

2022

FINANCIAL YEAR

CEREBRAL PALSY EDUCATION CENTRE ANNUAL REPORT

CONTACT INFORMATION

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Meet Ava

Four-year-old Ava (front cover) has been attending CPEC since she was a one year old. She attends the CPEC weekly group program with her mum. These sessions are run by a speech pathologist, occupational therapist and physiotherapist who collaboratively plan and adjust the program as the children in the group learn new skills. With the support of her Mum, Ava learns how to move, interact and communicate with other children and access technology in a fun, collaborative and educational setting.

Ava and Mum practice these goals at CPEC and problem solve ways to embed these at home and in their community.

At home, Ava loves riding her newly adapted tricycle with her parents and swinging in her 'nest swing'. She also loves getting her hands dirty gardening in the veggie patch with her Dad. On rainy days, Ava is learning how to 'switch' to play games on a computer.

Currently, Ava's parents are looking to find a suitable local childcare and kindergarten where she can make some friends and develop greater independence.

Over the years, Ava and her parents have developed trust in the CPEC therapists and services and consider that CPEC can be a safe lifelong community. We look forward to continuing to watch Ava develop and thrive in the future.



OUR VISION

People with cerebral palsy and their families living life on their own terms.

OUR MISSION

Equip people with cerebral palsy and their families with the knowledge, skills and support they require to meet their goals and actively participate in life.

OUR VALUES

- Being able to communicate is a basic human right
- The belief that every individual can learn
- The benefits of the experiences of role models and mentors for clients, families and staff
- The goals and aspirations of families are our focus
- A commitment to up-to-date, evidence-based or research-based
- Therapies that facilitates long term outcomes for clients and families
- Building each person's self-esteem and confidence in themselves and their abilities.



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ABOUT US

Cerebral Palsy Education Centre (CPEC) is a registered NDIS provider and supports over 200 clients across metropolitan Melbourne and Victoria. Services include physiotherapy, occupational therapy and speech pathology with the centre based in Glen Waverley.

CPEC provides world leading therapy in small group programs and individual sessions. Teams work in close partnership with clients and their families to identify essential supports to meet their specific goals.

CPEC provides over 11,000 hours of therapy a year and uses leading edge technology to ensure each individual reached their potential, no matter how severe their disability. Services are designed to be embedded into everyday life activities, with CPEC's motto of "learning for life".

Children of all ages, adults and families are supported at CPEC as well as at home, childcare, kindergarten, school, tertiary education and other community settings.

OUR BOARD

President	Tom Kennedy
Vice President	Peter Yates
Secretary	Claire Cotter
Treasurer	Lawrence Abbey
General Member	Michele Burns
General Member	Sue Kennedy
General Member	Kate Breuer
General Member	Matthew Yates
General Member	David Payne

Oliver's story so far

10 year old Oliver has been receiving services from CPEC for 9 years. He is in grade 4 at his local primary school. He has a great sense of humour and a very determined personality.

Throughout 2022, with his goal of being able to complete his schoolwork independently, Oliver received occupational therapy services to learn to use a joystick to access his laptop computer and to use his index finger to access 60 symbols on a speech generating device. Oliver has now reached his goal. Congratulations to all!



Oliver is able to use a joystick and to target the symbols on his communication device, however he will require ongoing occupational therapy support in the immediate future to continue to improve his 'finger on' and 'finger off' movements.

Oliver continues his learning at his local primary school and is continuing to learn more skills in everyday functional activities such as dressing, play and tabletop activities. Oliver attends CPEC's group program after school to maintain and build his strength, motor skills and communication.



2022 FIGURES

20 therapists

Over 11,000 hours of
therapy delivered

210 participants

4,267 individual
sessions completed

60 new
participants

208 group
programs delivered

45 schools supported

PRESIDENT REPORT

It is my honour to present the Annual Report for the 2023 Annual General Meeting of the Cerebral Palsy Education Centre. Despite the ongoing challenges that were presented through the year as we once again grappled with the ongoing effects of the COVID-19 pandemic and its effect on the operations throughout the year, I am pleased to report that we have made substantial progress towards our organisational goals for the year.

CPEC has achieved a positive financial outcome in 2022 and this could not have been achieved without the commitment of all staff of the centre who continued to strive towards achieving our mission of improving the lives of individuals with Cerebral Palsy. Despite the ongoing challenges that the year provided, CPEC staff remained dedicated to delivering the high-quality programs that we are renowned for and continued to make significant progress towards achieving our strategic goals.

With the ability from mid 2022 to offer in-house training again we were able to provide a successful program of workshops which are aimed at equipping external therapists and educators with the skills and tools they need to support clients with Cerebral Palsy.

We have continued to launch innovative programs to meet the requirements of our clients and their needs and to explore the option of opening a centre to service clients located in the West and North Western suburbs of Melbourne.

Our fundraising efforts in 2022 resumed after a hiatus that saw all fundraising events suspended during the previous two years. The year commenced with a successful Lions Club Golf Day and this was followed with the Annual Combined Rotary Clubs/Mayor of Monash Golf Day in October. Both these events would not have been possible without the support of generous donors and sponsors.

We were pleased to participate in the 2022 Nike Melbourne Marathon and acknowledge the skilled organisation behind the scenes by Laura Burns, the Events and Marketing Manager who supported the team of dedicated members of the public, who worked as volunteers under the CPEC banner to make this such a successful event. This event gives us the opportunity to raise much needed funds for the Centre. Fundraising and donations allow us to invest in new programs and services that directly benefit all who attend CPEC. We are grateful for the generosity of the community and remain committed to using these resources for the direct benefit of our clients.

Despite all of the above initiatives, the financial impact of the COVID pandemic was significant throughout 2022 and this has been reflected in the financial bottom line. During the year many clients cancelled sessions due to a family member contracting COVID or the fact that families were nervous about exposing their immunocompromised children in the wider community. Equally, therapists were impacted by having COVID or being identified as a close contact. Where appropriate other means of support were arranged including telehealth sessions and home visits using appropriate PPE. Thanks to the therapists for being flexible in meeting our client requirements whilst delivering high quality supports.

PRESIDENT REPORT

Again, as I do each year, I must recognise the efforts of CPEC's CEO, Claire Cotter, and her continued dedication. Her leadership and management are what sets CPEC apart as the caring and supportive organisation that it is. Claire is assisted by Peter Yates who manages the NDIS compliance and Policies, Matt Yates, General Manager and Sue Kennedy, Business & Finance Manager, who all work diligently with Claire to guide CPEC carefully through the many challenges that are faced by the business. I extend my thanks to you all for your ongoing commitment.

I must recognise the hard work of our Physiotherapists, Occupational Therapists and Speech Pathologists and support team, all who are supported by highly experienced mentors and senior therapists and who continue to deliver caring, high quality therapy to the families and individuals they support. Thanks to the Administration and Reception team and the CPEC Services and Intake team.

CPEC continues to strengthen our governance and processes to ensure that our organisation operates in a transparent and accountable manner. We continue to implement policies that enhance our effectiveness and ensure the compliance with applicable regulations.

In conclusion, I would like to express my gratitude to the Board of Management for their hard work throughout the year.

I must thank our Treasurer, Lawrence Abbey, who has advised of his resignation from the Board of Management of CPEC and thank him for his work over the past eight years in the role of Treasurer for the centre.

I look forward to the coming year and hope that again we can all work together advancing our mission and serving the CPEC community. Thank you all for your ongoing support and commitment to the Cerebral Palsy Education Centre.

Tom Kennedy
President

CEO REPORT

I am pleased to present the CEO's report for the Cerebral Palsy Education Centre (CPEC) for the year 2022.

Over the past 12 months, CPEC has continued to make significant strides towards achieving its mission of “enabling people with cerebral palsy and their families to live life on their own terms – assisting them with the knowledge, skills and supports they require to meet their goals.”

Despite the challenges posed by the ongoing COVID pandemic over the past 2 years of lockdowns, CPEC has remained dedicated to delivering high-quality programs and therapy services to its clients (ages 0-65) and their families. CPEC is committed to building the capacity of communities that support people with cerebral palsy to enable them to actively participate.

CPEC's services have continued to evolve, with a focus on providing innovative, evidence-based approaches to support each person's unique needs. The services offered by CPEC deliver high-quality, personalised therapy, education and care.

KEY ACHIEVEMENTS 2022

Organisational Efficiency

A main initiative during 2022 was the focus on improving the efficiency of the organisation from a client/family perspective. This resulted in the development of the Moving Forward Strategy.

This strategy focused on the organisation of our therapy teams, ensuring efficient billing and refining our intake processes to ensure that waitlists were addressed with priority. A review into the marketing of CPEC's core services was undertaken. For the first time last year, as part of this review, CPEC participated in two industry expositions.

A major challenge to the drive for efficiency and improved services was the continued struggle with staff/client illness and close contact isolation periods due to COVID; and the resulting infection and re-infection as COVID spread within the community after the years of lockdown. With all of these challenges however, all the efficiencies identified have been actioned and embedded into daily practice and deliver a direct benefit to the services provided to clients and families.

Keeping CPEC Safe

CPEC staff and visitors continued to be required to wear masks at all times when working face-to-face with clients. The introduction of the new Child Safe Standards from the Commission for Children and Young People were welcomed at CPEC and influenced the implementation of a new organisational policy – Child Safety and Wellbeing Policy to strengthen the protection of children from all abuse.

Strategic Planning

In July, the Board and senior staff attended a Strategic Planning Day – “Towards 2025” – facilitated by Derek Lark. This was a successful day which focused on the 2023 milestones and the strategies required to meet these objectives, and identified the 2025 objectives.

CEO REPORT

As part of the Strategic plan CPEC committed to continue to review services to ensure that it remains a viable service provider, has a business model that is sustainable and able to remunerate staff in line with industry competitors, is engaged with clients and continues to have a significant and relevant online presence that integrates marketing opportunities.

CPEC Training and Professional Development

CPEC's community capacity building continued throughout the year with the delivery of the 15th year of the workshop series funded through a Common Funding Agreement with the Department of Education (DE).

The agreement included the development and delivery of targeted communication workshops to DE school education teams.

There were also several opportunities for senior therapists to present at workshops, both nationally and internationally, including Hobart, Darwin, Sydney and the USA.

CPEC applied for and was successful in obtaining grants to strengthen staff training and professional development so that staff have access to the most up to date knowledge, education and technology to support their work.

Staffing and Service Growth

CPEC welcomed the addition of one new fulltime therapist and farewellled two therapists taking parental leave during 2022. CPEC acknowledges the wages pressure that the Allied Health system is currently facing, and the pressure currently being felt to find employees to join the Allied Health workforce. This was reinforced by the NDIS Workforce Census report, which indicated a critical need for allied health workers in all areas. This concerning find has been reflected in CPEC's ability to fill vacancies in all allied health disciplines.

Marketing and Events

CPEC's online and public presence developed positively in 2022 after a difficult two years through the COVID-19 pandemic which halted events and opportunities to publicise branding.

In 2022 the following milestones were achieved:

- CPEC's website was re-developed and refreshed with new branding;
- Media saw a positive growth across platforms including Social Media;
- Marketing collateral was updated including banners, flyers, uniforms and signage;
- Fundraising recommenced with events including the Charity Golf Days, Melbourne Marathon and Industry Expositions; and
- Stakeholder relationships continued to be nurtured.

CEO REPORT

CPEC in the Western and North Western Suburbs

CPEC continues to grow its therapy services in Melbourne's West and North Western suburbs. From early 2022, there was a major focus to find additional CPEC premises in the west of Melbourne. CPEC is currently pursuing an opportunity to locate some services in a new Community Hub space that will support the development of services in this area, and it is hoped that this partnership will be successful and finalised by early 2023.

Shed Project

The bike, storage, and marketing shed complex which includes a covered outdoor sensory play area, and bike path are now fully funded and the construction will be underway in early 2023.

The shed complex has been funded by:

- A young man named Rhodry from Tasmania who did a marathon run in memory of his best mate Rhys (who attended CPEC over many years). Rhodry was supported by the whole community of Wynyard, Tasmania and raised a substantial amount of money
- The Pike family who lost their 16-year-old son James made a sizable donation in his honour
- The Suburban Rail Loop Authority community grants – a State Government grant that CPEC applied for and was successful in obtaining
- CPEC's physiotherapists are excited to see this project materialise. They have been waiting a long time for the bike shed and the bike track which will join up with the Glenallen School's bike track. It will make teaching bike riding skills and scooter skills so much easier, safer and fun for everyone concerned!

Acknowledgements

CPEC acknowledges the many people who contribute to CPEC's ongoing success, being either in the forefront or behind the scenes. Each staff member's input is appreciated and I acknowledge the contribution that they make towards the success of CPEC each year.

CPEC acknowledges the Board of Directors, led by Tom Kennedy, who continues to guide and support CPEC through these vital times for the organisation.

The staff - Finance, Administration, Therapists, Program Assistants, Marketing & Events, Quality & Safety, and voluntary organisations, all of whom work with such dedication and commitment to the families every single day.

Thank you to The Flora and Frank Leith Trust, Australian Executive Trustees and the Gantner Foundation who provided much needed funds for several of our innovative therapy projects.

Our ongoing supporters, volunteers and donors - including APS, Hewlett Packard, Portland House, Myer, The Notting Hill Hotel, Westpac, Lions Clubs and Rotary Clubs, and the Men's Sheds at Balmoral Gardens Village and Waterford Village.

In conclusion, CPEC is excited to continue its work in advancing the education and support of individuals with cerebral palsy and is confident that its ongoing efforts will have a positive impact on the lives and lifestyles of the children, adults and families. We look forward to continuing to work together with our stakeholders to achieve our shared goals and ambitions.

Claire Cotter
Chief Executive Officer

Sophie goes to school



Sophie has been attending CPEC on a regular basis since the age of 18 months. During 2022, Sophie received physiotherapy, occupational therapy and speech pathology support with the goal of transitioning into her local mainstream primary school.

Throughout 2022, Sophie's focus was on learning to refine and build her gross motor skills, gaining more independence in self-care tasks and expanding her vocabulary. With the support of her therapy team, she learnt several vital skills to prepare her for transition to school in 2023.

Today, Sophie is a happy and determined 6 year old living with her older brother, Mum & Dad and has successfully transitioned to her local primary school.

Sophie receiving her graduation certificate from our CEO, Claire

TREASURER REPORT

I am pleased to submit CPEC's financial report for the financial year from 1 January 2022 to 31 December 2022. This is an audited and signed report which was approved by the Board of Directors on 18 April 2023.

The last financial year - 2022 - was a difficult year. With lower donations and NDIS income, the Centre generated a surplus of \$25,388 (2021 \$273,610). Over the past year, the Centre focused on providing quality NDIS therapy services.

However, we have seen the Centre's income contract, combined with an increase in costs. Of key fundraising events for the Centre, the Gala Dinner did not proceed; whereas the Melbourne Marathon held in October did proceed.

I would like to thank the finance team, Sue Kennedy and Frida Timtschenko, supported by the management team, for their constant hard work in monitoring and managing the Centre's finances. Throughout the year, the finance team have been vigilant controlling costs.

Revenue and Expenses

In the Statement of profit or loss and other comprehensive income (refer to page 14), total revenue reported was \$2,738,148 (2021 \$2,927,217).

Applying total expenses of \$2,712,760 (2021 \$2,653,607), resulted in a net surplus of \$25,388 for the year to 31 December 2022 (2021: \$273,610).

NDIS income and school services accounted for 79% of revenue; the remaining income was received from donations, and other income generating activities undertaken by CPEC throughout the year to support the service.

Of expenses, staff salaries and related employment costs of \$2,225,919 (2021 \$2,183,678) accounted for 82% of expenses (2021 82%).

Balance Sheet

As at 31 December 2022, total cash available increased to \$2,381,441 (2021 \$2,337,052). This was an increase of \$44,389 from the start of the year (2021 \$361,367). Total assets of \$3,122,983 netted with total liabilities of \$359,070 resulted in a net asset position of \$2,763,913.

The Centre's total equity grew 1% or \$25,388 to \$2,763,913 (2021 \$2,738,525).

Appointment of CPEC's Auditors

Finally, I move a motion to re-appoint Lowe Lippmann as Auditors for the Cerebral Palsy Education Centre Inc. for the financial year from January to December 2023.

Lawrence Abbey
Treasurer

FINANCIAL REPORT

Statement of profit or loss and other comprehensive income for the year ended 31 December 2022

	2022	2021
	\$	\$
Revenue	2,729,977	2,814,919
Other income	-	112,050
Interest revenue	8,171	248
Total Revenue	2,738,148	2,927,217
Expenses		
Administrative expenses	(355,737)	(316,077)
Acquisitions and repairs	(40,757)	(45,792)
Employee benefits expense	(2,225,919)	(2,183,678)
Depreciation and amortisation expense	(49,153)	(77,685)
Fundraising expenses and public relations	(22,328)	(6,312)
PODD expenses	(17,829)	(22,828)
Other expenses	(103)	-
Finance costs	(934)	(1,235)
Total Expenses	2,712,760	2,653,607
Surplus for the year attributable to the members of Cerebral Palsy Education Centre Inc.	25,388	273,610
Other comprehensive income for the year	-	-
Total comprehensive income for the year attributable to the members of Cerebral Palsy Education Centre Inc.	25,388	273,610

FINANCIAL REPORT

Statement of financial position as at 31 December 2022

	2022	2021
	\$	\$
Assets		
Current assets		
Cash and cash equivalents	2,381,441	2,337,052
Trade and other receivables	43,471	117,980
Inventories	3,447	5,101
Other	24,935	32,694
Total current assets	2,453,294	2,492,827
Non-current assets		
Property, plant and equipment	644,747	628,615
Right-of-use assets	24,942	35,735
Total non-current assets	669,689	664,350
Total assets	3,122,983	3,157,177
Liabilities		
Current liabilities		
Trade and other payables	59,950	73,340
Lease liabilities	11,303	10,636
Employee benefits	211,753	225,093
Other	31,884	83,231
Total current liabilities	314,890	392,300
Non-current liabilities		
Lease liabilities	14,960	25,983
Employee benefits	29,220	369
Total non-current liabilities	44,180	26,352
Total liabilities	359,070	418,652
Net assets	2,763,913	2,738,525
Equity		
Retained surpluses	2,763,913	2,738,525
Total equity	2,763,913	2,738,525

Jack's story

As one of CPEC's adult clients, 27 year old Jack has been attending CPEC for only 12 months. Jack's complex disability means that he has difficulty controlling smooth and graded movements in his body, neck, arms, hand and legs for functional tasks.

During 2022, Jack received physiotherapy and speech pathology services from CPEC with the goal of improving his active transfers, learning to mobilise between his equipment and positions, and increasing the intelligibility of his speech, as well as managing saliva control.

During physiotherapy sessions, Jack worked hard to focus on moving one body part at a time without other sudden, large and uncontrolled movements happening to him. He learnt to stand up smoothly with the assistance of a standing frame. Jack is currently working on keeping his trunk symmetrical as he shifts his body weight from side to side whilst stepping.

Speech pathology sessions have seen Jack working hard on improving the clarity of his speech through PROMPT (Prompts for Restructuring Oral Muscular Phonetic Targets) intervention. Jack has learnt to maintain feet flat, still body, head middle and soft face while practising words that involve his jaw control and jaw movement thus impacting his clarity of speech and ability to communicate more effectively with people.



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