

## Table Of Contents

Management Committee and Staff	- Page 2
President Report	- Page 3
Treasurer Report	- Page 4
Fleet Manager Report	- Page 5
Service Coordinator Report	- Page 8
Transport Scheduler Report	- Page 12
Executive Officer Report	- Page 14
Funding Agencies	- Page 31

### **Attachment:**

Audited Financial Statements Year Ending 30 June 2014

## Leichhardt Marrickville Community Transport Group Inc. 2013 - 2014

### Management Committee

President	- Val Lees
Vice President	- Helen Dwyer
Treasurer	- Alistair Foggo
Secretary	- *Holly Stewart
Committee Member	- Ken Saunders
	- Natanya Mandel
	- Marie Thompson

Public Officer	- Julie Saunders
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### Staff

Executive Officer	- Michael Doyle
Service Coordinator	- Julie Saunders
Fleet Manager	- Tony Layton
Transport Scheduler	- Bich Letran
Assistant Scheduler	- Katherine Peers
Accounts Manager	- Carolyn Hua

Driver	- John Freeman
Driver	- Robert Finlay
Driver	- Vincenzo Riemma
Driver	- Glenn Rapaport
Driver	- Tony Layton
Driver	- Andrew Patterson

Shopping Assistant	- Cheryl Crabb
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Casual Bus Assistant	- Laura Tarvey
Casual Admin Assistant	- Monica Bringolf

Casual Driver	- Simon Bennetts
Casual Driver	- Tom Michaelson
Casual Driver	- Michael Frey
Casual Driver	- Ray Srouer
Casual Driver	- Lil Zafra

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phone: 9558 6800

fax: 9558 8292

email: admin@lctg.net.au

web: www.lctg.net.au

***\*Tom Michaelson – resigned as driver during the year.***

***\*Ray Carter – retired as Accounts Manager during the year.***

***\*Holly Stewart – resigned as Secretary during the year.***

## **President's Report**

First of all, I would like to send my apology for not being able to attend the 2013-14 Annual General Meeting.

Unfortunately I have been unwell and in hospital over the last few weeks and it had been difficult to keep in touch with recent events.

I can report that new and existing services are doing well, and it's good to see a variety of services being available. Looking through the reports I can see that staff have reported in details about the services and covered many topics and I think there is no need for me to recount events.

In terms of financials, Alistair Foggo our Management Committee Treasurer has a detailed report on this matter so I will not elaborate any further.

Welcome to Carolyn Hua our new Accounts Manager who came on board and is doing a great job.

I would like to thank all the office staff who has worked very hard during the year in dealing with clients' enquiries, bookings and most of all endless stream of phone calls. They are under a lot of pressure. The Drivers and Bus Assistants are also a wonderful group and are valuable to the service. To express our gratitude to all staff, management is holding a Christmas party for the staff and have a reasonable break during the Christmas period.

In closing I would like to thank Michael Doyle for his excellent work in running the organisation. Also a big thank you to all the members of the Management Committee who work so hard in the background and undertake such vital tasks.

**Val Lees**  
**President**

## **Treasurer's Report**

### **Introduction**

As the Treasurer of Leichhardt Community Transport Group Inc. it gives me great pleasure to present the organisation's financial statements for the 2013/2014 financial year.

### **Statement of Financial Results**

During the 2013/2014 financial year Leichhardt Community Transport Group Inc. had an income from all sources of \$1,322,617.86, this was a small increase compared to the previous year. The total operational expenses of the organisation have increased substantially this is due to having to increase service output numbers, employ more staff and incur other expenses associated with the expansion of the service. The total expenses in 2013 were \$1,126,740.96 compared to \$1,272,005.90 for 2014 this is an increase of approximately \$146K. There was an operating surplus of \$50,611.96. There was an appropriation of \$50,000 to the vehicle replacement fund leaving a surplus for the financial year of \$611.96.

Our balance sheet shows total assets of \$1,430,886.38 for 2013/2014 which is an increase of approximately \$50K compared to the \$1,380,272.42 for the financial year 2012/2013. This is another indication of the sound financial position LCTG is currently in. These strong results have allowed us to increase the amount of capital set aside for vehicle replacement. We need to increase the size of our Fleet in order to have the necessary vehicles to deliver all the services required.

### **Acknowledgements**

I would like to express my thanks to the other members of the Management Committee for their commitment to the organisation. I would like to express my thanks to Ray Carter the Accounts Manager. I am sorry that Ray's health has not been good. Ray retired in June 2014.

Thanks also to our new Accounts Manager Carolyn Hua who was able to step in at short notice and prepare the accounts for auditing. I would also like to thank Charles Pitt and Pradeep Lekamge for their continued service auditing our accounts. A huge thank you also to Michael Doyle, who has done a fantastic job over the past few years in growing the organisation and expanding the service delivery output. Thank you also to the staff of LCTG – we currently have a fantastic team in the office and on the road, and the quality of service we now offer is something they should be very proud of.

### **Moving Forward**

On a personal note I will not be standing for re-election as Treasurer of Leichhardt Community Transport. With a new job and a recent engagement, I simply do not have the time to devote to the role at the moment. I have been the Treasurer for a number of years, and I feel very comfortable that the organisation is in very safe hands with Michael and the team. I wish them the best of luck, and look forward to hearing more about the achievements of LCTG in the coming years.

**Alistair Foggo**  
**Treasurer**  
**LCTG**

## **Current Vehicle Assets**

4 x Honda Odyssey Station Wagons;  
1 x medium wheel based Mercedes Sprinter with modified seating capacity including a wheelchair lifter;  
2 x Toyota Coasters with modified seating capacity including wheelchair lifters;  
2 x Toyota Coasters with standard maximum seating capacity  
1 x Toyota Coaster with maximum or flexible seating capacity including a luggage storage area.

Over the last financial year in 2013-14 LMCTG purchased 1 additional Coaster for its fleet. This vehicle contains the maximum seating capacity accommodating up to 20 passengers.

## **Vehicle Insurance**

Vehicle damage often affects the provision of LMCTG services, including other community service providers that hire LMCTG buses and most of all to the client. In some cases damage can also affect the roadworthiness, safety and presentation of a vehicle resulting in costly and time consuming repairs.

During the financial year in 2013-14 LMCTG recorded a total of 11 vehicle related incidents, compared to 7 in the previous year 2012-13. The reality is that the cost of vehicle repairs affects the resources of the organisation which is reflected in annual increases to the policy premium. LMCTG continues to develop vehicle usage policies to minimise the number of vehicle incidents.

## **Bus Hire**

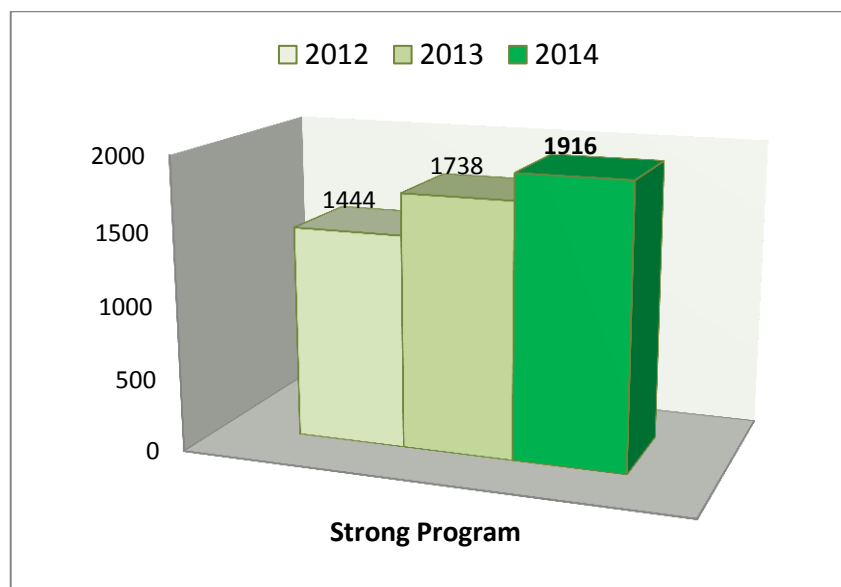
LMCTG has endeavoured to make its transport services available to the needs of the greater community by hiring its vehicles and drivers to other local community organisations within Leichhardt and Marrickville. Some of these groups include the Newtown Neighbourhood Centre (NNC), Multicultural Respite Services in Marrickville, Marrickville Council and Rozelle Neighbourhood Centre.

With the cooperation of these and other community organisations, LMCTG will continue to provide the best possible low cost transport solutions.

## **Strong Program**

This service is aimed at providing transport for Marrickville and Leichhardt clients who attend The Centre for Strong Medicine at Balmain Hospital. The service currently operates 2 daily return trips on Mondays and Fridays providing transport for up to 12 clients. Through the services popularity, the Strong Program shuttle (as it's known at LMCTG) has continued to accommodate consistent numbers of clients to the program.

In 20112-13 the service provided 1738 trips, increasing to **1916** in 2013-14.

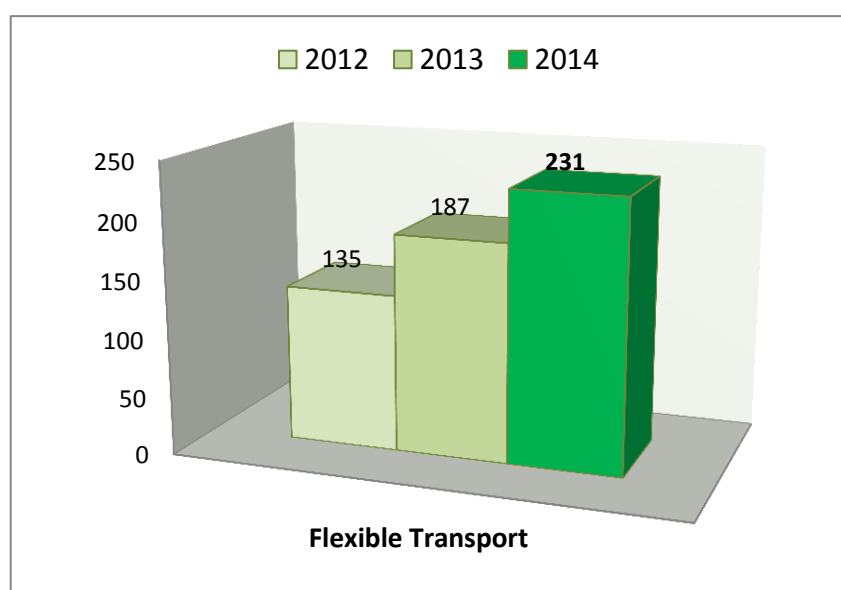


This achievement is also attributed to the drivers and assistance staff as well as receiving positive feedback from clients regularly using the service.

### Flexible Transport (FT)

Flexible Transport aims to enable LMCTG clients to travel to destinations beyond the organisations operating boundaries, including out of normal business hours. Flexible Transport is provided on a case by case basis or tailored to meet the needs of the client and unlimited by destination within the greater Sydney region during the 2013-14 financial year.

LMCTG provides Flexible Transport at an affordable cost, well below that of alternative transport options, as well as providing that extra assistance from the driver that many of LMCTG clients have become accustomed too. In 2012-13 Flexible Transport provided 187 trips, in 2013-14 this figure increased to **231** trips which continued to indicate growth and demand for the service.



Recently the Flexible Transport service was made temporarily unavailable to accommodate changes to the organisations focus on meeting a significant increase in trips data in accordance with the organisations funding sources. More information on these changes can also be found in the Executive Officers report.

As a result of the changes we regret that Flexible Transport is now limited to destinations within 10 kilometres from the LMCTG operating boundaries and subject to an increase to the client contribution. LMCTG is also aware that a number of clients have become disadvantaged by these changes, however, there are some out of area locations that will remain accessible through the FT service which include North Shore Hospital, St George Hospital, Concord Hospital and Prince of Wales Hospital.

A new Flexible Transport service guide is currently under development.

### **Acknowledgements**

Welcome to new drivers: Andrew Patterson, Ray Sours, Michael Frey, Lil Zafra, service assistants: Laura Tarvey and Jeremy Burrows, office staff: Carolyn Hua and Katherine Peers to our organisation in 2013.

I'd also like to thank each member of the driver team Rob, John, Simon, Enzo and Tom for the reliable and safe transport of all our clients' including the ongoing effort each driver contributes to the presentation of LMCTG vehicles, continuing to increase the image of LMCTG and providing a quality of service provision.

To Monica and Cheryl, to Bich for handling the numerous clients enquires, scheduling appointments and assisting whenever possible. To Michael Doyle for directing LMCTG into the future and thank you to Julie Saunders for her ongoing assistance and support throughout the year.

**Anthony Layton**  
**Fleet Manager**  
**Flexible Transport Coordinator**

## Service Coordinator Report

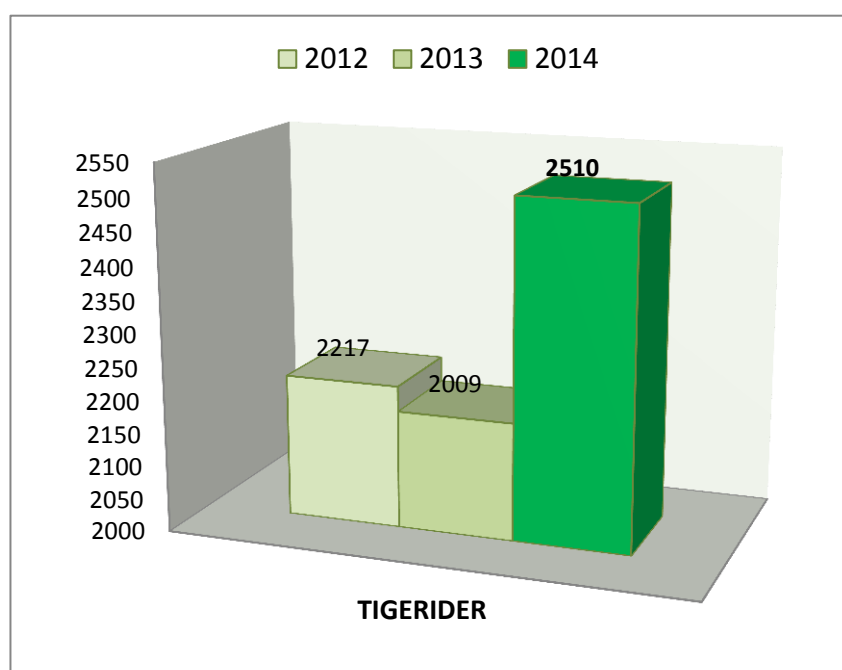
### Introduction

The past financial year has proven to be a busy year for LMCTG. Most of the services have improved greatly. Additional Casual staff were hired to meet the increasing demand. LMCTG has always committed itself to providing a quality service to the community.

### Shuttle Services

#### TigeRider

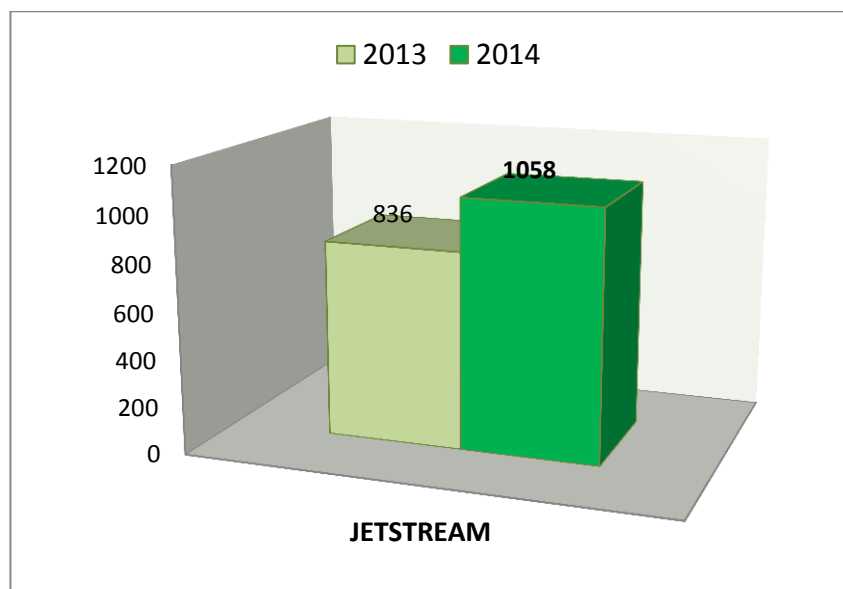
This service is for Leichhardt clients and operates every Tuesday & Friday. Over the years this service has established itself in the community and has tremendous support from clients. The TigeRider was designed to transport more mobile clients, giving them the opportunity to get out to a wider variety of places within the bounds of the Leichhardt LGA; to have a swim, attend a medical appointment at a local GP or just to have coffee with friends. Leichhardt Marketplace & Norton Plaza are the most popular destinations for this service. The TigeRider also takes the pressure off from the Individual Transport (IT) service as more mobile clients are happy to use the service when IT is not available or has been booked out. The data from 2013-14 showed that there was an increase in trips. LMCTG's TigeRider has delivered 2,510 trips this year compared to last year's 2,009. Providing a Bus Assistant has added an extra feature to this service.



#### Jetstream

This shuttle service is for Marrickville clients and was designed to be the same as the TigeRider in terms of feature and service, with its designated stops and timetable. Jetstream operates once a week on Wednesdays and Marrickville Metro is the most popular destination. This service also helps ease the pressure from IT and there is also a Bus Assistant to assist clients. Again this year the service has increased with a total number of 1,058 trips compared to last year's 836.





## Shopping Services

### Leichhardt Shopping

This service is for Leichhardt clients and goes to Leichhardt Marketplace twice weekly every Wednesday and Thursday. There has been a minor drop in shopping trips during the year and although the drop was not alarming, perhaps it is time to review what the service could provide to meet the needs of the clients. Over the years the shopping service hasn't changed much, however our loyal and long term clients are getting frailer and older, so coping with getting around the shopping centre is not as easy as it used to be. We are getting around to recruiting Volunteers to assist these needs.

The data for this year's trips is 3,253 compared to last year's 3,323. Having Volunteers to assist clients in shopping centres in addition to the interest of some new clients in the service we are positive that there will be an improvement in next year's report.

### Marrickville Shopping

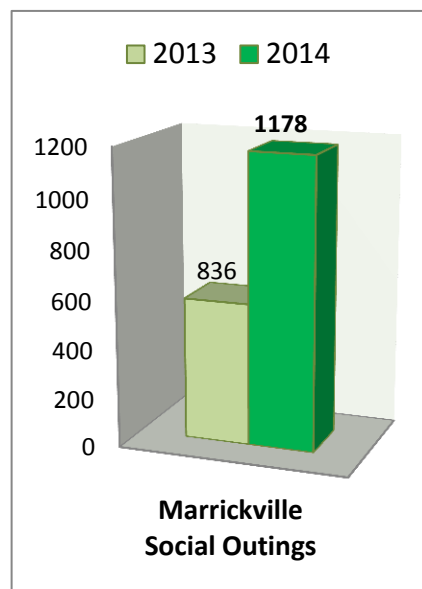
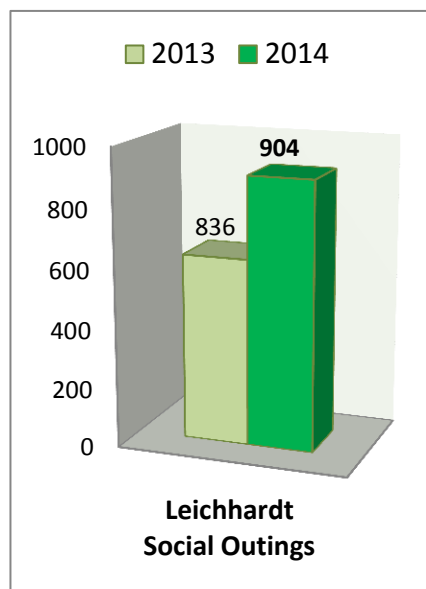
It has been a year since this service started and many clients have shown an interest in using the service. The service takes clients to Marrickville Metro every Thursday and a Bus Assistant helps clients with their shopping bags as well as getting on/off the bus. The total number of trips for this year is 1,030 which is impressive considering the service is new.

## Outings

### Social Outings

It is always exciting to report about the social outings because of the massive demands from Leichhardt and Marrickville clients. The most popular venue has always been the Bowral Tulip Festival as many clients want to visit the festival to see the beautiful tulips each year. Besides from the Bowral trip, there are also other interesting destinations that are very popular which at times LMCTG has to provide 2 buses because of the high demands from clients. Based on the data the Leichhardt trips have increased from last year's 630 to this year's 904. Their counterparts in Marrickville have also shown significant increase. Last year recorded only 578 compared to this year's 1,178 trips. This is a massive increase of more than 50%. Hopefully these figures will stay as they are if not improve in the

future.



### Shopping outings

This service was designed to take clients to factory outlets and shopping centres where they can shop for anything of their interest except groceries as these are confined with our weekly shopping services. The Leichhardt clients have been consistent in using this service. They like to go to shopping centres and most of them are keen to do their early Christmas shopping to avoid the rush.

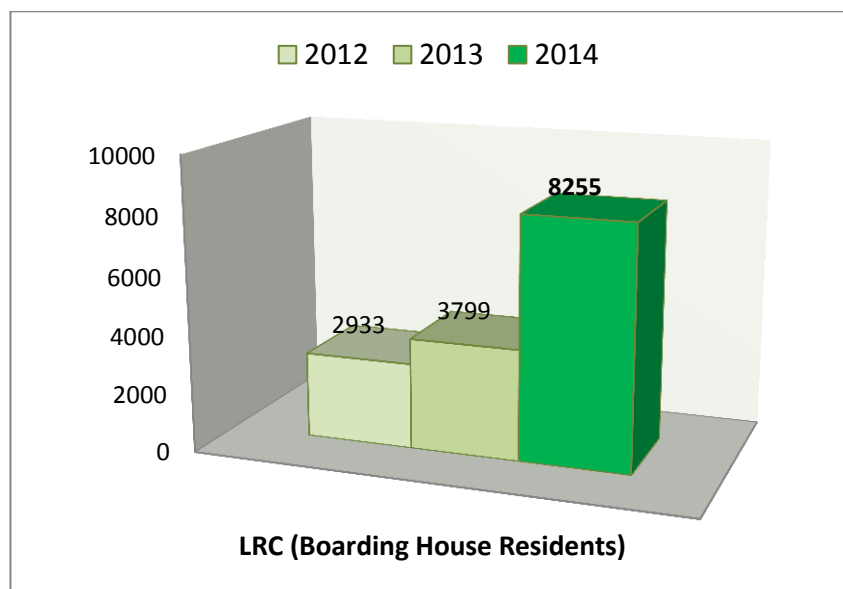
The shopping outings for Marrickville were introduced last year and the outcome was not impressive in terms of clients' interests. The bookings were very low and LMCTG tried to give it sufficient time to improve, but it kept dropping. For this reason LMCTG has decided to end this service and a few clients have since called the office to express their disappointment. Taking this on board LMCTG has decided to continue the service next year but with a minor change. Instead of going with their own group Marrickville will join the Leichhardt group to make the service more productive. We are optimistic that this idea will work and will increase patronage.

### Fishmarkets

Every first Friday of the month LMCTG takes clients from Leichhardt and Marrickville to the Fish Markets in Pyrmont. The numbers have slightly increased compared to last year's. LMCTG hopes an extra trip to IGA in Pyrmont and Norton Plaza in Leichhardt will convince more clients to join this service, and we are optimistically looking forward to a better result next year.

### Boarding House Project (LRC)

LMCTG recognises the needs of boarding house residents. For a number of years now LMCTG has delivered funding to other community organisations to assist Boarding House residents with their transport needs. During the past year the demand of transport amongst Boarding House residents has grown significantly and LMCTG will continue to provide funding to these organisations. As part of this funding agreement organisations have to send a quarterly data report to LMCTG.



### **New Staff**

I would like to welcome our new Accounts Manager Carolyn Hua, Laura Tarvey Bus Assistant/Office staff, Katherine Peers Transport Scheduler and the Casual Drivers Michael Frey, Ray Srour & Lil Zafra.

Also during the year Ray Carter & Tom Michaelson decided to leave LMCTG. Ray our previous Accounts Manager has been having health problems and our Driver Tom wanted to explore other opportunities. LMCTG would like to wish them all the best and a big thank you for all the valuable contributions they have made to the organisation.

### **Acknowledgements**

LMCTG would not have been able to attain this steady growth without the hard work, dedication and professionalism of all staff. I would like to thank all our driving staff who come in direct contact with our clients - to Rob Finlay, John Freeman, Glenn Rapaport, Enzo Riemma, Simon Bennetts, Andrew Paterson, Ray Srour and Michael Frey. Our ever reliable and hardworking Bus Assistants Cheryl Crabb, Jeremy Burrows and Laura Tarvey. Same goes to my office colleagues who work hard 'behind the scenes' to keep the services running smoothly and efficiently – to Anthony Layton, Bich Letran, Katherine Peers, Monica Bringolf, Laura Tarvey and last but not least Michael Doyle. It is a privilege and a pleasure to work with you all.

Looking forward to another challenging year next year

**Julie Saunders**  
**Service Coordinator**

## Transport Scheduler Report

### Individual Transport

LMCTG's Individual Transport (IT) is a weekday service that delivers clients to and from their homes to their requested destinations in and around the Leichhardt and Marrickville LGA's. Utilising the smaller vehicles in the fleet equipped with foldable wheelchairs this service offers flexibility for clients to visit their GPs, attend hospital appointments, access allied health services and other services such as hairdressers, banks, post offices, Centrelink and Medicare centres. Clients can also use this service to stay engaged in the community, attend water aerobics classes at their local aquatic centre; they can even use IT for social visits to friends or family members staying in residential aged care facilities. The importance of this service to seniors and those under 65 years of age with a disability living independently in the community cannot be overstated with 89% of IT trips in 2013-2014 being for health related purposes compared to 64% in 2012-13.

From 2013-2014 LMCTG recorded 7258 verified one-way trips, compared to 7942 verified one-way trips in 2012-2013. This drop may be explained by the increased use of both the Leichhardt and Marrickville shuttle services during the same period, with more clients opting to use the shuttle to attend social/recreational events. The shuttle service has also been made more user friendly since the introduction of a Bus Assistant and has remained an attractive option with its affordable \$2 contribution fare.

Despite increasing IT capacity through management's decision in March 2013 for each Driver to conduct 14 one-way trips per day (up from 12 trips), 350 unmet one-way trips were recorded for the 2013-14 period, compared to the 283 unmet one-way trips in the previous year. This increase indicates the growing demand for IT that has not been met, some of these being on-the-day requests for transport.

As with other services, IT can and has been subject to disruptions and delays due to unavoidable circumstances such as vehicle breakdowns and Driver illness. In the past financial year LMCTG has issued Taxi Vouchers wherever possible to ensure clients arrive at their scheduled medical appointments with minimal disruption or out-of-pocket expenses. By providing clients with an outbound trip and issuing a Taxi Voucher for their return, LMCTG has been able to maintain trip numbers whereas in the past that booking would have had to be cancelled and clients left stranded.

Looking ahead, LMCTG is considering the needs of clients who require one-on-one assistance on IT. LMCTG is looking for Volunteer Bus Assistants who can accompany clients with complex needs to their appointments. They would be there with the client for the duration of the appointment, be able to assist wheelchair-bound clients and be there as a safe-guard and support for clients with dementia. Volunteer Bus Assistants would be invaluable to the service and reduce pressure on Drivers. They would circumvent the problem of having to find parking in and around densely populated areas such as hospitals and medical centres.

With Volunteer Assistants IT pickups and drop offs would run more efficiently leading to shorter waiting times on return trips. Having Volunteers would also help maintain low operating costs so that LMCTG can continue to provide clients with an affordable service and that is surely a benefit that we as a

community can appreciate.

To end I would like to say a big thank you to every single staff member at LMCTG, without which we would not have an IT service. Drivers John Freeman, Robert Finlay, Glenn Rapaport, Andrew Paterson, Vincenzo Riemma, Anthony Layton and Simon Bennetts. I would also like to welcome our latest additions to the driving team Michael Frey, Ray Srour and Lil Zafra. I look forward to working with you for many years to come. Thank you to our ever reliable Bus Assistants Cheryl Crabb, Jeremy Burrows and Laura Tarvey.

Thank you to the friendly faces in the office that make it so easy and fun to come into work every day Michael Doyle, Julie Saunders & Monica Bringolf. Another warm welcome to newcomers Katherine Peers - my fellow Transport Scheduler and Carolyn Hua our new Accounts Manager.

Finally, thank you and farewell to Raymond Carter our previous Accounts Manager, Tom Michaelson, Theo Karamanos and Fernando Lay our Drivers for part of 2013-14 you will be missed by all!

**Bich Le Tran**  
**Transport Scheduler**  
**LMCTG**

## **Executive Officer Report**

### **Introduction**

The year to July 2014 has not been a good year for organisations delivering services under the Home and Community Care (HACC) funding model. These services will come under the banner of the Commonwealth Home Support Programme (CHSP). These are services delivered to people over the age of 65 living at home. The existing contracts all come up for review in July 2015 and there has been and continues to be uncertainty about the future. This uncertainty has extended to many other areas of community services. With services being opened up to competitive tendering and with governments wanting to save money, quality services are at risk.

On the positive side most CT organisations have received an increase in funding due to the increased numbers of clients over the age of 65 using our services. In return for this Leichhardt Marrickville Community Transport will have to deliver almost 42,000 trips for the 2014-2015.

### **The Name of the Organization**

Please note that our legal name is Leichhardt Community Transport Group. We do however refer to ourselves as Leichhardt Marrickville Community Transport as we service both LGA's. By July 2015 we will know if we have obtained another three year contract to provide Community Transport Services at that point we will officially change our name. This will have to be agreed at a Special General Meeting of the Association members before this occurs.

### **Service Statistics**

Julie in her report has already given a detailed account of service statistics.

### **Progress Report on New Services**

#### **Marrickville Shopper**

The Marrickville Shopper has now been operating for approximately one year. This service was initiated to assist a group of people in a pocket of Marrickville that found access to Marrickville Metro very difficult. The service has operated successfully and will continue.

I would like to thank Ken Saunders and Kerry Muldoon from the Newtown Neighbourhood Centre (NNC) firstly for their willingness to explore this opportunity for both our organisations to work together and secondly for the work involved in implementing the service agreement.

#### **Marrickville Shopper Outings**

This service was initiated in response to the requests from clients. We have found that this service has not been popular so we have decided to discontinue this service. We then thought further about this and have now decided to combine the Leichhardt and Marrickville groups together. In the recent newsletter it was stated that this service had been discontinued so we are now going to combine the groups and we hope that this will bring us the numbers required. Hopefully we will find destinations that are popular.

#### **Shorter Outings, Shorter Journeys + Longer Trips**

"Listening to our clients often produces good ideas for changes in service delivery. There has been a suggestion that some outings are too long for some people. For example some clients may be picked up at 8.00am and not get home until 4.00pm. This can be a long day for some. Also with the longer

journeys travelling sometimes for 3 hours in total in the bus can be exhausting for some clients.” This is a quote from my last Annual Report .We introduced the shorter journeys in February 2014 and they have been a success. We will continue with this service.

The longer trips are becoming more problematic with more cars on the road every year the round trips are taking longer. The Drivers often find it difficult to get back to the depot on time. Our clients tell us that they still want the longer trips maintained so we are trying to find ways of making it easier for our drivers. So we will retain both services into the future and try to find ways of making it easier on the Drivers.

### **Bus Assistant on Longer Trips**

Due to the difficulties faced by the Drivers on the Longer Trips we have decided to have Bus Assistants on these journeys. It may be the case that we cannot afford to have this extra staff member for the whole year on every long trip but we will do what we can. Having the Bus Assistant on board may speed things up at various stages also there is no doubt having another person to assist should improve the situation for everyone. This is specially the case when things go wrong, the Driver cannot assist individuals and keep an eye on everyone else.

### **Individual Transport (IT)**

There continues to be strong use and demand for Individual Transport (IT). However the actual numbers of trips has declined. There has been an increase in the use of the shuttle vehicles. We believe that clients are using the Shuttle vehicles for Social Recreational purposes and IT for Medical and Health Care appointments. Having Bus Assistants on these shuttle services makes it easier for our clients to choose this option. It is also a cheaper service.

We are also aware that there are clients who are sometimes not able to get the service they want with Individual Transport. Some clients have stated that they have given up trying to get Individual Transport on the day they need it. I am unhappy about this outcome because it's clear to me that we are the best service for this purpose without a doubt. I also want to say that we meet demand 90% of the time.

### **The Fish that didn't get away**

We were at the point of discontinuing the Fish Market trips because of low numbers but just as were about to pack our tackle away, some fishy friends came to the rescue. The numbers are back up so the Fish Market trips continue.

### **Other Services**

Both the Marrickville and Leichhardt shuttle services are continuing to be well patronised. Over time there may be some minor changes to these services. Our clients seem to be generally happy with the design of these services so if it isn't broken.....

### **Flexible Transport**

We are required to complete almost 42,000 trips this current financial year. We need to direct our resources to services that are cost effective. This applies to our Vehicle Resources and our Drivers. Flexible Transport is a high cost service. Although we know that this service is highly valued by our clients we have had to redesign this service to reduce costs. This service is



now a one way trip with taxi voucher return to a certain level and within tighter kilometre limits.

### ***Strategic Partnerships, Working Together and CALD Communities***

#### **Boarding House Project**

Leichhardt Marrickville Community Transport continues to work effectively with a number of other community groups. We work with the Newtown Neighbourhood Centre, Aftercare and Uniting Care to provide transport opportunities for people living in registered boarding houses. People who live in boarding houses are amongst the most disadvantaged in our community, the level of mental illness in this client group is very high. Most of the boarding houses are situated within the Marrickville LGA. I would like to thank the agencies mentioned above for their continued cooperation in working together to assist this group of people. We look forward to continuing this collaboration in years to come.

#### **Ethnic Childcare Family and Community Services Cooperative (ECCFCSC)**

We have continued to work with ECCFCSC this year. They organise social recreational outings for Turkish and Arabic groups. Although there have been some changes in personnel in this organisation we have maintained our association and continue to work together. Thanks to Bharat Rai and Tom Hinton for their continued cooperation and support.

#### **Community and Cultural Connections**

Another example of working together to achieve outcomes that could never have occurred without collaboration has been our work with Community and Cultural Connections in Marrickville. This partnership has paved the way for Vietnamese and Arabic groups using our service. Thanks to Ragaa Sidhom for her assistance in this area.

#### **Three Bridges Community Program**

Since the middle of July we have been transporting clients to the Three Bridges Centre Based Day Care program. We do this four days a week. The numbers of clients attending this program has steadily declined since its inception. We hope that some efforts to promote this service may help to increase the numbers in the future. The premises where the day care is held is not ideal this is still better than these elderly clients spending the day alone without company and support.

#### **The Website**

Our Website has been updated and most people agree that it is a great improvement. We will be posting information on events in Marrickville and Leichhardt on our Facebook page on a regular basis. Thanks to Monica for all her hard work on the Website.

#### **Driver Authorisation**

Community Transport organisations will overtime become part of the NSW Passenger Transport Act. This legislation is about to be introduced into the NSW Parliament. All our drivers will have to have the appropriate Driver Authority. There will be a phasing in period but all of our drivers will have to have this qualification by July 2015. So we have started the process of getting this done. Approximately eight staff members will attend training in January 2015. Community Transport Organisations will also have to have accreditation under this legislation so there will be further requirements in the



future.

### **Information Session and the National Disability Insurance Scheme (NDIS)**

We held an Information Session in November 2013. We will have another Information Session in April 2015 at the Canterbury Hurlstone Park RSL. This time there will be a further reason for holding this session. So firstly there will be the usual transmission of information and the questions and answers. We will ask for suggestions on how to improve the service. There will be a good opportunity for those who are unhappy with the service to express themselves fully.

Another major focus for this meeting is to make clients under the age of 65 with a disability aware of changes that are going to occur with Community Transport in July 2015. In July 2015 LMCTG will cease receiving funding from ADHC Ageing Disability and Home Care (State Government). This is called block funding and currently provides us with the ability to transport clients under the age of 65 who have a disability. The NDIS will provide individually packaged funding for clients with a disability to access transport. So the funding goes to clients rather than organisations.

The problem is that we don't know how many of our clients will get these packages. The other problem is that it appears the NDIS is only offering very limited funding for travel per kilometre. So as things stand at the moment it is entirely likely that LMCTG will not be transporting people with disabilities under 65 from July 2015. There will I assume be other means of transport that this client group will be able to use. We will get a speaker from the NDA National Disability Authority to attend this meeting so that questions can be answered. Information about this event will be sent out in the January Newsletter.

### **Office Renovation**

With more staff in the office we have needed to redesign the front part of the office to create two more workstations with more computers and phone lines. I am happy to say that the whole process worked according to plan and was completed without any service disruption.

### **Quality Management Systems**

In order to comply with the regulatory requirements of the government funding bodies we have purchased an online Quality Management System. This system makes it easier for us to monitor our compliance with the required standards and to also keep track of our internal documentation.

### **LMCTG Staff**

Thanks to all the staff members for their service this year. Thanks to Julie and Tony for their continued service to the organisation. Julie continues to do her very best for the service and the clients and has maintained her enthusiasm for improving the quality of the services. Tony has maintained the fleet and the depot to the usual high standards and been more involved in the orientation of new drivers and organising training for the drivers to equip the organisation for future challenges. Also thanks to Tony for managing the hiring of vehicles by external agencies.

Thanks again to Bich for her infectious good humour. Bich continues to manage a huge and complex workload and still comes up smiling. I am very grateful to Bich for all her hard work and dedication.

### **Farewell and Best Wishes**

Following long spells of illness Ray Carter our Accounts Manager has chosen to resign to focus on improving his health. So we wish him well and a speedy recovery. We were also very sorry to see Driver Tom Michaelson leave he was both a good driver and support for our clients. We wish Tom well in the future.

### **The Drivers**

Thanks to all the drivers: Tony, Rob, John, Glenn, Enzo, Simon, Andrew, Michael, Ray, Lil, Theo and Fernando. To drive on the Sydney roads professionally five days a week is no easy task. There are so many drivers on the roads who behave as if they have special needs. So being a professional driver means that you just have to observe all these strange behaviours and not react, just get on with doing the job as best you can. It is our drivers who make it all happen and ensure the quality of the service delivery. So thanks to all our drivers for their commitment over the year.

### **Bus Assistants**

Jeremy and Laura have been our Bus Assistants, both have worked well to assist our clients with their shopping and on the shuttles. Laura has also worked as a Bus Assistant on the Social Recreational outings. Laura has also been able to provide us with very necessary assistance in the office. So thanks to Jeremy and Laura for their hard work and professionalism.

Cheryl continues to work as our Bus Assistant on the Leichhardt Shopper thanks to Cheryl for her devotion to our clients.

### **The Management Committee**

Thanks to the Management Committee for their support during the year. There was strong attendance at meetings throughout the year. Thanks to Val Lees (President), Helen Dwyer (Vice President), Alistair Foggo (Treasurer). Thanks also to Natanya Mandel, Marie Thompson and Ken Saunders Management Committee members. As stated previously the funding bodies require LMCTG to have members with professional skills and competencies so that they can more effectively lead, govern and oversee the organisation. There will still be some clients on the Management Committee to represent the interests and views of clients. I know that some of these members are not standing for re-election. So goodbye and thanks to Alistair and Natanya.

### **Conclusion**

Although things are difficult in the Community Services Sector. Community Transport has continued to grow and attract more funding. So this is obviously a positive development. I hope that a service that makes such a positive contribution to community life will not be undermined by changes in government policy in the near future.

Community Transport is an essential part of a caring community. There are increasing numbers of elderly, frail people who depend upon community transport to maintain themselves in their existing accommodation. We all know that people are happier and healthier if they can continue to live in their own home. It is for this purpose that Community Transport exists so I hope that Community Transport continues to grow and thrive.

**Michael Doyle**  
**Executive Officer**  
**LMCTG**

**LEICHHARDT COMMUNITY TRANSPORT GROUP INC.**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 30 JUNE 2014**

## **LEICHHARDT COMMUNITY TRANSPORT GROUP INC.**

### **C O N T E N T S**

	<b>Page No.</b>
Auditor's Independence Declaration	1A
Committee Report	1
Income Statement	2-3
Balance Sheet	4
Notes to and forming part of the Accounts	5-7
Statement by Members of the Committee	8
Independent Audit Report	9

# C M PITT & CO

Chartered Accountants

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Page 1A

## AUDITOR'S INDEPENDENCE DECLARATION

### LEICHHARDT COMMUNITY TRANSPORT GROUP INC.

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As lead auditor for the audit of Leichhardt Community Transport Group Inc. for the year ended 30 June 2014, I declare that to the best of my knowledge and belief, there have been:

- (i) no contraventions of the auditor independence requirements as required by the Institute of Chartered Accountants Australia and New Zealand; and
- (ii) no contraventions of any applicable code of professional conduct in relation to the audit.

This declaration is in respect of Leichhardt Community Transport Group Inc. during the period.



Charles M Pitt  
C M Pitt & Co  
Units 6 & 7, 2 Philip Street  
STRATHFIELD NSW 2135

Dated: 17 October 2014



Chartered Accountants

Liability limited by a scheme approved under Professional Standards Legislation

**LEICHHARDT COMMUNITY TRANSPORT GROUP INC.**  
**Committee Report**

Page 1

Your committee members submit the financial statements of LEICHHARDT COMMUNITY TRANSPORT GROUP INC. for the financial year ended 30 June 2014.

**COMMITTEE MEMBERS**

The names of committee throughout the year and at the date of this report are:

Valerie Lees	President
Helen Dwyer	Vice President
Alistair Foggo	Treasurer
Ken Saunders	Committee Member
Marie Thompson	Committee Member

**PRINCIPLE ACTIVITIES**

The principle activities of the association during financial year were to provide transport options to members of Leichhardt and Marrickville Local Government Areas who are unable or find it difficult to access public or private transport.


**SIGNIFICANT CHANGES**

No significant change in the nature of these activities occurred during the year.

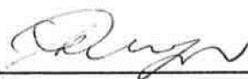
**OPERATING RESULT**

The surplus of operating and non-operating activities for the year was \$611.96.

Signed in accordance with a resolution of the members of the committee.

  
\_\_\_\_\_  
**Valerie Lees**  
President

Dated: 17 October 2014

  
\_\_\_\_\_  
**Helen Dwyer**  
Vice President

20/10/2014

**LEICHHARDT COMMUNITY TRANSPORT GROUP INC.**

**Income Statement**  
For the year ended 30 June 2014

Page 2

	<b>2014</b>	<b>2013</b>
	<b>\$</b>	<b>\$</b>
<b>INCOME</b>		
Grants		
- Transport for NSW (Recurrent)	954,363.01	928,575.49
- Transport for NSW (Non recurrent)	-	78,843.00
- NSW Community Transport Program (Recurrent)	84,028.26	73,364.70
- Transport for NSW - Shopping Assistance Grant	-	15,918.84
- HACC Relocation Grant	52,562.00	34,712.33
- HACC Transition Fund	40,000.00	-
- HACC Self Improvement Grant	-	15,208.01
Total Grants	<u>1,130,953.27</u>	<u>1,146,622.37</u>
<b>OTHER INCOME</b>		
Interest received	43,025.86	55,582.04
Membership Fees	366.48	102.43
Bus Hire & Fares	94,195.65	86,024.50
Profit on sale of Motor Vehicle	50,000.00	18,240.22
Donations	316.00	18.75
Reimbursements & Refunds	3,760.60	11,494.32
Total Other Income	<u>191,664.59</u>	<u>171,462.26</u>
<b>TOTAL INCOME</b>	<u><b>1,322,617.86</b></u>	<u><b>1,318,084.63</b></u>
<b>EXPENDITURE</b>		
- Wages	643,623.73	574,772.24
- Superannuation	58,310.86	46,397.78
- Employee Benefits - Leave Entitlements	19,362.87	3,453.35
- Workers Compensation	18,616.54	14,961.43
- Staff Uniforms	1,757.96	856.00
	<u>741,671.96</u>	<u>640,440.80</u>
Service Subsidies		
- Bus/Car Expenses	101,937.12	75,858.86
Administration Expenses		
- Advertising	-	4,963.86
- Audit Fees	4,000.00	3,900.00
- Bank Charges	900.36	842.16
- Bookkeeping	-	4,200.00
- Cleaning & Waste Removal	5,754.84	7,008.50
- Consultancy	21,964.55	4,375.00
- Depreciation	134,405.32	119,374.95
- Equipment & Computer Software	27,843.17	20,329.89



**LEICHHARDT COMMUNITY TRANSPORT GROUP INC.**

**Income Statement**

For the year ended 30 June 2014

Page 3

	<b>2014</b>	<b>2013</b>
	<b>\$</b>	<b>\$</b>
<b>EXPENDITURE (cont'd)</b>		
- Insurance	4,100.81	3,562.00
- Printing, Postage & Stationery	17,465.93	16,658.08
- GIW Expenses	79,605.79	100,335.43
- Meeting Expenses	3,247.33	2,351.76
- Rent	95,353.09	93,273.51
- Recruitment	6,197.58	732.51
- Telephone	8,709.02	9,379.12
- Repairs & Maintenance	5,639.64	2,091.98
- Subscriptions & Training	4,011.24	9,772.26
- Staff Amenities	6,358.33	4,423.61
- Office Restructuring	-	1,013.00
- Other Staff Expenses	-	951.34
- Write off MOT funding arrears	1,837.73	-
- Sundry Expenses	1,002.09	902.34
	<u>428,396.82</u>	<u>410,441.30</u>
<b>TOTAL EXPENSES</b>	<b><u>1,272,005.90</u></b>	<b><u>1,126,740.96</u></b>
<b>OPERATING SURPLUS FROM ORDINARY ACTIVITIES</b>	<b>50,611.96</b>	<b>191,343.67</b>
<b>APPROPRIATION OF SURPLUS:</b>		
Vehicle Replacement	<u>50,000.00</u>	<u>160,000.00</u>
	<u>50,000.00</u>	<u>160,000.00</u>
<b>TOTAL OPERATING SURPLUS</b>	<b><u>611.96</u></b>	<b><u>31,343.67</u></b>

The accompanying Notes form part of these financial statements.



# LEICHHARDT COMMUNITY TRANSPORT GROUP INC

## Balance Sheet

As At 30 June 2014

Page 4

	Note	2014 \$	2013 \$
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	2	1,365,909.21	1,218,065.47
Receivables		5,304.90	5,689.23
Rental bond		6,875.00	6,875.00
Prepayments		45.31	57.32
<b>TOTAL CURRENT ASSETS</b>		<u>1,378,134.42</u>	<u>1,230,687.02</u>
<b>NON-CURRENT ASSETS</b>			
Motor vehicles, Furniture and Fittings	3	<u>301,816.06</u>	<u>330,942.66</u>
<b>TOTAL NON-CURRENT ASSETS</b>		<u>301,816.06</u>	<u>330,942.66</u>
<b>TOTAL ASSETS</b>		<u>1,679,950.48</u>	<u>1,561,629.68</u>
<b>CURRENT LIABILITIES</b>			
Grants in Advance	4	72,471.35	52,562.00
Payables	5	73,976.72	45,540.10
Annual Leave	6	<u>59,679.58</u>	<u>56,107.03</u>
<b>TOTAL CURRENT LIABILITIES</b>		<u>206,127.65</u>	<u>154,209.13</u>
<b>NON-CURRENT LIABILITIES</b>			
Provision for Long Service Leave	6	<u>42,936.45</u>	<u>27,146.13</u>
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>42,936.45</u>	<u>27,146.13</u>
<b>TOTAL LIABILITIES</b>		<u>249,064.10</u>	<u>181,355.26</u>
<b>NET ASSETS</b>		<u>1,430,886.38</u>	<u>1,380,274.42</u>
<b>EQUITY</b>			
Vehicle Replacement Fund		1,000,005.00	950,005.00
Capital Contribution/Transfer		161,032.42	161,032.42
Retained earnings at the beginning of the year		269,237.00	237,893.33
Current Earnings		611.96	31,343.67
<b>TOTAL EQUITY</b>		<u>1,430,886.38</u>	<u>1,380,274.42</u>

The accompanying Notes form part of these financial statements.

**LEICHHARDT COMMUNITY TRANSPORT GROUP INC**  
**Notes to and forming part of the Financial Statements**  
**For the year ended 30 June 2014**

Page 5

**Note 1** This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporation Act N.S.W. The committee has determined that the Association is not a reporting entity.

The financial report has been prepared on an accrual 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 significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

**(a) Depreciation of Property, Plant and Equipment**

Property, plant and equipment are carried at cost. All items of property, plant and equipment are depreciated over their estimated useful lives commencing from the time asset is held ready for use. Profits and losses on disposal of plant and equipment are taken into account in determining the result for the year.

**(b) Employee Benefits**

Provision is made for the association's liability for employee entitlements arising from services rendered by employees to balance date. Employee entitlements expected to be settled within one year together with entitlements arising from wages and salaries which will be settled after one year, have been measured at their nominal amount.

Contributions are made by the Association to an employee superannuation fund and are charged as expenses when incurred

**(c) Comparative Figures**

When necessary comparative figures have been adjusted to conform with changes in presentation in the current years

	<b>2014</b>	<b>2013</b>
	\$	\$
<b>Note 2 Cash Assets</b>		
Cheque Account	225,517.39	121,635.13
Bank Guarantee	27,047.39	26,502.60
Investment Account	1,109,174.72	1,069,330.10
Visa Debit Card	3,262.78	593.85
Petty cash	906.93	3.79
	<u>1,365,909.21</u>	<u>1,218,065.47</u>

**LEICHHARDT COMMUNITY TRANSPORT GROUP INC**  
**Notes to and forming part of the Financial Statements**  
**For the year ended 30 June 2014**

Page 6

(cont'd)	2014 \$	2013 \$
<b>Note 3 Motor vehicles, Furniture and Fittings</b>		
Honda Odyssey at cost - CDF 15E	40,084.27	40,084.27
less: accumulated depreciation	<u>(21,152.45)</u>	<u>(13,135.60)</u>
	18,931.82	26,948.67
Honda Odyssey at cost - CDF 15D	40,084.27	40,084.27
less: accumulated depreciation	<u>(21,152.45)</u>	<u>(13,135.60)</u>
	18,931.82	26,948.67
Toyota Coaster at cost - BC26GC	120,340.00	120,340.00
less: accumulated depreciation	<u>(120,340.00)</u>	<u>(96,272.12)</u>
	-	24,067.88
Toyota Coaster at cost - BH47RI	120,740.92	120,740.92
less: accumulated depreciation	<u>(88,543.38)</u>	<u>(64,395.20)</u>
	32,197.54	56,345.72
Toyota Coaster at cost - BY49CO	96,232.27	-
less: accumulated depreciation	<u>(8,821.29)</u>	<u>-</u>
	87,410.98	-
Toyota Coaster at cost - AY35HK	-	90,340.46
less: accumulated depreciation	<u>-</u>	<u>(90,340.46)</u>
	-	-
Mercedes Sprinter at cost - BPF80B	81,920.00	81,920.00
less: accumulated depreciation	<u>(65,535.88)</u>	<u>(49,151.88)</u>
	16,384.12	32,768.12
Honda Odyssey at cost - BWW95A	39,072.73	39,072.73
less: accumulated depreciation	<u>(28,002.06)</u>	<u>(20,187.51)</u>
	11,070.67	18,885.22
Honda Odyssey at cost - CHC80L	38,596.36	38,596.36
less: accumulated depreciation	<u>(15,380.04)</u>	<u>(7,660.77)</u>
	23,216.32	30,935.59
Toyota Coaster at cost - BU52YL	107,127.27	107,127.27
less: accumulated depreciation	<u>(21,425.45)</u>	<u>-</u>
	85,701.82	107,127.27

**LEICHHARDT COMMUNITY TRANSPORT GROUP INC**  
**Notes to and forming part of the Financial Statements**  
**For the year ended 30 June 2014**

Page 7

(cont'd)	2014 \$	2013 \$
Equipment at cost	45,020.66	41,260.57
less: accumulated depreciation	<u>(43,516.62)</u>	<u>(37,678.69)</u>
	1,504.04	3,581.88
 Furniture at cost	 10,765.00	 5,478.64
less: accumulated depreciation	<u>(4,298.07)</u>	<u>(2,145.00)</u>
	6,466.93	3,333.64
 TOTAL NON-CURRENT ASSETS	 <u>301,816.06</u>	 <u>330,942.66</u>
 <b>Note 4 Deferred Income</b>		
Grant in Advance	72,471.35	52,562.00
	<u>72,471.35</u>	<u>52,562.00</u>
 <b>Note 5 Payables</b>		
Trade and other creditors	23,952.09	9,665.57
Bonds	400.00	800.00
GST liabilities	29,945.03	13,548.49
Wages payable	-	9,720.75
PAYG Withholding Tax	8,130.59	6,366.91
Superannuation	<u>11,549.01</u>	<u>5,438.38</u>
	73,976.72	45,540.10
 <b>Note 6 Provision for Employees' benefits</b>		
Annual leave	59,679.58	56,107.03
Long service leave	<u>42,936.45</u>	<u>27,146.13</u>
	102,616.03	83,253.16
 <b>Note 7 Economic Dependence</b>		
Leichhardt Community Transport Group Inc. is dependent on NSW Transport for the majority of its revenue used to operate the business. At the date of this report the Committee Members have no reason to believe the Ministry will not continue to support Leichhardt Community Transport Group Inc.		

**LEICHHARDT COMMUNITY TRANSPORT GROUP INC**  
**STATEMENT BY MEMBERS OF THE COMMITTEE**  
**For the year ended 30 June 2014**

Page 8

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 3 to 7.

1. Presents a true and fair view of the financial position of Leichhardt Community Transport Group Inc. as at 30 June 2014 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that Leichhardt Community Transport Group 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:



**Valerie Lees**  
**President**



**Helen Dwyer**  
**Vice President**

Dated: 17 October 2014



# C M PITT & CO

Chartered Accountants

Page 9

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CHARLES M PITT B.BUS FCA

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## Independent Auditor's Report to the Members of Leichhardt Community Transport Group Inc.

### Scope

I have audited the financial statements, being a special purpose financial report comprising the Statement by the Board of Directors, Balance Sheet, Income Statement and notes to and forming part of the accounts of the Leichhardt Community Transport Group Inc. for the twelve (12) months ended 30 June 2014. The Board of Directors is responsible for the financial report and has determined that the accounting policies used are appropriate to meet the needs of the Associations Incorporation Act (New South Wales) and the needs of the members.

The financial report has been prepared for the purpose of fulfilling the requirements of the Associations Incorporations Act (New South Wales). We disclaim any assumption of responsibility for any reliance on this report or on the financial report to which it relates to any person other than the members, or for any purpose other than that for which it was prepared.

My audit has been conducted in accordance with Australian Auditing Standards. My procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report and the evaluation of significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial report is presented fairly in accordance with the accounting policies described in Note 1 to the financial statements. These policies do not require the application of all Australian Accounting Standards and other mandatory professional reporting requirements.

The audit opinion expressed in the report has been formed on the above basis.

### Independence

In conducting our audit we have met the independence requirements of the Australian professional accounting bodies. In addition to my audit of the financial report, I was engaged to undertake the services disclosed in the notes to financial statements. The provision for these services has not impaired our independence.

### Audit Opinion

In my opinion, the financial accounts present fairly in accordance with the accounting policies described in Note 1 to the financial report the Balance Sheet of the Leichhardt Community Transport Group Inc. as at 30 June 2014 and the results of its operations for the year then ended.



Charles M Pitt  
C M PITT & CO  
CHARTERED ACCOUNTANTS

Date:

17 October 2014

ICCA Membership No. 20180  
Registered Company Auditor No. 2944  
Unit 6 & 7, 2 Philip Street Strathfield



Chartered Accountants

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## Funding Agencies



**Australian Government**  
**Department of Health and Ageing**