

**CEREBRAL PALSY
EDUCATION CENTRE
ANNUAL REPORT**

2023
FINANCIAL YEAR



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Meet Scarlet

Scarlet started at CPEC when she was just 18 months old. In her early years, Scarlet attended CPEC's group therapy program twice weekly, where she received occupational therapy, physiotherapy and speech pathology services. Now, Scarlet attends her local mainstream primary school where she still receives support from her CPEC transdisciplinary team who assist her teacher and education support people to fully include her in every part of school life.

Throughout 2023 Scarlet was working to achieve many therapy goals including developing her access to technology, actively transferring between equipment and engaging in the school curriculum.

Scarlet is known for her infectious smile and willingness to try new things. Scarlet loves playing with her friends at school and going out with her younger brother, Hamish.



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

- Family centred practice
- Autonomous Communication
- Belief that every person can learn
- The experiences of role models and mentors for people, families and staff
- Evidence-informed practice
- Self knowledge and empowerment



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ABOUT US

Cerebral Palsy Education Centre (CPEC) is a registered NDIS provider supporting 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 13,000 hours of therapy a year and uses leading edge technology to ensure each individual reaches 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	Matthew Yates
General Member	Michele Burns
General Member	Sue Kennedy
General Member	Kate Breuer
General Member	David Payne



Archie's story so far

20-year-old Archie (Arch) is a community minded young man with a keen interest in emergency services. He works as the volunteer mentor for CPEC's early primary chat group. He is a role model for attendees and provides school students with feedback and support during the group related to their communication, especially their use of AAC.

Arch has been attending CPEC services since he was in early intervention. He is a current member of the adult chat group and accesses individual speech pathology services to further develop his skills related to reading and writing (e.g. emails). He also accesses CPEC aquatic physiotherapy.

He is an active, skilled communicator who accesses formal language via an individualised complex-syntax PODD page set on a dedicated speech generating communication device and/or his communication book. Since leaving school, Arch has further developed his communication skills, especially around selecting appropriate language to clearly communicate with a range of communication partners, including skilled and unskilled partners, young children and youth, peers in social situations and other adults in the workplace. Arch lives at home with his sisters and parents. He is working towards a range of goals related to increasing independence, expanding interests and exploring employment opportunities.



2023 FIGURES

20 therapists

4 program
assistants

245 participants

4,240 individual
sessions completed

33 new
participants

175 group programs
delivered

40 schools supported

Over 13,000 hours
of therapy delivered

PRESIDENT REPORT



It is my privilege again to present the President's Report for the Cerebral Palsy Education Centre at the 2024 Annual General Meeting. This year has been marked by resilience and unwavering commitment to our mission of empowering individuals living with Cerebral Palsy and similar conditions that result in movement challenges through education, support, and advocacy.

CPEC's dedication to creating an inclusive and supportive environment for individuals with a disability remains steadfast. Throughout the year, we have worked diligently to ensure that our programs and services align with our vision that people with cerebral palsy and similar conditions are able to confidently live an inclusive life on their own terms and we are always guided by the core principles of the service which are embedded in everything we do. Our programs continue to evolve, with a focus on personalized learning strategies to cater to the unique needs of our clients and our therapeutic services are the cornerstone of our commitment to a high quality service. We continue to explore new services and strengthen existing ones and we were proud to extend our services at the end of the year to embrace a new location for services to support clients in the North and North West suburbs of Melbourne with the opening of offices at the Glenroy Community Hub.

CPEC continues to engage with the broader community to raise awareness through social media, workshops and events that share the work that is done at the centre.

We acknowledge the support of organisations and foundations who continue to support our strategic direction with support from grants, donations and support for our initiatives that help to sustain and expand our programs.

CPEC's fundraising efforts were further enhanced this year with the resumption after a 2 year hiatus due to COVID 19 of the Gala Dinner and it was great to see everyone coming together again to enjoy a fabulous night of food and dancing at the Melbourne Cricket Ground. The 2023 Gala Dinner night presented us with an opportunity for the CPEC community to formally acknowledge Gayle Porter, one of the founding members of CPEC in 2005, who was awarded the Order of Australia Medal for her service to community health as a speech pathologist.

I am pleased to report that our financial health remains stable in an environment that is changing continually. CPEC has achieved a \$97,616 profit for the financial outcome for the 2023 year in an environment that is constantly evolving as the NDIS continues to develop and refine its terms of reference. I know that this can be challenging to all staff to manage on an ongoing basis, as the landscape of the NDIS changes. CPEC and the staff are to be congratulated on successfully achieving the NDIS mid-term audit in April 2023.

I wish to extend my heartfelt gratitude to our dedicated staff, volunteers and supporters who continue to play a crucial role in the success of CPEC. This year saw Matt Yates resign from CPEC as General Manager after 17 years service and I feel it only appropriate to take this opportunity to formally thank Matt for his service to CPEC over those years.

PRESIDENT REPORT

I also wish to thank him for stepping up into the role of Treasurer after the resignation of Lawrence Abbey at the end of 2022.

As always, I will again recognise the efforts of CPEC's CEO, Claire Cotter, for her leadership and continued strong management of CPEC. It is Claire's vision that encompasses the work that CPEC does every day, but I know that she is very ably supported by senior Therapy staff, Peter Yates, who manages the NDIS compliance and Policies and Sue Kennedy, Business & Finance Manager. I thank you all for your continuing commitment to CPEC each year.

To the Board of Management, I again thank you for the time you dedicate voluntarily to assist with the governance of CPEC and support the processes to ensure that CPEC operates effectively and within the regulations required of the sector.

As I reflect on the accomplishments of the year I am positive that your support and continued dedication will continue to be reflected in the work that CPEC does on a day to day basis.

Tom Kennedy
President

CEO REPORT



I am pleased to present the CEO's report for the Cerebral Palsy Education Centre (CPEC) for the year 2023.

Once again, CPEC has provided a range of high-quality services to our clients in an ever-changing and challenging NDIS environment. Our aim is to provide best practice service which includes supporting our clients in their homes and in their communities and embedding therapy strategies into their daily lives, so that they can live the life they choose. This is a message which constantly requires clear articulation by CPEC as families and clients seek out services for their child or themselves.

Key Achievements 2023 **Organisational Efficiency**

2023 continued with our Moving Forward Strategy with a focus to continue to improve the efficiency of the organisation from a client/parent perspective.

This included achieving the following:

- Ensuring that our clients are well supported and receive quality therapy outcomes in their own environment at home, kindergarten, school or community centres.
- Providing quality and evidence based practice confirmed through compliance with the NDIS Practice Standards and Quality Indicators external mid-term audit.
- Implementing 5 days per week coverage of intake for new clients.
- Ensuring clients are provided timely and efficient service and billing by reviewing open client sessions daily and following up with therapists within 48 hours.

·Streamlining the intake process to reduce client processes and minimise timeframes.

·Reviewing the therapists' pay structure to focus on retaining therapists who are performing well.

·Reviewing the therapists' roles and associated KPIs, in response to the changing requirements of the NDIS, the Department of Education contract and successful grants in order to meet client demands.

·Reviewing metrics being used by Management covering intake and mentoring processes to ensure management oversight and to minimise client waitlists; and

·Ongoing review of marketing to ensure that CPEC's core services are being promoted in a manner that is understandable to clients.

CPEC's therapy team

During 2023, CPEC employed two new therapists to replace therapists who had left the organisation mid-year. Employing new therapists is an ongoing challenge across the allied health sector with therapists either wishing to start their own business, burnout due to business workloads or exiting the sector.

At CPEC a new pay initiative was set up to assist with the ongoing challenge of hiring, then retaining well trained therapists.

This new pay structure provides each therapist the opportunity to participate in a scaled increase in salary based on achievable billing. Overall there has been a favourable response from therapy staff, consistent billing across the service and more stable income for the organisation.

CEO REPORT

Shed Project Completion and Launch

This project was completed by June 2023 under the diligent project management of Peter Yates. Now in place are a set of high quality sheds - including the new bike shed - and new bike path that joins up with the bike path for Glenallen School. The shed project was jointly funded by a substantial donation from a young man in Tasmania who ran a fundraising marathon in honour of his best mate Rhys who had passed away, another donation from the Pike family whose son James had passed away, and a community grant which CPEC had applied for from the Suburban Rail Loop Authority.

The shed was officially opened on the 12 September 2023 by the Deputy Premier of Victoria, The Hon Jacinta Allan, Minister for the Suburban Rail Link. Our official guests included Mr John Mullahy, (Member for Glen Waverley), Dr Matt Bach, (Shadow Minister for Education), Mr James Tonkin (SRL Executive General Manager, Strategic Communications & Engagement) and Dr Melinda Smith OAM.

Other important guests included Rhodry Robinson, Tanya & Jono Linden from Wynyard Tasmania, Catherine & Colin Pike from Bairnsdale, Victoria, Michael Cole (Principal of Glenallen School), as well as CPEC Board members, staff and families.

In the speeches, there was a focus on the universal and inclusive appeal of bike riding for everyone and that bike riding is such a great skill to learn resulting in health, fitness, wellbeing, social and community inclusion benefits. This new shed and track enables so

many more CPEC clients to learn to bike ride and enjoy those benefits!

Opening of CPEC services at Glenroy Community Hub

Another major achievement of 2023 was the opening of CPEC services at a clinic under the auspices of the Glenroy Community Hub in the northwest of Melbourne. The allied health clinic where CPEC is based is managed by Cohealth and the Cohealth Partnerships Manager has provided ongoing support including induction, and links into other local community services. There has been positive feedback from families residing in the north and west of Melbourne about the convenience and proximity of our specialist CPEC services available to them in their community.

CPEC's Training and Professional Development

Once again CPEC delivered a range of professional development activities to Department of Education teachers, support staff and leadership teams with excellent feedback. As well as the 13-module annual workshop series on Supporting students with cerebral palsy at School, the Common Funding agreement between the Department and CPEC included two new communication workshops and a consultancy service to schools.

CPEC hosted and delivered two 5-day workshops - the PODD Advanced workshop and The CPEC Approach - Teaching Movements for Communication workshop with participants attending from Victoria, interstate and overseas.

In July CPEC delivered a 5-day workshop: The CPEC Approach - Teaching Movements for Communication at the invitation of the University of Illinois in Chicago. Workshop participants were speech pathologists, occupational therapists and parents from USA, Canada and Hong Kong.

CEO REPORT

Marketing and Events

CPEC's fundraising events and online public presence continued to develop positively in 2023 as we saw the backend of the COVID-19 pandemic which halted events and marketing opportunities to publicise the CPEC brand and services. In 2023 the following milestones were achieved:

- Three sources of grants were successful to fund a Therapy Playground proposal to be constructed at CPEC, due for installation completion in 2024
- CPEC's website was maintained and developed with fresh imagery and video content
- Media saw a positive growth in analytics and interaction across platforms including the CPEC website, learning platforms and Social Media
- Marketing collateral including banners, flyers, and uniformity was utilised and promoted via online platforms and educational CPEC workshops
- Fundraising continued with events including a Charity Golf Day, Melbourne Marathon, Industry Expositions, and the return of the CPEC Gala Dinner at the MCG
- Stakeholder relationships continued to be nurtured.

Acknowledgments

CPEC would like to acknowledge and share our appreciation to the Lions Committee Members of Clubs - Croydon-Mooroolbark, Vermont, Wheelers Hill and Warrandyte - who have decided to discontinue the annual Lions Charity Golf Day, due to the resignation or health of current supporting members. Since 2008, the Lions Committee Members have supported CPEC by organising and administrating the Lions Charity Golf Day annually, raising over \$290,000 for CPEC.

On behalf of the CPEC community, thank you for your years of support and friendship. We held a dinner acknowledging and thanking the Lions Clubs who have supported and contributed to CPEC for so many years.

Once again, APS Benefits Group, under the leadership and long-time support of CEO Craig Walden, approved another Wishlist of equipment, training and resources for CPEC.

Mulgrave Country Club continues to support CPEC each year assisting with the Gala Dinner and any events that we have there.

Thank you so much to our 2023 CPEC Gala Dinner sponsors - Mulgrave Country Club, Moose Toys, Second Skin, Maurice and Blackburn Lawyers, the Coopersmith Foundation.

The 2023 Mayor of Monash Rotary Golf Day was another successful event raising fund for CPEC. Thank you to the hard-working Rotary Club Golf Committee.

Thank you to our men's sheds at Balmoral Gardens Village and Waterford Village who continue to make high quality equipment for children and families.

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.

I would like to acknowledge our staff - the extremely hardworking and flexible therapists who continue to be innovative, dedicated and seeking best outcomes for CPEC clients, working in collaboration with our Management, Finance, Marketing, Quality, Reception and support staff - all of whom work with such dedication and commitment to the families.

I also acknowledge the Board of Directors led by Tom Kennedy who continues to guide and support CPEC through these challenging times for the disability not-for-profit sector.

Claire Cotter
Chief Executive Officer

Will goes to school

Will is 5 years old and started early intervention group therapy with a transdisciplinary team of therapists in 2021 before heading off to school in 2024. He also received individual therapy with a speech pathologist, occupational therapist and physiotherapist.

Will especially loves participating in CPEC's Holiday therapy block physiotherapy sports group with his friends in the school holidays.

Will lives with his Mum, Jess and Dad, Al. On weekends, he loves playing games with his family, pretending to be superheroes, karate lessons and playing with his dog, Jasper.

Some of Will's goals and achievements in 2023 included getting ready to start Prep at his local school in January 2024 where he is thriving and meeting new people! Will has really gained a lot of confidence in himself and is great at asking for help when he needs it.

With his physiotherapist, Will learnt climbing skills to navigate the prep playground, and continued building his confidence when riding a bike without training wheels. Thanks Mum & Dad for being a great support in teaching Will to ride a bike without training wheels!

With his speech pathologist, Will learns language to play and interact with friends. This includes sharing his amazing ideas, pretending to be characters and telling stories.

With his occupational therapist, he has learnt to cut and paste, write his name and letters/words.

All the very best Will for school this year!

A message from Will's parents, Jess and Al: "CPEC Group therapy has provided such a fun and nurturing environment for Will to achieve his goals. We can't thank the team enough for helping Will be so ready for prep and start the year with unbelievable confidence."



Will and his Mum receiving his graduation certificate

TREASURER REPORT



I am pleased to submit CPEC's financial report for the financial year from 1 January 2023 to 31 December 2023. This is an audited and signed report which was approved by the Board of Directors on 18 April 2024.

The 2023 financial year saw continued innovation of business practice to maintain both organisational financial sustainability and quality of service provision for participants, within the National Disability Insurance Scheme ('NDIS') operating environment. Across the year, NDIS funding stabilised and key fundraising events resumed after the lifting of COVID restrictions. Overall the Centre generated a surplus of \$97,616.

I would like to thank both the management and finance teams, for their leadership and innovation through the immediate post-COVID period.

Revenue and Expenses

Across the fiscal year, CPEC generated a total revenue of \$2,841,889, an increase of \$111,912 from the financial previous year. Therapy services, delivered under NDIS and Department of Education funding streams accounted for 73% of revenue; with the remaining income received from grants, donations, fundraising events and other income generating activities undertaken by CPEC.

CPEC's expenditure was effectively managed within budget, totalling \$2,744,273. Of these expenses, staff salaries and related employment costs of \$2,191,117 accounted for 80% of expenses (2022 82%).

At the end of the financial year CPEC generated a net surplus of \$97,616, an increase on 2022 (2022: \$25,388).

Balance Sheet

At 31 December 2023, total cash available decreased to \$2,311,970 (2022 \$2,381,441). This was a decrease of \$69,471 from the start of the year. Total assets of \$3,239,943 netted with total liabilities of \$378,414 resulted in a net asset position of \$2,861,529.

The Centre's total equity grew 3.5% or \$97,616 to \$2,861,529 (2022 \$2,763,913).

Appointment of CPEC's Auditors

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 2024.

Matthew Yates
Treasurer

Eva's journey

Two year old Eva has been attending CPEC with her mum Joanne since January 2023. Eva participated in both individual therapy sessions and a mini group program last year. Eva is currently attending the weekly parent and child group. 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.

Eva's goals last year were around embedding sensory strategies throughout her day, supporting Eva to participate in age appropriate play and learning to communicate.

At home, Eva enjoys waterplay, music and spending time with her brother. Eva has loved joining the group program this year and making new friends.



FINANCIAL REPORT

**Cerebral Palsy Education Centre Inc.
Statement of profit or loss and other comprehensive income
For the year ended 31 December 2023**

	Note	2023 \$	2022 \$
Revenue	3	2,841,889	2,729,977
Interest revenue		51,730	8,171
Expenses			
Administrative expenses		(382,217)	(355,737)
Acquisitions and repairs		(54,674)	(40,757)
Employee benefits expense		(2,191,117)	(2,225,919)
Depreciation and amortisation expense		(73,772)	(49,153)
Fundraising expenses and public relations		(56,822)	(22,328)
PODD expenses		(34,662)	(17,829)
Other expenses		(1,863)	(103)
Finance costs		(876)	(934)
Surplus for the year attributable to the members of Cerebral Palsy Education Centre Inc.		97,616	25,388
Other comprehensive income for the year		-	-
Total comprehensive income for the year attributable to the members of Cerebral Palsy Education Centre Inc.		<u>97,616</u>	<u>25,388</u>

FINANCIAL REPORT

Cerebral Palsy Education Centre Inc. Statement of financial position As at 31 December 2023

Assets	Note	2023 \$	2022 \$
Current assets			
Cash and cash equivalents	4	2,311,970	2,381,441
Trade and other receivables	5	89,093	43,471
Inventories	6	5,723	3,447
Other	7	120,792	24,935
Total current assets		<u>2,527,578</u>	<u>2,453,294</u>
Non-current assets			
Property, plant and equipment	8	685,875	644,747
Right-of-use assets	9	26,490	24,942
Total non-current assets		<u>712,365</u>	<u>669,689</u>
Total assets		<u>3,239,943</u>	<u>3,122,983</u>
Liabilities			
Current liabilities			
Trade and other payables	10	56,281	59,950
Lease liabilities	11	14,229	11,303
Employee benefits	12	217,855	211,753
Other	13	60,568	31,884
Total current liabilities		<u>348,933</u>	<u>314,890</u>
Non-current liabilities			
Lease liabilities	15	14,642	14,960
Employee benefits	16	14,839	29,220
Total non-current liabilities		<u>29,481</u>	<u>44,180</u>
Total liabilities		<u>378,414</u>	<u>359,070</u>
Net assets		<u>2,861,529</u>	<u>2,763,913</u>
Equity			
Retained surpluses		<u>2,861,529</u>	<u>2,763,913</u>
Total equity		<u>2,861,529</u>	<u>2,763,913</u>

This is Cooper

Cooper is now 14-years-old and has been attending CPEC since 2010. Cooper receives occupational therapy, speech pathology and physiotherapy, with some of these CPEC services delivered in his local high school at Mirboo North, South Gippsland. The therapists travel to his school every term and assist Cooper's education team to include Cooper in every aspect of school life. In previous years, his therapists also travelled to his kindergarten and primary school to support his teachers and support personnel. Cooper also participated in the after school group program at CPEC for many years.

Cooper lives with his parents, Tina and Russell and brother Callen in Mirboo North, South Gippsland. At home, Cooper enjoys watching Mr Bean, listening to music, playing Mario Cart with Callen.

In the past couple of years, Cooper has been working on maintaining a healthy body position and active movements to assist with his daily transfers in and out of equipment and other daily life tasks. Cooper also received his new eye gaze device last year so occupational therapy sessions have been focused on using his eye gaze device to access his communication and the school curriculum.

Parent Message: "Cooper's involvement in CPEC has made a significant and positive impact on our family. CPEC taught Cooper, Russell, Callen and I the skills we each need to ensure Cooper leads a happy and healthy life, where his independence is maximised both at home and in the community."



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