014

17 Russley Grove  
Yanchep  
WA 6035

**RAY WOOLLEY PTY LTD** AMN 9106 227 287  
ACCOUNTANTS

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WA 6035

**SOUTH METROPOLITAN PERSONNEL INC.**

**AUDITOR'S CERTIFICATION STATEMENT**

I hereby certify that, in my opinion, the information reported in the attached Income Statement for the year ended 30 June 2014 is based on proper accounts and present fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia, the financial transactions for the year then ended and the payments in the statement are in accordance with the terms and conditions of the Service Agreement with DEEWR.

**AUDITOR**

Signature:

Full Name:

Raymond Arthur Woolley.

Name of Organisation:

Ray Woolley Pty Ltd.

Membership:

Registered Company Auditor No: 16396

Date:

21 August 2014

**SOUTH METROPOLITAN PERSONNEL INC.**

**STATEMENT BY MEMBERS OF THE COMMITTEE**

This 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 2014 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 22 day of AUGUST 2014

**SOUTH METROPOLITAN PERSONNEL INC.  
BALANCE SHEET  
As At 30 June 2014**

	Note	2013/2014 \$	2012/2013 \$
<b>CURRENT ASSETS</b>			
Cash at Bank and in Hand	3	297,422	519,346
Receivables	4	60,725	63,630
<b>TOTAL CURRENT ASSETS</b>		<b>358,147</b>	<b>582,976</b>
<b>NON-CURRENT</b>			
Property, Plant & Equipment	5	1,677,456	1,625,824
<b>TOTAL NON-CURRENT ASSETS</b>		<b>1,677,456</b>	<b>1,625,824</b>
<b>TOTAL ASSETS</b>		<b>2,035,603</b>	<b>2,208,800</b>
<b>CURRENT LIABILITIES</b>			
Creditors & Borrowings	7	184,071	236,665
Provisions	8	133,068	127,120
<b>TOTAL CURRENT LIABILITIES</b>		<b>317,139</b>	<b>363,785</b>
<b>NON-CURRENT LIABILITIES</b>			
Provisions	8	52,977	35,392
<b>TOTAL CURRENT LIABILITIES</b>		<b>52,977</b>	<b>35,392</b>
<b>TOTAL LIABILITIES</b>		<b>370,116</b>	<b>399,177</b>
<b>NET ASSETS</b>		<b>1,665,487</b>	<b>1,809,623</b>
<b>MEMBERS' EQUITY</b>			
Retained Profits	9	1,665,487	1,809,623
<b>TOTAL MEMBERS' EQUITY</b>		<b>1,665,487</b>	<b>1,809,623</b>

**SOUTH METROPOLITAN PERSONNEL INC.  
STATEMENT OF CHANGES IN EQUITY  
For The Year Ended 30 June 2014**

	Note	Retained Earnings \$	Asset Maintenance Reserve \$	Total \$
Opening Balance at 1st July 2012	11	1,693,307	0	1,693,307
Operating Profit (Loss) for the year		116,316	0	116,316
Transfers to/(from) reserves		0	0	0
<b>Balance at 30 June 2013</b>		<b>1,809,623</b>	<b>0</b>	<b>1,809,623</b>
Operating Profit (Loss) for the Year		(144,623)	0	(144,136)
Transfers to/(from) reserves		(265,747)	265,747	0
<b>Balance at 30 June 2014</b>		<b>1,399,740</b>	<b>265,747</b>	<b>1,665,487</b>

**SOUTH METROPOLITAN PERSONNEL INC.  
PROFIT AND LOSS STATEMENT  
For The Year Ended 30 June 2014**

	2013/2014 \$	2012/2013 \$
<b>INCOME</b>		
Income - Operational Grants (Recurrent)		
Department or Education, Employment and Workplace Relations	216,115	1,319,794
Disability Services Commission	2,398,168	2,216,514
Lotterywest	33,264	9,402
<b>Total Income - Operational Grants (Recurrent)</b>	<b>2,647,547</b>	<b>3,545,710</b>
Income- Other		
Transport Levy Vouchers	48,544	52,202
Vehicle Usage Fees	55,501	74,986
Other Fees and Charges (Salary Sacrifice Fees, Workers Comp)	39,913	33,404
Fee for Service	50,337	24,524
Donations	2,480	0
Interest Received	4,770	10,407
Profit (Loss) on Sale of Motor Vehicles	(39,570)	69,192
<b>Total Income - Other</b>	<b>161,976</b>	<b>264,715</b>
<b>Total Income</b>	<b>2,809,523</b>	<b>3,810,425</b>
<b>EXPENDITURE</b>		
<b>Operating Expenditure</b>		
Staffing Costs	2,126,134	2,821,854
Vehicle Running Expenses	332,926	507,463
Accounting and Payroll Fees	18,000	5,475
Administration and Office Expenses	119,618	311,689
Audit Fee, General and QA	11,382	10,480
Contracting	0	41,177
HR Consultants	32,868	0
Marketing Expenses	1,032	48,195
Membership	8,652	6,438
Rent Expense	38,482	0
Renovations of Premises	12,665	41,641
Insurance	26,520	1,938
Program Expenses	77,400	0
Sundry expenses	5,084	5,725
Wages Subsidies Paid	0	18,091
<b>Total Operating Expenditure</b>	<b>2,810,762</b>	<b>3,820,166</b>
<b>Operating Surplus /( Deficit) Before Depreciation and Amortisation</b>	<b>(1,240)</b>	<b>(9,741)</b>
Depreciation and Amortisation	260,889	271,053
<b>Operating Surplus/(Deficit) after Depreciation</b>	<b>(262,129)</b>	<b>(280,794)</b>
<b>ADD: Capital Grants Non-Recurrent</b>		
Disability Services Commission	117,993	139,118
Lotterywest	0	257,992
<b>Total Surplus/(Deficit) for the Year</b>	<b>(144,136)</b>	<b>116,316</b>

For The Year Ended 30 June 2014

**SOUTH METROPOLITAN PERSONNEL INC.  
NOTES TO AND FORMING PART OF THE ACCOUNTS  
For The Year Ended 30 June 2014**

**STATEMENT OF CASH FLOWS**

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	<b>2013/2014</b>	<b>2012/2013</b>
	\$	\$
<b>Grants Received</b>		
Dept. Education, Employment and Workplace Relations	216,115	1,319,794
Disability Services Commission	2,398,168	2,251,705
Lotterywest and Training Grants	33,264	9,402
<b>Total Grants Received</b>	<b>2,647,547</b>	<b>3,580,901</b>
<b>Other Income Received</b>		
Transport Levy Vouchers	48,544	52,202
Interest Received	4,770	10,407
Receipts from Trade Customers and Clients	50,337	24,524
Receipts from Vehicle Usage Fees	55,501	74,986
Donations	2,480	-
Other Income	39,913	101,626
<b>Total Income Received</b>	<b>2,849,092</b>	<b>3,844,646</b>
<b>Expenses Paid</b>		
Staff Salaries and Associated Costs	(2,102,601)	(2,880,830)
Vehicle Running Costs	(332,926)	(507,463)
Marketing Costs	(1,032)	(48,195)
Administration and Office Costs	(181,869)	(317,164)
Sundry Costs Including GST Remitted to ATO	(218,491)	(146,583)
<b>Total Expenditure</b>	<b>(2,836,918)</b>	<b>(3,900,235)</b>
<b>Net Cash Provided by Operating Activities</b>	<b>12,174</b>	<b>(55,589)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Receipts from Sale of Motor Vehicles , Plant & Equipment	598,687	987,021
Payment for Motor Vehicles , Plant & Equipment	(950,778)	(1,217,490)
Disability Services Commission - Capital Grants	117,993	361,919
<b>Net Cash Used In Investing Activities</b>	<b>(234,097)</b>	<b>131,450</b>
<b>Net Increase In Cash and Cash Equivalents</b>	<b>(221,923)</b>	<b>75,861</b>
<b>Cash at Beginning of Financial Year</b>	<b>519,346</b>	<b>443,485</b>
<b>Cash at End of Financial Year</b>	<b>297,423</b>	<b>519,346</b>

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

This 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 following Associations Incorporations Act of Western Australia and the following Australian Accounting Standards :

AASB 112	Accounting for Income Tax
AASB 1031	Materiality
AASB 110	Events After the Balance Sheet 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 accounting changing money values or, except where 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 the 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 2014

**Note 2. SUPPERANNUATION 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 2012/2013 was 9.25% of gross salary.

**Note 3. CASH AT BANK AND IN HAND**

	2013/2014	2012/2013
	\$	\$
Cash at Bank - National Australia Bank	172,371	305,036
Cash at Bank - NAB Contracting	-	8,336
Cash at Bank - Bankwest	6,431	-
Cash at Bank - Nulsen/SMP CTB Account	16,450	203,824
Term Deposit	100,000	-
Petty Cash	2,170	2,150
<b>Total Cash at Bank and in Hand</b>	<b>297,422</b>	<b>519,346</b>

**Note 4. RECEIVABLES**

	2013/2014	2012/2013
	\$	\$
Trade Debtors	46,262	43,257
Accrued Income and Prepayments	14,463	20,373
<b>Total Receivables</b>	<b>60,725</b>	<b>63,630</b>

**Note 5. PROPERTY, PLANT AND EQUIPMENT**

	2013/2014	2012/2013
Motor Vehicles at cost	1,149,874	926,219
Less: Accumulated Depreciation	(201,760)	(135,031)
<b>Motor Vehicles less depreciation</b>	<b>948,115</b>	<b>791,188</b>
Computer Equipment at cost	444,755	438,856
Less: Accumulated Depreciation	(288,984)	(188,326)
<b>Computer Equipment less depreciation</b>	<b>155,771</b>	<b>250,530</b>
Furniture and Fittings at cost	60,107	60,107
Less: Accumulated Depreciation	(25,599)	(19,589)
<b>Furniture and fittings less depreciation</b>	<b>34,508</b>	<b>40,519</b>
Other Equipment at cost	110,536	103,158
Less: Accumulated Depreciation	(89,575)	(69,331)
<b>Other Equipment less depreciation</b>	<b>20,961</b>	<b>33,827</b>
Lease Improvements at cost	575,058	543,671
Less: Accumulated Depreciation	(56,957)	(33,911)
Lease Improvements less depreciation	518,102	509,760
<b>Total Fixed Assets</b>	<b>1,677,456</b>	<b>1,625,824</b>

**Note 6. ECONOMIC DEPENDENCY**

South Metropolitan Personnel Inc received significant grants from 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 2014

**Note 7. CREDITORS AND BORROWINGS**

	2013/2014	2012/2013
	\$	\$
<b>Current</b>		
<b>Unsecured:</b>		
Trade Creditors and Accruals	73,074	125,268
Income received in advance	-	-
Other Creditors (Including GST owed to ATO)	110,997	111,397
<b>Total Unsecured</b>	<b>184,071</b>	<b>236,665</b>
<b>Total Current Creditors and Borrowings</b>	<b>184,071</b>	<b>236,665</b>

**Note 8. PROVISIONS**

	2013/2014	2012/2013
	\$	\$
<b>Current</b>		
Long Service Leave	15,490	38,186
Annual Leave	117,578	88,934
<b>Total Current Provisions</b>	<b>133,068</b>	<b>127,120</b>
<b>Non-Current</b>		
Long Service Leave	52,977	35,392
<b>Total Non-Current Provisions</b>	<b>52,977</b>	<b>35,392</b>

**Note 9. RETAINED PROFITS**

	2013/2014	2012/2013
	\$	\$
Opening Balance	1,809,623	1,693,307
Retained Profit for the Year	144,136	116,316
<b>Closing Balance</b>	<b>1,665,487</b>	<b>1,809,623</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 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.

**Note 11. RECONCILIATION OF NET SURPLUS FOR THE YEAR TO NET CASH FLOWS FROM OPERATING ACTIVITIES**

	2013/2014	2012/2013
	\$	\$
Surplus/(Deficit) from Ordinary Activities	(144,136)	116,316
Profit on Disposal of Non-Current Assets	39,570	(69,192)
Capital Funding	(117,993)	(361,919)
Depreciation and Amortisation Expense	260,889	271,053
Changes in Net Assets and Liabilities		
(Increase)/Decrease in Current Receivables	2,905	31,715
Increase/(Decrease) in Current Payables	(52,593)	15,414
Increase/(Decrease) in Provisions	23,533	(58,976)
<b>Net Cash Provided by Operating Activities</b>	<b>12,174</b>	<b>(55,589)</b>



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