




Cerebral Palsy
Support Network



**ANNUAL
REPORT
2020/21**

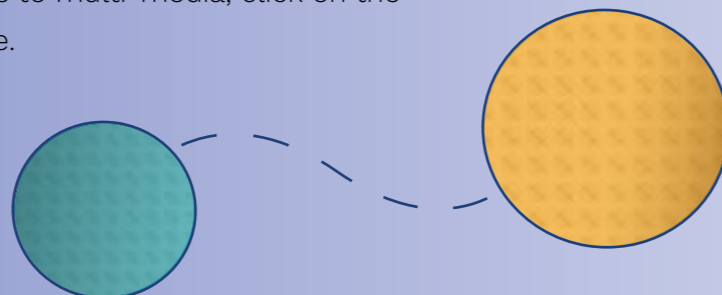
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This report includes links to multi-media, click on the  button to learn more.



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.



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 35 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

- Infobox Group
- Google Australia
- Think HQ
- Tquila
- Creativa Digital Agency
- Feedback ASAP
- FoundU

Specialist Disability Accommodation Project Partners

- Guardian Living
- Ablelink
- Illowra Living Pty Ltd

Financial Partners

- National Australia Bank
- Kidman Partners

Consultants

- Jessica Solano
- Katie Fox
- Dr Joy Humphreys
- Joseph Connellan
- Helga Svendsen
- Stephen Vick
- Marcia Baron
- Terrie Seymour

Sector Partners

- RaceRunning Australia
- DeeJay Medical
- Ability First
- National Disability Services
- National Disability Insurance Scheme
- WorkSafe Victoria's Community Innovation Team

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 STRATEGIC DIRECTION

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.



OUR SERVICE REACH



 **96**
NEW MEMBERS

 **1,806**
CPSN MEMBERS

1,200
INDIVIDUALS HELPED BY THE MEMBER SERVICES TEAM



 **51**
TELEHEALTH NURSE CASES

85 
INDIVIDUALS & THEIR FAMILIES USING INNOVATIVE CHOICES

 **129,740**
HOURS OF SUPPORT THROUGH INNOVATIVE CHOICES DELIVERED

58 
SUPPORT WORKERS ONBOARDED

 **3,140**
HOURS OF SUPPORT COORDINATION DELIVERED

 **105**
INDIVIDUALS & THEIR FAMILIES USING SUPPORT COORDINATION

19 
CP TRIBAL WISDOM PROJECT MEMBERS

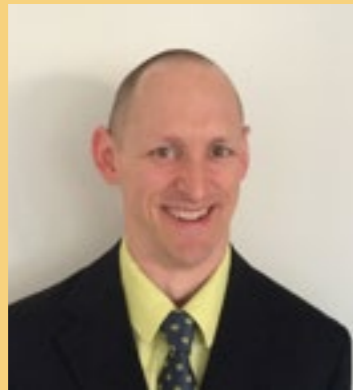
 **1,929**
NEW FACEBOOK FOLLOWERS

197
NEW INSTAGRAM FOLLOWERS



157 
NEW ONLINE SUPPORT GROUP MEMBERS

A MESSAGE FROM OUR PRESIDENT & CHAIR AND CEO



Cadeyrn Gaskin
President & Chair



Scott Sheppard
Chief Executive Officer

We take great pleasure in reporting a strong performance for the year under review. Against the backdrop of Melbourne spending 130 days in lockdown due to the pandemic, the organisation has enhanced its quality and safety, delivered on strategic objectives, engaged more people with cerebral palsy, achieved an unprecedented financial outcome, and made governance improvements.

QUALITY AND SAFETY IMPROVEMENTS

Providing quality and safe services is central to what we do. During the year, our operations were externally reviewed through a National Disability Insurance Scheme (NDIS) Quality and Safeguards Certification audit. The audit went exceptionally well, and we have achieved NDIS certification. The auditors provided very positive feedback on our model, systems, processes, values, and

culture. Engaging in the audit process validated the substantial work undertaken to enhance our systems and processes, as well as presenting opportunities for further refinement. Enormous credit goes to our staff for the way they prepared for the audit. We are also appreciative of our clients, families, and support workers who co-operated fully with the process.

We also worked with WorkSafe Victoria to trial *Safe Support* – a tool to assist support workers, clients, and their family to create and maintain safe, supportive relationships in the home. *Safe Support* has now been implemented across all CPSN services and will assist us in preventing unsafe situations during the provision of in-home support.

DELIVERY OF STRATEGIC OBJECTIVES

We are progressing well towards the visions encapsulated in the four pillars of our 2020-2024 strategic plan.

Services – We have enhanced the ways in which we connect with members and clients. Regular feedback and other consultative mechanisms have informed the development of new services and delivery models (e.g., the Creative Connections pilot program and supported independent living) and higher quality social media content.

People – A remarkable highlight has been the deepening of our engagement with our support workers through a new induction program, satisfaction survey, and the development and delivery of training. We have also adopted a co-design framework to ensure operational decisions concerning our support workers are made in consultation with our members and clients.

Partnerships and Networks – We continued to foster connections between our members and clients, build relationships with like-minded organisations, and engage at a national level. The *CP Tribal Wisdom Project* saw its second intake of participants and we contributed to The CP Info Project (a national initiative) through our roles on the steering committee, as well as providing input in several other ways.

Transformation and Organisational Efficiency – Work continued to improve our systems and processes through our digital transformation journey. These changes will increase our efficiency and enhance the services we provide.

ENGAGEMENT OF PEOPLE WITH CEREBRAL PALSY INCREASES

At the last annual general meeting, we outlined a strategy that was focused on improving outcomes for people with cerebral palsy. Our principles underpin this strategy:

- **Rights based and person-centred** – human rights for all, equality and recognising, respecting, and serving the individual with cerebral palsy
- **Self-determination, citizenship, and participation** – Ensuring that people with cerebral palsy have a voice and roles throughout our work and within communities at all levels.
- **Builds capacity in ourselves and others** – We work best with others to maximise and enhance our impact for the greater good, both formally and informally, in everything we do.

If we are to embrace these principles fully, people with cerebral palsy need to be actively participating in our organisation at all levels. During the year, we took steps to encourage and support greater involvement of people with cerebral palsy in our work. More people with cerebral palsy are influencing decision making at the Board level. Our employment of talented people with cerebral palsy is now many times higher than in the past. Now, every first contact with the organisation is with someone who has cerebral palsy. Participants in the CP Tribal Wisdom Project are being consulted about significant operational decisions affecting people with cerebral palsy.

A STRONG FINANCIAL PERFORMANCE

Our financial performance was unprecedented. Many of the factors that benefited our financial performance in 2020 (e.g., Temporary Transition Payments, decisions to delay expenditure) also had a positive impact on our latest results. Over the year ahead, we expect the influence of these factors will moderate and profitability will return to more modest levels.

Generally, there was less demand for our funded support services due to the pandemic and the restrictions of many daily external activities for our Innovative Choices clients. For many of our clients, our in-home supports are essential. Thus, we maintained high quality service delivery and provided additional resources and supports where necessary. Demand for our support coordination service increased, with many clients requesting additional hours of support in seeking new options and co-ordinating their often-complex packages of support services.

Maintaining and improving our profitability will be of ongoing importance to the organisation. Some of the services we provide, and many more we would like to initiate, do not attract external funding. Generating profits from some of our income-earning services enables us to provide a broader range of services to benefit people with cerebral palsy and those who are important in their lives.

To maintain the financial stability and long-term sustainability of the organisation, a reserve fund has been created. The CP Future Fund (within the Investment and Project Reserve) will fund worthwhile projects that will benefit members consistent with our mission. The CP Future Fund is currently funding the CP Tribal Wisdom Project. A proportion of the organisation's net profit will be allocated to the reserve fund on an ongoing basis.

GOVERNANCE IMPROVEMENTS

The Board commissioned an external governance review with a view to enhancing the way it operates. The most substantive change resulting from the review has been the establishment of two committees of the Board: the Finance and Audit Committee and the Human Rights Committee. These committees comprise members of the Board and leadership team, with provisions to include members of the community with knowledge and experience that would benefit the work of the committees. We were pleased to welcome Alesia Lu and Alex Holland to the Human Rights Committee as external members. Alesia and Alex bring their professional expertise and lived experience of cerebral palsy to the Committee. The committees enable greater engagement of the Board with the leadership team and deeper discussions of matters of relevance to the organisation.

OUR PEOPLE

For many, coping with the continuing pandemic-related restrictions has been personally and professionally challenging. Especially in the current environment, we pay tribute and give our sincere thanks to the efforts of our Board, office-based staff, and support workers throughout the year. Your contributions have resulted in a remarkable set of achievements, of which you can be very proud.

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

YEAR IN REVIEW 2020/2021



JULY

- The **CP Info Project** officially launched.
- **CP Tribal Wisdom Project** commenced.
- **CPSN Quality Policy and Framework** approved.

SEPTEMBER

- CP Tribal Wisdom Project's **Brains Trust** fortnightly sessions commenced with CPSN leaders.
- **CPSN Risk Policy and Framework** approved.
- **Wellbeing workshop** for CPSN staff launched.



NOVEMBER

- CPSN's **new website** launched.



JANUARY

- The **NDIS Quality and Safeguards Audit preparation** commenced.

MARCH

- **CP Diaries: Life with cerebral palsy video series** launched.
- CPSN Tribal Wisdom Project's **Learning Journeys** second intake of participants commenced.



MAY

- Exhibited at the **Source Kids Disability Expo** in Melbourne.
- **Come and Try Frame Running event series** commenced at the Ringwood Athletics Track.



AUGUST

- CPSN hosted a **Specialist Disability Accommodation webinar** for members in partnership with Guardian Living and Ablelink.
- CP Tribal Wisdom Project's **Learning Journeys** commenced to develop mentoring skills.
- **Mindfulness, Breathing and Yoga program** for staff commenced.



OCTOBER

- CPSN's first intranet **NEST (News, Employment, Systems, Teams)** launched, using Microsoft SharePoint and Teams applications.



DECEMBER

- Celebrated **International Day of Persons with Disabilities** led by CP Tribal Wisdom Project members.



FEBRUARY

- **Human Rights and Finance and Audit Committees of the Board** commenced.
- Official **CPSN Instagram page** launched.
- **Adults with Cerebral Palsy Support Group** launched
- **Parents of Children with Cerebral Palsy Support Group** launched.



APRIL

- The second round of CP Tribal Wisdom Project's **Brains Trust** commenced with CPSN leaders.



JUNE

- Achieved certification with the **completion of NDIS Quality and Safeguards Audit**.
- CP Tribal Wisdom Project presented as a case study at **International Circle Way Conference and Training**.
- **Yoga and fitness classes** launched for Adults with Cerebral Palsy and Children with Cerebral Palsy support groups.



“The most rewarding thing about working with the Innovative Choices Program, is helping participants and making a difference in their lives by connecting them with support workers.”

— **Alex, Client Liaison Coordinator**



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.

Facilitating connections remotely

The Operations and Customer Outcomes team continued to support our clients and their support workers throughout the pandemic. Using our various technology platforms, we were still able to meet with our clients to discuss any concerns they had, attend planning meetings, and connect them to other services they required.

Online technology enabled us to keep our clients and support workers updated on the changes that were frequently coming in from the National Disability Insurance Agency (NDIA) and the Department of Health.

Throughout the year we have:

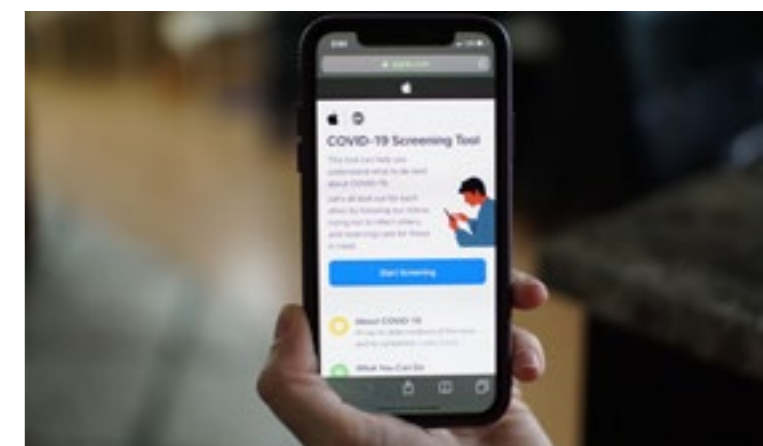
- Increased engagement and support with all clients and support workers through email, text messaging, phone, and video, to ensure they were well supported through such trying times.
- Reviewed our COVID-safe plans and implemented these plans with several clients who had been exposed to the virus
- Issued hundreds of Authorised Worker Permits.
- Ensured our support workers had completed the Updated NDIS COVID Infection Control training module.
- Worked closely with the Department of Health, WorkSafe Victoria, and NDIA when clients and support workers needed to isolate due to the possibility of exposure to COVID.

- Distributed hundreds of masks, personal protective equipment (PPE), bottles of hand sanitiser, and face shields to ensure the safety of our clients and support workers.

Continued support during a pandemic

Spending another year under lockdown restrictions and stay at home orders meant that our members were feeling isolated and not able to engage in their usual social and physical activities. In February, we launched two online support groups via Facebook. These private support groups were for *Adults with Cerebral Palsy* and *Parents of Children with Cerebral Palsy*. They enabled members to engage with others in similar situations, to connect and discuss topics in safe and private spaces.

In June, we launched three online fitness classes that ran weekly for six weeks. A personal trainer and yoga instructor led the classes. Both classes provided our members and their families with a much needed physical and social outlet during stay at home orders.



Our telehealth nurse

This financial year, COVID continued to see a rise in the use of telehealth to access a wide range of medical care and therapies. Our telehealth service was made possible thanks to The Centre for Community-Driven Research and the Australian Patient Organisation Standing Committee, who have provided CPSN with three years of funding.

In June, we welcomed Amy Seear to the Operations and Customer Outcomes team as CPSN's new telehealth nurse. Her training and insights have given her an advantage when dealing with the overwhelming amount of medical information that parents of children with disabilities typically navigate. Amy has twin sons with cerebral palsy, therefore her lived experience has enabled her to gain a sound understanding of the disability sector and paediatric

health settings, both acute and community.

This year, Amy, together with her predecessor Kelly Light, was able to connect with our members and clients throughout this challenging time and provided 51 individuals and their families with phone and online support.



Connecting Voshi with the right services

Support coordination is designed to link clients with the right services and manage the different supports they need to achieve the goals outlined in their NDIS plans. In late 2019, CPSN member Voshi used a wheelchair and had a goal of being able to walk. With the support of his support coordinator, Mark, he was able to structure part of his NDIS plan to help him to work towards this goal.

During the year, Voshi has managed to achieve many goals, such as connecting with an exercise physiologist, using a standing frame with the help of his physiotherapist, and receiving NDIS funding for vehicle modifications.

Rajani, Voshi's mum, has learned first-hand the difference of having

the right support team in place. Voshi was previously with another agency who Rajani felt was limiting Voshi's ability and independence because they were not connecting him with the right services and therapists.

Thanks to his support team, now at 30 years of age, Voshi can now walk with a walker – something Rajani had been told by many medical professionals would never be possible. CPSN's support coordination service has enabled Voshi and his family to build their capacity to source, coordinate, and implement his supports in the long term.

Ultimately, these supports will give Voshi greater independence and the ability to actively participate in his community.

CP Diaries — Life with cerebral palsy

In May, we launched *CP Diaries - Life with cerebral palsy*, hosted by Natalie Corrigan, our Membership and Communications Officer. Each month, the online video series explores a topic of importance to our members living with cerebral palsy. The series addresses topics such as Botox treatments and ageing with cerebral palsy. It provides an outlet for our members to discuss and learn more about topics pertinent to them and their disability.



Amy Seear, CPSN telehealth nurse



Having choice and control for greater independence

The relationship between an Innovative Choices program client and a CPSN support worker is the bedrock of feeling a sense of belonging in the community, while also enjoying greater independence. The program aims to empower our clients to choose who they want to be part of their life - providing them

with the support they want, when they want it.

Elizabeth, an Innovative Choices client, says she has a special appreciation for her support worker Claire, who she has shared some amazing experiences with since they met. Together with her Client Liaison Coordinator Olivia, they have both been an amazing support.



“My experience with the Innovative Choices program has been life-changing and has enhanced my overall independence. Claire inspires me each day to be the best person I can be.”

— **Elizabeth**, Innovative Choices Client



A new partnership providing Specialist Disability Accommodation

CPSN hosted a Specialist Disability Accommodation webinar in August for members, together with our partners; Guardian Living and Ablelink. This collaborative partnership enables clients and their families to choose who they live with, where they live, and be involved in the design of their home and living environment throughout the entire process.

As part of the collaboration, CPSN aims to bring together eligible and compatible potential residents and their families to begin the journey towards achieving their housing goals. The partnership enables continued support to residents and their families, even after they have moved on with the Innovative Choices model. This provides a unique advantage for residents and families to direct and manage their individual and collective support needs alongside their support worker teams, in the most effective and efficient manner.

“Working for CPSN as a support worker is tremendous as there is a lot of support from the program and the Innovative Choices staff.”

— **Cindy**, CPSN support worker



The CP Tribal Wisdom Project

Following a generous bequest from the estate of Alice Rowe in early 2020, the Board approved a proposal for the establishment of the *CP Tribal Wisdom Project*. The aim was to improve the communication skills and social connections of people with cerebral palsy, while also providing lived experience input into CPSN’s strategic and operational planning and review.

A dedicated Project Coordinator joined the team in July 2020. The project involved two formal and structured programs – *Learning Journeys* and *Brains Trust* – with a total of 19 participants.

Learning Journeys focused on participatory leadership and active listening. Participatory leadership is an internationally practiced approach to developing intentional conversations. Learning this approach is achieved through a mixture of story, appreciative enquiry, conversation planning methods, active listening, and recording. This program comprised seven sessions over 14 weeks for 14 participants.

A Brains Trust group was established, with meetings taking place in alternating weeks to the Learning Journeys sessions. This group provided additional opportunities for people undertaking the Learning Journey to practice their skills and saw a

broader group of interested people being invited to join. At the same time, it provided an opportunity for CPSN to consult people with lived experience of cerebral palsy. Individuals involved appreciated the opportunity to socialise and support each other in living with cerebral palsy.

The CP Tribal Wisdom Project participants have contributed to CPSN’s Client Charter, Strategic Plan, redevelopment of operational forms, potential client engagement approaches, client onboarding process, and customer experience journey. The input from CP Tribal Wisdom Project has been invaluable to the CPSN leadership team, and to the whole organisation.

Three project participants have become CPSN employees, increasing the representation of people with cerebral palsy to 25 percent of our office staff.

“There wasn’t much out there for people with CP to support each other. CP Tribal Wisdom is helping to improve the communication skills of people with CP, so they could be advocates for others with CP.”

— **Finn**, Brains Trust Participant



PEOPLE

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

Working remotely during a pandemic

Lockdown restrictions in Melbourne meant that we were operating our business remotely close to 40 percent of the year. Staff adapted extremely well to new methods of working, and have developed new hybrid models of work to continue adapting to our changing environment. This year we have continued to evolve the way we train, onboard, and communicate with our staff.

Some key highlights from the workforce and what we have achieved include:

- Trialling Safe Support with WorkSafe Victoria's Community Innovation Team.
- Implementing Safe Support across the organisation.
- Employing 69 new staff members
- Increasing our office-based staff by 23 percent, including creating six new roles to support quality services.
- Introducing online learning for all staff.

Safe support

Safety is key to what we do and how we do it. Throughout the second half of 2020, we worked closely with WorkSafe Victoria's Community Innovation Team to trial Safe Support – a tool designed to strengthen safety in community support work, which is accessible, meaningful, and adaptable to all people.

The Safe Support tool includes a set of principles to follow during any support service. Under each principle are behaviours that everyone can uphold in the home, to keep each other safe.

We had a dedicated group of clients and staff trial the program and engage in workshops with the WorkSafe Victoria team to provide feedback on their experiences. The Safe Support tool is now widely available through WorkSafe Victoria. In recognising the success of the trial, and the benefits it provided for staff and clients, we have now implemented this program across all CPSN services.

An expanding team

Not only have we employed 69 new people throughout the year, but we also created six new roles within the CPSN office team, who contribute to quality outcomes and services for our clients and members. Four of these roles have been filled by people with cerebral palsy, who bring their added individual insight and lived experiences to their role.

We are proud to have introduced the following new roles during this financial year:

- People and Culture Administrator
- Salesforce and Systems Administrator
- Digital Marketing Officer
- Customer Experience Lead
- Senior Practice Adviser
- Project Coordinator.





Online learning

Last year we streamlined our human resources systems by moving to an online system, *FoundU*. The online platform had previously enabled us to launch a new employee onboarding system, timesheet submissions and approvals, payroll, and invoicing. This year it has enabled us to introduce an online learning platform to provide key trainings to all CPSN employees.

We introduced a new online induction program designed to support new CPSN employees to understand key information about the organisation, cerebral palsy, safety, and respect in disability services. We had some of our own staff who have cerebral palsy create *Cerebral Palsy: An Introduction*, which is now available to all CPSN employees. This fantastic training course provides key and practical information about cerebral palsy. Our online platform has also ensured that all support workers have access to the important training on how to appropriately use COVID-safe PPE.

Improving organisational expertise

The CEO and Board identified two additional areas of focus that would contribute to improving organisational expertise and performance; financial, risk and compliance oversight; and adherence to human rights principles. As a result, the Board approved the creation of two Board committees - the *Finance and Audit*

Committee and the *Human Rights Committee*.

With the first meeting in January, the Finance and Audit Committee reviewed and made recommendations to the Board regarding CPSN's financial governance, compliance, risk, and performance. The committee aims to deeply examine the challenges and opportunities in maximising our financial outcomes, as well as our organisational compliance and risk management. This includes developing investment strategies to fund programs for our members with cerebral palsy.

CPSN has a fundamental commitment to human rights for all – recognising, respecting, and serving individuals with cerebral palsy. To ensure that the organisation develops and maintains the capacity to deliver on this commitment, the Human Rights Committee was set up in February 2021.

The role of the Committee is to make recommendations to the Board on policies and practice to promote awareness and understanding of the United Nation's Convention on the Rights of People with Disabilities, to develop the capability of the organisation to understand its obligations, and to work within a human rights framework. The committee meets five times per year, and is made up of three Board members, two leadership team members, and CPSN members who have cerebral palsy.



PARTNERSHIPS & NETWORKS

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

Increasing community impact through digital transformation

Being an established organisation with over 25 years experience, we identified several legacy processes and systems that were outdated and inefficient, often requiring staff to conduct unnecessary manual processes. Over time, these manual processes increased the time and cost of serving our members and clients, potentially jeopardising their ability to support a growing number of people in their community.

During 2019, we saw an opportunity to leverage modern technologies to enhance the way we deliver on our mission. After engaging an information technology expert and going to tender for various elements of our requirements – in particular, the formal planning and implementation of our digital transformation – the *Infoxchange Group* was chosen to undertake the primary project and partner with CPSN.

With an abundance of technology available on the market, we formed a plan in collaboration with Infoxchange Group, which involved identifying a lean mix of systems and hardware that would enable CPSN to increase and improve our services.

The benefits of our digital transformation have been significant and played a vital role in supporting the sustainability and reach of operations and services throughout the COVID pandemic.

When the pandemic struck, home visits were no longer possible, disrupting our ability to support

our clients and staff in need of assistance. Microsoft Teams provided the ideal platform for staff to connect with each other and our clients and staff regularly. Many found this new way of accessing support and information to be preferable to physical visits, removing the need to travel and saving both staff and clients travel time and expenses.

E-signature technology helped us achieve a paperless office, and it also provided members, clients, and staff with a faster, easier, and a more secure method of returning signed documents.



Providing supported living opportunities

In August 2020, we were invited by a group of residents and families, to partner with them and Illohra as the Supported Independent Living (SIL) provider for their Specialist Disability Accommodation (SDA) development in Taylors Lakes.

Our unique approach, using the Innovative Choices model in the SIL environment, will provide participants with real choice and control in their own home. Planning is at an advanced stage with a highly collaborative project team established that includes participants and their families.

Cyber security

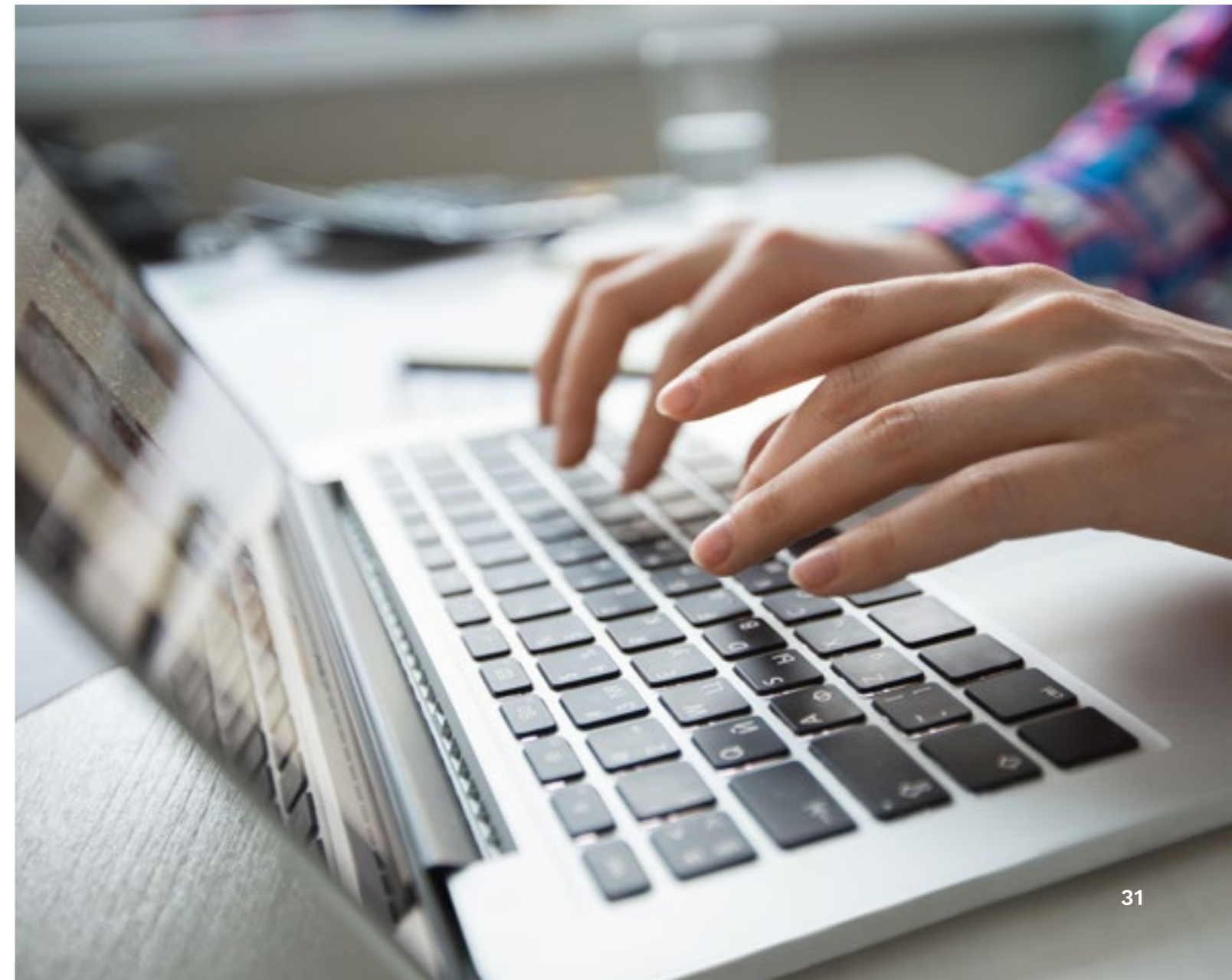
One of the challenges for small organisations like CPSN, is to ensure customer data and business operations are secure from intrusion.

The traditional method of buying cyber insurance doesn't stop the cyber-attack, but it does compensate for the costs to address it.

CPSN worked with the Infoxchange Group to rollout Multi-Factor Authorisation (MFA). MFA greatly reduces the opportunity for data breaches, while equipping staff with

the tools to be securely productive. Being in partnership with a large IT specialist, with its global resources, means that CPSN can respond quickly to potential security breaches and alerts.

With test phases built-in, first with office staff, then support workers and the Board, this method is now the gold standard for organisational data security. Importantly, it can be applied to those with and without a CPSN email address. Making any technology process easy to use, is the key to adoption.





TRANSFORMATION & ORGANISATIONAL EFFICIENCY

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



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. The audit looked 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.

The audit comprised a thorough investigation of client and staff files, service data, documents and minutes of management and Board meetings, training information and interviews with staff and clients.

We underwent our first NDIS certification audit from January to June 2021. We were successful in gaining our first NDIS certification. Auditors commented that:

- This service has a high-level understanding and commitment to supporting the cultural safety of people with a disability from diverse backgrounds.
- Inclusion and self-determination at the forefront of everything CPSN does.
- The CPSN partnership model exemplifies the philosophy of choice and control.

The auditors also commented positively on our innovative Safe Support approach to keeping people safe, and inclusion of the CP Tribal Wisdom Project into the strategic and operational aspects of our work.

They recognised that the CPSN partnership model is unique and that we need to further formalise the development and support of support workers.

This positive audit outcome is a great testament to the hard work across the organisation over the year resulting in our members receiving quality supports and achieving great outcomes. The next audit will be conducted in early 2024.

Technology and team communication

One of the difficulties with working remotely is the ability to communicate key initiatives and training to teams that cannot be in the one place at the same time. Finding a cost-effective system that anyone can use from their computers is also a challenge.

In September, the leadership team trialled and implemented an online system called *Loom*, which allows a person to record a presentation with their face on screen.

CPSN's first intranet named NEST (News, Employment, Systems, Teams) was launched the following month, using Microsoft SharePoint and Teams applications. The first Loom videos explained the new intranet before being used as part of the People and Culture team to produce a series of videos to help onboard new support workers.



A creative approach to the customer journey

With less time in the office for brainstorming new ways to work, an online application called *Stormboard* was used to bring creative thinking to complex challenges. The low cost and ease of use made exploring the customer journey a pleasurable experience;

allowing remote team members to contribute in real time to mind maps and other strategic thinking exercises. Over several workshops, the *CPSN Customer Journey* was built, with six major stages and 14 key touchpoints that are now part of multiple project endeavours.



Creating a roadmap to success

Organisations often do well at the bookends of strategy planning and daily work, but less well when it comes to aligning people and resources with challenges that improve business as usual to accomplish strategy.

The *Roadmap* planning and productivity technique was introduced to assist teams track work, make decisions, and measure success. The Roadmap bridges this daily work

and a strategic plan gap through dividing the year into more bite-sized operating periods of 13 weeks. Long enough to make a discernible difference, but not too long to be overtaken by daily pressures.

The result is more time spent on discussing critical issues, better alignment to what will drive change, and a mindset that improvement brings opportunities to better serve customers.

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 & Chair — Cadeyrn Gaskin

Vice-President — Mathew Tsang

Treasurer — Richard Halpin

Secretary — Tara Eaton

General Member — Sue Vidler

General Member — Fiona Palmer

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 for the year included:

CEO — Scott Sheppard

People and Culture Manager — Tish Custance

Quality Practice and Risk Manager — Carol Peterson

Customer Outcomes and Operations Manager — Kellie O'Shea

Commercial and Communications Manager — Greg McPherson

TREASURER'S REPORT

A profit of \$211,314 was achieved in the 2020-2021 Financial Year. Despite challenging operating conditions created by the COVID-19 pandemic, this strong result continues to leverage the Innovative Choices service offering, coupled with prudent expense management.

Financial position has been enhanced with a higher positive net equity of \$1,982,371. As a result of the better than expected performance over the past two years, a \$1,000,000 Investment and Project Reserve has been created to direct surplus funds to initiatives that benefit members and clients as well as strengthen the long term sustainability of the organisation.

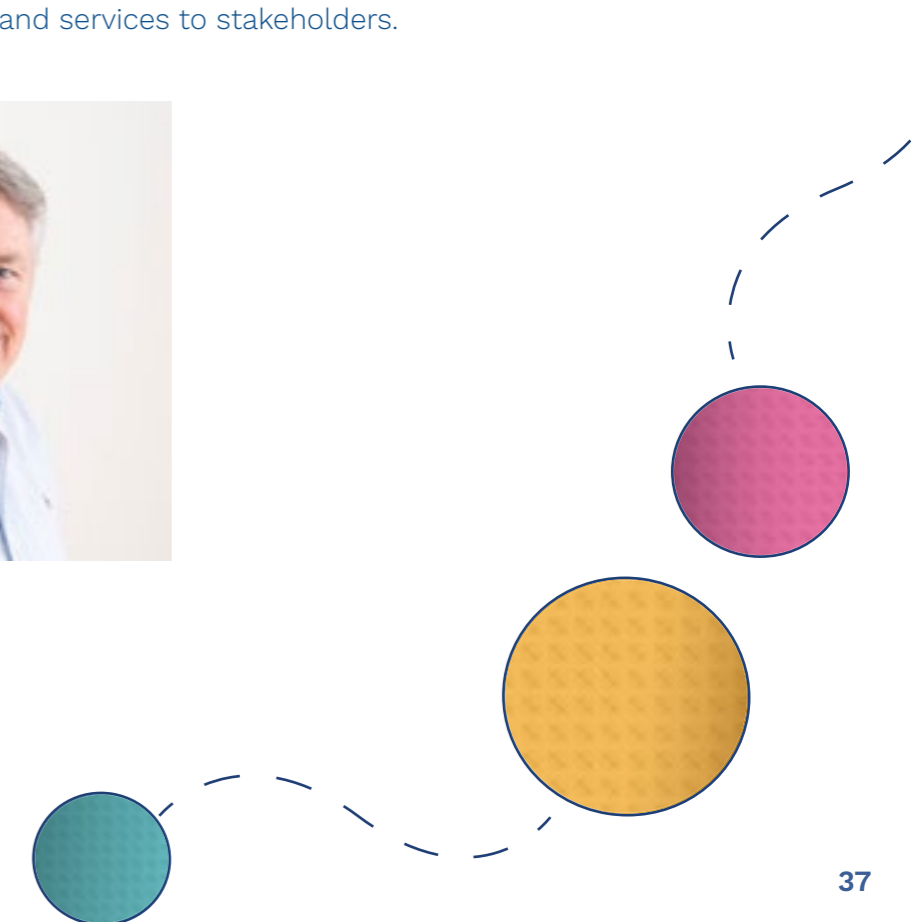
Financial management was bolstered with the creation of a Finance and Audit Committee that assists the Board in fulfilling its governance role in financial and compliance matters.

I would like to thank all CPSN staff for their focused efforts to deliver their best possible support and services to stakeholders.



A handwritten signature in black ink that reads "R.S. Halpin".

Richard Halpin
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 2021, 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 2021 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 2021 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

10 November 2021

FINANCIALS

Statement of Profit or Loss and other Comprehensive Income for the year ended 30 June 2021

	2021	2020
Revenue	\$	\$
Income	9,334,804	9,240,900
Interest income	3,341	2,100
Other income	146,961	72,800
Total revenue	9,485,106	9,315,800
Expenses		
Employee benefits	8,408,558	7,857,647
Administration	508,585	359,057
Depreciation	162,795	110,729
Occupancy	45,337	46,427
Finance costs	11,273	17,919
Other expenses	12,244	181,480
Total expenses	9,148,792	8,573,259
Costs	(175,000)	–
Other miscellaneous income	50,000	50,000
Profit before income tax	211,314	792,541
Income tax expense	–	–
Profit for the year attributable to the members of Cerebral Palsy Support Network Inc.	211,314	792,541
Other comprehensive income for the year, net of tax	–	–
Total comprehensive Income for the financial year attributable to the members of Cerebral Palsy Support Network Inc.	211,314	792,541

Statement of Financial Position as at 30 June 2021

	Note	2021	2020
Assets		\$	\$
Current Assets			
Cash and cash equivalents	4	2,469,750	2,290,041
Trade and other receivables	5	250,216	311,418
Other assets	6	397,281	40,416
Total current assets		3,117,247	2,641,875
Non-current assets			
Property, plant and equipment	7	69,198	94,015
Intangible assets	8	83,045	114,043
Right of use assets	9	165,962	259,608
Total non-current assets		318,205	467,666
Total assets		3,435,452	3,109,541
Liabilities			
Current liabilities			
Trade and other payables	10	440,326	136,878
Other liabilities	11	307,529	404,186
Provisions	12	446,072	77,802
Amounts received in advance		6,963	171,039
Lease liabilities		98,379	90,618
Total current liabilities		1,299,269	1,162,292
Non-current liabilities			
Provisions	12	74,949	42,111
Lease liabilities		78,863	177,243
Total non-current liabilities		153,812	219,354
Total liabilities		1,453,081	1,381,646
Net assets		1,982,371	1,727,895
Members' Funds			
Retained earnings		982,371	1,727,895
Investment and Project Reserve		1,000,000	–
Total members' funds		1,982,371	1,727,895

The Income Statement and Statement of Financial Position should be read in conjunction with the accompanying notes, which can be found on our website in the full version of our audited Annual Financial Statements for the year ended 30 June 2021.

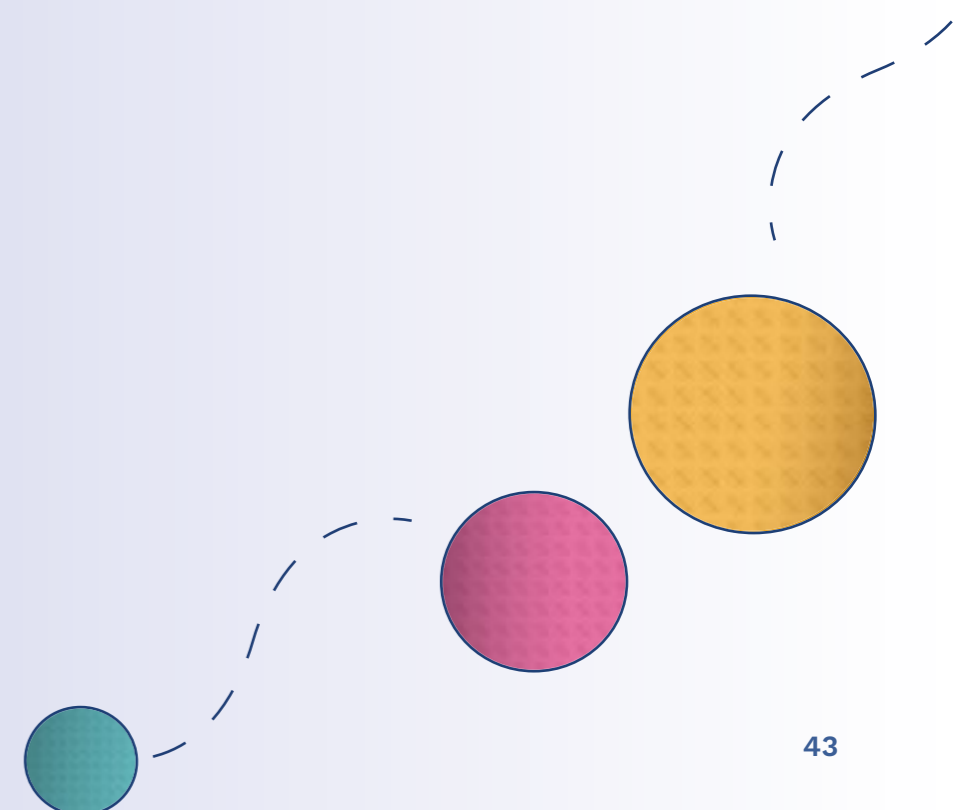


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CEREBRAL PALSY SUPPORT NETWORK INC.

Registration number A0035517V

Financial Report for the year ended 30 June 2021

CEREBRAL PALSY SUPPORT NETWORK INC.

Contents

For the year ended 30 June 2021

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Cerebral Palsy Support Network Inc.
Members of the Board of Governance Report
30 June 2021

The Members of the Board of Governance submit their report, together with the financial statements, on the Association for the year ended 30 June 2021.

Board Members

President	Cadeyrn Gaskin
Vice President	Mathew Tsang
Treasurer	Richard Halpin
Secretary	Tara Eaton
General Member	Sue Vidler
General Member	Fiona Palmer

Cerebral Palsy Support Network Inc., incorporated and domiciled in Australia, is an incorporated association. The address of the registered office and principal place of business is Shop 3, 225-227 Sydney Road, Coburg.

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 our 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.

Post reporting date events

The impact of the Coronavirus (COVID-19) pandemic is ongoing and while it has been financially positive for the Association up to 30 June 2021, it is not practicable to estimate the potential impact, positive or negative, after the reporting date. The situation is rapidly developing and is dependent on measures imposed by the Australian Government and other countries, such as maintaining social distancing requirements, quarantine, travel restrictions and any economic stimulus that may be provided.

No matters or circumstances have arisen subsequent to the end of the financial year which significantly affected or may significantly affect the operations of the Association and the results of those operations.

Operating result

The Association generated a profit for the year ended 30 June 2021 which amounted to \$211,314 (2020: \$792,541).

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:



President

Nov 10, 2021

Dated: ___/___/___



Vice President

Cerebral Palsy Support Network Inc.
Statement of Profit or Loss and other Comprehensive Income
For the year ended 30 June 2021

	Note	2021 \$	2020 \$
Revenue			
Income	3	9,334,804	9,240,900
Interest income		3,341	2,100
Other income		146,961	72,800
Total revenue		9,485,106	9,315,800
Expenses			
Employee benefits		8,408,558	7,857,647
Administration		508,585	359,057
Depreciation		162,795	110,729
Occupancy		45,337	46,427
Finance costs		11,273	17,919
Other expenses		12,244	181,480
Total expenses		9,148,792	8,573,259
Exceptional Expense - Prior Years' Wages and Related Costs		(175,000)	-
Other miscellaneous income		50,000	50,000
Profit before income tax		211,314	792,541
Income tax expense		-	-
Profit for the year attributable to the members of Cerebral Palsy Support Network Inc.		211,314	792,541
Other comprehensive income for the year, net of tax		-	-
Total comprehensive Income for the financial year attributable to the members of Cerebral Palsy Support Network Inc.		211,314	792,541

The accompanying notes form part of this financial report

Cerebral Palsy Support Network Inc.
Statement of Financial Position
As at 30 June 2021

	Note	2021 \$	2020 \$
Assets			
Current assets			
Cash and cash equivalents	4	2,469,750	2,290,041
Trade and other receivables	5	250,216	311,418
Other assets	6	397,281	40,416
Total current assets		<u>3,117,247</u>	<u>2,641,875</u>
Non-current assets			
Property, plant and equipment	7	69,198	94,015
Intangible assets	8	83,045	114,043
Right of use assets	9	165,962	259,608
Total non-current assets		<u>318,205</u>	<u>467,666</u>
Total assets		<u><u>3,435,452</u></u>	<u><u>3,109,541</u></u>
Liabilities			
Current liabilities			
Trade and other payables	10	440,326	229,317
Other liabilities	11	307,529	375,083
Provisions	12	446,072	296,235
Amounts received in advance		6,963	171,039
Lease liabilities		98,379	90,618
Total current liabilities		<u>1,299,269</u>	<u>1,162,292</u>
Non-current liabilities			
Provisions	12	74,949	42,111
Lease liabilities		78,863	177,243
Total non-current liabilities		<u>153,812</u>	<u>219,354</u>
Total liabilities		<u>1,453,081</u>	<u>1,381,646</u>
Net assets		<u><u>1,982,371</u></u>	<u><u>1,727,895</u></u>
Members' Funds			
Retained earnings		982,371	1,727,895
Investment and Project Reserve		1,000,000	-
Total members' funds		<u><u>1,982,371</u></u>	<u><u>1,727,895</u></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 2021

	Retained Earnings	Investment and Project Reserve	Total
	\$	\$	\$
30 June 2021			
Balance at 1 July 2020	1,727,895	-	1,727,895
Profit for the year	211,314	-	211,314
Transfer from Retained Earnings	(956,838)	956,838	-
Transfer from Tribal Wisdom Project	-	43,162	43,162
Balance at 30 June 2021	<u><u>982,371</u></u>	<u><u>1,000,000</u></u>	<u><u>1,982,371</u></u>
30 June 2020			
Balance at 1 July 2019	935,354	-	935,354
Profit for the year	792,541	-	792,541
Balance at 30 June 2020	<u><u>1,727,895</u></u>	<u><u>-</u></u>	<u><u>1,727,895</u></u>

The accompanying notes form part of this financial report

Cerebral Palsy Support Network Inc.
Statement of Cash Flows
For the year ended 30 June 2021

	Note	2021 \$	2020 \$
Cash flows from operating activities			
Receipts from donors, members and other income		9,209,066	10,038,252
Payments to suppliers and employees		(8,955,781)	(8,502,083)
Interest received		3,341	2,100
Grants received		27,036	34,000
Net cash provided by operating activities	16	<u>283,662</u>	<u>1,572,269</u>
Cash flows from investing activities			
Proceeds from disposal of plant and equipment		-	16,922
Payments for property, plant and equipment and intangibles		(13,334)	(162,472)
Net cash used in investing activities		<u>(13,334)</u>	<u>(145,550)</u>
Cash flows from financing activities			
Repayment of lease liabilities		(90,619)	(98,583)
Net cash used in financing activities		<u>(90,619)</u>	<u>(98,583)</u>
Net increase in cash and cash equivalents		179,709	1,328,136
Cash and cash equivalents at the beginning of the financial year		<u>2,290,041</u>	<u>961,905</u>
Cash and cash equivalents at the end of the financial year	4	<u><u>2,469,750</u></u>	<u><u>2,290,041</u></u>

The accompanying notes form part of this financial report

Cerebral Palsy Support Network Inc.
Notes to the Financial Statements
For the year ended 30 June 2021

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 2021 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 2020:

Cerebral Palsy Support Network Inc.
Notes to the Financial Statements (continued)
For the year ended 30 June 2021

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 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 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 2021

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.

Accounts Payable and Other Payables

Accounts payable 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 2021

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 2021

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.

Coronavirus (COVID 19) pandemic

Judgement has been exercised in considering the impacts that the Coronavirus (COVID-19) pandemic has had, or may have, on the Association based on known information. This consideration extends to the nature of the products and services offered, customers, supply chain, staffing and geographic regions in which the Association operates. Other than as addressed in specific notes, there does not currently appear to be either any significant impact upon the financial statements or any significant uncertainties with respect to events or conditions which may impact the company unfavourably as at the reporting date or subsequently as a result of the Coronavirus (COVID-19) pandemic.

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 2021

	2021	2020
Note 3. Revenue	\$	\$
Revenue from contracts with customers	9,302,808	9,067,760
Donations	4,959	120,529
Income from Government including grants	27,037	52,611
	<u>9,334,804</u>	<u>9,240,900</u>
	2021	2020
Note 4. Cash and cash equivalents	\$	\$
Cash at bank	2,469,750	2,290,041
	<u>2,469,750</u>	<u>2,290,041</u>
	2021	2020
Note 5. Trade and other receivables	\$	\$
Trade receivables	300,216	359,263
Less: Allowance for expected credit losses	(50,000)	(47,845)
	<u>250,216</u>	<u>311,418</u>
	2021	2020
Note 6. Other assets	\$	\$
Sundry debtors	316,840	5,117
Security deposits and prepayments	80,441	35,299
	<u>397,281</u>	<u>40,416</u>
	2021	2020
Note 7. Property, plant and equipment	\$	\$
Leasehold Improvements – at cost	73,420	73,420
Less: Accumulated depreciation	(45,522)	(30,838)
	<u>27,898</u>	<u>42,582</u>
Plant and Equipment – at cost	101,715	88,381
Less: Accumulated depreciation	(60,415)	(36,948)
	<u>41,300</u>	<u>51,433</u>
Total Property, plant and equipment	<u>69,198</u>	<u>94,015</u>
	2021	2020
Note 8. Intangible assets	\$	\$
CRM – at cost	176,758	176,757
Less: Accumulated depreciation	(93,713)	(62,714)
	<u>83,045</u>	<u>114,043</u>

Cerebral Palsy Support Network Inc.
Notes to the Financial Statements (continued)
For the year ended 30 June 2021

	2021	2020
Note 9. Right of use assets	\$	\$
Land and buildings - right of use	351,174	351,173
Less: Accumulated depreciation	(185,212)	(91,565)
	165,962	259,608

	2021	2020
Note 10. Trade and other payables	\$	\$
Trade payables	139,262	171,929
Accruals	301,064	57,388
	440,326	229,317

	2021	2020
Note 11. Other liabilities	\$	\$
Family funds	242,276	298,313
Payroll liabilities	65,253	76,770
	307,529	375,083

	2021	2020
Note 12. Provisions	\$	\$
Current		
Employee benefits provision	261,072	296,235
Prior Years' Wages and Related Costs	175,000	-
Cerebral Palsy Network Development provision	-	104,715
Sundry provisions	10,000	3,670
	446,072	404,620
Non-current		
Employee benefits provision	74,949	42,111
	74,949	42,111

Note 13. Principal place of business and Registered address

The address of the registered office and principal place of business is Shop 3, 225-227 Sydney Road, Coburg.

Note 14. Auditor's remuneration

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

	2021	2020
	\$	\$
<i>Audit services - Kidmans Partners Audit Pty Ltd</i>		
Audit of the financial statements	5,000	4,000
	5,000	4,000

Cerebral Palsy Support Network Inc.
Notes to the Financial Statements (continued)
For the year ended 30 June 2021

Note 15. Events occurring after reporting date

The impact of the Coronavirus (COVID-19) pandemic is ongoing and while the results of the Association have remained financially positive up to 30 June 2021, it is not practicable to estimate the potential impact, positive or negative, after the reporting date. The situation is rapidly developing and is dependent on measures imposed by the Australian Government and other countries, such as maintaining social distancing requirements, quarantine, travel restrictions and any economic stimulus that may be provided.

No other matter or circumstance has arisen since 30 June 2021 that has significantly affected, or may significantly affect the Association's operations, the results of those operations, or the Association's state of affairs in future financial years.

Note 16. Cash flow reconciliation

	2021	2020
	\$	\$
Reconciliation of cash flow from operating activities with net current year profit		
Profit after income tax expense for the year	211,314	792,541
Adjustments for:		
Depreciation and amortisation expense	162,795	110,729
Gain on disposal of assets	-	(12,294)
Provision for doubtful debts	2,242	37,623
Changes in assets and liabilities:		
Decrease in trade and other receivables	58,960	72,514
(Increase)/decrease in other assets	(356,865)	24,700
Increase in trade and other payables	211,009	59,629
(Decrease)/increase in other liabilities	(67,554)	177,427
Increase in provisions	225,837	176,469
(Decrease)/increase in amounts received in advanced	(164,076)	132,931
	<u>283,662</u>	<u>1,572,269</u>

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

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 Changes in Equity, 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 2021 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, an Investment and Project Reserve has been created from a transfer from retained earnings. This reserve will be 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:



Name
President



[Richard Halpin \(Nov 10, 2021 08:14 GMT+11\)](#)

Name
Treasurer

Nov 10, 2021

Dated: ____ / ____ / ____

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 31 June 2021, 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 10th November 2021

Kidmans Partners Audit Pty Ltd

Suite 4, 255 Whitehorse Road, Balwyn,
Victoria, Australia 3103

Postal Address: P.O. Box 718, Balwyn,
Victoria, Australia 3103

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 2021, 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 2021 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 2021 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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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 10th November 2021