

**THE  
QUEEN ELIZABETH  
CENTRE**

**73rd  
ANNUAL REPORT  
1991**

## THE QUEEN ELIZABETH CENTRE

The Queen Elizabeth Centre, Carlton, Victoria is a registered Schedule I Public Hospital and is a body corporate by operation in accordance with the Health Services Act, 1988. The affairs of the Centre are the responsibility of the Board of Management in accordance with the Health Services Act, 1988.

QEC provides specialist child and family services for mothers and their newborn infants, children up to the age of five and their families. Referrals are cross regional. Programmes involving the total family unit promote the education of young families through the development of parenting and mothercraft skills. The principle which underlies each of QEC's programmes is the promotion of social and family health and preventive medicine centred around child development and family care.

In our Children's Unit we provide medical and nursing care for children aged up to five years who have been referred because of developmental delays, congenital defects, failure to thrive, physical or emotional abuse, behavioural problems, physical difficulties and babies delivered of substance dependent mothers.

The range of admissions to our Mothers and Babies Unit is equally complex. Client base includes groups with special needs including adolescent mothers and older new mothers requiring support and education for the establishment of breastfeeding, assistance in bonding, and the management of feeding difficulties, those with psychiatric problems, the intellectually and physically disadvantaged, substance dependent groups and those with ethnic/cultural transitional problems.

Consistent with QEC's new directions - to involve the total family unit - QEC's earlier mother and baby dyad was expanded to include the family unit rather than isolating mother and child from the family. At QEC we believe the family is one of society's most important socialising agents.

### HISTORY

The Baby Health Centres movement in Victoria was established in June 1917. It was conceived and initiated through voluntary effort and with voluntary funds. The movement was initiated by the late Dr. Younger Ross, the late Mrs. J. Hemphill and the late Mrs. W. Ramsay.

1917 - the Victorian Baby Health Centres movement established.

1928 - first residential Centre for training Infant Welfare nurses was established next door to The Women's Hospital.

1934 - the Queen Elizabeth Hospital for Mothers & Babies registered under the Hospitals and Charities Act.

1950 - the V.B.H.C.A. incorporated under Section 46 of the Hospitals and Charities Act.

1951 - V.B.H.C.A. transferred its work and training and care of mothers and babies to the newly renovated Queen Elizabeth Maternal & Child Health Centre and Hospital for Mothers & Babies in Carlton.

1951-79 - Training of Infant Welfare Sisters and Mothercraft Nurses conducted at Q.E.H. M. & B. in Carlton.

1969 - new hospital Building Appeal launched by Lady Curtis, President, Committee of Management.

1973 - new hospital building opened.

1979 - Queen Elizabeth Day Nursery opened.

1986 - name changed to The Queen Elizabeth Centre to incorporate all services.

1989 - Carlton Creche and Day Nursery amalgamated with the Queen Elizabeth Centre.

1989 - the Queen Elizabeth Centre Foundation established.

### SERVICES

A total of 40 beds are available (10 adult and 30 paediatric). The core services provided by the Centre are acute general medical, paediatric and psychiatric care and special maternal and child health nursing delivered through:

- (a) the Mothers and Babies Unit
- (b) the Care by Parent Unit
- (c) the Children's Unit

### EMERGENCY SERVICES

Four paediatric beds are available on a 24 hour basis for emergency admissions from the Community Policing Squad and Protective Services, for children at risk.

### OTHER SERVICES

- Queen Elizabeth Day Nursery
- Carlton Creche and Day Nursery



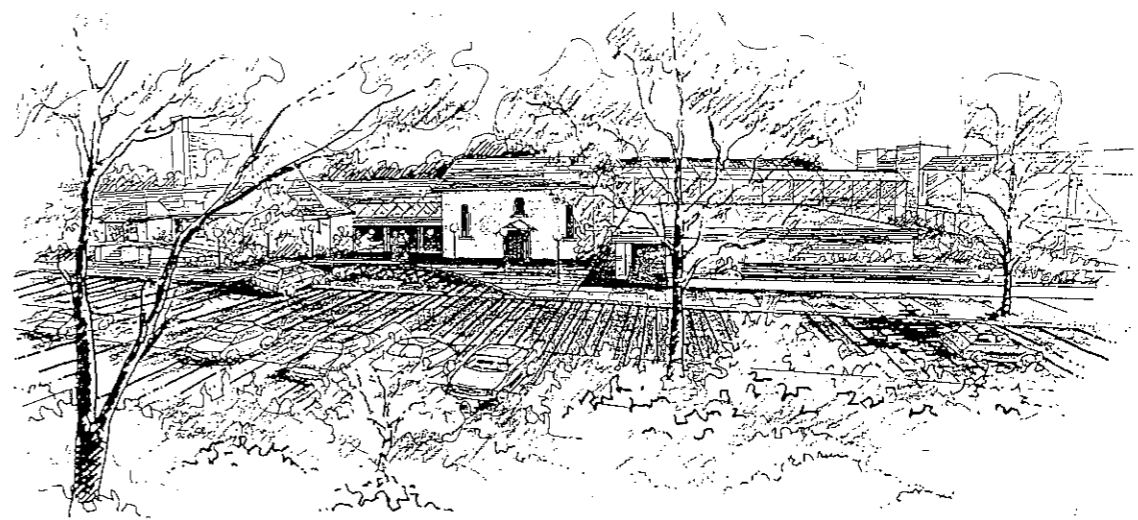
## The Queen Elizabeth Centre

53 Lytton Street  
Carlton 3053  
Phone (03) 347 2777 Fax. (03) 347 2779

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This report was released to the public on Wednesday, 23rd October, 1991.



Architect's sketch of proposed main entrance - Cardigan Street (from QEC Masterplan 1990)

REPORT OF THE QUEEN ELIZABETH CENTRE & FINANCIAL STATEMENTS  
FOR THE YEAR ENDING JUNE 30 1991

**CONSTITUTION, OBJECTS AND BY-LAWS**

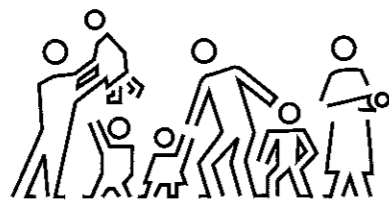
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The affairs of the Centre are the responsibility of the Board of Management in accordance with the Health Services Act, 1988.

**OBJECTS**

The objects of The Queen Elizabeth Centre are:

- (i) to maintain a hospital for parents and newborn infants and to provide facilities for babies and children who are in need of special care;
- (ii) to provide high quality family care, having regard to the physical, intellectual, social and emotional needs of family members and with particular concern for the welfare of parents and their young children;
- (iii) to encourage and promote breast feeding; but being cognisant of associated difficulties and alternative methods of infant feeding;
- (iv) to care for children at risk;
- (v) to recognize and respect the the individual needs of families and children in the care of The Queen Elizabeth Centre;
- (vi) to promote the optimum development of each child;
- (vii) to improve the quality of parent and family management skills for parents and children in Victoria;
- (viii) to assist in the education of parents in the care of their children;
- (ix) to contribute to ongoing educational programmes for health care professionals;
- (x) to assist in the development of existing health, family and childcare services and ensure that such services respond to community needs;
- (xi) to raise the level of community awareness on relevant issues relating to infancy, child development and family care; and
- (xii) to increase public awareness of The Queen Elizabeth Centre as a community resource, specializing in mothercraft, family care nursing, child development and maternal and child care.



**MEMBERS, OFFICE BEARERS & SENIOR STAFF**

**LIFE PATRONESS:**

Lady Curtis

**PRESIDENT:**

Mrs. June Shaw

**VICE PRESIDENTS:**

Dr. David Dyer, M.A. (Oxon), Dip. Ed., F.A.C.E.

Dr. John Yeatman, M.B.B.S., Dip. Hosp. Admin., F.R.A.C.P.,  
F.R.A.C.M.A., F.C.H.S.E.

**HONORARY TREASURER:**

Mr. Graeme McRae, F.C.A., A.C.I.S., A.C.I.M., A.I.Arb.A.

**COMMITTEE MEMBERS:**

Mr. Martin Arntstein, B. Comm. (Melb), A.C.A., A.I.M.M.

Ms. Lorna Blair, R.N., R.M., D.P.H.N., F.A.C.N, Cert. T.E.C.D.  
(Macquarie U.)

Dr. Bell Brodrick, B.Sc., M.B.B.S., D.C.H. (London) Dip. Crim., M.P.M.  
(to March 1991)

Ms. Rosalie Flynn, B.A., Grad. Dip. Lib. (to October, 1990)

Mr. Christopher Hansen, B.Comm.(Melb.), L.L.B.(Melb.)

Mrs. R. L. Harrison, T.P.T.C., Speech Cert. A.S.D.A. Library Cert.

Ms. Frances Hattam, B.A.Hons.(Melb.), M.A.A.S.W. (Melb.), M.C.P.A.V. (from March, 1991)

Mrs. Gabrielle Mahony, T.I.T.C.

Dr. Merrilyn Murnane, M.B.B.S., F.R.A.C.P., D.C.H., D.D.U.

Dr. Campbell Paul, M.B.B.S., M.R.A.N.Z.C.P. (from March, 1991)

**CHIEF EXECUTIVE OFFICER:**

Mr. S. Seymour, B.Bus., G.Dip. Health Admin.  
F.C.H.S.E., C.H.E., F.C.I.M., A.F.A.I.M., M.I.P.M.A.

**DIRECTOR OF NURSING SERVICES:**

Ms. Mignon Mant, R.N., R.M., M. & C.H.N., Ass. Dip. Bus. (Health Admin.),  
A.F.C.H.S.E. (from February, 1991)

Mrs. M. Yeatman, R.N., R.M., M & C.H.N. (to December, 1990)

**FINANCE OFFICER:**

Mr. K. Lumley, C.P.A.

**DIRECTOR OF MEDICAL SERVICES:**

Dr. G. Danielson, M.B.B.S.

**HON. SOLICITORS:**

Mallesons Stephen Jaques

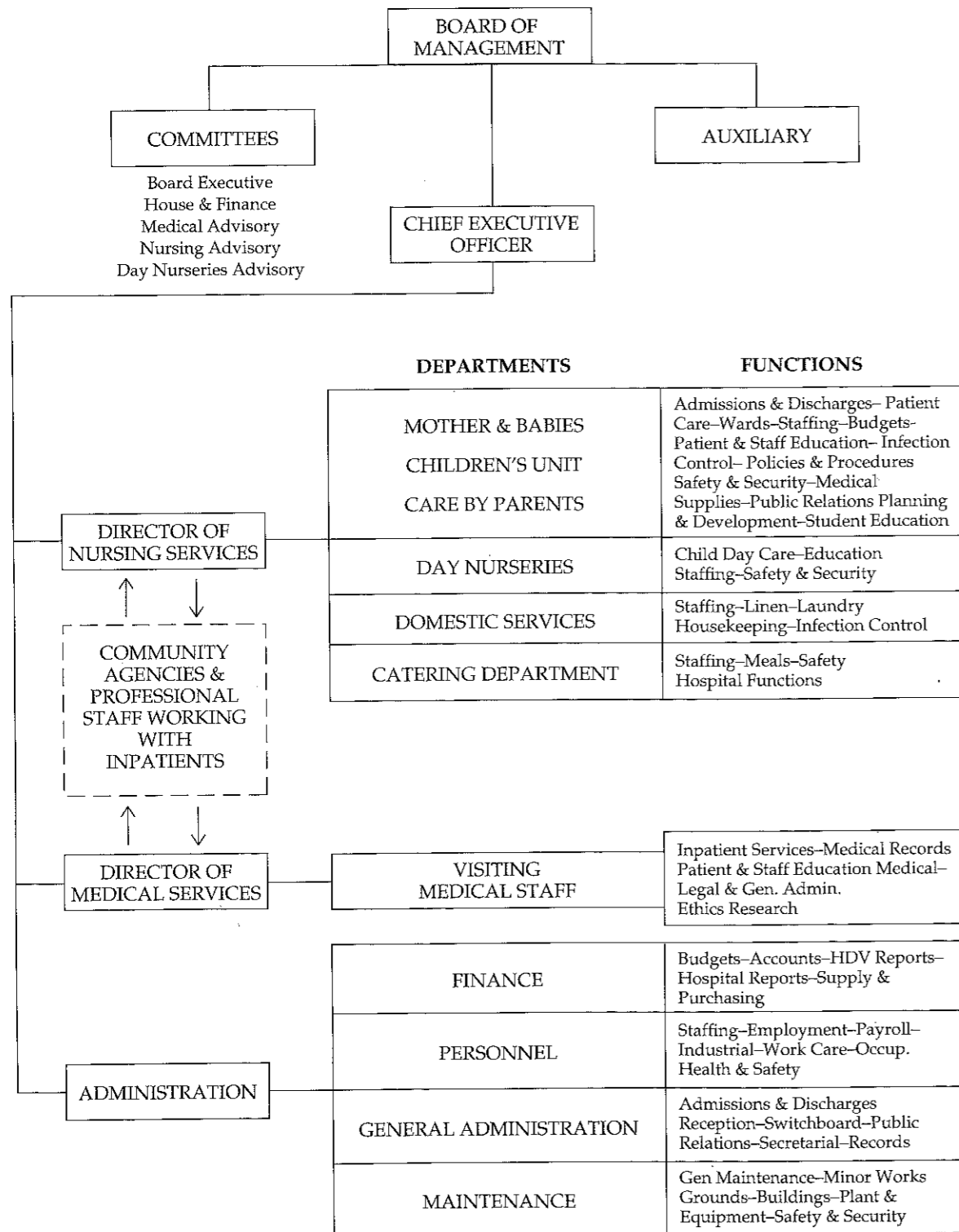
**AUDITORS:**

Auditor General, Victoria

**BANKERS:**

National Australia Bank, Ltd.

ORGANISATION CHART



TRY A LITTLE HARDER....that is what we ask from the patients we care for at QEC, that is what we as health care professionals demand of ourselves.

This year our patient numbers again increased and the case mix became even more complex. At the same time our resources have been further constrained by funding cuts, and it has been a case for all of us at QEC of "trying harder".

Efficiencies that have made many of our hospitals more effective can only go so far and we believe many hospitals, including QEC are at that particular point right now. As health care costs continue to rise, even the cost of those efficient services could soon exceed the ability of our Government to pay.

FINANCES

Of the \$1,927,870 of public monies received in government grants, \$1,691,671 was provided by Health Department Victoria for hospital operations. Of this \$1,562,286 (92%) was provided for wages and salaries. The two Day Nurseries attracted \$185,244 in grants from Community Services Victoria, and \$50,955 was paid by the Commonwealth Government under the new fee relief scheme which began on January 1, 1991. In addition, \$310,832 was raised in private patient fees and \$297,229 in fees for the Day Nurseries. Other income totalled \$193,921, giving us total receipts of \$2,729,852 for the year.

Patient fees received in excess of expectations amounted to \$35,044. This amount is effectively returned to the Health department, being deducted from our operating grant as an end of year adjustment. After taking end of year provisions, transfers and prior year adjustments into account, the Centre recorded a deficit of \$53,913 for the year.

PATIENTS, IMAGE AND SERVICE

This year we cared for 1367 patients, our overall occupancy was 68.28%, average length of stay was 6.56 days and bed days totalled 8972 days. In comparison to last year these figures show an increase of 7.29% or an additional 93 patients.

In the last five years we have cared for 5833 patients and expended in excess of \$400,000 of donated funds on provision of new facilities and upgrading of existing patient areas. During this time QEC has been actively involved in promoting its services and developing a wide range of relationships with hospitals, community agencies, government departments, the business sector and the general public.

Despite all these activities we still struggle with a persistent identity problem. Many still don't know we exist and others, including our Health Department are still unclear exactly what we do. This is mainly due to the fact that we are not a traditional hospital, therefore it is difficult to "pigeon-hole" us, and yet it was QEC's founders who established the Maternal Child Health services in this state in 1917 and operated the first training school for infant welfare sisters and mothercraft nurses.

We are a small hospital. Our core services are centred around the specialised area of maternal child health and paediatrics. We are not a "traditional hospital", we do not deliver babies, we have no operating or emergency rooms or high technology. We are however very much a "hands on" organisation, both in our hospital units and the Day Nurseries.

It could be said that we are a "transitional care hospital" — the bridge between the major clinical hospitals and the patient's own home and community.

The combination of QEC's inpatient services in maternal child health, paediatrics and psychiatry and our child care Day Nurseries is unique in Victoria.

OUR ROLE

Our role is one of social/family preventative medicine centred around child development. Each week of a young child's life is unique and critical to development. Confinements, illness or accidents often cause young patients to lag behind other children of their age in growth, motor skills and other areas of development. Our children and their families have special needs — each child has a potential to fulfil.

At QEC we help our patients to reach that potential. We are concerned not just with the initial presenting problems, but how well they can function in a family environment when they leave us.

In the area of social/family preventative medicine, education and intervention are the keys. Unfortunately, unlike a coronary by-pass operation or the setting of a broken leg, the outcome of our programmes is not immediately measurable. Little effort has been made by governments to assess quality and outcomes of services such as ours. We have to face the fact that there is no great political kudos attached to preventative programmes, lacking the high drama and pathos of life saving high-tech surgery.

## BOARD OF MANAGEMENT REPORT

### OUR HEALTH CARE COSTS & THE FUTURE

As health care providers we also have a management responsibility to contain costs. If we want to produce a healthier community at a cost we can afford, hospitals must re-examine their traditional mission of healing the sick.

Health care costs will never be controlled without addressing the single largest reason why people become unhealthy — lifestyle. We are at present forced to work in a reactive mode rather than adopting a proactive model. The question no longer is whether the health care system should shift to a preventative model, but how it is going to do so. At QEC we are persisting with that mission. Social/family preventative medicine centred around child development and family care is a start in the right direction.

### WELCOME

We are pleased to welcome Dr. Campbell Paul and Ms Frances Hattam to the Board of Management.



Mrs. June Shaw, Member of Board of Management since 1973. Board President since 1983.

### THANKS AND APPRECIATION

A special mention must be made of the retirement of Dr. Bell Brodrick, a caring and enthusiastic member of the Board of Management since 1976; also Ms Rosalie Flynn, appointed by the Governor in Council for a one year term.

We are grateful to Mr. Slutzkin and the Foundation for their very successful efforts on behalf of the Centre.

In closing we wish to place on record a vote of sincere thanks and appreciation to all staff for their continued interest and support in all areas of the QEC complex. I personally would also like to record my thanks to my fellow Board members for their valued contributions at Board and Subcommittee meetings and to the Auxiliary for their continued enthusiasm and loyal support in fund raising for the Centre.

### MRS. JUNE SHAW

President

## MEDICAL ADVISORY COMMITTEE

### PRESIDENT'S REPORT

The hospital staff have continued to review their services during this year, a process made more acute by the Breheny report. In essence we can be pleased with the services we give and the review has provided us with the opportunity to reaffirm the need for these services.

Often complex and involved, these services, in the current jargon, demand a multi-disciplinary team. It works well at Queen Elizabeth. Nursing staff are supported by medical staff and there is further back-up by adult and infant psychiatrists. The involvement of the team from the Royal Children's Hospital has been a welcome highlight, especially for staff education, and infant psychiatry is at last a flourishing and important field.

The report's recommendation for closer ties with the Royal Women's Hospital have been actively investigated. These efforts have been unrewarding due to issues beyond the control of the Centre, but not due to lack of endeavour on the part of the Administration, Nursing and Medical staff. At the time of writing, the negotiations with the Royal Children's Hospital seem more promising, and may lead to some new directions for the hospital.

On behalf of the medical staff, I would like to record our appreciation of Margaret Yeatman's work and advice as Director of Nursing. She will be missed, but our initial experience with Mignon Mant suggests that the ship of nursing is under good navigation.

One of the duties of President of the Senior Medical Staff is to attend Board Meetings and this has been a salutary experience for me. We have an energetic, experienced and committed Board, led by our able President. There are many demands in an institution such as ours, and the Board has balanced the conflicting needs with caring and resolution. They have acted quickly in responding to the demand for additional Care by Parent Unit places.

I have enjoyed my twelve months as President, working with the chirpy, helpful and competent Dr. Greta Danielson who puts a good deal more time and effort into the hospital than her appointment would demand. I also thank Mr. Stephen Seymour, who has the ability to put the political and other agendas into perspective with his somewhat irreverent sense of humour. This has made the task much less onerous.

### DR. JOHN SPENSLEY, M.B.B.S., F.R.A.C.P.

President, Medical Advisory Committee

### MEDICAL ADVISORY COMMITTEE

#### PRESIDENT

Dr. John Spensley, M.B.B.S., F.R.A.C.P.

#### SECRETARY

Dr. Greta Danielson, M.B.B.S.

#### MEMBERS

Dr. Ann Buist, M.B.B.S., F.R.A.N.Z.C.P.

Dr. David Downing, M.B.B.S., F.R.A.C.P.

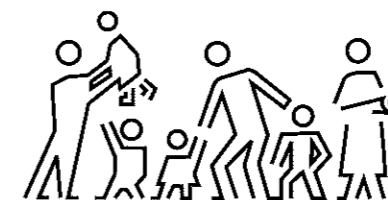
Dr. John King, M.B.B.S., D.P.M., F.R.A.N.Z.C.P.  
(to August 1990)

Dr. Merrilyn Murnane, M.B.B.S., F.R.A.C.P.,  
D.C.H., D.D.U.

Dr. Nicholas Paoletti, M.B.B.S., D.P.M. (Melb),  
F.R.A.N.Z.C.P.

Dr. Campbell Paul, M.B.B.S., F.R.A.N.Z.C.P.  
(from June 1991)

Dr. Gideon Saaroni, M.B.B.S. (from June 1991)



STATISTICAL

PATIENT SERVICES

This year a total of 1367 patients were cared for at QEC. Total patient days equated to 8972 bed days and average length of stay was 6.56 days.

In the Mothers and Babies Unit 624 patients were admitted resulting in an occupancy of 73.23%. In our Children's Unit 557 were admitted, 56 more than last year. Length of stay decreased and overall average was 5.26 days.

186 patients were admitted to the Care by Parent Units. Length of stay was 6.28 days, occupancy rate, 85.14%.

PATIENT DATA	1990-91		1989-90	1988-9	1987-88
	Actual	Target	Actual	Actual	
No of Patients	1367	1275	1274	1271	985
Average Length of Stay	6.5 days	7.5 days	7 days	7.5 days	8.31 days
No of Bed Days	8972	9563	8927	9533	8440
Occupancy Level	68.28%*	70%	67.9%	72.5%	63.6%
Cost per bed day	\$239.58**	\$212.00	\$222.50	\$186.46	
Actual Beds	36	36	36	36	36
Registered Beds	40	40	40	40	40

\* 61.45% - based on 40 beds

\*\* Now based on new formula including depreciation, end of year provisions, etc.

BUILDINGS AND WORKS

- (i) No Minor Works Grants were received from HDV this year.
- (ii) Maintenance Budget was overexpended to undertake urgent plumbing works and repairs throughout the Centre. General budget allocations do not make provision for any contingencies and preventative maintenance programmes.
- (iii) A third Care-by-Parent Unit, totally funded by the QEC Foundation is expected to be available for patient occupancy in September 1991.

MASTERPLAN - REVIEW/PROJECT OFFICER

In last year's report, comment was made on the outcome of the Breheny Review, in particular the need for additional funding for research, to enable a more accurate assessment of services to be made.

Following discussions with, and the approval of HDV, a special grant of \$25,000 has been made available from QEC funds for the purpose of appointing a Project Officer to review and analyse information from the O'Connell Family Centre, Tweddle Baby Hospital and QEC. The purpose of this study is to clarify the roles of each Centre and prepare background information to enable the establishment of a clearer policy context for these services.

It is hoped that this project will be implemented during 1991/92. Our Masterplan which was submitted to HDV for approval will then be reviewed once this project has been completed.

DAY NURSERIES

- (i) New Legislation - new funding arrangements for state operated Day Nurseries were introduced 1st January, 1991. The previous state government subsidy, based on 80% of approved staff salaries was replaced by a lesser operational grant, based on approved child places and age levels. At the same time a Commonwealth Government fee relief scheme was introduced which is based on gross family income.
- (ii) In order to ensure that access to our Day Nurseries is available at a reasonable and affordable cost to our consumers, the Board of Management, having reviewed operational costs, has made the following changes:
  - (a) The QEC Day Nurseries will now close for a four week period each year commencing December 25, 1991. This will enable all staff to take their holidays and will reduce the need to employ casual relieving staff throughout the year.
  - (b) The position of kindergarten teacher will be phased out, effective December 24, 1991.

REPORTING REQUIREMENTS

Members of the Board of Management and senior management are not required to lodge declarations of pecuniary interests.

TO OUR MANY FRIENDS

To most people, caring for patients is associated with doctors, nurses and other hospital staff. At QEC this is not the case. . . many friends have helped us maintain our commitments to our patients and the children in the Day Nurseries. They provided the financial support, their time and other resources that enable us to maintain and improve our facilities and services.

Some choose to sew or knit children's clothing; others provide toys or equipment. Many share their professional expertise with our staff. Others are equally quick to introduce us to friends and organisations which in turn can help us out when special needs arise. To each and everyone, our thanks for making our task in caring so much easier.

MR. STEPHEN SEYMOUR  
Chief Executive Officer

LEGISLATION AND STATUTORY ACTS

Whilst QEC does not administer any Acts directly, the Health Services Act 1988 is the vehicle by which the hospital is incorporated and prescribes the manner in which we are regulated.

The hospital charges fees in accordance with Health Department Victoria directives issued under regulation 8 of the Hospital and Charities (Fees) Regulations 1986 as amended.



Architect's sketch of proposed plans - viewed from Keppell Street (QEC Masterplan 1990)

MEDICAL SERVICES REPORT

Our report of last year stated that a goal for the next twelve months would be to monitor admission patterns and to target our service delivery to meet community needs. It would seem from the constant requests for maternal/infant admission, that the community requires a unit where the mother can be admitted with her baby and often older children as well. This pressure on our maternal beds has led to an increase in the number of Day-Stay patients.

In this group we have been able to assist a number of fathers, who because of the mother's illness or sadly, death, have had to assume sole responsibility for their babies.

Also in response to the need for maternal admissions a new Care by Parent Unit is to be completed this year. These beds have proved to be very valuable in the parent education programme, where a mother can be admitted with one or more older children. It is hoped that with this additional unit in operation, we will be able to expand our parent education programme. Families referred from the general paediatric hospitals, from social agencies and Maternal & Child Health Nurses will benefit from the opening of this unit.

The Breheny Report into the services offered by the QEC, which was commissioned this year, recommended an increased interaction with other paediatric hospitals. It has been pleasing to note that the RCH has continued to refer to us children who have required specialist ongoing care in the areas of failure to thrive, developmental delay and the safe custody of children at risk of abuse.

The Monash Medical Centre, through Dr. Merrilyn Murnane, PANCH, through Dr. David Downing and the Mercy through Dr. Ann Buist, have also continued to refer patients. It is hoped this level of interaction with these hospitals will increase so that we can link our specialist services to the services offered by these teaching hospitals.

The wealth and diversity of clinical material being admitted to QEC has enabled us to expand our role in nursing and medical education. Groups of Melbourne University medical students visit regularly from the Royal Children's Hospital and nursing students from many colleges use the QEC for clinical study.

The pilot study involving Dr. Campbell Paul and Ms Gail Arnold from the RCH Department of Psychiatry has proved very successful. Staff enjoy these secondary consultation sessions where they have the opportunity to present their observations of patients and to receive education in the management of these patients.

The Medical Advisory Committee has continued to offer expert guidance in the medical management of the hospital. Our numbers have increased with the addition of Dr. Campbell Paul, Infant Psychiatrist and Dr. Gideon Saaroni, General Practitioner, to our group.

The expertise of the nursing staff is a vital factor in the efficient medical management of the hospital. At QEC we are indeed fortunate to have a highly qualified and motivated nursing staff. My thanks go to them for their cheerful and professional help during the past year.

**DR. G. DANIELSON, M.B.B.S.**  
Director of Medical Services

NURSING SERVICES REPORT

The past year has brought a few changes at the Queen Elizabeth Centre with Mrs. Margaret Yeatman retiring to enjoy her grandchildren and handing over to Miss Mary Fontana as Acting Director of Nursing until February 1991, when I arrived from South Australia to take up the position of Director of Nursing Services. A special thank you to Mary Fontana for her support, during this period.

Many of the previous year's objectives have been consolidated and built on, especially the work commenced by Mrs. Yeatman in the promotion of QEC services with other government and non-government facilities. This has enhanced our ability to help and support families with young children when they are under enormous pressure.

QEC is fortunate in having a dedicated and resourceful team of professionals who constantly deal with the harsh realities of families in crisis. Families who find themselves in difficulties because of the stress of adjusting to a new baby or trying to manage in a dysfunctional family unit where drug/alcohol abuse and/or child abuse are part of the normal daily pattern.

The Victorian Nurses Act Review highlighted several issues for QEC with a suggestion that the review of the Act could mean a closing of the Register for Mothercraft Nurses and a change to the training of mothercraft nurses by TAFE Colleges. The results of these changes would be to save money and create a generic child care worker, without knowledge or skills of the neonate, infant or new mother. It would appear that most of these changes are economically driven without consideration of the professional issues.

These issues have been taken up by QEC as the potential outcome would cause future staffing and service delivery problems. If mothercraft nurses were no longer to be registered by the Victorian Nursing Council, the future employment of mothercraft pre-school graduates at QEC would be in jeopardy, as standards of practice would be controlled outside the nursing area. The midwifery component, if eliminated from the course, would seriously erode the skill and knowledge base of the mothercraft nurse and bring into question their ability to care for babies and neonates as well as fulfil their role as educators.

**Staff Development:** Quality Assurance programmes will gain further impetus this year as Charge Nurse Jenni Samways completes a Quality Assurance plan for QEC as part of her studies at the Mayfield Centre.

Nursing staff have been encouraged to further their knowledge and skills by attending seminars and workshops at the Royal Children's Hospital, Monash Medical Centre, O'Connell Centre and the Royal Women's Hospital. A number of staff are enrolled in part-time studies towards Bachelor of Nursing Applied Sciences, Bachelor of Arts and Graduate Diploma of Child & Family Health (M&CH).

Dr. Campbell Paul, Consultant Psychiatrist, and Ms. Gail Arnold, Psychologist, continue to consult with nursing staff on the care and management of children with specific behavioural problems. Our thanks to Dr. Ann Morgan who is assisting with this programme in the absence of Dr. Paul and Ms. Arnold.

We are also grateful to Dr. David Lesley of Melbourne Pathology Service for providing valuable advice and guidance in establishing more effective programmes for infection control management. A staff member is to be trained for the position of Infection Control Nurse.

**MOTHERS AND BABIES UNIT**

A total of 624 patients were admitted to the Unit. Requests for admission cover an extensive range, including mothers with maternal exhaustion, post-natal depression, difficult, unsettled babies and continuous referrals for admission of intellectually disabled mothers for education and assessment. The casemix in this Unit has to be carefully controlled and monitored by the Charge Nurses, as the effective management of various cases can be very important to the appropriate outcome for families using the Unit.

Telephone counselling is provided for parents to help them while on the waiting list. This can be very effective when consistent advice and education is applied and can result in a resolution of problems and the family no longer requiring admission.

**CHILDREN'S UNIT & CARE BY PARENT UNIT**

The Children's Unit has had a busy year with 557 admissions. Referrals are made for children with behavioural problems, growth and developmental delays, as well as emergency admissions for children at risk and respite care for children with special needs due to genetic disorders or environmental deprivation.

The Community Policing Squad and Community Services Victoria continue to use our 24 hour emergency admitting services for children who require medical care and are at risk.

It is also pleasing to note that an increased number of babies and children, previously admitted in this "at risk" category are being placed straight into foster care.

The Unit continues to support the agencies working in the community by accepting admissions of these children and their parents, after assessment of the family indicates admission could be beneficial in assisting family reunion.

The Care by Parent Unit located within Children's Unit admitted 186 patients. This Unit has a long waiting list and provides for parent admission with any number of siblings. The Unit educates and supports parents as they make adjustments to the management of their children and helps the parents make decisions they feel comfortable with for themselves and their children, so their parenting role can be a pleasant and fulfilling experience.

The services of the Care by Parent Unit have functioned with two adult beds this year, but this will increase to three in the new year as a third unit is completed and commissioned. Once the new unit is functional it is anticipated the waiting list will be cut from approximately 8-9 weeks to 3-6 weeks.

A wide variety of services refer families to this Unit, including Maternal Child Health Nurses, General Practitioners, Government and private welfare agencies, Community Health Services and hospitals.

**ACKNOWLEDGEMENTS**

QEC is grateful for support from Wyeth Pharmaceuticals, Nestlé Australia, Ltd, Mead Johnson, Milton Sharp Laboratories, the Burwood Branch of the Country Women's Association and gifts of clothes, toys and equipment from ex-patients, families and friends of QEC. A very special thanks to the Board of Management, the Queen Elizabeth Foundation and particularly, Mrs. June Shaw, who is tireless in her support and promotion of the work we do at QEC.

**MS. MIGNON MANT.**

Director of Nursing Services

**QUEEN ELIZABETH DAY NURSERY**

New funding arrangements for state funded day nurseries were introduced 1 January, 1991. Previously Community Services Victoria was responsible for funding Q.E.C. Day Nursery on the basis of 80% of subsidized staff salaries. A complicated funding formula was introduced, implemented through the Office of Pre-School and Child Care (a newly created state government body), which is also responsible for management of the Children's Services Regulations.

The Commonwealth Fee Relief scheme was introduced in January, 1991. Parents seeking fee relief can apply to the Department of Social Services for an assessment, based on their gross income. 10 families have taken advantage of this initiative. A lot of extra paperwork is required, increasing the workload of management and staff, but on a positive note, the number of parents eligible for fee relief has increased and day care is more affordable.

In a cost-cutting exercise, the Day Nursery will close during the month of January, at which time staff will take their annual leave. This should result in a reduction in the number of temporary relieving staff hired during the year.

The Day Nurseries Advisory Committee has met on three occasions and this has proved to be a useful avenue for parents to communicate with the Board of Management. My thanks to Mr. David Gorman and Mrs. Claire Vitale for representing the parents on this Committee.

Regular staff meetings have been held and staff encouraged to attend in-service training throughout the year. Fire safety and evacuation training drills have been held regularly.

The Day Nursery offered practical experience to many students during the year. Students came from Melbourne and La Trobe Universities, Phillip Institute, Footscray & Prahran Colleges of T.A.F.E. and Mount Royal Hospital.

Building works included an extra room for babies and the installation of an airconditioning unit in the 2-5 year old rooms. This allows a more comfortable environment for children and staff.

I would like to express my appreciation to the Melbourne City Council for the visits from the pre-school dental team, the use of the Jolly Bus for excursions and FEIP for entertaining the children. Our thanks also to Health Department for the pre-school medical service.

I would like to convey to my staff a vote of thanks for their hard work and support during the year and to the parents my appreciation of their support. On behalf of the staff I would like to thank the Board of Management, Mr. Seymour, Mrs. M. Yeatman, Ms. M. Mant, Mr. K. Lumley and the office staff for their support during the year.

**MISS THERESE FRAWLEY**

Day Nursery Director

**CARLTON CRECHE & DAY NURSERY**

I am pleased to present the 1991 Annual Report for the Carlton Creche.

An historic change for the Creche this year (from 1st January 1991) was the introduction of a Commonwealth funded fee relief scheme for parents using state funded Day Nurseries, based on gross family income.

During the year the Melbourne City Council rationalised some of the previously offered services. An immunization programme is no longer conducted at any Day Nursery. Alternative arrangements are for the children to be taken to the nearest Maternal & Child Health Centre, which for the Carlton Creche is conveniently situated at the Carlton Baths complex. We thank the Council for all the available services offered and which we have used, especially the Jolly Bus and the pre-school dental service.

The Creche continues to be involved in training programmes for T.A.F.E. and other college students, accepting work experience students and providing opportunities for staff in-service training to enable them to improve their professional skills and keep abreast of changes and trends in the child care field.

We thank all our friends and parents for much help with quite successful fund raising efforts and all other gifts and donations.

At the time of writing this report, the Creche is fully booked, however there was a low utilization of spaces in the 3-5 year age group from after the Christmas holidays until approximately 1st May. Several factors would have been responsible for this, probably the main cause was fewer employment opportunities. The demand for child care in the under 3 year age group has remained keen with all available spaces filled early in the year.

In conclusion I take this opportunity to record my grateful thanks to the very capable and enthusiastic Creche staff. They have provided a high standard of care and education for the children in a most diligent and co-operative way.

**MISS JOAN LENAGHAN, S.R.N., S.R.M., M.&C.H.N.**

Day Nursery Director



## AUXILIARY

It has been a very happy time for me in my first year as President.

When I was asked to take over as President after Colleen Meldrum resigned, I knew it would not be an easy task to follow in her footsteps. Colleen served for two years as President with great enthusiasm, charm and dignity. As my Vice-President, she has been a great support. To my Secretary, Barbara Guzzardi, and Treasurer, Jan Spooner, I thank them both for all their time and effort.

It was with a great deal of sadness we accepted Cec Mangan's resignation. Cec worked for the Auxiliary for eight years, and we thank her for her advice and expertise.

We had three functions this year - the Marie Lunn Fashion Parade with hats by Marie Therese, which raised \$3,585.00, the Bunty Gordon - David Medwin Fashion Parade, \$10,799.00 and a Card Day at Portsea, \$818.00. Our thanks go to Marie Bernardi, Marie Therese Ward, Bunty Gordon, David Medwin and Judy James, for their generosity.

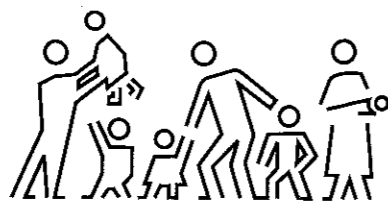
In a tough economic climate, we are truly grateful to all those who continue to support us.

Finally, I would like to thank my Committee. They have my sincere appreciation.

**MRS. CAROL SMITH**  
President

### AUXILIARY

Mrs. Colleen Meldrum	Vice President
Mrs. Barbara Guzzardi	Secretary
Mrs. Jan Spooner	Treasurer
Mrs. Marie Bernardi	
Mrs. Lurline Bone	
Mrs. Patti Fellows	
Mrs. Judy James	
Mrs. Joan Mathews	
Mrs. June Shaw	
Mrs. Eve Skolnik	
Mrs. Christine Tarascio	
Mrs. Judy Watson	



## HUMAN RESOURCES

### OUR STAFF

I believe the real difference between success and failure in any organisation can often be traced to how well that organisation encourages the talents and energies of its staff.

There is no doubt whatsoever that QEC's successful track record in patient care, industrial relations, education, WorkCare and safety is due to the fact that the staff are actively involved in a wide range of issues. To all staff, it is with great pleasure that I record the thanks and appreciation of the Board of Management.

### STAFF ESTABLISHMENT

**Group One:** Applies to all staff positions funded by Health Department Victoria for QEC hospital units. Figures listed represent approved equivalent full-time staff positions.

(i) Administration	4.9
Registered Nurses	11.55
Mothercraft Nurses	17.25
Catering Staff	3.75
Domestic Staff	6.0
Maintenance	2.4
<b>Total</b>	<b>45.85</b>
(b) Visiting Medical Staff - paid 'fee for service'	
Paediatricians	3.0
Psychiatrists	3.0

**Group Two:** Day Nurseries: In previous years staff establishments were set by Community Services Victoria and subsidies paid in the form of grants equating to 80% of total salary of subsidised staff. As from January 1, 1991, the Office of Pre-School and Child Care came into operation to administer an operational grant based on the number of registered child places, and to monitor the new Children's Service Regulations.

Staff classifications and ratios for various age groups of children enrolled at Day Care Centres is clearly defined under the new regulations.

### Day Nursery Staff

	QEC Campus	Carlton Campus
Directors	1	1
Kindergarten Teacher	1	-
Mothercraft Nurses	3	4
Child Care Workers	-	2
Child Care Assistants	1	1
Cook and Cleaner	-	1
	<b>6</b>	<b>9</b>

### STAFF COSTS

Salaries and wages for hospital staff accounted for \$1,562,286 and for Day Nurseries staff \$369,589.

### WORK CARE

Only one WorkCare claim was recorded this year, which was a continuing claim from the previous year. Working hours lost amounted to 760 hours.

### INDUSTRIAL RELATIONS

I am most pleased to report that no time has been lost due to industrial action in the 1990/91 period. It is also worth recording that this is the sixth successive year that QEC has had no time lost due to industrial action. A fantastic result - my thanks to all staff.

### SAFETY AND SECURITY

A few problems relating to safety have been recorded. In all instances these have been corrected by changing work practices and procedures. At no time has any serious injury or time lost been recorded. Staff are to be commended for the manner in which safety issues have been resolved.

The question of security, however, continues to be of concern. Most of the reported incidents are a result of persons attempting to enter the premises, particularly after hours. Staff safety and security in relation to some of our patients and their family members is a serious matter and of great concern. Many of these problems would be resolved by referring agencies being more open and honest in relation to the information they are prepared to give us about the patient prior to the transfer or admission of that patient into the Centre.

### EDUCATION AND TRAINING

The Centre's commitment to education and training remains a high priority. In accordance with the Commonwealth Government's initiative to increase the quality of the employment related skills of the Australian workforce, we have been able to extend staff participation in educational and inservice programmes. QEC met the requirement of 1% of payroll expenditure in staff training as required under the Training Guarantee (Administration) Act 1990.

Mrs. Margaret Yeatman attended the International Congress on Child Abuse and Neglect held in Hamburg from 2-6 September, 1990. Costs of conference, registration and airfares London/Hamburg were met through QEC funds. Dr. Greta Danielson attended the World Police Medical Officer Conference held in Auckland, New Zealand from 4th -9th November, 1990. Dr. Danielson presented a paper entitled 'Child Abuse - Why Wait for it to Happen?' describing work done at QEC involving preventative aspects of child abuse. Costs were met through QEC funds.

### HONORARY STAFF

Once again, we record our gratitude to our 'honorary' librarians who have continued to cheerfully complete cataloguing of books to establish our new library.

**MR. S. SEYMOUR**  
Chief Executive Officer

## HUMAN RESOURCES

### 1991 STAFF LIST

#### CHIEF EXECUTIVE OFFICER

Mr. S. Seymour

#### DIRECTOR OF MEDICAL SERVICES

Dr. G. Danielson

#### DIRECTOR OF NURSING

Mrs. M. Yeatman (to December 1990)

Ms. M. Mant (from February 1991)

#### FINANCE OFFICER

Mr. K. Lumley

#### ADMINISTRATIVE

G. O'Keefe, R. Fusinato,

A. Poskaitis, G. Maria, E. Capp,

#### DAY NURSERY DIRECTORS

T. Frawley

J. Lenaghan

#### KINDERGARTEN TEACHER

G. Wood (to January 1991)

K. Hargreaves

#### REGISTERED NURSES

K. Hadaway, P. Anastasios, N. Baumgartner,  
B. Breheny, F. Brennan, J. Canty, C. Cottier,  
D.L. Davies, E. Dent, M. Dowling, R. Fairweather,  
E. Ferguson, M. Ferres, M. Fontana,  
L.S. Krueter-Luks, O. Macleod, B. McCulloch,  
J. McKay, J. McNaught, N. Parks, L. Paxton,  
M. Prout, A. Poulter, H. Rossiter, J. Samways,  
M. Tuxworth, S. Wright.

#### MOTHERCRAFT NURSES

A. Abernethy, Y. Anastasiou, J. Anderson,  
J. Balshaw, R. Berry, H.J. Brown, S. Brown,  
J. Burslem, L. Ceccato, S. Conolly, U. Cook,  
E. Cryer, W. Didjurgies, A. Dowling,  
J. Dimech, J. Donald, P. Dunne, B. Eastgate,  
E. Fabel, M. Fotia, L. Fowler, K. Freney-Mills,  
M. Gilham, L. Ross-Henry, S. Herd, C. Hinton,  
S. Hodgson, L. Howat, M. Hurley, J. Isgro,  
S. Jackson, A. Johnson, L. Johnson, L. Kyrou,  
T. Lamb, D.L. Lane, V. Lane, J. Leader, J. Le Maistre,  
P. Leslie, D. Livy, L. MacKay, A. Maitland,  
F. Matthews, S. Mayne, K. McCauley, J. McLaren,  
S. Millett, L. Murphy, H. Norton-Baker, M. Petrucev,  
K. Ryan, J. Sharam, S. Sharp, J. Smith, D. Smyth,  
P. Staig, A. Thomson, M. Trewarne, G. Turner,  
T. Williams, J. Vizard, H. Weiss, J. Whitten  
D. Williams, D. Woodward, J. Wright

#### CHILDCARE WORKERS

G. Ferrario, L. Retallick

#### CHILDCARE ASSISTANTS

A. Agosta, K. Blackley, T. Boxshall, D. Dilisio,  
C. Ferraro, L. Grogan, S. Lloyd, H. Manuell,  
L. Martin, F. Nicholson, R. Nicol, K. Savage,  
K. Talmage

#### HOUSEKEEPING

R. Buntine, D. Alexiadis, V. Argyrou, D. Champion,  
H. Koliou, K. Koliou, M. Konstantinou, S. Kostas,  
V. Mangioros, M. Malovic

#### CATERING

I. Preston, L. Maynard, I. Oldham, D. Pretty,  
M. Wilkins, L. Scicluna

#### MAINTENANCE

N. Wilson, R. Yates, G. Apostolou

## CONTRIBUTORS

### THE QUEEN ELIZABETH CENTRE

MR. T. W. SIBBISON	\$ 100
MRS. W. M. K. STEPHENS	60
MRS. GERTRUDE RUBENSTEIN	50
SWANK AGENCIES	20
MR. & MRS. L. A. & M. A. LOWE	50
MRS. K. J. SHAW	100
DR. B. BRODRICK	50
ELISABETH MURDOCH TRUST	1,000
ESTATE OF THE LATE SIR WALTER LEITCH	500
PETHARD TARAX CHARITABLE TRUST	1,000
ESTATE E. G. BATCHELDOR	739
THE WILLIAM ANGLISS (VICTORIA) CHARITABLE TRUST	8,000
COLLIER CHARITABLE FUND (LORD MAYOR'S FUND)	7,000
THOMAS BAKER (KODAK), ALICE BAKER & ELEANOR SHAW BENEFACTIONS	1,000
THE WALTER & ELIZA HALL TRUST	600
JOE WHITE BEQUEST	300
	<u>20,569</u>

### RESTRICTED PURPOSES

MRS. B. GUZZARDI	200
CITY OF CAULFIELD (BABY HEALTH CENTRES LADIES COMMITTEE)	200
HELEN M. SCHUTT TRUST	25,000
THE QUEEN ELIZABETH CENTRE FOUNDATION	8,809
	<u>34,209</u>

### DAY NURSERIES

QUEEN ELIZABETH DAY NURSERY	
MR. & MRS. G. PAUSE	20
CARLTON CRECHE	
ESTATE OF THE LATE R. REYNOLDS	426
WILLIAM & MARY IEVERS BEQUEST	2,810
MRS. K. J. SHAW	250
MR. CONSIGLIO	40
	<u>3,526</u>



## The Queen Elizabeth Centre

53 Lytton Street  
Carlton 3053  
Phone (03) 347 2777 Fax. (03) 347 2779

## Financial Statements for the Year ended 30 June 1991

**REVENUE & EXPENSE STATEMENT  
FOR THE YEAR ENDED 30 JUNE 1991**

	Note	Hospital Operations \$	Day Nurseries \$	Consolidated 1990/91 \$	Consolidated 1989/90 \$
<b>Operating Revenue Providing Fund Inflows HSA/Budget Sector</b>					
Government Grants	13	1,691,671	236,199	1,927,870	1,769,351
Indirect Contributions by Health Department Victoria	14	17,426	-	17,426	27,420
Patient Fees	6	310,832	-	310,832	360,454
Parent Fees	6	-	297,229	297,229	282,267
Other Revenue	15	3,823	28	3,851	2,972
<b>Services Supported by Hospital and Community Initiatives</b>					
Donations	16	430	3,546	3,976	4,934
Interest	16	112,232	28,126	140,358	146,413
Other Revenue	16	26,804	1,506	28,310	29,170
<b>TOTAL OPERATING REVENUE PROVIDING FUND INFLOWS</b>		<u>2,163,218</u>	<u>566,634</u>	<u>2,729,852</u>	<u>2,622,981</u>
<b>LESS OPERATING EXPENSES REQUIRING FUND OUTFLOWS HSA/Budget Sector</b>					
Direct Patient Care Services		1,084,181	372,539	1,456,720	1,412,116
Diagnostic & Medical Support Services		44,012	32	44,044	41,993
Administration & Quality Assurance		233,155	45,343	278,498	265,135
Engineering & Maintenance		198,996	49,496	248,492	209,879
Domestic & Catering Services		309,886	43,795	353,681	345,941
Corporate Costs Funded by H.D.V.		17,426	-	17,426	27,420
Workcare & Superannuation		133,237	16,900	150,137	100,333
Teaching Services		24,734	-	24,734	13,467
<b>TOTAL OPERATING EXPENSES REQUIRING FUND OUTFLOWS</b>	17	<u>2,045,627</u>	<u>528,105</u>	<u>2,573,732</u>	<u>2,416,284</u>
<b>OPERATING SURPLUS ATTRIBUTABLE TO FUND ITEMS</b>					
		<u>117,591</u>	<u>38,529</u>	<u>156,120</u>	<u>206,697</u>
<b>Less Operating Expenses Not Requiring Fund Outflows</b>					
Depreciation	10	69,745	7,781	77,526	62,188
Long Service Leave		33,526	6,274	39,800	11,082
Net loss on assets		591	-	591	-
Abnormal Items		-	-	-	-
Prior Period Adjustments	18	-	13,205	13,205	29,561
<b>OPERATING DEFICIT ATTRIBUTABLE TO NON FUND ITEMS</b>		<u>(103,862)</u>	<u>(27,260)</u>	<u>(131,122)</u>	<u>(102,831)</u>
Operating Surplus for the Year		<u>13,729</u>	<u>11,269</u>	<u>24,998</u>	<u>103,866</u>
Retained Surplus at 1 July, 1990		<u>30,958</u>	<u>9,390</u>	<u>40,348</u>	<u>8,714</u>
Available for Appropriation		<u>44,687</u>	<u>20,659</u>	<u>65,346</u>	<u>112,580</u>
Aggregate of Amounts Transferred to Reserves	11	<u>(68,703)</u>	<u>(10,208)</u>	<u>(78,911)</u>	<u>(72,232)</u>
Retained Surplus (Accumulated Deficit) at 30 June 1991		<u>(24,016)</u>	<u>10,451</u>	<u>(13,565)</u>	<u>40,348</u>

The accompanying notes form part of the financial statements.

**BALANCE SHEET AS AT 30 JUNE 1991**

	Notes	Hospital 1990/91 \$	Day Nurseries \$	Consolidated 1990/91 \$	Consolidated 1989/90 \$
<b>EQUITY</b>					
Capital					
Contributed Capital		1,451,308	405,566	1,856,874	1,764,062
Funds held for Restricted Purposes	3	162,524	-	162,524	124,288
Reserves					
Asset Revaluation Reserve		2,040,779	420,000	2,460,779	2,460,779
Retained Surplus/(Accumulated Deficit)		(24,016)	10,451	(13,565)	40,348
<b>TOTAL EQUITY</b>		<u>3,630,595</u>	<u>836,017</u>	<u>4,466,612</u>	<u>4,389,477</u>
<b>CURRENT LIABILITIES</b>					
Bank Overdraft		24,025	-	24,025	-
Creditors	2	59,162	56,541	64,952	165,436
Accrued Expenses	5	269,290	36,159	305,449	290,732
Prepaid Income		-	5,956	5,956	1,683
Provision for Long Service Leave	4	50,946	22,766	73,712	56,276
<b>TOTAL CURRENT LIABILITIES</b>		<u>403,423</u>	<u>121,422</u>	<u>474,094</u>	<u>514,127</u>
<b>NON-CURRENT LIABILITIES</b>					
Provision for Long Service Leave	4	61,544	3,169	64,713	42,349
Provision for Superannuation	4	-	19,753	19,753	9,086
<b>TOTAL NON-CURRENT LIABILITIES</b>		<u>61,544</u>	<u>22,922</u>	<u>84,466</u>	<u>51,435</u>
<b>TOTAL LIABILITIES</b>		<u>464,967</u>	<u>144,344</u>	<u>558,560</u>	<u>565,562</u>
<b>TOTAL EQUITY AND LIABILITIES</b>					
		<u>4,095,562</u>	<u>980,361</u>	<u>5,025,172</u>	<u>4,955,039</u>
<b>CURRENT ASSETS</b>					
Cash at Bank and on Hand		102,294	21,646	123,940	113,884
Patient/Parent Fees Receivable	6	91,680	9,015	100,695	48,706
Stores	7	17,423	-	17,423	18,330
Prepayments		50	-	50	56,365
Short-Term Investments	9	773,542	210,894	984,436	887,509
Debtors and Accrued Revenue	8	87,746	18,935	55,930	63,676
Other Receivables-E.C.D.P.	8	-	-	-	53,270
<b>TOTAL CURRENT ASSETS</b>		<u>1,072,735</u>	<u>260,490</u>	<u>1,282,474</u>	<u>1,241,740</u>
<b>NON-CURRENT ASSETS</b>					
Investments	9	24,000	15,000	39,000	200,400
Land at valuation 30.6.89	10	2,000,000	200,000	2,200,000	2,200,000
Buildings at valuation 30.6.89	10	597,890	423,961	1,021,851	1,142,727
Buildings at cost	10	168,774	64,479	233,253	-
Plant, Machinery, Furniture etc.	10	232,163	16,431	248,594	170,172
<b>TOTAL NON-CURRENT ASSETS</b>		<u>3,022,827</u>	<u>719,871</u>	<u>3,742,698</u>	<u>3,713,299</u>
<b>TOTAL ASSETS</b>		<u>4,095,562</u>	<u>980,361</u>	<u>5,025,172</u>	<u>4,955,039</u>

The accompanying notes form part of these financial statements.

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

	Note	Contributed Capital	Funds Held for Restricted Purposes	Asset Revaluation Reserve	Retained Surplus/ Accum. Deficit	Consolidated 1991	Consolidated 1990
		\$	\$	\$	\$	\$	\$
Balance at beginning of year		1,764,062	124,288	2,460,779	40,348	4,389,477	4,221,001
Surplus for the year					24,998	24,998	103,866
Capital Grants							33,647
Donations		20,139	34,209			54,348	113,284
Donated funds disbursed			(200)			(200)	
Transfer:							
Interest on Capital Investments	11	72,673	6,238		(78,911)		
E.C.D.P.							
H.D.V. Grants							137,458
Interest on Invested Funds							1,455
Project Expenditure			(2,011)			(2,011)	(221,234)
		<u>1,856,874</u>	<u>162,524</u>	<u>2,460,779</u>	<u>(13,565)</u>	<u>4,466,612</u>	<u>4,389,477</u>

The accompanying notes form part of these financial statements.

**STATEMENT OF SOURCES AND APPLICATIONS OF FUNDS  
FOR THE YEAR ENDED 30 JUNE 1991**

	Note	1990/91 \$	1989/90 \$
<b>SOURCES OF FUNDS</b>			
Funds from Operations			
Gross Inflows of Funds		2,729,852	2,622,981
Less-Gross Outflows of Funds		<u>2,573,732</u>	<u>2,416,284</u>
Net funds from operations		156,120	206,697
Contributed Equity			
Capital Funds			
Donations		20,139	12,375
Government Grants-Master Plan	13	-	15,000
Minor Works	13	-	18,647
Restricted Purposes Funds			
Donations		25,400	59,909
Foundation contribution		8,809	-
Auxiliary contribution		-	41,000
E.C.D.P.			
Grants		-	137,458
Interest		-	1,455
Decreases in Assets			
Current Assets			
Patient/Parent Fees Receivable		-	5,782
Debtors & Accrued Revenue		7,746	-
Stores	907	-	-
Prepayments	56,315	-	-
Short-Term Investments	-	-	18,244
Other receivables-E. C. D. P.	53,270	110,492	-
Non-Current Assets			
Investments		161,400	-
Increases in Liabilities			
Current			
Bank Overdraft	24,025	-	-
Creditors	-	-	149,746
Accrued Expenses	14,717	-	37,359
Prepaid Income	4,273	-	1,053
Employee Entitlements	-	43,015	51,565
Non-Current			
Employee Entitlements		10,667	-
<b>TOTAL SOURCES OF FUNDS</b>		<u>543,788</u>	<u>756,290</u>
<b>APPLICATIONS OF FUNDS</b>			
Increases in Assets			
Current			
Cash at Bank and on Hand	10,057	-	38,095
Patient/Parent Fees Receivable	51,989	-	-
Debtors and Accrued Revenue	-	-	26,358
Other Receivables-E.C.D.P.	-	-	53,270
Stores	-	-	5,437
Prepayments	-	-	56,365
Short-Term Investments	96,927	158,973	-
Non-Current			
Buildings	131,160	-	39,335
Plant, Machinery, Furniture etc.	137,164	-	79,024
Investments	-	268,324	159,801
Prior Period Adjustment			
Debtor		13,205	-
Decreases in Liabilities			
Current			
Bank Overdraft	-	-	61,371
Creditors	-	100,484	-
Non-Current			
Accrued Expenses	-	-	16,000
Decrease in Monies held in Trust, E.C.D.P.		2,011	221,234
Net Loss on Sale of Assets		591	-
Donated Funds Disbursed		200	-
<b>TOTAL APPLICATIONS OF FUNDS</b>		<u>543,788</u>	<u>756,290</u>

The accompanying notes form part of these financial statements

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

NOTE 1 STATEMENT OF ACCOUNTING POLICIES

The financial statements of the hospital have been prepared in accordance with the provisions of the Annual Reporting Act 1983 and the Annual Reporting (Contributed Income Sector) Regulations 1988 as amended. These Regulations incorporate by reference relevant accounting standards issued jointly by The Institute of Chartered Accountants in Australia and the Australian Society of Certified Practising Accountants.

(a) Accrual basis

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

(b) Historical cost basis

The financial statements have been prepared on the historical cost basis whereby assets are recorded at purchase price plus costs incidental to the acquisition 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 these financial statements are expressed to the nearest dollar.

(d) Investments

Investments (other than works of art and fine furniture) 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. Works of art and fine furniture are at valuation assessed by registered valuers, McCanns Auctions on 29th August 1989.

(e) Depreciation

Assets with a cost in excess of \$500 are capitalized 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 Health Department of Victoria.

(f) Stores

Inventories are stated in the Balance Sheet at the lower of cost and net realisable value. Cost is determined principally by first-in, first-out method.

(g) Employee entitlements

**Long Service Leave**  
Provision for long service leave is made on a pro-rata basis for all employees who have completed five or more years of service. Generally, the entitlement under various awards becomes payable on a pro-rata basis upon completion of ten years' service. The proportion of long service leave estimated to be payable within the next financial year is included in the balance sheet under current liabilities. The balance of the provision is classified as a non-current liability.

**Annual Leave**

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

**Accrued Days Off**

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

(h) Provision for superannuation

Provision for Superannuation contributions in respect of employees of the Day Nursery and Carlton Creche has been made in respect of the period commencing 1st July 1988 to 30th June 1991 in accordance with the appropriate awards. This provision has been made pending advice from CSV of their agreement to fund the scheme.

(i) Donations

Donations for capital purposes are recognised as contributed capital in the balance sheet and consolidated statement of changes in equity.

(j) Fund accounting

The Hospital operates on a fund accounting basis and maintains three funds - operating, specific purpose and capital funds. The Hospital's Capital and Specific Purpose Funds comprise unspent capital donations and receipts from fund-raising activities conducted solely in respect of these funds. Separation of these funds from the Operating Fund is required under the Health Services Act 1988.

(k) Health Services Agreement/Budget Sector and Services supported by Hospitals and Community initiatives

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

(n) Change in Accounting Policy

The accounts of the Queen Elizabeth Day Nursery were consolidated with the Hospital accounts for the 1989/90 year.

For 1990/91 the accounts of the Queen Elizabeth Day Nursery have been consolidated with those of the Carlton Creche, to combine the accounts of both child care operations.

Comparative figures for the 1989/90 year have been restated accordingly.

(o) Abbreviations

Within the financial statements, certain government-departments and programmes have been referred to by initials.

They are:

Health Department Victoria - H.D.V.

Community Services Victoria - C.S.V.

Early Childhood Development Programme - E.C.D.P.

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 1991 (continued)

NOTE 2: CREDITORS AND BORROWINGS

	Less than 1 Year \$	1 to 2 Years \$	2 to 5 Years \$	Greater than 5 Years \$
	64,952	-	-	-

NOTE 3: FUNDS HELD FOR RESTRICTED PURPOSES

	1991 \$	1990 \$
Capital Replacement	9,700	10,831
Education	12,242	12,050
Medical Records Equipment	11,623	11,623
Building Reconstruction	128,504	89,329
Emergency Care	455	455
	<u>162,524</u>	<u>124,288</u>

NOTE 4: PROVISION FOR EMPLOYEE ENTITLEMENTS

	Current \$	Non- Current \$	Total 1991 \$	Total 1990 \$
Long Service Leave	73,712	64,713	138,425	98,625
Superannuation	-	19,753	19,753	9,086
	<u>73,712</u>	<u>84,466</u>	<u>158,178</u>	<u>107,711</u>

NOTE 5: ACCRUED EXPENSES

	1991 \$	1990 \$
Annual Leave	157,206	142,692
Accrued Days Off	6,741	11,209
Wages and Salaries	35,391	40,456
Health Department Victoria	102,329	64,375
Community Services Victoria	3,499	32,000
Sundry	283	-
	<u>305,449</u>	<u>290,732</u>

NOTE 6: PATIENT FEES

	Patient fees raised		Patient fees receivable	
	1990/91 \$	1989/90 \$	1991 \$	1990 \$
Inpatients	310,832	360,454	91,680	43,038
Day Nurseries	297,229	282,267	9,015	5,668
	608,061	642,721	100,695	48,706
Less Provision for Doubtful Debts			-	-
			<u>100,695</u>	<u>48,706</u>

NOTE 7: STORES

	1991 \$	1990 \$
Pharmaceuticals	6,517	6,070
Catering Supplies	3,909	6,006
Housekeeping Supplies	1,444	3,348
Administration Stores	5,553	2,906
	<u>17,423</u>	<u>18,330</u>

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 1991 (continued)

NOTE 8: DEBTORS AND ACCRUED REVENUE

	Less than 1 year	Less than 2 years	Greater than 2 years	Greater than 5 years	Total 1991 \$	Total 1990 \$
Trade Debtors	-	500	-	-	500	43,947
Accrued Revenue	35,701	-	19,729	-	55,430	19,729
Other Receivables	-	-	-	-	-	53,270
					<u>55,930</u>	<u>116,946</u>

NOTE 9 INVESTMENTS

	Operating Fund \$	Capital Fund \$	Specific Purpose Fund \$	Day Nurseries \$	Total 1991 \$	Total 1990 \$
Current						
At Call Deposit	380,000	230,000	3,542	58,000	671,542	751,649
Debtentures	-	160,000	-	-	160,000	-
Term Deposits	-	-	-	152,894	152,894	135,661
Semi-Government Securities	-	-	-	-	-	199
	<u>380,000</u>	<u>390,000</u>	<u>3,542</u>	<u>210,894</u>	<u>984,436</u>	<u>887,509</u>
Non-current						
Commonwealth Bonds	-	-	-	15,000	15,000	15,000
Works of Art	-	24,000	-	-	24,000	24,000
Debtentures	-	-	-	-	-	160,000
Semi-Government Securities	-	-	-	-	-	1,400
	<u>380,000</u>	<u>414,000</u>	<u>3,542</u>	<u>225,894</u>	<u>1,023,436</u>	<u>1,087,909</u>

NOTE 10: NON-CURRENT ASSETS

	Gross Valuation 30.6.91	Depreciation for 1990-91	Accum. Depreciation at 30.6.91	Net assets 30.6.91	Net assets 30.6.90
At Cost					
Buildings	238,013	2,734	4,760	233,253	-
Plant and Equipment, Furniture etc.,	452,245	56,179	213,262	238,983	157,998
Motor Vehicle	17,086	2,563	7,475	9,611	12,174
	<u>707,344</u>	<u>61,476</u>	<u>225,497</u>	<u>481,847</u>	<u>170,172</u>
At Valuation					
Land	2,200,000	-	-	2,200,000	2,200,000
Buildings	1,070,000	16,050	48,149	1,021,851	1,142,727
	<u>3,270,000</u>	<u>16,050</u>	<u>48,149</u>	<u>3,221,851</u>	<u>3,342,727</u>
	<u>3,977,344</u>	<u>77,526</u>	<u>273,646</u>	<u>3,703,698</u>	<u>3,512,899</u>

Land and buildings at valuation:  
Land and buildings have been valued by an independent valuer (G. A. Thomson & Co. Pty. Ltd.) as of 30th June 1989.

NOTE 11: TRANSFERS TO RESERVES

	1990/91 \$	1989/90 \$
Transfer to Contributed Capital-Interest	72,673	70,490
Transfer to Funds Held for Restricted Purposes	6,238	1,742
	<u>78,911</u>	<u>72,232</u>

NOTE 12: TRANSFERS FROM RESERVES

	1990/91 \$	1989/90 \$
Transfer from Funds Held For Restricted Purposes	200	-

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 1991 (continued)

NOTE 13: GOVERNMENT GRANTS

	1990/91 \$	1989/90 \$
H. D. V. Ordinary Grants	1,742,925	1,525,160
H. D. V. Minor Works	-	21,353
C. S. V. Day Nursery Subsidies	120,073	227,764
C. S. V. Operational Grant	36,670	-
C. S. V. Special Grants	28,501	-
C. S. V. Day Nurseries Superannuation Grant	-	8,374
Commonwealth Government Fee Relief	50,955	-
	<u>1,979,124</u>	<u>1,782,651</u>
H. D. V. Operating Grant Adjustment 1990/91	(51,254)	(13,300)
	<u>1,927,870</u>	<u>1,769,351</u>
Capital		
H. D. V. Master Plan	-	15,000
Minor Works	-	18,647
	-	<u>33,647</u>

Grants for capital purposes are included in the Statement of Changes in Equity and are included in the Balance Sheet as Contributed Capital.

NOTE 14: INDIRECT CONTRIBUTION BY HEALTH DEPARTMENT VICTORIA

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

	1990/91 \$	1989/90 \$
Audit Fees	4,480	11,490
Insurances	9,629	15,930
Industrial Relations	564	-
Health Computing Services, Victoria charges	2,753	-
	<u>17,426</u>	<u>27,420</u>

NOTE 15: OTHER REVENUE-HSA/BUDGET SECTOR

	1990/91 \$	1989/90 \$
Meals and Accommodation	3,851	2,972

NOTE 16: HOSPITAL AND COMMUNITY INITIATIVES

	1990/91 \$	1989/90 \$
Hall Rental(Nett)	21,676	19,849
Interest Received	140,358	146,413
Donations	3,976	4,934
Sundry	6,634	9,321
	<u>172,644</u>	<u>180,517</u>

NOTE 17: OPERATING EXPENSES

	TOTAL INPATIENTS	OTHER	1989/90	
		\$	\$	
Operating surplus for the year has been determined after charging as expense:				
1. Direct Patient Care Services Wards/Day Care	1,456,720	1,084,181	372,539	1,412,116
2. Diagnostic & Medical Support Services				
Pharmacy	7,969	7,937	32	5,285
Allied Health	36,075	36,075	-	36,708
3. Administration				
Bad Debts	-	-	-	4,957
General Administration	278,498	233,155	45,343	260,178
4. Engineering & Maintenance				
Engineering & Maintenance	206,058	161,665	44,393	174,763
Power, Light & Heating	42,434	37,331	5,103	35,116

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 1991 (continued)

NOTE 17: OPERATING EXPENSES (continued)

	TOTAL INPATIENTS	OTHER	1989/90
		\$	\$
5. Domestic & Catering Services			
Food & Dietary	168,325	137,586	161,076
Domestic Services	149,539	136,483	144,644
Linen, Laundry	35,817	35,817	40,221
6. Corporate Costs Funded by H. D. V.			
Audit Fees	4,480	4,480	11,490
Insurances	9,629	9,629	15,930
Industrial Relations	564	564	-
Health Computing Services Charges	2,753	2,753	-
7. Workcare & Superannuation			
Workcare	58,143	51,910	33,806
Superannuation	79,293	68,626	64,775
Long Service Leave Paid	12,701	12,701	1,752
8. Teaching Services			
Education & Training	24,734	24,734	13,467
	<u>2,573,732</u>	<u>2,045,627</u>	<u>2,416,284</u>
Operating Expenses Not Requiring Fund Outflows:			
Depreciation	77,526	69,745	62,188
Long Service Leave			
Current Year	39,800	33,526	11,082
Net Loss on Sale of Assets	591	591	-
Prior Period Adjustment	13,205	-	29,561
	<u>131,122</u>	<u>103,862</u>	<u>102,831</u>
	<u>2,704,854</u>	<u>2,149,489</u>	<u>2,519,115</u>

NOTE 18: ABNORMAL ITEMS

	1990/91	1989/90
	\$	\$
Prior Period Adjustments:		
Long Service Leave	13,205	30,561
Provision for Depreciation	-	(1,000)
	<u>13,205</u>	<u>29,561</u>

An amount of \$13,205.30 had been claimed from Community Services Victoria as reimbursement for Long Service Leave paid to a day nursery employee during the year ended 30th June 1989. The amount was brought to account as a Debtor item at year ended 30th June 1989.

Advice has been received that Community Services Victoria will not fund this payment.

NOTE 19: HOSPITALS SUPERANNUATION BOARD

The Queen Elizabeth Centre is a participating institution in the Hospitals Superannuation Fund.

The Centre's total contributions for the 1990/91 financial year were \$79,293.

There were no outstanding contributions for that period, as the Centre has made remittances to the Hospitals Superannuation Board in accordance with the scheduled rates applicable to the period ended 30 June 1991.

The proportion of the unfunded superannuation liability of the Hospitals Superannuation Board which relates to present employees of the Centre is \$245,000.

The Queen Elizabeth Centre does not believe that it has any liabilities that have not been brought to account, and that any unfunded liabilities are the responsibility of Health Department Victoria, and will be met by increased or special maintenance grants.

In accordance with Section 29(2)(a) of the Hospitals Superannuation Act 1988, contributions of the institution are calculated as a percentage of the employee's salary. Separate contributions are determined for basic benefits and optional contributory benefits in accordance with Section 29(3). The rates for 1990/91 are, for all Class A participating institutions:

Basic Benefit	Contributory	
	Employee	Employer
3.15%	3%	5.5%
	6%	11.5%

NOTE 20: CAPITAL WORKS COMMITMENT.

A new Care by Parents unit is to be built during the year ending 30th June, 1992, at an estimated cost of \$95,000. The project will be totally funded by The Queen Elizabeth Centre Foundation.

	1990/91	1989/90
	\$	\$
	<u>95,000</u>	<u>-</u>

COMPARATIVE FINANCIAL STATEMENT - Operating Fund

	1987	1988	1989	1990	1991
	\$	\$	\$	\$	\$
<b>INCOME</b>					
Meals and Accommodation	1,699	3,686	3,702	2,972	3,851
Donations	194	305	3,295	4,934	4,310
Day Nursery Fees	87,095	106,280	257,063	282,267	297,229
State Government Grants- Day Nursery	109,280	68,675	221,074	227,764	185,243
State Government Grants- Hospital	1,281,980	1,459,977	1,482,855	1,541,587	1,691,671
Commonwealth Government Grants- Day Nursery Fee Relief	-	-	-	-	50,955
Municipal Grants	17,204	25,599	19,051	-	-
Patients' Fees	196,916	217,671	357,223	360,454	310,832
Boarders' Fees	3,768	-	-	-	-
Isabel Younger Ross Memorial Hall- Net Income	11,963	17,472	13,062	19,849	21,676
Cost Recoveries	2,997	2,699	3,272	9,321	6,301
Interest Received	16,909	75,207	104,536	146,413	140,358
Profit on Disposal of Assets	-	-	2,731	-	-
Indirect Contribution by Health Department Victoria	-	-	10,800	27,420	17,426
Abnormal Items:					
H.D.V. Operating Grant Adjustment Y/e 30/6/87, 88	-	-	19,729	-	-
Gain On Assets	-	-	22,015	-	-
	<u>1,730,005</u>	<u>1,977,571</u>	<u>2,520,408</u>	<u>2,622,981</u>	<u>2,729,852</u>
<b>EXPENDITURE</b>					
Salaries and Wages	1,282,050	1,477,870	1,791,805	1,840,771	1,911,875
Visiting Medical Officers	16,380	11,133	8,169	6,860	13,136
Superannuation	2,397	7,205	37,539	64,775	79,293
Consultants' Fees	10,000	18,000	19,385	20,000	20,000
Food Supplies	43,075	49,028	75,334	79,394	88,301
Medical and Surgical	6,256	8,590	8,820	5,285	7,969
Fuel, Light and Power	28,789	28,253	29,417	35,116	42,435
Domestic Charges	51,243	56,415	64,087	76,190	73,362
Maintenance	60,570	152,188	107,527	126,517	155,875
Administrative	192,042	147,102	196,663	142,952	169,240
Depreciation	10,683	14,741	57,927	62,188	77,526
Provision for Long Service Leave	17,767	1,337	16,162	11,082	39,800
Bad Debts	1,369	575	8,042	4,957	-
Teaching Services	-	-	-	13,467	12,246
Loss on Disposal of Assets	-	-	-	-	591
Abnormal Item:					
Prior Period Adjustment	-	-	48,560	29,561	13,205
	<u>1,722,621</u>	<u>1,972,637</u>	<u>2,469,437</u>	<u>2,519,115</u>	<u>2,704,854</u>
<b>Net Surplus Transferred to Operating Funds</b>	<u>7,384</u>	<u>4,934</u>	<u>50,971</u>	<u>103,866</u>	<u>24,998</u>

## CERTIFICATION

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

In our opinion the consolidated financial statements present fairly the financial transactions for the year ended 30 June 1991 and the financial position as at that date of the Queen Elizabeth Centre.

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



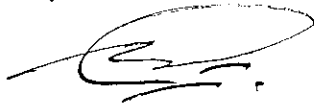
Mrs. June Shaw

Chairperson



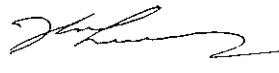
Mr. G. McRae

Treasurer



Mr. S. Seymour

Chief Executive Officer



Mr. K. Lumley

Principal Accounting Officer

Dated the 20th day of September 1991

## AUDITOR - GENERAL'S REPORT

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

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

MELBOURNE  
31/10/1991



for C.A. BARAGWANATH  
Auditor-General