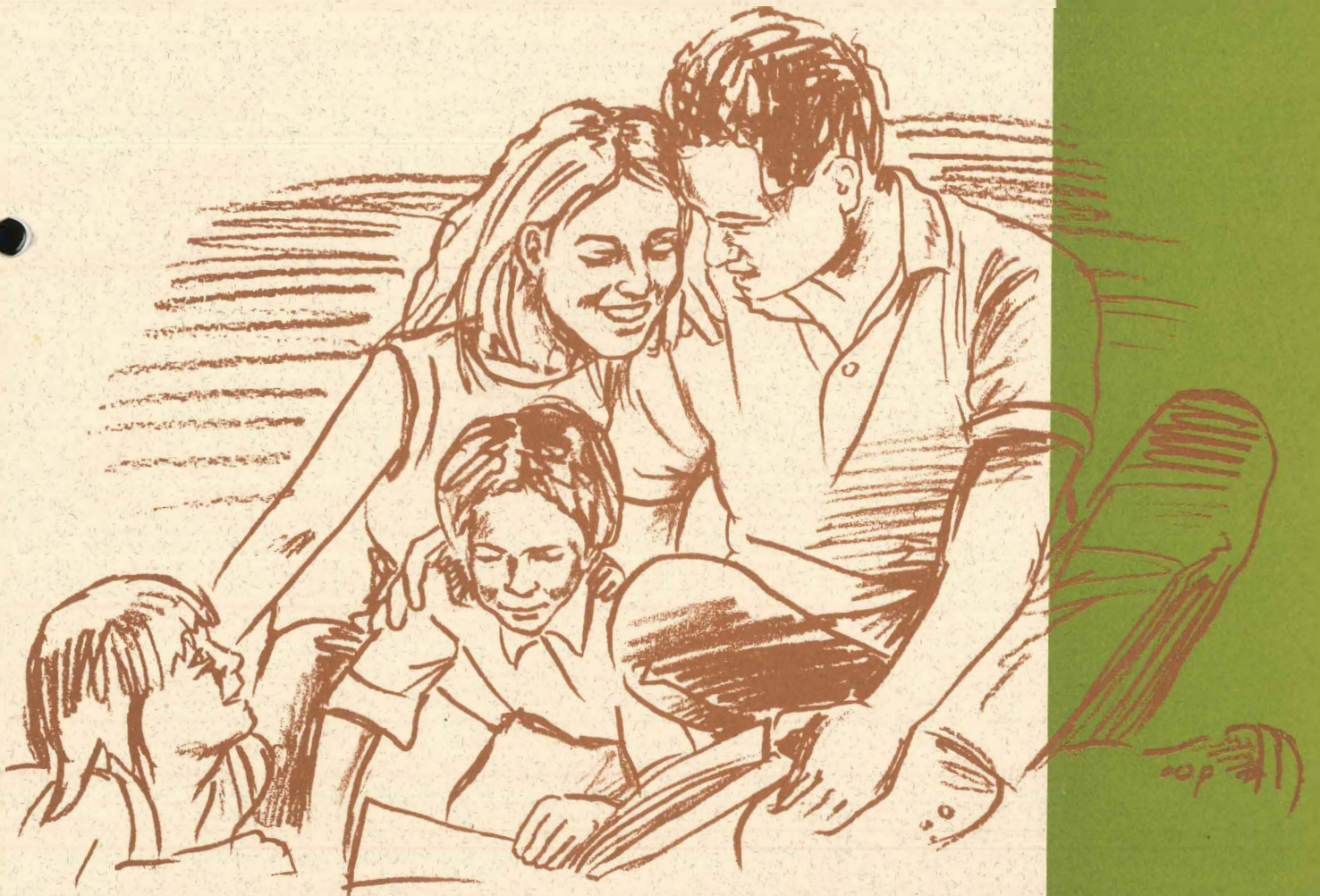


TWEDDLE

CHILD & FAMILY HEALTH SERVICE

ANNUAL REPORT
1990-1991



71ST ANNUAL REPORT, 1991

PATRON:

Mrs. Dianna Gibson

BOARD OF MANAGEMENT

President:

Dr. N.W.J. Hocking, M.B., B.S. (Hons) F.R.A.P.C.

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Ms. L. Hazelton

Mr. G. Jasper, B. Arch. (Melb.) A.R.A.I.A.

Mr. A.J. Mangan, A.S.A.

**CHIEF EXECUTIVE
OFFICER:**

Ms. B.L. Hassold, B.A. Dip.Ed.

Dip. C.H.N. (M&CH)

DIRECTOR OF NURSING:

Ms. K.L. Houghton, Dip.App.Sc.Nurs., R.M.B.
App.Sc.N.C.H. & M&CH

FINANCE DIRECTOR:

Ms. E. Gray, A.S.A.

HON. SOLICITOR:

Mr. V. Adami

AUDITORS:

Thompson, Douglas & Co, acting as agents for the
Auditor-General of Victoria

LIFE GOVERNORS:

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Miss Anne Beaton

Miss Irene Brennan

Mrs. L. Charlton

Mrs. Alberta Downe

Mrs. P.M. Harbeck

Mrs. E. Lambert

Mrs. A.M. Lock

Mrs. A.J. Mangan

Mrs. E.R. Maskell

Mrs. J. Boyd-Mercer

Mrs. E. O'Connell

Mrs. W.M.K. Stephens

Miss. I. Stevenson

Tweddle Child & Family Health Service

398 Barkly Street, Footscray 3011.

TELEPHONE: 689 1577

FACSIMILE: 689 1922

Mission Statement

Tweddle Child & Family Health Service provides a specialist health development and family support program aimed at strengthening independent family functioning, promoting health and preventing illness and injury. It is concerned with the optimal health of all patients and the growth and development of children from 0-5 years of age within their family unit.

The current service is primarily a nursing service using the nurse practitioner model, with medical and allied health support.

Tweddle has a primary responsibility to service people in the north-western and western suburbs.

Principles

Tweddle operates from the following broad principles.

- A view of health which emphasises "well-being" rather than illness.
- The importance of adopting an holistic approach which recognizes the physical, emotional and social factors affecting "well-being".
- That direct primary health care has a major role in ensuring an individual's health and well-being.
- A focus on skill development and prevention rather than ad-hoc responses to health problems/issues.
- The importance of co-ordinated health promotion and health education programs and activities in the wider community.
- A focus on the family as well as the individual, and a recognition of the structural forces which impinge on a family's functioning and health.
- The need to empower families to manage their own health and welfare requirements.
- The necessity of a co-ordinated approach to service delivery which maintains flexibility in meeting an individual's health needs.
- An acknowledgement of Tweddle's place in the broader family and childrens' health and welfare service network.

Objects of the Hospital

1. To provide a specialized health promotion/education and family support day program and a residential service directed towards assisting parents in caring for their babies and young children.
2. To efficiently utilize appropriate physical and human resources to promote health and well being and to prevent disease, injury and suffering.
3. To facilitate and encourage community involvement in services by liaison and networking, and to assist users of services to make informed decisions about health care.
4. To foster continuing improvement in health care standards of clients and staff through education, training and the dissemination of information.
5. To develop and implement services at Tweddle and within the community which will enhance and improve the quality of the services already provided to children, families and the community with a view to promoting health and social equality.

Funding & Incorporation

The Hospital was established as a non-profit making organization. The major funding source of the Hospital is the Health Department, Victoria. Income is also gained from patient fees and donations.

Tweddle is currently registered as a Schedule 1 Hospital under the Health Services Act 1988.

Services

Tweddle has 32 registered beds but currently operates only 24 beds and has done so for a number of years. A specialist residential and day admission service are offered to families experiencing parenting difficulties. Up to 10 adults and 14-16 children can be accommodated at any one time.

Services are offered through two units:

- Child and Family Unit.
- Parent and Infant Unit.

Tweddle also provides the following programs:

- Jacobena Angliss Pre-School;
- Pre-School Field Officer;
- Parent Adviser to the Hearing Impaired



Nigel Hocking
President



Betty Hassold
Chief Executive Officer

Once again it is time to reflect on the events of the past year, and it is with satisfaction that all at Tweddle can observe the achievements. Essentially, the efforts of the Board and staff have been directed towards the consolidation of service delivery goals and standards. It has been particularly pleasing to note that Tweddle was able to assist a record number of 1213 patients through admission to Tweddle in 1990/91.

Board of Management

During the year the Board farewelled two members, Mr. Michael McDonald and Ms. Kim Webster, and records with gratitude their support of the hospital. Mr. Graham Jasper was welcomed to the Board, and has already proved himself a valuable addition.

In 1991/92 the Board of Management will be appointed by the Governor in Council, rather than by the Association. This is an outcome of reincorporating under the Health Services Act 1988.

Incorporation

Incorporation proceeded as planned and on the 31st October, 1990 the Tweddle Child & Family Health Service came into being. Incorporation under the Health Services Act 1988 resulted in the disbanding, after many years, of the Tweddle Council. This action was viewed with great sadness as the Councillors have given so much to Tweddle over very many years. The Board wishes to take this opportunity to sincerely express its appreciation of the energy and effort Council members expended on behalf of Tweddle. It was with great pleasure that the Board of Management conferred Life Governorships upon all immediate past Council Members.

Service Delivery and Patient Care

In mid February the Parent and Infant Unit (P & I U) was officially opened by the Honourable Robert Fordham M.L.A. This Unit has been extremely well utilized since it commenced operation in early 1990. The disappointment is that this program is underfunded and can only operate on a Monday to Friday basis whilst demand for the service demonstrates a very real need for increased service capacity on a seven day per week basis.

Utilization of the Child & Family Unit (C & F U) has increased during 1990/91, due, in the main, to the operation of five adult beds on that unit. Certainly, the area of need is for parents and children to be admitted together. Admissions have had to be deferred, or referred elsewhere, because of the lack of available adult beds.

The Jacobena Angliss Pre-School was threatened with a severe funding reduction for 1991, to the level of a part-time sessional program. However, the enrolments for 1991 were such that the pre-school was maintained as a full time service. In line with Government policy the pre-school service was converted from an extended hours to a sessional program.

With regard to the Pre-School Field Officer position negotiations have commenced with local government to relocate and manage that service. The Board believe that a change in management is appropriate as the Pre-school Field Officer service is an educational rather than a health program. It is envisaged that this service will continue to provide support to Tweddle programs regardless of its management structure.

A major change at Tweddle has been the introduction of contracted food services from Western Hospital, Footscray. The new arrangements whilst efficient, still require some fine tuning.

The Future Directions and Master Plan

The Future Directions and Master Plan Report has been completed and is to be released at the earliest opportunity. Over the coming year the Board will be developing a plan to address and implement the recommendations of that Report. In 1991/92 the Board will be placing priority on:

- increasing the capacity of the Parent and Infant Unit by negotiating with the Health Department Victoria for funding to open two additional beds and to operate on a seven day per week basis;
- to develop and implement a facilities masterplan that will utilize space and resources more effectively while creating a more homelike environment from which to operate services;
- seeking funds to pilot a day program in the outer west;
- redressing, with the Health Department, the existing funding anomalies at Tweddle.

Health Services Agreement

Tweddle entered into its second Health Service Agreement with the Health Department in 1990/91.

The goals for the year have largely been achieved. Contact has been made with all regional services dealing with families with young children. Newly developed pamphlets have been circulated to all contacts in the region.

Patient throughput has increased significantly as has utilization.

	1990/91			1989/90	1988/89
	C&FU	P&IU	TOTAL		
No. of Patients	830	383	1213	833	698
Beddays	4562	1566	6162	5688	5577
Average length of stay	5.49	4.08	5.07	6.82	7.98
Occupancy %	68.53	74.92	70.34	64.93	63.66
No. of Hospital Patients	724	312	1036	724	607
No. of Private Patients	106	71	177	109	89

Finances

In 1990/91 the hospital had a tight budget within which to operate. While expenses have been well controlled the revenue budget has again proved to be unachievable, thus, Tweddle once more completes the year with a significant operating deficit.

Donations have been received from a number of organizations and individuals. The Board appreciates the generosity of all who support Tweddle financially and sincere thanks are offered. A special thanks is extended to the members of the Central Auxiliary of the hospital who have worked so tirelessly for Tweddle over many years.

Minor Works

Minor Capital Works for 1990/91 included the purchase and installation of computer hardware and software in the nursing and financial areas. It is anticipated that the Patient Care Management System and the Financial Systems will enable efficiencies in resource allocation and improvements in standards of care.

During the year a number of other items including a photocopier have been purchased. Automatic security lighting has been installed around the main hospital buildings. Staff safety has been considered further through the purchase and installation of an internal alarm system between the Parent and Infant and the Child and Family Units. Additionally, a personal mobile security alarm was purchased for use by night and weekend staff.

Minor upgrading of each of the units has proceeded with the installation of pamphlet holders and work benches. In January the windows facing Barkly Street were replaced with new double glazed windows. The resulting decrease in noise pollution has been most satisfactory. The Jean Littlewood Charitable Trust donated an overhead projector which has been most valuable in staff and patient education.

Staff

Staff representation has continued on the Health and Safety Committee where Occupational Health and Safety matters are addressed. There have been no major accidents or injuries for either staff or patients at Tweddle during the last year. With regard to Workcare, 334 hours have been lost due to work related conditions.

Staff appraisals have been introduced and have proved to be an effective tool for self-evaluation and professional development.

Ms. Melissa Kubale, Charge Nurse of the Parent and Infant Unit resigned and her departure was much regretted. However, the Board was pleased to welcome Ms. Gina Ralston in that position and Ms. Barbara Kortlang as the Charge Nurse of the Child and Family Unit. Miss Mary Beckett, Associate Charge Nurse, of the Child and Family Unit also resigned during the year.

Finally, the Board and hospital management would like to extend their sincere thanks to all staff who have worked so hard to provide high quality services to families in need. Particular thanks are extended to Ms Karen Houghton and Ms Elsie Gray for their consistent and dedicated contribution to Tweddle. It is only through the combined efforts of staff and Board that Tweddle can continue to operate an effective service. The challenge in 1991/92 is to maintain and improve service standards in a difficult economic environment.

Nigel Hocking
President

Betty Hassold
Chief Executive Officer

Tweddle Child & Family Health Service's commitment to assisting parents and their young children (0 - 5 yrs) with the physical, social, psychological, cognitive and health needs and issues encountered during the early years of family life have been both consolidated and further developed during 1990/1991.

Service Provision

The two units at Tweddle, the Parent & Infant Unit and the Child & Family Unit continue to accommodate families, consisting of either one or both parents and children alone or in sibling groups, in a relaxed environment. The skilled professional team of nurse practitioners, consisting of maternal & child health nurses, midwives and pre-school mothercraft nurses assist the family members to identify and address the myriad of concerns: child health; growth and development; parenting anxieties and difficulties; and issues around family dynamics, which require a family admission to Tweddle.

The nursing staff have further refined their skills in assisting families in a comprehensive educative approach through an extensive in-service program which included a detailed series of lectures on the Nursing Process and Family Health Care. The nursing teams now utilise, as the core of their nursing practise, these theoretical bodies of knowledge. These comprehensive systematic approaches now further assist the staff to facilitate the restoration, maintenance, and promotion of each family's maximum health potential and prevention of illness. This comprehensive nursing approach shall be further developed over the following year with the implementation of the computerized Patient Care Management System. The hardware has been installed during the past year and 1991/92 shall see the implementation of this patient care planning system.

Education

Tweddle has a high commitment to client, staff and general community education.

CLIENTS: A major component of nursing staff's time is spent both formally and informally educating clients regarding the many aspects of childhood, family life and parenting.

STAFF: Over the past year nursing staff have had the opportunity to attend 39 lectures and two full day workshops at Tweddle. This on-site in-service program was structured to assist nursing staff to maintain and update their professional knowledge base, thus enabling staff to be responsive, proactive and informed in their nursing care.

Nursing staff have also been given paid assistance to attend a variety of external educational seminars.

I would like to take this opportunity to thank nursing staff for their zest in learning and revising; and special thanks to our many guest speakers who have assisted Tweddle enormously in the in-service program.

GENERAL COMMUNITY: During 1990/1991 Tweddle has assisted many Maternal and Child Health Nurse students, Diploma of Applied Science Nursing students, Associate Diploma of Applied Science - Child Care students and secondary school year 10 to year 12 students in their studies and practical work placements.

The Year Ahead.

Regular evaluation of the services offered by Tweddle will continue to be a high priority to ensure the provision of appropriate services for parents with young children.

Tweddle's major role in education for clients, staff and the general community shall continue to be a primary focus of our service. The inservice program planned for 1991/1992 includes an in-house eight week course for all staff on parent education, leadership training and group work. Following the completion of this course it is envisaged that all staff members will be able to more fully participate in Tweddle's formal educative groups for clients.

All staff members shall also be attending a seven week course on the computerized Patient Care System.

Acknowledgements

I would like to thank all Tweddle staff, nursing, administration and domestic, for their cheerful professional attitude and high standard of care over this past busy year. I look forward to sharing the year ahead with the Tweddle team where our commitment to assisting parents and young children is paramount in all aspects of our operations.



Karen Houghton
Director of Nursing Services.



CHILD & FAMILY UNIT

Service Provision

The past year has seen a continuance of nursing staff's commitment to improving our nursing practises so as to meet the needs of our client families.

The focus of the unit's service has continued to be developed around the client and their family. The ability to accommodate both women and men in their roles as parents together with their young children on the unit has definitely proven to be of enormous benefit to both individual family members and the family as a whole. Within several days of admission the resident clients, with staff assistance, have identified and instituted holistic management plans to positively resolve the "acute" problems that were causing family disruption.

Education

Education is one of the primary foci of the unit for clients, staff and general students.

Admitted families receive formal and informal, one-to-one, and group educational sessions. Feedback from our clients has been very encouraging regarding the benefits of such a variety of educational and assistive opportunities.

We have also assisted a variety of nursing, childcare and secondary school work experience students.

Physical Changes

Purchase of equipment and furniture for the unit has not been extensive over this past year. However, the goods purchased are pertinent to the needs of our client families and include: large carpet squares for children to play on; comfortable smart dining chairs and table for meals and recreational use by adult clients; and educational videos for parents and children.

Finally I would like to thank all the nursing staff for their hard work and support throughout this past busy year.



Barbara Kortlang
Charge Nurse



PARENT & INFANT UNIT

The past year has seen a continued commitment to high quality service provision to our clients. This has meant that the past twelve months have been busy, challenging, and rewarding.

The Parent and Infant Unit continues to provide a Monday to Friday service for five to six adults and their babies up to 12 months of age. This service operates 24 hours per day and is staffed by both Mothercraft Nurses and Registered Nurses with a variety of nursing skills.

Admissions are of one to two weeks duration depending on the nature of the difficulties being experienced and the interventions required. Clients admitted to the unit have presented with varied, complex and often multiple problems. Some of these include: feeding difficulties, sleeping problems, behavioural problems, failure to thrive, and multiple births. We have also admitted mothers with Post Natal Depression and other psychiatric difficulties, intellectual disabilities, substance abuse problems and for parenting assessment reports.

The Parent and Infant Unit team practices holistic and client-centred nursing care. Our focus is on client education and constructive support. This focus enables us to use a problem solving approach when working with the clients, and, to teach them problem solving skills. This is achieved in a number of ways including: i) careful assessment of both the client/baby on admission, ii) planning of care and management with the client, and, iii) regular evaluation of the management plan and interventions during the admission.

The unit staff offer a range of sessions and activities to the clients such as practical demonstrations of parentcraft skills, group sessions on communication and assertiveness techniques, relaxation, and individual counselling. Rosemary Clemens (Physiotherapist) conducts groups on baby massage and gym. Carole Ingersoll (Pre School Field Officer) conducts groups on a variety of parenting and play subjects.

The Parent and Infant Unit also offers a service to day clients, and for many of our clients a follow up phone service. The unit also receives an increasing number of calls seeking advice from both community agencies and the general public. The unit continues to build up networks of community agencies in order to make appropriate referrals for clients requiring ongoing care and follow up.

Two particularly valuable skills that have been implemented formally are the nursing care process plans, and the introduction of computers. In keeping with Tweddle's philosophies, the Parent & Infant Unit staff have demonstrated a commitment to ongoing education and revision of both theoretical knowledge and clinical skills.

I would like to thank both Rosemary and Carole for their much appreciated time and effort. Thanks also to Dr Simon Benson for his support and medical input, and thanks to other staff at Tweddle for their support, liaison and comradeship.

A very special thanks to Marie, Robyn and Donna, who have made me welcome, and supported in countless ways both myself and other staff members, in addition to providing a high standard of client care.

The Parent and Infant Unit nursing team look forward to further enhancing and developing the services we offer in the coming year and the challenges involved in doing so.



Gina Ralston RN, PN, RM.
Charge Nurse.

JACOBENA ANGLISS PRE-SCHOOL

The past twelve months as the Director of the Jacobena Angliss Pre-School have been a challenging and rewarding period. I stepped into the role of Director at a time of great change in the pre-school service offered to the community. For the past ten years the pre-school offered an extended hours (full day) program providing an educational service for 3 - 5 year old children. However, due to a Government funding reduction in late 1990, the extended hours program has ceased to exist.

The pre-school now operates on a sessional basis offering a program for forty four children. Two groups of twenty two children attend for four sessions per week for two and a half hours per session. The change in the function of the pre-school, from extended hours to sessional, received mixed reactions from both professionals and families. The extended hours program is a service that will be sadly missed by many in the community, as there are no longer any extended hours kindergartens available.

The pre-school is a multi cultural service with many non-English speaking children and families. Many parents have participated throughout the year by cooking a wide variety of delicious cuisines and by story telling. We plan to have a special International Day when each family may further participate. It has been extremely rewarding to observe the growth and development of the children and families attending the kindergarten. Individual programs are planned to meet the varied needs of each child attending, so that the child's needs are met in the most effective way.

Another exciting change which I have been involved in, in conjunction with the management of Tweddle Child & Family Health Service, is the establishment of a Parent Management Committee for the pre-school. The Committee is in the early stages of learning to assume the responsibilities for the management of the kindergarten; the full changeover of responsibility will take place as from the 1st July 1992. On behalf of the Parent Committee I would like to thank the Tweddle staff for their ongoing support throughout this exciting time.

The Committee thus far have held a variety of fund raising events and have purchased new books and equipment. Thank you to all those families who have helped at the pre-school this year. This type of support is encouraged and greatly appreciated.

My thanks also go to Maureen Hobson, kindergarten assistant, for her invaluable support and enthusiasm. Maureen is a vital support in the operations of the pre-school. Thank you also for the support from the Tweddle staff and the interest that they show in the kindergarten.

I look forward to the remainder of the year and for the continuation of an exciting program and the continued growth and development of both the children and the families involved.



Anne Booth
Director



Maureen Hobson
Assistant

PRE-SCHOOL FIELD OFFICER

As the Pre School Field Officer for Footscray and Sunshine I find the main focus of my work is with children who have special needs such as developmental delay, behavioural problems or those who have difficulty gaining access to early childhood services. Thus, I work primarily on a one to one basis in Kindergartens, Day Care Centres and family homes. As an adjunct to this "hands on work" I resource both families and staff with information, program suggestions and, wherever possible, equipment.

Due to a need for additional service provision in Footscray, for children under kindergarten age, I run in conjunction with Janet Ryan, (Parent Adviser for Hearing Impaired) the St. Mathew's Playgroup on a weekly basis.

The success of the group has been encouraging, from a slow start we now have an average attendance of twelve children. Parents and staff from Tweddle also attend, which helps promote the work of Tweddle within a community context.

At Tweddle, I conduct weekly parent groups in the Parent & Infant Unit where various aspects of child development and play are presented. My work with groups this year has been extended to a regular "Movement with Music" group in two kindergartens. In this way I can accommodate an increasing number of referrals.

Another aspect of my role this year has been involvement with other groups such as Travancore consultancy, Early Intervention: Community Services, Victoria, Specialist Child & Family Services project, and the Western Intellectual Disabilities Committee. These contacts have expanded my networking and effectiveness within the area. Working beside the Allied Health Team has also strengthened my work within the community and proves a happy professional association.

In conclusion I would like to take this opportunity to thank Tweddle staff and administration for their interest, support and co-operation throughout the year.

Carole Ingersoll.

PARENT ADVISER FOR THE HEARING IMPAIRED

The Parent Adviser Service for Hearing Impaired is a parent support, early intervention and aural habilitation service, providing continuing and sustained support to families of young hearing impaired children. This service commences at the time of diagnosis of the hearing impairment and may continue until the child's transition to primary schooling at around the age of six years.

The diagnosis of a hearing impairment will affect all members of a family to varying degrees. Changes in behaviour throughout the family necessitates vital support to all members in developing an understanding and accurate knowledge of the hearing impaired child's needs. Parents are presented with a range of decisions to make. These may relate to methodology, educational placement and use of different professional services. Parental decision making then is one of personal growth which enables families to grow towards independence.

The Parent Adviser's role then, is largely a supportive one, accessing the family to its own local community, as well as educating the community in turn. Since taking up the position in January of this year my role has been very diverse, families being at different levels of need and working with a variety of professionals. As well as working with the families, resourcing other units such as child care, kindergartens, speech pathology and audiology has been an integral part of my work.

The Parent Adviser Service has an ongoing commitment to professional development, and this year has contributed to an Early Intervention Research Project being undertaken at the Deafness Studies Unit at the University of Melbourne. This in turn contributes greatly to a firmer knowledge of the development of the young hearing impaired child, an important factor as technology advances the early diagnosis of hearing impairments and the fitting of constantly improving amplification.

Working with a variety of families in different community settings has been challenging and rewarding, and with constant updates in both child studies and technology, the work ahead can only be more exciting and beneficial to the hearing impaired child and their families.



Janet Ryan.
Parent Adviser

TWEDDLE CENTRAL AUXILIARY 62ND ANNUAL REPORT 1990-1991

On behalf of the members of the Tweddle Central Auxiliary we have much pleasure in presenting the 62nd Annual Report covering the year ended 30th June, 1991.

Our monthly meetings have been well attended this year with an average of eleven members present. We were very sorry to farewell Mrs. Phyllis Harbeck in June when she moved to Queensland to live. She has been an extremely generous member of our Committee over the years and will be sadly missed. We gave her a splendid farewell party which we all enjoyed at the lovely Mt. Martha home of Mrs. Loris Charlton, who has also let us have monthly meetings at her Toorak home. Others who welcomed us in their homes were Mesdames Jenny Cleland (daughter of our long standing member Berta Downe), Marjorie Maskell, Margaret Mangan, Joan Mercer, and last but not least Eunice Lambert and May Angliss in their new and charming home in Croydon - we had our meetings so many times when they lived in Burke Road, Kew and we wished them well in their new home.

We were very pleased indeed to welcome two new members at our June meeting - Mrs. Val Gilmore and Miss Eileen Stevenson who we are sure will be valuable additions to the Central Auxiliary.

Sadly, we have to report the deaths of three of our generous supporters: Vera Weekes in July 1990; she was Phyllis Harbeck's sister, and Vera and her husband Charles had given generously over many years in both money and printing. Miss Ann Beaton in January who, though not a member, has been very generous in lending us her lovely house for our functions in recent years and in supporting some of our picture mornings. And in May this year Mrs Betty Angliss who has been an interested and supportive member of the Auxiliary before ill-health forced her to retire. They will all be greatly missed.

Our functions resulted in a contribution of \$3,750 to the hospital with the now traditional \$50 for Christmas cheer.

We held three theatre functions which many people seemed to enjoy, and raised \$674 from them. At the last of these we had a lucky number draw for a donated basket of champagne and supper "bits and pieces", and have decided to include this at future picture mornings.

In October Miss Anne Beaton opened her home again for us and we had a delightful piano recital from Robert Zocchi, a basket luncheon, and a most interesting talk by Miss Betty Hassold - Chief Executive Officer of our hospital. From this we raised \$1,239. A luncheon and Fashion Presentation by Liz Davenport of Toorak was held in June at St. Oswald's Church Hall in Glen Iris. This was a new venue achieved through the kind offices of Margaret Mangan, and proved to be most pleasant. We raised \$1,095 from this function.

We are indebted once again to our many donors, particularly Miss May Angliss, Mrs. Thelma Mounsey, Mrs Berta Downe, Mrs. Phyllis Harbeck and the Jean Littlewood Charitable Trust. Where costs have been incurred for functions, several generous members have covered them; and we are most grateful to the many people who have given their time and donations so generously in all ways throughout the year.

The Annual Meeting of the hospital was well attended with interesting and informative speakers and an enjoyable buffet luncheon.

Under the new incorporation the Council of the hospital was disbanded. Retiring members were presented with Life Governor certificates at an afternoon function in February, held at the hospital in conjunction with the official opening of the "Mothers and Babies" unit by the Honorable Robert Fordham, M.L.A. The hospital will now be known as The Tweddle Child & Family Health Service and our auxiliary as Tweddle Central Auxiliary.

The occupation rate at the hospital has increased, the 1000th patient for the year being admitted in May. New double-glazed windows have been installed in the front facade to reduce noise, and the new garden is growing well.

We record our special thanks to the Hon. Treasurer Mrs. Eunice Lambert for attending so ably to our finances and to her assistant and Vice President Mrs. Loris Charlton; to Mrs. Win Clark as Assistant Hon. Secretary, and to Mrs. Jean Price, Vice President and Social Secretary. A special vote of thanks is extended to Mr. Ken Hambly, Hon. Auditor, for his valuable assistance. I would personally and most warmly thank Mrs. Margaret Mangan as Hon. Secretary for all the help and hard work she so cheerfully and willingly undertakes on our behalf.

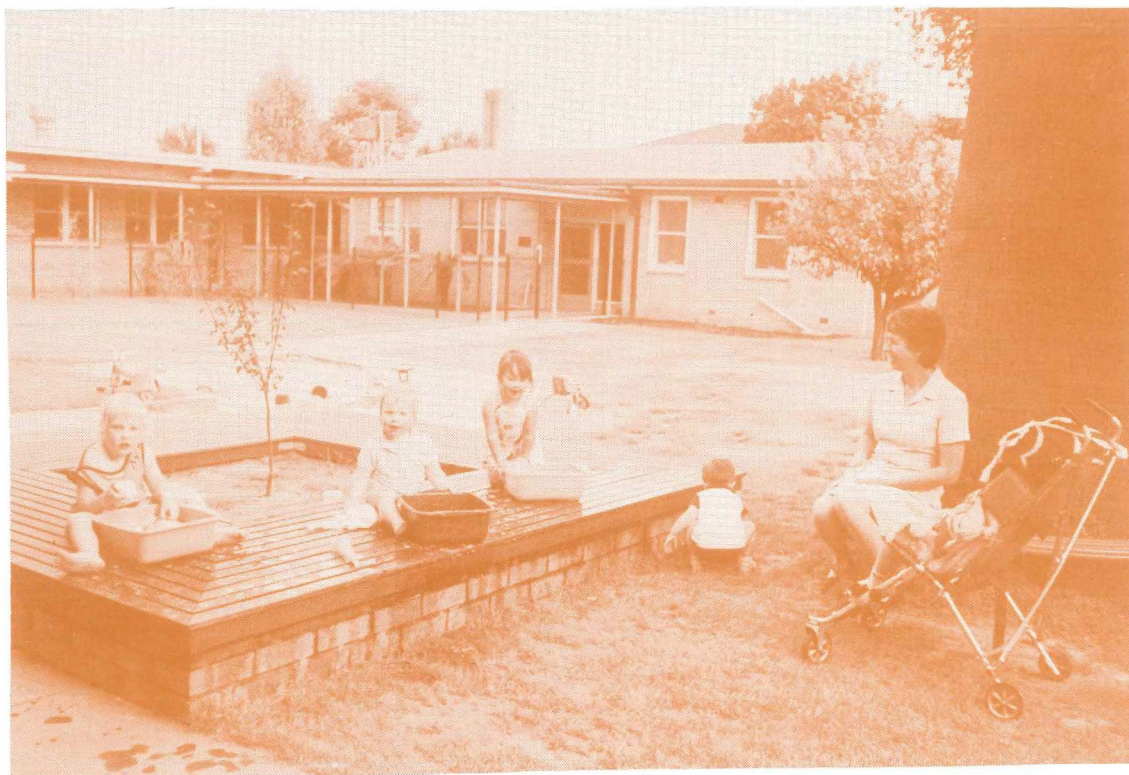
Some of our members have not been well during the year and we wish them speedy recoveries and good health in the year ahead.

We look forward to our next year with enthusiasm and hope that we will be able to continue to provide assistance to the hospital. We know it is greatly needed and much appreciated.

Joan Mercer
President.

Margaret Mangan
Hon. Secretary.

21st August 1991



Donors for year ended June 30, 1991

	Mrs T. Mounsey	210.00
	Mrs Alberta Downe	200.00
	Mrs P. Harbeck	160.00
	Miss M. Angliss	160.00
	Miss A. Beaton	150.00
	Jean Littlewood Combined Charities Club	300.00
	Anonymous	110.00
Mmes	J. Cable	20.00
	W. Callaway	60.00
	V. Carrington	20.00
	L. Charlton	30.00
	W. Clark	10.00
	C. Cowan	40.00
	M. Economou	10.00
	H. Fish	35.00
	P. Forster	15.00
	J. Grey	20.00
	J. Growse	10.00
	D. Hurley	20.00
	E. Lambert	95.00
	J. Launder	45.00
	R. Lindsay	20.00
	A. Lock	20.00
	H. Lynch	20.00
	M. Mangan	10.00
	M. Maskell	10.00
	J. Mercer	10.00
	J. Price	30.00
	A. Osmond	15.00
	G. Redman	55.00
	W. Stephens	25.00
Misses	I. Stevenson	20.00
	G. Sullivan	10.00
M'mes	D. Tuppen	20.00
	B. Vaughan	25.00
		\$12,010.00

Financial Statement for year ended June 30, 1991

RECEIPTS

Functions:

Home of Miss Anne Beaton
Piano Recital by Mr. R. Zocchi
October 31, 1990 **\$1,421.00**

**Parade by Liz Davenport
at St Oswalds Church Hall**
June 5, 1991 **1,560.00**

Trak Cinema
Films and Luncheons
July 1990 **740.00**
November, 1990 **530.00**
April, 1991 **454.50** **1,724.50**
4,705.50

Donations other than
for functions **870.00**

Bank Interest **14.99**
Repayments for July 1991, Film **10.00**

Balance at Bank June 30, 1990 273.27
\$5,873.76

DISBURSEMENTS

Functions:

Home of Miss Anne Beaton
October 31, 1990
Mr. R. Zocchi **150.00**
Postages **31.82** **181.82**

**Parade by Liz Davenport
at St Oswald's Church Hall**
June 5, 1991
Catering **440.00**
St Oswald's Church
Donation **25.00** **465.00**

Trak Cinema
July, 1990 **468.00**
November, 1990 **331.50**
April, 1991 **252.00** **1,051.50**
1,698.32

**Tweddle Child and Family
Health Service** **3,800.00**
5,498.32

Repayments July 1, 1990 **120.00**

Balance at Bank June 30, 1991 255.44
\$5873.76

HOSPITAL STATISTICS

Patients

Beds Available	24
Patients Treated	1213
Daily Bed Average	16.88
Occupancy	70.34%
Average Length of Stay	5.07
Total Bed Days	6162

Finances

Total Inpatient Costs	\$ 1 214 983
Cost per Patient	\$ 1 002
Cost per Inpatient Day	\$ 197
Patient Fees	\$ 150 902
Government Grants	\$ 1 102 673
Kindergarten Fees	\$ 7 750
Other Revenue	\$ 17 904

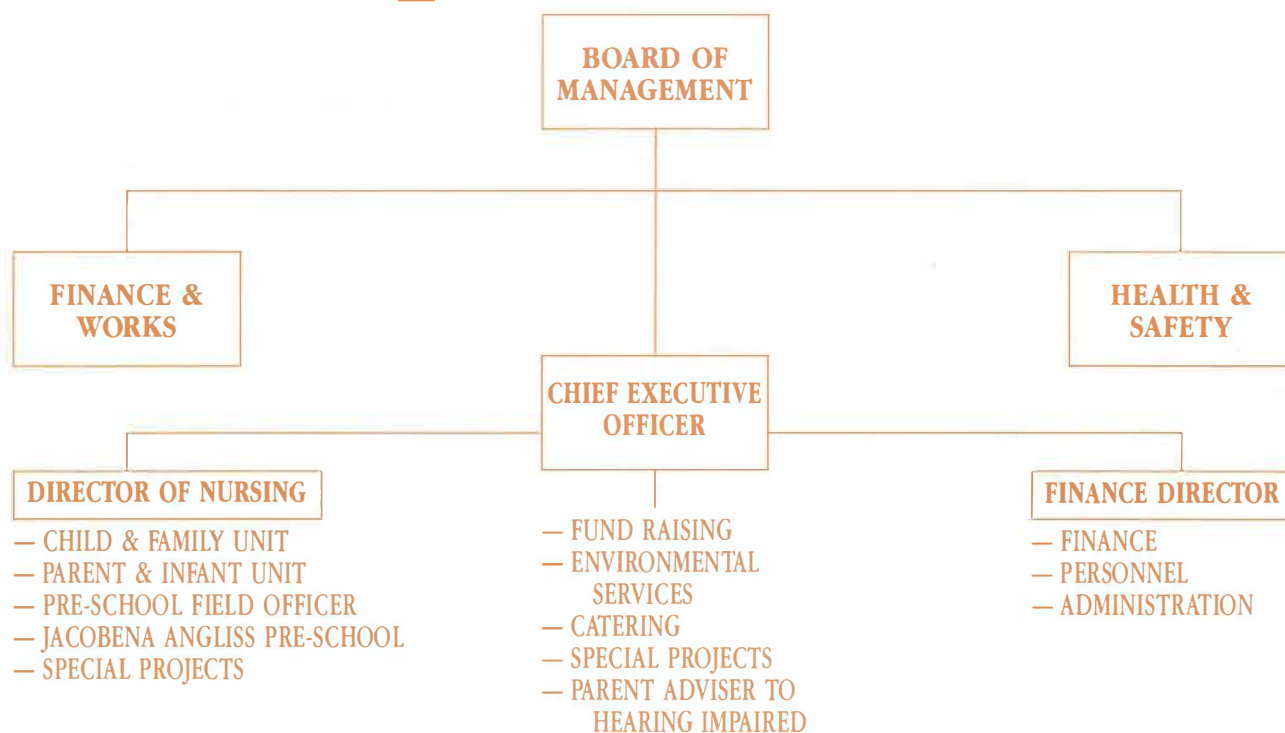
Staff

Effective Full Time Staff:	
Nursing	20.85
Administration	3.35
Environmental	3.35
Allied Health	1
CSV Funded	3
TOTAL	31.55

WorkCare

Hours Lost	334
------------	-----

ORGANISATIONAL CHART



Tweddle Staff 1931

STAFF

Chief Executive Officer

Ms. B. L. Hassold

Director of Nursing

Ms. K. L. Houghton

Finance Director

Ms. E. Gray

Charge Nurses

Ms. B. Kortlang

Ms. M. Kubale (resigned)

Ms. G. Ralston

Associate Charge Nurses

Mrs. K. Adams

Miss. M. Beckett (resigned)

Ms. S. Bonner (resigned)

Mrs. M. Bradley

Mrs. S. Burns

Mrs. N. Clark

Mrs. H. Rossiter (resigned)

Mrs. V. Rowe

Ms. H. J. Upton

Staff Nurses

Mrs. T. Ainge

Miss. J. Batten

Mrs. J. Brunt

Miss. K. I. Clark

Mrs. A. J. Gamble

Mrs. R. J. Goodman

Mrs. C. J. Grech

Mrs. D. N. Harrison

Mrs. L. M. Henwood

Mrs. L. A. Kelly

Mrs. M. M. Lynch

Mrs. M. T. McHugh

Mrs. N. P. Oska

Mrs. L. T. Welshe

Nurse Bank

Mrs. M. Ahmad

Ms. M. Anderson

Ms. G. M. Cassidy

Ms. J. Condie

Ms. L. J. Fowler

Ms. J. N. Foy

Ms. L. P. Johnson

Mrs. B. Marano

Ms. M. Martin

Ms. B. Mills

Ms. J. Mondschein

Ms. J. Mount

Ms. M. O'Connell

Mrs. R. O'Rourke

Ms. S. Phillips

Ms. J. Plowright

Ms. P. Richards

Mrs. S. Rogan

Ms. L. Russo

Ms. P. Shinasi

Mrs. S. A. Turner

Ms. P. Walsh

Ms. J. R. Whitten

Mrs. E. D. Williams

House Staff

Mrs. F. Brooking

Mrs. I. Tsiflidis

Mr. K. Tsiflidis

Jacobena Angliss Pre-School Director

Mrs. E. Ryan (Maternity leave)

Mrs. A. Booth (Relieving)

Assistants

Mrs. M. Hobson

Mrs. S. Ryan (Resigned)

Pre-School Field Officer

Ms. C. Ingersoll

Parent Adviser to the Hearing Impaired

Ms. E. Panjari (Maternity leave)

Ms. J. Ryan (Relieving)

Administration

Mrs. L. Matheson

Mrs. K. Spry

Relieving Staff

Mrs. S. Darmanin

Mrs. J. Leavold

Mrs. M. L. Qalubau

Ms. M. Steve



Tweddle Staff, 1991

DONATIONS 1990/91

DATE

10.7.90	Lions Club Footscray	\$200.00
23.7.90	Seddon Bowling Club	115.00
24.7.90	Elizabeth Murdoch Trust	500.00
9.8.90	Pethard Tarax Charitable Trust	800.00
16.8.90	Bradmill Textiles	100.00
24.8.90	Royal Victorian Bowling Association	500.00
28.8.90	Meallin Real Estate	10.00
7.9.90	Shire of Gippsland	25.00
19.9.90	Trust Co. of Aust-Estate J.J. Tweddle	672.95
19.9.90	Lord Mayors Fund	305.00
26.9.90	W.M.K. Stephens	100.00
15.10.90	Miss E.M. O'Connell	200.00
11.11.90	D.T. Galt Estate	1 421.68
12.11.90	Tweddle Infant Welfare Association	200.00
13.11.90	Albany Social & Golf Club	120.07
23.11.90	Central Auxiliary	1 750.00
23.11.90	Central Auxiliary	50.00
5.12.90	St John Masonic Lodge	5.00
18.12.90	The Pups	100.00
21.12.90	William Anglis (Victoria)Charitable Fund	12 430.00
2.1.91	7190 Masters Association	500.00
11.1.91	M.C. Hagston	800.00
18.1.91	Estate of G.F. Green	1 535.00
1.2.91	Miss M. Herring	30.00
13.2.91	Sth Kingsville Playgroup	75.00
27.2.91	City of Sunshine Community Chest	650.00
21.3.91	Estate of late J.J. Tweddle	655.33
23.4.91	J. & R. Littlewood Combined Charities	880.00
6.5.91	Ladies Freemason Auxiliary	200.00
9.5.91	R. Auty	10.00
21.5.91	Mrs C. Curthoys	50.00
28.5.91	T.T. Mullin	10.00
29.5.91	Anonymous	9.50
4.6.91	Joe White Bequest	1 000.00
21.6.91	Lord Mayors Fund	9 400.00
21.6.91	Hospitals & Charities Sunday	600.00
25.9.91	Tweddle Central Auxiliary	2 000.00
28.6.91	Trustees of late E. Wilson	1 000.00

\$39 009.53

BECAUSE WE CARE

A Bequest will help Tweddle

FORM OF BEQUEST

I.....give and bequeath unto Tweddle Child & Family Health Service the sum of, free of all duties. I direct that the receipt of the Treasurer or other proper officer of the Hospital shall be sufficient discharge to my Executor for the Bequest, which is to be applied to general purposes for the said organisation.

Signed.....

Dated.....

Witness

Witness

TWEDDLE CHILD & FAMILY HEALTH

and

JACOBENA ANGLISS KINDERGARTEN

TWEDDLE CHILD & FAMILY HEALTH SERVICE

and

JACOBENA ANGLISS KINDERGARTEN

Annual Financial Statements, 1990/91

(AND NOTES FORMING PART OF THE STATEMENT)

TWEDDLE CHILD & FAMILY HEALTH SERVICE
STATEMENT OF SOURCES AND APPLICATIONS OF FUNDS FOR THE YEAR
ENDED 30TH JUNE 1991

<i>Sources of Funds</i>	1990/91 \$	1989/90 \$
FUNDS FROM OPERATIONS		
Gross Inflows of Funds	1417634	1279537
Less Gross Outflows of Funds	1251167	1183843
NET FUNDS FROM OPERATIONS	<u>166467</u>	<u>95694</u>
<i>Contributed Equity</i>		
MINOR CAPITAL WORKS	12000	15873
SPECIAL EQUIPMENT GRANT	44134	0
DONATIONS	39010	46158
	<u>95144</u>	<u>62031</u>
<i>Decrease in Assets</i>		
CURRENT ASSETS		
Cash at Bank	30551	107448
Sundry Debtors & Accrued Revenue	0	3946
	<u>30551</u>	<u>111394</u>
<i>Non Current Assets</i>		
Buildings	0	0
Motor Vehicles	0	0
Investments	20000	0
	<u>20000</u>	<u>0</u>
<i>Increase in Liabilities</i>		
CURRENT LIABILITIES		
Bank Overdraft	13137	0
Accrued Expenses	1819	0
	<u>14956</u>	<u>0</u>
TOTAL SOURCES OF FUNDS	<u><u>327118</u></u>	<u><u>269119</u></u>
<i>Applications of Funds</i>		
<i>Increase in Assets</i>		
CURRENT ASSETS		
Patient Fees Receivable	30680	4233
Stores	219	1428
Sundry Debtors & Accrued Revenue	41400	0
Short Term Investments	112100	181130
Cash At Bank (JAK)	0	7036
	<u>184399</u>	<u>193827</u>
NON CURRENT ASSETS		
Plant & Equipment	69812	15177
Sundry Debtors & Accrued Revenue	311	0
Buildings	8500	11299
Motor Vehicles	0	26052
	<u>78623</u>	<u>52528</u>
<i>Decrease in Liabilities</i>		
CURRENT LIABILITIES		
Creditors	20127	5935
Provision for Master Plan Study	0	16829
	<u>20127</u>	<u>22764</u>
PAYMENT OF LONG SERVICE LEAVE	<u>43969</u>	<u>0</u>
TOTAL APPLICATIONS OF FUNDS	<u><u>327118</u></u>	<u><u>269119</u></u>
<i>Note:</i>		
OPERATING SURPLUS/(DEFICIT)	114812	13666
Plus Depreciation	18880	15307
Plus Provision for Long Service Leave	26631	63810
Plus Loss on Disposal of Plant	6144	0
Plus Provision for Annual Leave	0	14805
Less Profit on Sale of Assets	0	-11894
	<u><u>166467</u></u>	<u><u>95694</u></u>

TWEDDLE CHILD & FAMILY HEALTH SERVICE
BALANCE SHEET AS AT 30TH JUNE 1991

	NOTE	HOSPITAL \$	KINDERGARTEN \$	TOTAL 1991 \$	TOTAL 1990 \$
Equity					
CAPITAL					
Contributed Capital		600349	0	600349	505205
RESERVES					
Endowment Fund Reserve		163361	0	163361	163361
Research and Development Reserve		253113	0	253113	253113
		416474	0	416474	416474
Retained Surplus/(Accumulated Deficit)		33670	2452	36122	-78690
TOTAL EQUITY		1050493	2452	1052945	842989
Current Liabilities					
BANK OVERDRAFT	16	13137	0	13137	0
CREDITORS	2	2061	0	2061	22188
ACCRUED EXPENSES	4	115905	0	115905	114086
PROVISION FOR LONG SERVICE LEAVE	3	10400	0	10400	43380
TOTAL CURRENT LIABILITIES		141503	0	141503	179654
Non Current Liabilities					
PROVISION FOR LONG SERVICE LEAVE	3	80348	0	80348	64706
TOTAL NON CURRENT LIABILITIES		80348	0	80348	64706
TOTAL LIABILITIES		221851	0	221851	244360
TOTAL LIABILITIES & EQUITY		1272344	2452	1274796	1087349
Current Assets					
CASH AT BANK AND ON HAND	16	0	2452	2452	33003
PATIENT FEES RECEIVABLE	5	42516	0	42516	11836
STORES	6	3944	0	3944	3725
SUNDRY DEBTORS & ACCRUED REVENUE	7	45479	0	45479	4079
SHORT TERM INVESTMENTS	8	730836	0	730836	618736
TOTAL CURRENT ASSETS		822775	2452	825227	671379
Non Current Assets					
INVESTMENTS	8	0	0	0	2000
SUNDRY DEBTORS & ACCRUED REVENUE	7	311	0	311	0
LAND	9	65000	0	65000	65000
BUILDINGS	9	276896	0	276896	277612
PLANT & EQUIPMENT	9	90419	0	90419	30553
MOTOR VEHICLES	9	16943	0	16943	22805
TOTAL NON CURRENT ASSETS		449569	0	449569	415970
TOTAL ASSETS		1272344	2452	1274796	1087349

CONSOLIDATED STATEMENT OF CHANGES IN EQUITY FOR THE
YEAR ENDED 30TH JUNE 1991

	NOTE	CONTRIBUTED CAPITAL \$	FUNDS HELD FOR RESTRICTIVE PURPOSE \$	FUNDS HELD IN PERPETUITY \$	RESERVES \$	RETAINED SURPLUS/ (ACCUMULATED DEFICIT) \$	CONSOLIDATED TOTAL 1990/91 \$	CONSOLIDATED TOTAL 1989/90 \$
BALANCE AT BEGINNING OF THE YEAR		505205			416474	-78690	842989	767292
SURPLUS/(DEFICIT) FOR THE YEAR						114812	114812	13666
CAPITAL RECEIPTS								
Minor Capital Works Grant	10	12000					12000	15873
Special Equipment Grant	10	44134					44134	0
Donations	1.10	39010					39010	46158
BALANCE AT END OF YEAR		600349	0	0	416474	36122	1052945	842989

TWEDDLE CHILD & FAMILY HEALTH SERVICE
REVENUE AND EXPENSE STATEMENT FOR YEAR ENDED 30TH JUNE 1991

	NOTES	HOSPITAL	KINDERGARTEN	TOTAL 1990/91	TOTAL 1989/90
<i>Operating Revenue Providing Fund Inflows</i>		\$	\$	\$	\$
<i>Health Service Agreement/Budget Sector</i>					
GOVERNMENT GRANTS					
Hospital	10	1089603	13070	1102673	987226
Foots/Sunshine Child & Fam. Health Ser.	10	26605	0	26605	22008
INDIRECT CONTRIBUTIONS BY HEALTH DEPARTMENT VICTORIA					
PATIENT FEES	11	10791	0	10791	0
KINDERGARTEN FEES	5	150902	0	150902	109165
OTHER REVENUE	12	0	7750	7750	11458
		14466	3438	17904	15980
<i>Services Supported by Hospital & Community Initiatives</i>					
RENTAL PROPERTY INCOME		19726	0	19726	22075
INTEREST		81236	0	81236	89855
OTHER INCOME	13	47	0	47	21770
TOTAL OPERATING REVENUE PROVIDING FUND INFLOWS		1393376	24258	1417634	1279537
<i>Less Operating Expenses Requiring Fund Outflows</i>					
<i>Health Service Agreement/Budget Sector</i>					
DIRECT PATIENT CARE SERVICES	14	689424	17092	706516	654132
DIAGNOSTIC & MEDICAL SUPPORT SERVICES					
Hospital	14	26599	0	26599	31671
Foots/Sunshine Child & Fam. Health Ser.	14	23516	0	23516	22595
ADMINISTRATION	14	180162	3685	183847	164176
ENGINEERING & MAINTENANCE	14	62610	6568	69178	84190
DOMESTIC AND CATERING SERVICES	14	159818	182	160000	157761
CORPORATE COSTS FUNDED BY HDV	14	10791	0	10791	0
WORKCARE & SUPERANNUATION	14	56428	0	56428	48902
<i>Services Supported by Hospital & Community Initiatives</i>					
RENTAL PROPERTY EXPENSES (RATES)		1042	7468	8510	575
OTHER		5782	0	5782	19841
TOTAL OPERATING EXPENSES REQUIRING FUND OUTFLOWS		1216172	34995	1251167	1183843
OPERATING SURPLUS/(DEFICIT) ATTRIBUTABLE TO FUND ITEMS		177204	-10737	166467	95694
OPERATING REVENUE NOT PROVIDING FUND INFLOWS PROFIT ON SALE OF NON CURRENT ASSETS					
		0	0	0	11894
LESS OPERATING EXPENSES NOT REQUIRING FUND OUTFLOWS					
Loss on Plant Scrapped		6144	0	6144	0
Depreciation		18880	0	18880	15307
Long Service Leave		26631	0	26631	40287
Abnormal Item Employee Entitlements		0	0	0	38328
		51655	0	51655	93922
OPERATING SURPLUS/(DEFICIT) ATTRIBUTABLE TO NON FUND ITEMS		-51655	0	-51655	-82028
OPERATING SURPLUS/(DEFICIT) FOR YEAR		125549	-10737	114812	13666
RETAINED SURPLUS (ACCUMULATED DEFICIT) AT 1ST JULY 1990					
Hospital		-91292	13189	-78103	-92356
Foots/Sunshine Child & Fam. Health Ser.		-587	0	-587	0
RETAINED SURPLUS (ACCUMULATED DEFICIT) AT 30TH JUNE, 1991		33670	2452	36122	-78690

TWEDDLE CHILD & FAMILY HEALTH SERVICE

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE 1991

NOTE 1. STATEMENT OF ACCOUNTING POLICIES

The Financial Statements of the Tweddle Child & Family Health Service have been prepared in accordance with the provisions of the Annual Reporting Act 1983 and the Annual Reporting (Contributed Income Sector) Regulations 1988 as amended. The Accounting Standards issued jointly by the Institute of Chartered Accountants in Australia and the Australian Society of Certified Practising Accountants have been complied with where applicable.

1.1 Accrual Basis

In accordance with Regulations, the accrual basis of accounting has been used with revenues and expenses recognised as they are incurred and brought to account in the period to which they relate.

1.2 Historical Cost

The Financial Statements have been prepared on a historical cost basis whereby assets are recorded at cost and do not take into account changing money values nor the current cost of non-current assets (unless specifically stated).

1.3 Rounding Off

All amounts shown in Financial Statements are expressed to the nearest dollar.

1.4 Investment

Investments are valued at cost and are classified between current and non current assets based on the Hospital Board of Management's intentions at balance date with respect to timing of disposal of each investment. Interest revenue from investments is brought to account on an accrual basis.

1.5 Depreciation

As from the 1st July 1990 Fixed Assets with a value in excess of \$1,000.00 have been capitalised and depreciation has been provided so as to allocate the cost over their estimated useful lives using the straight line method. This depreciation charge is not funded by the Health Department Victoria. Previously assets with a value of \$500 were capitalized. Freehold land is recorded at valuation made by council on 22.4.1965. Other lands and buildings are recorded at cost.

The Annual Reporting (Contributed Income Sector) Regulations require buildings to be depreciated in accordance with Australian Accounting Standard AAS4 "Depreciation of Non Current Assets". The depreciation charge attributable to buildings is reported in the revenue and expense statement.

1.6 Stores

Inventories are stated in the Balance Sheet at cost. Cost is determined principally by first-in, first-out method.

1.7 Employee Entitlements

Long Service Leave

Provision for Long Service Leave is made on a pro-rata basis for all employees who have completed five or more years of service.

Generally, the entitlement under various awards becomes payable on a pro-rata basis upon completion of ten years service.

The proportion of Long Service Leave estimated to be payable within the next financial year is included in the balance sheet under current liabilities. The balance of the provision is classified as a non current liability.

Annual Leave

The hospital's accrued liability for annual leave at 30th June, 1991 is classified as a current liability.

Accrued Days Off

The hospital's obligation in respect of accrued days off not yet taken at 30th June 1991 is classified as a current liability.

1.8 Jacobena Angliss Kindergarten

The JAK is managed by the Hospital Board of Management and is funded by Community Services, Victoria.

A separate Balance Sheet and Revenue and Expenditure Statement have been prepared for the Jacobena Angliss Kindergarten which are consolidated with the accounts of Tweddle Child & Family Health Service.

1.9 Footscray/Sunshine Child and Family Health Service

Allied Health team is an HDV program operated from Tweddle Child and Family Health Service premises.

Tweddle supports this program by being the employing body of a staff member in the administration area.

1.10 Donations

Donations for capital purposes are recognised as Contributed Capital in the Balance Sheet and Consolidated Statement of Changes in Equity.

1.11 Changes in Reporting Requirements

The format of the Revenue and Expense Statement has changed for the 1990/91 year in accordance with the amendments to Regulations and comparative figures for 1989/90 are restated in the new format.

The deficit for the year ended 30th June, 1990 has been adjusted for donations and minor capital works. These items previously treated as revenue are now shown as an increase in contributed capital.

	\$
HOSPITAL Accumulated surplus (deficit) 30.6.90	(29,848)
JAK Accumulated surplus (deficit) 30.6.90	13,189
Less minor capital works grant	15,873
Less donations	46,158
	<u>(78,690)</u>

1.12 Fund Accounting

The hospital operates on a fund accounting basis and maintains two funds, operating and capital funds. The Hospital's Capital Fund comprises of unspent capital donations and receipts from fund raising activities conducted solely in respect of this fund. Separation of this fund from the Operating Fund is required under the Health Services Act 1988.

1.13 Health Services Agreement/Budget Sector and Services supported by Hospitals and Community Initiatives

The activities classified under the Health Services Agreement/Budget Sector are affected by Health Department Victoria funding while the Hospital and Community initiatives are funded by the Hospital's own activities or local initiatives.

1.14 Revenue Recognition

Revenue is recognised at the time when goods are sold or services rendered.

1.15 Non-current Assets

The gross proceeds of sale of non current assets have been included as operating revenue providing fund inflows while the written down value of the assets sold has been shown as an operating expense requiring fund outflows.

NOTE 2:**CREDITORS & BORROWINGS**

	Less than 1 yr	1 - 2 yrs	2 - 5 yrs	Greater than 5 yrs	Total 1991	Total 1990
	\$	\$	\$	\$	\$	\$
Creditors	2061	—	—	—	2061	22188

NOTE 3:**PROVISION FOR LONG SERVICE LEAVE**

	Current	Non-Current	Total 1991	Total 1990
	\$	\$	\$	\$
Long Service Leave	10400	80348	90748	108086

NOTE 4:**ACCRUED EXPENSES**

	1991	1990
	\$	\$
Annual Leave	77176	66764
Accrued Days Off	1176	1283
Master Plan Study	—	276
Salaries & Wages	31821	40529
Other	5732	5234
TOTAL	115905	114086

NOTE 5:**PATIENT FEES**

	Patient Fees Raised		Patient Fees Receivable	
	1990/91	1989/90	1991	1990
	\$	\$	\$	\$
Inpatients	150902	109165	43727	13047
Less provision for doubtful debts			1211	1211
Net patient fees receivable			42516	11836

NOTE 6:**STORES**

	1991	1990
	\$	\$
Pharmaceuticals	988	1083
Domestic Supplies	2547	2375
Administration Stores	409	267
TOTAL	3944	3725

NOTE 7:**DEBTORS AND ACCRUED REVENUE**

	Less than 1 yr	1 - 2 yrs	2 - 5 yrs	Greater than 5 yrs	Total 1990/91	Total 1989/90
	\$	\$	\$	\$	\$	\$
Sundry Debtors	1379	311	—	—	1690	3910
Accrued Revenue	44100	—	—	—	44100	169
TOTAL	45479	311	—	—	45790	4079

NOTE 8:**INVESTMENTS**

	Operating Fund	Capital Fund	Total 1991	Total 1990
	\$	\$	\$	\$
<i>Current Investments at Cost</i>				
Bank Bills	—	594051	594051	549859
On Call Investment	26141	90644	116785	68877
Debentures	—	20000	20000	—
	26141	704695	730836	618736
<i>Non Current Investments, at Cost</i>				
Debentures	—	—	—	2000
TOTAL	26141	704695	730836	638736

NOTE 9:**NON-CURRENT ASSETS**

	At Cost/ Valuation 30.6.91 \$	Depreciation 1990/91 \$	Accumulated Depreciation at 30.6.91 \$	Net Assets 30.6.91 \$	Net Assets 30.6.90 \$
Land					
<i>At Valuation</i>					
Freehold land at valuation made by council on 22.4.65	42500	—	—	42500	42500
<i>At Cost</i>					
Land under trusteeship	22500	—	—	22500	22500
TOTAL	65000	—	—	65000	65000
Buildings					
<i>At Cost</i>					
Old Hospital	2400	—	2150	250	250
New Hospital on land under trusteeship	145063	3627	45308	99755	103381
New Hospital on freehold land	232096	5589	69485	162611	159701
Pre-School Centre	14280	—	—	14280	14280
	<u>393839</u>	<u>9216</u>	<u>116943</u>	<u>276896</u>	<u>277612</u>
Plant & Equipment	<u>100655</u>	<u>3802</u>	<u>10236</u>	<u>90419</u>	<u>30553</u>
Motor Vehicles	<u>26052</u>	<u>5862</u>	<u>9109</u>	<u>16943</u>	<u>22805</u>

NOTE 10:**GOVERNMENT GRANTS**

	Hospital \$	JAK \$	Footscray Sunshine C&F H.S. \$	Total 1990/91 \$	Total 1989/90 \$
HDV Ordinary Grants	1089603	—	26605	1116208	996511
Grants received from other State Departments					
Family Allowances	—	—	—	—	312
Job Start Subsidy	—	—	—	—	1800
Community Services Victoria	—	13070	—	13070	10611
Total Operating Grants	<u>1089603</u>	<u>13070</u>	<u>26605</u>	<u>1129278</u>	<u>1009234</u>
Capital Grants	<u>56134</u>	<u>—</u>	<u>—</u>	<u>56134</u>	<u>—</u>
Total Grants Earned	<u>1145737</u>	<u>13070</u>	<u>26605</u>	<u>1185412</u>	<u>1009234</u>

Capital Grants

Grants for capital purposes are included in the statement of changes in equity and are included in the balance sheet as contributed capital.

	\$
Minor Capital Works used for capital purposes	12000.00
Special Equipment Grant used for capital purposes	44134.00
	<u>56134.00</u>

NOTE 11:**INDIRECT CONTRIBUTIONS BY HDV**

The Health Department Victoria makes certain payments on behalf of the hospital. These amounts have been brought to account in determining the operating result for the year by recording them as non-cash revenue and expenses.

	1990/91 \$	1989/90 \$
Health Computing Services	1741	—
Audit Fees	3690	—
Industrial Relations	351	—
Insurance	5009	—
Total	<u>10791</u>	<u>—</u>

NOTE 12: OTHER REVENUE — HEALTH SERVICES AGREEMENT

	Hospital \$	JAK \$	Total 1990/91 \$	Total 1989/90 \$
Work Experience	141	—	141	140
Board & Lodging	253	—	253	210
Interest	7474	—	7474	10039
Other	6598	3438	10036	5591
Total	<u>14466</u>	<u>3438</u>	<u>17904</u>	<u>15980</u>

NOTE 13: OTHER REVENUE — HOSPITAL AND COMMUNITY INITIATIVES

	1990/91	1989/90
	\$	\$
Proceeds from Sale of non-current assets	—	21770
Other	47	—
Total	47	21770

The profit on sale of non current assets for year ended the 30th June, 1990 was \$11894.

NOTE 14: OPERATING EXPENSES

	Hospital	JAK	Footscray Sunshine C&F H.S.	Total 1990/91	Total 1989/90
	\$	\$	\$	\$	\$
1. Direct Patient Care Services					
Wards	689424	—	—	689424	640690
Kindergarten	—	17092	—	17092	13442
	<u>689424</u>	<u>17092</u>	<u>—</u>	<u>706516</u>	<u>654132</u>
2. Diagnostic and Medical Support Services					
Pharmacy	4095	—	—	4095	3466
Allied Health	22504	—	—	22504	28205
Footscray/Sunshine C&FHS	—	—	23516	23516	22595
	<u>26599</u>	<u>—</u>	<u>23516</u>	<u>50115</u>	<u>54266</u>
3. Administration					
General Administration	176297	3685	—	179982	159737
Bad Debts	3865	—	—	3865	4439
	<u>180162</u>	<u>3685</u>	<u>—</u>	<u>183847</u>	<u>164176</u>
4. Engineering & Maintenance					
Engineering	33689	4817	—	38506	59358
Power, light, heat	28921	1751	—	30672	24832
	<u>62610</u>	<u>6568</u>	<u>—</u>	<u>69178</u>	<u>84190</u>
5. Domestic & Catering Services					
Food	74964	94	—	75058	71247
Domestic	65114	88	—	65202	66477
Linen/Laundry	16409	—	—	16409	19663
Uniforms	3331	—	—	3331	374
	<u>159818</u>	<u>182</u>	<u>—</u>	<u>160000</u>	<u>157761</u>
6. Corporate cost funded by HDV.					
HCS	1741	—	—	1741	—
Audit fees	3690	—	—	3690	—
Industrial Relations	351	—	—	351	—
Insurance	5009	—	—	5009	—
	<u>10791</u>	<u>—</u>	<u>—</u>	<u>10791</u>	<u>—</u>
7. Workcare & Superannuation					
Workcare	13328	—	—	13328	17692
Superannuation	43100	—	—	43100	31210
	<u>56428</u>	<u>—</u>	<u>—</u>	<u>56428</u>	<u>48902</u>
TOTAL OPERATING EXPENSES	1185832	27527	23516	1236875	1163427

The loss on non current assets scrapped for the year ended 30th June, 1991 was \$6144

NOTE 15: UNFUNDED SUPERANNUATION LIABILITY

- (i) the hospital contributes to the Hospital's Superannuation Board.
- (ii) the notional share of unfunded superannuation liability is \$M0.193.
- (iii) the amount of total contributions made by the hospital to the Hospital's Superannuation Board during the year ended 30th June, 1991 is \$43,100.32.
- (iv) the amount of contributions outstanding in respect of the year ended 30th June, 1991 were \$292.23.
- (v) contributions are paid in accordance with the Hospital's Superannuation Act 1988.

NOTE 16: CASH AT BANK AND ON HAND

	1991	1990
	\$	\$
Hospital		
Cash at Hand	250	250
Capital Bank Account	13421	40873
Operating Bank Account	(26808)	(21309)
	<u>(13137)</u>	<u>(19814)</u>
Kindergarten		
Operating Bank Account	2452	13189
TOTAL	10685	33003

CERTIFICATION

In our opinion the financial statements of the Tweddle Child & Family Health Service comprising statement of sources and application of funds, balance sheet, consolidated statement of changes in equity, revenue and expense statement and notes to the financial statements have been prepared in accordance with the provisions of the Annual Reporting Act 1983 and the Annual Reporting (Contributed Income Sector) Regulations 1988 as amended.

In our opinion the financial statements present fairly the financial transactions for the year ended 30 June 1991 and the financial position as at that date of the Tweddle Child & Family Health Service.

At the date of signing the financial statements we are not aware of any circumstances which would render any particulars included in the statements to be misleading or inaccurate.

DR. N.W.J. HOCKING *Chairperson*

MRS. R. LAUNDER *Member*

MS. B. HASSOLD *Chief Executive Officer*

MS. E. GRAY *Principal Accounting Officer*

Dated the 28th day of August 1991

AUDITOR-GENERAL'S REPORT

The accompanying financial statements comprising revenue and expense statement, balance sheet, statement of sources and applications of funds, consolidated statement of changes in equity and notes to the financial statements of the Tweddle Child and Family Health Service have been audited as required by the *Annual Reporting Act 1983* and in accordance with Australian Auditing Standards.

In my opinion, the financial statements comply, in all material respects, with the requirements of the *Annual Reporting Act 1983* and present fairly the state of the affairs of the Tweddle Child and Family Health Service as at 30 June 1991 and the results of its operations for the year ended on that date in accordance with Statements of Accounting Concepts and Australian Accounting Standards.

C.A. Baragwanath
Auditor-General

TWEDDLE CHILD & FAMILY HEALTH SERVICE TREASURER'S REPORT

Another financial year has come to a close. Another of struggling to maintain costs within the budget. I have had to rely once again on the valiant efforts of the Chief Executive Officer, Ms Betty Hassold, and Financial Director, Ms Elsie Gray. I must thank them for their devotion to duty. They were able to keep the budget under control and prevent it blowing out.

Due to the economic situation costs escalated. Investment interest received was less this year as interest rates dropped. Less donations were received this year.

It is hoped that the proposed reduction in funding will not cause hardship or a drop in services.

As this is my last report I sincerely wish the Tweddle Child & Family Health Service and Jacobena Angliss Kindergarten all the best for the future. I thank everybody for their help and cooperation also for allowing me to be part of the action over the years.

Mr. Hambly
Treasurer.