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 Cerebral Palsy Support Network



**Cerebral Palsy**  
Support Network

**ANNUAL  
REPORT**  
2022/23



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CPSN acknowledges the Traditional Custodians of the land in which our office is based, the Wurundjeri people of the Kulin Nation. We are dedicated to the consideration, support, and inclusion of people with disability, LGBTQIA people, and people from culturally and linguistically diverse backgrounds in all aspects of our organisation.

 This report includes links to multi-media, click on the 'play symbol' to learn more.

# ACKNOWLEDGEMENTS

We would like to acknowledge each person who has played a part in shaping our organisation over the past year, including our Board, staff, supporters, and members. The Cerebral Palsy Support Network continues to flourish and thrive from the efforts of our community.

Thank you to the many individuals, partner organisations, and the communities we serve in different ways. These include financial support, donations of goods and services, and the generous contribution of time, skills, expertise, and enthusiasm. A special thank you to our 69 donors who generously contributed to CPSN throughout the financial year.

We would like to thank the following individuals and organisations for their support over the past financial year:

## Technology and Systems Partners

- Infoxchange Group
- Google Australia
- Think HQ
- Tquila
- Creativa Digital Agency
- Feedback ASAP
- FoundU
- Punchy Media

## Specialist Disability Accommodation Project Partners

- Illowra Living Pty Ltd

## Financial Partners

- NAB
- Kidmans Partners
- Perpetual Investments

## Consultants

- Jessica Solano
- Katie Fox
- Dr Joy Humphreys
- Helga Svendsen
- Leading Mindfully
- Richard Dent
- Lisa Mariah

## Sector Partners

- RaceRunning Australia
- DeeJay Medical
- Ability First
- Cerebral Palsy Australia
- My CP Guide
- National Disability Services
- National Disability Insurance Scheme
- Thea Keane Counselling

## Practice Partners

- Jeder Consulting
- Penelope Hamilton Participatory Leadership

All these valuable contributions play a vital part in our network. We are grateful to all those who work with us in supporting individuals and families living with cerebral palsy.



# OUR SERVICE REACH





NOTICE OF PHOTOS & VIDEO RECORDING  
By remaining at this event, you consent to being photographed and video recorded for promotional purposes. If you do not consent to being photographed or video recorded, please do not attend the event.  
Thank you.



## A MESSAGE FROM OUR CHAIR AND CEO

The past year has been both challenging and eventful for Cerebral Palsy Support Network (CPSN) as we transition out of the COVID-19 years and continue to build on our core values and range of specialist support services.

We are a community of members that puts inclusion and self-determination at the forefront of everything we do. We are bold and curious; we navigate challenges and discover solutions that achieve change.

Being financially sustainable and relevant to our client and membership base has been front of mind in this constrained economic environment, with significant sector benchmarking results indicating as high as 70% of providers reporting financial losses in the past year. National Disability Insurance Scheme (NDIS) price indexation failed to allow for CPI increases and Social, Community, Home Care and Disability Services Industry (SCHADS) Award increases, other employer costs and quality compliance costs of being a registered NDIS provider. This has required us to review all aspects of our organisational structures and services. We remain committed to serving our members and clients with services that they want that are safe and quality assured. At the same time needing to focus on growing revenue and generating surpluses so that we can continue to exist and serve our members and the cerebral palsy community.

*We are hopeful that the Independent NDIS review will make recommendations that will address the major systemic, pricing and policy gaps that currently exist that negatively impact our clients and our capacity to provide sustainable services.*

The Royal Commission Inquiry (RCI) was the largest most comprehensive RCI ever undertaken with recommendations that will have far-reaching ramifications for people with disabilities in Australian society, depending on Government responses and actions.

Our achievements this year include: Reviewing our strategy due to the environmental and economic context changing so much since the original strategy that we felt we had to review it this year, to ensure we remain sustainable and meet the needs of our member and client base going forward. As part of our ongoing commitment to listening to our members of the cerebral palsy community, we asked key stakeholders to contribute their viewpoints on CPSN's future. Stakeholders were asked questions about what they thought CPSN should look like in the future and what sort of services and assistance should we be providing. This feedback was incorporated into our strategic review in March that resulted in a new Strategic Direction and plan that we are announcing in this report (see page 10).

The mid-cycle NDIS Quality & Safeguards Certification was achieved with the expansion of our registered services and further development and improvements in our high complex support services, with significant investment in staff training and development.

Improving governance practices and oversight is always important and in recognition of this, the Board engaged Richard Dent, Governance Consultant to work with them in reviewing how they operate, make decisions, and lead the organisation.

Member growth continued at a steady pace through the year, gaining more traction with social media channels (e.g., Instagram and YouTube). Members preferred talking to our Lived Experience Customer Service team (over email and chat inquiries). However, specialty member services such as Online Support Groups for Parents and Adults grew and met monthly with some topics that created webinars with CPSN partners. These ranged from Mental Health to Employment.

The biggest physical structural change also happened this year as we moved to a 100% remote working model. In April, the Coburg office was closed, and all staff moved to a remote working model using a variety of technology platforms to maintain good communication and processes to assist in administration. Staff interactions 'online' were supplemented by face-to-face meetings in local cafes, library meeting rooms and 'Connection Days' where everyone met to catch up and enjoy the outdoors when the weather permitted.

Our Human Rights Committee continued to oversee and direct our efforts across the organisation and in particular with our focus on employment, produced and

published a range of resources based on what people with cerebral palsy told us about their experiences in finding and maintaining meaningful employment. We believe in leading by example and from the front and over the year have increased our percentage of employees with lived experience of cerebral palsy greatly enhancing the client experience and response from us. This continues to provide valuable insights into the many challenges and complexities faced in being a supportive employer.

We have also consulted with the Tribe and Brains Trust to explore how to be an employer of choice for people with cerebral palsy, developing people with cerebral palsy to achieve higher level

roles, understand what barriers exist in employment and how to overcome these barriers in a creative, inclusive, and practical way.

We used and shared these insights and firsthand experiences as the foundation of a submission to the NDIS Review 'What We Have Heard Report'. The paper was a collaboration led by Cerebral Palsy Australia and focussed on work pathways and employment experiences of people with cerebral palsy.

*Youth Tribe commenced and is finding its feet with some great activities and feedback from its participants.*

We continued our transition to remote working and introduced additional flexible work provisions designed to support our workforce to manage work and life and stay healthy. New initiatives included alternate structures of work, including 4-day work weeks or 9-day fortnights, additional leave provisions supporting staff to balance work and life, and the introduction of a reward and recognition program for our support workers to formally recognise the fantastic work our staff do every day.

Engagement with our direct support workers and their development and training was a priority with significant improvements in the recruitment of our most important and valuable resource.

First year with the Board Observership program was successful with Alison Hibbert enjoying and benefitting from the experience and making a valuable contribution to the board throughout the year. We look forward to running the program again 2024.

We have improved our service practices, quality, accountability and service delivery.

We have continued to work with Cerebral Palsy Australia and other key stakeholders to develop the national voice and representation of people with cerebral palsy through the My CP Guide; developing research projects; highlighting advocacy opportunities and promoting key positive messages.

**THANK YOU TO OUR PEOPLE**

We would like to pay tribute and give our sincere thanks to our Board and staff for their hard work and dedication throughout the year. Without your contributions, CPSN would not exist, and our members and clients would not be able to receive the services and support that they do. We unfortunately farewelled Susan Harris who has had different roles at CPSN over many years, most recently as the Tribe Coordinator. Sue has done a tremendous job in developing and leading the Tribe program and will be greatly missed.

We farewelled two Board members, Sue Vidler and Fiona Palmer.

We also thank our members, clients, and supporters for your continued engagement and cooperation with the organisation and for allowing us to be a part of your lives.



**Mat Tsang**  
President and Chair

**Scott Sheppard**  
CEO

# YEAR IN REVIEW 2022-2023

## July

- Youth Tribe is announced
- Neurophysiotherapy Webinar with Concentric Rehab and Klint Neuro
- NAIDOC Week
- Recruited a new Client Liaison Coordinator



## September

- Cultural Diversity Training
- AAC Webinar
- R U OK? Day



## November

- Melbourne Disability Expo
- Recruited a new Client Liaison Coordinator



## January

- Governance Training Webinar

## March

- Youth Mental Health First Aid
- Mental Health Webinar
- Connection Day – Fawkner Park



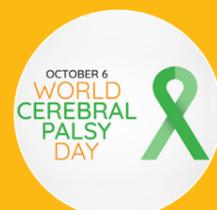
## August

- Partnerships Coordinator role developed
- Ally Assist Webinar
- Come and Try Frame Running Training Series launched for 2022
- Wear it Purple Day
- CPSN Webinar - Using Therapy Assistants with Ally Assist



## October

- World CP Day
- Launched CPSN Youth Tribe
- Recruited Compliance Officer



## December

- EOY Celebration Lunch
- Celebrated International Day Persons With a Disability Day
- Recruited Marketing Coordinator & Partnerships Coordinator



## February

- End of Lease Garage Sale
- CPSN Focus Groups



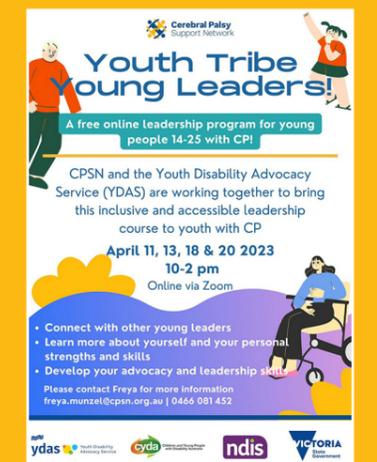
## April

- I'm A Celeb Announcement
- Amy's Health Corner launch
- Youth Tribe Young Leaders
- Leadership Program for Young People with CP (14-25)



## June

- Staff Engagement Survey results
- 2023 Source Kids Expo





## SERVICES

We will improve outcomes for people with cerebral palsy by providing credible services and information, alongside the key people and services that most impact their lives.



### Cuppa Chats

Cuppa Chats is a monthly online group that allows members of the cerebral palsy community to gather online and socialise, and network with people who have shared lived experiences. This monthly event also enables its members to share advice and offer one another support. We hope that this online chat group continues to provide its participants with a virtual social outlet.

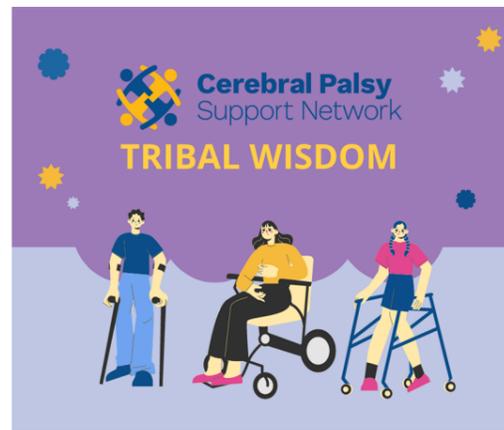
### Online Support Groups

For the past several years, we at CPSN has continued its legacy of providing a support network to its members by providing multiple support groups through Facebook. These include our Adult Support Group, our Parent Support Group, and our Carer's Support Group. These groups continue to grow and allow our members to build meaningful social groups online.



### Member Services

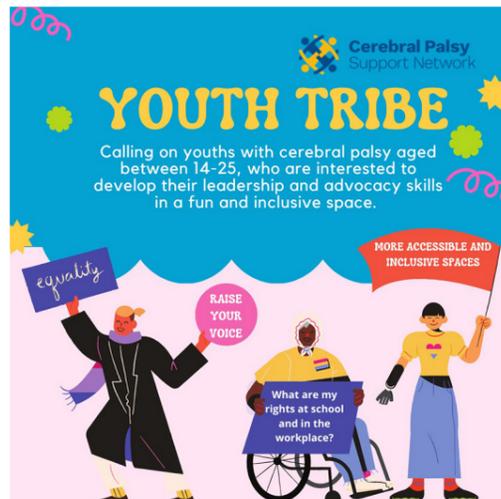
CPSN has continued to provide service for our members. Through our Member Services Team, we can connect our members with the services and information that they require for their disability-needs. This has allowed our organisation to grow and has enabled our members to connect with allied health providers, telehealth providers, support coordination, and support workers just to name a few. We aim to continue providing this service in the future.



### Tribal Wisdom

CPSN has continued to run Tribal Wisdom, an initiative that gives people with cerebral palsy the opportunity to develop their peer mentoring skills. Through this program, people with cerebral palsy can come together as a group and compare their lived experiences of disability to learn from one another. In addition, participants are given the skills, knowledge and training to develop their employability and insight into the disability sector.

Youth Tribe has offered opportunities for 13 young people with cerebral palsy, aged 14-25, focusing on connection, skill building, mental health and well-being, and providing lived experience input to CPSN. Some of the highlights of this year have included sessions on self-care and self-compassion, a Young Leaders Course, run in collaboration with



the Youth Disability Advocacy Service, participating in an in-person Youth Mental Health First Aid course, and being able to share their thoughts and experiences directly with CPSN management. Through goals identified through participation in Youth Tribe, there have been many great achievements by members including:

- Creating a short film on experiences of being a young person with cerebral palsy
- Getting a first job
- Creating a Zine on the topic of cerebral palsy
- Gaining a Learner's Permit

### CP Diaries

CP Diaries has entered its third year of providing a critical look at the lives of people with cerebral palsy, and exploring



the needs, issues and topics that impacts the disability community. This monthly YouTube series has gone from strength to strength by highlighting the services that are now available to the disability community and celebrating some of our latest partnerships with other providers.

### Disability Lifehacks

In 2023, Disability Lifehacks continued to provide fun and innovative ways for people with disabilities to make their day to day lives more accessible. The series host, Josh Daniel provided a range of new tools, products, and ideas for our members. Not only that, but the series allowed us to provide meaningful content towards our partners over at My CP Guide, along with fostering new partnerships along the way.



### Amy's Health Corner

This year, our monthly online newsletter, What's the Buzz grew even bigger with the addition of Amy's Health Corner, a monthly blog written by our telehealth nurse, Amy Seear. Amy uses her medical insight and personal experiences as a mum of twin boys with CP to explore a variety of topics, and medical information.

### Disability Life Notes

This year we were excited to launch Disability Life Notes, a blog anthology provided by Josh Daniel. This blog series provided a deeper and more intimate look into Josh's Lifehacks by exploring the lessons in greater detail and providing our readers with more information relating

to each of the monthly hacks. We hope to continue providing this series in the future.

### Innovative Choices

Since the inception of the National Disability Insurance Scheme, CPSN has established and continues to provide services that enable our clients to connect with support workers from their own network, and/or with the support of CPSN build their own team, empowering our clients to choose and direct their own support. We recognise the relationship between the client and their support worker is a critical component to the



## SUCCESS STORIES FROM OUR INNOVATIVE CHOICES TEAM.

### CLC and James\*

*James' existing support worker went on parental leave. The family were reluctant to introduce more supports and were just going to try and get by - so James wouldn't be able to do the outings and community access he was wanting and had in his goals. Our CLC worked to nurture the relationship and encourage them to take a chance on one of our support workers who was interested in additional hours. There was a meet and greet and a wonderful rapport was immediately established with the client and the family.*

*Dad has been frequently reporting back saying it's going really well; James has been getting out every weekend and is always excited when it's time for the shift.*

### CLC and Stella\*

*Stella's mum had been very hesitant to bring new supports in and had been very overwhelmed, feeling like she could never leave Stella alone with any support workers. The team worked together to recommend existing support workers and soon were able to make a great match.*

*Not only are Stella and her mum both happy, but Stella has made a great connection with the support worker. She's also been keen to participate in activities independently and mum now can do something for herself on the weekends' knowing Stella is safe and happy and comfortable with our amazing Support Workers.*

\*Some names have been changed for privacy reasons.

## A SUCCESS STORY FROM OUR SUPPORT COORDINATION TEAM.

### Rami\*

*Rami and his family were new to Australia, so a CPSN Support Coordinator used his lived experience of coming to Australia from overseas to build a strong rapport and trust with Rami and his father.*

*Rami's Support Coordinator organised an Implementation Meeting after making contact, and all the while was mindful of the difference in culture. Rami did not speak English, but throughout the process the Support Coordinator engaged with her in an appropriate way. Everything was understood and the meeting ended well by the client's dad.*

*As a follow up, Rami's Support Coordinator sent the family some information about how to use the NDIS plan in their native language which he obtained via the NDIS website, which was appreciated, particularly as it allowed the client's mum to gain further understanding and knowledge of how the NDIS would assist her and her family.*

\*Some names have been changed for privacy reasons.

successful delivery of services and CPSN is supportive of the need for this strong relationship.

The Innovative Choices Program is facilitated by Client Liaison Coordinators (CLC) who manage the administrative duties associated with hiring support workers such as employment contracts and training, to ensure they are NDIS compliant as well as making sure their workers are providing the supports our clients need. Through our Innovative Choices program, we provide tailored individualised support to 70 Clients and their families, and each client is matched with their own Client Liaison Coordinator so there is will always have someone available to assist them.



### Support Coordination

Our Support Coordinators continue to provide quality support to each of our clients. The primary goal of support coordination is to empower people with disabilities to make informed choices about their services and supports, ensuring they receive the right assistance to live their best life. This year our Support Coordinators worked alongside 105 individuals and families to ensure that they have a good understanding of their NDIS plans and can connect with service providers relevant to achieving their goals.

### Telehealth Services

Throughout the year, we provided ongoing support to our members, clients and the CP community, including adults, children, and their families. Some of our most common enquiries included NDIS access or plan reassessment, assisting parents and carers grappling with the early stages of diagnosis by providing resources such as MY CP Guide, and other relevant disability sector information.

In addition, we rolled out CPSN's Complex Health Support Framework. This ensures the highest quality and safe support of our medically complex

clients. Our High Intensity clients (using the NDIS High Intensity protocol) have received additional support from our community nurse. Our support workers have completed both online training and additional competency assessments facilitated by our community nurse. The framework has set a high standard for the support provided to our clients and feedback has been positive.

## ANOTHER SUCCESS STORY FROM OUR SUPPORT COORDINATION TEAM.

### Frida\*

*Frida had a difficult process because she lives in Horsham in Country Victoria. There was a shortage of accommodation in her area. Initially because there was no accommodation in Horsham, her support coordinator attempted to outline places which were going to be over an hour away from her family as a temporary measure until something closer became available. Frida's Support Coordinator eventually sought out various Short-Term Accommodation and Specialised Disability Accommodation options across Victoria, until a suitable option became available in Horsham.*

*Throughout this process, there were various challenges along the way. NDIS had cut Frida's Supported Independent Living budgets and Community Participation funding, but*

*eventually we managed to come to an agreement. Thanks to the persistence of Frida's Support Coordinator, we were able to not only negotiate suitable accommodation, but also enrol Frida into a Day Program that is ran by the same SDA.*

*Frida will be going from being a single resident with no companions into an SDA where she is one of five residents all with a similar level of disability to herself and having that companionship that she loves, while still being close to her family.*

\*Some names have been changed for privacy reasons.



Connecting you to the services you need



## PEOPLE

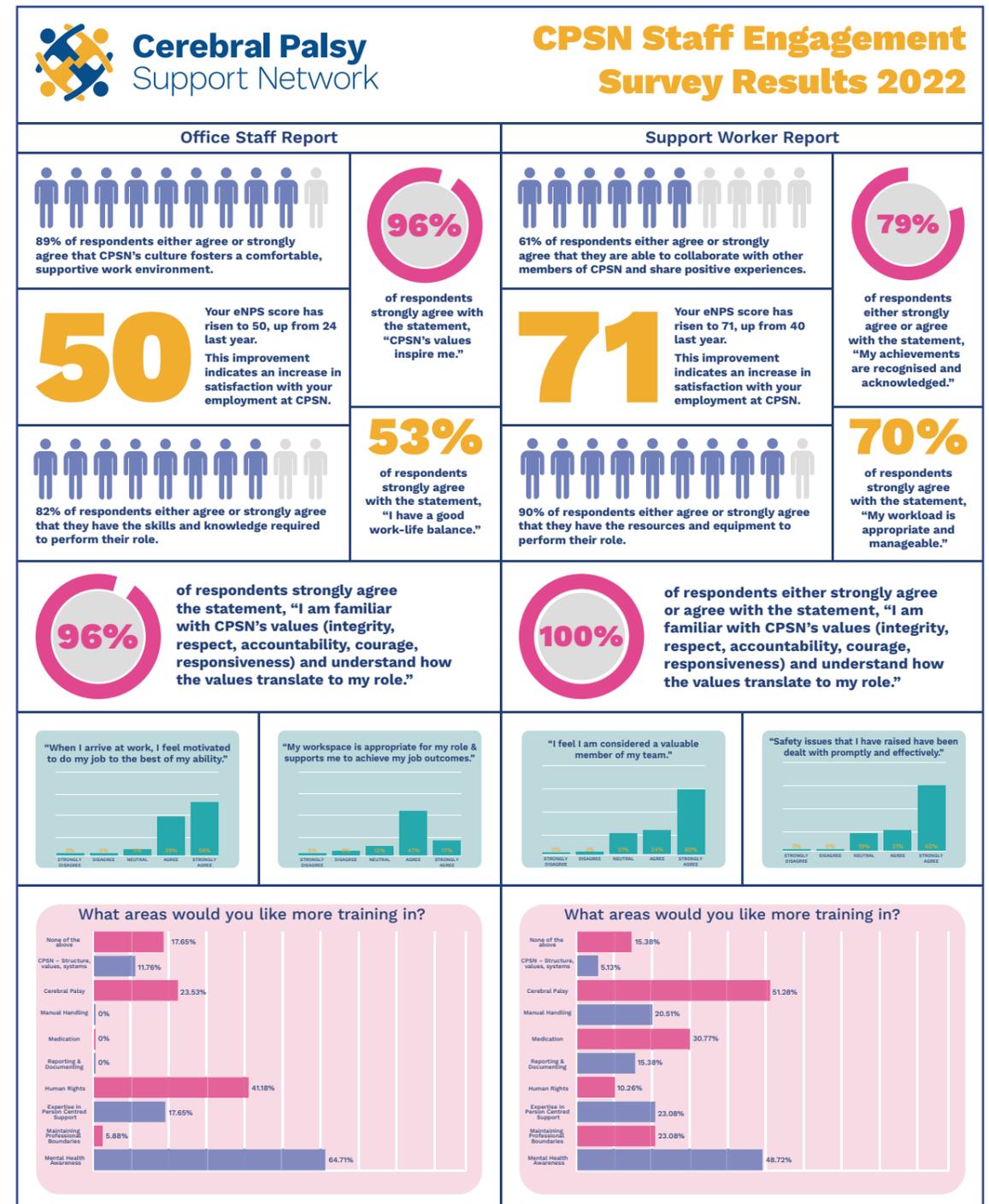
Our people are confident, skilled and committed to the delivery of exceptional care and support every day.

## CPSN Staff Survey

We're always striving to ensure a positive experience for our amazing staff, meeting their needs and expectations as well as offering opportunity for growth and development. Listening to our people, acting on their feedback and providing a work-life balance is really important to us.

This year, to support us to achieve these goals, we ran a staff-wide survey. Some highlighted and key results are below.

Over the last financial year, we welcomed 21 new support workers and 5 internal staff members. We're delighted to have them onboard Team CPSN.



Our 21 new support workers have joined our fantastic Innovative Choices program. Innovative Choices pairs our clients with their ideal support worker to suit their needs and lifestyles. The work our support workers do is incredible, and they play an integral role in achieving great outcomes.

In addition, our new office staff are working hard behind the scenes to ensure our growing services continue to run smoothly.

## Community Service Programs

### Tribal Wisdom

CPSN has continued to provide our peer-mentor program and key reference group, Tribal Wisdom. In addition to giving participants tools for mentoring others with cerebral palsy, Tribal Wisdom has offered a social outlet for people with cerebral palsy and segued to several employment opportunities for past members. Tribal Wisdom's Brains Trust also serves as a reference group for CPSN, supporting to ensure the voice of people with CP in all we do.

Since its inception in 2020, we have also established Youth Tribe, this is an extension of our original Tribal Wisdom Project that caters to people aged 14-25. This project recreates the same mentoring training for a younger generation of individuals with lived experience.

### Youth Tribe

CPSN collaborated with the Youth Disability Advocacy Service (YDAS) to provide a free online leadership program for young people (14-25) with cerebral palsy (CP). This is an exciting opportunity for young people to learn more about themselves, grow their leadership and advocacy skills and learn from other leaders and young people with CP.

### CPSN's Board Kickstarter Program - Governance Training Program

Sitting on a board is a powerful way to affect change and create effective policy reform. In 2023, CPSN continued a 10-week "Board Kickstarter Program", which aimed to take a group of young adults with cerebral palsy and equip them with the skills needed to work within a boardroom.

This program offers people with disabilities a chance to utilise a diverse range of knowledge and skills that are strengthened by their lived experience. To date, four of the participants are now on various boards, and another participant has gained employment.

You can learn more about CPSN's Board Kickstarter Program [here](#), additionally, you can [watch our interview with Board Kickstarter Program participant, Nikita Bennett](#). She describes her experiences with the program, and the valuable lessons that she took away.

### Brains Trust advisory sessions

The Brains Trust meets regularly to provide lived experience advice to specific questions or issues brought to the group by Staff at CPSN and industry partners. Some sessions also explore issues that matter to Tribe members, such as NDIS planning and appeals, health and wellbeing, employment, education, and housing.

## Learning & Development

### CPSN Staff

During the last year, CPSN has continued to improve our learning & development processes, supporting on-going building and sharing of knowledge across our workforce. Training that CPSN offers staff ensures everyone is equipped with resources that enable them to not only perform their roles more effectively, but also take better care of themselves and their colleagues.

After feedback from our workforce about how and when they receive online training courses, we introduced a quarterly training release model, designed to support on-going development in manageable chunks. Every Quarter, new training courses are released with staff able to complete the courses at a suitable time within the 3-month period.

We also introduced complex care / high intensity training modules and competency assessments to ensure our support workers are equipped to deliver complex or high intensity supports and services safely. Courses in this area include bowel care, tracheostomy management, mealtime and dysphagia management, ventilation support and oxygen management, enteral feeding management, epilepsy management and wound care. Our Community Registered Nurse undertakes formal, person-centred assessments of every support worker to ensure competency before delivering these complex services.

Online learning is popular amongst our workforce, allowing for a flexible approach that fits around rosters and personal

commitments, however, we also value connecting in-person for training courses. This year, we offered Cultural Awareness Training as an in-person course, facilitated by the Jeder Institute. This full-day course explored important areas of cultural development and increased knowledge about Australia's First Nations peoples.

### Victorian Government Grant

We received a Victorian government grant for inclusive communities and mental health and wellbeing activities for our members, such as Mental Health First Aid, governance and leadership training and peer support groups and activities.

### Staff Connection Days

This year marked many huge milestones for CPSN, including the closure of our physical office in Coburg, Victoria. To maintain our tightknit team, we began hosting regular Connection Days. These days allow our staff to meet up in person over food, drinks and/or activities.

These meet ups allow us to continue supporting each other and fostering our organisational values, while working remotely.

## MORE ABOUT OUR TEAM

### BRIAN

#### Support Coordination

Brian Vanega has worked diligently for CPSN for several years. Brian uses his years of experience and knowledge to lead the Support Coordination Team and provides crucial services and resources to his own clients. You can learn more about Brian [here](#).

### TERESA

#### CPSN Support Worker

Teresa has been a CPSN Support Worker for three years and finds the role incredibly rewarding.

"The family I work with is really approachable," says Teresa. She adds it's easy to get support from the Innovative Choices team if you need any help."

Thanks to the structure of the Innovative Choices Program, Teresa was able to choose who she works with, "I have a lot of laughs with the family, and with CPSN," she says. In addition, Teresa has lots of flexibility, and managing admin like timesheets is easy.

"I would highly recommend CPSN. They're really approachable, you get the support, you have a great time with the clients and their families."



## PARTNERSHIPS AND NETWORKS

Our partnerships and work with others will deliver innovative, contemporary, and responsive outputs that enable access, connection, and inclusion.

### My CP Guide

My CP Guide is an online platform that provides up to date information, data, and facts about cerebral palsy. Since its inception, My CP Guide and CPSN have worked closely together to share our combined knowledge and work in the cerebral palsy field together. CP Diaries and Disability Lifehacks are routinely featured alongside the other content on the site, for its ability to capture the needs and experiences of people with cerebral palsy.

### Frame Running

For several years, CPSN has co-hosted community frame running events. This allows members of the community to come together and experience bike riding in a safe and accessible environment. This is done thanks to the design of custom-made trike that provides trunk and lumbar support, while giving additional balance through a third wheel.

During the last year, CPSN continued our efforts to collaborate with Frame Running and provide fun events for children with cerebral palsy, and their families.

### CP-Achieve

The CP-Achieve program is a revolutionary five-year initiative that is looking to improve the overall health outcomes of people with cerebral palsy. This project doesn't just observe the physical health outcomes of the cerebral palsy population but examines the ease of access to things like leisure, work and access to the community, as well as mental health.

### GYM-SPARC

GYM-SPARC is an initiative that focuses on young people with disabilities who are 18-35 years old. This program encourages physical exercise, activity and participation for the disability community. It empowers young people to not only take better care of their health, but also connect with others.

### Thea Keane

There has been a demand for a tailored approach to mental health and disability. This year, CPSN partnered with Thea Keane. She is a counsellor with almost 30 years of experience. Importantly, Thea has cerebral palsy, this lived experience provides her with a unique insight on the lives of her patients.

CPSN connected many of our members to Thea's counselling service, in addition to hosting a mental health webinar, with Thea as the host.



### Network 10, Adam Cooney Collaboration

In early 2023, we were delighted to learn that retired footballer, Adam Cooney was going to be one of the celebrity guests on Network 10 *I'm A Celebrity, Get Me Out Of Here!* and that he had nominated CPSN as he's chosen charity. Adam used the opportunity to raise significant funds, and awareness of our work.

As a result of Cooney's appearance, and promotion, CPSN received a generous donation of \$10,000 from Network 10. The CPSN thanks Adam Cooney, and Network 10 for their generosity.



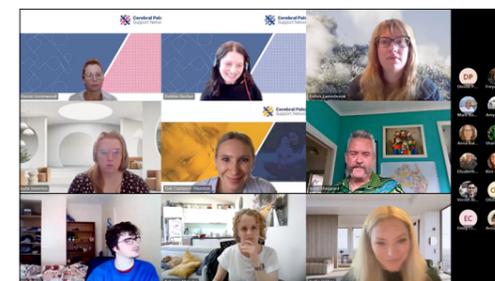
## TRANSFORMATION & ORGANISATIONAL EFFICIENCY

Our decisions will be informed by the best available information and a philosophy of continuous improvement.

### Remote Working & Digital Automation

In April, CPSN's lease on the building it occupied in Coburg was not renewed in favour of staff working remotely and utilising the lease fees in the development of new services and community-based member programs.

CPSN staff live in all parts of Victoria and the remote working model allowed them to maximise work productivity and manage life balance.



To minimise the effect of working in isolation, a number of 'face to face' initiatives were started. This ranged from monthly and quarterly Department & Team meetings (often in local libraries or communal areas of a building where staff live) to 'Connection Days' in parks where staff could come together and mingle over lunch.

This has been coupled with 'coffee chats' where smaller groups of staff from across separate departments would catch up. The common denominator was living in a similar geography. Reaction to these initiatives has been positive and will be increased in the following year. Online; there are monthly staff meetings and weekly team meetings, plus the regular use of 'one/one' meetings. A high level of collaboration exists by maximising the use of SharePoint.

'Teams' has proven very effective both within the organisation and with external customers/ stakeholders, whilst the online collaboration tools and Teams sites help interaction and keeping everyone 'on the same page.'



### Cyber-Security

CPSN has placed a great deal of emphasis on ensuring that best practices are used in this area, with many practices implemented before the media exposure from large corporates.

Firstly, the current level of security was quantified using the Australian Government Business Assessment tools. Then further engagement with all major CPSN IT providers ensured that best practices were implemented (eg. Multi-factor authentication) across the major systems (CRM, Finance, Payroll).

Staff are also on a learning journey to minimise the opportunity for external parties to hack any one system, with regular alerts and examples of phishing scams. Additional training programs are under development for launch in early 2023/24 to continue this emphasis.

### Risk Register & Continuous Improvement

The new Risk Register system in SharePoint has been active for over a year and is in monthly review with the Leadership Team and the relevant Departmental Teams. Risks are categorised and projects are actioned with specific milestones & timelines.

The result has been to focus on risks that have the potential for impacting the implementation of CPSN's strategy. They were also used to inform the next timeframe of strategy development in March and proved valuable in creating a rich evidenced based series of discussions that were utilised to evaluate

the current strategy plan as well as assist in the creation of the next one.

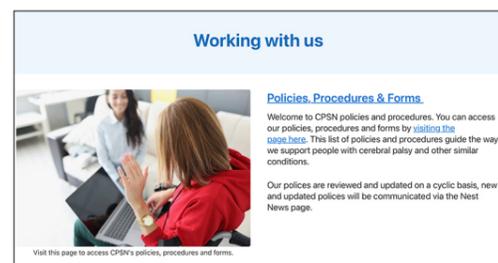
Several risks have also been translated into operational practices which has led to productivity improvement and increased attention on client's and member needs.

### Governance Controls

Governance controls are well established in the organisational rhythm, so it was time to bring in a new perspective and evaluation after two years.

An external consultant was employed to review the Governance Controls and report out opportunities for improvement, effectiveness and efficiency.

The overall summary was that Governance Controls were serving the organisation needs well and that improvements were mainly in the area of timing and frequency of control exercises. Those changes will be implemented in the following year.



### Policies

Similar to Risk and Governance Controls, the policy area took the opportunity to review the degree staff can be engaged in understanding and actioning policies. The focus of this work has been to increase policy communication and comprehension to all staff, including Support Workers.

Consequently, the intranet (N.E.S.T.) viewing areas have been made more accessible and a number of policies have been reviewed for the purpose of integrating and simplifying policy and procedures. For example, policies, procedures and forms are now in separate lists to make it easier to find what is being addressed. Staff have responded well to the reduced number of documents and commented that they are 'more friendly to access and read'.



### NDIS Quality and Safeguards Audit

CPSN is registered to provide NDIS-funded services, which includes providing direct support for daily living and support coordination.

As part of making sure we are doing the right things, we are required to be audited every 18 months by an independent external auditor authorised by the NDIS Quality and Safeguards Commission. Audits look at how we measure up against NDIS Practice Standards and requirements across our policies and procedures, our organisational management, and the level of choice and control of our clients in the supports we provide.

Our NDIS audit review was undertaken in October 2022, where we also applied and demonstrated compliance to offer more supports and services. CPSN passed the audit, demonstrating adherence to NDIS Practice Standards. We expect our next Audit to be in March/April 2024.



# OUR BOARD

Our Board provides the strategic oversight of our organisation, monitors risks, and ensures that CPSN maximises outcomes for all of our members, the individuals we support, and their families.

Board members for the year included:

- **President** - Mathew Tsang
- **Vice-President** – Prof. Leanne Robinson
- **Past President** – Dr. Cadeyrn Gaskin
- **Treasurer** – Anne Estelle Fyffe
- **Secretary** – Tara Eaton
- **General Member** – Peter Halcomb
- **General Member** – Dan McKinley
- **General Member** – Sue Vidler (resigned March 2023)
- **Vice-President** – Fiona Palmer (resigned June 2023)
- **Board Observership Participant 2023** – Alison Hibbert



# OUR LEADERSHIP TEAM

Our Leadership Team implements the Board's strategies and manages our operations, services, and teams to deliver CPSN's vision and purpose.

Leadership Team members:

- **Chief Executive Officer**  
– Scott Sheppard
- **General Manager, Business & Member Services**  
– Greg McPherson
- **General Manager, Operations & Client Outcomes**  
– Kellie O'Shea
- **General Manager, People and Culture**  
– Tish Custance-Thurston



# TREASURER'S REPORT 2022/23

During the reporting year the Board adopted a framework of governance as leadership that distinguished generative, strategic and fiduciary governance responsibilities. The Finance and Audit Committee, chaired by the Treasurer, focussed on the fiduciary aspect of governance, reviewing financial, compliance and risk matters and providing input to the Board.

CPSN was successful in continuing to deliver NDIS funded services and an additional range of membership services. CPSN met the requirements of the NDIS Quality and Safeguards Commission and maintained NDIS registration. Considerable progress was made towards closing the wage remediation issue identified in the previous financial year.

For the 2022/2023 financial year CPSN is however reporting an overall loss of \$375,757 of which \$27,298 was spent against the \$1M Investment and Project Reserve created in the 2020/2021 financial year to target initiatives that benefit clients and members and strengthen the long term sustainability of the organisation.

CPSN's overall financial position (or balance sheet) remains sound, with a positive net equity (or retained earnings) of \$1,308,021. The audit report from Kidmans Partners is unqualified.

It has become clear that the business and services models historically adopted by CPSN may not be sustainable. This trend was underscored by the overall financial results for the 2022/2023 financial year. Considerable work has thus been undertaken to develop a strategy that includes diversifying services and securing



the sustainability of CPSN. This strategy is being rolled out from the commencement of the next (2023/2024) financial year.

**Estelle Fyffe**  
Treasurer

# INDEPENDENT AUDIT REPORT TO THE MEMBERS OF CEREBRAL PALSY SUPPORT NETWORK INC.

## Opinion

We have audited the financial report of Cerebral Palsy Support Network Inc., which comprises the Statement of Financial Position as at 30 June 2023, the Statement of Profit or Loss and other Comprehensive Income, Statement of Changes in Equity and Statement of Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the Statement by Members of the Board of Governance.

In our opinion the financial report of Cerebral Palsy Support Network Inc. has been prepared in accordance with Division 60 of the Australian Charities and Not-for-profits Commission Act 2012, including:

- a) giving a true and fair view of the entity's financial position as at 30 June 2023 and of its financial performance for the year then ended; and
- b) complying with Australian Accounting Standards to the extent described in Note 1, and Division 60 of the Australian Charities and Not-for-profits Commission Regulation 2013.

## Basis for opinion

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

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

## Basis of Accounting

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

## Other Information

The Members of the Board of Governance are responsible for the other information. The other information comprises the information included in the entity's annual report for the year ended 30 June 2023 but does not include the financial report and our auditors report thereon. Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

## Responsibilities of the Board of Governance and Those Charged with Governance for the Financial Statements

The Members of the Board of Governance of the entity are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the ACNC Act. The entity's responsibility also includes

such internal control as the entity determines is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

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

The Members of the Board of Governance are responsible for overseeing the entity's financial reporting process

## Auditor's Responsibilities for the Audit of the Financial Statements

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

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

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order

to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Members of the Board of Governance.
- Conclude on the appropriateness of the Members of the Board of Governance's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

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

**Kidmans Partners Audit Pty Ltd**

ABN: 46 143 986 841



**John Petridis**

Director

Dated 9th November 2023

# FINANCIALS

Statement of Profit or Loss and other Comprehensive Income for the year ended 30 June 2023.

	NOTE	2023	2022
<b>Revenue</b>		\$	\$
Income	3	6,402,426	7,864,758
Interest income		24,679	-
Other income		147,437	166,616
<b>Total revenue</b>		<b>6,574,542</b>	<b>8,031,374</b>
<b>Expenses</b>		\$	\$
Employee benefits		6,398,807	7,433,683
Administration		279,037	349,188
Depreciation		132,210	157,771
Occupancy		66,002	53,145
Finance costs		3,198	5,905
Other expenses		43,747	57,521
<b>Total expenses</b>		<b>6,923,001</b>	<b>8,057,213</b>
Exceptional expense - Prior years' wages and related costs		-	(361,927)
Other miscellaneous income		-	223,345
<b>(Loss)/Profit before income tax</b>		<b>(348,459)</b>	<b>164,421</b>
Income tax expense		-	-
<b>Loss for the year attributable to the members of Cerebral Palsy Support Network Inc.</b>		<b>(348,459)</b>	<b>(164,421)</b>
Net movement in CP Future Fund investment	13	(27,298)	(134,172)
Other comprehensive income for the year, net of tax		-	-
<b>Total comprehensive Income for the financial year attributable to the members of Cerebral Palsy Support Network Inc.</b>		<b>(375,757)</b>	<b>(298,592)</b>

The full financial statement is available on our website.

Cerebral Palsy Support Network Inc. Statement of Financial Position  
As at 30 June 2023

	NOTE	2023	2022
<b>Assets</b>			
<b>Current assets</b>		\$	\$
Cash and cash equivalents	4	1,834,408	2,194,694
Trade and other receivables	5	43,734	78,934
Other assets	6	282,946	530,820
<b>Total current assets</b>		<b>2,161,088</b>	<b>2,804,448</b>
<b>Non-current assets</b>		\$	\$
Property, plant and equipment	7	16,890	43,819
Intangible assets	8	31,538	56,451
Right of use assets	9	-	72,316
<b>Total non-current assets</b>		<b>48,428</b>	<b>172,586</b>
<b>Total assets</b>		<b>2,209,516</b>	<b>2,977,034</b>
<b>Liabilities</b>			
<b>Current liabilities</b>		\$	\$
Trade and other payables	10	253,595	447,365
Other liabilities	11	245,595	218,002
Provisions	12	287,230	459,491
Amounts received in advance		42,655	-
Lease liabilities		-	78,863
<b>Total current liabilities</b>		<b>829,075</b>	<b>1,293,256</b>
<b>Non-current liabilities</b>		\$	\$
Provisions	12	72,420	89,535
<b>Total non-current liabilities</b>		<b>72,420</b>	<b>89,535</b>
<b>Total liabilities</b>		<b>901,495</b>	<b>1,293,256</b>
<b>Net assets</b>		<b>1,308,021</b>	<b>1,683,778</b>
<b>Members' Funds</b>			
Retained earnings		469,491	817,950
Investment and Project Reserve		838,530	865,828
<b>Total members' funds</b>		<b>1,308,021</b>	<b>1,683,778</b>

The full financial statement is available on our website.

**CEREBRAL PALSY SUPPORT NETWORK INC.**  
Registration number A0035517V

**Financial Report for the year ended 30 June 2023**



**Contact Us**

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[www.cpsn.org.au](http://www.cpsn.org.au)



**Support Groups**

<https://www.instagram.com/cpsupportgroups/>

**CEREBRAL PALSY SUPPORT NETWORK INC.**  
**Contents**  
**For the year ended 30 June 2023**

**Cerebral Palsy Support Network Inc.**  
**Members of the Board of Governance Report**  
**30 June 2023**

The Members of the Board of Governance submit their report, together with the financial statements, on the Association for the year ended 30 June 2023.

**Board Members**

Chair/President	Mathew Tsang
Past President	Cadeyrn Gaskin
Vice President	Leanne Robinson
Treasurer	Anne Estelle Fyffe
Secretary	Tara Eaton
General Member	Dan McKinley
General Member	Peter Halcomb

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Cerebral Palsy Support Network Inc., incorporated and domiciled in Australia, is an incorporated association. The address of the registered office is Suite 4/255 Whitehorse Rd, Balwyn VIC 3103.

**Principal activities**

The Cerebral Palsy Support Network Inc. (the "Association") provides a vital link and access to information and support for individuals living with cerebral palsy across Melbourne and Victoria.

The Association provides essential support services and assistance to empower individuals with cerebral palsy and their families to exercise choice and control in their lives.

The ongoing objective of the Association is to share knowledge, create connections and provide support in partnership with its members leading to enriched lives for all. The Association is continually striving to change attitudes towards cerebral palsy through awareness campaigns within the wider community.

**Significant changes**

There were no significant changes in the nature of these activities during the year.

**Operating result**

The Association generated a loss before other comprehensive income for the year ended 30 June 2023 which amounted to \$348,459 (2022: \$164,421 loss).

The Association's operations are not regulated by any significant environmental regulation under a law of the Commonwealth or of a state or territory.

No person has applied for leave of Court to bring proceedings on behalf of the Association or intervene in any proceedings to which the Association is a part for the purpose of taking responsibility on behalf of the Association for all or any part of those proceedings. The Association was not party to any such proceedings during the year.

Signed in accordance with a resolution of the Members of the Board of Governance and on behalf of the Board of Governance by:

  
Mathew Tsang (Nov 8, 2023 17:19 GMT+11)

**Mathew Tsang**  
Chair/President

Dated: Nov 8, 2023

  
LJ Robinson (Nov 8, 2023 16:48 GMT+11)

**Leanne Robinson**  
Vice President

**Cerebral Palsy Support Network Inc.**  
**Statement of Profit or Loss and Other Comprehensive Income**  
**For the year ended 30 June 2023**

	Note	2023 \$	2022 \$
<b>Revenue</b>			
Income	3	6,402,426	7,864,758
Interest income		24,679	-
Other income		147,437	166,616
<b>Total revenue</b>		<u>6,574,542</u>	<u>8,031,374</u>
<b>Expenses</b>			
Employee benefits		6,398,807	7,433,683
Administration		279,037	349,188
Depreciation		132,210	157,771
Occupancy		66,002	53,145
Finance costs		3,198	5,905
Other expenses		43,747	57,521
<b>Total expenses</b>		<u>6,923,001</u>	<u>8,057,213</u>
Exceptional expense - Prior Years' wages and related costs		-	(361,927)
Other miscellaneous income		-	223,345
<b>Loss before income tax</b>		<u>(348,459)</u>	<u>(164,421)</u>
Income tax expense		-	-
<b>Loss for the year attributable to the members of Cerebral Palsy Support Network Inc.</b>		<u>(348,459)</u>	<u>(164,421)</u>
Net movement in CP Future Fund investment	13	(27,298)	(134,172)
Other comprehensive income for the year, net of tax		-	-
<b>Total comprehensive loss for the financial year attributable to the members of Cerebral Palsy Support Network Inc.</b>		<u>(375,757)</u>	<u>(298,593)</u>

The accompanying notes form part of this financial report

**Cerebral Palsy Support Network Inc.**  
**Statement of Financial Position**  
**As at 30 June 2023**

	Note	2023 \$	2022 \$
<b>Assets</b>			
<b>Current assets</b>			
Cash and cash equivalents	4	1,834,408	2,194,694
Trade and other receivables	5	43,734	78,934
Other assets	6	282,946	530,820
<b>Total current assets</b>		<u>2,161,088</u>	<u>2,804,448</u>
<b>Non-current assets</b>			
Property, plant and equipment	7	16,890	43,819
Intangible assets	8	31,538	56,451
Right of use assets	9	-	72,316
<b>Total non-current assets</b>		<u>48,428</u>	<u>172,586</u>
<b>Total assets</b>		<u>2,209,516</u>	<u>2,977,034</u>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Trade and other payables	10	253,595	447,365
Other liabilities	11	245,595	218,002
Provisions	12	287,230	459,491
Amounts received in advance		42,655	-
Lease liabilities		-	78,863
<b>Total current liabilities</b>		<u>829,075</u>	<u>1,203,721</u>
<b>Non-current liabilities</b>			
Provisions	12	72,420	89,535
<b>Total non-current liabilities</b>		<u>72,420</u>	<u>89,535</u>
<b>Total liabilities</b>		<u>901,495</u>	<u>1,293,256</u>
<b>Net assets</b>		<u>1,308,021</u>	<u>1,683,778</u>
<b>Members' Funds</b>			
Retained earnings		469,491	817,950
Investment and Project Reserve		838,530	865,828
<b>Total members' funds</b>		<u>1,308,021</u>	<u>1,683,778</u>

The accompanying notes form part of this financial report

**Cerebral Palsy Support Network Inc.  
Statement of Members' Funds  
For the year ended 30 June 2023**

**Cerebral Palsy Support Network Inc.  
Statement of Cash Flows  
For the year ended 30 June 2023**

	Note	Retained Earnings \$	Investment and Project Reserve \$	Total \$
<b>30 June 2023</b>				
Balance at 1 July 2022		817,950	865,828	1,683,778
Loss for the year		(348,459)	-	(348,459)
Net movement in CP Future Fund investment	13	(27,298)	-	(27,298)
Transfer to Retained Earnings		27,298	(27,298)	-
Balance at 30 June 2023		<u>469,491</u>	<u>838,530</u>	<u>1,308,021</u>
<b>30 June 2022</b>				
Balance at 1 July 2021		982,371	1,000,000	1,982,371
Loss for the year		(164,421)	-	(164,421)
Net movement in CP Future Fund investment	13	(134,172)	-	(134,172)
Transfer to Retained Earnings		134,172	(134,172)	-
Balance at 30 June 2022		<u>817,950</u>	<u>865,828</u>	<u>1,683,778</u>

*The accompanying notes form part of this financial report*

	Note	2023 \$	2022 \$
<b>Cash flows from operating activities</b>			
Receipts from donors, members and other income		6,762,650	8,292,462
Payments to suppliers and employees		(7,104,042)	(8,365,977)
Interest received		24,826	-
Grants received		70,493	-
Net cash provided by operating activities	18	<u>(246,073)</u>	<u>(73,515)</u>
<b>Cash flows from investing activities</b>			
Payments for property, plant and equipment and intangibles		(7,699)	(12,151)
Payments for investment and project reserve		(27,298)	(91,011)
Net cash used in investing activities		<u>(34,997)</u>	<u>(103,162)</u>
<b>Cash flows from financing activities</b>			
Repayment of lease liabilities		(79,216)	(98,379)
Net cash used in financing activities		<u>(79,216)</u>	<u>(98,379)</u>
Net increase in cash and cash equivalents		(360,286)	(275,056)
Cash and cash equivalents at the beginning of the financial year		2,194,694	2,469,750
<b>Cash and cash equivalents at the end of the financial year</b>	<b>4</b>	<u><b>1,834,408</b></u>	<u><b>2,194,694</b></u>

*The accompanying notes form part of this financial report*

**Note 1. Statement of significant accounting policies**

Cerebral Palsy Support Network Inc. is an association incorporated under the *Associations Incorporation Reform Act 2012* and registered with the *Australian Charities and Not-for-profits Commission*.

The principal accounting policies adopted in the preparation of the financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

**Basis of preparation**

These special purpose financial statements have been prepared for the purposes of complying with the *Australian Charities and Not-for-profits Commission Act 2012* and the *Associations Incorporation Reform Act 2012*. The Association is a not-for-profit entity for financial reporting purposes under Australian Accounting Standards. The committee has determined that the association is not a reporting entity.

These financial statements have been prepared in accordance with the recognition and measurement requirements specified by the Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') and the disclosure requirements of AASB 101 'Presentation of Financial Statements', AASB 107 'Statement of Cash Flows', AASB 108 'Accounting Policies, Changes in Accounting Estimates and Errors', AASB 1048 'Interpretation of Standards' and AASB 1054 'Australian Additional Disclosures', as appropriate for not-for-profit oriented entities.

All amounts are presented in Australian dollars, unless otherwise stated.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money value or, except where specifically stated, current valuations of non-current assets.

The financial statements for the year ended 30 June 2023 were approved and authorised for issue by the Members of the Board of Governance.

**New and amended standards adopted by the Association**

The Association has adopted all of the new or amended Accounting Standards and Interpretations issued by the Australian Accounting Standards Board ('AASB') that are mandatory for the current reporting period.

Any new or amended Accounting Standards or Interpretations that are not yet mandatory have not been adopted.

No new standards and amendments have been applied for the first time in their annual reporting period commencing 1 July 2022.

The following significant accounting policies have been adopted in the preparation and presentation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

**Revenue recognition**

The Association recognises revenue as follows:

*Revenue from contracts with customers*

Revenue is recognised at an amount that reflects the consideration to which the Association is expected to be entitled in exchange for transferring goods or services to a customer. For each contract with a customer, the Association: identifies the contract with a customer; identifies the performance obligations in the contract; determines the transaction price which takes into account estimates of variable consideration and the time value of money; allocates the transaction price to the separate performance obligations on the basis of the relative stand-alone selling price of each distinct good or service to be delivered; and recognises revenue when or as each performance obligation is satisfied in a manner that depicts the transfer to the customer of the goods or services promised.

*Donations*

Donations are recognised at the time the pledge is made.

*Grants*

Grant revenue is recognised in profit or loss when the Association satisfies the performance obligations stated within the funding agreements.

If conditions are attached to the grant which must be satisfied before the Association is eligible to retain the contribution, the grant will be recognised in the statement of financial position as a liability until those conditions are satisfied.

*Interest*

Interest revenue is recognised as interest accrues using the effective interest method.

*Other revenue*

Other revenue is recognised when it is received or when the right to receive payment is established.

*Volunteer services*

The Association has elected not to recognise volunteer services as either revenue or other form of contribution received. As such, any related consumption or capitalisation of such resources received is also not recognised.

**Income tax**

No provision for income tax has been made as the Association is exempt from income tax under Division 50 of the Income Tax Assessment Act 1997.

**Cash and cash equivalents**

Cash and cash equivalents include cash on hand, deposits held at call with banks and other short-term highly liquid investments.

**Trade and other receivables**

Trade and other receivables are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method, less any allowance for expected credit losses. Trade and other receivables are generally due for settlement within 30 days.

The Association has applied the simplified approach to measuring expected credit losses, which uses a lifetime expected loss allowance. To measure the expected credit losses, trade receivables have been grouped based on days overdue.

**Cerebral Palsy Support Network Inc.**  
**Notes to the Financial Statements (continued)**  
**For the year ended 30 June 2023**

**Property, plant and equipment**

Leasehold improvements and office equipment are stated at historical cost less accumulated depreciation and impairment. Historical cost includes expenditure that is directly attributable to the acquisition of the items. Depreciation is calculated on a straight-line basis to write off the net cost of each item of property, plant and equipment over their expected useful lives.

The following rates of depreciation have been applied:

- Office equipment and computers (33.3%)
- Leasehold improvements (20%)
- Website (33.3%)
- Software (33.3%)
- CRM (20%)

The residual values, useful lives and depreciation methods are reviewed, and adjusted if appropriate, at each reporting date. An item of property, plant and equipment is derecognised upon disposal or when there is no future economic benefit to the Association. Gains and losses between the carrying amount and the disposal proceeds are taken to profit or loss.

**Right of use asset**

A right-of-use asset is recognised at the commencement date of a lease. The right-of-use asset is measured at cost, which comprises the initial amount of the lease liability, adjusted for, as applicable, any lease payments made at or before the commencement date net of any lease incentives received, any initial direct costs incurred, and, except where included in the cost of inventories, an estimate of costs expected to be incurred for dismantling and removing the underlying asset, and restoring the site or asset.

Right-of-use assets are depreciated on a straight-line basis over the unexpired period of the lease or the estimated useful life of the asset, whichever is the shorter. Where the Association expects to obtain ownership of the leased asset at the end of the lease term, the depreciation is over its estimated useful life. Right-of use assets are subject to impairment or adjusted for any remeasurement of lease liabilities.

The Association has elected not to recognise a right-of-use asset and corresponding lease liability for short-term leases with terms of 12 months or less and leases of low-value assets. Lease payments on these assets are expensed to profit or loss as incurred.

**Goods and services tax (GST)**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the statement of financial position.

Cash flows are presented in the Statement of Cash Flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

**Trade and other payables**

Trade and other payables represent the liability outstanding at the end of the reporting period for goods and services received by the Association during the reporting period that remain unpaid. The balance is recognised as a current liability with the amounts normally paid within 30 days of recognition of the liability.

**Cerebral Palsy Support Network Inc.**  
**Notes to the Financial Statements (continued)**  
**For the year ended 30 June 2023**

**Provisions**

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

**Lease liabilities**

A lease liability is recognised at the commencement date of a lease. The lease liability is initially recognised at the present value of the lease payments to be made over the term of the lease, discounted using the interest rate implicit in the lease or, if that rate cannot be readily determined, the company's incremental borrowing rate. Lease payments comprise of fixed payments less any lease incentives receivable, variable lease payments that depend on an index or a rate, amounts expected to be paid under residual value guarantees, exercise price of a purchase option when the exercise of the option is reasonably certain to occur, and any anticipated termination penalties. The variable lease payments that do not depend on an index or a rate are expensed in the period in which they are incurred.

Lease liabilities are measured at amortised cost using the effective interest method. The carrying amounts are remeasured if there is a change in the following: future lease payments arising from a change in an index or a rate used; residual guarantee; lease term; certainty of a purchase option and termination penalties. When a lease liability is remeasured, an adjustment is made to the corresponding right-of use asset, or to profit or loss if the carrying amount of the right-of-use asset is fully written down.

**Impairment of assets**

At each reporting date, the Association reviews the carrying values of its tangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the Statement of Profit or Loss and Other Comprehensive Income.

**Current and non-current classification**

Assets and liabilities are presented in the Statement of Financial Position based on current and non-current classification.

An asset is classified as current when:

- it is either expected to be realised or intended to be sold or consumed in the normal operating cycle;
- it is held primarily for the purpose of trading;
- it is expected to be realised within 12 months after the reporting period; or
- the asset is cash or cash equivalent unless restricted from being exchanged or used to settle a liability for at least 12 months after the reporting period.

All other assets are classified as non-current.

A liability is classified as current when:

- it is either expected to be settled in the normal operating cycle;
- it is held primarily for the purpose of trading;
- it is due to be settled within 12 months after the reporting period; or
- there is no unconditional right to defer the settlement of the liability for at least 12 months after the reporting period.

All other liabilities are classified as non-current.

**Comparative information**

When required by Accounting Standards, comparatives have been adjusted to conform to changes in presentation for the current year.

**Cerebral Palsy Support Network Inc.**  
**Notes to the Financial Statements (continued)**  
**For the year ended 30 June 2023**

**Note 2. Significant accounting judgements, estimates and assumptions**

The preparation of the financial statements requires the committee of management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets, liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and other various factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgements. Actual results may differ from these estimates.

Management continually evaluates its judgements and estimates in relation to assets, liabilities, revenue and expenses. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods. The judgements, estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities (refer to the respective notes) within the next financial year are discussed below.

*Allowance for expected credit losses*

The allowance for expected credit losses assessment requires a degree of estimation and judgement. It is based on the lifetime expected credit loss, grouped based on days overdue, and makes assumptions to allocate an overall expected credit loss rate for each group. These assumptions include current knowledge and historical collection rates.

*Estimation of useful lives of assets*

The company determines the estimated useful lives and related depreciation and amortisation charges for its property, plant and equipment and finite life intangible assets. The useful lives could change significantly as a result of technical innovations or some other event. The depreciation and amortisation charge will increase where the useful lives are less than previously estimated lives, or technically obsolete or non-strategic assets that have been abandoned or sold will be written off or written down.

*Employee benefits provision*

As discussed in note 1, the liability for employee benefits expected to be settled more than 12 months from the reporting date are recognised and measured at the present value of the estimated future cash flows to be made in respect of all employees at the reporting date. In determining the present value of the liability, estimates of attrition rates and pay increases through promotion and inflation have been taken into account.

**Cerebral Palsy Support Network Inc.**  
**Notes to the Financial Statements (continued)**  
**For the year ended 30 June 2023**

	2023	2022
<b>Note 3. Revenue</b>	<b>\$</b>	<b>\$</b>
Revenue from contracts with customers	6,312,045	7,810,101
Donations	19,888	10,860
Income from Government including grants	70,493	43,797
	<u><b>6,402,426</b></u>	<u><b>7,864,758</b></u>

	2023	2022
<b>Note 4. Cash and cash equivalents</b>	<b>\$</b>	<b>\$</b>
Cash at bank	1,834,408	2,194,694
	<u><b>1,834,408</b></u>	<u><b>2,194,694</b></u>

	2023	2022
<b>Note 5. Trade and other receivables</b>	<b>\$</b>	<b>\$</b>
Trade receivables	46,734	98,934
Less: Allowance for expected credit losses	(3,000)	(20,000)
	<u><b>43,734</b></u>	<u><b>78,934</b></u>

	2023	2022
<b>Note 6. Other assets</b>	<b>\$</b>	<b>\$</b>
Sundry debtors	196,387	444,836
Security deposits and prepayments	86,559	85,984
	<u><b>282,946</b></u>	<u><b>530,820</b></u>

	2023	2022
<b>Note 7. Property, plant and equipment</b>	<b>\$</b>	<b>\$</b>
Leasehold Improvements – at cost	-	73,420
Less: Accumulated depreciation	-	(60,206)
	<u>-</u>	<u><b>13,214</b></u>

Plant and Equipment – at cost	121,566	113,867
Less: Accumulated depreciation	(104,676)	(83,262)
	<u><b>16,890</b></u>	<u><b>30,605</b></u>

<b>Total Property, plant and equipment</b>	<u><b>16,890</b></u>	<u><b>43,819</b></u>
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	2023	2022
<b>Note 8. Intangible assets</b>	<b>\$</b>	<b>\$</b>
CRM – at cost	176,758	176,758
Less: Accumulated depreciation	(145,220)	(120,307)
	<u><b>31,538</b></u>	<u><b>56,451</b></u>

**Cerebral Palsy Support Network Inc.**  
**Notes to the Financial Statements (continued)**  
**For the year ended 30 June 2023**

	<b>2023</b>	<b>2022</b>
<b>Note 9. Right of use assets</b>	<b>\$</b>	<b>\$</b>
Land and buildings - right of use	-	351,174
Less: Accumulated depreciation	-	(278,858)
	<u>-</u>	<u>72,316</u>
	<b>2023</b>	<b>2022</b>
	<b>\$</b>	<b>\$</b>
<b>Note 10. Trade and other payables</b>		
Trade payables	34,405	223,497
Accruals	219,190	223,868
	<u>253,595</u>	<u>447,365</u>
	<b>2023</b>	<b>2022</b>
	<b>\$</b>	<b>\$</b>
<b>Note 11. Other liabilities</b>		
Family funds	84,612	125,709
Payroll liabilities	160,983	92,293
	<u>245,595</u>	<u>218,002</u>
	<b>2023</b>	<b>2022</b>
	<b>\$</b>	<b>\$</b>
<b>Note 12. Provisions</b>		
<b>Current</b>		
Employee benefits provision	232,045	268,273
Prior Years' Wages and Related Costs	47,185	181,051
Sundry provisions	8,000	10,167
	<u>287,230</u>	<u>459,491</u>
<b>Non-current</b>		
Employee benefits provision	72,420	89,535
	<u>72,420</u>	<u>89,535</u>
	<b>2023</b>	<b>2022</b>
	<b>\$</b>	<b>\$</b>
<b>Note 13. Net movement in CP Future Fund investment</b>		
Investment income	-	3,627
Tribal Wisdom project	(27,298)	(71,658)
CP Traineeship and Telehealth nurse	-	(44,966)
Governance Training program	-	(21,175)
	<u>(27,298)</u>	<u>(134,172)</u>

**Note 14. Registered address**

The registered address of business is Suite 4/255 Whitehorse Rd, Balwyn VIC 3103.

**Note 15. Auditor's remuneration**

During the financial year the following fees were paid or payable for services provided by the auditor of the Association:

	<b>2023</b>	<b>2022</b>
	<b>\$</b>	<b>\$</b>
<i>Audit services - Kidmans Partners Audit Pty Ltd</i>		
Audit of the financial statements	5,000	4,000
Other services	2,000	1,600
	<u>7,000</u>	<u>5,600</u>

**Cerebral Palsy Support Network Inc.**  
**Notes to the Financial Statements (continued)**  
**For the year ended 30 June 2023**

**Note 16. Contingent liabilities**

The Association had no contingent liabilities as at 30 June 2023 and 30 June 2022.

**Note 17. Commitments**

The Association had no commitments for expenditure as at 30 June 2023 and 30 June 2022.

**Note 18. Cash flow reconciliation**

	<b>2023</b>	<b>2022</b>
<b>Reconciliation of cash flow from operating activities with net current year profit/(loss)</b>	<b>\$</b>	<b>\$</b>
Loss after income tax expense for the year	(348,459)	(164,421)
Adjustments for:		
Depreciation and amortisation expense	132,210	157,771
Provision for doubtful debts	(16,837)	10
Changes in assets and liabilities:		
Decrease in trade and other receivables	52,037	171,272
Decrease/(increase) in other assets	247,874	(133,539)
(Decrease)/increase in trade and other payables	(193,770)	7,039
Increase/(decrease) in other liabilities	27,593	(89,527)
(Decrease) in provisions	(189,376)	(15,157)
Increase/(decrease) in amounts received in advanced	42,655	(6,963)
	<u>(246,073)</u>	<u>(73,515)</u>

**Cerebral Palsy Support Network Inc.  
Statement by Members of the Board of Governance**



Accountants and Advisors

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF CEREBRAL PALSY SUPPORT NETWORK INC.**

**Opinion**

We have audited the financial report of Cerebral Palsy Support Network Inc., which comprises the Statement of Financial Position as at 30 June 2023, the Statement of Profit or Loss and other Comprehensive Income, Statement of Changes in Equity and Statement of Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the Statement by Members of the Board of Governance.

In our opinion the financial report of Cerebral Palsy Support Network Inc. has been prepared in accordance with Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*, including:

- a) giving a true and fair view of the entity's financial position as at 30 June 2023 and of its financial performance for the year then ended; and
- b) complying with Australian Accounting Standards to the extent described in Note 1, and Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013*.

**Basis for opinion**

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

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

**Basis for Accounting**

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

**Other Information**

The Members of the Board of Governance are responsible for the other information. The other information comprises the information included in the entity's annual report for the year ended 30 June 2023 but does not include the financial report and our auditors report thereon. Our opinion on the financial report does not cover the other information and accordingly we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial report, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

**Responsibilities of the Members of the Board of Governance for the Financial Report**

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

Kidmans Partners Audit Pty Ltd

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Victoria, Australia 3103

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Liability limited by a scheme approved under Professional Standards Legislation.

The Board of Governance 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.

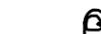
In the opinion of the Board of Governance, the financial statements, comprising the Statement of Profit or Loss and Other Comprehensive Income, Statement of Financial Position, Statement of Members' Funds, Statement of Cash Flows, and Notes to the Financial Statements are in accordance with the *Australian Charities and Not-for-profits Commission Act 2012* and:

- i. Present a true and fair view of the financial position of Cerebral Palsy Support Network Inc. as at 30 June 2023 and its performance for the year ended on that date in accordance with Australian Accounting Standards and the Australian Charities and Not-for-profits Commission Regulations 2013; and
- ii. At the date of the statement, there are reasonable grounds to believe that Cerebral Palsy Support Network Inc. will be able to pay its debts as and when they fall due.
- iii. At the date of the statement, the Investment and Project Reserve has a balance of \$838,530. This reserve is used on initiatives to benefit members and Cerebral Palsy Support Network Inc., which will continue to invest and resource organisational projects that improve its efficiency and effectiveness.

This statement is made in accordance with a resolution of the Board of Governance and is signed for and on behalf of the Board of Governance by:

  
Mathew Tsang (Nov 8, 2023 17:19 GMT+11)

**Mathew Tsang**  
Chair/President

  
Estelle Fyffe (Nov 3, 2023 13:18 GMT+11)

**Anne Estelle Fyffe**  
Treasurer

Nov 8, 2023  
Dated: \_\_\_\_\_

**INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF CEREBRAL PALSY SUPPORT NETWORK INC. (CONTINUED)**

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

The Members of the Board of Governance are responsible for overseeing the entity's financial reporting process

**Auditor's Responsibilities for the Audit of the Financial Report**

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

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

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Members of the Board of Governance.
- Conclude on the appropriateness of the Members of the Board of Governance's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

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

**Kidmans Partners Audit Pty Ltd**  
ABN: 46 143 986 841



**John Petridis**  
Director

Dated 9<sup>th</sup> November 2023

**AUDITORS INDEPENDENCE DECLARATION TO THE MEMBERS OF CEREBRAL PALSY SUPPORT NETWORK INC.**

I declare that, to the best of my knowledge and belief during the year ended 30 June 2023, there have been:

- i. no contraventions of the auditor independence requirements as set out in the *Australian Charities and Not-for-profits Commission Act 2012* in relation to the audit; and
- ii. no contraventions of any applicable code of professional conduct in relation to the audit.

**Kidmans Partners Audit Pty Ltd**

ABN: 46 143 986 841



**John Petridis**  
Director

Dated 9<sup>th</sup> November 2023

Kidmans Partners Audit Pty Ltd

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