



# ANNUAL REPORT 2021

Cerebral Palsy Education Centre Inc.

ABN: 81 553 364 708

Registration Number A0040915L



# CPEC

## **Our Vision**

People with cerebral palsy and similar conditions are able to live an inclusive life on their own terms.

## **Our Mission**

Equip people with cerebral palsy and their families with the knowledge, skills and supports they require to achieve their own goals and active participation in life.

## **Our Values**

- Being able to communicate is a basic human right
- Belief that every individual can learn
- Benefits of the experiences of role models and mentors for clients, families and staff
- Goals and aspirations of families are our focus
- 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

The Cerebral Palsy Education Centre (CPEC) provides direct services to people (0-65 years) living with Cerebral Palsy and similar conditions that result in movement challenges. We are an innovative and experienced service based in Glen Waverley, Melbourne with a strong focus on "Learning for Life".

CPEC services provide access to teams of speech pathologists, physiotherapists, and occupational therapists through small group programs and individual sessions. Our team works in close partnership with clients to identify supports they may require. Children, teens, adults and their families, learn skills and strategies they can incorporate into all aspects of their daily life - "Learning for Life"

Children of all ages, adults and families are supported at CPEC sites as well as in the community - at home; at childcare, kindergartens, school settings; tertiary education and other community settings. Services are designed to be embedded into everyday life activities.

Our therapists believe strongly in the importance of family and professional collaboration.

## 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	Derek Lark
General Member	Kate Breuer
General Member	Matthew Yates
General Member	David Payne



## 2021 FIGURES

7 new  
therapists

11,540 hours  
of therapy  
delivered

3700 individual  
sessions  
completed

Over 220  
participants

51 schools and  
kindergartens  
supported

44 new  
participants

190 group  
programs  
delivered

# CHAIRPERSON'S REPORT

I am pleased to be able to present the CPEC Annual Report for financial year ending December 2021. In reflecting on the year that just passed, I think I would be correct in saying that we all optimistically hoped that 2021 would see a change in fortunes and different direction after the devastation that COVID-19 had brought with it in 2020, but unfortunately that was not to be and very quickly COVID-19 established itself in our lives again and with it lockdowns and several measures implemented by government to contain outbreaks.

Once again CPEC was presented with additional unique situations, as programs were reassessed and modified so that operations could continue in the best way possible. 2020 had seen CPEC transform and modify the way business operated, and it had impacted all facets of the business. As it turned out 2021 was to be no different as we grappled with the requirements of providing continuity of service to clients in order to meet our obligations to the NDIS, balanced with keeping staff and clients safe and ensuring that CPEC remained in compliance with the restrictions enforced by the federal and state governments.

CPEC is defined by the NDIS as an essential health service and, as such, continued to operate throughout the entire year providing essential therapy support to the participants and their families.

Nevertheless, the COVID-19 pandemic had a significant impact on the company during 2021, impacting:

- NDIS financial income, due to cancellations, staff availability and isolation requirements
- Fund raising events having to be cancelled due to pandemic lockdowns
- The way CPEC provided its services, whether by telehealth, at homes or schools or at the Centre
- The staff as the team dealt with family/children appointment cancellations, rescheduling services and essential support, COVID lock downs, isolation rules and mandated vaccination requirements
- Frequent changes in associated Government Regulations and Rules and deadlines relating to the pandemic required daily changes to operational procedures and processes for both therapists and families; and the mandated documentation for staff.

I would like to again offer my thanks to the staff for their continued patience while management adapted business processes to support CPEC to continue to provide much needed services and maintain the high quality that CPEC is known for.

I know at times it must have seemed never-ending the number of changes and adaptations that were being made on a continuous basis, but the Board appreciated the staff for their diligence and fortitude throughout the year as the changes occurred. Once again the strong work ethic of all the staff at CPEC in providing excellent programs came to the fore and as they worked diligently with ongoing commitment to maintain CPEC's high professional standards.

As always I must thank Claire Cotter for her continued strong leadership and management of CPEC.

Special mention must be given to the rest of the Management team, Peter Yates, Matt Yates and Sue Kennedy who worked with Claire to guide CPEC carefully through the many challenges that were faced in the year. Thanks also to the Finance and Administration teams, Reception, CPEC Services and Intake teams, Marketing and the Mentor and Senior therapists who provide experience, support and guidance to therapy staff. I know each of these staff quietly go about their business to maintain the integrity and stability of CPEC.

As we move into 2022 with COVID still ever present, and as we move into a new phase of COVID normal in our lives, we still continue to be adaptable and vigilant but I have full confidence that all involved with CPEC will continue to provide the strong and adaptable leadership they have provided in the past. I acknowledge and thank staff for your continued perseverance in adapting to the many challenges you face day to day, and I know that this will continue through the forthcoming year.

Thank you to all the members of the Board for giving up their time and resources to ensure that CPEC advances toward a better future for its staff, and most importantly the families, children and adults accessing the services of the centre, both now and in the future. Once again thank you to everyone involved with CPEC throughout this past year in working to make it a successful year. I am looking forward to continued success throughout 2022.

**Tom Kennedy**  
President



# CEO REPORT

## Overview

As another COVID year rolled out, CPEC staff again rose to the challenges it presented with dedication, innovation and energy. Foremost in everyone's minds was to provide high quality therapy services and support to our customers – over 220 families, children and young people.

And at the same time, it was crucial to provide some families with the emotional and practical support to actually manage day-to-day in what has been a devastating time – especially those families raising children with complex disabilities. With schools closed, fears for their child's health, home schooling a child with high needs while juggling working from home – it was, for some families, completely overwhelming and a very anxious time. CPEC provided, at no cost to families, ongoing links with regular phone calls, video linkups, online parent groups, support at the Centre, advocacy to the Department of Education and Training and advocacy to individual school principals.

CPEC was able to finish the year with a surplus by being extremely fiscally prudent in spending and continually exploring ways to provide innovative services to families. Unlike the year before, there was no Government financial assistance. Fundraising events were all cancelled with the exception of a surprise bonus, the Melbourne Marathon, which eventually ran in a different format in mid-December. For much of the year, our services into schools, aquatic physiotherapy and group programs were cancelled thus impacting service delivery and income streams. A range of innovative service provision via telehealth continued to be explored and developed and these are now forming an important adjunct to the service we had historically provided, to enhance the range of supports offered at CPEC.

Despite the huge challenges of the year, there were many highlights including CPEC retaining accreditation with the NDIS which exemplifies the quality service provision which we strive for constantly for our customers.

## Key Achievements 2021

### Accreditation

JPS Audit Specialists were engaged in January 2021 to undertake an external audit of CPEC's operations in accordance with the NDIS Practice Standards and Quality Indicators to enable CPEC to retain its NDIS accreditation.

Over 1700 documents comprising CPEC's policies, procedures, HR files and program details were uploaded to the JPS Dropbox. These documents were audited by JPS on the 6 May 2021 and 14 minor opportunities for improvement were identified which were resolved prior to the practical audit undertaken on 7/8 June 2021.

The June audit involved the auditors speaking with Board Directors, Management, therapists and independently selected families. Apart from two minor non-conformances identified in the "Support Planning" section, the auditors provided five more opportunities for process improvement which are being incorporated into CPEC's policies and procedures in 2022. These changes are to be reviewed in the midterm audit planned for February 2023.

On 10 September 2021, the NDIS Commission advised that CPEC had retained its registration and was registered to provide "Early Childhood Supports", "Communications and Information Equipment" and "Therapeutic Supports" from 30 August 2021 until 30 August 2024.

From a general perspective, the audit has certainly tightened CPEC's policies and processes and ensured that the procedures are in alignment with the NDIS Practice Standards and Quality Indicators. Further utilisation of CPEC's client management system – Lumary will mean that CPEC is well placed to expand its client base whilst providing high quality services.

Thank you to Peter Yates, Quality and Safeguards Manager, who led and coordinated this comprehensive audit.



# CEO REPORT

## Online services

2021 provided the opportunity for CPEC to consolidate the learning of the 2020 COVID driven service innovations into regular, everyday ongoing practice, especially around the provision of tele-health.

With tele-health providing safe, flexible and cost-effective services for participants and families on an individual basis, CPEC expanded this offering to include both early intervention and school aged group therapy services delivered directly into participant's homes. This was met with positive feedback from families and therapists alike and consistent attendance across the groups.

Telehealth therapy has enabled CPEC to provide distance education and therapy to families in Tasmania and rural Victoria. Some participants will opt for this service intermittently and when unable to attend the Centre or maintain a combination of service that involves Telehealth regularly, supported by in person intensive sessions at the centre when they can attend.

All education and training was delivered online for a second year which expanded CPEC's reach to interstate and overseas registrations for some workshops. Some new workshops were added including two new communication workshops and a set of four occupational therapy workshops.

The online innovation of therapy services occurred concurrently with the bedding down of CPEC's online client management system: Lumary. With quick and secure access to key information, a scheduling and communications platform, Lumary is reducing the time spent by therapists sourcing information, meaning more time spent with participants and families.

In addition to improving services for families, these online systems combined to form the basis of CPEC's quality system and enabled CPEC to maintain NDIS registration moving forward into 2022.

CPEC participants, families and staff are to be congratulated on how they embraced the new technology and worked together to innovate and drive services forward in such a turbulent time.

## CPEC Training and Professional Development

After making the transition in 2020 to all workshops and training going online, in 2021 CPEC delivered 32 professional development training sessions. These included the 12 part workshop series to deliver the targets of the 2021 Common Funding Agreement with the Department of Education and Training (DET). In addition, there was a new series of 4 online workshops developed by the CPEC occupational therapists, several parent training sessions and a new Communication Workshop developed for the DET.

Of significant note was the continuing work on the Guidelines for teachers and other professionals working with student who have complex communication needs (CCN). This document which formed part of the Common Funding Agreement with the DET continued to be developed in 2021 with feedback sourced from peak professional organisations including allied health and psychology, people living with a disability and complex communication needs and families raising a child with CCN. This extensive feedback has been incorporated into the guidelines which are now ready for publishing in a range of formats. Thank you again to Gayle Porter, Melissa Riepsamen and Lee Withall for their expertise and dedication to this crucial project.



# CEO REPORT

## **CPEC website and online presence**

CPEC was fortunate to receive a grant from Australian Executor Trustees (AET) in June with the focus on building CPEC's online presence as a place to go to find high quality training and information about cerebral palsy. This coincided with the appointment of a new CPEC Marketing and Events Manager which enabled the beginning of the achievement of another strategic goal – the concept of reinvigorating CPEC's branding and the building of a new CPEC website with a major focus on information, training and professional development. The website launch is March 2022.

Since the employment of the Marketing and Events Manager, CPEC's Facebook, Instagram and Twitter has seen a major upgrade with innovative planning and posts with a surge in followers and shares.

## **Staffing and service growth**

CPEC's staffing has been very stable throughout 2021. The greatest challenge has been employing new staff with three therapy positions advertised since September. This is a challenge identified by organisations and peak bodies across the whole disability field in Australia with demand far outnumbering supply of occupational therapists, physiotherapists and speech pathologists. This has impacted and slowed down the strategic plan of opening a small CPEC centre in the west/northwest of Melbourne.

## **Acknowledgements**

CPEC acknowledges the many people who contribute to CPEC's success, some of whom have already been acknowledged in this Annual Report by name, others quietly contribute year after year behind the scenes.

CPEC acknowledges the Board of Directors led by Tom Kennedy who continues to guide and support CPEC through these extremely challenging times.

The staff – Finance, Administration, Therapists, Program Assistants, Events and Marketing and Quality and voluntary organisations, all of whom work with such dedication and commitment to the families.

Our donors and supporters- including Portland House, APS, AET, Westpac, Lions Clubs, Rotary Clubs.

Our men's sheds at Balmoral Gardens Village and Waterford Village who continue to make high quality equipment for children and families. Their contribution is essential to CPEC's continued growth and success and their contribution cannot be underestimated.

## **Claire Cotter**

Chief Executive Officer



# TREASURER REPORT

I am pleased to submit CPEC's financial report for the financial year from 1 January 2021 to 31 December 2021. This is an audited and signed report which the Board of Management approved on 7 April 2022.

2021 was a difficult year due to the COVID-19 pandemic, however CPEC had a positive financial year with a net income generated of \$273,610 (2020: \$519,869).

CPEC placed its financial focus in 2021 on stabilising revenue streams on the understanding that COVID-19 constraints would continue to provide challenges to maintaining consistent revenue. From January 2021, CPEC became ineligible for any further Government Jobkeeper COVID stimulus financial relief. As a result, revenue was closely monitored throughout the year to ensure that expenses for the year could be met. Whilst the Centre's most important fundraising event (the Gala Dinner) did not proceed due to Government restrictions, CPEC was fortunate that the Melbourne Marathon was able to proceed in December and this provided a valued fundraising contribution for the Centre.

I would like to thank the finance team, Sue Kennedy and Frida Timtschenko for their constant hard work in monitoring and managing the Centre's finances and enforcing a strong cost control framework throughout extremely difficult times.

## Revenue and Expenses

In the Statement of profit or loss and other comprehensive income, total revenue reported was \$2,814,919 (2020: \$2,405,586). The Government's Jobkeeper COVID stimulus scheme was reported as other income of \$112,050 (2020: \$955,600).

After applying total expenses of \$2,653,607 (2020: \$2,842,105), this resulted in a surplus of \$273,610 for the year to 31 December 2021 (2020: \$519,869).

NDIS income and school services accounted for 80% of revenue, the remaining income was received from donations, other income generating activities undertaken by CPEC throughout the year to support the service and the final payment of the Jobkeeper COVID stimulus package. The Centre focused on providing quality NDIS therapy services whilst implementing prudent expenditure controls.

Of expenses, staff salaries and related employment costs of \$2,183,678 (2020: \$2,177,821) accounted for 82% of expenses (2020 77%).

## Balance Sheet

As at 31 December 2021, total cash available increased to \$2,337,052 (2021: \$1,975,685). This was an increase of \$361,367 from the start of the year.

Total assets of \$3,157,177 netted with total liabilities of \$418,652, resulting in a net asset position of \$2,738,525. The Centre's total equity grew by 11% (\$273,610) to \$2,738,525 (2020: \$2,464,915).

## 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 2022.

## Lawrence Abbey

Treasurer





# FINANCIAL STATEMENT

## Statement of financial position As at 31 December 2021

	2021 \$	2020 \$
<b>Assets</b>		
<b>Current assets</b>		
Cash and cash equivalents	2,337,052	1,975,685
Trade and other receivables	117,980	65,567
Inventories	5,101	4,815
Other	32,694	46,712
Total current assets	<u>2,492,827</u>	<u>2,092,779</u>
<b>Non-current assets</b>		
Property, plant and equipment	628,615	695,305
Right-of-use assets	35,735	-
Total non-current assets	<u>664,350</u>	<u>695,305</u>
<b>Total assets</b>	<b>3,157,177</b>	<b>2,788,084</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
Trade and other payables	73,340	73,586
Lease liabilities	10,636	-
Employee benefits	225,093	231,297
Other	83,231	4,350
Total current liabilities	<u>392,300</u>	<u>309,233</u>
<b>Non-current liabilities</b>		
Lease liabilities	25,983	-
Employee benefits	369	13,936
Total non-current liabilities	<u>26,352</u>	<u>13,936</u>
<b>Total liabilities</b>	<b>418,652</b>	<b>323,169</b>
<b>Net assets</b>	<b><u>2,738,525</u></b>	<b><u>2,464,915</u></b>
<b>Equity</b>		
Retained surpluses	<u>2,738,525</u>	<u>2,464,915</u>
<b>Total Equity</b>	<b><u>2,738,525</u></b>	<b><u>2,464,915</u></b>



# CONTACT US

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