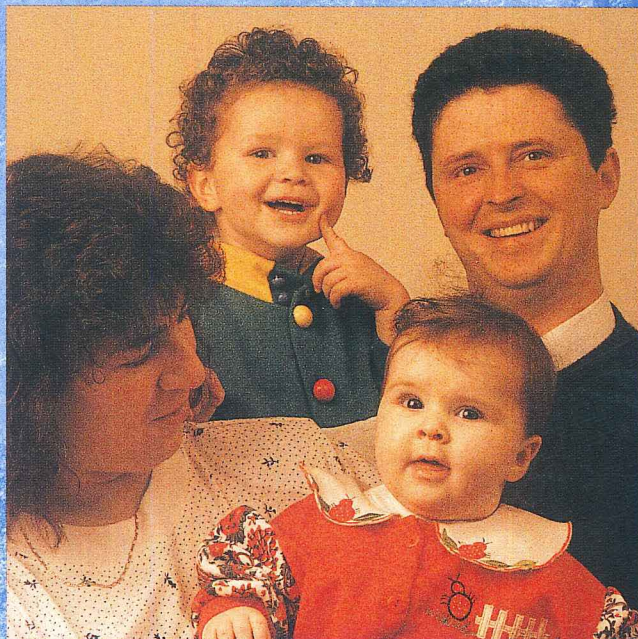


76th Annual Report 1996

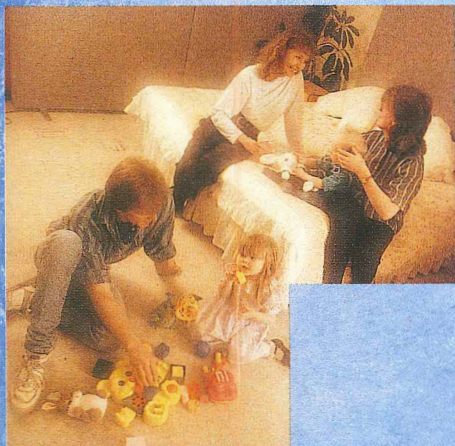
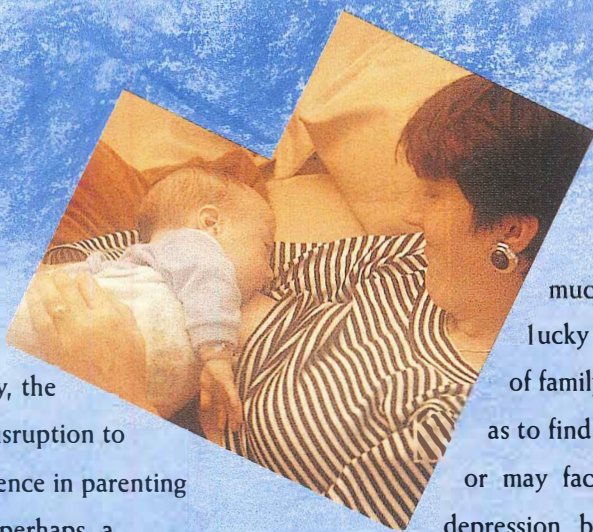


Over 70 years of understanding parents and children

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

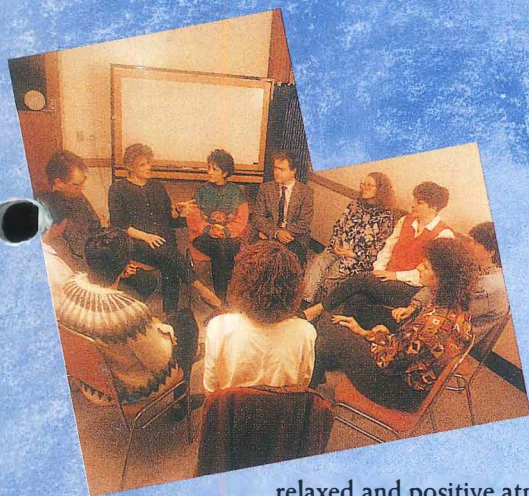
much needed, and many new parents are lucky enough to find it through their network of family and friends. Others aren't so fortunate as to find that support through their own network, or may face added pressures such as post-natal depression, breast-feeding difficulties, a baby with sleeping problems 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



TWEDDLE CHILD & FAMILY HEALTH SERVICE

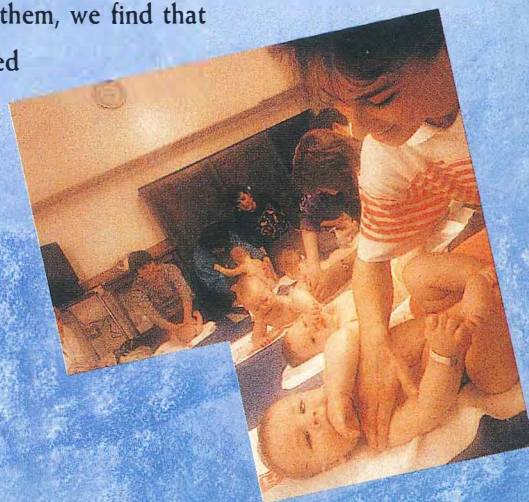
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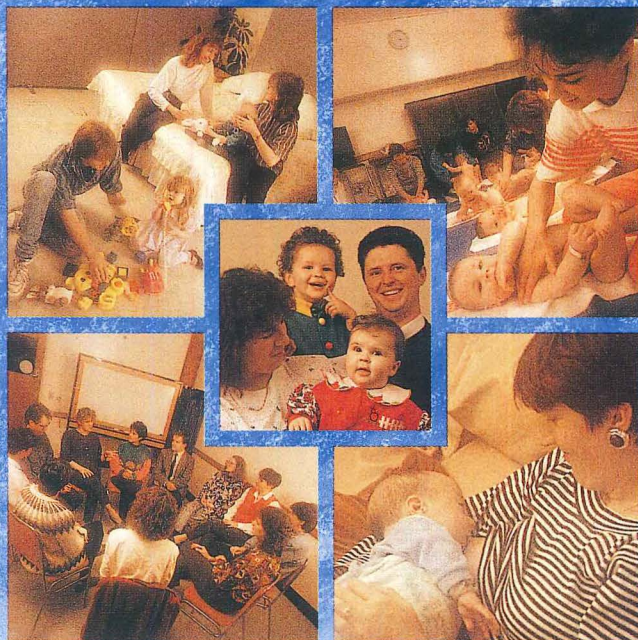
1995 - 1996



practitioners who provide caring and expert guidance so parents can arrive at the right solutions for their family in a relaxed and positive atmosphere. Our 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. These might include group discussions with other

parents and an expert leader. One-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. Because 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

53 ADELAIDE STREET FOOTSCRAY 3011
PHONE (03) 9689 1577 FAX (03) 9689 1922

TWEDDLE CHILD & FAMILY HEALTH SERVICE

76TH ANNUAL REPORT

1995 - 1996

*53 Adelaide Street
FOOTSCRAY 3011
Telephone 9689 1577
Facsimile 9689 1922*

TWEDDLE CHILD & FAMILY HEALTH SERVICE

Mission

Tweddle Child and 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 and development of all clients.

Incorporation

*Tweddle is a Schedule 1 Public Hospital
incorporated under the
Health Services Act 1988.*

Establishment

*Tweddle was established in 1924 by the Society for
the Health of Women and Children of Victoria.*

Accountability

*Accountable to the Minister of Health,
through the Department of Human Services.*

Services

- *Residential Unit of 24 beds.*
- *Day Stay Programs at:*
 1. *Brimbank;*
 2. *Maribyrnong;*
 3. *Wyndham.*
- *Community & Professional Education.*

*Tweddle Child & Family Health Service
53 Adelaide Street, FOOTSCRAY 3011
Telephone: (03) 9689 1577
Facsimile: (03) 9689 1922*

Tweddle Child & Family Health Service

Objects

- To provide a specialist health promotion, education and family support day and residential service directed towards assisting parents in caring for their infants and young children.
- To efficiently utilise appropriate physical and human resources to promote health and well being and to prevent disease, injury and suffering.
- To facilitate and encourage involvement in services by liaison and networking, and to assist users of services to make informed decisions about health care.
- To foster continuing improvement in health care standards through education, training and dissemination of information.
- 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 community with a view to promoting health and social equity.

Guiding Principles

Health is a state of well being not just the absence of illness.

An holistic approach recognises the physical, social and emotional factors effecting well being.

Primary care has a major role in ensuring an individual's health and well being.

Focuses on skill development and prevention rather than ad hoc responses to health problems.

The importance of coordinated health promotion and education in the wider community.

Focuses on the family as well as the individual, and the structural forces which impinge on a families' functioning and health.

Empowerment of families to manage their own health and welfare requirements.

Coordination of service delivery to achieve flexibility in meeting an individual's and a families' health needs.

Goals

Leadership that promotes good health

Develop a leadership role in maternal and child health that promotes an effective infrastructure in Victoria and positions Tweddle as a strong and proactive organisation.

Planning and development into the 21st century

Development of responsive strategic and operational directions for the service to enable Tweddle to be relevant and accessible to service users and the broader community.

Service provision - benefiting the future

Provide a quality residential and community care service for parents and young children to enhance family health and well being.

Quality - continuous improvement

Facilitate and promote a quality, client first, focus with all activities to ensure effective outcomes for service users.

Resources - using them wisely

Manage and enhance human, financial and physical resources to facilitate a culture to achieve service objectives

Tweddle Child & Family Health Service

Board of Management

President

Mr Graham H. Jasper, B.Arch., (Melb)

Vice President

Mrs Janet Launder, Dip., Soc., Stud., (Melb)

Treasurer

Mr Ian Roberts, B.Comm., MBA., F.C.P.A.

Members

Mr Peter Angliss

Mr Ian Broadway, B.Comm., F.C.P.A.

Ms Prue Digby, B.Soc., Stud.,

Ms Louise Glanville, B.A. Soc., Work

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, LLB (Melb)

*Ms Denise McGregor, RN., RM., Dip., C.H.N.
(M&CH), B.A.*

Mrs Lesley Soong, RN., RM., M&CHN.

Executive Staff

Chief Executive Officer

*Ms Betty L. Hassold, RN., RM., M&CHN, Dip.Ed., B.A.
F.R.C.N.A.*

Director of Nursing

*Ms Karen Houghton, Dip.App.Sc.Nsg., RM.,
.App.Sc.N.C.H., M&CHN.*

Finance Director

Ms Elsie Gray, A.S.A., Dip. Bus. Stud.,

Honorary Solicitor

Mr Val Adami, Perillo Adami & Frank.

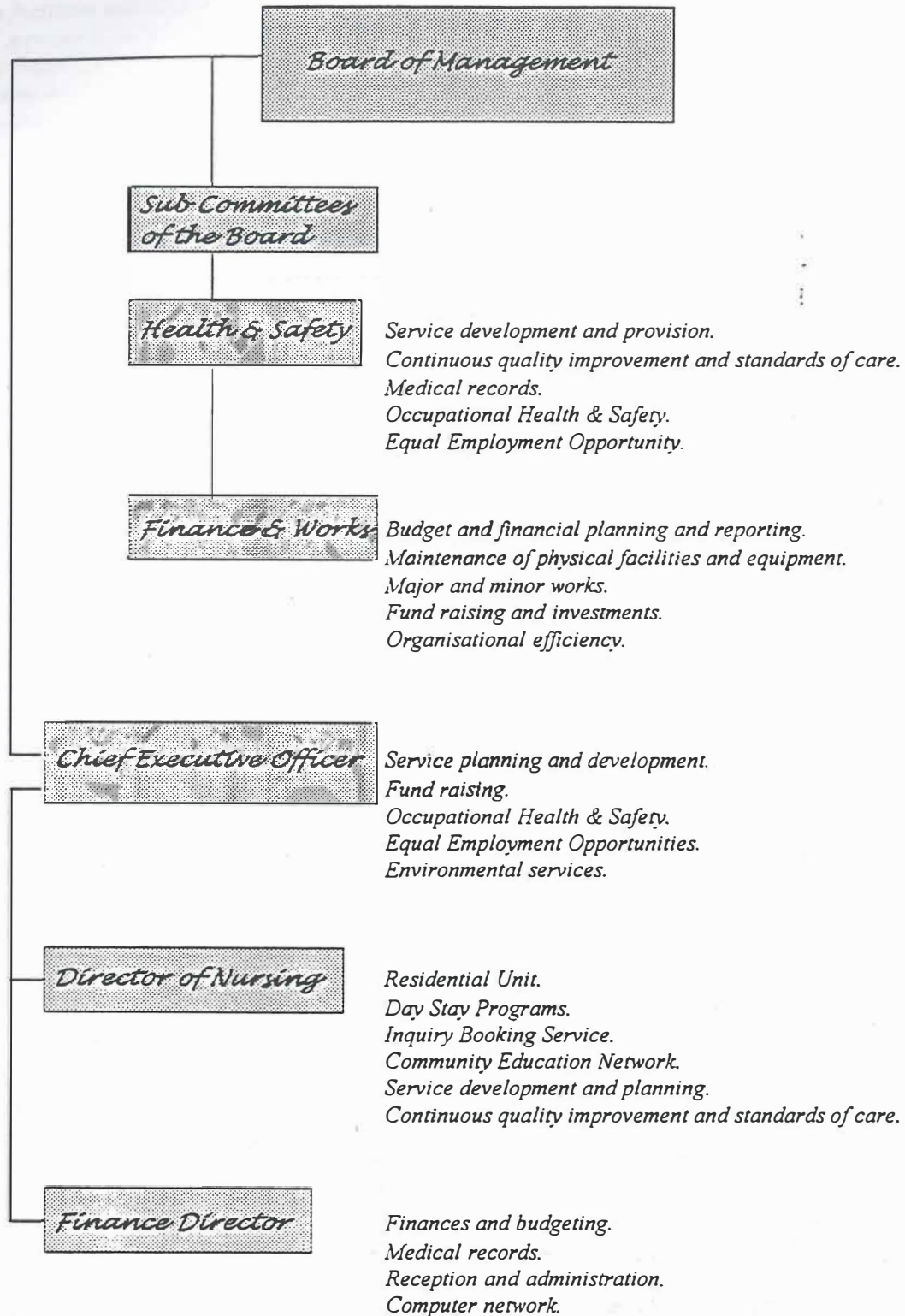
Auditors

Grant Thornton

Agents for the Auditor General, Victoria.

Tweddle Child & Family Health Service

Tweddle - Organisational Structure



Tweddle Child & Family Health Service

76th Annual Report

The past year has been a period of intense activity for Tweddle with the redevelopment of the physical facilities, relocation of services to the new site, review of existing services and new service developments. Notwithstanding the unusual demands on the organisation service standards and service targets have been well maintained.

The Board of Management

The Governor in Council reappointed the four sitting Board members, Ms Prue Digby, Ms Denise McGregor, Mr Ian Roberts and Ms Louise Glanville in November 1995.

The Board has met on a monthly basis and the commitment of individual members to Tweddle is appreciated and acknowledged as one of our greatest strengths. The skills and knowledge provided by the Board members is basic to Tweddle's achievements as a service provider.

Mr Ian Roberts' resignation from the Board was accepted with regret in late March 1996. On behalf of all at Tweddle sincere thanks, and best wishes for the future, are extended to Mr Roberts and his family.

Sincere thanks are also extended to Mr Graham Jasper who will be retiring as President of Tweddle at the next Annual Meeting. Graham's Presidency has overseen significant change at Tweddle, not least the redevelopment of the physical facilities, which was made considerably easier because of his specialist expertise and general ability.

The dedication and participation of Board members to the governance of Tweddle ensures the maintenance of a strong, proactive service, a leader in its field and a provider of services relevant to needs of the community today. Board members are sincerely thanked for their support and commitment to Tweddle.

The Redevelopment of, and Relocation to, 53 Adelaide Street

The Sydney Street Nurses' Home has been transformed from a very ordinary cream brick, residential facility into a stylish, colourful, and distinctive building. It was planned that the new extensions should dominate the existing building in order to diminish its institutional feel and to create a new atmosphere and personality for Tweddle.

HEDE Architects provided the concept and brought it to reality with the assistance of the Project Control Group, which included Mr G Jasper, Mr P Angliss, Mr R Jones, Ms B Hassold and Ms K Houghton, from Tweddle. Mr B Edgar and Mr A Fleming represented the Department of Human Services. Sincere thanks are extended to them for their commitment and contribution to the redevelopment.

The building process was not without its pain and difficulty. Weather and other problems turned a six month project into a nine month event. The scope of the redevelopment was enormous and included the construction and/or addition of:

- six new bedrooms and the refurbishment of 21 existing bedrooms;
- two new bathrooms and three refurbished bathrooms;
- two new parent lounge rooms and a family lounge;
- a large education room;
- nurses station and inquiry booking nurse office;
- development of storage rooms eg medical records, goods and stores, furniture etc.;
- six kitchens, including a commercial kitchen;
- an industrial laundry and plant room;
- refurbishment of the administration wing;

Tweddle Child & Family Health Service

- landscaping and automatic watering system;
- hydronic heating, reverse cycle air conditioning, central heating and evaporative cooling;
- new and upgraded computer network facilities;
- two new car parks;
- new security systems;
- new upgraded telephone system;
- window coverings for all areas;
- furniture and equipment.

This listing gives a brief glimpse of the scope of the work undertaken during the redevelopment. The capital cost of the project was \$1,636,652. This figure increases to \$1.9 million when plant, equipment and furnishings are included.

After many delays the services finally relocated to 53 Adelaide Street on Monday the 18th March 1996. The move took about eight hours but the unpacking and settling in took longer. Services admitted their first clients to the new building on Friday the 22nd March 1996.

The new facility was opened by the Honourable Rob Knowles, Minister of Health on Thursday the 9th May. The opening was well attended with over 100 people present. The support of both the Minister, the Department and the community is gratefully acknowledged.

Service Development

Many challenges and complexities face Tweddle in the coming years. The changing needs of families and of the community require agencies to review and monitor existing services on an ongoing basis and to undertake regular service developments.

Investigations into a number of areas have been undertaken during the year. A Telephone Advisory Service Feasibility Study has been completed and discussions initiated with the Department of Human Services regarding its implementation. It is hoped that a Telephone Advisory Service would assist Tweddle in meeting the huge community demand for

parenting information. Currently, Tweddle receives 100 to 120 unsolicited, advice only, telephone calls each month. This, we believe, is only the tip of the iceberg and there are many more families who would seek assistance by telephone if a service were available.

A Fundraising Feasibility Study was completed during the year. While fundraising is not a major activity of this organisation it is an ongoing issue if Tweddle is to continue as a leader in its field. The ability to trial innovative new programs is imperative to ensure the development of effective relevant services. After consideration the Board decided not to undertake any major fundraising efforts at this time.

One of our most exciting initiatives this year has been the decision to proceed with the development of a Community Education Network (CEN). It is planned that the CEN will have a three fold purpose: firstly, parent and community education; secondly community based professional education; and finally staff inservice and development.

One of the major issues facing Tweddle and the other early parenting centres is the length of time clients wait to access services. This issues has been identified and discussions have commenced with Officers of the Department of Human Services and the other Early Parenting Centres.

During the year Tweddle participated in a consortium to tender for the Community Support Funded, Statewide Parenting Resource Centre. The consortium included the Department of Community Child Health and the Psychology Department from the Royal Children's Hospital and the Department of Psychology and Intellectual Disability Studies, RMIT. It was a stimulating process to work collaboratively with other agencies in determining the philosophy and mission, goals and structure of a service specifically developed to research parenting issues and to develop parenting resources for use by parents and professionals in the field.

Tweddle Child & Family Health Service

Services at Tweddle

Residential Unit

The year commenced with two units at 398 Barkly Street and finished with one unit at 53 Adelaide Street. The staff of both the Child & Family Unit and the Parent & Infant Unit have worked hard in planning for the operation of the amalgamated unit and in learning to work as a larger team. As well, the staff have participated fully in the packing, moving and unpacking of the service. Their efforts are acknowledged and appreciated.

In planning for the redevelopment and the relocated services it was anticipated that the upgraded, larger unit would be able to accommodate at least ten families with the length of stay varying from four to seven days, depending on the needs of families. However, soon after commencing services in the new building it became apparent that the new schedule of admissions was dysfunctional for clients. A family's stay at Tweddle very easily tended to become disjointed, with the continual coming and going of other clients. As a result the service was reviewed and the admission discharge cycle was changed.

The Residential Unit now operates six days per week with two admission intakes. Every Monday ten families are admitted for a four night stay. They are discharged on Friday morning, after which a second intake of nine families occurs for a two night stay. Families who come and stay for four nights tend to have young babies or several young children or a mix of age groups in their families. The advantages of the new admission discharge schedule are obvious in the smooth operation of the unit. The greatest benefit for clients is the continuity of care and group support from other clients.

Day Stay Programs

Tweddle has operated Day Stay Programs from three venues during the year. Demand

and occupancy is very high, any unused places are due to unforeseen and unplanned cancellations.

Brimbank

The Brimbank Day Stay Program operates from the St Albans West Maternal and Child Health Centre and operates one day every week. Families with babies under 12 months are serviced on a fortnightly basis. Alternate weeks families with toddlers, one to two years of age, attend the program.

This program is fully funded by the Department of Human Services through the Community Support Fund.

Maribyrnong

Maribyrnong Day Stay is located at Tweddle and operates three days every fortnight from the refurbished timber building at 73 Adelaide Street, Footscray. Families with children of various ages use the service as follows:

- * children from birth to three years, in a four hour program, alternate Wednesdays;
- * babies from birth to 12 months every alternate Thursday;
- * children from birth to two years attend alternate Saturdays.

The Saturday program facilitates the attendance of fathers and of dual working parents.

Wyndham

The service at Wyndham operates for one day each week from the Powell Drive Maternal & Child Health Centre at Hoppers Crossing. Currently only children from birth to 12 months can be accommodated at this service, but the Department has funded a further day each week for families with one to two year old children. Like the Brimbank program this money has been made available from the Community Support Fund, for a period of two years.

Tweddle Child & Family Health Service

Inquiry Booking Nurse

The inquiry booking function continues to be pivotal to the success of all services at Tweddle. Not only does the inquiry booking process ensure that all family places in the Residential Unit and in the Day Stay Programs are used to maximum capacity, it also ensures that family centred care is instituted at the earliest possible contact.

In order to facilitate family access to Tweddle's services the number of inquiry booking days has increased from five to seven per week. The two additional days have been added as evening shifts to maximise contact with both parents prior to admission.

Each day the inquiry booking nurse makes and receives a minimum of thirty telephone calls. On average ten minutes is spent with each contact.

Community and Professional Education

Tweddle has been conducting community educational programs and developing educational resources for parents and professionals since 1993. The response from these activities has been very positive and has resulted in increased requests for Tweddle to conduct more educational seminars in both

metropolitan and rural venues. There has also been increased demand to develop further educational and practice resources.

In order to meet these demands and to formalise the extension to Tweddle's continuum of services, the Board of Management has committed capital monies to pilot the Tweddle Community Education Network for a trial period of three years.

A Co-ordinator has been appointed and will commence in this role in August 1996. We look forward to reporting on this expanded service next year.

General Practice Support

A local General Practitioner attends Tweddle, on a twice weekly basis, to meet the medical requirements of clients. The family nurse practitioners and the doctor work together as a team, to ensure the health and well being of all clients.

The doctor sees clients if they are ill or in need of medical advice. Generally, 30 to 40 clients require medical consultations each month. In emergencies the General Practitioner will attend as required.

Service Statistics

Service	1993/94	1994/95	1995/96
Operational Beds	24	24	24
Number of Clients			
• residential	2,298	2,410	2,385
• day stay	952	1,032	1,071
TOTAL	3,250	3,442	3,456
Bed Days	8,093	7,744	7,379
Average Length of Stay	3.5	3.1	3.1
Occupancy	92.4%*	88.4%*	84.2%* 95.5%#

* Occupancy is based on 24 beds operating for 365 days of the year.

Occupancy is based on 24 beds operating for 322 days of the year. 43 days were non operational due to the redevelopment and relocation and the Christmas New Year closures.

Tweddle Child & Family Health Service

Client Classification

<i>Classification</i>	<i>No. of Clients</i>		<i>% Clients</i>		<i>No. of Bed Days</i>		<i>% Bed Days</i>	
	<i>94/95</i>	<i>95/96</i>	<i>94/95</i>	<i>95/96</i>	<i>94/95</i>	<i>95/96</i>	<i>94/95</i>	<i>95/96</i>
<i>Hospital</i>	1,833	1,800	76.06%	75.47%	5,836	5,904	75.36%	80.01%
<i>Private</i>	577	585	23.94%	24.53%	1,908	1,475	24.64%	19.99%
<i>TOTAL</i>	2,410	2,385	100%	100%	7,744	7,379	100%	100%

Client Referral Sources

<i>Referral Source</i>	<i>Number</i>	<i>%</i>
<i>Maternal & Child Health</i>	1,837	53.35%
<i>Self</i>	544	15.8%
<i>General Practitioner</i>	165	4.8%
<i>Medical Specialist</i>	150	4.35%
<i>Hospital</i>	62	1.8%
<i>Child Protection</i>	2	.05%
<i>Other</i>	683	19.85%
<i>TOTAL</i>	3,443	100%

Client Admissions According to Human Services Region

<i>Human Services Region</i>	<i>Number</i>	<i>%</i>
<i>Western Metropolitan</i>	1,941	56.38%
<i>Eastern Metropolitan</i>	582	16.9%
<i>Southern Metropolitan</i>	486	14.12%
<i>Other</i>	434	12.6%
<i>TOTAL</i>	3,443	100%

Continuous Quality Improvement

Continuous Quality Improvement is a major focus and commitment of the organisation. Its value to Tweddle is reflected by the allocation of one full day each week for a CQI Project Officer. The aim of this position is to ensure the maintenance and improvement of service standards and to progress accreditation. Ms Kerry Connolly has been appointed to that position and together with Ms Karen Houghton, the CQI Coordinator, Tweddle is moving forward in achieving our CQI goals.

Monitoring activities have been implemented to gather data to assist in the evaluation and revision of clinical and support service practices. Policies and procedures have been reviewed as well, and changes implemented as appropriate.

Occupational Health and Safety

The Occupational Health and Safety Committee has been meeting regularly throughout the year.

In order to ensure that the OH&S Committee remains viable and productive in a small organisation, its functions have been combined with those of Equal Employment Opportunity and the Continuous Quality Improvement Committees. In this way scarce resources are used efficiently, while ensuring the three programs are integrated effectively and that staff are not exhausted attending many meetings in addition to their usual professional and work responsibilities.

In 1995/96 OH&S topics have been scheduled as part of the regular staff inservice program

Tweddle Child & Family Health Service

and have addressed such issues as, security, safety and stress management.

The relocation has also provided a focus for OH&S during 1995/96 and a great deal of work has gone into:

- identifying all emergency equipment and utility service points and documenting their position on a floor plan of the facilities;
- reviewing and upgrading the fire and evacuation policies and procedures.

Mrs Marie Bradley has undertaken a great deal of this work and her efforts are acknowledged with thanks.

Equal Employment Opportunity

The Equal Employment Opportunity function, like those of OH&S have been located with the Continuous Quality Improvement Committee. The Committee has met regularly during the year, however, the redevelopment and relocation have meant that EEO has not been a major focus for the organisation in 1995/96. That will change in the coming year.

In 1996/97 it is planned that Tweddle will develop a sexual harassment policy and review current employment practices and procedures.

EEO Report

	<i>EFT*</i>	<i>Men**</i>	<i>Women**</i>	<i>TOTAL</i>	<i>Kourie</i>
<i>Nursing</i>	18.16	1	25	27	-
<i>Administration</i>	3.52	-	5	5	-
<i>Domestic</i>	1.65	1	1	2	-
<i>Food Services</i>	.63	-	2	2	-
<i>TOTAL</i>	23.96	2	33	35	-

* Effective full time positions

** Actual employees

Administration & Finance

It was again a year of considerable change in the finance department, both in terms of work practices and personnel.

The most significant change was the long awaited move to the new building. It was most gratifying to see years of planning and hard work come to fruition. Sincere thanks are due to the Board, Management and the Department of Human Services for making this dream a reality. Everyone concerned I am sure would agree that it was well worth the wait.

In terms of personnel the year saw the temporary appointment of Ms Karen Haigh as Finance Manager. Karen's experience in the field proved invaluable in terms of the contribution she was able to make to the department. The performance of the

department was also strongly enhanced by the positive attitude and hard work displayed by Kathy Spry and Sandy Eaton. They continue to astound all by their dedication, resilience and ability to perform a multitude of tasks without a great deal of direction.

During the month of June, Tweddle became the proud recipient of twelve pentium computers armed with the most recent Microsoft programs. The upgrade in hardware should enable Tweddle to meet the reporting requirements of the Department of Human Services. From 1st July, 1996 Tweddle will be reporting to the Department of Human Services via AIMS (Agency Information Management System) and EPCCIS (Early Parenting Centre Client Information System). Information loaded on these systems will be transmitted to the Department of Human Services via a modem.

Tweddle Child & Family Health Service

In terms of work practices, the department has begun implementation of accrual accounting and cost centre reporting on a monthly basis. This should enable improved Management reporting and facilitate reporting to the Department of Human Services. Again thanks to the staff for coping

with these huge challenges and daunting workloads associated with the changes. Special thanks are due to Betty Hassold and Karen Houghton for their continued support, encouragement and cooperation. All staff members should be commended for the team spirit which prevails at Tweddle.

Comparative Costs

	<i>1994/95</i>	<i>1995/96</i>
<i>Total Inpatient Costs</i>	<i>\$1,357,694</i>	<i>1,434,192</i>
<i>Average Cost per Client</i>	<i>\$394</i>	<i>\$415</i>
<i>Cost per Client Day</i>	<i>\$163</i>	<i>\$194</i>
<i>Patient Fees</i>	<i>\$407,228</i>	<i>\$281,072</i>
<i>Government Grants</i>	<i>\$937,200</i>	<i>\$1,058,711</i>
<i>Other Revenue</i>	<i>\$12,299</i>	<i>\$35,371</i>
<i>Consultants</i>	<i>\$2,700</i>	<i>\$12,400</i>

Donations

All donors are sincerely thanked for their contribution to the work of Tweddle Child & Family Health Service.

	<i>\$</i>
<i>Ms Beth Drayton</i>	<i>200.00</i>
<i>Dame Elisabeth Murdoch, A.C., D.B.E.</i>	<i>1,000.00</i>
<i>Tweddle Central Auxiliary</i>	<i>7,500.00</i>
<i>Estate of the Late Joseph T. Tweddle</i>	<i>775.91</i>
<i>Royal Victorian Bowls Association</i>	<i>500.00</i>
<i>Charities Sunday Committee</i>	<i>400.00</i>
<i>Lord Mayor's Fund</i>	<i>4,600.00</i>
<i>Estate of the Late of D.T. Galt</i>	<i>1,161.40</i>
<i>Mr Leo O'Connell</i>	<i>200.00</i>
<i>City of Maribyrnong</i>	<i>370.50</i>
<i>Estate of the Late Jean Brunning</i>	<i>31,334.12</i>
<i>AMP Staff Charity Fund</i>	<i>1,100.00</i>
<i>Mr & Mrs A Leibovitch</i>	<i>20.00</i>
<i>Mr & Mrs T King</i>	<i>100.00</i>
<i>The William Angliss (Vic) Charitable Fund</i>	<i>13,103.00</i>
<i>St John Masonic Lodge</i>	<i>10.00</i>
<i>Miss M.L. Herring</i>	<i>50.00</i>
<i>Estate of the Late M Angliss</i>	<i>2,000.00</i>
<i>Estate of the G. F. Green</i>	<i>744.00</i>
<i>Mr & Mrs E Woodward</i>	<i>100.00</i>
<i>The Joe White Bequest</i>	<i>1,000.00</i>
<i>The D.J. Hyslop Settled Fund</i>	<i>2,518.10</i>
<i>Anonymous</i>	<i>241.15</i>
<i>TOTAL</i>	<i>69,028.18</i>

Tweddle Child & Family Health Service

Domestic & Food Services

At Tweddle we are very fortunate to have people with initiative and commitment in the very important, but often unheralded areas of cleaning and food service. The facility is well maintained because staff take pride in their work and in their environment. Problems are followed up and the hygiene and ambience of the building and garden are the major consideration for domestic services staff in the completion of their duties.

As a result both clients and staff have a clean and bright environment in which to work, reside and learn. Special acknowledgment and thanks are extended to Irene Tsflidis for her hard work, flexibility, initiative and general caring approach to her work. Thanks also to Keith Tsflidis, Lorraine Young and especially to Milinda Steve, not only for her conscientious approach to her work, but for her committed, long term involvement in OH&S.

Staff

The staff continue to be Tweddle's greatest and most valuable asset. Without the commitment and support of workers from all areas of the organisation Tweddle's achievements would not have been possible. The value placed on staff is reflected in the support given by Tweddle to regular staff inservicing, staff meetings, consultation, professional development and the provision of opportunities to experience new learning and professional situations.

The team approach at Tweddle permeates all aspects of the service and reflects the care and consideration given to families who attend any of Tweddle's service.

No time was lost due to industrial dispute in 1995/96. There were eight hours lost due to work related illness or injury in 1995/96.

Staff are congratulated on their dedication and performance and are thanked most sincerely for their efforts on behalf of Tweddle.

Staff List

Chief Executive Officer

Ms B. Hassold

Director of Nursing

Ms K. Houghton

Finance Director

Ms E. Gray[^]

Mrs K. Haigh⁺

Charge Nurses

Ms G. Berman*

Ms G. Ralston[^]

Ms H. Speirs

Ms L. Williams

Associate Charge Nurses

Mrs M. Bradley

Mrs S. Burns*

Ms K. Connolly

Mrs L. Cartan

Mrs C. Hegarty

Mrs L. Houghton

Ms B. Prunty

Mrs S. Rodwell[^]

Mrs V. Rowe

Ms H. Upton*

Mrs P. Wilson[^]

Inquiry Booking Nurse

Mrs M. McHugh

Day Stay Programs

Mrs R. Goodman

Mrs T Brown

Mothercraft Nurses

Mrs T Ainge*

Miss J. Batten

Mrs G. Bock

Miss K. Clark

Ms H. Duggan*

Mrs C. Grech*

Mrs L. Henwood

Mrs L. Kelly

Mrs M. Lynch

Ms H. Treloar

Mrs S. Turner*

Mrs L. Welshe

Medical Records

Ms M. Chao

Administration

Mrs S. Eaton

Mrs K. Spry

Mrs R. Payne*

House Staff

Ms M. Steve

Mrs I. Tsiflidis

Mr K. Tsiflidis

Mrs L. Young

* Resigned

[^] Maternity Leave

⁺ Acting

Tweddle Child & Family Health Service

Life Governors

Miss E.M. Angliss, M.B.E.
Miss I. Brennan
Mrs L. Charlton
Mrs W. Clark
Mrs A. Downe
Mr K. Hambly
Mrs P. M. Harbeck
Mrs E. Lambert
Mrs A. Lock
Mr A.J. Mangan
Mrs A.J. Mangan
Mrs M. Maskell
Mrs J. Mercer
Mrs J. Price
Mrs G. Redman
Mrs W. Stephens
Miss I. Stevenson

In Appreciation

All at Tweddle would like to express their thanks and appreciation to the members of the Central Auxiliary who have worked so diligently and loyally for Tweddle and the clients we serve. The ladies' commitment is reflected in the donation of \$7,500 this year. The money has assisted in the provision of equipment to both the Residential Unit and the Community Education Network, located in Brunning Cottage. Thankyou ladies you have done a magnificent job.

Sincere thanks is also extended to the William Angliss (Vic) Charitable Fund, The Lord Mayor' Fund and to all our other regular

contributors. It is with their assistance that Tweddle has been able to upgrade our facilities and to achieve our service goals.

Finally sincere appreciation and thanks are extended to Minister Rob Knowles and to Officers of the Department of Human Services for their continuing support of Tweddle. Without the allocation of \$1.3 million dollars for the redevelopment of the physical facilities we would have had to wait many years for the much needed upgrade. Support has also been forthcoming in the day to day operations of the Tweddle and is appreciated.

Legislative Changes

Accident Compensation Act 1996
Accident Compensation (Occupational health & Safety) Act 1996
Dangerous Goods Act 1995
Drugs, Poison and Controlled substances (Amendment) Act 1995
Equal Opportunity act 1995
Health Acts (Amendment) Act 1995
Mental Health Act 1995
Occupational Health & Safety Act (Amendment) 1995
Psychologists Registration Act (Amendment) 1995
Superannuation Acts (General Amendment) Act 1995
Superannuation Acts (General Amendment) Act 1996
Therapeutic Goods (Victoria) Act 1994

Tweddle Child & Family Health Service

Tweddle Central Auxiliary 67th Annual Report

With pleasure we present the 67th annual report of the Tweddle Central Auxiliary on behalf of the Committee. The report covers the year ended 30th June, 1996.

Our monthly meetings have an average attendance of nine. Members who graciously welcomed us to their homes included Joan Mercer, Margaret Mangan, Mary Economou and Jean Price. We thank them sincerely for their hospitality.

Sadly, in December, 1995, we reported the death of Thelma Mounsey, who had been ill for many years; and of Colin Harbeck, in February 1996. Our deepest sympathy to Phyllis. Colin gave his time and help so generously and assisted Phyl untiringly with her loving care of Thelma. These were two very special humans with their obvious love of Tweddle.

On the 9th May, 1996 the Minister for Health opened the long awaited new facilities on the Sydney Street site. Nine of our members attended and all would agree that it provides an exciting and valuable dimension to the long standing services Tweddle provides. As always we are dependent on, and indebted to, our many donors, with particular reference to Diana Gibson, May Angliss, Eunice Lambert, Nancy Bartlett and the Jean Littlewood Combined Charities Fund.

Five functions were held. Two at the Soroptimists Headquarters in Toorak where Bruce McBrien entertained us with his humour in "Marvellous Melbourne and Me" and in May after a "A Grande Morning Tea" Joan Mercer gave a most moving Play Reading "The White Cliffs".

At the William Angliss College, a beautifully presented luncheon was enjoyed by 30 guests.

In late November a spit roast and pre Christmas "get together" was held at Mt Evelyn - on the enchanting property of Sue and John De Ravin. The weather, the food, the ambience and our super hosts were applauded by our 70 friends.

Betty Hassold gave a most comprehensive report on the various stages of the Hospital rebuilding. We are most grateful for her precious time and the interest and advice she gives to our Auxiliary.

The film "Sense & Sensibility" was shown at Trak Cinema, followed by a basket luncheon. The sale of "Cornflowers for Caring" has been a most worthy pursuit. It will continue.

Eight of our members have become members of the Jean Littlewood Fund this year. Our share of the functions "Christmas in July" at the Walnut Tree, "Gown of the Year" and a Fashion Parade at the Lincoln Centre was \$800. Once again we thank Avis Lock for her dedicated coordination.

Of the monies raised over the year, \$7,500 was applied as follows:

- *equipping the Infant Formula Room;*
- *photocopy machine for the Residential Unit;*
- *electronic whiteboard.*

We record our thanks to the Honorary Treasurer, Win Clark, who has kept our finances in order so diligently but now feels she must resign from this office. To Jean Price, our Honorary Social Secretary, who always manages to find the right gift to suit the occasion, and to all members who contribute in so many ways through out the year. Special thanks to Alan Mangan, our Honorary Auditor, for his most valuable assistance.

We look forward to the year ahead with enthusiasm.

*Mrs Loris Charlton
President*

*Mrs Sue De Ravin
Honorary Secretary*

12th August 1996

Tweddle Child & Family Health Service

Tweddle Central Auxiliary
Income and Expenditure Statement for the year ended 30th June 1996

RECEIPTS			DISBURSEMENTS		
		\$			\$
30 June 1995	Balance at Westpac	3,570.65		Tweddle C&FHS	7,500.00
10 August	Bruce McBrien "Marvellous Melbourne"	415.00		Cornflowers & Labels	902.00
27 September	Lunch at William Angliss College	820.00		Soroptimists Club	90.00
26 November	Spit Roast at home of Mr & Mrs De Ravin	1,180.00		William Angliss College	555.00
3 April 1996	Film Luncheon at Trak Cinema "Sense & Sensibility"	686.50		Trak Cinema	446.00
22 May 1996	Recital by Mrs J Mercer "White Cliffs"	534.00		Royal Roast Mt Evelyn	534.00
	Donations other than fund raising functions	2,256.00		Sundries: Typing, postage etc..	124.90
	Proceeds from "Cornflowers"	1,456.00		Donation St. Oswalds Church	25.00
	Bank Interest	24.44	30 June 1996	Balance at Westpac	756.69
		\$10,942.59			\$10,942.59

TWEDDLE CHILD AND FAMILY HEALTH SERVICE

ANNUAL FINANCIAL STATEMENTS

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

1995-96

TWEDDLE CHILD AND FAMILY HEALTH SERVICE

REVENUE AND EXPENSE STATEMENT FOR THE YEAR ENDED 30 JUNE 1996

	Note	Total 1995-96 \$	Total 1994-95 \$
OPERATING REVENUE PROVIDING FUND INFLOWS			
Services supported by Health Services Agreement			
Government grants			
-Hospital	2	1,058,711	937,200
-Footscray / Sunshine Child and Family Health Service	2	0	1,967
Indirect contributions by Department of Human Services	3	17,069	14,876
Patient fees	4	281,072	407,228
Interest	15	7,513	4,933
Other revenue	5	27,858	7,366
Sub Total		1,392,223	1,373,570
Services supported by Hospital and Community Initiatives			
Rental		6,141	6,878
Interest	15	58,207	47,221
Other revenue	5	635,731	52,449
Sub Total		700,079	106,548
TOTAL OPERATING REVENUE PROVIDING FUND INFLOWS		2,092,302	1,480,118
LESS OPERATING EXPENSES REQUIRING FUND OUTFLOWS			
Services supported by Health Services Agreement			
Salaries & Wages		1,060,006	1,007,324
WorkCover		17,343	19,669
Superannuation		69,576	75,067
Drug Supplies		1,288	1,568
Medical & Surgical Supplies		2,164	2,244
Food Supplies		36,945	37,276
Domestic Services		40,616	22,108
Repairs & Maintenance		54,899	47,195
Administrative Expenses		133,979	126,297
Audit Fees		3,400	3,400
Other		13,976	15,546
Sub Total	5	1,434,192	1,357,694
Services supported by Hospital and Community Initiatives			
Administrative Expenses		35,459	1,339
Interest		218	0
Other		0	14,760
TOTAL OPERATING EXPENSES REQUIRING FUND OUTFLOWS		1,469,869	1,373,793

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 1996 (Continued)

	Note	Total 1995-96 \$	Total 1994-95 \$
OPERATING SURPLUS PROVIDING FUND INFLOWS		622,433	106,325
Less Operating expenses not requiring fund outflows			
Depreciation	6&7	44,619	47,346
Long service leave	6	24,888	33,442
Written down value of assets disposed	20	584,984	8,277
OPERATING (DEFICIT) NOT REQUIRING FUND OUTFLOWS		(654,491)	(89,065)
OPERATING SURPLUS (DEFICIT) PRIOR TO CAPITAL ITEMS		(32,058)	17,260
Income designated for Capital purposes			
Government Grants	2	1,022,267	300,898
Total income designated for Capital Purposes		1,022,267	300,898
Operating surplus (deficit) for the year		990,209	318,158
Retained Earnings at 1 July		1,189,703	186,642
Transfers to Retained Earnings		0	684,903
Retained Earnings at 30 June		2,179,912	1,189,703

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

TWEDDLE CHILD AND FAMILY HEALTH SERVICE

BALANCE SHEET AS AT 30 JUNE 1996

EQUITY	Note	Total 1996 \$	Total 1995 \$
Endowment fund reserve		163,361	163,361
Research and development reserve		253,113	253,113
Asset revaluation reserve	8	771,975	767,594
		<u>1,188,449</u>	<u>1,184,068</u>
Retained earnings		2,179,912	1,189,703
TOTAL EQUITY		<u>3,368,361</u>	<u>2,373,771</u>
LIABILITIES			
CURRENT LIABILITIES			
Bank overdraft		9,516	-
Creditors	9	5,222	123,595
Accrued expenses	10	3,094	2,756
Deferred Revenue	11	659	-
Provision for employee entitlements	12	150,266	134,290
TOTAL CURRENT LIABILITIES		<u>168,757</u>	<u>260,641</u>
NON-CURRENT LIABILITIES			
Provision for employee entitlements	12	104,504	104,472
TOTAL NON-CURRENT LIABILITIES		<u>104,504</u>	<u>104,472</u>
TOTAL LIABILITIES		<u>273,261</u>	<u>365,113</u>
TOTAL EQUITY AND LIABILITIES		<u>3,641,622</u>	<u>2,738,884</u>
CURRENT ASSETS			
Cash at bank and on hand		26,627	100,438
Patient fees receivable	4	39,542	52,774
Stores	13	4,015	4,874
Debtors and accrued revenue	14	86,846	158,881
Investments	15	763,345	730,307
TOTAL CURRENT ASSETS		<u>920,375</u>	<u>1,047,274</u>
NON-CURRENT ASSETS			
Land	16	435,274	590,274
Buildings	16	2,009,222	1,012,009
Plant & equipment	16	264,513	72,812
Motor vehicles	16	12,238	16,515
TOTAL NON-CURRENT ASSETS		<u>2,721,247</u>	<u>1,691,610</u>
TOTAL ASSETS		<u>3,641,622</u>	<u>2,738,884</u>

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 1996

	Note	Total 1995-96 Inflows/ (Outflows) \$	Total 1994-95 Inflows/ (Outflows) \$
CASH FLOWS FROM OPERATING ACTIVITIES			
Services Supported by Health Services Agreement			
RECEIPTS			
Government Grants		1,017,711	883,785
Patient Fees		267,095	368,633
Interest		7,801	4,815
Other receipts		27,858	7,366
PAYMENTS			
Salaries & Wages		(1,062,081)	(997,966)
Other		(327,084)	(299,858)
		<u>(68,700)</u>	<u>(33,225)</u>
Services Supported by Hospital and Community Initiatives			
RECEIPTS			
Interest		50,954	48,768
Rental Property Income		6,800	8,910
Other Revenue		5,683	5,107
PAYMENTS			
Salaries & Wages		(6,805)	-
Other		(35,677)	(16,099)
		<u>20,955</u>	<u>46,686</u>
NET CASH GENERATED FROM OPERATING ACTIVITIES	18	(47,745)	13,461
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for purchase of property, plant & equipment		(1,774,859)	(217,310)
Increase/Reduction in Investments		(119,839)	14,035
Proceeds from disposal of property, plant & equipment		561,020	24,770
Receipts of Capital Donations		69,028	22,570
NET CASH USED IN INVESTING ACTIVITIES		(1,264,650)	(155,935)
CASHFLOWS FROM GOVERNMENT			
Capital Grants		1,142,267	180,898
NET CASH PROVIDED BY GOVERNMENT		1,142,267	180,898
NET INCREASE/DECREASE IN CASH HELD		(170,128)	38,424
CASH AT 1 JULY		264,301	225,877
CASH AT 30 JUNE	17	<u>94,173</u>	<u>264,301</u>

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

TWEDDLE CHILD AND FAMILY HEALTH SERVICE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR YEAR ENDED 30 JUNE 1996

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 Financial Management Act 1994. These requirements incorporate 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 Human Services Victoria.

Land and buildings are recorded at valuation made by the Valuer General on 28.4.94 and 29.2.96. Subsequent additions to buildings are at cost.

Buildings are 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.

TWEDDLE CHILD AND FAMILY HEALTH SERVICE

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR YEAR ENDED 30 JUNE 1996

(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, on costs such as WorkCover and superannuation are included in the calculation of leave provisions.

Long Service Leave

The provision for long service leave is determined in accordance with Accounting Standard AAS30. Generally, the entitlement under various awards becomes payable 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 measured at the present value of the estimated future cash outflow arising from employee's services to date.

Wages and Salaries, Annual Leave and Accrued Days Off

Liabilities for wages and salaries, annual leave and accrued days off are recognised, and are measured as the amount unpaid at the reporting date in respect of employee's services up to that date.

Sick Leave

Sick leave liability is recognised if it is probable that sick leave expected to be taken in future reporting periods will be greater than entitlements which are expected to accrue in those periods.

(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 supported this program by being the employing body of a staff member in the administration area.

(i) Donations

Donations are recognised as revenue when the cash is received.

(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.

TWEDDLE CHILD AND FAMILY HEALTH SERVICE

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR YEAR ENDED 30 JUNE 1996

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

The Activities classified as *Services Supported by Health Services Agreement* are substantially funded by the Department of Human Services while 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.

(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 not requiring fund outflows.

(n) Asset Revaluations

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

TWEDDLE CHILD AND FAMILY HEALTH SERVICE

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR YEAR ENDED 30 JUNE 1996

NOTE 2 GOVERNMENT GRANTS

	1995-96 \$	1994-95 \$
Department of Human Services Operating Grants		
Hospital	1,029,400	937,200
Footscray/Sunshine		1,967
C&F H.S.		
Department of Human Services		
Other Grants		
Brimbank Day Stay Program	22,650	
Computer Training	3,705	
Wyndham Day Stay Program	2,000	
Victorian Minimum Data System Change	500	
Telecom Rebate	456	
Total Operating Grants	1,058,711	939,167
Capital Grants	1,022,267	300,898
Total Grants Earned	2,080,978	1,240,065

Includes \$72,400 which relates to provisional year end adjustment, that is, the amount owed to finalise Hospital funding based on performance during the year under the Health Service Agreement.

**NOTE 3 INDIRECT CONTRIBUTION BY DEPARTMENT
OF HUMAN SERVICES**

Department of Human Services 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.

	1995-96 \$	1994-95 \$
Insurance	17,069	14,876
Total	17,069	14,876

TWEDDLE CHILD AND FAMILY HEALTH SERVICE

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR YEAR ENDED 30 JUNE 1996

NOTE 4 PATIENT FEES

	<i>Patient fees raised</i>		<i>Patient fees receivable</i>	
	1995-95	1995-94	1996	1995
	\$	\$	\$	\$
Primary care	<u>281.072</u>	<u>407.228</u>	64.542	73.774
Less provision for doubtful debts			<u>(25.000)</u>	<u>(21.000)</u>
Net patient fees receivable			<u>39.542</u>	<u>52.774</u>

The Hospital charged fees in accordance with the Department of Human Services directives.

Bad & Doubtful Debts	1995/96	1994/95
	\$	\$
	<u>23.209</u>	<u>40.606</u>

**NOTE 5 OTHER REVENUE - SERVICES SUPPORTED
BY HEALTH SERVICES AGREEMENT**

	1995-96	1994-95
	\$	\$
Jobskills	18.186	-
Bad debts recovered		
Education	6.845	2.435
TAFE students		889
Other	2.827	2.894
Total	<u>27.858</u>	<u>7.366</u>

**OTHER REVENUE - SERVICES SUPPORTED BY HOSPITAL AND COMMUNITY
INITIATIVES**

	1995-96	1994-95
	\$	\$
Donations	69.028	22.571
Sale of videos	5.683	4.784
Proceeds on Sale of Fixed Assets	561.020	24.770
Other	-	324
Total	<u>635.731</u>	<u>52.449</u>

TWEDDLE CHILD AND FAMILY HEALTH SERVICE

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR YEAR ENDED 30 JUNE 1996

NOTE 6 OPERATING EXPENSES

	Total 1995-96 \$	Total 1994-95 \$
Services supported by Health Services Agreement		
	1,060,006	1,007,324
Salaries and Wages	17,343	19,669
Workcover	69,576	75,067
Superannuation	1,288	1,568
Drug Supplies	2,164	2,244
Medical and Surgical Supplies	36,945	37,276
Food Supplies	40,616	22,108
Domestic Services	54,899	47,195
Repairs and Maintenance	133,979	126,297
Administrative Expenses	3,400	3,400
Audit Fees	13,976	15,546
Other		
Total Expenses Requiring Fund Outflows (As per Revenue and Expenses Statement)	1,434,192	1,357,694
 Add Operating Expenses not requiring Fund Outflows		
Long Service Leave	24,888	33,442
 Sub Total	1,459,080	1,391,136

TWEDDLE CHILD AND FAMILY HEALTH SERVICE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR YEAR ENDED 30 JUNE 1996

	Total 1995-96 \$	Total 1994-95 \$
<u>Services supported by Hospital & Community Initiatives</u>		
Administrative Expenses	35.459	1.339
Interest	218	-
Other	-	14.760
Total Expenses requiring Fund Outflows (As per Revenue and Expense Statement)	35.677	16.099
Add Operating Expenses not requiring Fund Outflows:		
Depreciation	44.619	47.346
Written down value of assets disposed	584.984	8.277
Sub Total	629.603	55.623
Total Expenses	2.124.274	1.446.759

NOTE 7 DEPRECIATION AND AMORTISATION

	1995/96 \$	1994/95 \$
Buildings	21.542	22.382
Plant & Equipment	18.800	20.583
Motor Vehicles	4.277	4.381
	44.619	47.346

NOTE 8 TRANSFERS TO/FROM RESERVES

	1995/96 \$	1994/95 \$
Asset Revaluation Reserve	4.381	-

Due to an upward valuation of land and buildings at 75 Adelaide Street on 29.2.1996, \$4.381 was transferred to the asset revaluation reserve.

TWEDDLE CHILD AND FAMILY HEALTH SERVICE

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR YEAR ENDED 30 JUNE 1996

NOTE 9 CREDITORS & BORROWINGS

	Less than 1 Year	1 to 2 Years	2 to 5 Years	Greater than 5 Years	Total 1996	Total 1995
	\$	\$	\$	\$	\$	\$
Creditors*	5.222	-	-	-	5.222	123.595

NOTE 10 ACCRUED EXPENSES

	1996 \$	1995 \$
Other	3.094	2.756
Total	3.094	2.756

NOTE 11 DEFERRED REVENUE

	1996 \$	1995 \$
Rent	659	-
	659	-

NOTE 12 EMPLOYEE ENTITLEMENTS

	1996 \$	1995 \$
Current		
Long service leave	42.342	24.291
Accrued salaries & wages	19.429	14.810
Annual leave	86.144	94.014
Accrued days off	2.351	1.175
Non-current	150.266	134.290
Long service leave*	104.504	104.472
Total	254.770	238.762

In measuring present value a probability factor which varies in accordance with the number of years of service has been used in determining the retention rate for employees with a particular number of years of service.

FOR YEAR ENDED 30 JUNE 1996

	1996	1995
	\$	\$
Pharmaceuticals	1.103	1.193
Domestic supplies	1.870	3.085
Administration stores	<u>1.041</u>	<u>595</u>
	<u>4.015</u>	<u>4.874</u>

	Less than 1 year less than 2 years	Greater than 1 year less than 5 years	Greater than 2 years	Greater than 5 years	Total 1995-96	Total 1994-95
	\$	\$	\$	\$	\$	\$
Accrued interest - oper	1.105				1.105	1.393
Acc Govt Grant - oper	72.400				72.400	31.400
Accrued interest - cap	13.341				13.341	6.088
Acc Govt Grant - cap	-					120.000
	<u>-----</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>	<u>-----</u>
Total accrued revenue	86.846		-	-	86.846	158.881

TWEDDLE CHILD AND FAMILY HEALTH SERVICE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR YEAR ENDED 30 JUNE 1996

NOTE 15 INVESTMENTS

	Operating Fund \$	Capital Fund \$	Total 1996 \$	Total 1995 \$
Current				
Investments				
Bank bills	-	686.282	686.282	566.444
On call investment	5.244	71.839	77.063	163.863
	<hr/>	<hr/>	<hr/>	<hr/>
Total	5.244	758.121	763.345	730.307
	<hr/>	<hr/>	<hr/>	<hr/>
Investment Income				
			1995-96 \$	1994-95 \$
Interest				
On call investments & term deposits	7.513	58.207	65.720	52.154
	<hr/>	<hr/>	<hr/>	<hr/>

TWEDDLE CHILD AND FAMILY HEALTH SERVICE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR YEAR ENDED 30 JUNE 1996

NOTE 16 NON-CURRENT ASSETS

	Gross Valuation	Accum Depreciation	Written Down Value	Written Down Value
	1996	1996	1996	1995
	\$	\$	\$	\$
<i>At Cost</i>				
Plant & Equipment	299,985	35,473	264,513	72,812
Motor Vehicles	19,010	6,772	12,238	16,515
Freehold land	30,274	-	30,274	30,274
Buildings	<u>1,961,652</u>	<u>15,378</u>	<u>1,946,274</u>	<u>294,392</u>
Sub-Total	<u>2,310,921</u>	<u>57,623</u>	<u>2,253,299</u>	<u>413,993</u>
<i>At Valuation*</i>				
Crown Land	310,000	-	310,000	310,000
Freehold Land	95,000	-	95,000	250,000
Buildings	<u>65,000</u>	<u>2,052</u>	<u>62,948</u>	<u>717,617</u>
Sub-Total	<u>470,000</u>	<u>2,052</u>	<u>467,948</u>	<u>1,277,617</u>
Total	<u>2,780,921</u>	<u>59,675</u>	<u>2,721,247</u>	<u>1,691,610</u>

*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. A property newly acquired at 75 Adelaide Street was valued by Mr D.H. Burns on behalf of the Office of the Valuer General, Victoria, on the 29th February, 1996.

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

TWEDDLE CHILD AND FAMILY HEALTH SERVICES

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR YEAR ENDED 30 JUNE 1996

NOTE 17 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.

	1996 \$	1995 \$
Operating Fund		
-Cash at bank and on hand	250	5,540
-Cash Management Account	5,223	65,922
-Bank Overdraft	(9,517)	-
Capital Fund		
-Cash at bank and on hand	26,377	94,897
-Cash Management Account	71,840	97,942
Cash at 30 June	94,173	264,301

NOTE 18 RECONCILIATION OF NET CASH USED IN
OPERATING ACTIVITIES TO OPERATING RESULT

	1996 \$	1995 \$
Operating Surplus (deficit) for the year	990,209	318,157
Less income designated for capital purposes	1,091,295	323,469
Operating Deficit prior to capital items	(101,086)	(5,312)
Depreciation	44,619	47,346
Long service leave expense	24,888	33,442
Long service leave paid	(6,805)	-
Profit on fixed asset sale	-	(16,493)
Loss on Fixed asset sale	23,964	-
Increase in deferred revenue	659	-
Increase in accrued expenses	338	352
Increase/Decrease in creditors	(118,373)	81,408
Increase in patients' fees	13,232	2,011
Increase/Decrease in debtors	72,035	(143,021)
Increase in stores	859	1,420
Increase/Decrease in employee entitlements	(2,075)	12,308
Net cash used in Operating activities	(47,745)	13,461

TWEDDLE CHILD AND FAMILY HEALTH SERVICES

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

FOR YEAR ENDED 30 JUNE 1996

NOTE 19 SUPERANNUATION

This entity contributes to the Hospitals Superannuation Board. Contributions made during this financial year were \$69,576. There were no amounts outstanding in respect of the financial year. The basis for calculating superannuation payable to the Hospital Superannuation Board is in accordance with the Hospital Superannuation Act 1988 and the State Superannuation Act 1988. There are no loans existing from any Superannuation Fund.

NOTE 20 PROFIT OR LOSS ON SALE OF NON-CURRENT ASSETS

	1995-96	1994-95
	\$	\$
Profit/Loss on Sale of Assets	(23,964)	16,943

NOTE 21 RESPONSIBLE PERSON - RELATED DISCLOSURES

(a) Responsible persons

Mr P. Angliss
Mr I. Broadway
Ms P. Digby
Ms L. Glanville
Ms B. Hassold
Ms L. Hazelton
Dr N. Hocking
Mr G. Jasper
Mr R. Jones
Ms J. Launder
Ms D. McGregor
Mr I. Roberts Resigned March 1996.
Ms L. Soong

(b) Remuneration

	1996	1995
	\$	\$
Total remuneration received or due and receivable by responsible persons from the reporting entity in connection with the management of the reporting entity.	73,000	72,000

The number of responsible persons who are in the following bands
\$70,000 - \$79,999.

1	1
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Members of the Board of Management all hold honorary positions.

(c) Retirement Benefits

There are no retiring benefits provided to responsible persons.

(d) Other Transactions of Responsible Persons Related Entities

There were no transactions with Board of Management related entities.

(e) Other Receivables from and Payables to Responsible Persons

No amounts remain payable or receivable to any Board of Management Member.

TWEDDLE CHILD AND FAMILY HEALTH SERVICE

Certification

In our opinion the Report of Operations and the Financial Statements of the Tweddle Child Family Health Service comprising statement of revenue and expense, balance sheet, statement of cash flows and notes to the Financial Statements have been prepared in accordance with the provisions of the Financial Management Act 1994 and the Directions of the Minister for Finance - Part 9 Reporting Provisions.

In our opinion the Financial Statements present fairly the financial transactions for the year ended 30 June 1996 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 (on behalf
Mrs. J. Launder of the Board of Management)

.....Member (on behalf of
Mr. R. Jones of the Board of Management)

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

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

Dated the.....day of..... 1996.

(Melbourne)