



2013 ANNUAL REPORT SMP

lifeskills2work



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

Vision

To be an organisation that values and empowers all individuals.

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

To maintain optimum efficiency in the provision of service delivery.

Mission

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





Board of Directors

ROBERT BENSON	CHAIRMAN OF THE BOARD
ANDREW HOGAN	VICE CHAIRMAN
JOHN GRIFFITHS	FINANCIAL DIRECTOR
KERRY BARBER	DIRECTOR
FITZ CASS	DIRECTOR
LYNN BROWN	DIRECTOR
RONAN BOOTHMAN	DIRECTOR
EDDIE STOWERS	DIRECTOR

Management & Administration Team

John Green	Chief Executive Officer
Valerie Gillian	2IC / Community Service Manager
Pat Stubbs	Human Resource Manager
Jodie Stokes	Employment Manager
Jenni Rubery	Executive Assistant

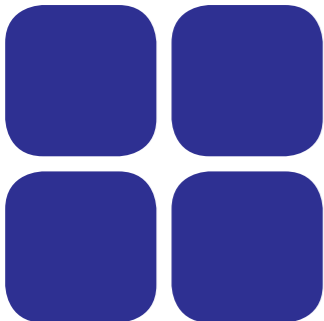
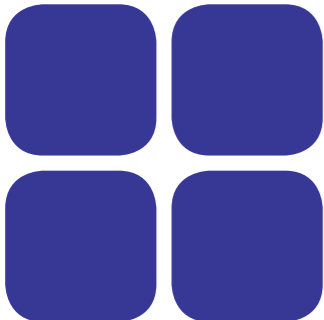
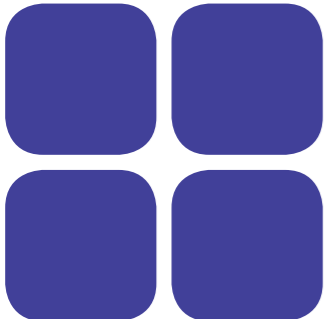
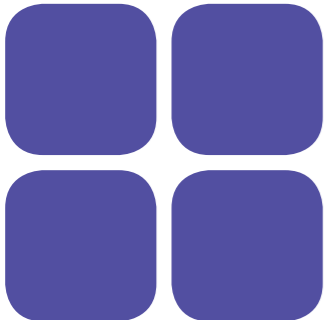
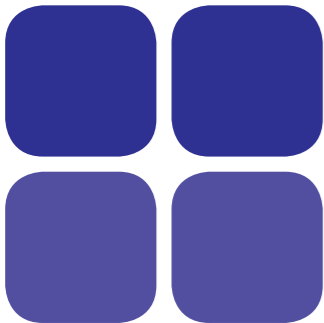
Employment Team

David Campbell	Employment Consultant
Janet Sein Win	Employment Consultant
Margaret Jenkins	Employment Consultant
Sarah Arnason	Employment Consultant

Alternatives to Employment Team

Anitana Taipari	Area Manager (South)
Jocelyn Clements	Area Manager (North)
Adrian Walker	Field Coordinator
Benjamin Steel	Field Coordinator
Bipin Kurian	Field Coordinator
Cindy Plank	Field Coordinator
Denny Ackerly	Field Coordinator
Emily Richardson	Field Coordinator
Gary Pittman	Field Coordinator
Gary Sharma	Field Coordinator
Henrikke Evans	Field Coordinator
Jade Liddell	Field Coordinator
Joanne Connell	Field Coordinator
John Wilkes	Field Coordinator
Josh Moses	Field Coordinator
Kareline Ngor	Field Coordinator
Karen Forde	Field Coordinator
Leanne Skewes	Field Coordinator/S&H Rep
Michelle Ryan	Field Coordinator
Nicholas Browne	Field Coordinator
Paula McGairy	Field Coordinator
Petra Bombeck	Field Coordinator
Petrice Mita	Field Coordinator
Rachel Liddle	Field Coordinator
Remy Nadan	Field Coordinator
Shane Pepi	Field Coordinator
Sophie Lomnicki	Field Coordinator
Steven Mangan	Field Coordinator
Suman Adhikari	Field Coordinator
Tony Ross	Field Coordinator





From the Chairman of the Board Robert Benson

It is satisfying to note that over the years we have enjoyed growth and experienced many highs as members of the Board. It is a credit to my fellow Board Members and the staff of SMP, because we have performed well in all areas of participation in the services for those with disabilities.

This year, the size and structure of South Metropolitan Personnel changed dramatically because of the major changes made by DEEWR and the reduction of a large proportion of services we were providing to the employment sector. These changes have had a huge impact on the operations and the staff of SMP with both the redundancy of staff members and the closing of the Fremantle office. We are here today after all that upheaval to let all the stakeholders of the organisation, clients, carers, parents and friends know that we have pulled through the relative trauma and are in very good shape.

This financial year end figures bare little resemblance to the budget the Board approved for the 2012/13 fiscal year. However the future looks rosy for the organisation in our present financial position. Exceptional work in the restructuring of the organisation has been done, with as little negative impact to the balance sheet as could be expected. It was an onerous task to move almost the whole organisation out of Fremantle, while trying

to manage the unpleasant but necessary redundancies. It is a credit to John Green, the management team and all involved that this organisation finds itself where it is today. The new arrangements have not been without their challenges but John and the management team have and are working through them well.

There is excitement in the air for some of our clients with the upcoming trip to Queensland, organised and run by SMP. The itinerary for this trip will include Seaworld, Movieworld, the Gold Coast Night Markets and the Great Outback Adventure. We look forward to the photos.

This is last time I will address you as Chairman of South Metropolitan Personnel. Next year, Fitz Cass will take the Chair. Fitz worked for many years in the Organisation, with the founder of SMP, Roy Smith, as 2IC, before embarking on a life in the business sector, so he is extremely well placed to hold such a position.

I will stay on as a Board Member and help in any way I can. I wish Fitz well in this new appointment and also wish the Staff and clients of SMP well for the coming Christmas season and look forward to seeing you all soon.



From the desk of the CEO John Green

In my position of CEO at SMP lifeskills2work I would say that the last 12 months has been a roller coaster experience! For myself, personally, through the highs and the lows, the professionalism, tenacity and commitment of everyone involved from board members to the executive team and staff members has been a constant inspiration and motivation.

The long term plan to move the ATE team to the Skills for Living house, Spearwood and Challenger Lodge Rockingham was achieved smoothly with minimal interruption to client services. This move has assisted the two managers and their teams to deliver a more personalised, local service delivery.

These changes coincided with the introduction of DSC's My Way and the Federal Government's NDIS. This will give the clients more flexibility and choice in service delivery, including weekend and evening activities, holidays and camps.

Client numbers have increased in Post School Options and also in the Seniors' programs due to the reputation of the high quality and diversity of the ATE activities. A highlight of this year's program was the Rock into Cockburn concert. Live music and a great night had by all.

An idea suggested by staff, parents and clients to travel to the Gold Coast for a holiday of a lifetime is becoming a reality with planning in the advanced stages for our first interstate holiday for 20 clients.

The new ATE funding model gives SMP clients "simply more possibilities". This is made possible by the continued support of DSC. I would like to thank them on behalf of all clients and staff at SMP.

The employment program began the year on a positive note. Our business share was increased by DEEWR and the star rating was excellent. Unfortunately the increase in clients adversely affected our star rating. This made it necessary for SMP to tender for an employment contract. The outcome of

the tender was unsuccessful which meant that all of the business share in Fremantle/Rockingham was lost but the market share in Gosnells/Armadale was maintained. In real terms this impacted on 250 clients who were moved to other agencies, the Fremantle office was closed, 35 staff were made redundant and 4 staff were redeployed to the Gosnells office.

The confusion caused by this situation with clients, parents and employers placed a huge strain on the remaining staff and SMP resources. The support of the board and the executive team at this time was vital to the survival of SMP. I would like to give my personal thanks to all those involved. I would also like to take this opportunity to wish all clients and staff who have left SMP all the best for the future and acknowledge the value of their time with SMP.

These huge changes have challenged us but also made us stronger and more focussed on delivering a quality service. At this time the client numbers in Gosnells have doubled. The executive team is based in Lotteries House in Rockingham. The ATE program now delivers services from Spearwood, Rockingham and Gosnells. The necessary restructure has placed us in a strong position to go forward to meet the diverse needs of our clients.

I would like to thank all the supporters of SMP, the parents and the clients, the sponsors, Lottery West continued support, the funding bodies and the board members and staff of SMP. The combination of loyalty and support has enabled SMP to maintain its high standards of service delivery through this challenging period of time. I am hopeful that in the coming year we can continue to build on our strong foundation of quality service to people with disabilities. I look forward with confidence to our twenty first year in the disability service field and all the challenges it will bring.

From the desk of the Community Services Manager Valerie Gillian

As manager of the Alternatives to Employment/Post School Options department of SMP lifeskills2work it has been an exciting time watching how the employees of SMP have diversified into two service points which cover north and south of the metropolitan area.

The line management team who govern the day-to-day communications of SMP support workers and their clients and families was commissioned in October 2012. This meant that we were able to have an area manager placed strategically in the north and south metropolitan regions, close to families and to services in the community that we support. This company decision enabled SMP to bring a more personalised service to you our public, which we know can be lost in larger organisations.

Restructuring then enabled me as the company second in charge to provide more operational support to the Chief Executive Officer and executive team with strategic management and day-to-day operations whilst working towards continuous improvement.

The scope of the programs that SMP clients have been offered has been a strength of the agency as we see the change from our young school leavers in what goals, outcomes and future planning they see for themselves and how we have been able to be more greatly involved in their vision.

Working towards employment, volunteering and social & personal independence has been the expected pathway. The opportunity of SMP employees to be up skilled by the partnerships we have formed with other training authorities, education department, local schools and Local Government bodies has seen the skill set we have developed to enable us to remain a provider of choice in all of the above.

The multi disciplinary team has enabled this department to appreciate the diversity we have amongst our support workers and management not only with their skilled credentials but also the cultural diversification they bring to educate us the company and the clients who also are from different ethnic origins. Their pre-existing skills in all

areas of community services both in disabilities and aged care is something we can be proud of. SMP has offered sponsorship to a number of staff from different origins and this has been an opportunity for executive management to step outside the norm and embrace the change for continuous improvement and innovated service delivery.

As we trend towards a time of transition to an ageing population, SMP is definitely ready. To be fully informed our senior management sit on numerous focus groups, which include three Council disability access reference committees where our clients and families reside.

SMP has been dedicated to supporting clients with dementia, aging and transitioning to retirement and will continue to do so. Our client age range that we are currently servicing has now scoped to 17-76-age bracket with all receiving an individualised service plan.

The partnerships we have then been able to form have been inspiring and we yet again engaged with the City of Cockburn's offer to promote International Day of Disability by project managing the "Rock into Cockburn" concert at the Cockburn Youth Centre in December 2012. This was a great night and attended by local community with music performed by "The Time Delegates".

Some of the highlights of our year have been

- Weekend client getaways
- Preparation for our first interstate client trip to the Gold Coast
- Moving Executive Management into our new office at Lotteries House Rockingham
- Developing further partnerships with Care Options Inc by developing our presence at Challenger Lodge Activity Centre.
- Opening unofficially our life skills centre in Spearwood for staff and clients to use.
- Relocating the SMP Employment Services (funded by DEEWR) to their new premises in Lotteries House Gosnells.

Thankyou to the staff of SMP and you the clients and families and other stakeholders for your continued support of the organisation as we continue to fight the good fight for a better place for all people with a disability.

From the desk of Employment Manager Jodie Stokes



The last 12 months have been a very challenging time not only for SMP but the whole Disability Employment Service industry. The recent transition as a result of the tender process has dramatically changed SMP's employment service. SMP now delivers an employment service in the East Metro region operating from an office located in Gosnells. The impact of the transition has placed huge demands on the agency and the staff. All staff have responded extremely well to the challenges that have been set and SMP are fortunate to have such dedicated and committed staff. Sadly, as a result of the downsize we said goodbye to many staff who have all made huge contributions to SMP delivering such a high quality service over the last 20 years. I would like to thank all the past and present staff for the remarkable involvement you have all had in delivering an individualised and tailored employment support service to people with a disability.

Clients and their families were also greatly impacted by the transition. It was a very confusing and frustrating time for clients involved. Many clients had been supported by SMP for many years which was a particularly difficult time for them to transition to another agency. I would like to thank all the clients and their families who worked along side us during this process and I wish you all the very best for the future.

The team involved with SMP's Disability Employment Service (DES) are working extremely hard to grow in the East Metro region and deliver a high quality disability service which we have been able to do for so many years in other service areas. SMP has held a number of events to introduce SMP to the wider community and to raise awareness about the barriers that people with a disability face. SMP are developing key partnerships with local networks not only increase employment opportunities for clients but to also link clients to services that may also be able to offer support whilst engaging in employment activities. Some of these networks include local mental health providers, local government agencies, legal assistance centres, counselling services, training organisations as well as local businesses and workplaces.

SMP was proudly involved with the Small Business Expo held in Gosnells earlier in the year and the Abilities expo held at Burswood. Involvement at such expo's allow SMP to meet with local community members who may be interested in accessing SMP's services as well as linking in with local businesses who may provide employment opportunities for our clients. SMP has also maintained its partnership with the Chamber of Commerce and the Small Business Centre. Partnerships such as these all contribute to growing SMP and maximising opportunities for SMP's clients.

SMP also regularly holds skills development sessions to assist and inform clients of matters relating to job preparation. These are held at the Gosnells office on a monthly basis. 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.

In the short period that SMP has been based at Gosnells we have already assisted client to achieve so many of their goals and aspirations. We have assisted clients not only into employment but also into courses and volunteer programs. We look forward to a year ahead of assisting many more clients into meaningful open employment.

I would also like to acknowledge the Alternative to Employment department who are tremendously committed to assisting clients to increase their life skill development and achieve life long goals. The Alternative to Employment program offers an incredible amount of support to the employment department and even work alongside each other to support clients to maximize opportunities in many aspects of their lives.

Once again I would like to extend my sincere gratitude to the staff that have assisted with the transition period and are contributing to increase SMP's presence in the East Metro region. I would also like to thank the businesses and agencies that have assisted us to grow our presence in the East Metro region and continue to deliver a high quality service. I look forward to what will be another challenging yet exciting year ahead.

From the desk of Human Resources Manager Pat Stubbs



2011 – 2012 saw significant changes for South Metropolitan Personnel Inc and the Human Resources Department.

In October 2012 we were advised that our business share with the Federal Government would be decreased and that we would cease services in the Central and West Metro areas and would be allocated a smaller business share in the East Metro area. This news meant that we would have to redeploy or offer redundancy to many of our Employment and Administration Department staff.

This decision was a hard one and many hours were spent trying to ensure the fairest way to proceed with the redundancies. In consultation with the CEO, I was able to ensure that we had the easiest process possible. The redundancies were dealt with over several months, dependant on the length of time the staff member had been with SMP. I was pleased with the outcome of the redundancy process and the professional manner in which all staff dealt with the situation. Many thanks also to the staff that remained and also showed great loyalty to SMP and support to those leaving.

On March 1st 2013 South Metropolitan Personnel Inc officially moved out of the Pakenham Street, Fremantle Offices. We then started to utilise the Hamilton Road House (Manning Park 2), Challenger Lodge, Lotteries House, Rockingham and Gosnells Office. Human Resources is now at 83 Hamilton Road, Spearwood (our Head Office).

On 1st April 2013 the decision was made to outsource both the Payroll and Accounts Departments to Nulsen. This made for some huge changes in both departments. As at the end of June 2013 SMP had dropped their staff numbers to 34.

I trust that in the coming year we can progress forward and increase our ATE Staff and face the strong challenge to also increase our staff and client base at Gosnells.

In preparation for expanding our business, the Alternatives to Employment Department was divided into Rockingham (South) and Spearwood (North). This called for the appointment of 2 Managers, one in each area.

A decision was made to sponsor some of our overseas staff. As at the end of the financial year those staff are still waiting for results of a lot of paperwork and hours being devoted to the success of their applications.

I have been with South Metropolitan Personnel Inc for over 7 years and love my role as HR Manager. Moving forward I know that there will be still more changes to come and that those changes will be beneficial to the company. My thanks goes to each and every staff member, past and present, who have made my role such a great one.

SMP opens Disability Employment Service in Gosnells

Due the reallocation of business share by the Department of Education, Employment and Workplace Relations (DEEWR) SMP lifeskills2work was contracted to source and sustain employment for people living with disabilities in the East metropolitan area. In February 2013, SMP lifeskills2work moved its Disability Employment Service from its Fremantle location to a modern office in Gosnells.

SMP provides mentorship, job search training and job support. We take the time to source jobs that match the abilities and interests of the individual to an employer's specific needs. An SMP Employment Consultant liaises between the client and the potential employee. This support is ongoing throughout the employee's placement therefore significantly reducing the risk taken by employers to hire personnel from elsewhere.



SMP East Metro Employment Team (l-r) David Campbell, Sarah Arnason, Maggie Jenkins, Jodie Stokes, Janet Sein Win (front)



SMP Disability Employment, Gosnells

ATE appoints new Area Managers

Due to the growth of the Alternatives to Employment department over the last year SMP lifeskills2work appointed two Area Managers, Jocelyn Clements who is looking after the North Metropolitan Area and based in Spearwood and Anita Taiuari who is looking after the South Metropolitan Area and based in Rockingham. These are their thoughts on the past year...

"This past year has seen many changes in the ATE department. Introducing new roles as Area Manager North (Spearwood) and Area Manager South (Rockingham) In October 2012 we look back on the last 9 months as a time which saw many changes, which the SMP management and staff have taken in their stride. I would like to acknowledge and thank the Field Coordinators, clients and their families for their patience, openness and enthusiasm regarding the Spearwood / Rockingham area split. Having two separate areas for ATE means a smaller more focused team, which has already seen improved communication in all areas and is leading towards achieving client's individualised goals and outcomes in a more direct route.

Moving from the Fremantle office, to the newly refurbished lifeskills house (Manning Park 2) in March 2013 and recently established centre Challenger Lodge (Rockingham) was an exciting time, the beginning of a new chapter for ATE. Now having access to more computers and laptops which is accessible by WiFi so IT can be accessed on our fantastic deck at Manning Park 2 or within the sunny courtyards at Challenger Lodge. The move to Manning Park 2 and Challenger Lodge has been one which has benefited all involved.

This year 15 ATE staff were enrolled in a Certificate IV in Disability Services through Kirana Training Centre.

Some highlights from the year include:

- Introducing 11 new clients to the SMP ATE Lifeskills2work programmes.
- Working collaboratively with high schools to transition students to our ATE programs.
- Launching the offer of a Saturday service to clients.
- Establishment of new volunteer placements at a local nursing home, hairdresser, family centre and masters building supplies.
- Running educational programs surrounding current events such as the 2012 Olympics.
- A Girls Getaway trip to the south west of Western Australia.
- Working together with families in the 'MyWay' trial sites to better suit clients needs and individualised planning.
- Working and supporting work placements for TAFE students looking into careers within the Disability industry.
- Spending time with families at SMP annual get togethers e.g. client participation meetings, Christmas in July, client Christmas party etc.

Sitting on Disability Reference Groups in Cockburn and Rockingham allows us to keep our finger on the pulse in our local areas, sharing ideas and networking with other agencies is something we have made a priority as part of our strive to continually improve our service to our clients. Engaging in Professional Development such as Crisis Intervention and Mental Health First Aid courses keeps us up to date with relevant information we can pass onto our Field Coordinators.

Thank you to the SMP Board of Directors and executive management for your ongoing support. We are looking forward to embracing the new State MY WAY and Federal Disability Care initiatives moving forward and it's many challenges."



Anitana Taiuari, Area Manager South



Jocelyn Clements, Area Manager North

Madhouse Music

In December of 2011 SMP's Alternatives to Employment introduced its first of two, eight week musical therapy programs. In the first few weeks of introducing the interactive program we noticed how successful music and singing was to clients cognitive functioning, motor skills, emotional and affective development, behaviour and social skills.

Part 1 of the program explored instrument recognition, music choices, possible band names and making instruments from recycled materials. From this program "Madhouse Music" was born.

In May 2013, SMP was successful in securing a community grant from the City of Cockburn. This funding allowed SMP to purchase a plethora of musical equipment and instruments, including a P.A. system with microphones and an electric organ.

The "Madhouse Music" program unveiled two talented vocalists, clients August Aanersen and Tracy Illingsworth. The City of Cockburn then approached Madhouse Music to perform at the upcoming Day of Disabilities. August and Tracy were thrilled at the prospect of performing in front of a live audience and rehearsals went into full swing.

A talented Fremantle musician, Karin Page, the lead singer from 'Spoon Full of Sugar' agreed to Madhouse Music performing the bands song "Not Today". Karin was so supportive of this project that she agreed to perform with Madhouse Music and accompany the girls on guitar.

On November 30, 2013, August, Tracy, Karin and Field Coordinator Gary Sharma on the electric organ performed "Not Today" and a medley of Christmas Carols at the Cockburn Seniors Centre.



*Tracy Illingsworth
and August Aanenson.*



*Karin Page, Tracy Illingsworth,
August Aanenson, Gupreet
Sharma (Gary) performing at
the Cockburn Seniors Centre.*

Tools of the Trade

Deke Clarke and Nathan Dighton are looking forward to Christmas this year. Not to receive gifts, but to give them.

Since the beginning of August they have been constructing wooden toys for children in need. The boys have worked very hard and are looking forward to giving their gifts to children at Christmas time. So far the industrious pair, have made a wooden block trolley and a rocking horse and will be moving onto their next project, a wooden Jenga set.

Deke and Nathan have been part of the Men's Shed for approximately 2 years. Attending weekly, the Mens Shed volunteers assist them to develop social skills and woodworking skill. They enjoy the friendly banter that is part of the men's shed community.

Learning new skills such as sanding, nailing and varnishing, the boys have also taken home many of their own constructions projects such as trains, chess boards, jackpot game and even bigger projects including a vanity mirror.



Deke Clarke, Jo Connell and Nathan Dighton



Deke Clarke

Rock into Cockburn

City of Cockburn in conjunction with SMP lifeskills2work held "Rock into Cockburn" on Friday 30th November to celebrate the Day of Disabilities at the Cockburn Youth Centre.

This is the second consecutive year that SMP has been involved in organising this family friendly event. Live entertainment was provided, once again, by the "Time Delegates".



*Clients, Tracy Dingle and August Aanenson
Rocking out with the Time Delegates at Rock into Cockburn*



*Special guest star, Psy performing his hit song "Gangnam Style"
at Rock into Cockburn.*



Our SMP Family....



Financial Director's Report

This year's financial summary shows an operating deficit of \$280,794k including depreciation. This is attributable to the loss of business share with the Department of Education, Employment and Workplace Relations (DEEWR) Contract, which had the following financial impacts:

*\$750,332k reduction in DEEWR recurrent grant, offset by associated savings in recurrent costs of \$ 558,285m.

* additional expenditures associated with the restricting of SMP consequent to the loss of the contract:

Staff redundancies	\$ 122,412.00
Office relocation / fit-out	\$ 13,000.00
Accelerated Depreciation	\$ 65,838.99
	\$ 201,250.99

This year has been extremely difficult year. All things considered, the finances are still in good stead in light of the changes SMP has had to make. Some of the effects of change are still ongoing, but I am confident that we are once again, headed in the right direction and a small operating surplus is budgeted for 2013/14.

Arthur John Griffiths

John Griffiths
Financial Director

RAY WOOLLEY PTY LTD ABN 30 056 227 297 ACCOUNTANTS

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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 2013, 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 2013 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
11 September 2013

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Yanchep
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Ray Woolley

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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 presents fairly, in all material respects, the financial position of South Metropolitan Personnel Inc. as at 30 June 2013 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
11 September 2013

17 Russley Grove
Yanchep
WA 6035

RAY WOOLLEY PTY LTD ABN 30 056 223 297
ACCOUNTANTS

PRINCIPAL:
RAY WOOLLEY FCA (UK), B.Sc. (Hons)
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17 RUSSLEY GROVE
YANCHEP
WA 6035

SOUTH METROPOLITAN PERSONNEL INC.

AUDITOR'S CERTIFICATION STATEMENT

I hereby certify that, in my opinion, the information reported in the attached Form 5 for the year ended 30 June 2013 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 the Community Development Ministerial Body in relation to South Metropolitan Personnel Inc.

AUDITOR

Signature:

Full Name:

Name of Organisation:

Membership:

Date:

Raymond Arthur Woolley.

Ray Woolley Pty Ltd.

Registered Company Auditor No: 16396

11 September 2013

SOUTH METROPOLITAN PERSONNEL INC.
STATEMENT BY MEMBERS OF THE COMMITTEE

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

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

- 1 Presents a true and fair view of the financial position of South Metropolitan Personnel Inc. as at 30 June 2013 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 25 day of September 2013

SOUTH METROPOLITAN PERSONNEL INC.
BALANCE SHEET
AS AT 30TH JUNE 2013

	Note	2012/2013 \$	2011/2012 \$
CURRENT ASSETS			
Cash at bank and in hand	3	519,346	443,485
Receivables	4	63,630	103,819
TOTAL CURRENT ASSETS		<u>582,976</u>	<u>547,304</u>
NON-CURRENT			
Property, Plant & Equipment	5	1,625,824	1,597,216
TOTAL NON-CURRENT ASSETS		<u>1,625,824</u>	<u>1,597,216</u>
TOTAL ASSETS		<u>2,208,800</u>	<u>2,144,520</u>
LIABILITIES			
CURRENT			
Creditors & Borrowings	7	236,665	229,725
Provisions	8	127,120	140,584
TOTAL CURRENT LIABILITIES		<u>363,785</u>	<u>370,309</u>
NON-CURRENT LIABILITIES			
Creditors & Borrowings	7	-	-
Provisions	8	35,392	80,904
TOTAL CURRENT LIABILITIES		<u>35,392</u>	<u>80,904</u>
TOTAL LIABILITIES		<u>399,177</u>	<u>451,213</u>
NET ASSETS		<u>1,809,623</u>	<u>1,693,307</u>
MEMBERS' EQUITY			
Retained profits	9	1,809,623	1,693,307
TOTAL MEMBERS' EQUITY		<u>1,809,623</u>	<u>1,693,307</u>

	Note	2012/2013 \$	2011/2012 \$
Operating Profit(Loss)	11	116,316	577,954
Income tax attributable to operating profit	1c	-	-
Operating profit(loss) after income tax		<u>116,316</u>	<u>577,954</u>
Retained profit at the beginning of the period		1,693,307	1,115,353
Operating Profit(Loss) for the year		116,316	577,954
Retained profits at the end of the financial year		<u>1,809,623</u>	<u>1,693,307</u>

The accompanying notes form an integral part of these financial statements

SOUTH METROPOLITAN PERSONNEL INC.
PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 30TH JUNE 2013

	2012/2013	2011/2012
	\$	\$
INCOME		
Income - Operational Grants (Recurrent)		
Department of Education, Employment and Workplace Relations	1,319,794	2,070,126
Disability Services Commission	2,216,514	1,965,984
Lotterywest	9,402	
Total Income - Operational Grants (Recurrent)	<u>3,545,710</u>	<u>4,036,110</u>
Income - Other		
Transport Levy Vouchers	52,202	40,284
Car Wash	-	18,345
Vehicle Usage fees	74,986	77,490
Wood and Soap Products	-	4,839
Other fees and charges (Salary sacrifice fees, Workers Comp)	33,404	53,316
Fee for Service	24,524	15,756
Interest received	10,407	20,500
Profit (Loss) on sale of motor vehicles	69,192	(2,325)
Total Income other	<u>264,715</u>	<u>228,205</u>
Total Income	<u><u>3,810,425</u></u>	<u><u>4,264,315</u></u>
EXPENDITURE		
Operating Expenditure		
Staffing costs	2,821,854	3,043,921
Vehicle running expenses	507,463	461,052
Accounting and Payroll Fees	5,475	-
Administration and office expenses	311,689	327,011
Audit fee, General and QA	10,480	12,865
Contracting	41,177	8,948
HR Consultants	-	52,106
Marketing expenses	48,195	123,085
Membership	6,438	10,550
Renovations of premises	41,641	-
Special Insurance	1,938	9,302
Sundry expenses	5,725	3,065
Wages subsidies paid	18,091	-
Total operating expenditure	<u>3,820,166</u>	<u>4,051,905</u>
Operating Surplus/(Deficit) before depreciation and amortisation	(9,741)	212,410
Depreciation and amortisation	271,053	205,218
Operating Surplus/(Deficit) after depreciation	<u>(280,794)</u>	<u>7,192</u>
Add: Capital grants Non-recurrent		
Disability Services Commission	139,118	77,604
Lotteries Commission	257,992	493,158
Total Surplus/(Deficit) for the year	<u><u>116,316</u></u>	<u><u>577,954</u></u>

SOUTH METROPOLITAN PERSONNEL INC.
NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR
ENDED 30TH JUNE 2013

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 account 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 30TH JUNE 2013

Note 2. SUPERANNUATION COMMITMENTS

The Association maintained a superannuation scheme covering substantially all of its employees. The Association has a legal obligation to contribute to a scheme and the amount paid on behalf of the employees in 2012/2013 was 9% of gross salary.

Note 3. CASH AT BANK AND IN HAND	2012/2013	2011/2012
	\$	\$
Cash at Bank - National Australia Bank	305,036	440,155
Cash at Bank - NAB Contracting	8,336	
Cash at Bank - Bankwest	-	880
Cash at Bank - Nulsen/SMP CTB Account	203,824	-
Petty Cash	2,150	2,450
Total Cash at Bank and in hand	519,346	443,485

Note 4. RECEIVABLES	2012/2013	2011/2012
	\$	\$
Trade Debtors	43,257	42,578
Accrued Income and Prepayments	20,373	61,241
Total Receivables	63,630	103,819

Note: Trade debtors for 2011/2012 includes an amount of \$39,204 which represents the cost of a motor vehicle paid for twice in 2011/2012 and refunded by the dealer in July 2012.

SOUTH METROPOLITAN PERSONNEL INC.
NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR
ENDED 30TH JUNE 2013

Note 5. PROPERTY, PLANT AND EQUIPMENT	2012/2013	2011/2012
	\$	\$
Motor Vehicles, at cost	926,219	1,092,001
Less: Accumulated depreciation	(135,031)	(175,551)
Motor Vehicles less depreciation	791,188	916,450
Computer Equipment, at cost	438,856	291,056
Less: Accumulated depreciation	(188,326)	(89,952)
Computer Equipment less depreciation	250,530	201,104
Furniture and fittings, at cost	60,107	64,856
Less: Accumulated depreciation	(19,588)	(17,564)
Furniture and Fittings less depreciation	40,519	47,292
Other Equipment, at cost	103,158	100,814
Less: Accumulated depreciation	(69,331)	(59,100)
Other Equipment less depreciation	33,827	41,714
Lease Improvements, at cost	543,671	413,672
Less: Accumulated depreciation	(33,911)	(23,016)
Lease Improvements less depreciation	509,760	390,656
Total Fixed Assets	1,625,824	1,597,216

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 30TH JUNE 2013

Note 7.	CREDITORS AND BORROWINGS	2012/2013	2011/2012
		\$	\$
Current			
Unsecured:			
Trade creditors and accruals	125,268	96,340	
Other creditors (including GST owed to ATO)	111,397	133,385	
Total Unsecured	<u>236,665</u>	<u>229,725</u>	
Total current creditors and borrowings	236,665	229,725	
Non-current			
Secured:			
Chattel mortgages over motor vehicles	-	-	
Less Unexpired charges	-	-	
Total Secured	<u>-</u>	<u>-</u>	
Total non-current creditors and borrowings	236,665	229,725	
Note 8.	PROVISIONS	2012/2013	2011/2012
		\$	\$
Current			
Long Service Leave	38,186	20,350	
Annual Leave	88,934	120,234	
Total Current Provisions	<u>127,120</u>	<u>140,584</u>	
Non-current			
Long Service Leave	35,392	80,904	
Total Non-current Provisions	<u>35,392</u>	<u>80,904</u>	

2011/2012 trade creditors included two vehicles totalling \$52,695 purchased in June 2012 and paid in July. SMP has ceased to finance the purchase of vehicles using chattel mortgages. Approximately 50% of vehicles are now purchased for cash and 50% leased.

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