

Annual Report

2017

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Mission

Our mission is to improve people's lives by encouraging and facilitating their mobility, independence and sense of community. Providing transport is our core function, however we offer more than just transport in striving to effectively, efficiently and equitably meet the needs of our clients.

Vision

Our vision is to be the first choice provider of transport services to the frail, elderly, those with disability, their carers and others needing transport.

Values

Safety and Compliance

We commit to prioritising the safety and wellbeing of our people, clients and those who share the road, and adhere to all applicable laws.

Client Focus

We listen to our clients and put their needs first.

Acting Ethically

We operate with honesty, integrity, independence, transparency, equity and fairness.

Valuing Others

We foster a collaborative working environment that values contribution and recognises and respects the views and rights of all.

Excellence

We strive to be the best by continuously improving what we do and how we do it, and by sharing our knowledge, skills and ideas.

Teamwork

We embrace diversity and work together towards our common purpose, communicating freely and sharing decision-making and the tasks involved.

Positive Attitude

We cultivate positivity and goodwill in our business, personal activities and relationships.

Presidents Report – 2016-2017

When I commenced writing this Report I reflected on St George Community Transport (STGCT) as an organisation and I believe it is worth reflecting on the metrics of our organisation.

- We have a team of 37 passionate employees and more than 42 volunteers who understand and respect our diverse clients. The passion of our team has been recognised by the community and many of our team members have been nominated for or received Community Service Awards & recognition
- We provide more than 100,000 trips needed in our community per year. These range from doctor's appointments, hospital visits, other health professionals, shopping, social visits to see friends, family & more.
- We maintain an efficient and safe fleet of 27 vehicles ranging from Camry Sedans to 24 seat buses of which many are custom modified to accommodate clients' needs including wheelchair access.
- We support more than 7,000 clients, who speak 61 different languages. We have Mandarin and Cantonese speaking team members to support this growing client segment.

And proudly STGCT is now one of the largest Community Transport providers in NSW.

2016-2017 has been a year of positive performance and improvements for STGCT and as an organisation we have maintained a firm focus on our strategic vision of being the "first choice provider of transport services to the frail, elderly, those with disability, their carers and others needing transport".

We are fortunate to have excellent staff managing the organization and delivering the services we provide. Importantly this group also maintain a clear focus on our values.

Early in 2017 the team successfully implemented a major system change with the introduction of CTABS (Routematch) a new transport management and booking system that was mandated by Transport for NSW. As with any major system change this required significant investment of time by all staff and volunteers to accommodate the "new" way of undertaking and delivering our services.

The team also successfully completed a Quality Audit undertaken by the Australian Aged Care Quality Agency. I am pleased to report that we met all 19 of the quality standards measured. This was an important milestone as we were 1 of 8 Community Transport Organisations to be audited as subcontractors of Transport for NSW.

This is significant for future funding support as a service provider to the Department of Social Services (Commonwealth Government).

I am pleased to say the past year has seen significant development in building the awareness of and marketing our services to a diverse group of clients. Many new opportunities which had been identified were realized including initiatives such as Travel Training and have expanded the regular routings

It is also important that we acknowledge the contribution of our volunteers. With a changing and aging workforce, increased volunteer opportunities and changing retirement plans we are competing with many other organisations to maintain our volunteer base. We have been fortunate to have maintained a strong level of support from volunteers throughout the year.

In July our longest serving Director and Treasurer, Mr Cecil Martin retired due to ill-health. We would like to acknowledge and thank Cecil for his extensive contribution to STCGT and wish him and Lola all the very best for the future.

We also farewelled Emma Maiden who had also served as a committed Board Member for three years. Whilst it is sad to farewell colleagues it is also pleasing to welcome new Board Members who bring skills and commitment to the Board. Elizabeth Weston and Stephen Downes are two such people who have already demonstrated their commitment and professional knowledge

The year ahead will again pose challenges however I am confident that we have the planning, people and processes established to ensure that we continue to provide our services.

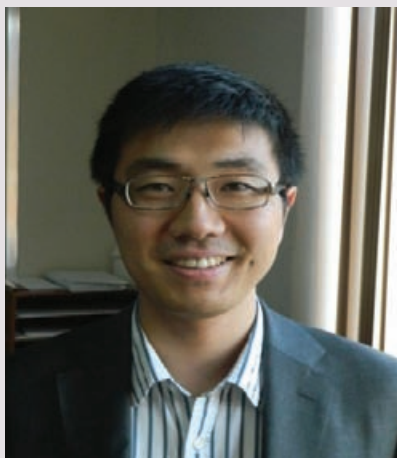
Finally, on behalf of the Board I would like to acknowledge the efforts and energy of Kate Young, all staff and volunteers. The level of community service and customer satisfaction would not have been achieved if not for their experience, commitment and passion to provide the best available transport service to the St George Community.

Chris Tyler
President

Board Members



Chris Tyler



James Bai



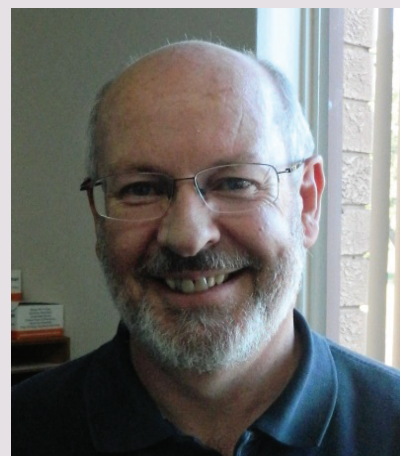
Theo van Waart



Jennifer Whitten



Kevin Weeks



Stephen Downes



Elizabeth Weston



Robert McCarthy



Marie Diven

Executive Officers Report.

I once more have the pleasure of writing a report about the events of the last year at St George Community Transport .The process provides a time to reflect on the events of the last year and the achievements of the organisation.

What a year it has been and what a huge amount of work our team has undertaken in what can only be described as challenging yet somewhat exciting times of change.

There have probably been more organisational changing events in the last five years than in the previous 20 years. This is probably due to the impact of IT development and also funding strategies. The community we serve has also changed. People are living longer and maintaining their independence as they are better cared for and able to stay in their own homes.

The most significant impact experienced here at STGCT has been the introduction of a new system to manage our activity. CTABS(routematch) is radically different to its predecessor and has required significant training for all staff. CTABS was purchased by Transport for NSW and its installation at all Community Transport organisations has been mandatory

This system not only has significant impact upon the admin staff but also the drivers who had to learn new processes and how to use a CTABS dedicated computer tablet in their vehicles. All staff, despite misgivings, have handled the changes well and with a positive attitude.

Travel Training is also now operating from STGCT. Travel training is a process to assist our clients to use public transport and is being implemented by Deirdre Campbell and a team of volunteers. The program got off to a slow start but now is in increasing demand particularly for people with intellectual disability. Travel Training allows people more independence and fosters self-confidence.

Deirdre Campbell works for two days as Travel Training Coordinator and three days as Marketing and Communications Officer which is another new role. Deirdre has successfully updated our web page and manages our social networking on Facebook, Twitter and LinkedIn. It may be thought that we do not need to market our service but the industry is becoming increasingly competitive and there are so many potential clients in the community who do not know about STGCT and the valuable service which we offer.

In the 2017-18 financial year we will lose our disability funding as people with disability will be eligible for NDIS. We want to keep these clients not only to maintain our service levels but more importantly because we truly believe that the service which we offer is better and more appropriate than they may receive elsewhere.

STGCT has a lot of scope to develop our service above and beyond our traditional funded target group and to provide an enhanced service to the greater community. Presently we are more than achieving our performance targets which leaves us opportunity to provide additional services such as specific outings for non-target related members of the community such as Christmas Shopping trips and Theatre trips.

As to the future our ongoing funding is still shrouded in uncertainty and we have put in place strategically considered mechanisms to maintain and hopefully strengthen our financial position.

St George Community Transport is extremely fortunate in the calibre of team members we have in all areas of the organisation. Whether they are volunteers or paid employees these team members not only demonstrate their commitment to the organisation in the quality of their work but more importantly to the clients.

In May STGCT was reviewed by the Australian Aged Care Quality Council and met all nineteen standards unconditionally. This was an excellent result in large due to the work of our team. This coming year we will be seeking accreditation under the Bus Operator Accreditation Scheme (BOAS) and I have no doubt that we will achieve this very important accreditation

Once more I would like to thank the Board for their continued support and look forward to the year ahead and working together to position St George Community Transport as an organisation of excellence that provides our clients with the optimal service possible.

Kate Young
Executive Officer

Treasurers Report

It is my pleasure to present to you the financial report for the 2016-2017 financial year.

St George Community Transport has had another successful year, generating a positive balance of \$179,116, primarily as a consequence of carefully managing our expenses to align with the funding we receive from the Government. In doing so, we continue to ensure our fleet of vehicles meet the needs of the Community.

Transport for NSW increased its funding this year, bringing total government funding we received to \$1,927,499. This amount was supplemented by revenue generated directly by our organisation as well as interest received, bringing our total revenue for the year to \$2,682,117, a 3.9% increase over the prior year.

Total operating expenditure was \$2,503,001, a 3.4% increase over the prior year, with the main items of expenditure being salaries and associated staff costs of \$1,530,890 and cost of running and maintaining the vehicle fleet of \$528,598.

The Balance Sheet continues to reflect the strong position of St George Community Transport with total current assets of \$2,081,320, of which cash and cash equivalents total \$2,024,758.

The cash component of our assets is committed as follows:

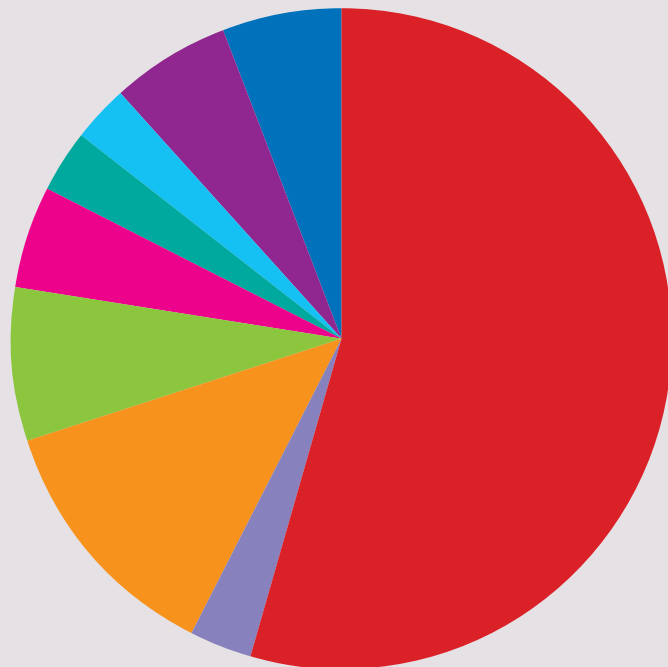
Vehicle replacement reserve	\$977,507
Employee provisions	\$166,517
Payables	\$97,841
Available cash	\$782,893

Our available cash puts us in a very positive position in terms of being able to meet potential changes to the way in which funding may be allocated in the future.

Whilst the foregoing reflects a strong financial position, our strategy continues to focus us on the competitive challenges we face in order to increase our market share in a rapidly changing environment.

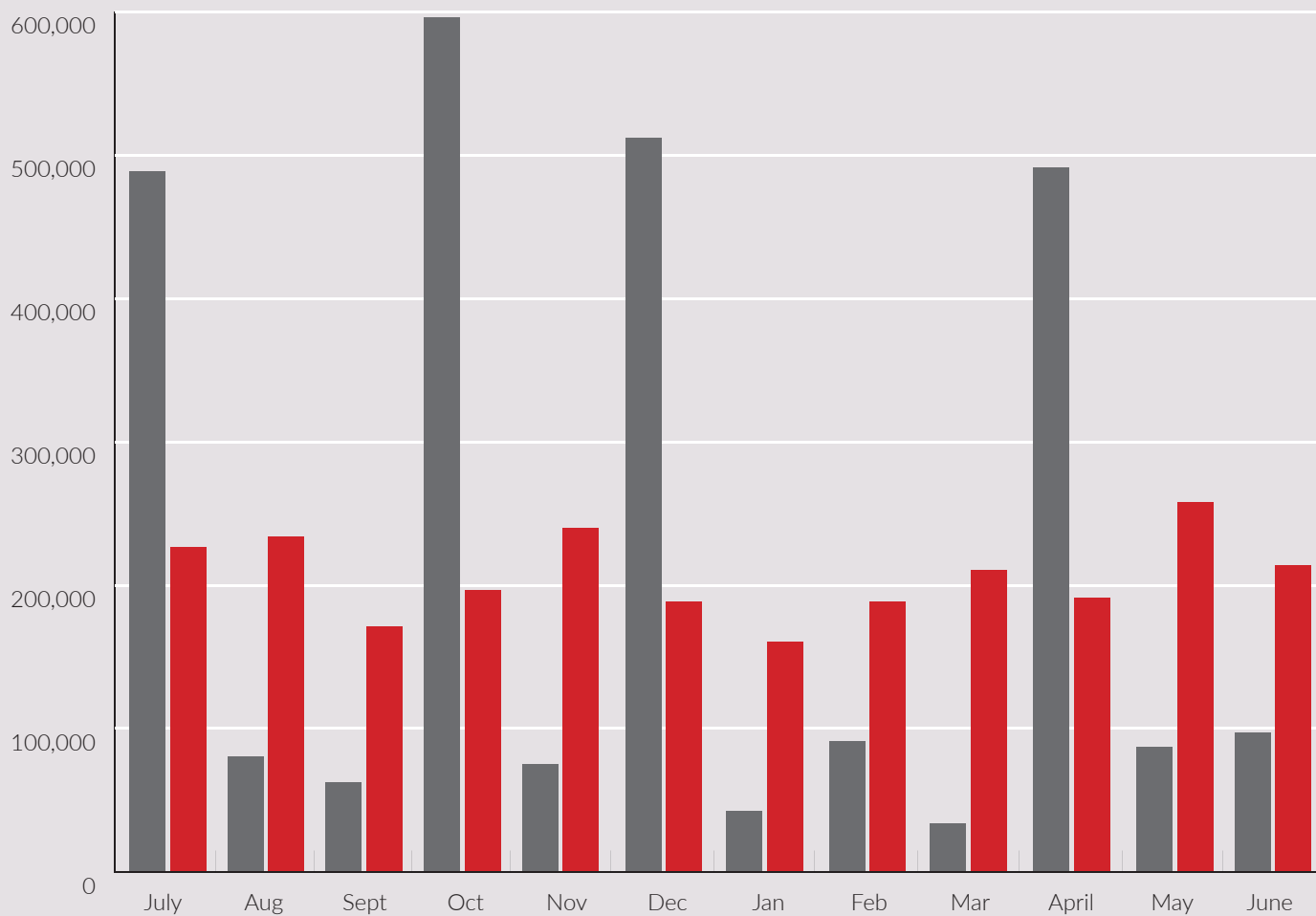
Rob McCarthy
Treasurer

Distribution of expenditure



- Salary
- Volunteers
- Leasehold
- Insurance
- Buses
- Admin/consultants
- Cars
- Other services

Income and expenditure



Our Team

Community Recognition for Volunteers

Lynne Bucciarelli was awarded an Individual Community award for Volunteer Achievement by Mr Marke Couré, Member for Oatley

Lynne joined STGCT as a volunteer to provide admin support. Lynne committed to working two days per week and quickly expanded her role to support the team and the clients in other ways.

Lynne works closely with our team member who is responsible for organising the “Outings Program” and Lynne is often instrumental in sourcing appropriate venues and arranging the logistics of taking a group of clients some of whom may have mobility issues or other problems.

Lynne also works as a carer, providing support to both the drivers and the clients. Lynne is a great favourite with the clients as she has very outgoing personality and a wonderful sense of humour which has the clients laughing from the time they get on the bus.

Lynne also goes through the list to check for any cancellations to ensure that spaces are not wasted and we can fit people in from the waiting list.

The commitment Lynne gives to her role and achieving positive outcomes for clients is commendable and she is very worthy of this award.



Team Scholastic Achievement

In late 2016 Mark Scheuer and Helen Baker completed formal studies in the Certificate of Transport Management from the Institute of Transport and Logistics Studies at the University of Sydney. Mark obtained a scholarship for the course and graduated in May 2017 with Credit status while Helen graduated with Distinction.

The Certificate of Transport Management is a professional development course for staff in the bus and coach industry and the community transport sector. The course is designed to provide knowledge and skills in management, planning and policy areas that are central to the success of this industry - including operators, suppliers and consultants. The course broadens understanding of the industry and management considerations in running an efficient, safe and successful transport service. The course is supported by Transport for NSW, BusNSW and private operators.

Congratulations on their successful completion. To complete assignments alongside an often busy day-job is a real achievement.



Team Members 2016–2017

Arkininstall	David	Elliott	Alexa	Mason	Donna	Todd	Peter
Bai	Jimmy	Ellis	Richard	Mason	Gloria	Tyler	Chris
Baker	Helen	Fallon	Richard	Massingham	John	Van Waart	Theo
Baker	Russell	Favorito	Dennis	McCarthy	Robert	Wang	Min
Balacco	Robert	Flack	Jenny	McGeough	Stephen	Ware	Keith
Balkwell	Martine	Flack	Simon	McGrath	Brad	Watson	Kerrie
Barger	Angelica	Ford	Rick	McRae	Colleen	Weeks	Ann
Begum	Moni	Forrester	Bill	Moorhouse	Jonathan	Weeks	Kevin
Bell	Peter	Gooding	Rhonda	Morrison	Vivienne	Weston	Elizabeth
Ben Mayor	Albert	Gramat	Michael	Mortensen	Peter	Whitley	John
Booth	Suzanne	Green	Allan	Moy	Ian	Whitwell	Mark
Bray	Samual	Green	Glenda	O'Brien	Brigette	Whitten	Jennifer
Brinkman	Robert	Grieg	Barbara	Packwood	Glenn	Wise	Tracey
Bucciarelli	Lynne	Hansell	Ken	Pain	Anna	Woods	Heather
Buttel	Mark	Hayden	Lisa	Parkinson	Paul	Yeomans	Alan
Campbell	Deirdre	Hickey	Rodger	Porritt	Tony	Young	Kate
Cecelia	Mio Kun	Hinton	Bob	Poulter	Keith	Zulamovski	Marija
Chambers	John	Holland	Barry	Preston	Mark		
Chung	Cisco	Humphreys	Pam	Prosser	Les		
Coleman	Jeffrey	Ishak	Anthony	Pucciarelli	Aspa		
Coleman	Phillip	Jory	Steve	Rankin	Vanessa		
Condon	Fred	Kazantzis	George	Reynolds	David		
Cox	Graeme	Kehoe	David	Rodger	John		
Counsel	Anne	Kelly	Mark	Rutter	Denise		
Croucher	Stephen	Kepping	Alex	Sazdanov	Vlado		
Crow	Benjamin	Khanafer	Sam	Scevity	Patricia		
Cruise	Boud	Kumah	Nadia	Scevity	Phillip		
Dimitropoulos	Julie	Kumar	Roy	Scheuer	Mark		
Diven	Marie	Lamb	Robert	Simpson	Nurina		
Downes	Stephen	Leake	Les	Sugita	Ketut		
Dowsett	Rodger	Levett	Peter	Sutton	Rodney		
Dungarwalla	Shamun	Li	Mei	Sullivan	Russell		
Dungarwalla	Rose	Northey	Sydney	Swan	Graham		
Edwards	Phil	Maiden	Emma	Swift	Maddie		
Edmond	Tsang	Martin	Cecil	Szczepek	George		
Elder	Craig	Martin	Sue	Thompson	Bert		

Service Provision

2016-2017 has seen a lot of changes for the team in terms of the technology and systems used to provide the transport service. An update to our existing Navman tablet enabled improved Pre & Post vehicle reporting which aligns with legislative requirements.

In February we went live with RouteMatch- an integrated booking and dispatch software system which saw the instillation of a new electronic tablet in the vehicles. The tablet enables drivers to receive messages and details of their entire passenger manifest for the day. There was a considerable amount of training involved for the service delivery team through to the drivers and carers. The entire STGCT team must be congratulated on how well they have adapted to such a significant change to operational systems.

We have worked tirelessly to ensure that the operational system changes have not impacted on the outstanding service provision provided to our clients.

The client satisfaction survey for 2017 demonstrates that we have maintained an exceptionally high satisfaction rating for transport provision.

At STGCT we have listened and made improvements wherever possible. The survey results show how this is reflected in the increased ratings over the last few years. From year to year there are slight variances however the overwhelming response is that client's rate STGCT highly.

This year we received a 100% satisfaction for overall service, an amazing achievement from an exceptional team.



Volunteer driver Peter with vehicle electronic tablets

	2014	2015	2016	2017
Drivers: Excellence ratings				
Friendliness	91.84	95.56	100	96.88 %
Personal presentation	91.84	82.22	97.98	87.5 %
Reliability and time keeping	91.67	91.11	100	96.88 %
Safe and comfortable driving	95.83	91.11	100	100 %
Communication skills	91.84	88.89	100	96.88 %
Bookings and Administration: Excellence ratings				
Reception accuracy	75.51	88.37	100	100 %
Bookings accuracy	81.63	90.70	97.77	100 %
Professionalism	81.63	90.70	100	96.88 %
Communication skills	77.55	90.70	100	96.88 %
Query resolution	79.17	90.70	100	96.77 %
Overall Service: Excellence ratings				
Prompt service delivery	81.63	95.56	100	100 %
Transport options on offer	79.56	82.22	100	100 %
Transport cost	81.63	91.11	97.77	100 %
Overall client satisfaction	83.67	91.1	100	100 %
Recommending to friends	91.84	88.89	100	100 %



STGCT information stall at Chinese Australian Services Society Aged Care Expo

In June The Australian Aged Care Quality Agency conducted an audit/ review of STGCT's compliance against the Home Care Standards. They reviewed documents, processes, spoke with team members and a delightful focus group of clients as part of the audit process. STGCT met all compliance criteria- again another outstanding achievement.

Attending expos and promoting the service has featured regularly throughout the year. My Aged Care referrals of new clients totalled close to 1000 for the year.

Travel training is a new program which has been successful in supporting many people to use public transport independently. Coordinator Deirdre has worked closely with Travel training volunteers assist participants with trip planning and practice travel sessions.

The social outings continue to be very popular and offer a wide range of venues and interesting places to visit. It is heart-warming to see the firm friendships which have established amongst many regular social attendees.



Lugano Lions Spring Fair

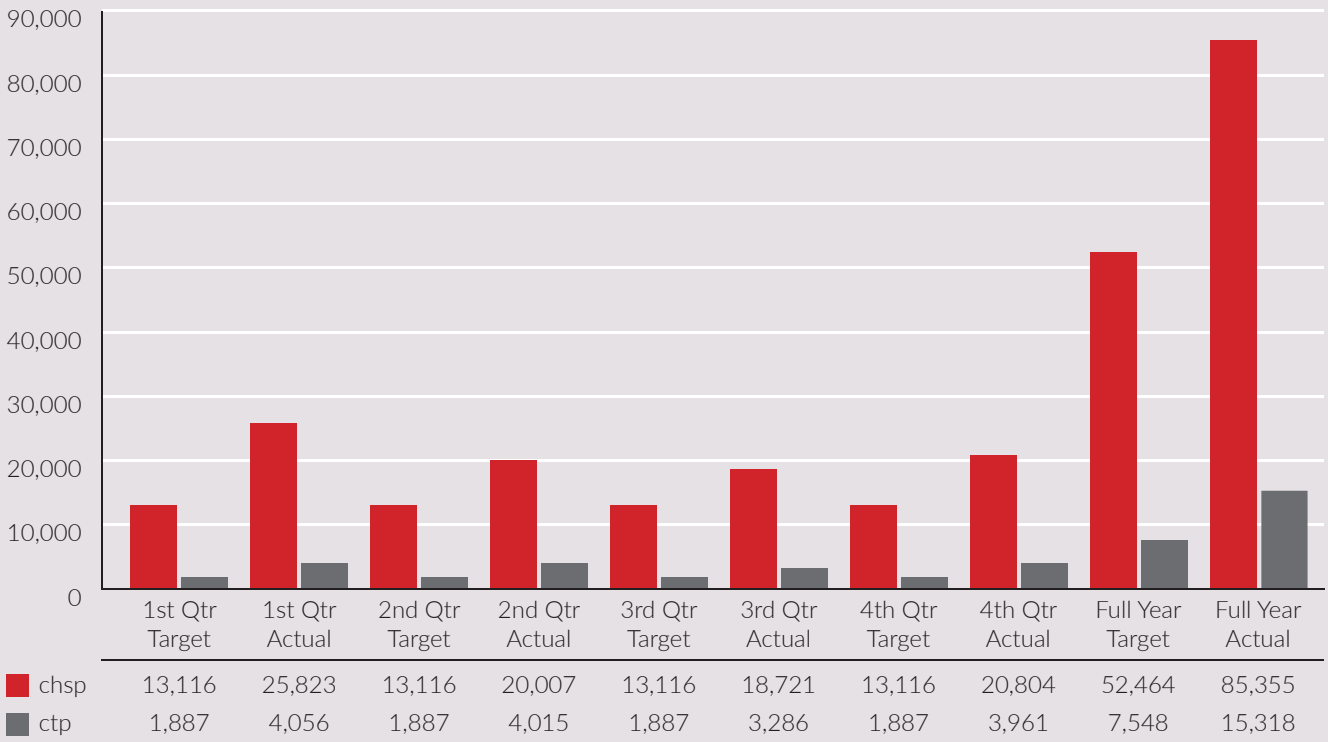




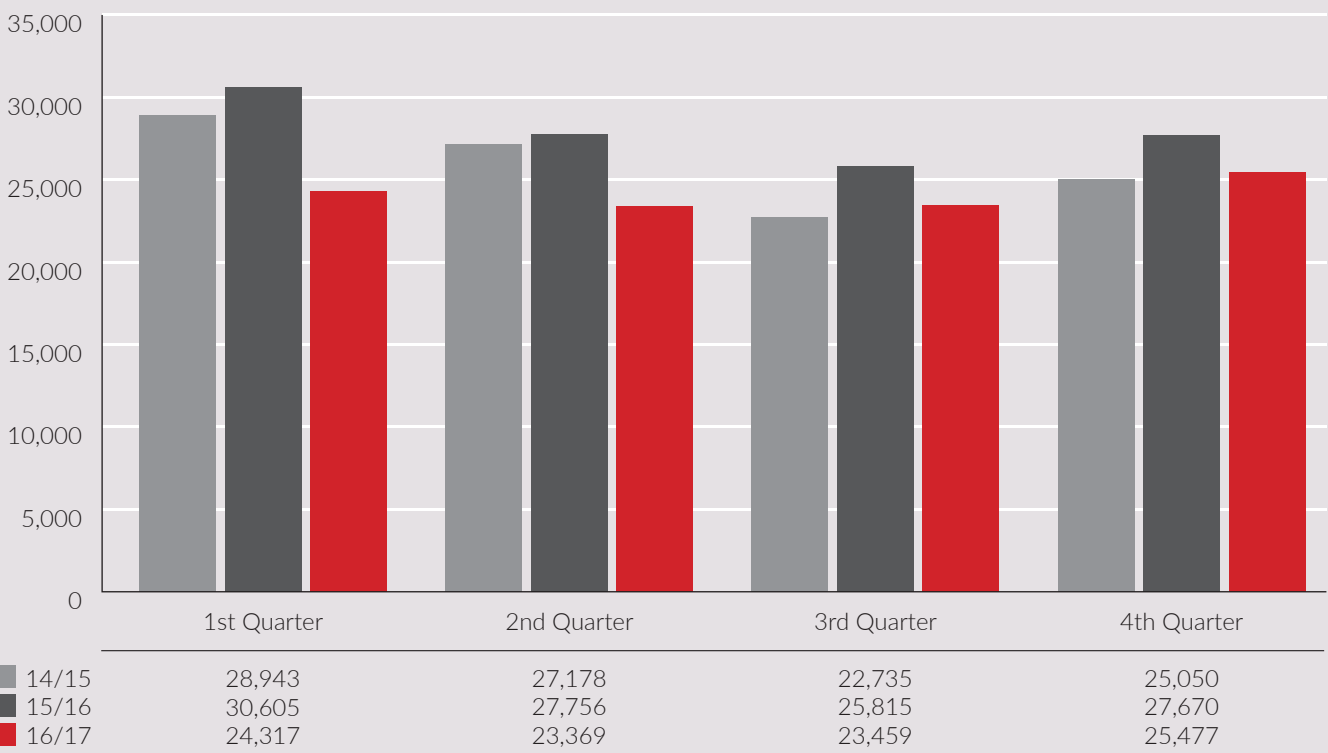


Activity Graphs

Performance Against Targets



Activity Comparison



Our Fleet

We are still progressing the standardisation of our fleet. "Kerrie" the Higer has departed along with "Saint" the Toyota. They had both served us well.

Our new addition is a Mitsubishi Fuso. As usual it was difficult to choose a name. This was not because we have no worthy candidates but because we have so many!

A decision was finally arrived at and the new bus is called "John" as two of our most illustrious drivers are both called John and both chose to leave at a very similar time

Safety has been an increasingly high priority as we strive to manage our risk factors and to ensure that clients are as safe as possible when they travel with us.

Lighting on steps and inside the cabin has been improved and changes made to the steps used for access.



John Massingham had been a driver at STGCT for over ten years during which time he had driven many groups. Most recently a lot of his work was for the "Huffers and Puffers" group from St George public hospital. John will be sorely missed.



John Chambers was also with us for 9 years during which time he delivered services to clients requiring individual transport. John managed his schedule extremely efficiently his vehicle was always spotless and until just before he retired he had never taken a sick day. As far as Individual Transport is concerned John set the bar very high and both the team and the clients miss him

Vehicle Make	Number in Fleet	Seats
Mitsubishi ROSA/FUSO	8	4 x 23
		3 x 21 or 17 + 1 wheelchairs
		1 x 17 + 2 wheelchair
Toyota Coaster	2	1 x 20
		1 x 18 or 16 + 1 wheelchair
Mercedes Sprinter	6	1 x 13
		3 x 11 or 3 x 8 + 3 wheelchairs
		1 x 9 or 7 + 1 wheelchairs
		1 x 7 seats + 1 wheelchair
Toyota Camry (Sedan)	9	4
Total	25	308 or 286 plus 10 wheelchairs

AGENDA

Wednesday, 18th October 2017 Time 6.30pm for 7pm start
Location: Mortdale RSL Macquarie Place, Mortdale

1. Members Present and Apologies
2. Acknowledgement of Country
3. Acceptance of Minutes from last Annual General Meeting
4. Business Arising from last Annual General Meeting
5. Reports
 - 5.1. President's Report by Chris Tyler
 - 5.2. Treasurer's Report by Rob McCarthy
 - 5.3. Audited Financial Statements for the previous financial year
 - 5.4. Executive Officer's Report by Kate Young
6. Standing Down of Governance Body
7. Returning Officer conducts election of Governance Body
8. Appointment of Auditor for coming year
9. Any other business that was placed on Agenda prior to meeting.

Special Resolution 1: That the members approve that St George Community Transport Project, an Incorporated Association ,applies to transfer to a Company Limited by Guarantee under the Corporations Act 2001

Special Resolution 2: That the name of the company become St George Community Transport Limited

Special Resolution 3: The adoption of a new constitution of the company.

10. Close of Meeting

ST GEORGE COMMUNITY TRANSPORT

MINUTES OF THE ANNUAL GENERAL MEETING MORTDALE RSL CLUB

19 October 2016

The meeting opened at 7.10pm.

1. Apologies from invited guests:

- Mark Coure – Member for Oatley
- David Coleman – Member for Banks
- Anne Farah-Hill – Manager-Kingsgrove Community Aid
- Roslyn Morton – Executive Officer-Activus
- Ben Benevento – Executive Officer-Innerwest Community Transport
- Gail Connelly General Manager – Georges River Council
- Steve Agius – Mayor of Kogarah
- Bill Saravinovski – Mayor of Rockdale

2. The President, Chris Tyler, acknowledged the following honourable guests:

- Nicholas Szafraniec – Transport for NSW
- Rachel Thompson – Executive Officer Bankstown Canterbury Community Transport
- Greg Thompson – Thompsons Australia

3. President's Acknowledgement of Country

'I would like to acknowledge the Traditional Custodians of the Land. I would also like to pay respect to the Elders both past and present and extend that respect to other Indigenous Australians who may be present.'

4. Minutes of the 2015 Annual General Meeting

These were taken as read and were received as a true and accurate record of the proceedings on the motion of Simon Flack seconded Ann Stanford. **Carried.**

5. Business Arising

Nil.

6. President's Report

Chris Tyler spoke to the President's Report.

It was moved Rose Dungarwalla seconded Doreen Taylor, that the President's Report be accepted. **Carried.**

7. Treasurer's Report

Cec Martin presented the Treasurer's report and tendered the Audited Financial Statements.

It was moved Rose Dungarwalla, seconded Doreen Taylor that the Treasurer's report be accepted. **Carried.**

8. Audited Financial Statements

The Auditor Greg Thompson gave a brief presentation on the financial situation of STGCT and his role as auditor

It was moved Rose Dungarwalla, seconded Doreen Taylor, that the audited financial statements be accepted. **Carried.**

9. Executive Officer's Report

Kate Young spoke to the Executive Officer's Report.

It was moved Rose Dungarwalla, seconded Doreen Taylor, that the Executive Officer's Report be accepted. **Carried.**

10. Appointment of Auditor

It was moved Kerrie Watson, seconded Jenny Flack that Thompsons Accountants be appointed as auditor for 2016-2017. **Carried.**

11. Standing Down of Governance Body

Mr Greg Thompson took the chair, while the Governance Body stood down.

Mr Thompson noted that there had been 9 nominations for the Governance Body being the full quota of the committee.

Those nominations were:

- Ms Elizabeth Weston
- Mr Theo Van Waart
- Mr. Stephen Downs
- Mr Chris Tyler
- Mr Kevin Weeks
- Mr James Bai
- Ms Maria Divern
- Ms Jennifer Whitten
- Mr Robert McCarthy

There being no further nominations, proposed that these persons be appointed to the Governance Body. Moved Ann Weeks, seconded Jenny Flack. **Carried.**

12. Presentation to Outgoing and Incoming Committee Members.

Kate Young made special mention and wished to place on record her thanks to Emma Maiden and Cec Martin who are both retiring from the Governance Body of STGCT this evening. In particular, Kate recognised the help and support STGCT has received from Cec since 2008.

She also welcomed the new members the Governance Body, Elizabeth Weston and Stephen Downs, both of whom bring great enthusiasm as well as new skills and capabilities to this key committee.

13. Any other business that was placed on Agenda prior to meeting.

No other business topics were received.

14. The meeting closed at 7.40 pm

St George Community Transport Project Inc

Financial Statements for the year ended 30 June 2017

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Independent Auditor's Report



Greg Thompson - Registered Company Auditor

SYDNEY
WOLLONGONG
DARWIN

INDEPENDENT AUDITOR'S REPORT

To: the Members of St George Community Transport Project Inc

Report on the Audit of the Financial Report

We have audited the financial report of St George Community Transport Project Inc., which comprises the Statement of financial position as at 30 June 2017, the statement of comprehensive income, statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the responsible entities' declaration.

In our opinion the financial report of St George Community Transport Project Inc. has been prepared in accordance with Division 60 of the Australian Charities and Not-for-Profits Commission Act 2012, including:

- a) giving a true and fair view of the registered entity's financial position as at 30 June 2017 and
- b) of its financial performance for the year then ended; and
- c) complying with Australian Accounting Standards to the extent described in Note 1, and
- d) Division 60 the Australian Charities and Not-for-profits Commission Regulation 2013.

Basis for opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the registered entity in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the registered entity's financial reporting responsibilities under the ACNC Act. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

-1-

Sydney

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Miranda NSW 2228

Wollongong

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Darwin

Unit 5, 16 Charlton Court
Woolner NT 0820

Enquiry

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☎ 0408 274 443
ABN 68 869 147 675

CPA Limited Liability by a scheme approved under Professional Standards Legislation

Audit Services

Independent Auditor's Report



Responsibility of the Responsible Entities for the Financial Report

The responsible entities of the registered entity are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the ACNC Act and the needs of the members. The responsible entities' responsibility also includes such internal control as the responsible entities determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the responsible entities are responsible for assessing the registered entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the responsible entities either intend to liquidate the registered entity or to cease operations, or have no realistic alternative but to do so.

The responsible entities are responsible for overseeing the registered entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 registered entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by responsible entities.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by responsible entities.
- Conclude on the appropriateness of responsible entities' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast

Independent Auditor's Report



significant doubt on the registered entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the registered entity to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

• We communicate with responsible entities regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

A handwritten signature in dark ink, appearing to read "G. Thompson".

.....
Greg Thompson - Auditor

THOMPSONS AUDIT

Date: 31 August 2017

PO Box 70
Miranda NSW 2228

Statement of Comprehensive Income

	Notes	2017 \$	2016 \$
REVENUE			
Grants		1,927,499	1,813,536
Client contributions		679,523	679,124
Interest		45,413	36,752
Profit on disposal of vehicles		-	5,069
Other		29,682	47,873
TOTAL REVENUE		2,682,117	2,582,353
EXPENSES			
Salary & Related costs		1,530,890	1,469,774
Transport costs (Excl Depreciation)		334,930	361,988
Depreciation & Amortisation		210,113	202,793
Rent		70,286	63,179
Volunteers		81,331	86,174
Administration		95,140	57,087
Insurance		60,047	67,010
Auditors Remuneration		11,050	10,650
Loss on disposal of vehicles		24,522	-
Others		84,692	101,992
TOTAL EXPENSES		2,503,001	2,420,646
OPERATING PROFIT/(LOSS) FOR THE YEAR		179,116	161,707
OTHER COMPREHENSIVE INCOME		-	-
TOTAL COMPREHENSIVE INCOME (LOSS) FOR THE YEAR		179,116	161,707

Statement of Financial Position

	Notes	2017 \$	2016 \$
ASSETS			
Current Assets			
Cash and cash equivalents	2	2,024,758	1,641,857
Receivables	3	56,562	104,185
Total Current Assets		2,081,320	1,746,042
Non Current Assets			
Property, Plant & Equipment	4	1,166,695	1,332,083
Total Non Current Assets		1,166,695	1,332,083
TOTAL ASSETS		3,248,015	3,078,125
LIABILITIES			
Current Liabilities			
Payables	5	97,841	107,018
Provisions	6	136,906	141,008
Total Current Liabilities		234,747	248,026
Non Current Liabilities			
Provisions	6	29,611	25,558
Total Non Current Liabilities		29,611	25,558
TOTAL LIABILITIES		264,358	273,584
NET ASSETS		2,983,657	2,804,541
EQUITY			
Reserves		977,507	893,244
Accumulated funds		2,006,150	1,911,297
TOTAL EQUITY		2,983,657	2,804,541

The accompanying notes form part of these financial statements.

Changes in Equity

	Asset Replacement Reserve \$	Accumulated Funds \$	Total \$
2017			
Balance at 1 July 2016	893,244	1,911,297	2,804,541
Transfer to Asset Replacement Reserve	-	(84,263)	(84,263)
Profit for the year	-	179,116	179,116
Transfer from Accumulated Funds	84,263	-	84,263
BALANCE AT 30 JUNE 2017	977,507	2,006,150	2,983,657

	Asset Replacement Reserve \$	Accumulated Funds \$	Total \$
2016			
Balance at 1 July 2015	913,129	1,729,705	2,642,834
Transfer from Asset Replacement Reserve	-	19,885	19,885
Profit for the year	-	161,707	161,707
Transfer to Accumulated Funds	(19,885)	-	(19,885)
BALANCE AT 30 JUNE 2016	893,244	1,911,297	2,804,541

Statement of Cash Flows

	Notes	2017 \$	2016 \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts			
Grants received		1,927,499	1,813,536
Receipts from Clients		719,919	629,501
Other		60,926	89,100
Total Receipts		2,708,344	2,532,137
Payments			
Employee related		(1,530,890)	(1,469,774)
Suppliers		(725,306)	(745,186)
Total Payments		(2,256,196)	(2,214,960)
NET CASH FLOWS FROM OPERATING ACTIVITIES	7	452,148	317,177
CASH FLOWS FROM INVESTING ACTIVITIES			
Proceeds from disposal of vehicles		62,182	49,500
Purchases of plant, equipment and intangibles		(131,429)	(315,687)
NET CASH FLOWS FROM INVESTING ACTIVITIES		(69,247)	(266,187)
CASH FLOWS FROM FINANCING ACTIVITIES			
Bank borrowings		-	-
NET CASH FLOWS FROM FINANCING ACTIVITIES		-	-
NET INCREASE (DECREASE) IN CASH		382,901	50,990
Opening cash and cash equivalents		1,641,857	1,590,867
CLOSING CASH AND CASH EQUIVALENTS	2	2,024,758	1,641,857

The accompanying notes form part of these financial statements.

Notes to the Financial Statements

1. Statement of Significant Accounting Policies

a. General information

The financial statements are special purpose financial statements which have been prepared in accordance with Division 60 of the Australian Charities and not-for-profits Commission Act 2012, applicable Accounting Standards and other mandatory professional reporting requirements and the requirements of the Associations Incorporation Act NSW.

The financial statements cover the economic entity of St George Community Transport Project Inc as an individual economic entity. St George Community Transport Project Inc is an Association, incorporated and domiciled in Australia.

The following is a summary of the material accounting policies adopted by the Company in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

b. Basis of preparation

Reporting Basis and Conventions

The financial statements have been prepared on an accrual basis and are based on historical costs, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

Comparative Figures

Where required by accounting standards comparative figures have been adjusted to conform with changes in presentation for the current financial year.

During the current year, income and expenses have been regrouped and reclassified due to changes in reporting and management accounting system of the association. As a result, previous year audited figures to that extent have been reclassified and regrouped.

c. Accounting for the Goods and Services Tax (GST)

Income, expenses and assets are recognised net of the amount of GST, except that:

- the amount of GST incurred as a purchaser that is not recoverable from the Australian Taxation Office is recognised as part of the cost of acquisition of an asset or as part of an item of expense and
- Receivables and payables are stated with the amount of GST included.

Cash flows are included in the statement of cash flows on a gross basis except for the GST component of cash flows arising from investing and financing activities, which are classified as operating cash flows.

d. Revenue

Grant revenue is recognised in the statement of comprehensive income when the entity obtains control of the grant and it is probable that the economic benefits gained from grant will flow to the entity and the amount of the grant can be measured reliably.

If conditions are attached to the grant which must be satisfied before it is eligible to receive the contribution, the recognition of the grant as revenue will be deferred until those conditions are satisfied.

When grant revenue is received whereby the entity incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the statement of financial position as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

Client fees are brought to account on an accrual basis. Revenue from the rendering of services is recognised upon the delivery of the service to the customers.

Interest revenue is recognised as income on receipt. Year end accrual is calculated for short-term highly liquid investments with original maturities of twelve months or less.

Notes to the Financial Statements

e. Property, Plant and Equipment

- i. Assets acquired are initially recognised at cost. Cost is the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire the asset at the time of its acquisition or construction or, where applicable, the amount attributed to that asset when initially recognised in accordance with the requirements of other Australian Accounting Standards.
- ii. Property, plant and equipment and motor vehicles costing \$1,000 and above individually (or forming part of a network costing more than \$1,000) are capitalised.
- iii. Depreciation is charged with respect to motor vehicles and property plant and equipment so as to charge the cost of those assets against income over the estimated useful life of each asset. The straight line method of depreciation is used, which brings the same charge to account for each year of an asset's life. Motor vehicles depreciation is assessed annually and adjusted as required so that any gain or loss that may otherwise be expected is progressively taken into depreciation charges.

The following depreciation rates have been adopted for Plant & Equipment:

Depreciation Rates	% Rate
Office furniture and fittings	10 – 33
Computer equipment	33
Leasehold Improvements	10

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the statement of comprehensive income. When revalued assets are sold, amounts included in the revaluation reserve relating to that asset are transferred to retained earnings.

f. Receivables

Short-term receivables with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial.

g. Cash and Cash Equivalents

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

h. Payables

Short-term payables for goods and services with no stated interest rate are measured at the original invoice amount where the effect of discounting is immaterial.

i. Employee benefits and other provisions

i. Salaries and wages, annual leave, sick leave and on costs

Salaries and wages (including non-monetary benefits), annual leave and paid sick leave that are expected to be settled wholly within 12 months after the end of the period in which the employees render the service are recognised and measured at the undiscounted amounts of the benefits.

Unused non-vesting sick leave does not give rise to a liability as it is not considered probable that sick leave taken in the future will be greater than the benefits accrued in the future.

ii. Long service leave and superannuation

Long service leave is recognised and measured at the discounted amounts for the non-current liabilities. This is provided to employees with five or more years of service, using current rates of pay.

iii. Consequential on-costs

Consequential costs to employment have not been recognised as liabilities and expenses where the employee benefits to which they relate have not been recognised in the current year.

Notes to the Financial Statements

j. Provisions

Provisions are recognised when an entity has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions recognised represent the best estimate of the amounts required to settle the obligation at the end of the reporting period

k. Income Tax

The entity is a non-profit incorporated association and has been endorsed as an income tax exempt charity and deductible gift recipient by the Australian Tax Office. The Association is registered as a Charity with the ACNC.

l. Critical accounting estimates and judgements

The directors evaluate estimates and judgments incorporated into the financial statements based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within an entity.

Key estimates

Impairment

The entity assesses impairment at each reporting date by evaluation of conditions and events specific to the entity that may be indicative of impairment triggers. Recoverable amounts of relevant assets are reassessed using value-in-use calculations which incorporate various key assumptions.

m. Impairment of Assets

At each reporting date, the entity reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the statement of comprehensive income.

Where the future economic benefits of the asset are not primarily dependent upon the asset's ability to generate net cash inflows and when the entity would, if deprived of the asset, replace its remaining future economic benefits, value in use is determined as the depreciated replacement cost of an asset.

Where it is not possible to estimate the recoverable amount of an asset's class, the entity estimates the recoverable amount of the cash-generating unit to which the class of assets belong.

Where an impairment loss on a revalued asset is identified, this is debited against the revaluation reserve in respect of the same class of asset to the extent that the impairment loss does not exceed the amount in the revaluation surplus for that same class of asset.

n. Financial Instruments

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the entity becomes a party to the contractual provisions of the instrument. For financial assets, this is equivalent to the date that the entity commits itself to either purchase or sell the asset (i.e. trade date accounting is adopted).

Financial instruments are initially measured at fair value plus transactions costs except where the instrument is classified 'at fair value through profit or loss' in which case transaction costs are expensed to profit or loss immediately. Financial instruments are classified and measured as set out below.

Derecognition

Financial assets are derecognised where the contractual rights to receipt of cash flows expires or the asset is transferred to another party whereby the entity no longer has any significant continuing involvement in the risks and benefits associated with the asset. Financial liabilities are derecognised where the related obligations are either discharged, cancelled or expire. The difference between the carrying value of the financial liability, which is extinguished or transferred to another party and the fair value of consideration paid, including the transfer of non-cash assets or liabilities assumed is recognised in profit or loss.

Notes to the Financial Statements

Classification and subsequent measurement

Finance instruments are subsequently measured at either fair value, amortised cost using the effective interest rate method, or cost. Fair value represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

i. Financial assets at fair value through profit or loss

Financial assets are classified at 'fair value through profit or loss' if they were held for trading for the purpose of short term profit taking, or where they are derivatives not held for hedging purposes, or when they are designated as such to avoid an accounting mismatch or to enable performance evaluation where a group of financial assets is managed by key management personnel on a fair value basis in accordance with a documented risk management or investment strategy. Such assets would be subsequently measured at fair value with changes in carrying value being included in profit or loss.

ii. Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Loans and receivables are included in current assets, except for those which are not expected to mature within 12 months after the end of the reporting period, which are classified as non-current assets.

iii. Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets that have fixed maturities and fixed or determinable payments, and it is the entity's intention to hold these investments to maturity. They are subsequently measured at amortised cost. Held to maturity investments are included in non-current assets, except for those which are not expected to mature within 12 months after the end of the reporting period. If during the period the association sold or reclassified more than an insignificant amount of the held-to-maturity investments before maturity, the entire held-to-maturity investment would be tainted and reclassified as available-for-sale.

iv. Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not capable of being classified into other categories of financial assets due to their nature, or they are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments. Available-for-sale financial assets are included in non-current assets, except for those which are expected to be disposed of within 12 months after the end of the reporting period.

v. Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

Fair value

Fair value is determined based on current bid prices for all quoted investments. Valuation techniques are applied to determine the fair value for all unlisted securities, including recent arm's length transactions, reference to similar instruments and option pricing models.

Impairment

At the end of each reporting period, the entity assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether impairment has arisen. Impairment losses are recognised in the statement of comprehensive income.

Notes to the Financial Statements

2. Cash and Cash Equivalents

	2017 \$	2016 \$
Cash on hand	500	500
Cash at Bank and on Deposit		
Operating account	56,940	21,110
Online Net Saver	201,138	180,952
Term Deposits	1,765,691	1,438,986
Investment Account	489	309
Closing cash and cash equivalents (as per statement of cash flows)	2,024,758	1,641,857

Funds held at bank at balance date are planned for allocation to the following areas:

Vehicle Replacement Reserve	977,507	893,244
Employee Entitlements	166,517	166,566
Working Capital	880,734	582,047
Closing cash and cash equivalents (per statement of cash flows)	2,024,758	1,641,857

Refer Note 8 for details regarding credit risk, liquidity risk, and market risk arising from financial instruments.

3. Receivables

	2017 \$	2016 \$
Current		
Client fees receivable	16,498	83,448
Less: Allowance for impairment	-	-
Prepayments	5,725	1,816
Other receivables	34,339	18,921
	56,562	104,185

Notes to the Financial Statements

4. Property Plant and Equipment

	Plant and Equipment \$	Leasehold improvements \$	Total \$
At 1 July 2016 – fair value			
Gross carrying amount	2,051,733	127,600	2,179,333
Accumulated depreciation and impairment	(758,692)	(88,558)	(847,250)
Net carrying amount	1,293,041	39,042	1,332,083

At 30 June 2017 – fair value

Gross carrying amount	2,026,807	127,600	2,154,407
Accumulated depreciation and impairment	(892,932)	(94,780)	(987,712)
Net carrying amount	1,133,875	32,820	1,166,695

Movements in carrying amounts

A reconciliation of the carrying amount of each class of plant and equipment at the beginning and end of the current reporting period is set out below.

	Plant and equipment \$	Leasehold improvements \$	Total \$
Year ended 30 June 2017			
Net carrying amount at start of the period	1,293,041	39,042	1,332,083
Additions	131,429	-	131,429
Disposals	(86,704)		(86,704)
Depreciation expenses	(203,891)	(6,222)	(210,113)
Net carrying amount at end of the period	1,133,875	32,820	1,166,695

Notes to the Financial Statements

5. Trade and other Payables

	2017 \$	2016 \$
Current		
Creditors and Accruals	96,455	105,632
Other payables	1,386	1,386
TOTAL CURRENT PAYABLES	97,841	107,018

6. Provisions

Current		
Employee benefits and related on-costs		
Annual leave	90,087	79,808
Long service leave	4,113	8,808
Personal/Other	42,706	52,392
TOTAL CURRENT PROVISIONS	136,906	141,008
Non current		
Employee benefits and related on-costs		
Long service leave	29,611	25,558
TOTAL NON-CURRENT PROVISIONS	29,611	25,558

7. Reconciliation of Cash Flows from Operating Activities to Net surplus

	2017 \$	2016 \$
Net cash used on operating activities	452,148	317,177
Depreciation	(210,113)	(205,687)
(Increase) / Decrease in provisions	49	(3,664)
Increase / (decrease) in prepayments and other assets	(47,623)	51,876
(Increase) / Decrease in creditors	9,177	(3,064)
Net profit / (loss) on disposal of plant and equipment	(24,522)	5,069
NET RESULT	179,116	161,707

Notes to the Financial Statements

8. Financial Instruments

The Association's policy is to hold all monies in bank accounts with Australian banks that are subject to the Federal Government guarantee.

The Association has no exposure to foreign currency risk and does not enter into commodity contracts.

The entity's financial instruments consist mainly of deposits with banks, local money market instruments, short-term investments, accounts receivable and payable.

The entity does not have any derivative instruments at 30 June 2017.

a. Financial Assets and Financial Liabilities

The totals for each category of financial instruments, measured in accordance with the accounting policies to these financial statements, are as follows:

	Note	Category	Carrying Amount 2017 \$	Carrying Amount 2016 \$
Financial Assets				
Cash and cash equivalents	2	N/A	2,024,758	1,641,857
Receivables	3	Loans and receivables (at amortised cost)	56,562	104,185
	Note	Category	Carrying Amount	Carrying Amount
Financial Liabilities				
Payables	5	Financial liabilities measured at amortised cost	97,841	107,018

b. Credit Risk

Credit risk arises when there is the possibility of the Association's debtors defaulting on their contractual obligations, resulting in a financial loss to the Association. The maximum exposure to credit risk is generally represented by the carrying amount of the financial assets (net of any allowance for impairment). The Association does not have any material credit risk exposure to any single receivable or group of receivables under financial instruments entered into by the Association.

Credit risk is managed by the entity and reviewed regularly by the Board. It arises from exposures to customers as well as through deposits with financial institutions.

c. Liquidity risk

Liquidity risk is the risk that the Association will be unable to meet its payment obligations when they fall due. The Association continuously manages risk through monitoring future cash flows and maturities planning to ensure adequate holding of high quality liquid assets. The Association's disclosure to liquidity risk is deemed insignificant based on prior period's data and current assessment of risks.

The table below summarises the maturity profile of the Association's financial liabilities, together with the interest rate exposure.

Notes to the Financial Statements

d. Interest rate risk

The Association does not account for any fixed rate financial instruments at fair value through profit or loss or as available for sale. Therefore, for these financial instruments, a change in interest rates would not affect profit or loss or equity. A reasonably possible change of +/- 1% is used, consistent with current trends in interest rates. The basis will be reviewed annually and amended where there is a structural change in the level of interest rate volatility.

The Association's exposure to interest rate risk is set out below.

	CARRYING AMOUNT \$	-1%PROFIT \$	EQUITY \$	1%PROFIT \$	EQUITY \$
2017					
Financial assets					
Cash and cash equivalents	2,024,758	(20,248)	(20,248)	20,248	20,248
Receivables	56,562	-	-	-	-
TOTAL	2,081,320	(20,248)	(20,248)	20,248	20,248
Financial liabilities					
Payables	97,841	-	-	-	-
TOTAL	1,983,479	(20,248)	(20,248)	20,248	20,248
2016					
Financial assets					
Cash and cash equivalents	1,641,857	(16,419)	(16,419)	16,419	16,419
Receivables	104,185	-	-	-	-
TOTAL	1,746,042	(16,419)	(16,419)	16,419	16,419
Financial liabilities					
Payables	107,018	-	-	-	-
TOTAL	1,639,024	(16,419)	(16,419)	16,419	16,419

9. Related Party Transactions

Transactions between related parties are on normal commercial terms and conditions no more favourable than those available to other parties.

10. Events after the Reporting Period

No events have occurred subsequent to balance date which will materially affect the financial statements.

Auditor's Independence Declaration



Greg Thompson - Registered Company Auditor

DARWIN
SYDNEY
WOLLONGONG

AUDITOR'S INDEPENDENCE DECLARATION

To: the Committee of St George Community Transport Project Inc.

I declare that, to the best of my knowledge and belief, in relation to the audit of the financial year ended 30 June 2017, there have been:

- no contraventions of the auditor independence requirements as set out in the Corporations Act 2001 in relation to the audit; and
- no contraventions of any applicable code of professional conduct in relation to the audit.



Greg Thompson

Sydney 29th day of June 2017

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Woolner NT 0820

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Audit Services

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