

2017

smp

lifeskills2work

ANNUAL REPORT



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SMP lifeskills2work

South Metropolitan Personnel Inc (SMP) – lifeskills2work. We are a not for profit, specialist organisation that provides employment services, alternatives to employment and post school options for people with disabilities.

Working with job seekers that require varying levels of support and on the job training, we pride ourselves on looking “outside the box” and sourcing jobs that match the abilities and interests of the individual to an employer’s specific needs.

Offering **Alternatives to Employment (ATE)** with focus on the development of independent living skills which enables a person to access and participate as a valued member of the community with a view to achieving their life goals. SMP offers Post School Options, supporting young people with a disability, transition from school into the wider community.

Our Vision

GLOBAL

To be an organisation that values and empowers all individuals.

IN THE MARKET

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

INTERNALLY

To maintain optimum efficiency in the provision of service delivery.

Our 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.



1. Phil Edman
2. John Green

A NOTE FROM OUR NEW PATRON – HON. PHIL EDMAN, MLC...

With my recent appointment as Patron of SMP lifeskills2work, I am honoured and excited to assist this important organisation in delivering fantastic employment services to communities across the Perth Metropolitan Area.

It truly is a privilege to support SMP staff, who work extremely hard to deliver employment for people with disabilities whilst providing employers with motivated and loyal staff.

During a recent visit to the SMP Fremantle Branch, I was highly impressed after meeting the dedicated staff and job seekers, and discovered the organisation's true potential to further deliver its services throughout the Metropolitan area. The passion, the drive and the commitment from SMP staff to find the right person for the right job is truly admirable, as is their dedication to be a 'Provider of Choice' for Alternatives to Employment and Post School Options.

As the organisation's Patron, I will endeavour to bring the same enthusiasm and dedication in my new role. I congratulate SMP's CEO, John Green, for his commitment to endorsing the quality services of the organisation, and I commend the devoted staff who do a wonderful job.

Hon Phil Edman MLC
SOUTH METROPOLITAN REGION

BOARD OF DIRECTORS

ROBERT BENSON	CHAIRMAN OF THE BOARD
ANDREW HOGAN	BOARD DIRECTOR
JOHN GRIFFITHS	FINANCIAL DIRECTOR
KERRY BARBER	BOARD DIRECTOR
FITZ CASS	BOARD DIRECTOR
LYNN BROWN	PARENT BOARD DIRECTOR
SONNY TAN	PARENT BOARD DIRECTOR
JILL ZUMACH	BOARD DIRECTOR
ELLIOTT NORRISH	CLIENT REPRESENTATIVE

MANAGEMENT

John Green	Chief Executive Officer
Valerie Gillian	2IC / Community Services Manager
Bob Draper	Corporate Service Manager
Jodie Morrall	Employment Manager
Pat Stubbs	Human Resources Officer

ADMINISTRATION

Julieanne Cook	Administration Officer / QA
Karen Green	Administration Officer / Reception
Jenna Jones	Administration / Accounts Assistant
Mel Hughes	Human Resources Assistant

EMPLOYMENT CONSULTANTS

Sarah Arnason	John Qazilbash
Paul Marshall	Stephenie Fielding
Christine Richards	Patricia Hall
Jeff Riddle	

EMPLOYMENT COORDINATORS

Adrian Walker	Geoff Armstrong	Phil Street
Ann Rennie	Gill Alvisse	Suzanne Burston
Betty White	Jodie Drane	Tracey Moxham
Cassandra Lupton	Paula McGairy	

FIELD COORDINATORS

Alexandra D'Evelynes	Ida Wray	Peter McNamara
Anne Taipari	Jocelyn Clements	Sam Gallagher
Bernice O'Keefe	Jody Goddard	Candice Mullins
Petrice Mita	John Wilkes	Simon Workman
Cindy Thomas	Julie Power	Susan Seville
Dean Evans	Kassia Daysh	Suzanne Purnat
Fran Barnett	Leanne Skewes	Tony Turk
Henrikke Savik	Lucy Renouf	



staff of SMP





REPORT

ROBERT BENSON
CHAIRMAN OF
THE BOARD

From the Chairman's position and I know I speak for the rest of the Board, the 2010 – 2011 fiscal year was the best year we have had at SMP. The gauge of this analysis can be categorised in two areas of importance; our improved financial position and the high levels that were achieved in the ratings by which we are gauged by our funding bodies. Achieving a high Star Rating from DEEWR, put us in a more comfortable position than last year. This rating is a credit to the way in which SMP has been run over the last 12 months and is a clear indicator that John Green, CEO and the Executive Team have their collective 'fingers on the pulse'. This Star Rating comes at a critical time as next year, employment agencies will need to re-tender for their positions as employment agencies. If we can maintain our present Star Rating, SMP may not have to re-tender. Congratulations to all involved.

Not all that passed during the year was at its best. Our staff turnover was one of the highest we have had in recent years but I am glad to say the main of our senior staff are still 'at the helm' and some of the reshuffles have in fact proved to be of benefit overall.

Staff embarked on the organisation of two large concerts this past year. A concert with the band ABBAsBACK was held in the Fremantle Town Hall and as the name suggests, the band were ABBA impersonators, and they were very good. There were two performances, a matinee in the afternoon and an evening performance. The matinee was held for the most part for SMP's clients and they enjoyed it immensely. The evening brought sponsors, staff, family and friends and still many more of our clients and it was also a hit.

During the year John Green and other staff members had embarked upon the establishment of a lease with the City of Cockburn of an old home bordering Manning Park, in Cockburn. This has been a successful venture. The property will be known as 'Manning Park 2' as we already have a house in Manning Park, aptly named 'Manning Park 1'. This second building will expand areas for the Staff to perform all manner of duties to assist in either the support of employment programs for those with disabilities and provide life skills for those taking advantage of the Alternatives to Employment programs that SMP run. There is still plenty of redevelopment work to the building structure to be performed, however much work has already gone on behind the scenes with the application of grant funding from Lotteries.

It makes me immensely proud to be a part of the crew that makes up the management and staff of SMP; I thank you all for an extraordinary year.

I wish you all well.

ROBERT BENSON
CHAIRMAN



LETTER OF RECOMMENDATION

City of Cockburn



21 June 2014

TO WHOM IT MAY CONCERN

The City of Coburn has successfully employed Supported Wages Crews since 2004, most crews working for our Parks and Gardens Department but also for our Executive Services Division.

As the Personal Assistant to the Chief Executive Officer, I manage the Executive Services Division which includes managing the City's function areas located in the Administration Building. This involves a great deal of setting up for meetings and events, and the associated clean up following such events. Our function rooms and committee rooms are in high demand and are used constantly on a daily basis, and therefore require constant attention to their presentation.

I cannot emphasise enough how essential our Supported Wages Crew is to the successful operation of our function areas. Our crew of three assist my department twice a week for four hours each day, which equates to 24 hours of labour in total. The fact that SMP provides a Supervisor to monitor our crew enables my staff to allocate the tasks for the day and they are then free to attend to other areas of their work.

The program is so successful that one crew member has been able to move on to become more independent and has since been employed by my Department in an unsupervised arrangement, working a 12 hour week.

I have absolutely no hesitation in endorsing the employment of Supported Wage Crews to any potential employer. You will find they are worth their weight in gold!

Yours sincerely

U. M. Egan

VALERIE VILJOEN
Personal Assistant to the
Chief Executive Officer

ACM





REPORT

JOHN GREEN
CHIEF EXECUTIVE
OFFICER

I would like to begin my Board Report by saying thank you to all the clients and their families for continuing to work with us. I have enjoyed meeting new and existing clients with their families at the many SMP events held throughout the year.

I would like to thank the Board of Directors of SMP for their commitment and guidance. As CEO I appreciate your support to myself and the entire SMP team. The professional diversity of Board Members brings a wealth of knowledge, experience and talent to assist SMP in maintaining its high standard of service delivery across all areas. I look forward with confidence to working together in this coming year.

To the Executive Team and senior staff, thank you for all your hard work and dedication in what has been a very busy but exciting year. Every year brings its challenges and this year is no exception. Clients continue to choose SMP, ATE and Employment Services because of the quality service delivered by the managers and their teams throughout the year.

To all the staff of SMP, once again I feel privileged to work with such a dedicated, innovative and hardworking group of professionals. Every day of every week you endeavour to meet the goals and aspirations of our clients – well done!

Thank you to our funding body, Disabilities Services Commission for its ongoing support. This support enables SMP to achieve the goals and aspirations of our clients through our Alternatives to Employment Program (ATE). I would also like to thank State Government for the 15% increase in funding. This will assist SMP to meet its ever increasing running costs.

The Alternatives to Employment Program has grown steadily throughout the year with new clients via the Post School Options Program and also through the Fee for Service Program. The majority of clients in the Fee for Service program are seniors. We have recently leased premises in Rockingham to run centre based activities to meet the diverse needs of our clients on the ATE program.

Future plans to expand the ATE program to Fairbridge Village in Pinjarra are now underway. Fairbridge has new facilities which will allow SMP to run more client camps and also to open a regional outreach office for clients in the Peel region.

The Lotteries Grant for the provision of works at Manning Park 2 is expected at the end of October. This will greatly improve the facilities and enhance the activities currently taking place there.

I would like to mention one of the many activities held this year which still has staff and clients talking. ABBAsBACK was SMP's first major fund-raising event and was a great success. I wish to acknowledge the major sponsors of this great night. Thank you to Fleet West, Trusttech, Kwik Kopy, BRB Smash Repairs, Unirig, GVM Interior Solutions, National Australia Bank and Purslowe Funerals. Congratulations to everyone who volunteered helped organise and attended this amazing concert. Thank you to ABBAsBACK for the great show and for making

themselves available after the performances for autographs and photographs.

SMP's Employment Program is federally funded by the Department of Education, Employment and Workplace Relations.

This has been a challenging Contract to deliver to our client group but despite this SMP has performed exceptionally well in the delivery of a quality service to more clients seeking employment. The performance of management and staff has enabled SMP to achieve the highest possible star rating of five stars. Our success in this area has allowed us to open a permanent office in Rockingham and three satellite offices to meet the increasing demand for SMP's Employment Program. This has been an outstanding achievement by all staff in the Employment Program.

One of the highlights in Employment this year has been the ongoing, positive relationship with Cockburn City Council and seeing clients progress from working in a supported team to full time independent employment. This outcome was only achievable through the willingness to work with us and our clients.

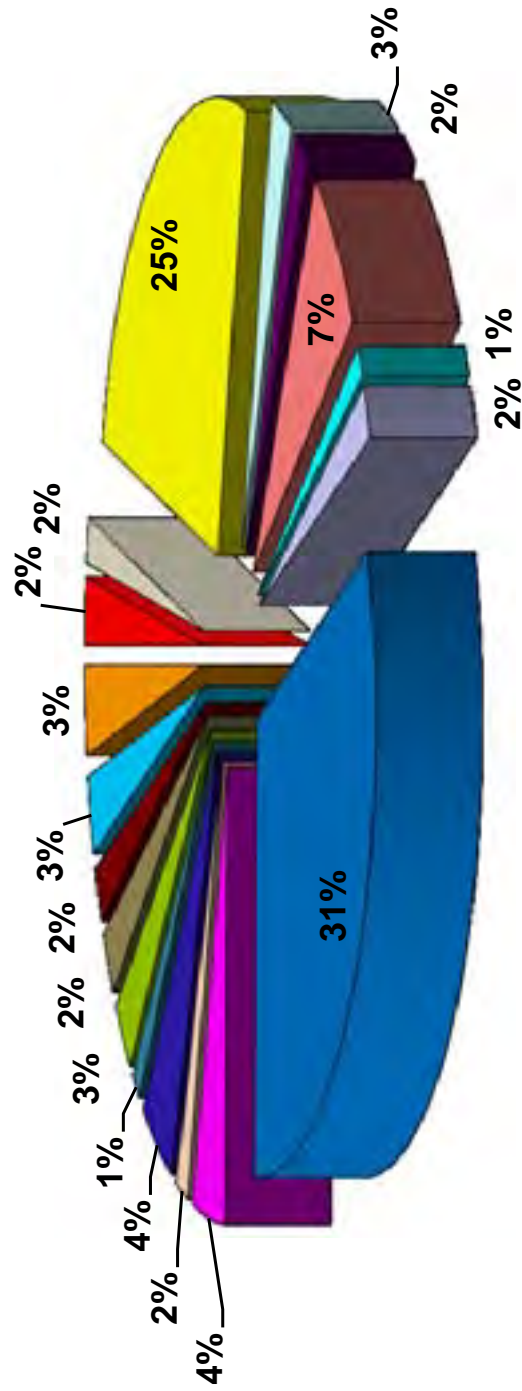
In closing I would like to acknowledge the Executive Team of SMP for continuing to work within budget restraints. Their careful planning and execution has enabled us to deliver and maintain quality services to our clients whilst remaining on budget. This means that we have a small operating surplus and a good cash flow placing SMP in a strong position to meet the challenges and opportunities that are presented to us in the coming year.

JOHN GREEN
CHIEF EXECUTIVE OFFICER



Breakdown of Disabilities of SMP DEEWR funded clients

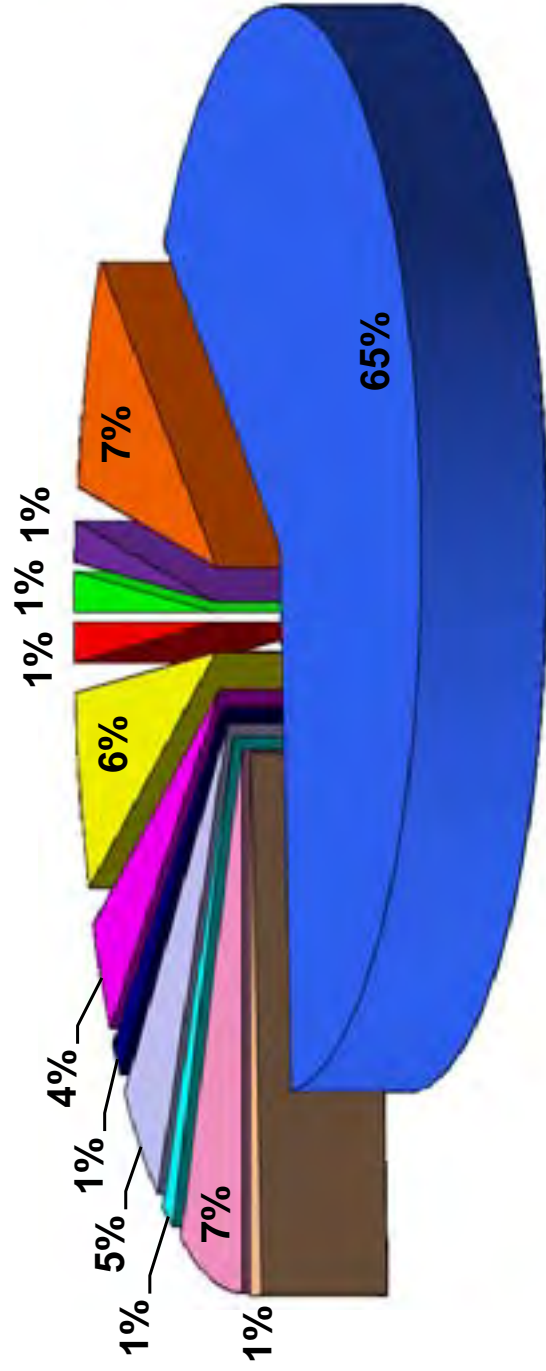
As at 30/10/2011



- Acquired Brain Injury
- Circulatory Disorders
- Intellectual Disability (inc. Down Syndrome)
- Epilepsy
- Hearing Impairment/Loss
- Learning Disability
- Diabetes
- Physical/Arthritis

Breakdown of Disabilities of SMP Interface, FFS and ATE clients

As at 1/10/2010



- Paraplegia
- Down Syndrome
- Multiple Sclerosis
- Vision Impairment
- Congenital Abnormality
- Intellectual Disability
- Psychol/Psychiatric
- Acquired Brain Injury



REPORT

PAT STUBBS
HUMAN RESOURCES
MANAGER

The past 12 months has been a very busy time in the HR department. We have had changes to our Awards and new Contracts to be prepared and signed by all staff. The new Contracts were given to staff several months prior to their being signed to allow everyone to fully understand them and ask any questions.

We had 48 full time staff members and 2 part time staff at the end of the financial year. 19 staff have left the company for varied reasons, from wanting to work part time to a complete change of job.

Approximately once a month I send out a newsletter, via email, with information that staff need to be aware of. At monthly staff meetings we discuss SMP policies and procedures. This is done to ensure that staff receive information in more than one format.

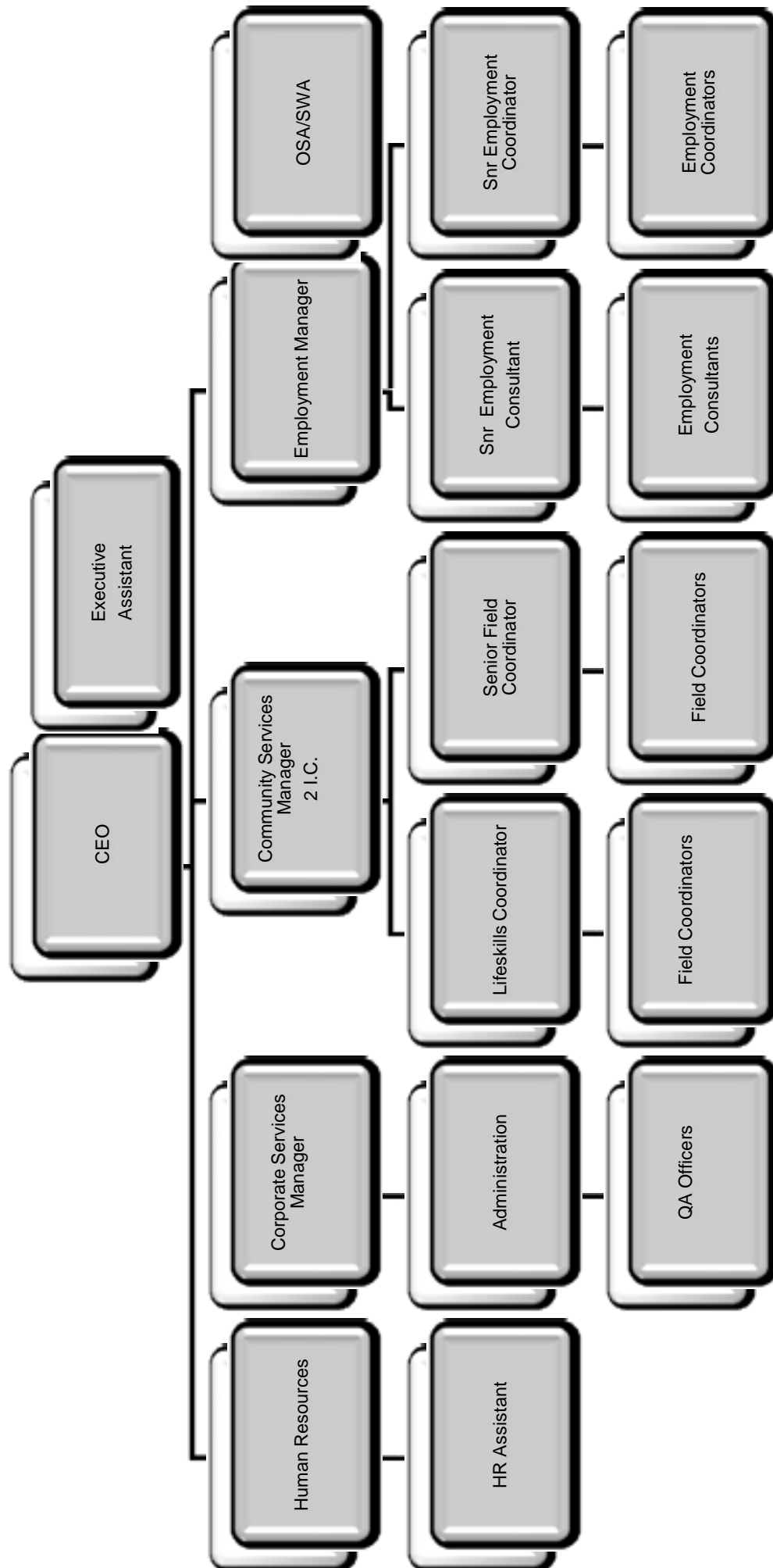
SMP is aware of the need for staff training and team building. Through the HR Department we're constantly looking to update training in all areas. We recently had two days of team building at Fairbridge. A health check was conducted by Workwise with regards to policies that SMP may not have in place. The report was very pleasing and we had most of the boxes ticked which indicated that we are operating well and within guidelines.

We've had a number of staff move to different positions within the company so they can improve their skills and use the skills they already have. It has worked out well and helps SMP to improve their service to clients, families and businesses.

I feel very confident that SMP is going to improve in all areas and that the current management and staff make such a great team that under the guidance of our CEO we have no other path but to move forward.

PAT STUBBS
HUMAN RESOURCES MANAGER

Organisational Chart





REPORT

VALERIE GILLIAN
COMMUNITY
SERVICES MANAGER

What an incredible year we have had at SMP and it really has a lot to do with the dedication of my Alternatives to Employment and Post School Options Staff.

Their dedication to working towards the company's strategic goal of provider of choice is something I am proud of.

Of course let's not forget why we are here - It is because our clients' families and networks believe in what we do as an agency.

This year I have observed some incredible outcomes for clients. It has seen them embrace the opportunity for independence and empowerment. Some of our clients in Post School Options have transitioned nicely into employment within SMP.

One of the many highlights of the year was the ABBAsBACK Concert that received rave reviews right across the disability sector. The international touring band came to Perth just to perform for SMP and the wider community at two concerts at the Fremantle Town Hall and we are still humming ABBA songs seven months later.

For me personally, being able to sit on the City of Rockingham's Disability Access Reference Group (DARG) has enabled me to be a contributing voice for all of the clients we support to enable them to have access and inclusion in one of the towns they reside in. I would also like to thank Cockburn Council especially their Community Development Officer for the opportunities that he has been able to assist SMP with.

Our programs have gone from strength to strength under the supervision of Lifeskills Coordinator, Julie Power and the Alternatives to Employment/Post School Options Field Coordinators. They have the vision and dedication to assist and overcome any changes that need to be met to provide a quality Alternatives to Employment Program.

Special thanks to Samantha Gallagher, Client/Staff Coordinator who resigned this year to pursue her dreams. Samantha's support to me personally and the whole team over her nine years with SMP has definitely strengthened where we are today.

Our newest Program "Seniors Enjoying Life" is an opportunity for our valued elderly to continue their life with the dignity and respect they deserve in their 'golden years'. This Program plus our Volunteer Instep and Contemporary Recreation demonstrates that SMP is a provider that values and empowers individuals.

Please enjoy some of our amazing photos. They are dedicated to all our clients, families and staff.

VALERIE GILLIAN
COMMUNITY SERVICES MANAGER

ABBA's BACK

SMP's first official fundraiser was a 'smash hit' as ABBA's BACK rocked the Fremantle Town Hall on 18th March 2011. Staff, clients, friends & family sang and danced in two great performances.





SMP

Golf Day





TYLER – ACHIEVING HIS GOALS...

Hi my name is Tyler Coupland, I am 18 years old and have joined the South Metropolitan Personnel, Alternatives to Employment programme.

During this time I volunteered to serve Hi Tea to aged care ladies at the Meath Care Day centre in Como every Tuesday.

I help place plates, sugar, milk and water on tables. I take orders for tea or coffee and then serve these with trays of food. I like to sit with the ladies and staff and have a chat or be involved in the activity for the morning. After morning tea I help clear up the tables, pack away dishes and remove the rubbish.

On Thursday I volunteer at Bethanie Waters Nursing Home as an assistant. I support the residents with activities like bingo, arts and craft etc. I have volunteered at Bethanie Waters prior to joining SMP and discovered that I would like to further my knowledge in aged care.

SMP have worked along side me and through this support, gained volunteer work on Wednesdays and Fridays at Bright Water Nursing Home and have recently been offered paid employment.

At Bright Water Nursing Home I work alongside the Therapist. I support the residents in activities like bingo, arts and craft, movies and outings. I am also responsible in cleaning out the rabbit cages.

My main objective is to get a traineeship as a Therapy Assistant with Bright Water Nursing Home. SMP have supported me to get paid employment and by working and learning skills through the programmes that I am involved in with SMP, I am confident that I will achieve my goals in the near future.



REPORT

JODIE MORRALL
EMPLOYMENT
MANAGER

This year has proven to be a very challenging one with the ongoing pressures of the current Disability Employment Service (DES) Contract that was introduced on the 1st of March 2010 by our funding body the Department of Education Employment and Workplace Relations. The Contract has brought about some significant changes including day to day processes of assisting our clients with job search activities and on the job support to introducing a competitive tendering process for DES agencies based on a star rating outcome.

It has been a busy year in all areas of the Employment Department. The supported teams at Fairbridge Village conducted a Winter Warmers soup event. This involved the teams preparing vegetables and making soup which they then served to community members and the staff at Fairbridge. The team also prepared the dining room for the lunch and attended to clean up duties. The team is anticipating to provide a BBQ lunch during the coming summer months. The Fairbridge teams attend to various duties around the village including cleaning the chapel, gardening and general ground works to maintain the village grounds. Some good news stories include a SMP client moving from a supported team at a government department into a full time traineeship. Another client also moved from a local government parks and garden supported team into fulltime employment on a full award wage with the same employer. A supported team was established at a local high school in the canteen and other supported work sites will be expanding in the near future at the employers' requests. Success stories such as these are due to the clients' passion, hard work and determination to achieve their employment goals and from the training and support that SMP's Employment Consultants and Employment Coordinators provide.

In December 2010, SMP sponsored International Day of Disability at Munja Gardens. This was a spectacular day that allowed SMP to network with local businesses and talk with potential employers and community members about what SMP has to offer as well as supporting an important day of awareness. SMP also takes the opportunity to network with local businesses by regularly attending Chamber of Commerce meetings and local council events to keep up to date with the local labour market and potential employment opportunities for our clients.

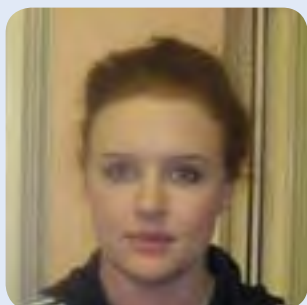
Another exciting event for SMP was ABBAsBACK held in March 2011. SMP showcased an ABBA tribute band at the Fremantle Town Hall by holding a matinee and evening show for clients, families, carers and the wider community. There were many local businesses that sponsored the event. Thank you to all who were involved to make it such a memorable event.

SMP strives to ensure that we provide the highest quality service to clients, their families, employers and stakeholders. We constantly seek feedback from all past and present services users. Some of the ways we achieve this is through our client participation meetings that are held twice a year. Last year we held a pizza night and a VIP Morning Tea and most recently a Mexican night. All clients and their families are invited to provide feedback about what they like about SMP's services, what can be improved and suggestions for future SMP client participation meetings. The Client Representative, SMP staff and board

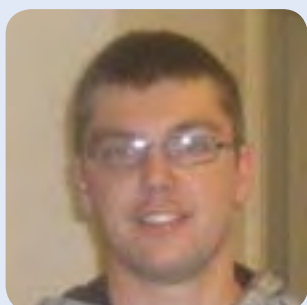
EMPLOYMENT TEAM



Trish Hall



Sarah Arnason



Jeff Riddle



Stephanie Fielding

members are available to talk to clients and their families about the service they receive from SMP. Service users and community members also have the opportunity to provide feedback about SMP via our Facebook page, website, feedback forms and client/employer surveys. SMP is audited annually against the Disability Service Standards by an independent certification body.

SMP is now 18 months into the National Panel of Assessors Contract. SMP provides Ongoing Support Assessments and Supported Wage Assessment to the Central West Metro region. Ongoing Support Assessments assess a client's current and future support needs with their current employer and DES provider and recommend a support level for the next 12 months. Supported Wage Assessments are a productivity based wage assessment that uses a model to determine an employee's wage against their productivity. Providing such services have allowed SMP to grow as an agency and expand our service base.

SMP is continuing to grow and expand client services. Apart from our main office in Fremantle we also have offices based in Gosnells and Rockingham. As client number continue to grow in these areas we are better placed to service the needs of the surrounding community.

As we grow so do our staff. SMP's marketing department has grown to accommodate our growing service as well as the number of Employment Coordinators to provide the onsite ongoing employment support. SMP's entire Employment Department does a tremendous job and I thank them for their constant hard work and commitment to providing a quality service.

JODIE MORRALL **EMPLOYMENT MANAGER**



UWA STAFF AT WORK



ALEN'S STORY

DETERMINATION
LEADS TO SUCCESS

Alen and Lou

Alen began his employment journey with SMP and the City of Cockburn in 2007. I did not have the pleasure of meeting Alen until November 2010. My Employment Manager took me on a tour of various SMP supported crew work sites. My first impression of Alen was that he was quiet and conscientious.

As it happened I became Alen's coordinator in the December. I was impressed by his admirable work ethics, work capabilities and his ability to complete tasks of a high standard. Alen was always respectful to me and ready to lend a hand to his co-workers. One thing that became obvious was that Alen's self confidence appeared to be low. He liked to be reassured that he was doing a good job. He would also seek approval to move onto the next task.

My first goal as an SMP Employment Coordinator was to develop team work and multi skilling. My

objective was to raise my clients self esteem and confidence so they were able to make some work related decisions. On arrival to site, we'd take a look around. Identify the tasks that were to be done and then decide who was to do what. I valued the team contribution as much as the team appreciated their ideas being heard.

As a result team moral increased ten-fold and Alen became even more eager to learn new skills. He particularly enjoyed working with the gardening tools and on small projects which involved intervention and problem solving. He enjoyed coming to work, getting stuck into it and getting his hands dirty - literally. Clearly, eight hours a week was not enough for Alen anymore.

By mid February Alen had made it obvious he wanted to work for the council full time. I set up a meeting with Lou Vieira, the City of Cockburn Parks and Environment Operations Coordinator.

I found Lou extremely approachable, he was prepared to give me the time to discuss Alen's employment goals and then look at possible options openly and honestly.

Lou suggested that my supported crew could perhaps link up with one of the council's full time Parks and Gardens trucks once a fortnight at a given site. I loved the idea because this would present an opportunity to engage Alen in learning some new skills in a safe and supervised environment under the instruction of a Leading Hand and show them that he is capable of doing the work.

I remember leaving Lou's office believing Alen had a chance to reach his employment goal. It didn't matter how long it was going to take, we were progressing in the right direction. I left this with Lou so he could check on the legalities with his Manager and run it past Chelsea James from the HR Dept. (Chelsea takes care of SMP supported crews).

The integration got the green light and the first training date was set for March 30th. Alen did extremely well using the edger and mower that day. (I also saw him checking out the brush cutter and ride on mower!) The feedback from Lou Vieira in the following week was impressive, so much so that Lou had approved for Alen's wage to be increased.

Lou and I continued brief discussions on Alen's progress and having so much faith in Alen I had no hesitation to ask Lou to give him the opportunity to prove himself in a full time work trial. I gave Lou my word that Alen would not disappoint. Lou did not commit straight away as he needed to check with his superiors and discuss this approach with HR also.

Again, we received a green light. Lou's discussions resulted in Alen beginning his full time work trial on May 16th. This extended for several weeks as Lou wanted to make sure that Alen was capable of working within various crews, under various leading hands and most of all was happy in the job.

With lots of encouragement and support from Chelsea James (HR) and Alvin Frost (Leading

hand) Alen achieved his goal. CEO Stephen Cain approved Alen's fulltime contract on the 2nd of August. Alen is now officially a full time employee of City of Cockburn Parks and Gardens. He enjoys a 9 day fortnight and is now earning to his potential. He has learned several new skills and achieved his white card since working full time. He tells me he is on the training list for obtaining his chainsaw license in the near future.

Alen now has set a personal goal of achieving his HR license in 2012.



From a co-ordinators perspective Alen is such an inspiration and an asset to his crew. He is always punctual, keen to learn and have a go. Alen has a great sense of humour, and was never shy to remind me that I was terrible with street directions!

I sincerely thank the City of Cockburn for employing individuals in SMP Supported Crews. Without this employment stepping stone Alen wouldn't be where he is today. Thank you for allowing him to shine and for the continued training and support you offer your employees.

TRISH HALL

SMP EMPLOYMENT COORDINATOR

p.s. Alen, the afternoon we went to Centrelink, I was so proud of you. Hearing you say "I am here to tell you I have a full time job now" reminded me that you are the reason I love the work I do! You set a goal and you got there!



REPORT

BOB DRAPER
CORPORATE SERVICES
MANAGER

I am pleased to say that the financial position of the organisation continues to improve with an overall surplus of \$250193 for 2010-2011.

Cash at bank as at 30-6-11 was \$394618.

The audit for 2010-2011 has just been completed by Francis A Jones with the audit resulting in an unconditional report and no irregularities, which is a great result for all involved.

A special thanks to the following staff for all their hard work and assistance throughout the past year.

Julianne Cook - Senior Administration Officer, Quality Assurance Coordinator and deputising for Corporate Services Manager in his absence.

Karen Green - Front Desk Receptionist and Motor Vehicle Fleet Controller.

Jenna Jones - Assistance in the accounting area through the provision of most of the primary data required for completion of financial reports.

We will continue to work with funding bodies Department of Education, Employment and Workplace Relations (DEEWR) Disability Services Commission (DSC) Lotteries Commission and other government agencies regarding funding and to ensure SMP meets its compliance requirements.

BOB DRAPER **CORPORATE SERVICES MANAGER**



Jenna Jones, Julianne Cook,
Mel Hughes (HR Dept) &
Karen Green.

ART WORKSHOP

Artwork by SMP clients



FINANCIAL DIRECTOR'S REPORT

2010/2011 has produced another excellent result with SMP ending the year with an operating surplus after depreciation and amortisation of \$23,339 and an overall surplus of \$250,193

Financial Summary

- Total income has increased from \$3.1m in 2009/2010 to \$3.4m in 2010/2011
- Operating surplus before depreciation and amortisation has increased from \$128,144 in 2009/2010 to \$266,650 in 2010/2011.
- Cash in the bank and on hand at the end of 2009/2010 was \$298,604 At the end of June 2011 it was \$394,618
- Net assets increased from \$865,160 in 2009/2010 to \$1,115,353 at the end of 2010/2011

Three years ago, SMP in order to improve liquidity, made a decision to purchase approximately 50% of its motor vehicle through chattel mortgage. The deal, involved the purchase of the vehicles through a 12 months contract with a guaranteed buyback after 15000 kilometres or 12 months, whichever comes first.

Although this has been a good arrangement, from July 2011 there will be no new chattel mortgages However buy back arrangements will still apply.

50% of vehicles will be purchased for cash and the balance leased on terms that will

- Result in leasing costs being less expensive than interest on chattel mortgages plus depreciation.
- Result in easier cash flow management.
- Show a better result for net assets or working capital on the balance sheet.
- Reduce accounting time, as leasing requires less entries than chattel mortgages.

As Financial Director I am delighted with the direction the finances of SMP are taking.

I would like to thank the management and staff of SMP for another good financial result in 2010/2011



JOHN GRIFFITHS
FINANCIAL DIRECTOR

**SOUTH METROPOLITAN PERSONNEL INC.
STATEMENT BY MEMBERS OF THE COMMITTEE**

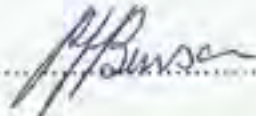
The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

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 2011 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

12th day of October

2011

SOUTH METROPOLITAN PERSONNEL INC.

BALANCE SHEET
AS AT 30TH JUNE 2011

	Note	2010/2011 \$	2009/2010 \$
CURRENT ASSETS			
Cash at bank and in hand	3	394,618	298,604
Receivables	4	29,648	37,823
Total current assets		424,266	336,427
NON-CURRENT ASSETS			
Property, Plant & Equipment	5	1,635,679	1,524,491
Total non-current assets		1,635,679	1,524,491
TOTAL ASSETS		2,059,945	1,860,918
CURRENT LIABILITIES			
Creditors and borrowings	7	170,226	348,287
Provisions	8	140,634	169,199
Total current liabilities		310,860	517,486
NON-CURRENT LIABILITIES			
Creditors and borrowings	7	603,643	448,183
Provisions	8	30,089	30,089
Total non-current liabilities		633,732	478,272
TOTAL LIABILITIES		944,592	995,758
NET ASSETS		1,115,353	865,160
MEMBERS' EQUITY			
Retained profits	9	1,115,353	865,160
TOTAL MEMBERS' EQUITY		1,115,353	865,160

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 2011

	Note	2010/2011 \$	2009/2010 \$
Operating Profit (Loss)	11	250,193	158,384
Income tax attributable to operating profit	1(c)	0	0
Operating profit (loss) after income tax		250,193	158,384
Retained profit at the beginning of the period		865,160	706,776
Operating Profit (Loss) for the year		250,193	158,384
Retained profits at the end of the financial year		1,115,353	865,160

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

SOUTH METROPOLITAN PERSONNEL INC.
NOTES TO AND FORMING PART OF THE ACCOUNTS FOR THE YEAR
ENDED 30 JUNE 2011

NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting

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

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

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

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

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

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

(a) Fixed Assets

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

(b) Hire Purchased Assets

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

SOUTH METROPOLITAN PERSONNEL INC.
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2011

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 2010/2011 was 9% of gross salary.

NOTE 3. CASH AT BANK AND IN HAND	2010/2011	2009/2010
	\$	\$
Cash at Bank - National Australia Bank	392,168	296,954
Petty Cash	2,450	1,650
Total Cash at Bank and in hand	394,618	298,604

NOTE 4. RECEIVABLES	2010/2011	2009/2010
	\$	\$
Trade Debtors	11,609	20,390
Accrued Income and Prepayments	18,039	17,433
Total Receivables	29,648	37,823

SOUTH METROPOLITAN PERSONNEL INC.
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2011

NOTE 5. PROPERTY, PLANT AND EQUIPMENT	2010/2011	2009/2010
	\$	\$
Motor Vehicles, at cost (a)	1,371,501	1,200,129
Less: accumulated depreciation	-129,224	-89,114
Motor Vehicles less depreciation	1,242,277	1,111,015
Computer Equipment, at cost (a)	89,810	74,780
Less: accumulated depreciation	-63,154	-47,894
Computer Equipment less depreciation	26,656	26,886
Furniture & Fittings, at cost (a)	63,942	62,332
Less: accumulated depreciation	-13,137	-7,393
Furniture less depreciation	50,805	54,939
Other Equipment, at cost (a)	94,777	93,306
Less: accumulated depreciation	-47,996	-33,865
Other Equipment less depreciation	46,781	59,441
Lease Improvements, at cost (a)	284,966	280,991
Less: accumulated depreciation	-15,806	-8,781
Lease Improvements less depreciation	269,160	272,210
Total fixed assets	1,635,679	1,524,491

NOTE 6. ECONOMIC DEPENDENCY

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

SOUTH METROPOLITAN PERSONNEL INC.
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2011

NOTE 7. CREDITORS AND BORROWINGS	2010/2011	2009/2010
	\$	\$
Current		
Unsecured :		
Trade creditors and accruals	38,083	78,175
Other creditors (including GST owed to ATO)	132,143	270,111
Total Unsecured	170,226	348,286
Total current creditors and borrowings	170,226	348,286
Non-current		
Secured :		
Chattel mortgages over motor vehicles.	641,339	492,402
Less Unexpired charges	-37,696	-44,219
Total Secured	603,643	448,183
Total non-current creditors and borrowings	603,643	448,183

NOTE 8. PROVISIONS	2010/2011	2009/2010
	\$	\$
Current		
Long service leave	46,764	65,000
Annual leave	93,870	98,763
Doubtful debts (Contracting)	0	5,436
Total current provisions	140,634	169,199
Non-current		
Long service leave	30,089	30,089
Total non-current provisions	30,089	30,089

SOUTH METROPOLITAN PERSONNEL INC.
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2011

NOTE 9. RESERVES

Special Purposes Reserve	2010/2011	2009/2010
	\$	\$
Opening Balance		93,650
Transfer to Retained Profits		-93650
Closing balance		0

Retained Profits	2010/2011	2009/2010
	\$	\$
Opening Balance	865,160	706,776
Retained profit for the year	250,193	158,384
Closing balance	1,115,353	865,160

NOTE 10. CONTINGENT LIABILITIES

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

SOUTH METROPOLITAN PERSONNEL INC.
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2011

NOTE 11. INCOME AND EXPENDITURE STATEMENT

INCOME	2010/2011	2009/2010
	\$	\$
Income – Operational Grants (Recurrent)	1,692,721	1,505,848
Dept of Education ,Employment and Workplace Relations	1,469,876	1,394,351
Disability Services Commission	<u>3,162,597</u>	<u>2,900,199</u>
Income operational grants (Recurrent)		
Income – Other		
Transport Levy Vouchers	47,779	59,089
Car Wash	17,167	18,750
Vehicle usage fees	69,766	70,355
Wood and Soap Products	1,142	9,585
Other fees and charges (Salary sacrifice fees, Workers comp)	64,882	41,265
Fee for service	24,856	46,079
Interest received	21,579	1,073
Profit (Loss) on sale of motor vehicles	(17,147)	(10,916)
Total income other	<u>230,024</u>	<u>235,280</u>
Total Income	<u>3,392,621</u>	<u>3,135,479</u>
 EXPENDITURE		
Operating Expenditure		
Staffing costs	2,391,072	2,363,652
Vehicle running expenses	357,026	272,269
Marketing expenses	55,667	24,830
Administration expenses	107,473	110,560
Office expenses	170,607	179,858
Audit fees. General and QA	10,094	8,852
Special insurance	11,000	11,000
Membership	11,004	9,008
Contracting	7,942	16,176
Sundry expenses	4,086	11,130
Total operating expenditure	<u>3,125,971</u>	<u>3,007,335</u>
 Operating Surplus/Deficit before depreciation and amortisation	266,650	128,144
Depreciation and amortisation	(243,311)	(191,530)
Operating Surplus/(Deficit) after depreciation	23,339	(63,386)
 Add: Capital grants - Recurrent		
Disability Services Commission	197,034	97,915
Lotteries Commission	29,820	30,205
 Add: Capital grants – Non Recurrent		
Clearing old reserves See note 9	0	93,650
Total Surplus/(Deficit) for the year	<u>250,193</u>	<u>158,384</u>

SOUTH METROPOLITAN PERSONNEL INC.
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30 JUNE 2011

NOTE 12 STATEMENT OF CASH FLOWS

CASH FLOWS FROM OPERATING ACTIVITIES	2010/2011	2009/2010
	\$	\$
Grants received		
Dept of Education, Employment and Workplace Relations	1,692,721	1,505,848
Disability Services Commission	1,469,876	1,394,351
Disability Services Commission - Capital Grants	197,034	97,915
Lotteries Commission and training grants	29,820	30,205
Grants received in advance	0	95,000
Total Grants Received	3,389,451	3,123,319
Other income received		
Transport Levy Vouchers	47,779	59,089
Interest received	21,579	1,073
Receipts from trade customers and clients	18,309	28,335
Receipts from vehicle usage fees	69,766	70,355
Other Income	72,591	76,428
,Total Income Received	3,619,475	3,358,599
Expenses paid		
Staff salaries and associated costs	(2,391,072)	(2,169,164)
Vehicle running costs	(357,026)	(272,269)
Marketing Costs	(55,667)	(12,536)
Client specific costs	0	(12,294)
Administration costs	(107,473)	(110,560)
Office running costs	(170,607)	(179,858)
Sundry costs	(44,127)	(61,166)
GST & FBT remitted to Australian Taxation Office	(207,261)	(228,946)
Total expenditure	3,333,233	(3,046,793)
Net cash provided by operating activities	286,242	311,806
CASH FLOWS FROM INVESTING ACTIVITIES	2010/2011	2009/2010
	\$	\$
Receipts from sale of motor vehicles, plant & equipment	538,467	809,903
Payment for motor vehicles, plant and equipment	728,695	947,147
Net cash used in investing activities	(190,228)	(137,244)
Net increase/-decrease in cash held	96,014	174,562
Cash at beginning of financial year	298,604	124,042
Cash at end of financial year	394,618	298,604



WE WOULD LIKE TO ACKNOWLEDGE & THANK

Aquatico	Major Security Services
Armadale Removals & Storage	Melville Cares Inc
Assured Tree Services	Melville Toyota
Attadale Chiropractic Clinic	Mosaic Community Care
Austal Shipping	North Metropolitan Area Mental Health Service (Reflections Art Studio)
Australian Steel Supplies	Peel Wealth Financial Planning
Banksia Primary School	Perth Home Care Services
Beaurepaires	Poly Pipe Traders
Better Sprouts	Poolmart, Rockingham
Big W, Spearwood	Punky B
Blackman Fabrications	R H Trotter & Co
Blockbuster (Oakcourt Holdings T/as)	Reclaim Industries Ltd.
Bonney's WA Water Ski Park	Refresh Waters Pty Ltd
Braemar Presbyterian Care	Rio Tinto
BRB Smash Repairs	Robowash
Bunnings, Rockingham	Ruah Community Services
Bunnings, South Central	Seaside Pets
CAEM Shelving Engineering (Aust)	St. Bernadette's Catholic Primary School
Central Institute of Technology	Starpac Corporation P/L
City of Cockburn	Sunshine Child Care Centre
Cockburn City Soccer Club	Supa IGA, Hilton
Cockburn Library	Supercheap Autos
Coles, Kardinya	Swarbrick & Swarbrick Yachts
Coles, Booragoon	Target, Fremantle
Coles, Meadow Springs	The Bethanie Group Aged Care
Coles, Melville	The Clink
Colli & Sons	The Cruising Yacht Club of WA
Department for Communities	The Greens Party
Department of Education	The Merchant Tea & Coffee Co.
Department of the Premier & Cabinet (Office of the Director General)	Titan Plant Hire
Doral Fused Materials	Toll Personnel
Education Department Mosman Park School for Deaf Children	UWA - Business School
Ensign Services (Aust) Pty Ltd	UWA - Economics & Commerce
Fairbridge WA Inc	UWA - Faculty of Architecture and Landscape
Flexi Staff	UWA - Life & Physical Science
Flying Domestics	UWA - Plant Biology
Fremantle Football Club	UWA - School of Biomedical, Biomolecular & Chemical Sciences
Fremantle Leisure Centre	UWA (HR)
Fremantle Public Golf Course	Vege Bandits Pty Ltd t/as Spud Shed
Home Instead Senior Care	Villa Roma
Jarrah Select	Volunteer Taskforce
Judet Services	WA Furniture Express
June O'Connor Centre	WA Police
Lark Hill Race Course	Western Poles
Leeming Primary School	Woolworths, Mandurah Forum
Life Health Care Pty Ltd t/as Surgical Access Pty Ltd	Woolworths, Riverton
Logo Appointments	Woolworths, South Fremantle Market Place
Longs Oriental Supermarket	



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