

# ANNUAL 2016 REPORT SMP lifeskills2work





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Your Quality of Life  
is our **Purpose**.  
Your Goals are  
our **Objective**.

We are a not for profit, incorporated association and have been providing quality services to people living with disability in the southern metropolitan regions of Perth since December 1994.

Our services assist people with disability to achieve their personal life goals by facilitating greater access to the community and the development of their life, work and independent living skills.

For over 21 years we have looked beyond a person's limitations to see and understand their individual abilities and aspirations. Our individualised approach has enabled us to provide supports by which our clients have developed their independence, become work ready, learned to communicate effectively and develop a network of friends.

## Vision

Simply More Possibilities.

## Mission

Assisting people with disability to achieve their personal goals.

## Values

Our personal and professional values

- Choice and possibility
- Diversity and equality
- Caring, personal and respectful
- Responsive and collaborative
- Optimism and encouragement







# BOARD OF DIRECTORS

Fitz Cass	Chairperson 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
Dean Blanchard	Director
Phil Illingworth	Director
Frances Parnell	Director
Jo-anne Di Filippo	Director

# MANAGEMENT AND ADMINISTRATION TEAM

Valerie Gillian	Acting Chief Executive Officer
Anitana Taipar	Acting Community Services Manager
Jenni Rubery	Executive Services Manager
Jocelyn Clements	Area Manager East
Joanne Connell	Acting Area Manager South / Transition Officer
Nicholas Browne	Area Manager West
Johanna Cook	Business Development Officer / WHS

# SENIOR COMMUNITY SUPPORT WORKERS

# COMMUNITY SUPPORT WORKERS

Henrikke Evans  
John Wilkes  
Fiona Christensen

East  
South (Acting)  
West

Josh Moses  
Karelina Ngor  
Gillian Alvisse  
Adrian Walker  
Jazzmin Kenny  
Sarah Campbell  
Dylan Headley  
Clare Edwards  
Helen Jansuk  
Radjni Bala  
Cindy Staines  
Benjamin Steel  
Cindy Plank  
Danielle Bennett  
Gary Pittman  
Jade Liddell  
Petrice Mita  
Sam Teo  
Jaclyn Hastie  
Bonnie Galant  
Rangipaki Wainohu  
Krystal Rawlings  
Tracey Akubuiro  
Joanne Munday

Amanda Randall  
Tony Ross  
Narelle Christensen  
Leanne Skewes  
Rachel Liddle  
Ruth Syron  
Ruth Balnaves  
Angela Scerri  
Tina Leslie  
Ujwala Sharma  
Teejay Scott  
Joseph Mabiuro  
Ben Perks  
Youle Beatty  
Seva Chan  
Joanne Shearer  
Martin Phillips  
Ujowal Bhattarai  
Pritina Shrestha  
Megan Anderson  
Kate Miroseovich  
Remy Nadal

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## From the Desk of the **CHAIRPERSON**



The last year has been quite tumultuous both for SMP and the broader industry, however I feel the board and SMP as an organisation are rising to the challenge.

Mr. John Green tendered his resignation as CEO in April which the board accepted. John was employed at SMP for over twenty years and had been the CEO for the past eight years. Valerie Gillian has been the acting CEO since John's resignation. The recruitment process for a new CEO is well underway and we hope to announce the appointment of the successful applicant in due course.

The WA NDIS trial has been extended to the 30 June 2017. In some ways this is a good outcome as it provided the industry an extra year to prepare. We are still unsure at this stage what funding model we will end up with, the options are the NDIS (Federal), WA NDIS or a hybrid of the two models.

Our Strategic Plan has been ratified by the Board and you can see the "plan on a page" further in the annual report. This is the roadmap SMP will follow into the future. Whilst we now have a plan that alone does not ensure success, we as an organisation have challenges and much more work ahead of us to simply survive let alone thrive in what is becoming a highly competitive environment.

The past year has also seen some changes to the Board, we have welcomed four new Board members and John Griffiths our treasurer has retired after giving more than ten years of loyal service to SMP, I would like to thank John for his contribution to this organisation especially through the difficult times.

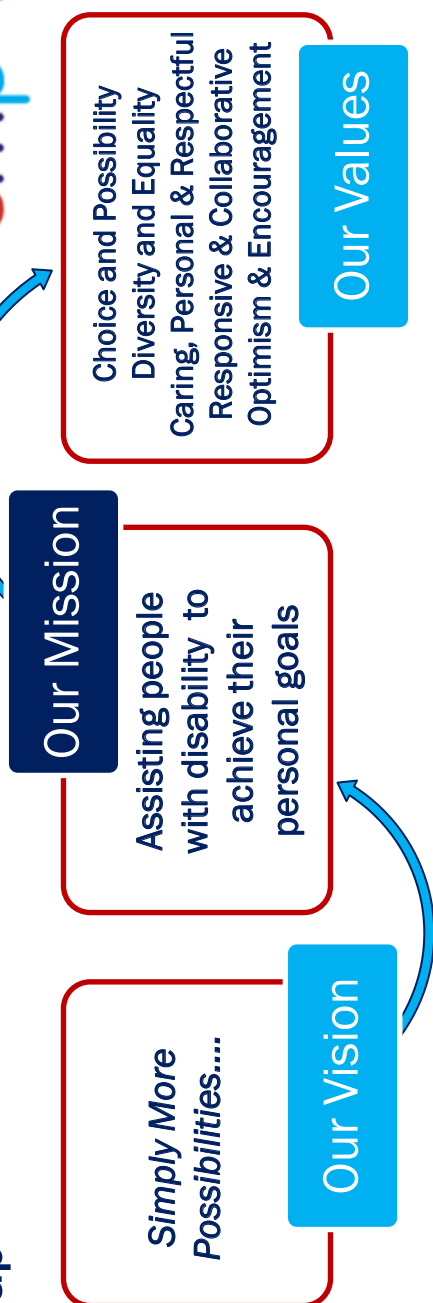
Finally, I would like to thank our funding body, the Disability Services Commission, the Lotteries Commission, my fellow Board Members and last but not least,

the SMP staff and volunteers for your contribution throughout the past year. It is your ongoing support and assistance which enables us to deliver quality programs to the people we work with.

**Fitz Cass**



# Strategic Direction 2015 – 2018 Strategy Map



## Strategic Focus Areas



## Strategic Objectives



*SMP Lifeskills 2 work measures success through a Balanced Score Card Approach developed around a set of measures designed to meet our overall Objectives*

# From the Desk of the Acting CEO



This is my first annual general report as Acting Chief Executive Officer of SMP lifeskills2work. I am pleased to report on the opportunities we have embraced and the advances we made this year.

SMP has been operating for over 21 years and I am proud to be a part of an organisation with such a rich history and which continually satisfies strategic outcomes, our stakeholders and most importantly our valued service recipients. Thanks to our inspired, hard working team we are in an exciting time. Across the years we have extended and grown every aspect of our service delivery model, which has greatly increased our clients' socio-emotional wellbeing, and our fiscal outlook.

Over the last 12 months SMP has welcomed and embraced opportunities for innovation brought on by the new approach for individualised planning. The future planning approach has allowed us to further assist people with a disability, their families and carers to consider how we can continually provide our

clients with high quality, flexible and individualised services.

With this in mind and working within WA NDIS (formerly WA NDIS My Way) service framework, the strategic areas for our service delivery now focus on supporting our clients and the growth of the organisation by ensuring:

- Flexible and Adaptive Service Delivery
- Responsible Service Growth
- Optimum Stakeholder Engagement
- Defining our Brand
- Sustainable Service Excellence

Currently, these have been demonstrated by:

- An increase in the amount of services provided outside traditional operating hours;
- Diversifying our target group to include school students aged as young as 16 years, seniors living

with first stage dementia and people living with psychosocial disabilities; and

- Upskilling our employees to correspond with changing client needs.

While the year has been successful for SMP, we have faced some challenges due to our organisational growth and diversification, and the new competitors which have entered the market to expand their service models. SMP has addressed the challenges through our commitment to continuous improvement. We will continue on track to be a leader in the industry in both quality and innovation.

SMP prides itself on shaping our services to build and satisfy clients' support needs, encouraging friendships and community engagement. We consider the individual with a disability to be central to all processes related to their services and to be an integral part of the development and implementation of all service delivery

plans related to their life.

The quality of SMP's services was evidently clear in the Quality Evaluation Report completed in April this year by an external Disability Services Commission evaluator. SMP not only satisfied all National Standards for Disability Services but received commendation for demonstrating service excellence. The outcomes of this evaluation are testament to our devoted Community Support Workers, Senior Community Support Workers, management and administration team. The outcomes are also testament of our innovative programs and our strong partnerships with local councils, schools and other community organisations.

We have developed new programs to better support students with disability to transition from school and become work ready. Our Transition program allows us to begin engaging the students in their school environment and share their transition into adulthood. This enables a smoother transition by encouraging character building, developing rapport

between the support worker and student as well as providing a deeper understanding of their goals, abilities and needs. These programs are led by our dedicated Transitions Officer who liaises with schools, parents and employment networks whilst working to guide and mentor each individual on their journey to being ready for paid employment or volunteering.

By proudly and effectively working alongside aged care providers, we have been able to provide our seniors living with disability meaningful support and services which assist them to learn new skills, continually master their current skillset and increase social interaction which leads to them enjoying a higher quality of life overall. The success of our program is indicative of our ability to adapt to the changing needs of our clients in their Golden Years.

Our Great Escape programs continue to be popular and fulfil a dream for many of our clients that have never been on a holiday. The feedback from each Great Escape remains very encouraging with all staff and clients

considering the program to offer positive and rewarding experiences.

I would like to take this opportunity to thank the Disability Services Commission. Their ongoing support and funding enables SMP to continue making a difference to our clients and the community.

I would like to thank the SMP Board of Directors for their strategic governance and commitment to the organisation.

I would also like to thank the wonderful staff and management who continue fighting the good fight with their professionalism and instilling confidence by adopting best practice approaches to everything they do.

And of course our most important people: the clients, their families and other advocates that welcome us into their lives and enable us to provide

Simply More Possibilities.

**Valerie Gillian**

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# From the Desk of the Acting Community Services Manager



Being part of the SMP community over the past year has given me the opportunity to grow with all the changes in our organisation and industry. This has enabled me to provide more operational support to the Acting Chief Executive Officer with strategic management and day-to-day operations whilst developing strategies to foster continuous improvement.

SMP's three service locations, Rockingham, Spearwood and Gosnells have continued to thrive and grow under the guidance of their Area Managers. SMP has introduced Senior Community Support Workers to assist each Area Manager and increase support to our clients, their families and our staff which has enabled us to maintain a high quality, flexible service. It has been great to witness our staff taking on increased responsibilities and excelling in their roles.

Our flexibility to provide a range of programs has been one of our strengths. Across the organisation we have diversified the programs we offer to remain responsive to the changing goals, interests and needs of our clients. We have continued to offer Simply More Possibilities through

- Changing the way we deliver our services – we have increased flexibility in hours of service delivery and have introduced more creative and innovative programs;
- Improving the way we employ staff – we have offered more flexible employment contracts to suit clients' preferred hours of service and have employed specialist staff to support client's care needs;
- Continuing our commitment to developing our existing workforce - staff and management have been

able to attend relevant training to equip them to provide best practice support to clients;

- Increasing services to seniors living with disability – we held our first Golden Years Great Escape for our seniors which was a success and look forward to providing this holiday to our seniors again in 2017.
- Working collaboratively with all of our stakeholders including other service providers and your Local Coordinators.

SMP's other key assets are our Lifeskills Hub in Spearwood, Manning Park 1 and our facilities in Challenger Lodge. With the diversification of our services we have seen many new programs be delivered at our central locations. The activities are most often run in partnership with other community organisations which



has really transformed our properties into buzzing hubs. On any given day there is variety of activities happening for example, if you were to visit our Lifeskills Hub on a Monday you would likely meet some volunteers attending to the vegetable gardens, a group of clients learning to play in a band, and perhaps someone learning computer skills or cooking up a delicious lunch.

In the last 12 months we saw the introduction of WA NDIS (formerly WA NDIS My Way) to the local government areas of Cockburn and Kwinana. The introduction of the trial meant many of our clients needed to transition to the new planning and funding model. Through the qualifications and experience of our management team we successfully assisted our clients to transition smoothly and without disruption to their existing services. The trial has increased opportunities for our clients by enabling them to engage

in a greater variety of activities, how and when it suits them. As the trial has continued, SMP management has remained abreast of changes by fostering close relationships with our stakeholders and by attending sector development training.

Largely due to the changes that have flowed from WA NDIS, we have seen a change amongst our young school leavers in regards to the goals, outcomes and future planning they see for themselves. However this has been an opportunity as we have been able to assist more greatly in their life decisions and finding their vision. Working towards employment, volunteering, social and personal independence have been the most popular pathways for our school leavers.

I look forward to seeing how our services continue developing over the coming year particularly in regards to

the upcoming expansion of WA NDIS into the local government areas of Armadale, Serpentine/Jarrahdale and Murray and the subsequent state-wide NDIS roll out!

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.

**Anitana Taipari**



From the Desk of  
the Area Manager  
(South)

**Joanne  
Connell**

In the South Area, SMP Lifeskills2work supports 35 clients to achieve their individual life goals by engaging in activities within their local and wider communities. Through innovative and inspiring programs, clients are able to work towards achieving individual goals, whilst being involved in activities of personal interest. Some highlights from the year include;

- Securing new volunteer positions in the Mandurah and Rockingham areas for clients that are working towards independent living and work readiness;
- Attending the City of Mandurah's inaugural ball for International Day of People with Disability;
- An increase in opportunities for clients to facilitate and showcase acquired skills with SMP's High Tea, of which were delivered at:
  - City of Rockingham's International Day of People with Disability celebrations,
  - City of Mandurah's Seniors Week celebrations and Access,

Participation and Inclusion Launch.

It has been a pleasure to see our community partnerships, new and existing, strengthen and grow. This has provided our client's greater opportunities to develop their personal independence, work ready skills and be proactive with community inclusion. Through these partnerships, opportunities have arisen for us to collaborate more closely with businesses, Local Coordinators, service providers and both Rockingham and Mandurah councils.

Since the introduction of WA NDIS (formerly known as WA NDIS My Way) to Cockburn and Kwinana on 1st of July 2015, we have assisted our clients living in Kwinana to transition to this planning and funding model. This model has given clients greater flexibility in choice for hours in which they wish to be supported. Due to the trial we have also welcomed on board new clients and support workers, whom look forward to continue

working closely together to achieve individual goals.

I would like to extend my sincere gratitude to my Acting Senior Support Worker, John Wilkes. John has diligently worked alongside me in successfully managing challenging time constraints and has excelled in taking on higher duties.

I would like to thank all our hardworking Community Support Workers whom have contributed greatly to consistently maintaining and delivering a high quality of service to all our SMP clients.

I would like to acknowledge the Board of Directors, Executive Management team and my Area Manager colleagues for your support and encouragement. To our SMP clients and families, your support and patience has been indebted. "Thank You".



## SOUTH STORY

Aaron Enriquez decided it was time for him to find his own residence as his parents wanted to move back to Nungarin. Aaron did not want to move back to the country and asked his support worker, Sam if she could help him find a house to rent.

"We started by searching realestate.com.au to get an idea of what Aaron could afford and to decide what area he wanted to rent a house in. Aaron plays football for the Warnbro Swans special needs team and he wanted to still be able to play football and get to football training independently, so it was important for Aaron to be close to public transport. Aaron also had to pay rent on his own so he needed an affordable rental so he still had money to pay bills and enjoy the things he likes to do.

On 14th July we went to Opening Doors, which helps people to move into rental properties and lends the bond required plus 2 weeks rent in advance. Aaron was approved on the same day which meant we could start applying for rentals.

Aaron and I went to view a 2 bedroom unit near Palm on 21st July. Aaron really liked the unit; it was in his budget, close to the beach, the bus was only 200mtrs from the property and the local supermarket was in walking distance. Aaron was keen to apply so we took an application form and went back to the office to fill out the application.

I helped Aaron with all the paperwork and gathered all the documents Aaron needed for his application. At 4pm that afternoon the Real Estate Agent let me know that Aaron had been approved for the property.

On 1st August I drove Aaron to the Real Estate Agent to sign his contract and to pick up his keys for his new home. Aaron was very excited and so happy to be able to live independently."

Since moving in to his rental property Aaron and his Community Support Worker have been busy drawing up a budget and a cleaning schedule to help Aaron stay on top of his bills and to keep his unit clean.



From the Desk of  
the Area Manager  
(East)

## Jocelyn Clements

SMP's East Area has had a wonderful year, welcoming 10 new clients. This year we have been working with all clients to set and work towards their individual goals. The WA NDIS trial has brought with it many exciting opportunities, with a particular focus on what a good life is for each individual and how we can achieve it. We have had many success stories from clients forming new friendships to clients learning a new skill such as how to set up and use an email account.

Some highlights from the year include:

- Developing and learning new skills during the SMP Training Week 2016,
- Our first seniors Great Escape to Mandurah,
- Offering new services, such as weekend and after hours services,
- Working with allied health teams to deliver the best services for our clients,

- Utilizing staff talents to run exciting new programs such as the ever-so-popular Fitness Kicks, and more, and
- Of course the annual trip to the Royal Show!

I have stayed up to date with the many changes in the industry by sitting on the National Disability Services (NDS) Access and Inclusion committee, as well as local government council committees, specifically in South Perth, Belmont and Armadale.

Thank you to the Gosnells clients and their families for a great year. Thanks to the Community Support Workers for your teamwork and dedication. You all work together to positively impact the lives of people with disability in the eastern suburbs while maintaining the high standard of service SMP prides itself on. Thanks to Senior Community Support Worker, Henrikke Evans, for the amazing job you do. Thanks to Executive

Management and SMP Board of Directors for your support.

I look forward to seeing clients proudly achieve their goals whether it be building on lifeskills, connecting and contributing to the local community or building relationships with friends and family.

The East Area certainly has a busy and exciting year ahead!





## EDUCATION ACHIEVEMENTS FOR THE GOSNELLS AREA

This year has been a good year educationally for some of our clients. We've seen three Gosnells clients achieve their goals and pursuing their dreams by sustaining their studies, with some in the midst of study and taking it in full stride, others successfully completing their courses.

Samuel Linnegar, a recent school leaver is studying hard to achieve his dream of attaining a job in information technology by starting studies at South Metropolitan TAFE, Thornlie Campus. Sam is independently attending class and studying a Cert. II in Information Technology. Sam says he enjoys TAFE and learning about his favourite topic which is technology. Sam thrives in figuring out how technology works and is encouraged and supported by SMP to have ample opportunities to utilise his skills.

Sam Cole is in her second year at Curtin University and is studying a Bachelor of Social Work. She says there is a lot of studying involved, assignments and exams but continues

to be dedicated to attaining the degree so she has the opportunity to be in the field that she can't wait to be in, working as a Social Worker. Sam has been on a real journey already completing a Diploma in Community Services, being employed with DAYS - Drug and Alcohol Youth Service, with Mission Australia as a Youth Worker and now in the process of earning her degree. SMP has joined Sam on her journey since she left school as requested by Sam to support her to reach her goals and dreams.

Paige Atkinson achieved many of her goals this year with SMP. She completed her Certificate II in Animal Studies and really kicked off a successful career in modelling. This year she independently travelled overseas to South Korea for a 3 month modelling contract. Within the two years Paige was with us, SMP saw Paige become confident and even more independent in taking responsibility for herself and learning safe boundaries and the social skills to approach all the ventures she undertook in this chapter of her life.



From the Desk of  
the Area Manager  
(West)

## Nicholas Browne

The West Area has had a thriving year filled with new programs and individualised services. We welcomed new clients wishing to achieve a variety of goals on their journeys towards their life plans. We pioneered the transition to WA NDIS (formerly WA NDIS My Way) and introduced new programs to our Lifeskills Hub.

We have had some fantastic new group programs take off this year which promote friendship, social inclusion and a great sense of community. Some highlights have been Rhythm Fix Drumming Circle, Music Rocks Australia and the ever popular Friday social club. Many clients have been creating scrapbooks and personal journals of their time with SMP and some of the activities they do at home and in the community. The clients look forward to taking the finished scrapbooks home at the end of the year to show their family, friends and support networks.

One of the most popular activities across all our clients' programs has been volunteering. Our clients have seen many benefits from volunteering such as community connectedness, development of employability and communication skills, and social inclusion. All the

volunteers are supported by SMP's dedicated Community Support Workers who have assisted the clients find suitable workplaces. Our clients are volunteering at local retail stores, libraries, conservation and land management businesses and many more.

The greatest achievement for this year was brought on by the official launch of WA NDIS in Cockburn and Kwinana. As the West Area supports many individuals with disability living in Cockburn, our area played a big role in introducing this new model of service delivery within the organisation. The transition has seen lots of new faces, diverse new support workers and new programs come to the West Area.

Over the last 12 months we have worked tirelessly to stay up to date with all the relevant changes to the industry, especially around creating individual plans and assisting clients and families navigate their way through the transition to the new planning and funding model. The WA NDIS trial has provided a vast range of opportunities for both clients and SMP to broaden services and tailor plans to assist the individual to have a great life.

The West Area has a diverse and talented team of Community Support Workers and I would like to thank them all for providing such a high quality service to all our clients, their enthusiasm and caring approach.

Thank you to all the clients, their families and carers, our volunteers and Local Coordinators for everything you have done to make this year fun, safe and successful.

Thank you to our Board of Directors and executive management team for all your support.

I look forward to the next chapter in the industry and working with everyone to create a great life for everyone who chooses SMP to be a part of their life journey.



## WEST STORY

Here at SMP we pride ourselves on being able to offer individualised programs to our clients as well as individual services for specialised funded holiday programs. Naomi Perry had one such holiday in mind and was so excited to visit the set of her favourite TV show 'Home and Away' whilst holidaying in Sydney. Naomi was accompanied by her Community Support Worker, Amanda Randle.

Naomi began her 5-day holiday by checking into Rendezvous Hotel Sydney, going for a visit to Taronga Zoo, and enjoying some free time to explore the local sights. The next day was clearly the highlight of the whole trip; a tour of the Home and Away set. It was obviously one

of those 'meant to be' bookings as Naomi was greeted by some of the characters on the set. Much to the delight and extreme excitement of Naomi, there was plenty of opportunity for photos to be taken with the cast and to have conversations with the cast members.

The rest of the holiday was spent taking relaxing strolls through Sydney's shopping districts, going on a City Tour, visiting China Town and Darling Harbour.

We are so pleased that we could be a part of such an amazing, personal and memorable holiday.



## TRANSITION: EMPOWERING EMPLOYABILITY.

This year SMP had the opportunity to connect with National Disability Services (NDS) at a networking forum called Ticket to Work. The 'Ticket to Work' network, run by Peter Darch and NDS was an initiative designed to engage people with a disability to think about their future; what does it look like, where are they heading, and what is their end goal. Emphasis was placed on individuals working towards a future where they can have a career that is fulfilling and sustainable, not just a job with a wage.

This was the origin of SMP's Transition Program. We found that there was a high demand for clients wanting to upskill for their future careers. SMP has always been client goal focused. Empowering and upskilling clients to achieve their goals has always been done by default. SMP created a culture that has a holistic, all encompassing view on an individual's future.

Our Transition program uses principles adapted from "Core Skills for Work Developmental Framework" in conjunction with the "Employability Skills Framework" developed by the Australian Government- Department of Education and Training. Workbooks are designed to be achievable with fundamental

generic skills and attributes being practised and modelled. Transition workbooks encompass work ready skills that can be taught, learned, observed, and measured.

Through SMP's Transition Program individuals can learn work ready skills through a variety of methods and at their own pace. SMP staff will support our clients through higher education courses, online training, volunteer positions and open employment support. SMP staff are able to support clients' business enterprises, harnessing their unique ability to create a sustainable small business.

With the WA NDIS extension and expansion, students across the metropolitan area are being encouraged to think about the big picture. High school students are getting opportunities to engage with after school supports from disability service organisations to build upon community networking, which will create a smoother transition for when school is no longer an option. Local Coordinators and Management at SMP are working on individual plans to create a holistic plan that shows clear pathways to a happy sustainable and meaningful future for each client.





## Financial Director's Report

# John Griffiths

The year ended 30 June 2016 has been one of financial consolidation for SMP.

The overall operating result is a net surplus of \$47,710.

This is due to the focus on growth of the Alternative to Employment programs programs and sound management of SMP's resources.

The slight reduction in revenue compared with 2015 is due to the cessation of employment funding and also some retrospective adjustments in 2015.

After allowing for cash advances and commitments SMP has a net cash position of \$719,640 at 30 June 2016. This provides a reasonable "buffer" for any unplanned future changes which may affect SMP from government policies including the rollout of the NIDS /Myway initiatives and inter sector competition ,etc. It also provides opportunity for SMP to invest in itself through enhanced technology, etc.

On a personal note I have been on the SMP Board for over 10 years and this is my last report.

During that time we have had some major events impacting on SMP:

- Global Financial Crisis-which has constrained government and philanthropic funding
- Mining Boom-increased cost pressures and staff retention/recruitment challenges
- Competitive tendering of employment contracts- Seemingly favouring larger organisations

That SMP has been able to not only survive but grow in such circumstances is testimony to its strong core values which are principally about providing the best possible services to its clients.

I am confident in the continuing success of SMP.

*Arthur John Griffiths*

**South Metropolitan Personnel Inc  
Income Statement  
For the Year ended 30 June 2016**



	Note	2016 \$	2015 \$
Revenue		3,321,502	3,316,518
Expenses excluding Finance Costs		3,223,251	3,092,805
Finance Costs		234	3,180
<b>Profit Attributable to Members of the Company</b>		<b>98,017</b>	<b>220,533</b>
<b>Prior Year Adjustments</b>			
Retrospective Adjustments		-	(23,766)
Retrospective Adjustments - Historical		7,449	-

*Femia Accountants is a CPA firm. Liability limited by a scheme approved under Professional Standards Legislation.*

**South Metropolitan Personnel Inc**  
**Profit and Loss Statement**  
**For the Year ended 30 June 2016**



	Note	2016 \$	2015 \$
<b>Income</b>	<b>5</b>		
Interest Received		4,095	10,025
Other Revenue		326,431	213,411
Government Subsidies		50,307	88,409
Grants		2,940,669	3,004,673
<b>Total Income</b>	<b>2</b>	<b>3,321,502</b>	<b>3,316,518</b>
<b>Expenditure</b>	<b>6</b>		
Loss on Sale of Non-current Assets		22,262	9,292
Accountancy Fees		77,008	70,933
Advertising		1,612	2,524
Auditor's Remuneration		2,500	9,400
Bank Charges		1,629	1,595
Board Expense		1,891	33,164
Cleaning		3,358	2,335
Contract Work		35,119	77,057
Computer expenses		22,889	28,242
Fines		830	404
Depreciation - Property Improvements		14,148	14,151
Depreciation - Plant & Equipment		3,309	12,744
Depreciation - Motor Vehicles		171,318	176,511
Depreciation - Computer Equipment		56,393	101,723
Depreciation - Furniture & Fittings		6,012	6,013
Electricity		5,217	7,013
Fringe Benefits Tax		(3,042)	13,295
Gas		273	463
General Expenses		680	-
HR Consultants		5,452	8,548
Hire of Plant & Equipment		54,864	34,708
Insurance		84,771	137,415
Interest Paid		234	3,180
Legal Costs		8,032	-
Medical Supplies		248	1,084
Motor Vehicle Expenses		159,194	166,181
Postage		2,098	568
Office Supplies		39,634	25,158
Membership		4,403	-
Printing & Stationery		11,315	9,445
Rent		47,946	47,900
Repairs & Maintenance		4,073	4,901
Provision for annual leave		(27,402)	342
Provision for long service leave		(14,861)	15,361
Service Charges		16,890	15,830
Small Balance write off		-	(1,438)
Staff Training & Welfare		25,296	17,742
Storage Fees		2,632	1,727
Subscriptions		2,028	6,309
Superannuation Contributions - Employees		195,287	164,535
Telephone		40,363	41,460
Travelling Expenses		13,458	7,480
Trip Expense		1,432	23,188
Wages		2,122,162	1,781,331
Website expense		530	16,171
<b>Total Expenditure</b>	<b>3</b>	<b>3,223,485</b>	<b>3,095,985</b>
<b>Profit</b>		<b>98,017</b>	<b>220,533</b>

*Femia Accountants is a CPA firm. Liability limited by a scheme approved under Professional Standards Legislation.*

**1 Significant Accounting Policies**

The director has prepared the financial statements on the basis that the company is a non-reporting entity because there are no users dependent on general purpose financial statements. The financial statements are therefore special purpose financial statements that have been prepared in order to meet the needs of members.

The financial statements have been prepared in accordance with the significant accounting policies disclosed below, which the director has determined are appropriate to meet the needs of members. Such accounting policies are consistent with the previous period unless stated otherwise.

**Basis of Preparation**

The financial statements have been prepared on an accruals basis and are based on historical costs unless otherwise stated in the notes. The accounting policies that have been adopted in the preparation of the statements are as follows:

**(a) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities on the balance sheet.

**(b) Provisions**

Provisions are recognised when the company has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

**(c) Employee Benefits**

Provision is made for the company's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the amounts expected to be paid when the liability is settled, plus related on-costs.

**(d) Property, Plant and Equipment**

Property, plant and equipment are carried at cost, independent or management valuation. All assets, excluding freehold land and buildings held for investment, are depreciated over their useful lives.

The depreciation method and useful life used for items of property, plant and equipment (excluding freehold land) reflects the pattern in which their future economic benefits are expected to be consumed by South Metropolitan Personnel Inc. Depreciation commences from the time the asset is held ready for use. Any leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

The useful lives used for each class of depreciable asset are considered to fall within standard parameters. Standard rates of depreciation have been used for each class of asset.

**(e) Borrowings**

Loans are carried at their principal amounts which represent the present value of future cash flows associated with servicing the debt. Interest is accrued over the period it becomes due and is recorded as part of current payables.



**South Metropolitan Personnel Inc  
Notes to the Financial Statements  
For the Year ended 30 June 2016**



(f) **Trade and Other Receivables**

Trade receivables are recognised initially at the transaction price (i.e. cost) and are subsequently measured at cost less provision for impairment.

At the end of each reporting period, the carrying value of trade and other receivables are reviewed to determine whether there is any objective evidence that the amounts are not recoverable. If so, an impairment loss is recognised immediately in the financial statements.

(g) **Revenue and Other Income**

Revenue is measured at the value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

All revenue is stated net of the amount of goods and services tax (GST).

(h) **Trade and Other Payables**

Trade payables are obligations on the basis of normal credit terms and do not bear interest. They are recognised at their transaction price.

(i) **Goods and Services Tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the balance sheet are shown inclusive of GST. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the balance sheet.

<b>2</b>	<b>Revenue</b>	<b>2016</b>	<b>2015</b>
		<b>\$</b>	<b>\$</b>
	<b>Other Income</b>		
	Interest Received	4,095	10,025
	Other Revenue	326,431	213,411
	Government Subsidies	50,307	88,409
	Grants	2,940,669	3,004,673
		<u>3,321,502</u>	<u>3,316,518</u>
<b>3</b>	<b>Expenses</b>	<b>2016</b>	<b>2015</b>
		<b>\$</b>	<b>\$</b>
	Employee Benefits Expense	2,302,588	1,961,227
	Depreciation and Amortisation Expenses	251,180	311,142
	Advertising	1,612	2,524
	Bank Charges	1,629	1,595
	Insurance	84,771	137,415
	Postage	2,098	568
	Printing & Stationery	11,315	9,445
	Rent	47,946	47,900
	Motor Vehicle Expenses	159,194	166,181
	Repairs & Maintenance	4,073	4,901
	Telephone	40,363	41,460
	Other Expenses	316,482	408,447
		<u>3,223,251</u>	<u>3,092,805</u>

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**South Metropolitan Personnel Inc**  
**Notes to the Financial Statements**  
**For the Year ended 30 June 2016**



<b>4</b>	<b>Finance Costs</b>	<b>2016</b>	<b>2015</b>
		<b>\$</b>	<b>\$</b>
	<i>Interest Paid</i>		
	Interest Paid- ATO Interest expense	234	3,180
<b>5</b>	<b>Income Details</b>	<b>2016</b>	<b>2015</b>
		<b>\$</b>	<b>\$</b>
	<b>Income</b>		
	<i>Interest Received</i>		
	Interest Received- Banks	3,821	6,422
	Interest Received- ATO Interest	274	3,603
		<u>4,095</u>	<u>10,025</u>
	<i>Other Revenue</i>		
	Other income- Transport Levy Vouchers	51,220	49,494
	Other income-Vehicle Usage Fees	69,498	63,807
	Other income- Other fees and charges	140,094	32,793
	Other income- Fee for Service	59,246	36,970
	Other income-Donations	2,000	3,538
	Other income- Trip Sales	4,373	26,809
		<u>326,431</u>	<u>213,411</u>
	<i>Government Subsidies</i>		
	- Capital Grants	50,307	88,409
	<i>Grants</i>		
	Grants- Disability Services Commission	2,906,887	2,719,365
	Grants- Department of Education, Employment and Workplace Relations	33,782	265,242
	Grants- Lottery West	-	20,066
		<u>2,940,669</u>	<u>3,004,673</u>
<b>6</b>	<b>Expenses Details</b>	<b>2016</b>	<b>2015</b>
		<b>\$</b>	<b>\$</b>
	<b>Overhead Expenses</b>		
	<i>Auditor's Remuneration</i>		
	Auditor's Remuneration	2,500	9,400
	<i>General Expenses</i>		
	Parking	680	-
	<i>Interest Paid</i>		
	Interest Paid- ATO Interest expense	234	3,180
	<i>Motor Vehicle Expenses</i>		
	- MV Petrol & Oil	115,606	122,726
	- MV Registration & Insurance	19,809	17,162
	- MV Repairs & Maintenance	23,779	26,293
		<u>159,194</u>	<u>166,181</u>
	<b>Total Overhead Expenses</b>	<b>162,608</b>	<b>178,761</b>
	<b>Total Expenses</b>	<b>162,608</b>	<b>178,761</b>

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**South Metropolitan Personnel Inc**  
**Notes to the Financial Statements**  
**For the Year ended 30 June 2016**



<b>7</b>	<b>Profit For The Year</b>	<b>2016</b> \$	<b>2015</b> \$
	Profit before income tax expense from continuing operations includes the following specific expenses:		
	<b>Charging as Expense :</b>		
	Finance Costs	234	3,180
	Movements in Provisions :		
	<i>Depreciation :</i>		
	- Property Improvement	14,148	14,151
	- Plant and Equipment	3,309	12,744
	- Motor Vehicles	171,318	176,511
	- Office Furniture and Equipment	56,393	101,723
	- Furniture and Fittings	6,012	6,013
	<i>Other Provisions :</i>		
	Net Expenses Resulting from Movement in Provisions	251,180	309,704
	<i>Net Loss on Disposal of Non-Current Assets :</i>		
	- Property, plant & equipment	22,262	9,292
<b>8</b>	<b>Cash and Cash Equivalents</b>	<b>2016</b> \$	<b>2015</b> \$
	<b>Cash and Cash Equivalents</b>		
	Bond on Rental Property	1,892	1,892
	Petty Cash	2,563	1,332
	NAB- Trading Account	761,837	554,111
	NAB- SMP Contracting Account	6,852	7,092
	Term Deposit	105,993	103,216
	<b>Total Cash and Cash Equivalents</b>	<b>879,137</b>	<b>667,643</b>
	<b>Cash Reconciliation</b>		
	Cash and Cash Equivalents	879,137	667,643
	Bank Overdrafts	(2,440)	(4,296)
		<b>876,697</b>	<b>663,347</b>
<b>9</b>	<b>Trade and Other Receivables</b>	<b>2016</b> \$	<b>2015</b> \$
	<b>Current</b>		
	Trade Debtors	77,209	42,252
		<b>77,209</b>	<b>42,252</b>
	<b>Total Trade and Other Receivables</b>	<b>77,209</b>	<b>42,252</b>
<b>10</b>	<b>Other Assets</b>	<b>2016</b> \$	<b>2015</b> \$
	<b>Current</b>		
	Accrued Income	3,040	-
	Fringe Benefit Tax Payable	2,572	-
		<b>5,612</b>	<b>-</b>
	<b>Total Other Assets</b>	<b>5,612</b>	<b>-</b>

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Perth WA 6000

## **Independent auditor's report**

To: The Members of South Metropolitan Personnel, Inc.

### **Report on the Financial Report**

We have audited the accompanying financial report of South Metropolitan Personnel, Inc., including the balance sheet, income statement, cash flow statement and associated notes comprising a summary of significant accounting policies and other explanatory information, for the year ended 30 June 2016.

#### *Governing Body's Responsibility for the Financial Report*

The Board of Directors of the South Metropolitan Personnel, Inc. is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and relevant reporting framework, and for such internal control as the governing body determines is necessary to enable the preparation of the 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 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 about 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 judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error.

In making those risks assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the Management Board of Directors as well as evaluating the overall presentation of the financial report.



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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 of South Metropolitan Personnel, Inc. presents fairly in all material respects the financial position as at 30 June 2016, and its financial performance for the year then ended in accordance with Australian Accounting Standards and relevant reporting framework.

Signature of approved auditor



**G A D Clarkson FCPA**  
**CPA Australia Registration 777023**

Date: 7/10/2016



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WA 6959**

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**SOUTH METROPOLITAN PERSONNEL INC**  
**ABN 20 140 575 274**


**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 accordance with a resolution of the committee of South Metropolitan Personnel Inc, the members of the committee declare that the financial statements as set out on pages 2 to 16:

1. present a true and fair view of the financial position of South Metropolitan Personnel Inc as at 30 June 2016 and its performance for the year ended on that date in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Associations Incorporation Reform Act 2012; and
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 signed for and on behalf of the committee by:

Chairperson   
Fitzgerald Cass

Treasurer   
John Griffiths

## CERTIFICATE BY MEMBER OF THE COMMITTEE

I, Fitzgerald Cass of South Metropolitan Personnel Inc, certify that:

- a. I attended the annual general meeting of the association held on.....19/10/2016
- b. The financial statements for the year ended 2016 were submitted to the members of the association at its annual general meeting

Dated: 19/10/2016

Committee Member

A handwritten signature in dark ink, appearing to read 'F. Cass', is written over a horizontal line that serves as a signature line.



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