



Tweddle Child and Family Health Service | **80th** Annual Report 2000 |





Tweddle Child & Family Health Service

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Our clients come from diverse  
backgrounds and approach Tweddle with a  
wide range of support needs. Responding  
sensitively and effectively to those needs  
remains our primary goal.

## tweddle's 80th

Tweddle's 80th Annual Report has been prepared as our primary means of reporting to government and to the broader community on our activities and performance for the twelve month period 1 July 1999 to 30 June 2000. It also serves as an important contribution to the documentation of Tweddle's history and development.

Tweddle Child and Family Health Service is located in Footscray in Melbourne's inner western suburbs. It offers a range of services to support, educate and assist families with children up to the age of three. Our services include a 24 bed residential unit, Day Stay programs, educational activities and a comprehensive range of information resources.

Tweddle provides assistance with a range of early parenting challenges including those relating to sleeping difficulties for babies or young children, feeding issues, challenging toddler behaviour and post natal depression and anxiety.

Our clients come from diverse backgrounds and approach Tweddle with a wide range of support needs. Responding sensitively and effectively to those needs remains our primary goal.

# Tweddle

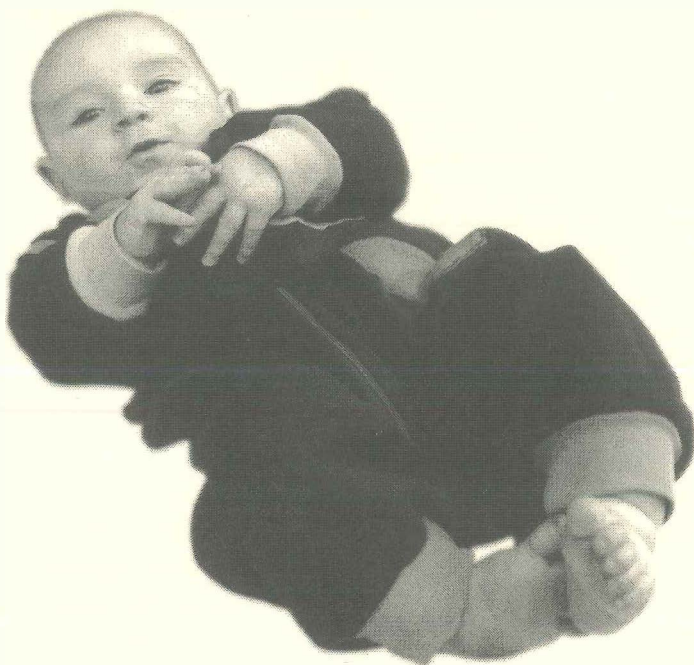
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Tweddle Child and Family Health Service  
provides a specialist health development  
and family support program aimed at  
strengthening independent family functioning,  
promoting health and preventing illness  
and injury. It is concerned with the  
optimal health, growth and  
development of all clients.

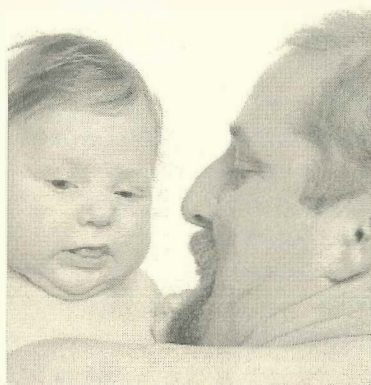
## our mission

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, growth and development of all clients.

## objectives

- 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.

## president's report



At the commencement of the last decade, Tweddle released its Future Directions Study that formed the basis of its service development and operations during the nineties. Under the guidance of the then President Dr Nigel Hocking, who still serves with distinction on the Board, Tweddle recognised the need to maintain the nursing base of its operations as well as focusing on improving access to services. Our first tentative steps were taken with the introduction of the Day Stay Program and the review of Tweddle's physical facilities. Through the succeeding President Graham Jasper, who is also still on the Board, this evolution continued with the completion and relocation to the new, purpose built Adelaide Street facilities. These significant service improvements were implemented alongside an ongoing commitment to continually improving the existing residential services and exploring options for the provision of services away from our primary base in Footscray.

The past year has seen Tweddle vigorously pursue the directions identified in the Development and Marketing Strategy undertaken two years ago and referred to in last year's Annual Report.

Day Stay Programs are now conducted at Hoppers Crossing, in Tullamarine under contract from the Hume City Council, in Bacchus Marsh in collaboration with Djerriwarrah Health Service and at Williamstown in conjunction with The Williamstown Hospital.

The Tweddle Education Network has gone from strength to strength. Last year saw the publication and release of the second edition of *Sleep Right, Sleep Tight* by Random House, the provision of customised parenting education programs in Horsham, Birchip, Frankston, Warnambool, Hamilton, Ballarat, San Remo, Quambatook, Donald, Warracknabeal, Bairnsdale, Echuca, Mildura, Ouyen and Kerang along with various metropolitan locations as well as the continued provision of professional programs at Footscray. The year 2000 has also seen a commitment by the Board to expand our research effort and to this end preliminary agreements have been reached with Victoria University of Technology and The Key Centre for Women's Health in Society. The Board has also resolved that Tweddle obtain Quality Accreditation as soon as possible and has allocated the necessary resources for that to be achieved.

None of this has meant that sight has been lost of the core program provided at Footscray and for this, the Board is grateful for the dedication, commitment and skills of Tweddle staff. We were however sad to lose last year both Elsie Gray, who retired as the Finance Director and Karen Houghton, who retired as the Director of Nursing. We thank them sincerely for their contributions to Tweddle. Karen had been on maternity leave for some time and during her leave, we were fortunate to obtain the services of Robyn Keegan.

Prue Digby retired from the Board due to increased commitments as the new Executive Director of the Local Government Division with the Victorian Government. Prue was an extremely valuable contributor to all discussions and generous with her time for the benefit of Tweddle. We were pleased to welcome Jenni Gratten-Vaughan and Julie Collette as new Board members and we look forward to their input and guidance over the coming years.

Jan O'Connell was appointed Director of Nursing at the end of 1999 and has already made her mark. Of particular note is the introduction of the Parenting Assessment and Skill Development Service, commenced for the first time in 1999 – 2000 under contract from the Department of Human Services. Jan's innovative and imaginative approach to service delivery is appreciated by the Board. We also welcomed Mr Kurt Maybus as the new Business Director.

None of the Board's policies and hopes could be realised without the dedication, skills and commitment of all staff and on behalf of the Board, I thank them for that and especially for the manner in which they go about their tasks and the genuine care, concern and passion they bring to their work. The Board particularly recognises and records its appreciation for the continued excellent management brought to Tweddle by the CEO Betty Hassold. First class services are provided within a tight budget and the

primary focus on the well being of clients remains central under Betty's leadership.

I also thank my fellow Board members for the time they give and for the expertise they so generously make available to Tweddle.



Rodney Jones  
President



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## tweddle's board

### **President**

Mr Rodney Jones  
LLB (Melb)

### **Vice President**

Ms Hilary Russell  
BA, Dip Ed, B Soc Stud, Grad Dip Man

### **Treasurer**

Ms Jennie Connolly  
B Bus (Acct), Grad Dip Ed, M Bus Man

### **Members**

Mr Ian Broadway  
B Comm FCPA

Ms Julie Collette  
RN, NM, B App Sc

Ms Prue Digby (resigned)  
B Soc Stud

Mr Adam Fry  
Dip Social Science

Ms Jennie Gratten-Vaughan  
B App Sc OT, Grad Dip Rehab Studies,  
Grad Dip Management, M Bus

Dr Nigel W J Hocking  
MB, BS (Hons), FRACP

Mr Graham H Jasper  
B Arch (Melb)

Mrs Bella Irlicht  
TPTC TSp TC MEd Grad Dip Curriculum,  
Grad Dip Student Welfare,  
Grad Dip Educational Admin

Tweddle's Board of Management  
has two sub-committees:

The **Health and Safety Committee** monitors and makes recommendations to the Board on matters relating to service development, quality assurance and issues impacting on the health and safety of clients and staff. It comprises:

### **Members**

Ms Hilary Russell (Chair)  
Ms Julie Collette  
Ms Jennie Gratten-Vaughan  
Mr Graham Jasper  
Ms Bella Irlicht

### **Advisory**

Ms Jan O'Connell (secretary)  
Ms Betty Hassold

### The **Finance and Works**

**Committee** monitors and make recommendations to the Board on the financial operations of the service and on matters relating to Tweddle's facilities and grounds. It comprises:

### **Members**

Ms Jenny Connolly (Chair)  
Mr Ian Broadway  
Mr Rodney Jones

### **Advisory**

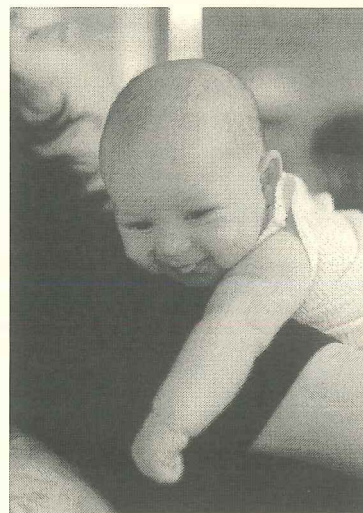
Mr Kurt Maybus (secretary)  
Ms Betty Hassold  
Ms Jan O'Connell



## CEO's report

This year, like many others at Tweddle, has been characterised by significant change. In particular I note the following:

- the challenge of the organisational review and restructure to facilitate the development of an outward leadership focus to explore more fully the ways in which Tweddle can "make a difference" in the lives of young children and their families;
- a review of governance responsibilities and structures to assist in ensuring accountability while facilitating creative and innovative service options for families;
- the implementation of the Marketing and Development Strategy goals and the review of those outcomes;
- the growth of the preventative, health promotion role of early parenting services through the funding and provision of the Tweddle Education Network which has the dual role of parent and professional education and resource development;
- the challenging policy environment at the state level, in part due to the change in government and a reconsideration of existing priorities;
- positioning ourselves to meet the demands and challenges of a rapidly changing social and economic environment;
- the establishment and consolidation of the Parent Assessment & Skill Development Service;



This annual report highlights examples of Tweddle's innovation, leadership and creativity in the field of service development. I encourage all of our stakeholders to consider these examples and provide comment on the ways in which Tweddle can continue to strive for excellence in what we do.

- a greater focus on research and evidence based practice which will provide a conceptual framework for early parenting practice at both a personal and professional level.

With this climate of development and change I am delighted to be able to report that Tweddle has continued to focus on meeting the primary needs of clients and their families. Our attention has not been diverted from the goals of:

- quality care;
- innovative service options to meet individual client and family needs;
- a commitment to targeted growth and responsible development;
- strong governance and fiscal responsibility.

This annual report highlights examples of Tweddle's innovation, leadership and creativity in the field of service development. I encourage all of our stakeholders to consider these examples and provide comment on the ways in which Tweddle can continue to strive for excellence in what we do.

I look forward to my ongoing work  
at Tweddle in the coming year  
and I am confident that our  
organisation is both healthy and  
robust, and most importantly, is  
continuously enhancing its ability to  
effectively meet the needs of the  
community it serves.

Over the next three years, Tweddle  
is committed to a number of  
strategic goals. Specifically, we aim to:

- provide services of high quality  
which can be assessed as making  
a positive difference to early  
parenting practice;
- provide a flexible range of service  
models to a diverse client group  
which are effective in meeting  
needs;
- build our profile and strategic  
partnerships with the Department  
of Human Services (central and  
regional), academic institutions,  
referral agencies and the broader  
community to strengthen service  
integration, cooperation and  
collaboration;
- achieve leadership status as a  
provider of community education  
and professional development  
in the field of early parenting.

We gratefully acknowledge those  
who assist us financially in achieving  
our strategic directions. These include  
the Department of Human Services,  
the William Buckland Foundation  
which has funded research and, of  
course, all donors who give so  
generously of their financial resources.

The Board at Tweddle has continued  
throughout the year to provide  
strategic leadership for the  
organisation and the commitment  
of all Board members, and  
particularly the President, Rodney  
Jones is welcomed. The Board has  
also seen some changes with the  
resignation of Ms Prue Digby who  
retired in May 2000 after seven and

a half years of service. During this  
time, Prue made both timely and  
effective contributions to the work  
of Tweddle. Ms Lois Hazelton  
and Mrs Lesley Soong have also  
retired from the Board during the  
year and our thanks go to them.  
Tweddle welcomes new Board  
members Ms Julie Collette and  
Ms Jenni Gratten-Vaughan and looks  
forward to a productive association.

Finally, I acknowledge the work  
of Tweddle staff over the past year  
who collectively operationalise our  
organisational goals and priorities.  
Thanks go to Ms Elsie Gray who  
resigned as Tweddle's Finance  
Director earlier in the year and  
to Ms Robyn Keegan, the Acting  
Director of Nursing. We welcome  
a number of new staff, including  
our Director, Nursing Services,  
Ms Jan O'Connell and our Business  
Manager, Mr Kurt Maybus.

I look forward to my ongoing work  
at Tweddle in the coming year and  
I am confident that our organisation  
is both healthy and robust, and most  
importantly, is continuously enhancing  
its ability to effectively meet the  
needs of the community it serves.



Betty Hassold  
Chief Executive Officer

## executive staff team

### Chief Executive Officer

Ms Betty L. Hassold  
RN, RM, M&CHN, Dip Ed, BA, FRCNA

### Director, Nursing Services

Ms Jan O'Connell  
RN, RM, Grad Dip CHN & M&CH  
Grad Dip Business

### Acting Director of Nursing (resigned)

Ms Robyn Keegan  
RN, RM, M&CHN, BA App Sc (Nursing)

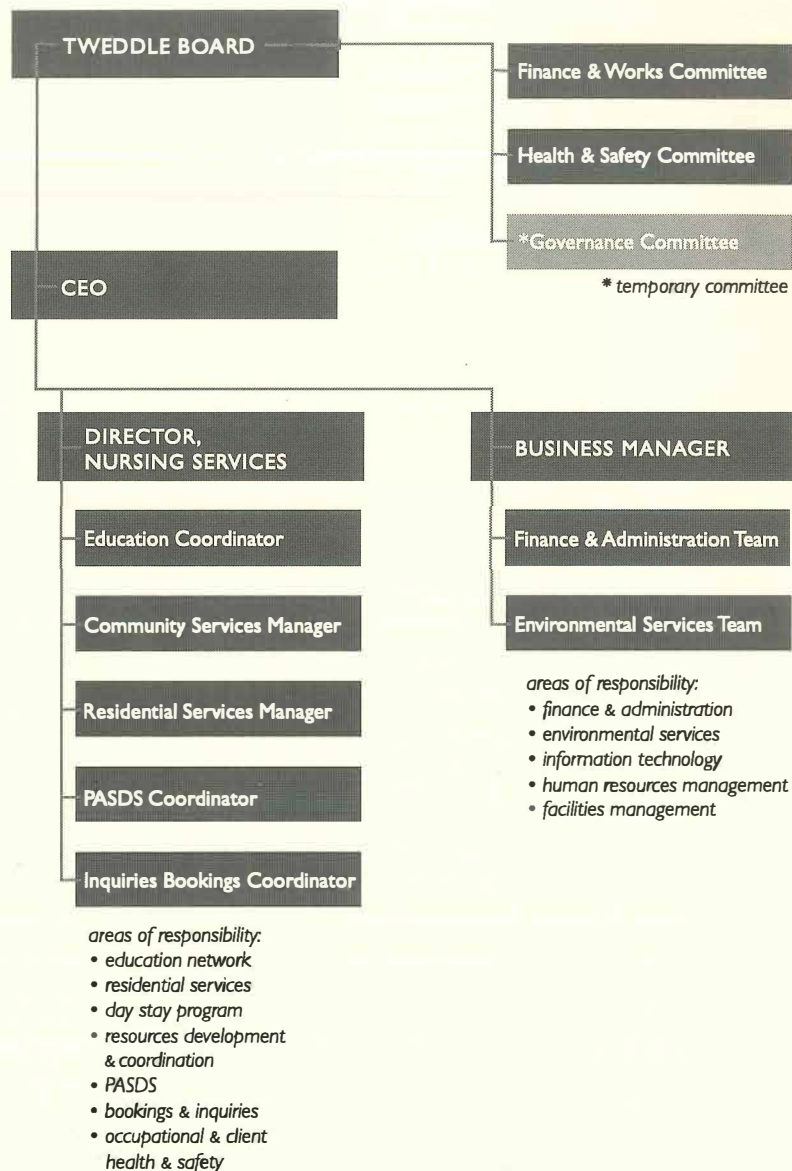
### Business Manager

Mr Kurt Maybus  
B Bus (Acct), Cert of Tech Electronics

### Finance Director (resigned)

Ms Elsie Gray  
FCPA, Dip Bus Studies

## organisational structure





## operations report & annual statistics

### Residential Services

Tweddle's 24 bed residential service is an intensive educative and support program incorporating one-on-one consultation, group work, modelling of new parenting strategies, self-directed learning and supported practice of new skills and approaches to parenting.

In the past year, 2,910 clients were admitted to the residential program (an increase of 283 on 1998/99) and the bed occupancy rate was 101.4% (2.3% increase on last year). Families attending Tweddle are presenting with increasingly complex parenting challenges including sleeping issues with babies or young children, feeding concerns, challenging toddler behaviour and post natal depression or anxiety.

As demand for service grows so did the length of Tweddle's waiting list. This provided an opportunity to review the length of stay in the residential program. The service now offers a 1, 2 or 4 night stay. This

development has further increased service flexibility, extended client choice and improved access to services for clients.

Partners are encouraged to attend the residential service and are doing so in greater numbers. This enables staff to work with each parent to achieve individual learning goals and to develop strategies that strengthen the joint parenting role and overall family functioning.

Whilst these initiatives and other efficiency measures have been very successful, long waiting lists continue to be of serious concern and will remain our most significant challenge in 2000/01.

### Day Stay Program

The popularity of Tweddle's Day Stay Program increased further in 1999/00 with 2,447 clients using the service (compared to 2,321 in 1998/99).

**Table A: Residential Services – Clients Admitted**

	1997/98	1998/99	1999/00	Variance 98/99 – 99/00
Beds available each day of operation	24	24	24	0
Clients admitted	2,597	2,627	2,910	+ 283
Clients admitted for one day	71	122	416	+ 294
Average length of stay	2.8 days	2.6 days	2.5 days	–.1 day
Total client bed days	7,102	6,928	7,395	+ 467
% Occupancy*	100%	99.1%	101.4%	+ 2.3%

\* Tweddle was operational for 304 days in 1999/00 (compared to 291 days in 98/99). 1999/00 Bed Closures: Sundays 43; Christmas/ New Year period 11; in-service days 1; public holidays 7.



Day Stay Programs are offered at Tweddle's Footscray location three days per week as well as on Saturdays. Programs have also been operating for several years in the municipalities of Wyndham and Brimbank. Both programs have been very well attended as a result of their location within local communities.

In recognition of the success of the Day Stay model, Brimbank's Maternal and Child Health Service have integrated the program into their overall service – a significant community development outcome as well as providing Tweddle with the opportunity to redirect scarce resources to other potential service models for families who are not currently accessing our service.

Tweddle has successfully tendered to continue to provide the Day Stay Program for Hume City Council. The strong partnership arrangement with Hume continues to develop with Tweddle now providing professional development programs for the Maternal and Child Health Service in that municipality.

In February 2000, Mrs Terry Bracks officially opened the Day Stay Program at Williamstown Hospital. The Williamstown service, Tweddle's latest joint venture, targets families within the City of Hobson's Bay.

The feedback from parents on Tweddle's Day Stay Programs continues to be extremely positive and affirms the effectiveness of this innovative model of intervention and support.

**Table B: Day Stay Program Admitted Clients**

		Maribyrnong
1998/99	Individuals	598
	Families	260
1999/2000	Individuals	379
	Families	164

**Table C: Day Stay Program – Non-admitted Clients**

		Hume	Brimbank	Wyndham	Maribyrnong	Total
1998/99	Individuals	405	199	414	598	1,616
	Families	176	89	180	260	705
1999/00	Individuals	408	149**	358	0*	915
	Families	176	67**	155	0*	398

\*The Maribyrnong Day Stay commenced to register clients as admitted rather than non-admitted clients

\*\* The Brimbank Day Stay Program commenced operations as part of the local community health service in May 2000

**Table D: Day Stay Program – Collaborative Programs**

	Djerriwarrh Tweddle*	Williamstown Hospital Tweddle**	Total
Individuals	298	118	416
Families	123	52	175

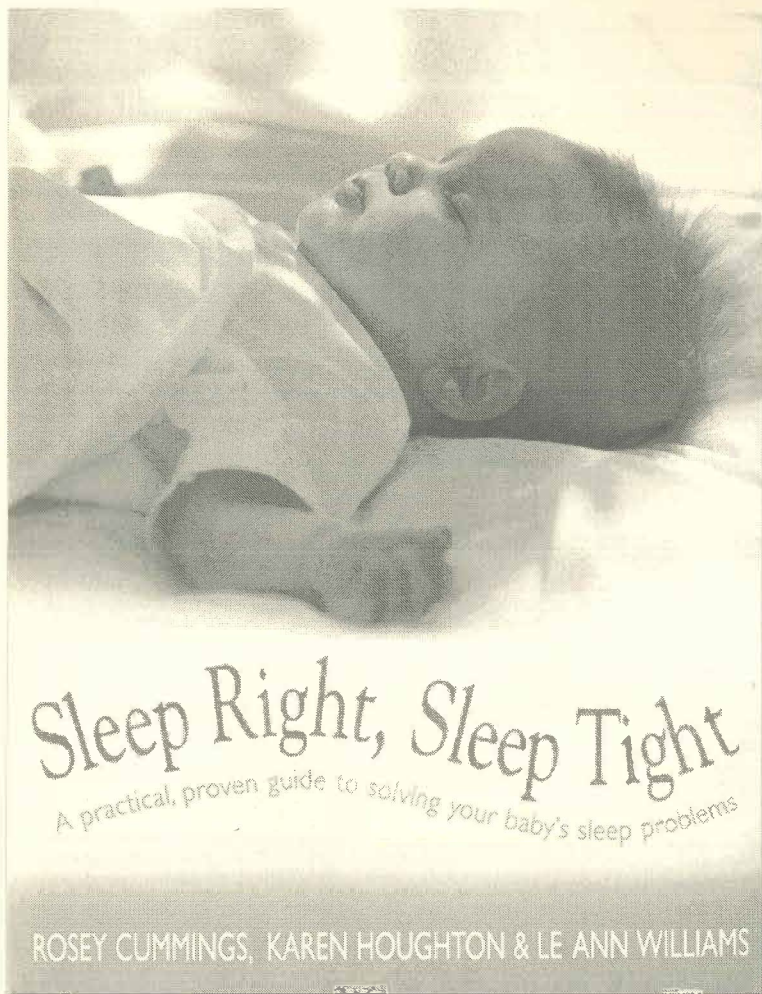
\* Commenced operations in May 2000

\*\* Commenced operations in February 2000

**Table E: Total Day Stay Program Clients  
(admitted, Non-admitted and Collaborative Programs)**

	1998/99	1999/00
Individuals	1,616	1,710
Families	705	737





#### **Education Services**

Established in 1996, the Tweddle Education Network continues to enjoy a reputation for being a leader in the provision of high quality parenting education and resources.

The service developed in response to frequent requests from parents and health professionals for practical information and strategies to assist in caring for young children. The Education Network is based on a commitment to empowerment in which people are provided with the information and knowledge to develop their parenting skills with both competence and confidence.

#### **Parenting Education Seminars**

Initiated as one of a number of strategies to manage lengthy waiting lists for Tweddle services, the Parenting Education Seminars provide accessible and affordable information on issues most commonly experienced by clients. The response has been outstanding and the program continues to expand to cover topics and issues suggested by parents participating in the program.

Requests for customised parenting education programs are increasing each year with sessions now provided across Victoria in both rural and metropolitan centres. Baby Target recently commissioned Tweddle to conduct parenting sessions for their customers at the Baby Target stores in Werribee and Narre Warren. 2,079 parents participated in Parent Education Seminars in 1999/00 (compared to 1,572 last year).

#### **Professional Education Program**

This year saw the consolidation of Tweddle's Professional Education Program. The program was set up in response to requests from health and welfare professionals working with young families. The program aims to enable relevant professionals to keep abreast of the latest evidence-based knowledge and practices relating to parenting and working with families. In 1999/00, the Professional Education Program attracted 277 participants.

#### **Educational Resources**

The book *Sleep Right, Sleep Tight*, *A practical, proven guide to solving your*



*baby's sleep problems* was published by Tweddle in 1998 and sold 10,000 copies. Its popularity resulted in Random House publishing a second edition in June 2000. This exciting development will ensure that the book is available throughout Australia and overseas. Publishers in Korea and Germany have recently purchased the rights to sell the book in those countries. A *Sleep Right, Sleep Tight* Train the Trainer package has also been produced to assist health professionals to conduct their own high quality sleep seminars for parents.

#### Special Projects

Tweddle received funding in 1999/00 to provide the following special education and research projects:

- Settling and Sleep Seminars for Vietnamese Parents
- African Mothers Nutrition and Parenting Program
- School Focused Youth Group: Pregnancy & Parenting – Myths and Realities
- Sleep Problems in Infancy: Evaluation of an Intervention Strategy – an audit of Tweddle Breastfeeding Trajectory
- Preparation for Release Parenting for Women at the Deer Park Correction Centre

#### Research and Presentations

Tweddle's Board and staff made a concerted effort to expand our research capacity during 1999/00 in recognition of the importance of having our practice solidly informed by research evidence. As the year came to an end, negotiations for joint

research projects were well advanced with Victoria University of Technology and The Key Centre for Women's Health in Society.

Three abstracts were accepted for conferences during the year.

#### Parenting Assessment and Skill Development Services (PASDS)

Introduced in 1999/00 following a trial period in 1998/99, PASDS comprises a 10 day residential program as well as a Day Program for families with infants deemed to be 'high-risk' by the Department of Human Services. The program aims to assess and develop parental skills to ensure that a safe, protective and

nurturing environment can be sustained for the child.

Tweddle provides an independent, comprehensive report at the completion of a family's participation in the PASDS program to assist the Department of Human Services in their assessment of child's situation and level of risk.

**Table F: Seminar Attendances**

	1997/98	1998/99	1999/00	Variance 98/99 -99/00
Parent Seminars at Tweddle	755	1,572	1,374	
External Parent Seminars			705	
<b>Total Parent Attendances</b>	<b>755</b>	<b>1,572</b>	<b>2,079</b>	<b>507</b>
Professional Seminars at Tweddle	278	342	60	
External Professional Seminars			217	
<b>Total Professional Attendances</b>	<b>278</b>	<b>342</b>	<b>277</b>	<b>(65)</b>
<b>Total Seminar Attendances</b>	<b>1,033</b>	<b>1,914</b>	<b>2,356</b>	<b>442</b>

**Table G: Seminars Conducted**

	1997/98	1998/99	1999/00
Seminars for Parents	28	58	95
Seminars for Professionals	19	19	22
<b>Total Seminars Conducted</b>	<b>47</b>	<b>77</b>	<b>117</b>

**Table H: Telephone Services**

Number of Telephone Calls	1998/99	1999/00	Variance 98/99 - 99/00
New & Waiting List Contacts	11,616	10,836	(780)
Bookings	4,224	4,204	(20)
Information Calls	N/A	384	-
Interpreter Calls	N/A	36	-
<b>Total</b>	<b>15,840</b>	<b>15,460</b>	<b>(380)</b>
Average Calls per Day	66	63	(3)

**Table I: Bookings for Services**

Program Area	Bookings per week/month— Families
<b>Residential Programs</b>	
1, 2 & 4 Night Programs	23 per week
Parent Assessment & Skill Development	1 - 4 per month
<b>Day Stay Programs</b>	
Maribyrnong	32 per month
Hume	16 per month
Wyndham	16 per month

**Table J: Average Waiting Times for Service**

Program Area	Average waiting time — weeks
Residential Program	10
Hume Day Stay	3.3
Maribyrnong	8
Wyndham	4

**Bookings and Client Services**

The past year has been a challenging one as demand for services, information and advice continue to increase. Despite ongoing efforts to streamline work practices and systems, current resource constraints has meant our response times to initial enquiries again exceeded our target performance indicators. With waiting lists for services growing, increased demand is placed on staff who provide verbal telephone advice and support for parents waiting to access services.

Parents can self refer to Tweddle or be referred by a health professional. In the latter case, the majority of referrals are made by Maternal and Child Health Service staff although significant numbers of referrals come through paediatricians, hospitals, community health centres, family support agencies, social workers, psychologists and general practitioners.



## staff list

### **Chief Executive Officer**

Ms Betty Hassold

### **Director, Nursing Services**

Ms Jan O'Connell

Ms Robyn Keegan^

### **Finance Director**

Ms Elsie Gray \*\*

### **Business Manager**

Mr Kurt Maybus

### **Residential Services**

#### **Development Manager**

Ms Lisa Foord

Ms Leonie Cartan ^

### **Registered Nurses**

Mrs Marie Bradley

Mrs Leonie Cartan

Ms Anne Carey

Mrs Linda Chilcott

Mrs Sue Cross

Ms Karen Houghton

Ms Jo McAllister

Ms Bernadette Prunty

Mrs Veena Rowe

Ms Hazel Speirs

Ms Le Ann Williams\*

Mrs Pam Wilson

### **Mothercraft Nurses**

Mrs Tracey Brown

Miss Karen Clark

Ms Katrina Clements

Mrs Lesley Henwood

Mr Jonny Isacson

Mrs Laura Kelly

Ms Elizabeth Kinnane

Mrs Margaret Lynch

Mrs Lyn Ratcliffe

Mrs Julie Ryan

Ms Heather Treloar

Mrs Sue Turner

Mrs Leonie Welshe \*

### **Community Services Manager**

Ms Le Ann Williams

### **Day Stay Program Coordinators**

Ms Robyn Goodman

Ms Gina Ralston

Ms Marjorie Raetz

### **Inquiry Booking**

#### **Nurse Coordinator**

Mrs Marie McHugh

### **Health Information Manager**

Ms Mabel Chao

### **Education Coordinator**

Ms Rosey Cummings

### **Education Team**

Ms Karen Clark

Ms Robyn Goodman

Mr Jonny Isacson

Ms Gina Ralston

Ms Le Ann Williams

Ms Mary McCormack

Ms Liz Kinnane

Ms Sue Turner

### **Administration**

Mrs Karen Haigh

Ms Cindy Poole+

Mrs Kathy Spry

Ms Milinda Steve

Mrs Rosie Weimar\*\*

### **House Staff**

Ms Milinda Steve

Mrs Irene Tsiflidis

Mrs Lorraine Young

\* maternity leave

\*\* resigned

^ acting position

+ contract position



## statutory & finance reports

### **Incorporation**

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

### **Accountability**

Tweddle is accountable to the Honourable C Campbell, MLA, Minister for Community Services, through the Department of Human Services.

### **National Competition Policy Compliance Statement**

Tweddle continues to work towards the implementation of the Victorian Government's Competitive Neutrality Policy and Commonwealth Government's National Competition Policy.

### **Buildings and Maintenance Compliance**

The buildings and infrastructure have been maintained at an appropriate level. As a result of a Fire Safety Audit completed by the Department of Human Services, Tweddle is in the final stages of negotiating the installation of a Fire Sprinkler System in the Residential Unit. This project is planned to commence early in the new financial year.

### **Equal Opportunity**

Tweddle is an Equal Employment Opportunity employer and continues to work toward the full application of public sector employment and conduct principles in the work place.

### **Consultancies**

The total expenditure for consultancies in 1999/2000 was \$2,000.

### **Ministerial Directions**

The information listed in the Directions of the Minister for Finance Part 9.1.3(iv) is available upon request.

### **Statutory Disclosure**

No employee is required to complete a declaration of pecuniary interests. Board of Management members are required to disclose any pecuniary or other interests in any matter under consideration by the Board.

### **Life Governors**

Miss E M Angliss, MBE  
Miss I Brennan  
Mrs L Charlton  
Mrs W Clark  
Mrs A Downe  
Ms L Glanville  
Mr K Hambly  
Mrs A Lock  
Mr A J Mangan  
Mrs A J Mangan  
Mrs M Maskell  
Ms D McGregor  
Mrs J Mercer  
Mrs J Price  
Mrs G Redman  
Mrs W Stephens  
Miss I Stevenson

### **Vale**

During the year we lost one of our staunchest supporters, Mrs Eunice Lambert (nee Angliss), who contributed generously during her lifetime and who remembered Tweddle generously with a bequest.

We also lost Mrs Phyllis Harbeck, another loyal supporter of Tweddle over many years.



### **Year 2000 Compliance**

Tweddle implemented a Year 2000 Compliance and Contingency Plan as a result of a Risk Assessment and Year 2000 Audit. Tweddle was able to fulfil all Year 2000 compliance requirements. As such, the service did not experience any adverse impact due to the Year 2000 issues.

### **Freedom of Information**

During the past year two requests have been received under the Freedom of Information (FOI) Act 1982.

### **Legislative Changes 1999–2000**

The following Acts and Regulations were changed in 1999–2000:

#### **Acts**

- Accident Compensation (Common Law and Benefits) Act 2000
- Adoption (Amendment) Act 2000
- Disability Services (Amendment) Act 2000
- Environment Protection (Enforcement and Penalties) Act 2000
- Essential Services (Year 2000) Act
- Freedom of Information (Miscellaneous Amendments) Act 1999
- Health Practitioners (Special Events Exemption) Act 1999
- Health Services (Governance) Act 2000
- Psychologists Registration Act 2000
- Superannuation (Amendment) Act 2000

#### **Regulations**

- Accident Compensation (Self-Insurer's Contributions) Regulations 1999
- Dental Practice Regulations 2000
- Dentists (Fees) Regulations 1999
- Drugs, Poisons and Controlled Substances (Drugs of Dependence) Regulations 1999
- Health (Exempt Businesses) Regulations 2000
- Health (Infectious Diseases) (Donation Statement) Regulations 1999
- Health Services (Residential Care) (Personal Care Coordinators) Regulations 1999
- Occupational Health & Safety (Hazardous Substances) Regulations 1999
- Occupational Health & Safety (Issue Resolution) Regulations 1999
- Occupational Health & Safety (Major Hazard Facilities) Regulations 2000
- Pharmacists (Fees) Regulations 1999

### Financial Report

The 1999/00 year was another financially successful one for Tweddle with a year end consolidated surplus of \$15,770. This result reflects the excellent management of resources by staff.

The initiatives during the year included the signing of a publishing contract with Random House for the Tweddle book *Sleep Right, Sleep Tight* and the expansion of the Parent Assessment Skills Development Service (PASDS), which has resulted in additional grants being received from the State government and a consequential increase in expenditure associated with the operation of that program. Part of the funding for PASDS that relates to 2000/01 financial year has been included in the current accounts to ensure compliance with the relevant accounting standards.

Successful Day Stay Program collaborations with Djerriwarrh Health Service and Williamstown Hospital have been established. This financial report includes Tweddle's staffing costs to support these collaborative programs and it should be noted that in order to prevent the double reporting of clients who attend the programs, the attendance figures are reported by the health agency where the client receives the service. In this instance the attendance is recorded as service provision at Djerriwarrh Health Service or Williamstown Hospital. As a contribution to strengthening local community service networks, the Tweddle Board is committed to sharing of skills and expertise while

ensuring quality, specialist services are provided locally.

The financial objectives specified in Tweddle's Health Service Agreement were met in addition to the new initiatives outlined above. The most notable difference between the 1999/00 and 1998/99 financial years was the \$1,300,040 abnormal bequest received in 1998/99. In addition, \$50,710 of Year 2000 compliance costs were incurred in 1999/00 with the actual funding for that activity being received in the previous financial year. Consultancy costs of \$2,000 were incurred in 1999/00 compared with \$110,680 in 1998/99. The 'Average Cost per Client' and 'Cost per Client Day' were both lower in 1999/00, highlighting improved use of the available resources. There have been no

significant events subsequent to balance date that have had any significant effect on the operations of Tweddle.

D & D Tolhurst continue to manage Tweddle investments in shares and managed funds. The Finance and Works Committee monitors the month to month investment reports.

Over the next year Tweddle will continue to implement new initiatives including the development of a research program, a new website and will be well advanced on the path of obtaining quality accreditation.



Jennie Connolly, Treasurer

**Table K: Comparative Financial Results 1997-2000 - Summary**

	1996/97 \$000	1997/98 \$000	1998/99 \$000	1999/00 \$000
Total Expenses	1,640	1,619	1,758	1,878
Total Revenue	1,589	1,607	1,673	1,879
Operating Surplus/(Deficit)	(51)	(11)	(84)	1
Retained Earnings (Accumulated losses)	2,340	2,283	3,711	3,727
Total Assets	3,641	3,618	5,876	5,750
Total Liabilities	324	358	338	355
Net Assets	3,316	3,259	5,538	5,395
<b>Total Equity</b>	<b>3,316</b>	<b>3,259</b>	<b>5,538</b>	<b>5,395</b>

**Table L: Revenue Indicators**

	2000	1999
<b>Average Collection Days</b>		
Private	Nil	< 30
<b>Debtors Outstanding as at 30 June 2000</b>		
Private	Nil	Nil



### Donations

All donations are acknowledged with sincere thanks.

William Angliss (Vic) Charitable Fund	\$10,000
Royal Victorian Bowls Association	\$500
Forest Hill Foundation	\$5,000
Estate of George F Green	\$424
Estate of Eunice Lambert	\$11,482
Estate of the late Joseph Thornton	\$403
Dame Elisabeth Murdoch, AC, DBE	\$1,000
Mrs WMK Stephens	\$150
Lord Mayor's Charitable Fund	\$4,500
Miss Margaret L Herring	\$50
Jean Littlewood Combined Charities	\$750
Footscray St John Lodge No 71	\$15
Ms Valda Whitford	\$750
City of Maribymong	\$700
Miscellaneous	\$470
<b>Total</b>	<b>\$36,194</b>

**Table M: Comparative Residential Client Costs**

	1997	1998	1999	2000
	\$	\$	\$	\$
Total Inpatient Costs	1,444,149	1,466,789	1,436,069	1,571,508
<b>Average Cost per Client</b>	<b>545</b>	<b>565</b>	<b>547</b>	<b>540</b>
<b>Cost per Client Day</b>	<b>195</b>	<b>207</b>	<b>207</b>	<b>202</b>
Patient Fees	137,546	48,007	1,921	896
Government Grants	1,223,364	1,368,366	1,460,624	1,502,810
Other Revenue	18,161	5,978	19,802	15,306

A black and white photograph of a woman wearing a dark hijab, looking down at a sleeping baby. The baby is lying on its back, partially covered by a white blanket. The woman's face is close to the baby's, and she has a gentle expression. The background is slightly blurred, showing what appears to be a crib or bed frame.

Tweddle Child and Family Health Service | **Annual Financial Statements 1999 – 2000**



## annual financial statements 1999 – 2000


(including notes to and forming  
part of the financial statements)

### **Certification**

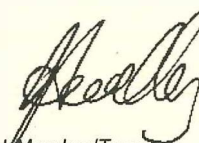
In our opinion the Report of Operations and the Financial Statements of the Tweddle Child and Family Health Service comprising a Revenue and Expense Statement, Balance Sheet, Statement of Cash Flows and Notes to the Financial Statements have been prepared in accordance with the provisions of the Financial 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 2000 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.



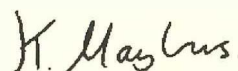
President  
Mr R M Jones



Board Member/Treasurer  
Ms J Connolly



Chief Executive Officer  
Ms B Hassold



Business Manager  
Mr K Maybus

Dated the 17th day of August 2000  
(Melbourne)



## revenue and expense statement

for the year ended 30 June 2000

Revenue	Note	Total 1999/00 \$	Total 1998/99 \$
<b>Services supported by Health Service Agreement</b>			
Government grants		1,622,178	1,470,257
Other grants		51,291	42,178
Indirect contributions by Human Services		26,380	24,000
Patient fees		896	1,921
Interest		5,160	5,677
Other revenue		10,146	14,125
	2	1,716,051	1,558,158
<b>Services supported by hospital and community initiatives</b>			
Interest		49,257	30,030
Property income		12,730	12,350
Other revenue		101,231	73,359
	3	163,218	115,739
		1,879,269	1,673,897
<b>Expenditure</b>			
<b>Services supported by Health Service Agreement</b>			
Employee entitlements		1,399,973	1,252,401
Supplies and consumables		270,708	274,436
Other expenses		3,598	2,377
		1,674,279	1,529,214
<b>Services supported by hospital and community initiatives</b>			
Employee entitlements		62,749	52,025
Other Expenses		141,535	177,248
	3	204,284	229,273
	4	1,878,563	1,758,487
<b>Surplus / (deficit) for the year before capital purpose income, depreciation and abnormal items</b>			
		706	(84,590)
<b>Capital purpose income</b>	5	121,891	313,547
<b>Depreciation</b>	6	106,827	100,696
<b>Abnormal item</b>	7	0	1,300,040
<b>Operating surplus / (deficit) for the year</b>		15,770	1,428,301
Retained earnings at 1 July		3,711,912	2,283,611
<b>Retained earnings at 30 June</b>		3,727,682	3,711,912

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

balance sheet  
as at 30 June 2000

	Note	Total 1999/00 \$	Total 1998/99 \$
<b>Equity</b>			
Endowment fund reserve	20	163,361	163,361
Research and development reserve	20	253,113	253,113
Asset revaluation reserve	8 & 20	1,251,014	1,409,776
Retained earnings		3,727,682	3,711,912
<b>Total equity</b>		<b>5,395,170</b>	<b>5,538,162</b>
<b>Liabilities</b>			
<b>Current liabilities</b>			
Payables	9	10,802	10,962
Employee entitlements	10	173,410	150,496
<b>Total current liabilities</b>		<b>184,212</b>	<b>161,458</b>
<b>Non-current liabilities</b>			
Employee entitlements	10	171,161	176,685
<b>Total non-current liabilities</b>		<b>171,161</b>	<b>176,685</b>
<b>Total liabilities</b>		<b>355,373</b>	<b>338,143</b>
<b>Total equity and liabilities</b>		<b>5,750,543</b>	<b>5,876,305</b>
<b>Assets</b>			
<b>Current assets</b>			
Cash at bank and on hand	16	148,912	170,367
Inventory	11	3,503	2,528
Receivables	12	114,281	36,125
Investments	13	1,106,009	942,200
<b>Total current assets</b>		<b>1,372,705</b>	<b>1,151,220</b>
<b>Non-current assets</b>			
Land	14	1,000,000	1,000,000
Buildings	14	2,016,355	2,068,075
Plant & equipment	14	168,330	177,547
Furniture & fittings	14	75,123	88,162
Investments	13	1,118,030	1,391,301
<b>Total non-current assets</b>		<b>4,377,838</b>	<b>4,725,085</b>
<b>Total assets</b>		<b>5,750,543</b>	<b>5,876,305</b>

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



**statement of  
cash flows**  
*for the reporting period  
ended 30 June 2000*

		Total 1999/00 Inflows/ (Outflows) \$	Total 1998/99 Inflows/ (Outflows) \$
<b>Cash flows from operating activities</b>	<b>Note</b>		
<b>Receipts</b>			
Government grants		1,606,359	1,428,763
Patient Fees		896	2,777
Interest Received		56,698	38,178
Other		165,068	136,071
		<u>1,829,021</u>	<u>1,605,789</u>
<b>Payments</b>			
Employee Entitlements		(1,450,181)	(1,307,165)
Other		(390,436)	(427,296)
		<u>(1,840,617)</u>	<u>(1,734,461)</u>
<b>Net cash flows used in operating activities</b>	15	<u>(11,596)</u>	<u>(128,672)</u>
<b>Cash flows from investing activities</b>			
Capital grants		12,500	130,678
Capital donations		36,194	95,846
Bequest		0	94,270
Proceeds from sale of properties, plant & equipment		16,713	200
Purchase of properties, plant & equipment		(43,436)	(71,726)
Proceeds from sale of investments		192,720	601,965
Purchase of investments		(60,741)	(532,919)
Net Proceeds from Bank Bill Rollovers		(401,839)	34,690
<b>Net cash used in investing activities</b>		<u>(247,889)</u>	<u>353,004</u>
<b>Net increase/decrease in cash held</b>		(259,485)	224,332
<b>Cash at 1 July</b>		536,986	312,654
<b>Cash at 30 June</b>	16	<u>277,501</u>	<u>536,986</u>

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 2000**

**Note 1  
Statement of Accounting Policies**

The general purpose 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 and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views). They have been prepared on the historical cost basis whereby assets are recorded at purchase price plus costs incidental to their acquisition and do not take into account changing money values nor the current assets (unless specifically stated).

**(a) Rounding Off**

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

**(b) Receivables and Revenue Recognition**

Revenues are recognised when they are earned. Trade debtors are carried at nominal amounts due and are due for settlement within 30 days. Collectability of debts is reviewed on an ongoing basis. A provision for doubtful debts is raised where doubt as to collection exists.

**(c) Investments**

Investments are valued at cost and are classified between current and non-current assets based on the Hospital Board of Management's intention at balance date with respect to the timing of disposal of each investment. At the 30th June 1999 however, the investments were valued at market value. The difference between cost and market value was \$158,762 which was credited to the Asset Revaluation Reserve at 30th June 1999. During the year the Board of Management agreed to change the basis of valuation of investments from market value to cost. Accordingly, the increment to the Asset Revaluation Reserve was reversed. Interest revenue from investments is brought to account when it is earned.

**(d) 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. The following table indicates the expected useful lives of non current assets on which the depreciation charges are based:

Buildings	Up to 40 years
Plant & Equipment	Up to 10 years
Furniture & Fittings	Up to 10 years

**(e) Trade and Other Creditors**

These amounts represent liabilities for goods and services provided prior to the end of the financial year and which are unpaid. The normal credit terms are nett 30 days.



**Note 1**  
**Statement of Accounting Policies**  
(continued)

**(f) Inventories**

Inventories 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.

**(h) Revenue Recognition / Income in Advance**

Revenue is recognised in accordance with AAS15 which draws a distinction between reciprocal and non reciprocal transactions in the treatment of the contribution of assets to the entity. A reciprocal transaction is deferred and reported as Income in Advance due to the non-completion of the service at reporting date. A non-reciprocal transaction is recognised as revenue when the entity gains control of the transfer. As such income in advance has been taken up as revenue.

**(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.

**(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 *Services Supported by Hospital and Community Initiatives* are funded by the Hospital's own activities or local initiatives.

**(l) Comparative Information**

Where necessary the figures of the previous year have been classified to facilitate comparisons.

**Note 2**  
**Revenue from Services Supported**  
**by Health Services Agreement**

	1999/00	1998/99
	\$	\$
<b>Government Grants</b>		
– Department of Human Services – Acute Care Program	1,502,810	1,460,624
– Department of Human Services – Protective Services	36,548	1,908
– Department of Human Services Protective Services – 2000/01	82,820	0
– Department of Human Services Wyndham Day Stay Program	0	7,725
<b>Other Grants</b>		
– City of Hume	33,916	32,982
– Djerriwarrh Health Services	11,136	9,196
– Williamstown Hospital	6,239	0
<b>Indirect Contributions by Human Services</b>		
– Insurance	26,380	24,000
– Patient Fees (refer note 2a)	896	1,921
– Interest	5,160	5,677
– Other Revenue	10,146	14,125
	<b>1,716,051</b>	<b>1,558,158</b>

**Indirect contributions by 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.

Includes \$28,734 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 2a**  
**Patient Fees**

	Patient Fees Raised		Patient Fees Receivable	
	1999/00	1998/99	1999/00	1998/99
	\$	\$	\$	\$
<b>Acute Care</b>				
Inpatients	254	1,921	0	0
Inpatient – Bad Debts Recovered	642	0	0	0
<b>Total</b>	<b>896</b>	<b>1,921</b>	<b>0</b>	<b>0</b>
<b>Less provision for doubtful debts</b>			0	0
<b>Net patient fees receivable</b>			0	0

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

Bad and Doubtful Debts	1999/00	1998/99
	\$	\$
Inpatients	0	3,713
<b>Total</b>	<b>0</b>	<b>3,713</b>

**Note 3**  
**Services Supported by Hospital and Community Initiatives**

	Total 1999/00	Total 1998/99
	\$	\$
<b>Revenue – Business Units</b>		
Tweddle Education Network	99,599	44,938
Other Initiatives	63,619	70,801
	<b>163,218</b>	<b>115,739</b>
<b>Expenses – Business Units</b>		
Tweddle Education Network	103,287	59,834
Other Initiatives	100,997	169,439
	<b>204,284</b>	<b>229,273</b>

Notes to and forming part of the Financial Statements for the year ended 30 June 2000

**Note 4**  
**Operating Expenses**

	<b>Total</b> <b>1999/00</b>	<b>Total</b> <b>1998/99</b>
	\$	\$
<b>Services supported by</b>		
<b>Health Services Agreement – Acute Care</b>		
<b>Employee Entitlements</b>		
Salaries and Wages	1,241,327	1,120,723
WorkCover	14,928	12,661
Long Service Leave	45,278	23,405
Superannuation	98,440	95,612
<b>Supplies &amp; Consumables</b>		
Drug Supplies	600	281
Medical and Nursing Supplies	1,112	1,313
Food Supplies	58,341	51,923
<b>Other Expenses</b>		
Domestic Services	29,015	26,894
Repairs and Maintenance	43,770	52,290
Administrative Expenses	129,870	136,017
Audit Fees	8,000	4,000
Bad & Doubtful Debts	0	1,718
Other	3,598	2,377
	1,674,279	1,529,214
<b>Services supported by</b>		
<b>Hospital &amp; Community Initiatives</b>		
<b>Employee Entitlement</b>		
Salaries & Wages	61,487	51,520
Long Service Leave	1,262	505
<b>Other Expenses</b>		
Administrative Expenses	135,828	51,906
Repairs and Maintenance	3,707	9,422
Consultants Fees	2,000	110,600
Other	0	5,320
	204,284	229,273
<b>Total Expenses</b>	<b>1,878,563</b>	<b>1,758,487</b>
(As per Revenue And Expense Statement)		

**Note 5**  
**Capital Purpose Income**

	<b>Total</b> <b>1999/00</b>	<b>Total</b> <b>1998/99</b>
	\$	\$
Minor Capital Works Grant	12,500	130,678
Dividends	49,598	0
Donations and Bequests	36,194	95,846
Net Revenue on Disposals	23,599	87,023
<b>Total</b>	<b>121,891</b>	<b>313,547</b>

**Note 5a**  
**Other Capital Purpose Income**

	<b>Total</b> <b>1999/00</b>	<b>Total</b> <b>1998/99</b>
	\$	\$
<b>Revenue from the disposal of assets</b>		
Proceeds from disposal of investments	192,720	601,965
Less: written down value of investments sold	175,250	506,150
Net Revenue from disposal of investments	17,470	95,815
Proceeds from disposal of physical assets	16,713	200
Less: written down value of physical assets sold	10,584	8,992
Net revenue (loss) from disposal of physical assets	6,129	(8,792)
<b>Total</b>	<b>23,599</b>	<b>87,023</b>

**Note 6**  
**Depreciation**

	<b>Total</b> <b>1999/00</b>	<b>Total</b> <b>1998/99</b>
	\$	\$
<b>Buildings</b>	<b>51,720</b>	<b>52,648</b>
<b>Plant &amp; Equipment</b>		
– Transport	4,683	4,823
– Computers & Communication	28,460	21,690
– Other	8,925	8,496
– Furniture and Fittings	13,039	13,039
<b>Total</b>	<b>106,827</b>	<b>100,696</b>
<b>Allocation of Depreciation</b>		
Services Supported by Hospital & Community Initiatives	106,827	100,696
	106,827	100,696



Notes to and forming part of the Financial Statements for the year ended 30 June 2000

**Note 7**  
**Abnormal Items**

	<b>Total</b> <b>1999/00</b>	<b>Total</b> <b>1998/99</b>
	\$	\$
<b>Bequest</b>	0	1,300,040
	0	1,300,040

**Note 8**  
**Transfers To/From Reserves**

	<b>Total</b> <b>1999/00</b>	<b>Total</b> <b>1998/99</b>
	\$	\$
<b>Asset Revaluation Reserve</b>		
Increment on revaluation of land and buildings	0	691,553
Revaluation of investments to original cost	(158,762)	158,762
	(158,762)	850,315

**Note 9**  
**Payables**

	<b>Current</b>	<b>Non Current</b>	<b>Total</b> <b>1999/00</b>	<b>Total</b> <b>1998/99</b>
	\$	\$	\$	\$
Trade Creditors	3,612	0	3,612	7,379
Accrued Expenses	2,500	0	2,500	3,583
Prepaid Revenue	4,690	0	4,690	0
<b>Total Payable</b>	10,802	0	10,802	10,962

Notes to and forming part of the Financial Statements for the year ended 30 June 2000

**Note 10**  
**Employee Entitlements**

	<b>Total</b> <b>1999/00</b>	<b>Total</b> <b>1998/99</b>
	\$	\$
<b>Current</b>		
Long Service Leave	25,000	20,070
Accrued Wages and Salaries	39,577	28,704
Annual Leave	108,277	99,349
Accrued Days Off	556	2,373
<b>Total</b>	<b>173,410</b>	<b>150,496</b>
<b>Non Current</b>		
Long Service Leave	171,161	176,685
<b>Total</b>	<b>344,571</b>	<b>327,181</b>

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.

**Note 11**  
**Inventory**

	<b>1999/00</b>	<b>1998/99</b>
	\$	\$
Pharmaceuticals	512	618
Domestic supplies	1,352	1,325
Administration stores	1,639	585
<b>Total</b>	<b>3,503</b>	<b>2,528</b>

**Note 12**  
**Receivables**

	<b>Current</b>	<b>Non Current</b>	<b>Total</b> <b>1999/00</b>	<b>Total</b> <b>1998/99</b>
			\$	\$
Sundry Debtors	21,771	0	21,771	8,444
Accrued Investment				
Income – capital	1,801	0	1,801	4,298
Accrued Investment				
Income – operating	975	0	975	759
Government Grant				
– operating	89,734	0	89,734	22,624
<b>Total</b>	<b>114,281</b>	<b>0</b>	<b>114,281</b>	<b>36,125</b>

Notes to and forming part of the Financial Statements for the year ended 30 June 2000

**Note 13**  
**Investments**

	Operating Fund	Capital Fund	Total 1999/00	Total 1998/99
	\$	\$	\$	\$
<b>Current – at cost</b>				
Bank Bills	0	977,420	977,420	575,581
On Call Investment	80,556	48,033	128,589	366,619
<b>Non Current – at cost</b> <b>(1999 at listed market value)</b>				
Shares in publicly listed companies	0	704,491	704,491	853,405
Units in publicly listed property trusts, convertible notes and preference shares	0	413,539	413,539	537,896
<b>Total</b>	80,556	2,143,483	2,224,039	2,333,501

**Analysed as follows:**

	Total 1999/00	Total 1998/99
	\$	\$
<b>Current</b>		
Aust Dollar Term Deposits	1,106,009	942,200
<b>Non Current</b>		
Shares in publicly listed companies		
– ordinary shares	653,111	802,025
– preference shares	51,380	51,380
Units in publicly listed property trusts	103,585	223,357
Convertible notes	309,954	314,539
<b>Total</b>	2,224,039	2,333,501



**Note 14**  
**Fixed Assets**

	<b>Gross Cost/ Valuation 1999/00</b>	<b>Accumul Dep'n 1999/00</b>	<b>Written Down Value 1999/00</b>	<b>Written Down Value 1998/99</b>	<b>Additions 1999/00</b>	<b>Disposals 1999/00</b>
	\$	\$	\$	\$	\$	\$
<b>At cost</b>						
<b>Plant &amp; Equipment</b>						
– Transport	20,603	3,477	17,126	11,790	20,603	21,437
– Computers & Communication	157,220	80,277	76,943	84,871	20,532	0
– Other Equipment	109,083	34,822	74,261	80,886	2,300	0
– Furniture & Fittings	128,717	53,594	75,123	88,162	0	0
<b>Sub total</b>	415,623	172,170	243,453	265,709	43,435	21,437
<b>At valuation</b>						
Crown Land	830,000	0	830,000	830,000	0	0
Freehold Land	170,000	0	170,000	170,000	0	0
Buildings	2,068,796	52,441	2,016,355	2,068,075	0	0
<b>Sub total</b>	3,068,796	52,441	3,016,355	3,068,075	0	0
<b>Total</b>	3,484,419	224,611	3,259,808	3,333,784	43,435	21,437

\*The land and buildings were restated to valuations determined by Mr. F. Trimboil, Registered Valuer, Frank Trimboil Real Estate, as at 16 June, 1999. The 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.

**Note 15**  
**Reconciliation of Net Cash**  
**used in Operating Activities**  
**to Operating Result**

	<b>Total</b> <b>1999/00</b>	<b>Total</b> <b>1999/98</b>
	\$	\$
<b>Entity Surplus (deficit) for the year</b>	15,770	1,428,301
Less income designated for capital purposes	(48,694)	(313,547)
Less abnormal item	0	(1,300,040)
<b>Entity / (deficit) prior to capital items</b>	<b>(48,694)</b>	<b>(185,286)</b>
<b>Non cash movements</b>		
Depreciation	106,827	100,696
Increase/decrease in payables	(159)	(12,075)
Increase/decrease in employee entitlements	17,390	(8,668)
Net profit from sale of plant & equipment	(6,129)	0
Net profit from sale of investments	(17,470)	0
Decrease/Increase in receivables	(78,156)	(23,521)
Increase/decrease in stores	(975)	182
<b>Net cash used in operating activities</b>	<b>(11,596)</b>	<b>(128,672)</b>

**Note 16**  
**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.

	<b>Total</b> <b>1999/00</b>	<b>Total</b> <b>1999/98</b>
	\$	\$
<b>Operating Fund</b>		
– Cash at bank and on hand	50,776	73,595
– Cash Management Account	80,556	78,020
<b>Capital Fund</b>		
– Cash at bank and on hand	98,136	96,772
– Cash Management Account	48,033	288,599
<b>Total cash at 30 June</b>	<b>277,501</b>	<b>536,986</b>

**Note 17**  
**Financial Instruments**

**Interest rate exposure**

	Fixed interest rate maturing			
	1 year or less	Non Interest Bearing	Total 1999/00	Total 1998/99
<b>Financial Assets</b>				
Cash	148,912	0	148,912	170,367
Trade debtors	0	114,281	114,281	36,125
Investments	1,106,009	1,118,030	2,224,039	2,333,501
<b>Total Financial Assets</b>	<b>1,254,921</b>	<b>1,232,311</b>	<b>2,487,232</b>	<b>2,539,993</b>
<b>Financial Liabilities</b>				
Trade creditors and accruals	0	6,112	6,112	10,962
<b>Total Financial Liabilities</b>	<b>0</b>	<b>6,112</b>	<b>6,112</b>	<b>10,962</b>
<b>Net Financial</b>				
<b>Asset/Liabilities</b>	<b>1,254,921</b>	<b>1,226,199</b>	<b>2,481,120</b>	<b>2,529,031</b>
Weighted Average Interest Rate-Net Financial Assets	5.39%			

**Market Value**

The net market value of the financial assets and liabilities are not materially different to the carrying value of the financial assets and liabilities.

**Note 18**  
**Superannuation**

This entity contributes to the Health Super Pty Ltd. Contributions made during this financial year were \$98,440.

There were no amounts outstanding in respect of the financial year. The basis for calculating superannuation payable to Health Super Pty Ltd is in accordance with the Hospital Superannuation Act 1988 and the State Superannuation Act 1988. There are no loans existing from any Superannuation Fund.

The unfunded superannuation liability in respect to members of State superannuation schemes is shown as a liability separately by the Department of Treasury and Finance.



**Note 19**  
**Responsible Person –**  
**Related Disclosures**

**(a) Responsible persons**

<i>Minister for Health</i>	The Honourable J Thwaites (20 October 1999)
	The Honourable R Knowles (1 July–19 October 1999)
<i>Board of Management</i>	Mr I Broadway
<i>Members</i>	Ms J Collette (appointed 1 November 1999)
	Ms J Connolly
	Ms P Digby (resigned 24 May 2000)
	Mr A Fry
	Ms J Gratten-Vaughan (appointed 1 November 1999)
	Dr N Hocking
	Mrs B Irlight
	Mr G Jasper
	Mr R Jones
	Ms H Russell
<i>Accountable Officer</i>	Ms B Hassold (Chief Executive Officer)

**(b) Remuneration of responsible persons**

	<b>2000</b>	<b>1999</b>
	\$	\$
Total remuneration received or due and receivable by responsible persons from the reporting entity in connection with the management of the reporting entity amount to:	Nil	Nil

Members of the board of management all hold honorary positions.

The remuneration of the accountable officer who is not a member of a governing board is reported under "Executive Officer – Remuneration"

**(c) Retirement benefits of responsible person.**

There are no retiring benefits provided to responsible persons.

**(d) Other Transactions of responsible persons related parties.**

There were no transactions with Board of Management related parties.

**(e) Other receivables from and payables to responsible persons and their related parties.**

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

**(f) Amount attributable to other transactions with responsible persons and their related Parties.**

No amounts were attributable to Other Transactions with responsible persons or their related parties.

**(g) Executive officer remuneration.**

There are no executive officers whose total remuneration exceeded \$100,000 during the reporting period.

**Note 20**  
**Reconciliation of**  
**Changes in Equity**

	<b>Total</b>		<b>Retained Earnings</b>		<b>Asset Revaluation Reserve</b>		<b>Other Reserves</b>	
	<b>1999/00</b>	<b>1998/99</b>	<b>1999/00</b>	<b>1998/99</b>	<b>1999/00</b>	<b>1998/99</b>	<b>1999/00</b>	<b>1998/99</b>
	\$	\$	\$	\$	\$	\$	\$	\$
Balance at Beginning of Reporting Period	5,538,162	3,259,546	3,711,912	2,283,611	1,409,776	559,461	416,474	416,474
Operating Surplus/ (Deficit) for the Year	15,770	1,428,301	15,770	1,428,301	0	0	0	0
Transfers to Reserves	0	850,315	0	0	0	850,315	0	0
Transfers from Reserves	(158,762)	0	0	0	(158,762)	0	0	0
<b>Balance at end of reporting period</b>	<b>5,395,170</b>	<b>5,538,162</b>	<b>3,727,682</b>	<b>3,711,912</b>	<b>1,251,014</b>	<b>1,409,776</b>	<b>416,474</b>	<b>416,474</b>

**Note 21**  
**Transactions with Other**  
**Government Controlled Entities**

During the 1999/00 financial year transactions undertaken with other State Government controlled entities were as follows;

	<b>Intra Health Portfolio 1999/00 \$</b>	<b>Inter Health Portfolio 1999/00 \$</b>	<b>Intra Health Portfolio 1998/99 \$</b>	<b>Inter Health Portfolio 1998/99 \$</b>
Assets	89,734	0	0	25,465
Liabilities	2,500	0	0	1,428
Revenue	1,661,058	51,291	1,668,045	0
Expenses	26,380	10,724	0	16,585

"Intra" transactions are between entities within the Department of Human Services portfolio.

"Inter" transactions are with entities outside the portfolio controlled by the Victorian Government.

**Note 22**  
**Contingent Liabilities**

The hospital had no contingent liabilities at 30 June 2000.

**Note 23**  
**Capital Commitments**

The hospital had no capital commitments at 30 June 2000.





AUDITOR GENERAL  
VICTORIA

AUDITOR-GENERAL'S REPORT

To the Members of the Parliament of Victoria, the responsible Ministers and the Members of the Board of Management of Tweddle Child and Family Health Service

**Audit Scope**

The accompanying financial report of Tweddle Child and Family Health Service for the financial year ended 30 June 2000, comprising revenue and expense statement, balance sheet, statement of cash flows and notes to the financial statements, has been audited. The Members of the Board of Management are responsible for the preparation and presentation of the financial report and the information it contains. An independent audit of the financial report has been carried out in order to express an opinion on it to the Members of the Parliament of Victoria, the responsible Ministers and the Members of the Board of Management as required by the *Audit Act 1994*.


The audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial report is 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 report, 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 report is presented fairly in accordance with Australian Accounting Standards and other mandatory professional reporting requirements and complies with the requirements of the *Financial Management Act 1994*, so as to present a view which is consistent with my understanding of the Service's financial position, the results of its operations and its cash flows.

The audit opinion expressed in this report has been formed on the above basis.

**Audit Opinion**

In my opinion, the financial report presents fairly the financial position of Tweddle Child and Family Health Service as at 30 June 2000 and the results of its operations and its cash flows for the year ended on that date in accordance with Australian Accounting Standards and other mandatory professional reporting requirements and complies with the requirements of the *Financial Management Act 1994*.

MELBOURNE  
15/9/2000

  
for J.W. CAMERON  
Auditor-General





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