
78TH ANNUAL REPORT 1996

THE QUEEN ELIZABETH CENTRE
53 Lytton Street Carlton Victoria 3053

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. The hospital charges fees in accordance with the Regulation 158 (I)(b) Health Services Act 1988. During the past financial year the Hon. Marie Tehan, M.P. was Minister for Health followed by the Hon Rob Knowles, M.P (from 3 April 1996).

In addition to the general parenting programmes QEC also provides more specific and specialised individual services to those parents with additional needs such as adolescent parents, those with intellectual disability, psychiatric problems or substance dependent parents and those of non-English speaking or Koori backgrounds.

Services are provided through Residential Programmes, Day Stay programmes, telephone counselling and a privately funded Community Outreach programme. QEC also operates two Day Nurseries with a total of 75 places. Carlton Creche has 45 places and QEC Day Nursery has 30 places.

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

1983 - Queen Elizabeth Auxiliary established

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

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

1993 - Community Outreach Nurse Service commenced, funded by private donations

1993 - QEC transferred to Primary Care Division from Acute Division

1993 - June Shaw Wing opened

1994 - Day Patient Clinics commenced

1995 - Closure of QEC Children's Unit

1996 - Establishment of Dandenong Day Stay Program with Grant from the Community Support Fund, Department of Human Services

REPORT OF OPERATIONS

& FINANCIAL STATEMENTS FOR THE YEAR ENDED JUNE 30, 1996

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This report was released to the public on Wednesday, 23rd October, 1996

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53 Lytton Street, Carlton, Victoria 3053
Telephone: 9347-2777 Fax: 9347-2779

The Queen Elizabeth Centre 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.

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.

BOARD OF MANAGEMENT MEMBERS, OFFICE BEARERS & SENIOR STAFF

PATRON: Mrs June Shaw

PRESIDENT:

Mr. David Dyer, A.M., M.A. (Oxon), Dip. Ed., F.A.C.E. (to May 1996)

Chief Inspector Vicki Fraser, A.P.M. (from May 1996)

VICE PRESIDENT:

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

HONORARY TREASURER:

Mrs. Patricia Summers, B.Comm., C.A. (S.A.), A.C.A.

COMMITTEE MEMBERS:

Mr Peter Barnett, F.C.P.A. (from May 1996)

Ms. Lorna Blair, R.N., R.M., D.P.H.N., F.A.C.N, Cert. T.E.C.D.(Macquarie U.) (to July 1995)

Mrs. Denise Brown, B.A. (Melb.), Dip.Soc.Stud. (Melb.), Grad.Dip.Ed. (Couns.), (R.M.I.T.), M.A.Ps.S. (to October, 1995)

Ms Andrea Coote, B.A.(Melb.), A.L.I.A., T.T.T.C.

Ms Paula Gerber-Jones, LLB (Qld), M.Sc.(Hons) (London) (from May 1996)

Mr. Christopher Hansen, B.Comm.(Melb.), L.L.B.(Melb.) (to December 1995)

Mr. Anthony Larkin, B.Sc.(Hons), M.Ed., M.A.C.E.

Ms Linda Martin, B.A., Dip. Ed., B.S.W., M.S.W. (from May 1996)

Mr. Graeme McRae, F.C.A., F.C.P.A., A.C.I.S., A.C.I.M., A.I.Arb.A., M.A.I.C.D. (to May 1996)

Dr. Campbell Paul, M.B.B.S., F.R.A.N.Z.C.P.

Mr Paul Trowbridge, B. Ec. (from May 1996)

Mr Fred Verschuren, B.Bus., M.B.A., A.S.C.P.A., F.T.I.A., F.C.I.S., F.N.I.A. (from May 1996)

Mr. Robert White, Dip.Nat.College U.K.(London)

CHIEF EXECUTIVE OFFICER: Mr. S. Seymour, B.Bus., G.Dip. Health Admin., F.C.H.S.E., C.H.E., F.C.I.M., C.M.A.H.R.I., A.F.A.I.M., A.C.I.S. (to 29 February 1996)

Ms Pam Stilling, R.N., R.M., Grad Dip. HSM, Dip. App..Sc., CHN., A.F.C.H.S.E. (from March.1996)

DIRECTOR OF MEDICAL SERVICES: Dr. G. Danielson, M.B.B.S.

DIRECTOR OF NURSING SERVICES: Ms. Mignon Mant, R.N., R.M., M.& C.H.N., Assoc. Dip.Bus. (Health Admin.), A.F.C.H.S.E., C.H.E. (to 30 June 1996)

FINANCE OFFICER: Mr. K. Lumley, C.P.A., A.H.S.F.M.A.

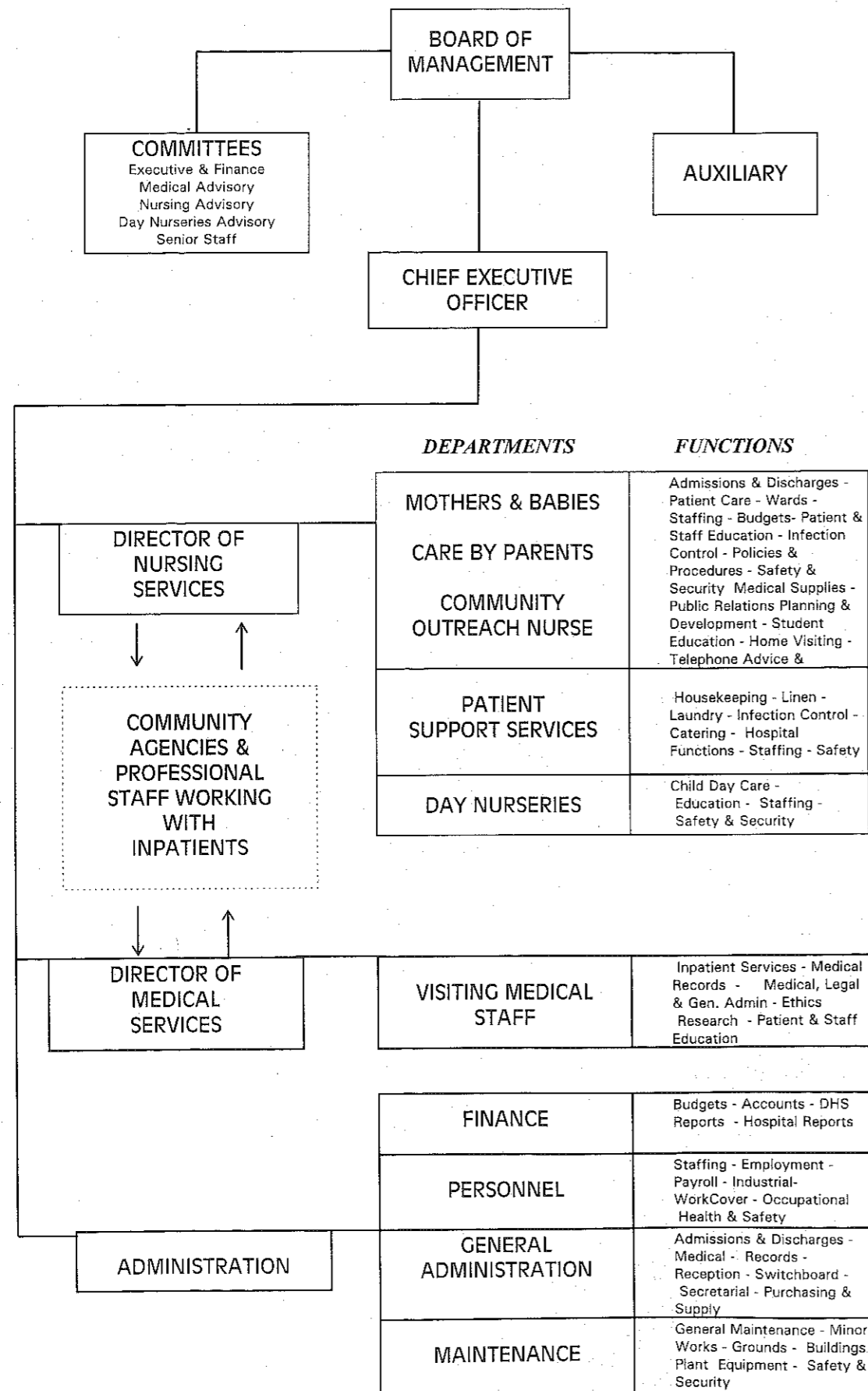
HONORARY SOLICITORS: Mallesons Stephen Jaques

AUDITORS: Auditor-General Victoria

AGENT: Grant Thornton

BANKERS: National Australia Bank.
Australia and New Zealand Banking Group Ltd

ORGANISATION CHART ~ 1995-1996



PRESIDENT'S REPORT

1995-6 was a period of substantial change for the Queen Elizabeth Centre. Whilst it signals the beginning of a strong and bright future in which we will relocate our main services to Melbourne's south-east, the year also marks the end of a very memorable and satisfying period in our history.

Board retirements, resignations and new appointments.

David Dyer, my predecessor as President for two years and Board member for six, retired in March. He presided over a period of review and reassessment of function and purpose for the Board and management of QEC. David led the Board in making a number of tough decisions necessitated by a climate of reduced government funding and private patient revenue, ageing hospital buildings that require substantial expenditure on maintenance, and incontrovertible demographic data showing that the young families that the Queen Elizabeth Centre is here to help now live on the fringes of Melbourne rather than in the inner suburbs. David proved to be a strong and intrepid leader. He worked long and hard to preserve the essence of the QEC's unique and acclaimed ethos and services. We wish him well in retirement.

Graeme McRae also resigned from the Board in March after 10 years in office. Graeme was President from 1992-1994 and Honorary Treasurer for six years. He provided unwavering loyalty to the hospital, staff and continuous focus to the needs of our clients.

Although a number of other casual vacancies had occurred during the previous year, the former Minister for Health, Mrs Marie Tehan, confirmed that several positions could lie vacant until QEC's future was more settled. Retirees in that period were Lorna Blair, Denise Brown and Christopher Hansen. Their contribution to QEC was significant and we offer them our sincere thanks.

Once QEC's future in the South-East became clear, applications were invited from would-be Board members. Five new appointments were confirmed by Governor-in-Council in June 1996. The new members bring a wide range of professional skills to the Board with a fresh approach to the business we run. They are eager and enthusiastic and will be a great asset to the Centre during this coming period of rapid development and growth.

Consultancies

For a number of months in 1995-6, the Board of Management became much more involved in QEC's operations than would normally be required due to periods of illness of both the CEO and the Director of Nursing. In early 1996, Mr Seymour retired from the QEC. I wish to acknowledge his eleven years of leadership and hard work in steering the QEC through difficult times. Measures to reduce expenditure during preceding years had proved insufficient in the face of further budget restrictions. The Board engaged St John of God Consulting Group to review the Centre's operations and make recommendations taking into account QEC's size and budget and the structures of other organisations of comparable size.

Their report recommended combining the positions of Chief Executive Officer and Director of Nursing and further reducing staff numbers. The former was achieved with the appointment of a joint Chief Executive Officer/Director of Nursing from 1 July, 1996. Ms Pam Stilling was the chosen applicant and the Board has been delighted to welcome her to this new position. She comes with an impressive background in child and maternal health, both here and in Africa.

She brings a strong business focus to the important tasks of relocation and restructuring. We look forward to her

involvement and counsel in the exciting times ahead.

Staff reductions were achieved during the period December 1995-June 1996 through offering Voluntary Departure Packages to administrative and nursing staff. Ten staff members took up Voluntary Departure Packages (7.1 Effective Full Time). Further savings were made by changing the Care by Parents Unit from a seven-day to a five-day Monday to Friday program, thus avoiding the high penalty costs of weekend shifts.

Further recommendations and a second report in May by the same consultants related to the need for computerising QEC's business, especially its financial management, and devolving many administrative functions including budget management to operational areas. Installation of a computer network for QEC's operations and for client and service records is planned for early 1996-7.

Relocation

A greenfield site in Noble Park has been purchased for the new QEC buildings. The move to this site will position us to more immediately service Melbourne's rapidly growing south-east corridor, a geographic area of great need which currently has very few resources for the young families who are building and settling there. Our new facility will be purpose built and will enable us to significantly expand our range of services and to increase their flexibility. The budget for the new building is \$3,765,000, towards which the Department of Human Services has committed \$3.5 million and QEC an amount up to a ceiling of \$265,000.

Although our base will be located at Noble Park, our outreach, day-stay, home visiting and community education services will enable us to retain a statewide catchment. We will continue to offer services directly to families in the inner northern, eastern and western suburbs who have become used to having QEC at Carlton.

The relocation project is overseen by a Project Control Group auspiced by QEC. It is chaired by Board member, Andrea Coote, and has representation from the Department

of Human Services Central and Regional offices.

Architects, P Sanders Pty Ltd, have been engaged as principal consultants for the project. This financial year saw completion of the master planning and feasibility study stage. The project schedule (refer Table 7) shows the planned completion time being December 1997. The architects meet regularly with staff in order to develop and design a set of buildings that functionally reflect the nature of our business.

Child Care Centres

Significant changes have occurred in the operation and management of QEC's child care centres. Staff movements were followed by review and redevelopment of the Carlton Creche. Facilities were upgraded and safety standards improved. It is to the credit of the Directors of both child care centres and their staff that both this year obtained the maximum three-years accreditation from the National Childcare Accreditation Council.

Acknowledgements

The Foundation and the Auxiliary must be acknowledged and praised for their support and hard work in raising financial contributions for QEC. I also thank QEC's staff who directly provided services for parents and children during the year and the ancillary staff who have kept the organisation moving. Through these times of rapid changes, I am proud to be associated with women and men of the calibre and dedication we are fortunate to employ at QEC.

I look forward to 1996-7 with positive anticipation that QEC will go from strength to strength. We need to be clear about and hold to our vision and purpose, to remember at all times that we are here for families, to help make their experience of early parenting and early childhood one of happiness and family strengthening.

**Chief Inspector Vicki Fraser
President**

MEDICAL ADVISORY COMMITTEE

It is with regret that I write my second annual report as President as my last. During the year the Medical Advisory Committee has lost two psychiatrists, myself and Krishna Vaddadi, but two new appointments are currently underway.

I have been associated with QEC since 1988, and in this time it has continued to be a centre of excellence and one that has been a pleasure to work for, with an excellent milieu for patients and a positive atmosphere of harmony and cooperation between staff of all disciplines.

Maintaining this level of excellence has been I think, difficult for all in the last year, with many changes, resignations and departures and the uncertainty of what lies ahead. As this becomes more clear, the pressures will ease,

and with the move south, QEC will endeavour to continue its tradition.

In this last year, pressures on beds have continued, with services in constant demand. Increased facilities for families has enabled the service to reach more families. The reduction in length of stay to five days has produced increased pressures on nursing staff but is working smoothly and effectively, for a limited range of parenting problems.

Whilst the service will be sorely missed in the North, the South can look to gaining a service of major importance for parents and infants.

**Dr Anne Buist, M.B.B.S., M.Med., F.R.A.N.Z.C.P.
President, Medical Advisory Committee**

MEDICAL ADVISORY COMMITTEE

President

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

Secretary

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

Members

Dr Alex Cockram, M.B.B.S., M.Med.(Psych), F.R.A.N.Z.C.P.

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

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., F.R.A.N.Z.C.P.

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

Dr Sandra Radovini, M.B.B.S., D.P.M., F.R.A.N.Z.C.P.

Dr. Gideon Saaroni, M.B.B.S.

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

Ms. Frances Thomson-Salo, LL.B., M.A.C.P., Consultant Child
Psychotherapist

MEDICAL SERVICES REPORT

In this time of great change for QEC it is most reassuring that the service offered to the families who come to us for help has remained of a consistently high standard. The discharge of a grateful family is a rewarding experience for both the family and staff concerned. It is to be hoped that the welfare of the families coming to us for help will continue to remain the prime consideration in QEC's service delivery.

I am most appreciative of the help and advice given to me by members of the Medical Advisory Committee. I regret having to farewell Dr Anne Buist who has been a member of the medical staff as a consultant Psychiatrist since 1988. Dr Buist has been a great asset to the hospital, not only in her clinical capacity but also in her role as President of the Medical Advisory Committee over the past eighteen months. The size of Anne's workload has meant that she can no longer continue to work at QEC.

Dr Krishna Vaddadi also leaves us after four years of association as a consultant psychiatrist. He is to be congratulated on his appointment as Professor of Psychiatry, Monash Medical Centre. We are hopeful that with our move to the Southern Region he may be able to renew his association with us in the future.

I am also appreciative of the assistance given to me by Dr Campbell Paul and Mrs Frances Salo from the Royal Children's Hospital Department of Child and Family Psychiatry. Their advice has enabled myself and members of the nursing staff to gain valuable insight into the dynamics of families admitted to the Centre.

We welcome two new consultant psychiatrists to the staff. Dr Sandra Radovini and Dr Alexandra Cockram will prove to be a great asset to QEC.

All change in an organisation creates resistance and change purely for change's sake is of no value and is often destructive. It says much for the dedication of all staff members that we have been able to work together to accommodate the changes forced on us by outside pressures. The alterations to service delivery in the Officer Wing has been a case in point. The reduction of admission time to a five day stay, brought about by a need to reduce costs, has gone very smoothly. Staff have been most innovative in producing programs to suit the families seeking help for the sleep and behavioural disorders of their children.

The Centre has seen an increase in throughput from 1842 in 1994-95 to 2271 in 1995-96. The frequent admissions of fathers has placed emphasis on the treatment of the family as a whole.

In conclusion I wish to record my appreciation to all staff members who have worked so hard, often under very difficult circumstances, to maintain the high standards set by QEC.

Dr G Danielson
Director, Medical Services

CLIENT SERVICES REPORT

The Queen Elizabeth Centre offers both early parenting and child care programs from our two sites in Carlton and one in Dandenong.

The early parenting programs provide specialised support, care and educational services to families experiencing difficulties adjusting to parenthood or managing the care of their infants or young children aged up to five years. These difficulties may result from a variety of origins including simple inexperience, special needs such as a disability or chronic illness, maternal anxiety or depression, a substance dependency, adolescent parenthood or cultural or language differences. The aim of the parenting services is to enhance parents' confidence, knowledge, skills and self-sufficiency in rearing healthy, happy children.

Our two child care programs offer long day care for babies and children up to five years of age whose parents are working, studying or seeking respite. The children have opportunities for age-appropriate developmental and educational experiences in caring and friendly environments. The aim of the child care programs is to care for children in the absence of their parents assisting them to realise their developmental potential physically, socially, emotionally and intellectually.

The efforts of the Queen Elizabeth Centre Foundation and the Auxiliary in giving generous financial support to the Centre are greatly appreciated.

Funding sources for the Queen Elizabeth Centre services are presented in Table 1.

Table 1: QEC Services Funding Sources ~ 1995-6

Program	Funding source	Operating Funds 1995-6 \$
Early Parenting Programs		
<i>Residential services</i>		
- Curtis Wing	Department of Human Services	1,758,175
- Officer Wing	- Hospitals and Charities Fund	234,692
	Patient Fees	
	Corporate Donations/Bequests	103,655
	Fund-raising - Auxiliary and Staff	
<i>Non-residential services</i>		
-Home Visiting	QEC Foundation	99,961
-Day Stay (Carlton)		
-Telephone Counselling		
- Community Education		
<i>Early parenting non-residential services</i>		
-Day Stay (Dandenong)	Community Support Fund	80,000
	- Early identification, intervention and prevention program	

Table 1: QEC Services Funding Sources ~ 1995-6 (continued)

Program	Funding source	Operating Funds 1995-6	
		Carlton Creche	QE Day Nursery
Queen Elizabeth Day Nursery (Cardigan Street) & Carlton Creche and Day Nursery (Neill Street)	Commonwealth Department of Health and Family Services	\$	\$
	- Subsidies	44,147	31,842
	- Child Care Assistance	143,753	63,084
	Parent fees	126,911	141,854
	Fundraising - parent committee & staff	709	392

EARLY PARENTING SERVICES

There are five models for delivering the Queen Elizabeth Centre's early parenting services. They are:

- residential Monday to Friday program
- residential seven day a week program where the mean length of stay is four days
- single day stay
- home-visiting
- telephone advice and counselling.

Residential Services: Curtis and Officer Wings

In June 1996, the Queen Elizabeth Centre's two residential wings reverted to their former names, *Curtis* and *Officer Wings*. For a number of years, these wings were called the *Mother and Baby Unit*, *Children's Unit* or *Care by Parent Unit*, reflecting the nature of services they offered at various times. These titles have now become redundant as, in both wings, whole families are admitted wherever possible, not just mothers and babies or unaccompanied children. In all instances babies and children are cared for by their parents. The role of staff is to support parents in this care and to facilitate their learning and practice of new techniques and skills. The names, *Curtis* and *Officer* commemorate Lady Curtis and Dr Doris Officer,

both of whom made invaluable contributions to the Queen Elizabeth Centre's development.

Increased Flexibility

In 1995-6, greater flexibility in the range of programs offered to parents resulted in a 23.3% increase in clients on the Carlton site over the previous year (refer Table 2). The total number of clients for the year, including clients at Dandenong, was 2,532, a 36.2% increase from the previous year.

The main program changes which increased our flexibility are outlined below.

Monday To Friday Program

The five-day residential program in Officer Wing commenced in February 1996. Six families with children over 8 months of age are admitted from Monday to Friday and participate in tailored individual and group parenting education programs. Closure of that wing at weekends has resulted in savings in the order of \$130,000 per annum, some of which is able to be applied to innovative and cost-effective weekday services, such as the bookings/admissions service. Clients and staff enjoy the five-day program.

Specific advantages over the previous open-ended program are:

- When admitted, parents know their expected length of stay and can make firmer private, family or work arrangements. They remain in control of their lives, and are less likely to develop a dependency on staff as can occur with an open-ended stay.
- A set time-frame focuses parents on the goals they want to achieve during their stay.

- The group of six families are all at the same stage of the program, share their experiences and derive enormous benefit from peer support and encouragement.
- The teaching program can be tailored more effectively with all the families being at the same stage of the program.

Seven day continuous program

Curtis Wing continues to offer a seven day a week residential program for up to eight families at a time with babies under eight months of age.

Table 2: QEC Early Parenting Services (Carlton Campus) 1994-6 Primary Care

	1994-5	1995-6
Residential Services (admitted patients)		
Separations (clients)		
Public	1014	1383
Private	199	197
Total	1213	1580
Bed days		
Public	6859	7504
Private	1406	1186
Total	8265	8690
Ave. length of stay	6.8 days	5.5 days
Cost per bed day	*	\$265.03
Day Stay Program (admitted patients)		
Public	623	691
Total	629	691
Same-day sessions	65	65
Ave. Families per session	4	4
Total separations (including same day)	1842	2271
Total bed days (including same day)	8894	9381
Ave. length of stay (including same day)	4.8 days	4.1 days
Cost per day	*	\$181.27
Waiting list at 30 June		
Families with a child < 8 months	n/a	64
Families with a child > 8 months	n/a	87

* Cost per bed day in 1995/96=\$245.16. This includes both residential and day stay separations

Expanded Outreach and Single Day Stay Program

The outreach program consists of home visiting, telephone counselling, single day stay and community education programs. Commencing in January 1993, a full-time nurse position was directly funded by the Queen Elizabeth Centre Foundation. In September 1995, this funding was increased to provide a second full time maternal and child health nurse, potentially doubling the program's output (Table 3).

The program commenced as a waiting list management strategy, offering families a more immediate, interim service, teaching some parenting strategies and allaying anxiety and stress. It had three objectives:

- To improve parents' confidence and competence in parenting
- To facilitate parents' learning and practice of effective strategies to manage and care for their children
- To divert clients from the long residential services waiting list.

The program has been highly effective in that 36% of clients who receive an outreach service leave the waiting list having resolved their presenting problems. It has become an effective and popular parenting program in its own right and families may now book in directly to day stay or home visiting services without ever being placed on the waiting list for residential services.

Table 3: QEC Outreach Program ~ 1994-6

	1994-5	1995-6*
Home visits	330	88
Families attending Day Stay Programs	483	691
Telephone counselling calls	1500	1745
Community education sessions (targeting parents / professionals)	2	25
Cases referred to Outreach Program from residential services waiting list	395	629
Cases resolved and removed from residential services waiting list	150 (38%)	239 (38%)

* Second nurse employed from September 1995

Off Campus Day-Stay

A three-year grant from the Community Support Fund's Early Identification, Intervention and Prevention Program enabled the Queen Elizabeth Centre to open a single day stay program three days a week in Dandenong commencing January 1996.

The program targets parents with children 0-2 years who are experiencing difficulties with aspects of parenting, for example, infant settling, feeding or child behaviours such as sibling rivalry or irregular sleep patterns. An

average of four families attend for a single day for an intensive individual and group program., staffed by a maternal and child health nurse assisted by a mothercraft nurse.

The program teaches parents some helpful strategies that can be practised on the day whilst being supported by staff. These can then be implemented at home. Parents have opportunities for discussion, demonstration and supervised practice of techniques and strategies to deal with their issues.

Few require a second day in the program and only 10% are referred on for a longer residential stay at Carlton (Table 4).

Evaluation of this program is being separately funded through the Community Support Fund

and will be undertaken during the three years by the University of Melbourne's Centre for Community Child Health and Ambulatory Paediatrics, based at the Royal Children's Hospital.

Table 4: ~ QEC Day Stay Program (Dandenong Campus) 1996

	Jan 29 - June 30
Clients	259
Same-day sessions	64
Ave. families per session	4
Percentage cases referred to residential services after same day session	10%

Bookings/Admissions Service

In March 1996, a dedicated position of *admissions nurse* was created on a trial basis to deflect the large number of bookings enquiries that were occupying an increasing amount of time of the charge nurses in all programs, preventing adequate involvement with admitted clients or supervision of staff.

Two mothercraft nurses rotated through this position, their main role being to filter requests for services, channelling them to residential, day stay, home visiting or telephone counselling services. The position itself has proved to be of great benefit to clients and unit staff. However, dealing with distressed parents and not always being able to offer a timely admission because of the waiting lists is proving to be very stressful for the mothercraft nurses. Their educational preparation limits their role in counselling or giving advice to the distressed parents who call with sometimes very complex problems.

It is planned to appoint a maternal and child health nurse to the position for a trial period so that a telephone counselling role can legitimately be combined with the position's current *triage* and bookings functions.

It will be reassessed continuously during the coming months.

Information System

A new computerised client and services information system called EPCCIS (*Early Parenting Centres Client Information System*) was *beta*-tested at the Queen Elizabeth Centre in June 1996 prior to installation at the three Victorian Early Parenting Centres. Ten staff members received training in its use and when some initial problems are overcome the system will provide meaningful performance statistics and management data for QEC.

It is planned to install a computer network in 1996-7 which will enable data to be entered directly from any of the client service units.

The system will go *live* in July 1996 and will generate monthly reports for the Victorian Inpatient Minimum Database (VIMD) using the Patient Record System Version 2 (PRS2) and the Agency Information Monitoring System (AIMS).

CHILD CARE SERVICES

The Carlton Creche and Day Nursery

The Carlton Creche and Day Nursery, Neill Street, Carlton, is registered to provide 45 long day care places for children 0-5 years. It is a non-profit centre and is therefore subsidised by the Commonwealth Department of Health and Family Services to an average of \$20 per child per week. Additional funding is obtained through means tested Child Care Assistance payments and through direct fees. Cost of operating the centre per child at 30 June is \$ 152 per week.

The director, Sr Joan Lenaghan, retired in December 1995 after 26 years of service. Sr Lenaghan saw many changes to the delivery of child care services during that time and always provided a high standard of care for the children who attended the Centre.

Mrs Sue Brown, the former director of the Queen Elizabeth Day Nursery was appointed director of Carlton Creche, commencing in January 1996. A number of new staff have also joined the Creche. Sue has overseen a number of improvements, including a significant facilities upgrade which has improved the standard of safety and the general ambience of the old building, and a review and upgrade of the quality and content of programs offered to the children. This work has been recognised through the accreditation of the Centre for a period of three years by the National Child Care Accreditation Council, Inc.

Maintenance work and facilities upgrading continue into 1996-7.

Table 5: QEC Child Care Centres ~ 1994-96

	Queen Elizabeth Day Nursery		Carlton Creche & Day Nursery	
	1994-5	1995-6	1994-5	1995-6
Registered places	30	30	45	45
Ave. daily filled places	25.1*	26*	45	45
Children enrolled during year	59	66	68	69
Children enrolled at 30 June	34	41	45	45
Children on waiting list at 30 June	n/a**	50***	n/a**	27

* uncertainty about QEDN's future has affected uptake of places
 ** figure not available
 *** seeking full-time places

The Queen Elizabeth Day Nursery

The Queen Elizabeth Day Nursery in Cardigan Street, Carlton, is registered to provide 30 long day care places for children 0-5. Like Carlton Creche, it operates as a non-profit centre and receives Commonwealth subsidies. Additional funding is similarly obtained through the means tested Child Care Assistance payments and through direct fees. Cost of operating the centre per child at 30 June is \$169 per week. The two centres do not cross-subsidise each

other. The difference in fees reflect the higher unit costs of operating smaller child care centres.

In December 1995, the QE Day Nursery successfully achieved the maximum three-years accreditation from the National Child Care Accreditation Council Inc. The Day Nursery has been operating under the directorship of Mrs Jan Kerr since January 1996 when its former director transferred to the Carlton Creche.

PERSONNEL

The changes in the Queen Elizabeth Centre's programs in 1995-6 have greatly increased our flexibility in being able to more easily offer families a program that fits their needs and expectations whether that might be a residential stay, a single day program, a home visit or telephone advice. However, this has not occurred without losing a significant number of staff members, some of whom were associated with QEC for many years.

Ten persons in 7.1 effective full time positions accepted departure packages in 1995-6. These included the former Chief Executive Officer, Director of Nursing Services, maternal and child health nurses, mothercraft nurses and

administrative staff. These numbers represent 12.6 % of QEC's staffing establishment at 1st July 1995.

The size of this reduction has had an inevitable impact on remaining staff not only in terms of additional workload but also in the sadness of farewelling friends and colleagues.

Departing staff deserve our thanks for their dedicated contributions during their periods of service. Remaining staff deserve encouragement and praise for taking up the challenges that arise with any change and for remaining focused on why we are here and for whom. It is to the credit of these staff that the families who seek care and support at QEC continue to receive high quality services.

Table 6: QEC Staff establishment at 30 June, 1996

Program	EFF	Category
Residential services	9.6	Maternal & Child Health Nurses
	12.9	Mothercraft Nurses
Outreach service & Day Stay Program (Carlton)	2.0	Maternal & Child Health Nurses
Bookings/admissions service	1.0	Mothercraft Nurse
Day Stay Program (Dandenong)	0.63	Maternal & Child Health Nurse
	0.63	Mothercraft Nurse
		Cleaner (contract)
Queen Elizabeth Day Nursery	1.0	Director
	3.21	Trained Child Care Worker
	2.4	Untrained Child Care Worker
	0.26	Cleaner
Carlton Creche & Day Nursery	1.0	Director
	4.0	Trained Child Care Worker
	3.0	Untrained Child Care Worker
	0.53	Cleaner
	0.63	Cook
Domestic / maintenance / gardening services	1.0	Supervisor
	1.6	Cook
	2.57	Cleaner
	1.0	Laundry operator
	1.2	Maintenance / garden
Administration	1.0	CEO (acting)
	0.5	Medical Officer
	1.0	DON
	1.0	Manager - Financial services
	1.0	Manager - Administrative services
	0.1	Medical Records Advisor
	1.0	Secretary
Totals	55.67	

STAFF LIST AS AT 30/6/96

CHIEF EXECUTIVE OFFICER

Ms P. Stilling

DIRECTOR OF NURSING

Ms M Mant

DIRECTOR OF MEDICAL SERVICES

Dr. G. Danielson

FINANCE OFFICER

Mr. K. Lumley

MEDICAL RECORDS ADMINISTRATOR

A. Randall

ADMINISTRATIVE

R. Fusinato, G. O'Keefe (Administrative Services Manager), M. Waltrowicz

DAY NURSERY DIRECTORS

S. Brown, J. Kerr

REGISTERED NURSES

P. Anastasios, R. Brewin, D. J. Brewis, C. Brown, K. Evans, R. Fairweather, J. Fittock, S.J. Fulton, K. Hadaway, J. Johnstone (Charge Nurse), B. Kosorog, R. Lawry, N. Parks, L. Paxton, I. Schmid, M. Tuxworth (Charge Nurse), J. Wallace

MOTHERCRAFT NURSES

R. Berry, S. Clapton, E. Cryer, J. Dimech, J. Donald, J. Etheredge, M. Gilham, C. Goudie, L. Howat, S. Jackson, A. Johnson, L. Johnson, M. Johnstone, N. Kenyon (Dip. Early Childhood Teaching), K. Laxton, F. Matthews, W. O'Keefe, A. Peiper, F. Renahan, M. Richards (Dip. Early Childhood Teaching), C. Roberts, L. Ross Henry, L. Sargeson, N. Saul (Dip. Early Childhood Teaching), S. Telfer, M. Trewarne, J. Vonthehoff, M. Whyte

CHILDCARE ASSISTANTS

K. Blackley, T. Boxshall, D. Puddy, K. Mackinlay, L. Martin, R. Trayvilla, J. Watt

PATIENT SUPPORT SERVICES

M. Alescio, M. Cavanagh, M. Erkamps, D. Gardner, M. Konstantinou, S. Kostas, M. Malovic, L. Maynard, I. Preston (Manager), D. Pretty, C. Swallow

MAINTENANCE

M. Molinaro, M. O'Keefe

RELOCATION PROJECT

A greenfield site has been purchased by the Department of Human Services for the new Queen Elizabeth Centre in Thomas Street, Noble Park. This former technical school site was selected by the QEC Board from six possible locations, all reasonably close to the Monash Medical Centre as was required by the Board. The site is close to the railway station and is very accessible to families from the Peninsula, the south-eastern growth corridor through the municipalities of Casey, Cardinia and Gippsland.

completed a master plan and feasibility study. The architects have consulted extensively with staff in developing an area schedule that reflects the centre's functions and functional relationships.

The new building will retain residential and day services and will include an education and research centre. The whole facility is designed to create an ambience that is welcoming and relaxing for families, staff and visitors to QEC. All client rooms will have landscaped garden or courtyard outlooks.

Architects, Peter Sanders Pty Ltd, were engaged as principal consultants for the project and at the end of the financial year have

The following table presents the relocation project schedule indicating the expected moving date as January 1998.

Table 7: The Queen Elizabeth Centre ~ Relocation Development Program

REFER D&D PROGRAM

YEAR	1996												1997												1998											
	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC					
MASTERPLAN																																				
FEASIBILITY	█																																			
SCHEMATIC DESIGN		█	█																																	
DESIGN DEVELOPMENT				█	█																															
CONTRACT DOCUMENTATION					█	█																														
TENDER										█																										
CONSTRUCTION																																				
QEC RELOCATION																																				
DEFECT LIABILITY PERIOD																																				

The project is being overseen by a Project Control Group, chaired by Mr David Dyer, President of the Board of Management, until March 1996 and since then by Ms Andrea Coote, Board Member. Other members participating in this Group are:

Mr Bob White, Board Member, QEC
 Ms Paula Gerber-Jones, Board Member, QEC (since June 1996)
 Mr Stephen Seymour, CEO, QEC (until March 1996)
 Ms Mignon Mant, DON, QEC (until May 1996)
 Ms Pam Stilling, CEO, QEC (since March 1996)

Mr Phil Dalling, Southern Metropolitan Region, Department of Human Services (DHS)
 Ms Michele Meehan, Youth & Family Services Division, DHS
 Mr Randall Garnham, Capital Management Branch, DHS
 Mr Peter Sanders, P Sanders Pty Ltd, Architects
 Mr Peter MacDonald, P Sanders Pty Ltd, Architects
 Ms Georgina O'Keefe, Administrative Services, QEC.

CONSULTANCIES

Three consultants were employed by the Centre during the year:

St John of God Health Care Systems, Inc.	\$11,500
Lyncroft Consulting Group	\$12,000
Eggleston Macdonald	\$1,044
	\$24,544

FREEDOM OF INFORMATION

For the period ended 30 June 1996, two requests were received under the Freedom of Information Act 1982.

LEGISLATIVE CHANGES

As a public hospital, 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 it is regulated. Acts of relevance to QEC passed during 1995-96 period are listed below:

- Accident Compensation Act 1996

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

REPORTS, REVIEWS AND SUBMISSIONS

A number of initiatives have been conducted during the 1995-96 operating year relating to planning, redevelopment, and quality assurance activities. These include:

- QEC representation on Early Parenting Reference Group auspiced by the Department of Human Services (DHS). Developed strategies and timeframes for implementation of common strategies identified in *Early Parenting Centres: A Framework for Redevelopment* (H&CS, September 1994).
- Tender to Community Support Fund for expansion of Dandenong Day Stay Program.
- Development of client and services database, *Early Parenting Centres Client Information System (EPCCIS)*, by a reference group auspiced jointly by the Primary Care and Acute Health Divisions, DHS, with representation from the three Early Parenting Centres.

- Early Parenting Centres' Reference Group: Chief Executive Officers and Directors of Nursing attend regular meetings to review and plan standards, quality assurance and accreditation processes as well as other common issues including staff recruitment and training, records and statistical returns.
- Review and revision of QEC Functional Brief as documentation for relocation project
- Child Care Centres accreditation - preparation and review in accordance with standards and guidelines from National Child Care Accreditation Council, Inc.

Pam Stilling
Chief Executive Officer

AUXILIARY REPORT

It is with pleasure that I inform the Board and the QEC community that I have been elected President of the Auxiliary. Our immediate past president, Jan Spooner has resigned her position owing to recent ill health and the fact that she is enjoying an extended European vacation. Jan has given this committee a feeling of brightness and warmth. She has worked tirelessly for the hospital and we will welcome her back later this year.

All committees have a natural 'movement of people' dictated by circumstances and we are always sorry to accept a resignation. It was with sincere regret that we farewelled June Shaw following our May meeting. June has been a role model, not only to each of us, but to the community at large. She has led by example. We know that her presence will continue to grace our functions but we will all miss her words of wisdom at our monthly meetings. The Auxiliary says 'au revoir' to a charming lady.

During the past year six functions have been held:

A movie night in August at Como Centre where "Bridges of Madison County" was screened attracting 470 people and resulted in a profit of \$3,179.

A screening of "Nine Months" at the Como Centre in September made \$1,658 profit.

180 attended our Race Day in October where we raised \$5,120.

Luncheon at the Hard Rock Cafe in February resulted in a profit of \$800.

A Greek Night at the Vasilis & Yiannis Tavern in May raised in excess of \$4,000 and finally a Movie Day in June brought the Auxiliary \$2,000 profit.

Special thanks to Christine Tarascio, Ina Sampieri, Ruth Beattie, Tina Madhok and Elly Papasavas for their hard work on these projects and the excellent results they achieved.

The Auxiliary has made funds available for the immediate use of the QEC for the purchase

of such items as cots, bed linen etc. During the coming months we will discuss with the Chief Executive Officer how our current funds should be utilised.

We are grateful to all the staff at the Centre for their interest and assistance. Irene Preston and the staff in the kitchen have been especially kind to us and we appreciate the morning tea they provide each month.

I close by thanking each committee member personally. We work as a team. The friendship and support that we offer each other will continue to bind us, thus enabling our Auxiliary to raise funds for this extremely worthwhile cause The Queen Elizabeth Centre.

**Mrs Carolyn Stubbs
President**

AUXILIARY MEMBERS

President

- Carolyn Stubbs

Vice President

- Ina Sampieri

Treasurer

- Helen Warren

Secretary

- Jenny McKendry

- Ruth Beattie
- Lurlene Bone
- Maxine Glennan
- Tina Madhok
- Cherie Mitchell
- Elly Papasavas
- Kay Pendergast
- Lee Rimes
- Lorraine Smith
- Janet Spooner
- Christine Tarascio
- Beryl Taylor
- Liz Van Den Munckhof
- Judy Watson
- Toni Zagame

**BEQUESTS AND DONATIONS
Year Ended 30 June 1996**

	\$	\$
Estate E G Batchelder	334.51	
Collier Charitable Fund	20,000.00	
W R Grace Pty Ltd	200.00	
Estate Sir Walter Leitch	900.00	
The Lord Mayor's Fund for Metropolitan Hospitals and Charities	4,600.00	
Hospitals and Charities Sunday Committee	400.00	
Dame Elisabeth Murdoch AC, DBE	1,000.00	
Mrs W M K Stephens	100.00	
Joe White Bequest	<u>500.00</u>	28,034.51
RESTRICTED PURPOSES		
The Military and Hospitaller Order of Saint Lazarus of Jerusalem	2,500.00	
The Queen Elizabeth Centre Auxiliary	<u>10,000.00</u>	12,500.00
CARLTON CRECHE		
William & Mary Ievers Bequest	3,485.40	
Estate of the late Robert Reynolds	<u>209.11</u>	3,694.51
COMMUNITY OUTREACH NURSE		
The Queen Elizabeth Centre Foundation		<u>99,960.88</u>
		<u>\$144,189.90</u>

QEC acknowledges and appreciates the continued support of donors which enables us to maintain high quality services to families through our established programs as well as developing and implementing new initiatives.

**Financial Statements of The Queen Elizabeth
Centre for the year ended 30th June, 1996**

**THE QUEEN ELIZABETH CENTRE
REVENUE AND EXPENSE STATEMENT FOR THE YEAR ENDED 30 JUNE 1996**

	Notes	Total 1995/96 \$	Total 1994/95 \$
OPERATING REVENUE PROVIDING FUND INFLOWS			
Services Supported by Health Services Agreement			
Government Grants	2	2,116,455	1,640,550
Indirect Contributions by Dept. of Health & Community Services, Victoria	3	26,742	23,307
Patient Fees	4	234,692	259,431
Other Revenue	5	2,557	3,363
		2,380,446	1,926,651
Services Supported by Hospital and Community Initiatives			
Government grants	2	282,836	231,564
Parent fees	4	268,765	298,797
Donations		103,655	57,646
Interest		80,685	65,874
Other Revenue	5	49,195	43,738
		785,136	697,619
		3,165,582	2,624,270
TOTAL OPERATING REVENUE PROVIDING FUND INFLOWS			
LESS OPERATING EXPENSES REQUIRING FUND OUTFLOWS			
Services Supported by Health Services Agreement			
Salaries & Wages		1,655,628	1,562,639
Medical & Surgical Supplies		11,980	8,996
WorkCover		25,435	27,943
Superannuation		120,937	126,401
Departure Packages		153,987	-
Administrative Expenses		89,889	53,414
Repairs & Maintenance		122,577	189,570
Food Supplies		49,266	44,050
Domestic Services		39,911	19,766
Corporate costs funded by H & CS	3	26,742	23,307
Medical Support		6,953	16,125
Interest		-	6
Audit fees		4,100	4,080
Services supported by Hospital and Community Initiatives			
Salaries & Wages		438,988	418,738
Medical & Surgical Supplies		83	531
Workcover		10,433	10,748
Superannuation		24,838	24,512
Administrative Expenses		32,568	40,263
Repairs & Maintenance		14,647	13,940
Food Supplies		33,580	23,975
Domestic Services		13,384	10,721
		2,875,926	2,619,725
TOTAL OPERATING EXPENSES REQUIRING FUND OUTFLOWS			
	6	2,875,926	2,619,725
OPERATING SURPLUS/(DEFICIT) PROVIDING FUND INFLOWS/(OUTFLOWS)			
		289,656	4,545
Less operating expenses not requiring fund outflows			
Depreciation		102,477	85,815
Long service leave		60,150	44,135
Disposal of assets (w. d. v.)		5,686	476
		168,313	130,426
		121,343	(125,881)
OPERATING SURPLUS/(DEFICIT) PRIOR TO CAPITAL ITEMS			
Income designated for capital purposes			
Donations		40,535	90,018
Government grants	2	28,961	28,000
Total income designated for capital purposes		69,496	118,018
OPERATING SURPLUS/(DEFICIT) FOR THE YEAR			
Retained surplus/(Accumulated deficit) at 1 July 1995		1,994,974	(380,577)
Transfer from contributed capital at 1 July 1994		-	2,432,167
Amount available for appropriation		1,994,974	2,051,590
		2,185,813	2,043,727
Aggregate of amounts transferred to reserves	8	(16,599)	(53,428)
Aggregate of amounts transferred from reserves	8	28,015	4,675
Retained surplus/(Accumulated deficit) at 30 June 1996		2,197,229	1,994,974

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

THE QUEEN ELIZABETH CENTRE
BALANCE SHEET AS AT 30 JUNE 1996

	Notes	Total 1996 \$	Total 1995 \$
EQUITY			
Funds held for Restricted Purposes	9	60,335	71,751
Reserves			
Asset Revaluation Reserve		2,424,000	2,424,000
Retained Surplus/(Accumulated Deficit) at 30 June 1996		2,197,229	1,994,974
TOTAL EQUITY		4,681,564	4,490,725
CURRENT LIABILITIES			
Creditors	10	66,457	42,147
Accrued Expenses	11	5,100	4,538
Provision for Employee Entitlements	12	313,257	350,375
Prepaid Income	13	3,168	36,682
TOTAL CURRENT LIABILITIES		387,982	433,742
NON CURRENT LIABILITIES			
Provision for Employee Entitlements	12	237,079	227,614
TOTAL LIABILITIES		625,061	661,356
TOTAL EQUITY AND LIABILITIES		5,306,625	5,152,081
CURRENT ASSETS			
Cash at Bank and on Hand	18	703,543	661,477
Patient/Parent Fees Receivable	4	77,603	35,238
Debtors & Accrued Revenue	15	66,573	117,216
Stores on Hand	14	34,148	33,268
Prepayments		870	-
Investments	16	726,220	616,298
TOTAL CURRENT ASSETS		1,608,957	1,463,497
NON-CURRENT ASSETS			
Land at Valuation 30.6.92	17	2,400,000	2,400,000
Buildings at Valuation 30.6.92	17	805,000	826,876
Buildings at cost	17	181,500	137,752
Plant, Machinery, Furniture etc.	17	287,168	299,956
Investments	16	24,000	24,000
TOTAL NON-CURRENT ASSETS		3,697,668	3,688,584
TOTAL ASSETS		5,306,625	5,152,081

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

THE QUEEN ELIZABETH CENTRE
STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 30 JUNE 1996

	NOTE	1996 \$ Inflows (Outflows)	1995 \$ Inflows (Outflows)
CASH FLOWS FROM OPERATING ACTIVITIES			
Services Supported by Health Services Agreement			
RECEIPTS			
Government Grants		2,147,075	1,616,250
Patient Fees		200,224	275,774
Other Receipts		2,557	3,363
PAYMENTS			
Salaries & Wages		(1,743,431)	(1,530,835)
Other		(598,994)	(493,740)
Services Supported by Hospital & Community Initiatives			
RECEIPTS			
Government Grants		276,471	217,238
Parent Fees		257,767	299,341
Donations		103,655	57,646
Interest		82,840	50,402
Rental Property Income		14,717	33,143
Other Revenue		13,762	18,385
PAYMENTS			
Salaries & Wages		(438,988)	(440,523)
Other		(129,533)	(102,766)
NET CASH USED IN OPERATING ACTIVITIES	19	188,122	3,678
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments for purchase of plant & equipment		(70,143)	(141,768)
Payments for construction of buildings		(47,104)	(9,880)
Proceeds from sale of assets		11,617	1,350
Payments for purchase of investments		(109,922)	-
Receipts from recall of investments		-	157,895
Receipts from non-Government contributed equity- Donations		40,535	90,018
NET CASH USED IN INVESTING ACTIVITIES		(175,017)	97,615
Cash flows from Government- Capital		28,961	28,000
NET INCREASE IN CASH HELD		42,066	129,293
CASH AT 30 JUNE 1995		661,477	532,184
CASH AT 30 JUNE 1996		703,543	661,477

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

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 1996**NOTE 1: STATEMENT OF ACCOUNTING POLICIES**

The general purpose Financial Statements of the hospital have been prepared in accordance with the provisions of the **Financial Management Act 1994**. These requirements incorporate relevant accounting standards issued jointly by The Institute of Chartered Accountants in Australia and The Australian Society of Certified Practising Accountants.

(a) Accrual basis

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

(b) Historical cost basis

The Financial Statements have been prepared on the historical cost basis whereby assets are recorded at purchase price plus costs incidental to their acquisition and do not take into account changing money values or the current cost of non-current assets (unless specifically stated).

(c) Rounding off

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

(d) Investments

Investments (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 intention 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.

(e) Depreciation

Fixed 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 Department of Human Services.

(f) Stores

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

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

(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

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) Intersegment and Inter-Entity Transactions

Transactions between departments within the hospital have been eliminated to reflect the extent of the Hospital's operations as a group.

(i) Donations

Donations are recognised as revenue when the cash is received. Donations received for restricted purposes have been transferred to funds held for "Restricted Purposes."

(j) Fund accounting

The Centre operates on a fund accounting basis and maintains three funds: Operating, Specific Purpose and Capital Funds. The Centre's Capital and Specific Purpose Funds include unspent capital donations and receipts from fund-raising activities conducted solely in respect of these funds.

(k) Services Supported by Health Services Agreement and Services Supported by Hospitals and Community Initiatives.

The activities classified as substantially funded 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 grants from the Commonwealth Department of Human Services and Health, the Centre's own activities or local initiatives.

(l) 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 not requiring fund outflows.

THE QUEEN ELIZABETH CENTRE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

NOTE 2: GOVERNMENT GRANTS

	1996 \$	1995 \$
Department of Human Services Operating grants	1,758,175	1,560,700
Department of Human Services Other Grants		
Minor Works Grant	50,000	79,850
Community Support Fund Operating Grant	79,668	-
Community Support Fund Minor Works Grant	7,135	-
Long Service Leave Grant	57,990	-
Voluntary Departure Package Grants	153,979	-
V. I. M. D. Grant	500	-
Computer Training Grant	5,340	-
Advertising Grant	3,668	-
Grants received from the Commonwealth Government		
Childcare Assistance	206,837	157,498
Operational Grant	75,999	74,066
	<u>2,399,291</u>	<u>1,872,114</u>
Capital Grants-		
Community Support Fund	18,295	-
Computer Equipment	10,666	-
		28,000
	<u>2,428,252</u>	<u>1,900,114</u>

Includes \$23,475 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.

Also includes \$70,558 of grant monies which have not been expended in this financial year, but will be expended during year ending 30 June 1997. Details are:

Community Support Fund	30,896
Department of Human Services- Capital Grant	10,666
Department of Human Services- Maintenance Grant	28,996
	<u>70,558</u>

NOTE 3: INDIRECT CONTRIBUTIONS BY DEPARTMENT OF HUMAN SERVICES

Department of Human Services makes certain payments on behalf of the Hospital. These amounts have been brought to account in determining the operating result for the year by recording them as revenue and expenses.

Insurances	26,742	23,307
	<u>26,742</u>	<u>23,307</u>

NOTE 4: PATIENT FEES

	Patient fees raised		Patient fees receivable	
	1996 \$	1995 \$		
Inpatients	234,692	259,431	63,960	32,322
Day Nurseries	268,765	298,797	13,643	2,916
	<u>503,457</u>	<u>558,228</u>	<u>77,603</u>	<u>35,238</u>
Less Provision for Doubtful Debts			-	-
Net patient/parent fees receivable			<u>77,603</u>	<u>35,238</u>
BAD DEBTS			2,920	1,402

THE QUEEN ELIZABETH CENTRE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

NOTE 5: OTHER REVENUE- SERVICES SUPPORTED BY HEALTH SERVICES AGREEMENT.

Staff meals	2,557	3,363
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OTHER REVENUE- SERVICES SUPPORTED BY HOSPITAL AND COMMUNITY INITIATIVES

Property rental income	31,579	36,150
Proceeds from disposal of assets	11,617	1,350
Sundry	5,999	6,238
	<u>49,195</u>	<u>43,738</u>

NOTE 6: OPERATING EXPENSES

Services supported by:

	Health Services Agreement INPATIENTS	Hospital & Community Initiatives OTHER	TOTAL 1996 \$	TOTAL 1995 \$
	Salaries	1,655,628	438,988	2,094,616
WorkCover	25,435	10,433	35,868	38,690
Superannuation	120,937	24,838	145,775	150,914
Departure Packages	153,987	-	153,987	-
Medical Support services	6,953	-	6,953	16,492
Medical & Surgical Supplies	11,980	83	12,063	9,528
Administrative Expenses	89,889	32,568	122,457	93,311
Repairs & Maintenance	122,577	14,647	137,224	203,509
Food Supplies	49,266	33,580	82,846	69,034
Domestic Services	39,911	13,384	53,295	30,487
Corporate Costs Funded by Department of Human Services	26,742	-	26,742	23,307
Interest	-	-	-	6
Audit Fees	4,100	-	4,100	4,080
Total Expenses Requiring Fund Outflows	<u>2,307,405</u>	<u>568,521</u>	<u>2,875,926</u>	<u>2,619,725</u>
Add Operating Expenses Not Requiring Fund Outflows				
Depreciation	90,468	12,009	102,477	85,816
Long Service Leave	68,591	(8,441)	60,150	44,135
Disposal of assets (w. d. v)	5,686	-	5,686	476
	<u>164,745</u>	<u>3,568</u>	<u>168,313</u>	<u>130,427</u>
Total Expenses	<u>2,472,150</u>	<u>572,089</u>	<u>3,044,239</u>	<u>2,750,152</u>

NOTE 7: DEPRECIATION AND AMORTISATION

At Cost		
Plant, Equipment, Furniture & Fittings	75,996	60,466
Buildings	4,606	3,474
	<u>80,602</u>	<u>63,940</u>
At Valuation		
Buildings	21,875	21,875
	<u>102,477</u>	<u>85,815</u>

NOTE 8: TRANSFERS TO/FROM RESERVES

	1996 \$	1995 \$
Transfers to reserves:		
(a) Transfer of interest earned on Restricted Purposes funds invested to Funds Held for Restricted Purposes	4,099	2,491
Transfer of donations received for Restricted Purposes to Funds held for Restricted Purposes	12,500	50,937
	<u>16,599</u>	<u>53,428</u>
(b) Transfer from Funds Held for Restricted Purposes to Retained Surplus - Assets purchased from funds held for Restricted Purposes	28,015	4,675

THE QUEEN ELIZABETH CENTRE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

	\$	\$
NOTE 9: FUNDS HELD FOR RESTRICTED PURPOSES		
Capital Replacement	8,123	1,524
Education	7,402	7,402
Medical Records Equipment	4,181	4,181
Emergency Care	455	455
Linen	5,249	4,424
Rebuilding Funds	6,400	6,400
Children's Unit Refurbishing	9,749	9,749
Community Outreach Nurse Funds	-	18,840
Equipment Funds	18,776	18,776
	<u>60,335</u>	<u>71,751</u>

NOTE 10: CREDITORS

	Less than 1 year	1 to 2 Years	Total 1996	Total 1995
	66,457	-	66,457	42,147

NOTE 11: ACCRUED EXPENSES

Audit Fee	4,100	4,100
Sundry	1,000	438
	<u>5,100</u>	<u>4,538</u>

NOTE 12: EMPLOYEE ENTITLEMENTS

Current		
Long service leave	24,123	83,331
Accrued wages & salaries	83,738	75,664
Annual leave	197,129	184,913
Accrued days off	8,267	6,467
	<u>313,257</u>	<u>350,375</u>
Non-Current		
Long service leave	237,079	227,614
Total	<u>550,336</u>	<u>577,989</u>

NOTE 13: PREPAID INCOME

Operating Grants	-	33,333
Parent Fees	3,168	3,349
	<u>3,168</u>	<u>36,682</u>

NOTE 14: STORES

	1996	1995
	\$	\$
Pharmaceuticals	9,657	10,633
Catering Supplies	5,875	5,885
Housekeeping Supplies	17,049	15,091
Administration Stores	1,567	1,659
	<u>34,148</u>	<u>33,268</u>

THE QUEEN ELIZABETH CENTRE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

NOTE 15: DEBTORS AND ACCRUED REVENUE

	Less than 1 year	Greater than 1 year, less than 2 years	Greater than 2 years, less than 5 years	Total	Total
	\$	\$	\$	\$	\$
Accrued Revenue					
- Department of Human Services	23,475	-	-	23,475	79,900
- Other	10,455	-	-	10,455	11,619
Accrued interest	10,590	-	-	10,590	12,745
Trade Debtors	21,487	-	566	22,053	12,952
LESS Provision for doubtful debts				-	-
Net Debtors and Accrued Revenue				<u>66,573</u>	<u>117,216</u>

NOTE 16: INVESTMENTS

	Operating Fund	Capital Fund	Specific Purpose Fund	Day Nurseries	Total	Total
	\$	\$	\$	\$	\$	\$
Current						
Debentures	100,000	170,000	-	195,000	465,000	405,225
Term Deposits	60,073	150,000	-	51,147	261,220	211,073
Commonwealth Bonds	-	-	-	-	-	-
	<u>160,073</u>	<u>320,000</u>	<u>-</u>	<u>246,147</u>	<u>726,220</u>	<u>616,298</u>
Non-current						
Commonwealth Bonds	-	-	-	-	-	-
Works of Art	-	24,000	-	-	24,000	24,000
	<u>160,073</u>	<u>344,000</u>	<u>-</u>	<u>246,147</u>	<u>750,220</u>	<u>640,298</u>

INVESTMENT INCOME

Interest		
Operating funds	24,807	22,715
Capital funds	27,295	20,818
Specific purposes funds	4,099	2,491
Q. E. Day Nursery capital	5,760	4,967
Carlton Creche operating funds	18,724	14,883
	<u>80,685</u>	<u>65,874</u>

NOTE 17: NON-CURRENT ASSETS

	Gross Valuation	Deprecia- tion for 1995-96	Accum. Depreciation	Written Down Value	Written Down Value
	1996		1996	1996	1995
At Cost					
Buildings	192,266	4,606	10,766	181,500	137,752
Plant and Equipment, Furniture etc.,	757,028	75,996	469,860	287,168	299,956
	<u>949,294</u>	<u>80,602</u>	<u>480,626</u>	<u>468,668</u>	<u>437,708</u>
At Valuation					
Land	2,400,000	-	-	2,400,000	2,400,000
Buildings	875,000	21,875	70,000	805,000	826,876
	<u>3,275,000</u>	<u>21,875</u>	<u>70,000</u>	<u>3,205,000</u>	<u>3,226,876</u>
	<u>4,224,294</u>	<u>102,477</u>	<u>550,626</u>	<u>3,673,668</u>	<u>3,664,584</u>

Land and buildings at valuation:

Land and buildings have been valued by an independent valuer
(G. A. Thomson & Co. Pty. Ltd.) as of 30 June 1992

THE QUEEN ELIZABETH CENTRE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

NOTE 18: RECONCILIATION OF CASH

Cash is defined as- petty cash, bank or financial institution deposits and investments (at call or highly liquid and readily convertible to cash within 24 hours) which the Centre uses in its cash management function on a day to day basis.

	1996	1995
	\$	\$
Operating Fund:		
Cash at bank and on hand	112,896	(20,217)
At call deposits	407,088	306,000
Capital Account:		
Cash at bank	9,695	53,716
At call deposits	63,741	203,500
Specific Purposes Account:		
Cash at bank	7,097	2,480
At call deposits	54,098	63,499
Dandenong Day Stay		
Cash at bank and on hand	100	-
Queen Elizabeth Day Nursery:		
Cash at bank and on hand	3,596	10,618
Capital Account At Call Deposit	34,068	33,000
Carlton Creche:		
Cash at bank and on hand	11,165	8,881
	703,543	661,477
	703,543	661,477

NOTE 19: RECONCILIATION OF NET CASH USED IN OPERATING ACTIVITIES TO OPERATING RESULT

	1996	1995
	\$	\$
Operating Result (Deficit)	190,838	(7,863)
Capital income	(69,496)	(118,018)
	121,342	(125,881)
Depreciation	102,477	85,816
Increase in Provision For Long Service Leave	60,150	44,135
Long Service Leave paid	(109,893)	(20,280)
Increase in other employee entitlements	22,090	16,010
Gain on Disposal of asset	(5,931)	(875)
Increase in accrual	562	80
Increase in creditors	24,310	(12,947)
Increase in prepaid income	(33,514)	32,731
Increase in patient/parent fees	(42,365)	18,182
Decrease in debtors, accrued income	50,644	(28,890)
Increase in prepayments	(870)	-
Increase in stores	(880)	(4,403)
	188,122	3,678
	188,122	3,678

THE QUEEN ELIZABETH CENTRE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

NOTE 20: CAPITAL COMMITMENTS

The Centre is committed to the contribution of \$265,000 toward the construction of a new facility to which operations will be transferred in January 1998.

NOTE 21: SUPERANNUATION

HOSPITAL

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

The Centre's total contributions for the 1995/96 financial year were \$145,771 (1995 \$151,914).

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/HOSfund on the one hand and optional Contributory Benefits on the other, accordance with Section 29(3). The rates for 1995-96 for all Class A participating employers were:

	Employee	Employer
Basic Benefit:	-	6%
Contributory:	3%	4%
	4%	5%
	6%	10%

DAY NURSERIES

Day nurseries staff participate in the Hospitals Superannuation funds. Superannuation is not funded by the Department of Human Services.

NOTE 22: PROFIT OR LOSS ON DISPOSAL OF NON-CURRENT ASSETS

	1996	1995
Proceeds	11,617	1,350
Less written down value	5,686	475
	5,931	875
	5,931	875

NOTE 23: SEGMENT REPORTING

Segment	Segment Revenues	Surplus/ (Deficit)	Segment Assets
Hospital	2,654,192	182,042	4,431,644
Day Nurseries	580,886	8,797	874,981
Total	3,235,078	190,839	5,306,625
	3,235,078	190,839	5,306,625

THE QUEEN ELIZABETH CENTRE
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

NOTE 24: DIRECTOR RELATED DISCLOSURES

(a) Directors:

The names of persons who were directors at any time during the financial year are:

Mr. D. Dyer, (President, to May 1996)
Chief Inspector Vicki Fraser (Acting President from May 1996)
Dr. John Spensley (Vice President)
Mr. Peter Barnett (Board member, from May 1996)
Ms. Lorna Blair (Board member, to July 1995)
Mrs. Denise Brown (Board member, to October 1995)
Ms. Andrea Coote (Board member)
Ms. Paula Gerber Jones (Board Member, from May 1996)
Mr. Christopher Hansen (Board member, to December 1995)
Mr. Anthony Larkin (Board member)
Mr. Graeme McRae (Board member, to May 1996)
Ms. Linda Martin (Board member, from May 1996)
Dr. Campbell Paul (Board member)
Mrs. Patricia Summers (Board member)
Mr. Paul Trowbridge (Board member, from May 1996)
Mr. Fred Verschuren (Board member, from May 1996)
Mr. Robert White (Board member)

NOTE 25: RESPONSIBLE PERSON- RELATED DISCLOSURES

(a) Responsible Persons

Mr. Stephen Seymour (Chief Executive Officer to 29 February 1996)
Ms. Pam Stilling (Chief Executive Officer from 14 March 1996)

(b) Remuneration of Responsible persons

The number of Responsible Persons whose remuneration fell within these bands were:

	1996	1995
\$10,000 - \$20,000	1	-
\$40,000 - \$50,000	1	-
\$60,000 - \$70,000	-	1

(c) Retirement Benefits of Responsible Persons

Retirement benefits paid in connection with the retirement of a Responsible person were:

	1996	1995
	\$	\$
	61,308	62,462
	75,098	-

THE QUEEN ELIZABETH CENTRE
REVENUE AND EXPENSE STATEMENT FOR THE YEAR ENDED 30 JUNE 1996

	Notes	Hospital Operations \$	Day Nurseries \$	Total 1995/96 \$	Total 1994/95 \$
OPERATING REVENUE PROVIDING FUND INFLOWS					
Services Supported by Health Services Agreement					
Government Grants	2	2,116,455		2,116,455	1,640,550
Indirect Contributions					
by Dept. of Health & Community Services, Victoria	3	26,742		26,742	23,307
Patient Fees	4	234,692		234,692	259,431
Other Revenue	5	2,557		2,557	3,363
		2,380,446	0	2,380,446	1,926,651
Services Supported by Hospital and Community Initiatives					
Government grants	2		282,836	282,836	231,564
Parent fees	4		268,765	268,765	298,797
Donations		99,961	3,695	103,655	57,646
Interest		56,200	24,485	80,685	65,874
Other Revenue		48,089	1,106	49,195	43,738
		204,250	580,886	785,136	697,619
TOTAL OPERATING REVENUE PROVIDING FUND INFLOWS		2,584,696	580,886	3,165,582	2,624,270
LESS OPERATING EXPENSES REQUIRING FUND OUTFLOWS					
Services Supported by Health Services Agreement					
Salaries & Wages		1,655,628		1,655,628	1,562,639
Medical & Surgical Supplies		11,980		11,980	8,996
WorkCover		25,435		25,435	27,943
Superannuation		120,937		120,937	126,401
Departure Packages		153,987		153,987	-
Administrative Expenses		89,889		89,889	53,414
Repairs & Maintenance		122,577		122,577	189,570
Food Supplies		49,266		49,266	44,050
Domestic Services		39,911		39,911	19,766
Corporate costs funded by H & CS	3	26,742		26,742	23,307
Medical Support		6,953		6,953	16,125
Interest					6
Audit fees		4,100		4,100	4,080
Services supported by Hospital and Community Initiatives					
Salaries & Wages			438,988	438,988	418,738
Medical & Surgical Supplies			83	83	531
Workcover			10,433	10,433	10,748
Superannuation			24,838	24,838	24,512
Administrative Expenses			32,568	32,568	40,263
Repairs & Maintenance			14,647	14,647	13,940
Food Supplies			33,580	33,580	23,975
Domestic Services			13,384	13,384	10,721
TOTAL OPERATING EXPENSES REQUIRING FUND OUTFLOWS	6	2,307,405	568,521	2,875,926	2,619,725
OPERATING SURPLUS/(DEFICIT) PROVIDING FUND INFLOWS/(OUTFLOWS)		277,291	12,365	289,656	4,545
Less operating expenses not requiring fund outflows					
Depreciation		90,468	12,009	102,477	85,815
Long service leave		68,591	(8,441)	60,150	44,135
Disposal of assets (w. d. v.)		5,686	-	5,686	476
		164,745	3,568	168,313	130,426
OPERATING SURPLUS/(DEFICIT) PRIOR TO CAPITAL ITEMS		112,546	8,797	121,343	(125,881)
Income designated for capital purposes					
Donations		40,535	-	40,535	90,018
Government grants	2	28,961	-	28,961	28,000
Total income designated for capital purposes		69,496	-	69,496	118,018
OPERATING SURPLUS/(DEFICIT) FOR THE YEAR		182,042	8,797	190,839	(7,863)
Retained surplus/(Accumulated deficit) at 1 July 1995		1,497,304	497,670	1,994,974	(380,577)
Transfer from contributed capital at 1 July 1994		-	-	-	2,432,167
Amount available for appropriation		1,497,304	497,670	1,994,974	2,051,590
		1,679,346	506,467	2,185,813	2,043,727
Aggregate of amounts transferred to reserves	8	(16,599)	-	(16,599)	(53,428)
Aggregate of amounts transferred from reserves	8	28,015	-	28,015	4,675
Retained surplus/(Accumulated deficit) at 30 June 1996		1,690,762	506,467	2,197,229	1,994,974

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

THE QUEEN ELIZABETH CENTRE
COMPARATIVE FINANCIAL STATEMENT

	1996	1995	1994	1993	1992
	\$	\$	\$	\$	\$
INCOME					
Meals and Accommodation	2,557	3,363	3,417	5,389	4,010
Donations	144,190	147,664	104,109	157,325	165,007
Day Nursery Fees	268,765	298,797	313,735	309,995	269,699
State Government Grants- Day Nursery	-	-	-	37,216	74,349
State Government Grants- Hospital	2,058,613	1,668,550	1,509,085	1,527,896	1,680,904
Community Support Fund Operating Grant	79,668	-	-	-	-
Community Support Fund Minor Works Grant	7,135	-	-	-	-
Commonwealth Government Grants- Day Nursery Fee Relief	206,837	157,498	172,049	152,031	148,569
Commonwealth Government Grants- Day Nursery Operating Patients' Fees	75,999	74,066	73,216	27,999	-
Rental Properties- Nett income	234,692	259,431	409,596	485,834	392,894
Cost Recoveries	31,579	36,150	39,074	41,121	22,664
Interest Received	5,999	6,511	11,135	8,354	11,734
Proceeds from Disposal of Assets	80,685	65,874	66,616	68,647	95,672
Indirect Contribution by Department of Human Services	11,617	1,077	-	-	3,601
	26,742	23,307	23,976	24,844	22,089
	<u>3,235,078</u>	<u>2,742,288</u>	<u>2,726,008</u>	<u>2,846,651</u>	<u>2,891,192</u>
EXPENDITURE					
Salaries and Wages	2,094,616	1,980,367	1,992,950	2,009,377	1,990,421
Departure Packages	153,987	-	-	-	-
Visiting Medical Officers	6,953	16,125	11,457	14,261	20,279
Superannuation	145,775	150,913	161,788	146,176	91,417
Consultants' Fees	-	-	-	-	10,861
Food Supplies	82,846	68,024	68,153	72,333	74,973
Medical and Surgical	12,088	9,528	6,711	9,134	10,971
Fuel, Light and Power	51,263	56,629	49,294	50,716	44,522
Domestic Charges	53,295	31,765	67,776	57,707	63,053
Maintenance	85,962	170,187	88,595	58,582	104,232
Administrative	182,972	124,999	136,698	151,363	157,125
Depreciation	102,477	85,816	72,674	64,252	76,730
Provision for Long Service Leave	60,150	44,135	54,368	75,729	90,307
Teaching Services	6,169	11,663	16,842	7,182	11,456
Disposal of assets (w.d.v.)	5,686	-	-	-	-
Decrement on Revaluation of Buildings	-	-	-	-	204,631
	<u>3,044,239</u>	<u>2,750,151</u>	<u>2,727,306</u>	<u>2,716,812</u>	<u>2,950,978</u>
Net Surplus/(Deficit transferred to Retained Surplus (Accumulated Deficit))	190,839	(7,863)	(1,298)	129,839	(59,786)
Retained earnings (Accumulated losses)	2,197,229	(437,193)	(380,577)	(305,439)	(279,452)
Plus transfer from contributed capital at 1 July 1994		2,432,167	-	-	-
Retained earnings (Accumulated losses)	2,197,229	1,994,974	(380,577)	(305,439)	(279,452)
Total assets	5,306,625	5,152,081	5,100,215	5,088,633	4,980,065
Total liabilities	625,061	661,356	601,627	588,747	610,019
Net assets	<u>4,681,564</u>	<u>4,490,725</u>	<u>4,498,588</u>	<u>4,499,886</u>	<u>4,370,046</u>

CERTIFICATION

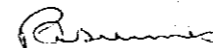
In our opinion, the Report of Operations, the financial statements of The Queen Elizabeth Centre, comprising Revenue and Expense Statement, Balance Sheet, Statement of Cash Flows, and Notes to the Financial Statements have been prepared in accordance with the provisions of the Financial Management Act 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 1996 and the financial position as at that date of The Queen Elizabeth Centre.

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



Chairperson
Chief Inspector Vicki Fraser



Treasurer
Mrs. P. Summers



Chief Executive Officer
Ms. P. Stilling



Principal Accounting Officer
Mr K. Lumley

Dated the 18th day of SEPTEMBER 1996

THE QUEEN ELIZABETH CENTRE
COMPARATIVE FINANCIAL STATEMENT

	1996	1995	1994	1993	1992
	\$	\$	\$	\$	\$
INCOME					
Meals and Accommodation	2,557	3,363	3,417	5,389	4,010
Donations	144,190	147,664	104,109	157,325	165,007
Day Nursery Fees	268,765	298,797	313,735	309,995	269,699
State Government Grants- Day Nursery	-	-	-	37,216	74,349
State Government Grants- Hospital	2,058,613	1,668,550	1,509,085	1,527,896	1,680,904
Community Support Fund Operating Grant	79,668	-	-	-	-
Community Support Fund Minor Works Grant	7,135	-	-	-	-
Commonwealth Government Grants- Day Nursery Fee Relief	206,837	157,498	172,049	152,031	148,569
Commonwealth Government Grants- Day Nursery Operating Patients' Fees	75,999	74,066	73,216	27,999	-
Rental Properties- Nett income	234,692	259,431	409,596	485,834	392,894
Cost Recoveries	31,579	36,150	39,074	41,121	22,664
Interest Received	5,999	6,511	11,135	8,354	11,734
Proceeds from Disposal of Assets	80,685	65,874	66,616	68,647	95,672
Indirect Contribution by Department of Human Services	11,617	1,077	-	-	3,601
	26,742	23,307	23,976	24,844	22,089
	<u>3,235,078</u>	<u>2,742,288</u>	<u>2,726,008</u>	<u>2,846,651</u>	<u>2,891,192</u>
EXPENDITURE					
Salaries and Wages	2,094,616	1,980,367	1,992,950	2,009,377	1,990,421
Departure Packages	153,987	-	-	-	-
Visiting Medical Officers	6,953	16,125	11,457	14,261	20,279
Superannuation	145,775	150,913	161,788	146,176	91,417
Consultants' Fees	-	-	-	-	10,861
Food Supplies	82,846	68,024	68,153	72,333	74,973
Medical and Surgical	12,088	9,528	6,711	9,134	10,971
Fuel, Light and Power	51,263	56,629	49,294	50,716	44,522
Domestic Charges	53,295	31,765	67,776	57,707	63,053
Maintenance	85,962	170,187	88,595	58,582	104,232
Administrative	182,972	124,999	136,698	151,363	157,125
Depreciation	102,477	85,816	72,674	64,252	76,730
Provision for Long Service Leave	60,150	44,135	54,368	75,729	90,307
Teaching Services	6,169	11,663	16,842	7,182	11,456
Disposal of assets (w.d.v.)	5,686	-	-	-	-
Decrement on Revaluation of Buildings	-	-	-	-	204,631
	<u>3,044,239</u>	<u>2,750,151</u>	<u>2,727,306</u>	<u>2,716,812</u>	<u>2,950,978</u>
Net Surplus/(Deficit transferred to Retained Surplus (Accumulated Deficit))	190,839	(7,863)	(1,298)	129,839	(59,786)
Retained earnings (Accumulated losses)	2,197,229	(437,193)	(380,577)	(305,439)	(279,452)
Plus transfer from contributed capital at 1 July 1994		2,432,167	-	-	-
Retained earnings (Accumulated losses)	2,197,229	1,994,974	(380,577)	(305,439)	(279,452)
Total assets	5,306,625	5,152,081	5,100,215	5,088,633	4,980,065
Total liabilities	625,061	661,356	601,627	588,747	610,019
Net assets	<u>4,681,564</u>	<u>4,490,725</u>	<u>4,498,588</u>	<u>4,499,886</u>	<u>4,370,046</u>

CERTIFICATION

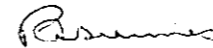
In our opinion, the Report of Operations, the financial statements of The Queen Elizabeth Centre, comprising Revenue and Expense Statement, Balance Sheet, Statement of Cash Flows, and Notes to the Financial Statements have been prepared in accordance with the provisions of the Financial Management Act 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 1996 and the financial position as at that date of The Queen Elizabeth Centre.

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



Chairperson
Chief Inspector Vicki Fraser



Treasurer
Mrs. P. Summers

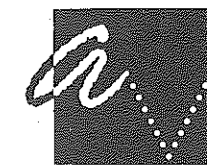


Chief Executive Officer
Ms. P. Stilling



Principal Accounting Officer
Mr K. Lumley

Dated the 18th day of SEPTEMBER 1996



VICTORIAN
AUDITOR-
GENERAL'S
OFFICE

*Auditing in the
Public Interest*

Auditor-General's Report

Audit Scope

The accompanying financial statements of the Queen Elizabeth Centre for the year ended 30 June 1996, comprising revenue and expense statement, balance sheet, statement of cash flows and notes to the financial statements, have been audited. The members of the Centre's Board of Management are responsible for the preparation and presentation of the financial statements and the information they contain. An independent audit of the financial statements has been carried out in order to express an opinion on them as required by the *Audit Act 1994*.

The audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the financial statements are free of material misstatement. The audit procedures included an examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial statements, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the financial statements are presented fairly in accordance with Australian Accounting Standards and other mandatory professional reporting requirements and comply with the requirements of the *Financial Management Act 1994*, so as to present a view which is consistent with my understanding of the financial position of the Queen Elizabeth Centre and the results of its operations and its cash flows.

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

Qualification

The Centre has not included the assets, liabilities, revenues and expenses of the Queen Elizabeth Centre Foundation in its financial statements. In my opinion, the Foundation is a controlled entity of the Centre as it receives the majority of the benefits in relation to the Foundation's financial and operating activities. Accordingly, the Foundation should have been consolidated within the Centre's financial statements in accordance with Australian Accounting Standard AAS24 *Consolidated Financial Reports*. I am unable to quantify the effect of this departure on the Centre's financial statements as I have not acted as auditor of the Foundation and the audited financial statements were not readily available.

Qualified Audit Opinion

In my opinion, except for the effect on the financial statements of the matter referred to above, the financial statements present fairly the financial position of the Queen Elizabeth Centre as at 30 June 1996 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 comply with the requirements of the *Financial Management Act 1994*.

MELBOURNE
11 / 10 / 1996

C.A. BARAGWANATH
Auditor-General