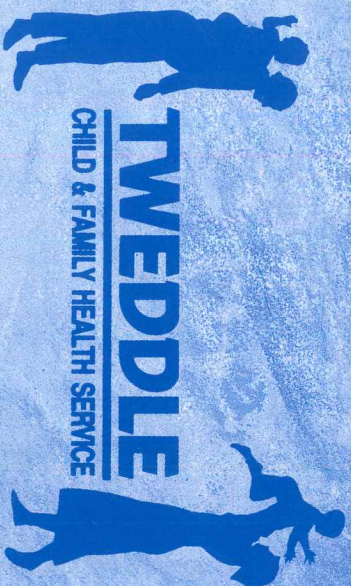
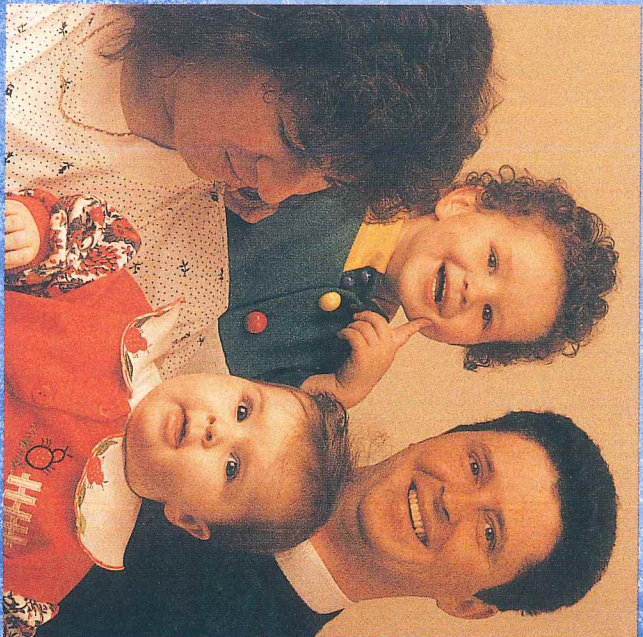
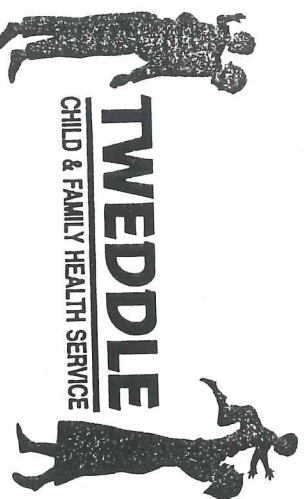


74th ANNUAL REPORT 1994.

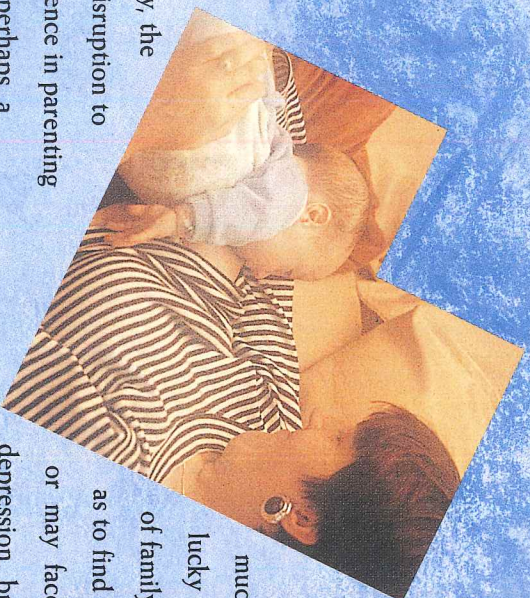


Over 70 years of understanding parents and children



ANNUAL FINANCIAL STATEMENTS

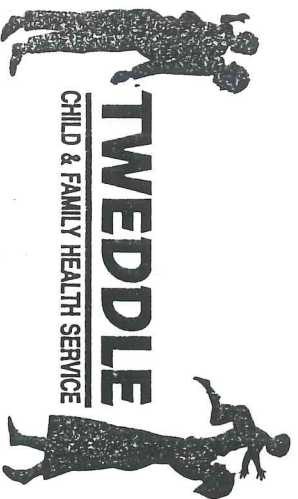
Many new parents experience difficult times during the first few years. The causes are varied... the stress of having a new-born baby, the pressure of a growing family, lack of sleep, disruption to routines, financial problems, a lack of confidence in parenting



skills, or perhaps a continuing worry about their ability to cope with major lifestyle changes. Loving support and advice is very

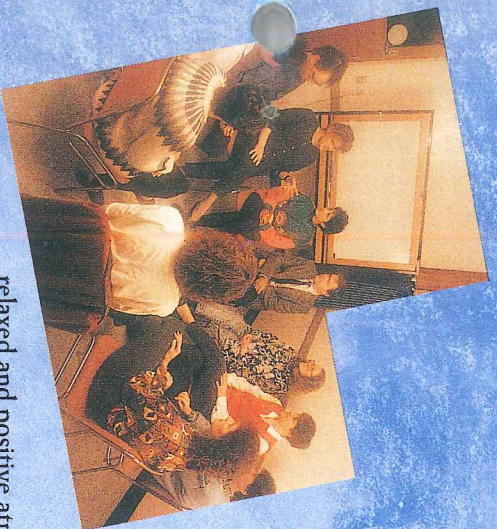
much needed, and many new parents are lucky enough to find it through their network of family and friends. Others aren't so fortunate as to find that support through their own network, or may face added pressures such as post-natal depression, breast-feeding difficulties, a baby with sleeping problems or a toddler with behavioural problems. This is where Tweddle Child and Family Health Service can help. Tweddle provides a domestic, home-like and very comfortable atmosphere. The staff are family nurse





74TH ANNUAL REPORT

1994

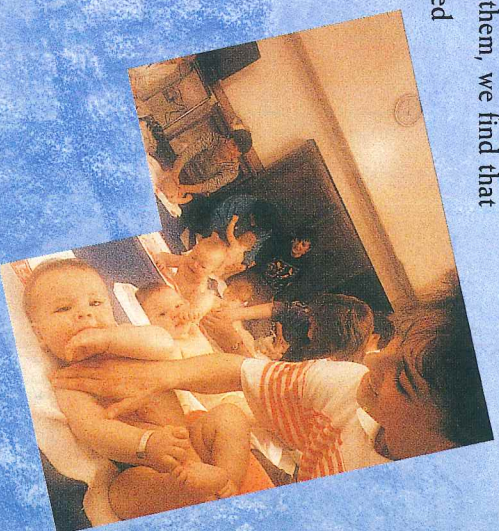


relaxed and positive atmosphere. **O**ur approach to each day is flexible. From a range of daily activities, parents are able to choose those which will best help them and their children. **T**hese might include group discussions with other

practitioners who provide caring and expert guidance so parents can arrive at the right solutions

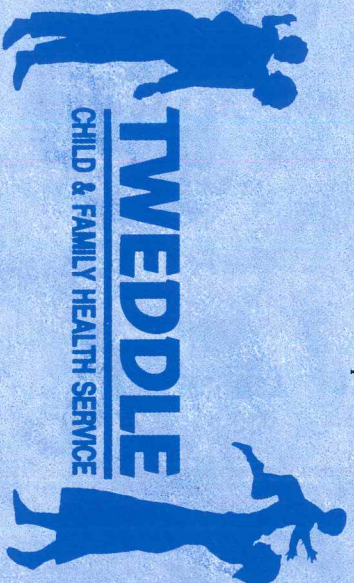
for their family in a relaxed and positive atmosphere. **O**ur approach to each day is flexible. From a range of daily activities, parents are able to choose those which will best help them and their children. **T**hese might include group discussions with other

parents and an expert leader. **O**ne-on-one time with their family nurse. Assistance with breast-feeding, milk preparation or cooking. Exercise and relaxation classes. Assertiveness training. Baby massage. Play time with their children in our restful gardens. **B**ecause we accommodate a relatively small number of parents and children at any one time, and work closely with them, we find that most people need stay with us less than a week.





Tweddle has been operating for 72 years, and is a dynamic, forward-looking organisation with a clear future directions plan.



Over 70 years of understanding parents and children

398 BARKLY STREET FOOTSCRAY VICTORIA 3011
TELEPHONE (03) 689 1577 FACSIMILE (03) 689 1922



ANNUAL FINANCIAL STATEMENTS

(INCLUDING NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS)

1993-94

TWEDDLE CHILD AND FAMILY HEALTH SERVICE**REVENUE AND EXPENSE STATEMENT FOR THE YEAR ENDED 30 JUNE 1994**

	Note	Total 1993-94 \$	Total 1992-93 \$
OPERATING REVENUE PROVIDING FUND INFLOWS			
<u>Services supported by Health Services Agreement</u>			
Government grants			
-Hospital	11	849,600	924,497
-Footscray / Sunshine Child and Family Health Service	11	23,605	26,078
Indirect contributions by H&CS	12	15,197	16,110
Patient fees	5	520,304	428,943
Interest		7,609	14,066
Other revenue	13	18,553	3,408
Abnormal item -Voluntary departure package grant	16	0	18,890
<u>Services supported by Hospital and Community Initiatives</u>			
Rental		16,986	14,526
Interest		44,224	53,415
Other revenue	14	602	60,688
TOTAL OPERATING REVENUE PROVIDING FUND INFLOWS		1,496,680	1,560,621
LESS OPERATING EXPENSES REQUIRING FUND OUTFLOWS			
<u>Services supported by Health Services Agreement</u>			
Direct patient care		795,179	736,281
Diagnostic & medical support services			
-Hospital		35,331	34,163
-Footscray/Sunshine Child and Family Health Service		24,106	24,865
Administration and quality assurance		277,683	245,790
Engineering & maintenance		51,671	95,392
Domestic and catering services		127,611	95,825
Corporate costs funded by H&CS		15,197	16,110
WorkCover & superannuation		91,340	97,879
Abnormal item - Voluntary departure package		0	12,637
<u>Services supported by Hospital and Community Initiatives</u>			
Rental Property Expenses		765	0
Other		10,862	45,143
TOTAL OPERATING EXPENSES REQUIRING FUND OUTFLOWS		1,429,745	1,404,085
OPERATING SURPLUS PROVIDING FUND INFLOWS		66,935	156,536

This statement should be read in conjunction with the accompanying notes.

TWEDDLE CHILD AND FAMILY HEALTH SERVICE

REVENUE AND EXPENSE STATEMENT
FOR THE YEAR ENDED 30 JUNE 1994 (CONTINUED)

	Note	Total 1993-94 \$	Total 1992-93 \$
Less Operating expenses not requiring fund outflows			
Depreciation		42,695	32,967
Long service leave		35,043	24,909
Loss on plant scrapped		0	295
		<hr/> 77,738	<hr/> 58,171
OPERATING (DEFICIT) NOT REQUIRING FUND OUTFLOWS		(77,738)	(58,171)
Operating surplus (deficit) for the year		(10,803)	98,365
Retained surplus at 1 July			
-Hospital		195,425	98,273
-Footscray / Sunshine Child & Family Health Service		2,020	807
Retained surplus at 30 June		<hr/> 186,642	<hr/> 197,445

This statement should be read in conjunction with the accompanying notes.

TWEDDLE CHILD AND FAMILY HEALTH SERVICE**BALANCE SHEET AS AT 30 JUNE 1994**

	Note	Total 1994 \$	Total 1993 \$
EQUITY			
Capital			
Contributed capital		684,368	643,998
Reserves			
Endowment fund reserve		163,361	163,361
Research and development reserve		253,113	253,113
Asset revaluation reserve		767,594	0
Reserves		1,184,068	416,474
Retained surplus		186,642	197,445
TOTAL EQUITY		2,055,078	1,257,917
CURRENT LIABILITIES			
Bank overdraft	18	56,467	34,593
Creditors	2	42,187	114,702
Accrued expenses	4	92,628	84,262
Provision for long service leave	3	64,590	8,300
TOTAL CURRENT LIABILITIES		255,872	241,857
NON-CURRENT LIABILITIES			
Provision for long service leave	3	38,734	74,906
TOTAL NON-CURRENT LIABILITIES		38,734	74,906
TOTAL LIABILITIES		294,606	316,763
TOTAL EQUITY AND LIABILITIES			
CURRENT ASSETS			
Cash at bank and on hand	18	22,993	0
Patient fees receivable	5	54,785	53,313
Stores	6	6,294	6,175
Debtors and accrued revenue	7	15,860	39,845
Investments	8	839,829	747,952
TOTAL CURRENT ASSETS		939,761	847,285
NON-CURRENT ASSETS			
Investments	8	0	150,000
Land	9	560,000	65,000
Buildings	9	750,094	404,272
Plant & equipment	9	89,666	92,608
Motor vehicles	9	10,163	15,515
TOTAL NON-CURRENT ASSETS		1,409,923	727,395
TOTAL ASSETS		2,349,684	1,574,680

This statement should be read in conjunction with the accompanying notes.

TWEDDLE CHILD AND FAMILY HEALTH SERVICE

CONSOLIDATED STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 1994

	Note	Contributed Capital	Endowment fund reserve	Research and development reserve	Asset revaluation reserve	Retained Surplus	Total 1993-94	Total 1992-93
		\$	\$	\$	\$	\$	\$	\$
Balance at 1 July		643,998	163,361	253,113	0	197,445	1,257,917	1,138,046
Surplus \ (Deficit) for the year						(10,803)	(10,803)	98,365
Capital receipts								
Donations	(j)	25,969					25,969	21,506
Minor capital works		14,400					14,400	
Transfers to reserves	10				767,594		767,594	
Balance at 30 June		684,367	163,361	253,113	767,594	186,642	2,055,077	1,257,917

This statement should be read in conjunction with the accompanying notes.

TWEDDLE CHILD AND FAMILY HEALTH SERVICE**STATEMENT OF CASH FLOWS FOR THE REPORTING PERIOD ENDED 30 JUNE 1994**

	Note	Total 1993-94 Inflows/ (Outflows) \$	Total 1992-93 Inflows/ (Outflows) \$
CASH FLOWS FROM OPERATING ACTIVITIES			
<u>Services Supported by Health Services Agreement</u>			
RECEIPTS			
Government Grants	21	792,628	917,840
Patient Fees		473,893	399,704
Interest		8,776	13,850
Other receipts		39,961	22,369
PAYMENTS			
Salaries & Wages		(1,034,414)	(1,024,093)
Other		(324,161)	(363,751)
<u>Services Supported by Hospital and Community Initiatives</u>			
RECEIPTS			
Capital Grants		14,400	0
Donations		25,970	21,506
Interest		47,611	48,804
Rental Property Income		16,986	14,526
Other Revenue		602	37,248
PAYMENTS			
Other		(11,627)	(45,143)
NET CASH USED IN OPERATING ACTIVITIES	20	50,625	42,860
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for purchase of property, plant & equipment		(107,629)	(163,425)
Increase/Reduction in Investments		240,871	(106,591)
NET CASH USED IN INVESTING ACTIVITIES		133,242	(270,016)
NET INCREASE/DECREASE IN CASH HELD		183,867	(227,156)
CASH AT 1 JULY	19	42,010	269,166
CASH AT 30 JUNE	19	225,877	42,010

This Statement should be read in conjunction with the accompanying notes.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 1994

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. These regulations incorporate by reference relevant accounting standards issued jointly by the Institute of Chartered Accountants in Australia and the Australian Society of Certified Practising Accountants.

(a) Accrual Basis

Except where otherwise stated, these financial statements have been prepared on the accrual basis whereby revenues and expenses are recognised when they are earned or incurred, and are brought to account in the period to which they relate.

(b) Historical Cost Basis

The financial statements have been prepared on the historical cost basis whereby assets are recorded at purchase price plus costs incidental to the acquisition cost and do not take into account changing money values nor the current cost of non-current assets (unless specifically stated).

(c) Rounding Off

All amounts shown in the financial statements are expressed to the nearest dollar.

(d) Investments

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 when it is earned.

(e) Depreciation

Assets with a cost in excess of \$1,000 are capitalised and depreciation has been provided on depreciable assets so as to allocate their cost (or valuation) over their estimated useful lives using the straight-line method. This depreciation charge is not funded by the Department of Health & Community Services Victoria.

Land and buildings are recorded at valuation made by the Valuer General on 28.4.94. Subsequent additions to buildings are 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 normal yearly depreciation charge attributable to buildings is reported in the revenue and expense statement.

Capital works in progress are not depreciated until works are completed and operational.

(f) Stores

Stores are valued at the lower of cost and net realisable value. Cost is determined principally by the first-in, first-out method.

(g) Employee Entitlements

Based on pay rates current at balance date

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 1994

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 a current liability. The balance of the provision is classified as a non-current liability.

Annual Leave

The hospital's accrued liability for employee annual leave at 30 June 1994 is classified as a current liability and included in accrued expenses.

Accrued Days Off

The hospital's obligation in respect of accrued days off not yet taken at 30 June 1994 is classified as a current liability and included in accrued expenses.

Other Leave

All other leave is paid as incurred and as such is not accrued.

(h) Footscray/Sunshine Child and Family Health Service (C&FHS)

Allied Health Team is a Health & Community Services 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.

(i) Donations

Donations for capital purposes are recognised as contributed capital.

(j) Fund Accounting

The hospital operates on a fund accounting basis and maintains two funds: Operating and Capital Funds. The hospital's Capital Fund includes 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.

(k) Services Supported by Health Services Agreement and Services Supported by Hospital and Community Initiatives

The activities classified under the Services Supported by Health Services Agreement are affected by the Department of Health & Community Services funding while the Hospital and Community initiatives are funded by the Hospital's own activities or local initiatives.

(l) Revenue Recognition

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

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 1994

(m) 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 expenses requiring fund outflows.

NOTE 2 CREDITORS & BORROWINGS

	Less than 1 Year	1 to 2 Years	2 to 5 Years	Greater than 5 Years	Total 1994	Total 1993
	\$	\$	\$	\$	\$	\$
Creditors*	<u>42,187</u>	-	-	-	<u>42,187</u>	<u>114,702</u>

* Creditors includes an amount for \$28900 which relates to provisional year end adjustment, that is, the amount owed to finalize hospital funding based on performance during the year under Health Service Agreement.

NOTE 3 PROVISION FOR LONG SERVICE LEAVE

	Current	Non- Current	Total 1994	Total 1993
	\$	\$	\$	\$
Long Service Leave	<u>64,590</u>	<u>38,734</u>	<u>103,324</u>	<u>83,206</u>

NOTE 4 ACCRUED EXPENSES

	1994	1993
	\$	\$
Annual leave	77,127	72,100
Accrued days off	901	993
Salaries & wages	12,196	8,129
Other	<u>2,404</u>	<u>3,040</u>
Total	<u>92,628</u>	<u>84,262</u>

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 1994

NOTE 5 PATIENT FEES

	Patient fees raised		Patient fees receivable	
	1993-94	1992-93	1994	1993
	\$	\$	\$	\$
Inpatients	<u>520,303</u>	<u>428,943</u>	73,485	54,963
Less provision for doubtful debts			<u>(18,700)</u>	<u>(1,650)</u>
Net patient fees receivable			<u>54,785</u>	<u>53,313</u>

NOTE 6 STORES

	1994	1993
	\$	\$
Pharmaceuticals	1,855	2,173
Domestic supplies	3,550	3,026
Administration stores	<u>889</u>	<u>976</u>
Total	<u>6,294</u>	<u>6,175</u>

NOTE 7 DEBTORS AND ACCRUED REVENUE

	Less than 1 year	Greater than 1 year less than 2 years	Greater than 2 years less than 5 years	Greater than 5 years	Total 1993-94	Total -1992-93
	\$	\$	\$	\$	\$	\$
Accrued revenue	<u>15,860</u>	-	-	-	<u>15,860</u>	<u>39,845</u>
Total	<u>15,860</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>15,860</u>	<u>39,845</u>

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 1994

NOTE 8 INVESTMENTS

	Operating Fund	Capital Fund	Total 1994	Total 1993
	\$	\$	\$	\$
Current				
Investments				
Bank bills	-	430,478	430,478	381,349
On call investment	141,579	117,772	259,351	76,603
Debentures	-	<u>150,000</u>	<u>150,000</u>	<u>290,000</u>
	<u>141,579</u>	<u>698,350</u>	<u>839,829</u>	<u>747,952</u>
Non-current				
Investments				
Debentures	<u>-</u>	<u>-</u>	<u>-</u>	<u>150,000</u>
Total	<u>141,579</u>	<u>698,250</u>	<u>839,829</u>	<u>897,952</u>

NOTE 9

	Gross Valuation 30.6.94	Depreciation for 1993-94 Depreciation at 30.6.94	Acc. Depreciation at 30.6.94	Net Assets 30.6.94	Net Assets 30.6.93
At Cost					
Plant & Equipment	145,451	18,757	55,785	89,666	92,608
Motor Vehicles	28,257	5,352	18,094	10,163	15,515
Capital Works in Progress	<u>10,094</u>	<u>-</u>	<u>-</u>	<u>10,094</u>	<u>-</u>
Total	<u>183,802</u>	<u>24,109</u>	<u>73,879</u>	<u>109,923</u>	<u>108,123</u>
At Valuation*					
Land	560,000			560,000	65,000
Buildings	<u>740,000</u>	<u>18,586</u>		<u>740,000</u>	<u>404,272</u>
Total	<u>1,300,000</u>	<u>42,695</u>		<u>1,300,000</u>	<u>469,272</u>

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 1994

The land and buildings were restated to valuations determined by Mr B. Longmore, Registered Valuer, Office of the Valuer General, Victoria, as at 28th April 1994.

The estimate of value is based on the market value of the land and in-use value of building improvements as they stand, considering their age and obsolescence.

The estimates of value of the Hospital reflect the value of land and buildings only and do not include amounts for goodwill or bed licences.

NOTE 10 TRANSFERS TO RESERVES

	1993-94	1992-93
	\$	\$
Asset Revaluation Reserve	767,594	0

Due to an upward valuation of land and buildings on 28.4.1994, \$767,594 was transferred to the asset revaluation reserve.

NOTE 11 GOVERNMENT GRANTS

1993-94 1992-93

H&CS Ordinary Grants

Hospital	849,600	924,497
Footscray/Sunshine C&F H.S.	<u>23,605</u>	<u>26,078</u>
Total Operating Grants	<u>873,205</u>	<u>950,575</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 \$14400.

**NOTE 12 INDIRECT CONTRIBUTION BY DEPARTMENT
OF HEALTH & COMMUNITY SERVICES**

Health & Community Services 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 revenue and expenses.

	1993-94	1992-93
	\$	\$
Health Computing Service charges	249	2,835
Audit fees	-	3,300
Industrial relations	235	469
Insurance	<u>14713</u>	<u>9506</u>
Total	<u>15,197</u>	<u>16,110</u>

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 1994

NOTE 13 OTHER REVENUE - SERVICES SUPPORTED BY HEALTH SERVICES AGREEMENT

	1993-94	1992-93
	\$	\$
Work experience	8,589	-
Interest	4,652	14,066
Other	<u>5,312</u>	<u>3,408</u>
Total	<u>18,553</u>	<u>17,474</u>

NOTE 14 OTHER REVENUE - HOSPITAL AND COMMUNITY INITIATIVES

	1993-94	1992-93
	\$	\$
Insurance Claim	-	60,347
Other	<u>602</u>	<u>341</u>
Total	<u>602</u>	<u>60,688</u>

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 1994

NOTE 15 OPERATING EXPENSES

	Hospital	Footscray Sunshine C&FHS	Total 1993-94	Total 1992-93
	\$	\$	\$	\$
<u>Services supported by Health Services Agreement</u>				
Salaries	794,567	24,106	818,673	769,194
Salary on Cost	209,816	-	209,816	206,040
Other	389,629	-	389,629	383,708
	<u>1,394,012</u>	<u>24,106</u>	<u>1,418,118</u>	<u>1,358,942</u>
Total expenses requiring Fund Outflows (per Revenue and Expense Statement)				
Add Operating Expenses not requiring Fund Outflows				
Depreciation	42,695	-	42,695	32,967
Long Service Leave	35,043	-	35,043	24,909
Other	-	-	-	295
Sub Total	77,738	-	77,738	58,171
<u>Services supported by Hospital & Community Initiatives</u>				
Other	11,627	-	11,627	45,143
TOTAL EXPENSES	<u>1,483,377</u>	<u>24,106</u>	<u>1,507,483</u>	<u>14,62,256</u>

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 1994

NOTE 16 ABNORMAL ITEMS

	1993-94	1992-93
	\$	\$
Government Grant		
Voluntary Departure Package	-	18,890
Voluntary Departure Package Expense	-	12,637

NOTE 17 UNFUNDED SUPERANNUATION LIABILITY

- (i) The hospital contributes to the Hospitals Superannuation Board.
- (ii) The notional share of unfunded superannuation liability attributable to the hospital is \$109000.
- (iii) The amount of total contributions made by the hospital to the Hospitals Superannuation Board during the year ended 30 June 1994 is \$68130 (1992-93 \$65797).
- (iv) The amount of contributions outstanding in respect of the year ended 30 June 1994 is nil.
- (v) Contributions are paid in accordance with the Hospitals Superannuation Act 1988 and the State Superannuation Act 1988.
- (vi) The hospital does not have any loans from the employee superannuation fund.

NOTE 18 CASH AT BANK AND ON HAND

Hospital	1994	1993
	\$	\$
Cash at Hand	250	250
Capital Bank Account	22,743	11,684
Operating Bank Account	(56,467)	(46,527)
	<u>(33,474)</u>	<u>(34,593)</u>

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 1994

NOTE 19 RECONCILIATION OF CASH

For the purpose of the statement of cash flows, the Hospital considers cash to include cash on hand, in banks and investments in money market instruments which includes: petty cash, bank or financial institutions deposits and investments (at call or highly liquid and readily convertible to cash within 24 hours) which an entity uses in its cash management function on a day to day basis.

	1994	1993
	\$	\$
Cash at bank and on hand	-	-
Cash Management Account	259,350	76,603
Bank Overdraft (33.473) (34.593)	<u> </u>	<u> </u>
	225.877	. 42.010
	<u>=====</u>	<u>=====</u>

NOTE 20 RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT

	1994	1993
	\$	\$
Operating Result/Surplus (Deficit)	(10,803)	98,365
Depreciation 42695	32,967	
Loss on plant scrapped	-	295
Increase/decrease in patient fees receivable	(1,472)	(20,714)
Increase/decrease in debtors	23,985	(29,704)
Increase in stores	(119)	(575)
Decrease in trade creditors	(72,515)	(33,845)
Decrease in accrued expenses	8,366	(25,123)
Increase in provision for long service leave	35,043	24,909
Long service leave paid	(14,926)	(25,221)
Donations 25,970	21,506	
Capital Grants	<u>14,400</u>	<u> </u>
Net cash received from Operating activities	<u>50,625</u>	<u>42,860</u>

NOTE 21 GOVERNMENT GRANT RELATING TO PRIOR YEAR

Includes a prepaid government grant of \$106,700 (1992-93 \$137797).

NOTE 22 CAPITAL COMMITMENTS

The hospital is planning a redevelopment with a capital cost of \$940,000 within the next financial year. There are no outstanding capital commitments as at 30 June 1994.


TWEDDLE CHILD AND FAMILY HEALTH SERVICE

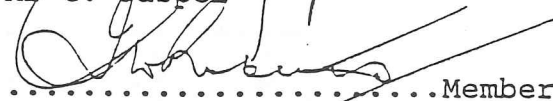
CERTIFICATION

In our opinion the financial statements of the Tweddle Child & Family Health Service comprising revenue and expense statement, balance sheet, consolidated statement of changes in equity, statement of cash flows 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 30th June 1994 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.


.....Chairperson
Mr G. Jaspén


.....Member
Mr I. Roberts

Betty Hassold
.....Chief Executive Officer
Ms B. Hassold


.....Principal Accounting Officer
Ms E. Gray

Dated the ...1st..... day of *September*..... 1994.
(Melbourne)



Auditor-General's Report

Audit Scope

The accompanying financial statements of the Tweddle Child and Family Health Service for the year ended 30 June 1994, comprising revenue and expense statement, balance sheet, consolidated statement of changes in equity, statement of cash flows and notes to the financial statements, have been audited. The members of the Hospital's Board of Management are responsible for the preparation and presentation of the financial statements and the information they contain. An independent audit of the financial statements has been carried out in order to express an opinion on them as required by the *Annual Reporting Act 1983*.

The audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. The audit procedures included an examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with the Australian Accounting Standards and comply with the requirements of the *Annual Reporting Act 1983*, so as to present a view which is consistent with my understanding of the financial position of the Tweddle Child and Family Health Service and the results of its operations and its cash flows.

The audit opinion expressed on the financial statements has been formed on the above basis.

Audit Opinion

In my opinion, the financial statements present fairly the financial position of the Tweddle Child and Family Health Service as at 30 June 1994 and the results of its operations and its cash flows for the year ended on that date in accordance with Australian Accounting Standards and comply with the requirements of the *Annual Reporting Act 1983*.

MELBOURNE
10/10/1994



C.A. BARAGWANATH
Auditor-General

VICTORIAN AUDITOR-GENERAL'S OFFICE

Level 14, 222 Exhibition St, Melbourne Vic. 3000 Telephone: 651 6012 Fax: 651 6050
(115461)



74TH ANNUAL REPORT

1994

**398 Barkly Street
FOOTSCRAY 3011
Telephone 689 1577 Facsimile 689 1933**

TWEDDLE CHILD & FAMILY HEALTH SERVICE

- A Schedule 1 Public Hospital incorporated under the Health Services Act 1988.
- Established in 1924 by the Society for the Health of Women and Children of Victoria.
- Accountable to the Minister for Health, the Honourable Marie Tehan M.P. through the Department of Health and Community Services.

PHILOSOPHY

Tweddle's service delivery is based on a health development and family support model that takes an holistic approach that emphasises wellness, skills acquisition and the empowerment of families to manage their own health and welfare requirements.

MISSION

To strengthen independent family functioning, promote health, and prevent illness and injury to ensure the optimal health, growth and development of all clients.

SERVICES

Tweddle provides two residential services with a total of 24 beds:

1. Child & Family Unit - 14 beds.
2. Parent & Infant Unit - 10 beds.

Both Units are located at:

398 Barkly Street,
Footscray VIC 3011.

Three day stay programs offer services from:

1. Tweddle Day Stay Program, Werribee
The Grange Children's Centre
Hogans Road
Hoppers Crossing 3029
2. Tweddle Day Stay Program, Footscray
70 Sydney Street
Footscray 3011
3. Tweddle Day Stay Program, Keilor
Delahey Community Centre
Copperfields Drive
Delahey 3038

An Inquiry Booking Nurse Service operates a centralised inquiry/booking system in Footscray.

MANAGEMENT

Office Bearers and Executive Staff

Patron	Mrs Diana Gibson
President	Mr Graham H. Jasper, B.Arch.,(Melb)
Vice President	Mrs Janet Launder, Dip.Soc.Stud.,(Melb)
Treasurer	Mr Ian Roberts, B.Comm., M.B.A., F.C.P.A.
Members	Mr Peter Angliss Mr Ian Broadway, B.Comm., Grad.Dip.Acc., F.C.P.A. Ms Prue Digby, B.Soc.Stud. Ms Louise Glanville, B.A., B.S.W. Ms Lois Hazelton, RN.,RM., M&CHN.,F.R.C.N.A. Dr Nigel W.J. Hocking, M.B.,B.S.,(Hons), F.R.A.C.P. Mr Rod Jones, L.L.B.(Melb),Barrister & Solicitor of the Supreme Court of Victoria Ms Denise Mc Gregor, RN., RM.,Dip.C.H.N.(M &CH),B.A.
Chief Executive Officer	Ms Betty Hassold, Dip.Ed.,B.A. F.R.C.N.A.
Director of Nursing	Ms Karen Houghton, Dip.App.Sc.Nsg.,RM.,B.App.Sc.N.C.H., M&CH
Finance Director	Ms Elsie Gray, A.S.A.
Honorary Solicitor	Mr Val Adami, Perillo, Adami & Frank
Auditors	Ernst & Young, acting as agents for the Auditor General, Victoria

THE 74TH REPORT OF TWEDDLE CHILD & FAMILY HEALTH SERVICE

*"... it was a
life saving and
life back
together haven."*

The past year has been one of consolidation. The devastation of the floods and the disorder of the building programs have been left behind and all at Tweddle have been able to concentrate on the quality and standards of services provided to young families.

Funding and service changes have become a reality over recent years, and change seems to be the order of the day. Fortunately, Tweddle is well placed to face the introduction of new systems because of the development of strategic planning processes, including the documentation of a three year Business Plan.

A major change for Tweddle has been the transfer of the service, and the other early parenting centres, from the Department of Health and Community Services' Acute Health Services Division to the Primary Care Division. As part of that change the Department has undertaken a policy redevelopment project for the early parenting centres. This is very positive as it will provide a relevant context for the provision of early parenting services.

In conjunction with the policy redevelopment a parallel process has been implemented to identify and document the client database of the early parenting services. Once completed the database will form the basis of unit based funding for Tweddle.

Funding continues to be a concern, especially because further funding cuts will be implemented in the 1994-95 financial year. However, the Department of Health and Community Services has been most supportive of Tweddle and their efforts on our behalf are appreciated and acknowledged with thanks.

More than ever before the hospital must look outwards, be aware of the local, State and Federal environment and seek to use opportunities so that Tweddle continues to be a flexible, responsive and dynamic service meeting the parenting and family needs of clients in the most effective and efficient manner.

No new Board members were appointed in 1993-94.

Mr Alan Mangan retired from the Board after almost 17 years of dedicated service. Our thanks and best wishes are extended to Alan and his wife Margaret.

BUSINESS PLAN

The Business Plan developed out of a recognition that the Future Directions Report, while a pivotal document to Tweddle's progress, was no longer able to lead us into the year 2000. While the vision, philosophy and principles of the Report are still relevant today, it

is unrealistic in our rapidly changing environment to expect that action plans will be valid for more than three years.

The Business Plan was developed by the Board, management and staff and has identified Tweddle's organisational objectives, strategies and performance indicators.

A number of key themes emerged in the development of the Business Plan:

- Leadership—that promotes good health.
- Planning and Development—into the 21st century.
- Service Provision—benefiting the future.
- Quality—continuous improvement.
- Resources - using them wisely.

The achievement of the Business Plan objectives will ensure Tweddle remains on a solid and stable footing for the future.

MASTER PLAN AND REDEVELOPMENT

In late 1992 a Master Plan of the physical facilities at Tweddle was completed. The plan assessed a number of options with regard to Tweddle's redevelopment and recommended that the Sydney Street site be redeveloped and that all services be relocated to that site.

Since then intensive preparation has been undertaken resulting in the development of a preferred facilities plan. It is anticipated that Departmental approval for the plan will see its implementation within the next six months.

Fund raising to cover the cost of the redevelopment will be a major function over the coming months.

"It also provides a haven to take time out to analyse your situation at a more realistic perspective than when you are embroiled in your home situation feeling suffocated by stress and thinking that there's no way out...."

"This is an invaluable service that I would recommend to anyone with baby/child problems."

INTERNATIONAL YEAR OF THE FAMILY

Tweddle continues to celebrate the International Year of the Family in a number of ways. In late March an Open Day was held and residents of the western suburbs were invited to come along and have a look at our services and facilities. Tweddle has also participated in a number of Children and Family Expo's held in the Western Region.

A number of further events are planned for the second half of the year, including the production of a video on breast feeding and parent education seminars.

HEALTH SERVICE AGREEMENT

Once again Tweddle entered a Health Service Agreement with the Department of Health and Community Services. A key objective for Tweddle is the implementation of a Continuous Quality Improvement Program. It is anticipated that such a program would enable us to achieve accreditation within the next two years.

Tweddle's ability to effectively service people from a non-English speaking background has been improved in recent years with staff training and publicity released in Vietnamese. However, this area requires additional attention and resources.

With regard to the numbers of clients treated Tweddle has again broken all previous records.

	Client Information				
	1990	1991	1992	1993	1994
Number of Clients					
• Hospital	724	1036	988	1489	1660
• Private	109	177	372	614	638
Sub Total	833	1213	1360	2103	2298
• Day Stay					952
TOTAL	833	1213	1360	2103	3250
Bed Days	5688	6162	5408	7062	8093
Average LOS	6.82	5.07	3.98	3.36	3.52
Occupancy (%)	64.93	70.34	61.74	80.62	92.38

"Thanks very much for your help, I feel it probably....saved mine and my son's life."

SERVICES

The statistics speak for themselves and attest to the professionalism and dedication of the staff, without whom these achievements would not have been possible.

During the year a review of the Day Stay Program (DSP) was undertaken, an outcome of which was a reduction in service provision in Werribee to one day per week and the introduction of a new DSP in the Keilor area for one day per fortnight. All DSP are being well utilised with an annual utilization of 79 per cent.

The services of Dr Simon Benson were contracted through a local general practice in order to provide medical support to the service. The new arrangements commenced in late March this year and are proving most successful.

Dr Benson takes a regular group for resident clients. This group looks at the realistic expectations parents can have of their general practitioner and when and for what conditions they should attend their local surgery. A warm welcome is extended to Dr Simon Benson.

The Inquiry Booking Nurse Service continues to become busier and busier. The centralised nature of this service facilitates the prompt return of calls and the maximum utilisation of places in the residential and the day stay programs. The number of telephone inquiries received has grown enormously with up to 55 calls for admission received per day and up to 100 calls for parenting information, not concerned with admission, per month. So great has been the demand on the Inquiry Booking Nurse that a standard response time, within 24 hours, has been specified. This standard is closely monitored and additional support is provided as required. In order to ensure that those most in need are provided with support quickly a priority system has been developed. Those families who meet the criteria on the priority listing are dealt with before less urgent cases. By this means we are able to minimize waiting times, although they continue to be problematic.

"Thank you to all the staff for making me feel so confident in myself and helping me find the strength and determination to follow through with the advice you gave. Your help has been wonderful and the future return of my sanity and my self worth—to you I will be forever grateful.

*Thanks again
S....."*

*"The settling techniques....
have been so valuable."*

During the last year Tweddle has extended its role into external education to enable community based professionals to share in the knowledge and skills that Tweddle has developed in parent education and support. Five sleep and settling seminars have been held and two lactation seminars. Additionally, three seminars for parents have been held on children's behaviour.

Both of the residential units have been exceptionally busy during the year as can be seen by the occupancy level of 92.38 per cent. The nursing staff have developed their skills to a level where the maximum outcomes are achieved for each family. Tweddle's commitment to ongoing staff education and development has facilitated this situation. Breast feeding has been a priority and all permanent staff attended one of the three day lactation courses offered at Tweddle.

The professionalism of the nurses has enabled a creative and flexible approach to families. The implementation of a Parent Toddler Sleep Program on a group basis proved a great success and has facilitated the admission of low priority cases. What is particularly satisfying in this approach is that special programs are no longer conceptually tied to a particular set of physical facilities. Thus, service provision becomes more relevant and flexible in meeting individual's and families' needs. The Parent Adviser Service to the Hearing Impaired while still under Tweddle's auspice has been relocated to the Department of

Health and Community Services. Hopefully by this time next year Tweddle will no longer be auspicing this service.

RESEARCH

A number of research projects have been undertaken at Tweddle in the last year. The DSP evaluation has been completed. Unfortunately this research was undertaken a little early in the trial of the DSP and will need to be supplemented with additional research.

Several research projects from Victoria University of Technology are being supported by Tweddle. The research will benefit Tweddle by extending knowledge of our potential/target client group and the problems they experience

"...helped me gain confidence and skills."

FINANCES

Despite further funding cuts during the year, a total of 3,250 clients were admitted to both the residential and day stay programs compared with 2,103 clients in the previous financial year, resulting in an overall increase in client throughput of 54.5 per cent. Due to operating productivity increases and introduced efficiency measures operating costs remained within the budget specified by the Health Services Agreement.

Client fees for the year totalled \$520, 304 an increase of 21.3 per cent on last year and well above the target set down by the Health Services Agreement.

Comparative Residential Costs

	1990/91	1991/92	1992/93	1993/94
	\$	\$	\$	\$
Total Inpatient Costs	1,209,348	1,312,875	1,358,942	1,418,118
Cost per Inpatient	997	965	646	617
Cost per Inpatient Day	196	242	192	175
Patient Fees	150,902	314,091	428,943	520,304
Government Grants	1,172,342	988,194	950,575	873,205
Other Revenue	14,466	14,362	17,474	26,162
Consultants	-	-	10,544	9,175

DONORS

Grateful acknowledgment and thanks are offered to all our donors who have so generously given of their time, efforts and resources.

	\$
Royal Victorian Bowls Association	500.00
Dame Elisabeth Murdoch	1 000.00
Lord Mayor's Fund	4,650.00
Hospitals' and Charities' Sunday	350.00
J.T. Tweddle Trust	408.05
Supporters Club of Tweddle	1,163.28
S.G. & S. Thurling	100.00
D.T.Galt Estate	986.03
Pethard Tarax	700.00
Tweddle Central Auxiliary	3,500.00
Anonymous	527.05
St John's Lodge	10.00
The William Angliss (Vic) Charitable Fund	9,611.00
The Pups	100.00
M.L. Herring	40.00
L.C. Johnstone	5.00
Trust Company of Australia	460.71
Estate of G.F. Green	858.00
Joe White Bequest	1,000.00
	<hr/>
TOTAL	\$25,969.12

*"Everything I have learnt here
I will take home and use. I
think also if there were more
places like Tweddle this world
would be better off."*

OCCUPATIONAL HEALTH AND SAFETY

Tweddle's commitment to Occupational Health and Safety continues. The Occupational Health and Safety Committee has met regularly and been most productive in the development of a number of safety policies and procedures over the year. Safety inspections have been commenced and a number of changes to the physical facilities have been implemented.

	1991-92	1992-93	1993-94
WorkCover: Hours Lost	98	Nil	Nil
Effective Fulltime Staff			
Nursing	20.85	20.85	20.85
Administration	3.35	3.35	3.35
Domestic	3.35	3.35	3.35
Food Services	.89	.89	.89
TOTAL	28.44	28.44	28.44
Allied Health	1.00	1.00	1.00

EQUAL EMPLOYMENT OPPORTUNITY

An Equal Employment Opportunity Policy and Program has been developed in accord with the Public Authorities (EEO) Act 1990 and approved by the Board. Responsibility for EEO in the organisation has been conferred on the Chief Executive Officer.

EEO projects undertaken this last year include:

- The introduction of gender neutral language.
- Non-discriminatory employment practices.

EEO Report:

	1991-92	1992-93	1993-94
Number of Staff			
Female	37	43	45
Male	1	1	1
TOTAL	38	44	46
Occupation by Gender			
Female: Management	3	4	4
Administration	2	3	5
Services	29	33	34
Domestic	3	3	3
TOTAL	37	43	45
Male: Domestic	1	1	1
TOTAL	1	1	1

*"Leaving the hospital I felt very unconfident
...leaving Tweddle I feel very confident
and would like to thank you
from the bottom of my heart."*

LEGISLATIVE CHANGES

State

Accident Compensation (Amendment) Act 1994
Annual Leave Payments (Amendment) Act 1994
Employee Relations (Amendment) Act 1994
Equal Opportunity (Amendment) Bill No 2 Act 1993
Financial Management (Consequential Amendments) Act 1994
Financial Management Act 1994
Financial Management Act 1994
Health & Community Services (Further Amendment) Act 1993
Health (Amendment) Act 1993
Health Service (Amendment Act) 1993
Medical Practices Act 1994
Nurses Act 1993
Public Sector Management (Amendment) Act 1993
Public sector Superannuation (Administration) Act 1993
Superannuation Acts (Amendment) Act 1994

Federal

Industrial Relations Reform Act 1993

APPRECIATION

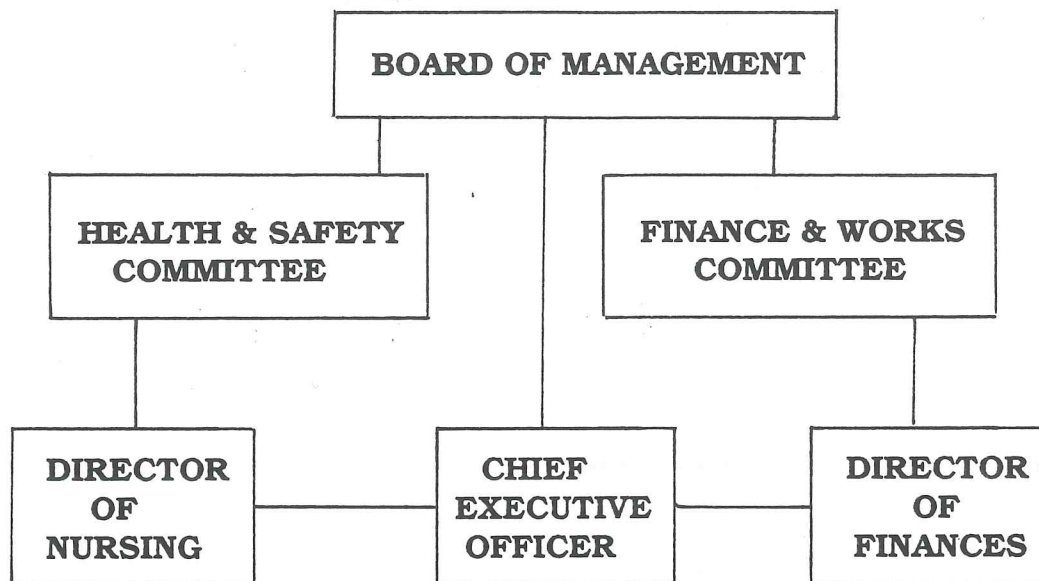
The achievements in 1993–94 would not have been possible without the combined efforts and professionalism of the Board and of the staff, which without naming any one individual, are acknowledged and appreciated.

*"Letting mothers know of your facility...
...(do) not let this become a desperation resource."*

GRAHAM H. JASPER
President
Board of Management

BETTY HASSOLD
Chief Executive Officer

ORGANIZATIONAL STRUCTURE



Child & Family
Parent & Infant
Day Stay: Footscray
Day Stay: Keilor
Day Stay: Werribee
Quality Assurance

Planning
&
Development
Support Services

Finance
Personnel
Goods & Stores
Administration
Medical Records

LIFE GOVERNORS

Miss E.M.Angliss, MBE
Miss I.Brennan
Mrs L.Charlton
Mrs A.Downe
Mr K.C.Hambly
Mrs P.M.Harbeck
Mrs E.Lambert
Mr A.J.Mangan
Mrs A.J.Mangan
Mrs J.Mercer
Mrs T.Mounsey
Mrs E.O'Connell
Mrs J.Price
Mrs G.Redman
Mrs W.M.K.Stephens
Miss I.Stevenson

STAFF

EXECUTIVE

Chief Executive Officer
Ms.B.L.Hassold

Director of Nursing
Ms K.L.Houghton

Finance Director
Ms E.Gray

NURSING

Charge Nurses
Ms G.Ralston
Ms H.M.Speirs
Ms L.A.J.Williams

Associate Charge Nurses
Ms G.M.Berman
Mrs M.Bradley
Mrs S.E.Burns
Mrs J.A.Dobbie
Mrs A.G.Goodger
Mrs C.A.Hegarty
Mrs S.F.Rodwell
Mrs V.Rowe
Ms H.J.Upton

Inquiry Booking Nurse
Mrs M.T.McHugh

Day Stay Programs
Mrs T.Brown
Mrs R.J.Goodman

Pre School Mothercraft Nurses
Mrs T.R.E.Ainge
Miss J.R.Batten
Ms G.Bock
Miss K.I.Clark

Ms H.Duggan
Mrs A.J.Gamble
Mrs C.J.Grech
Mrs L.M.Henwood
Mrs L.A.Kelly
Mrs M.M.Lynch
Mrs N.P.Oska (Resigned)
Ms D.J.Talbot
Mrs S.A.Turner
Mrs L.T.Welshe

Medical Records

Mrs M.Chao
Ms K.M.Whitfield (Resigned)

Administration

Mrs J.C.Freeman
Mrs S.M.Hanley (Resigned)
Mrs A.Ross (Resigned)
Mrs K.D.Spry
Mrs R.R.Payne

House Staff

Ms S.J.Naylor
Ms M.Steve
Mrs I.Tsiflidis
Mr K.Tsiflidis
Mrs M.L.Qalubau (Resigned)

Parent Adviser to the Hearing Impaired
Ms J.M.Ryan

TWEDDLE CENTRAL AUXILIARY

65TH ANNUAL REPORT

1993 - 1994

It is with much pleasure that we present the 65th Annual Report of the Tweddle Central Auxiliary on behalf of the members. The report covers the year ended 30th June, 1994.

Our monthly meetings have been well attended with an average attendance of 11. We have been very pleased to welcome new members to the Auxiliary. Mrs Sue De Ravin joined us during the year and more recently Mrs Diana Gibson, Mrs Penelope Sennitt and Mrs Elizabeth Quinn. We are sure they will prove a great asset to the Auxiliary. Members who welcomed us to their homes included Loris Charlton, May Angliss and Eunice Lambert, Joan Mercer, Mary Economou and Margaret Mangan. We thank those members very much for their hospitality.

We were very glad to welcome Mrs Phyllis Harbeck back to our Auxiliary this year after her sojourn in Queensland. May Angliss celebrated 60 years as a member of Tweddle Auxiliary this year. Congratulations on a magnificent contribution.

Unfortunately during the year we reported the death of Mrs Betty Burton OBE, a former president of the Tweddle Baby Hospital, and of Mrs Jean Gray. Both of these ladies were generous supporters of the Auxiliary.

Our functions resulted in a contribution of \$3,500.00 to Tweddle Child & Family Health Service.

Five theatre luncheons were held with proceeds of \$1,105.00. Our lucky number baskets continue to be very popular and help with the funds. A luncheon and interesting talk on "Collectables" by Mr Rick Milne was held at St Oswald's Church hall in Glen Iris resulting in proceeds of \$382.50. Members have attended several of the activities of the Jean and Ralph Littlewood Combined Charities Fund from which we benefit each year.

We are indebted to our many donors, particularly Miss May Angliss, Mrs Eunice Lambert, Mrs Joan Mercer and the Jean & Ralph Littlewood Combined Charities Fund.

The Annual Meeting of Tweddle Child & Family Health service in October was well attended with a most interesting address by Professor Ann Woodruff.

The number of clients at the Hospital continues to grow. The occupancy rate was 93 per cent. Two seminars have been held on breast feeding and lactation. There are now 3 Day Stay Programmes at Werribee, Footscray and a new one at Keilor. Several letters of appreciation have been received from former clients. The staff is reasonably stable and working well, feeling they are achieving something worthwhile in the community.

We record our thanks to the Honorary Treasurer, Mrs Win Clark, who has kept our finances in order despite some time on the sick list, her assistant and Vice President and Social Secretary, who is able to find just the right gift to suit the occasion and to all members who contribute in so many ways throughout the year.

Special thanks is extended to Mr Alan Mangan our Honorary Auditor for his valuable assistance. He has replaced Mr Ken Hambly who has retired because of ill health after helping us for many years.

As this is our last report as President and Secretary of the Auxiliary, we wish the incoming Committee every success, hope they have the same enjoyment as we have had and assure them of our interest and support at all times.

Mrs Joan Mercer
President

Mrs Margaret Mangan
Honorary Secretary

Date: 17th August, 1994.

TWEDDLE CENTRAL AUXILIARY

FINANCIAL STATEMENT FOR YEAR ENDED 30TH JUNE, 1994

Cash at Bank 30th June 1993	801.57		
RECEIPTS FOR YEAR			
Film Luncheons - Trak Cinema		Film Luncheons - Trak Cinema	
1993 July	348.00	1993 July	187.50
September	546.00	September	300.00
November	581.00	November	285.00
1994 April	653.00	1994 April	382.00
June	<u>487.00</u>	June	<u>225.00</u>
	2,615.05		1,380.00
Talk by Mr. R. Milne St. Oswald's	543.15	1993 October St Oswald's Catering	180.00
Donations other than functions	1,358.00	Postage	16.65
		Donations to St. Oswald's	<u>25.00</u>
Bank Interest	10.80		221.65
		Sundry	8.00
		Tweddle Child & Family Health Service	3,500.00
		Bank Balance at 30th. June 1994	<u>218.94</u>
	<u>\$5,328.57</u>		<u>\$5,328.57</u>