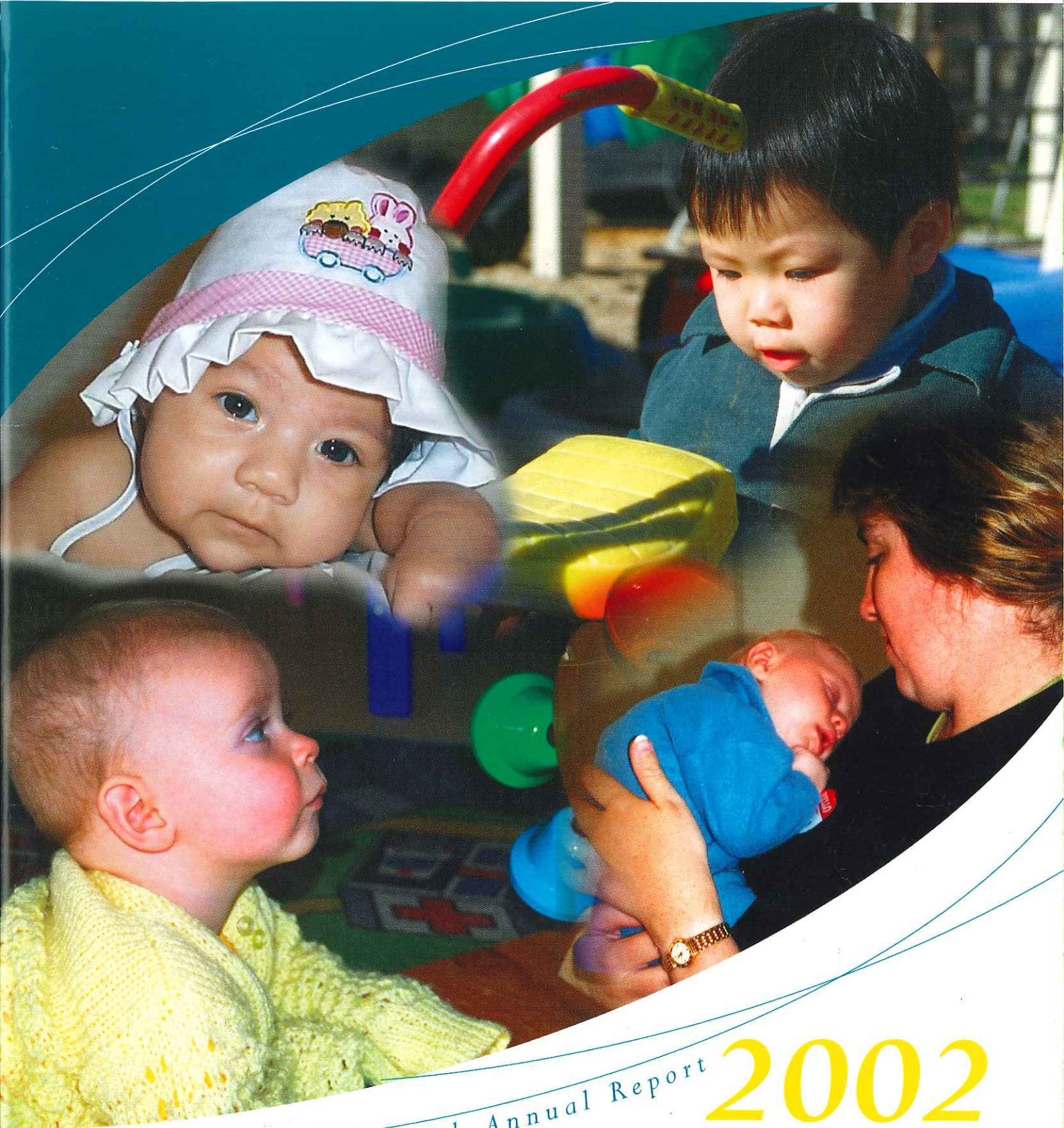




# The Queen Elizabeth Centre



84th Annual Report

# 2002

# History

*The Queen Elizabeth Centre directly derives from the Victorian Baby Health Centres Association, which was formed in Victoria in 1917. The Baby Health Centres movement was conceived by the late Dr I. Younger Ross, the late Mrs J Hemphill and the late Mrs W Ramsay. It spearheaded the establishment of baby health centres throughout Victoria, coordinating the efforts of local municipalities, organisations like the Country Women's Association and local voluntary committees.*

**1917** the first Baby Health Centre opened in Richmond

**1918** the Victorian Baby Health Centres Association and its graduate nurse training centre were formally established in South Melbourne

**1928** the Victorian Baby Health Centres Association Training School moved to new premises at 730 Swanston Street, Carlton, becoming the first residential centre for nurses and doctors studying infant health and welfare

**1934** the residential training school registered as a public hospital under the Hospitals and Charities Act

**1937** Travelling Baby Health Centre commenced the Mallee Circuit

**1949** Baby Health Centre of the Air broadcast on radio station 3UZ until 1953

**1950** Victorian Baby Health Centres Association was incorporated

**1951** Victorian Baby Health Centres Association Inc, functions transferred to newly renovated premises on the site of the former Carlton Home bounded by Keppel, Lytton and Cardigan Streets. Named after Her Majesty, Queen Elizabeth, the Queen Mother, it comprised a Nursing Mothers' Wing, Infants' Hospital Section and Baby Health Centre; nurse training functions continued until 1979

**1973** new hospital building opened with frontage to Lytton Street

**1979** Queen Elizabeth Day Nursery opened

**1983** Queen Elizabeth Auxiliary established

**1986** name changed to The Queen Elizabeth Centre

**1989** Carlton Creche and Day Nursery amalgamated with The Queen Elizabeth Centre

**1993** Community Outreach Nurse Service (home visiting) commenced; June Shaw Wing opened

**1994** Day Stay services commenced

**1995** conversion of former Children's Unit to family accommodation

**1996** establishment of three year Dandenong Day Stay Program

**1997** Queen Elizabeth Day Nursery closed; establishment of two year Mill Park and Wangaratta Day Stay Programs and Wangaratta In Home Support Programs

**1998** The Queen Elizabeth Centre moved to new premises at 53 Thomas Street, Noble Park; establishment of pilot residential Parenting Assessment and Skills Development Program with funding from the Victorian Government High Risk Infants Initiative; extension of Wangaratta Day Program to Myrtleford

**1999** Carlton Creche & Day Nursery sold – proceeds established The Queen Elizabeth Centre Research & Development Fund; The Queen Elizabeth Centre Community Partnership awarded three year tender for Home Based Parenting Assessment and Skills Development Services (PASDS) Southern Metropolitan Region; establishment of pilot Home-Based PASDS Hume and Gippsland Regions

**2000** establishment of pilot Home-Based PASDS Northern Metropolitan Region; inaugural Queen Elizabeth Centre National Conference; publication of *Save the Babies – The Victorian Baby Health Centres' Association and The Queen Elizabeth Centre, The First 83 Years*

**2001** Awarded three year contract to deliver home based PASDS throughout Gippsland

**2002** Parenting Plus program trialled in Southern, Northern and Hume Regions

# Annual Report 2001-2002

*& Financial Statements for the Year Ended June 30, 2002*

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*This report was released to the public on Wednesday 30 October 2002*

### The Queen Elizabeth Centre

53 Thomas Street Noble Park 3174

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*The Queen  
Elizabeth Centre  
is committed to  
offering specialised  
support, care and  
educational  
services*

## **Introduction**

The Queen Elizabeth Centre (QEC) is a registered public hospital and, in accordance with the Health Services Act, 1988, is a body corporate with perpetual succession.

A Board of Management is responsible to oversee and manage the hospital and to ensure that the services provided by the hospital comply with the requirements of this Act and the objects of the hospital (Health Services Act 1988, s.33(2)).

The Minister for Community Services, The Honourable Bronwyn Pike, MP, has portfolio responsibility for the Queen Elizabeth Centre. Government policy and funding related to the Queen Elizabeth Centre are administered through the Community Care Division and the Southern Metropolitan Region of the Department of Human Services.

The core business of the Queen Elizabeth Centre is the provision of specialised care, support and education to families from anywhere in Victoria who are experiencing difficulties with parenting and whose children are in the age range, 0-3 years. These difficulties may arise from physical, psychological, intellectual or social causes. Modes of service delivery include residential stay, day stay, home visiting and telephone information. The main campus is located at Noble Park. Regional outreach bases are located at Morwell, Wangaratta, Warragul and West Heidelberg.

## **Mission Statement**

The Queen Elizabeth Centre is committed to offering specialised support, care and educational services to Victorian families who have children up to three years of age, with the aim of enhancing the health and development of the family.

Our role is to work in partnership with families, acknowledging that they are the principal providers of care and nurture of children.

## **Underpinning Principles**

The family is the principal provider of care and nurture for children whether sick or well. QEC practices and procedures are family-centred, with professionals working in partnership with families to articulate and achieve families' goals and objectives.

Families with additional needs arising from age, substance dependence or poverty have equal opportunity to access QEC services and programs as the general population. Services and programs offered will be culturally relevant to all clients. All clients select their own care plans (mix of relevant services and programs) in partnership with staff and have a responsibility to participate in these services and programs.

As a public health organisation, QEC endorses and participates in the achievement of national and state child health goals and targets, including:

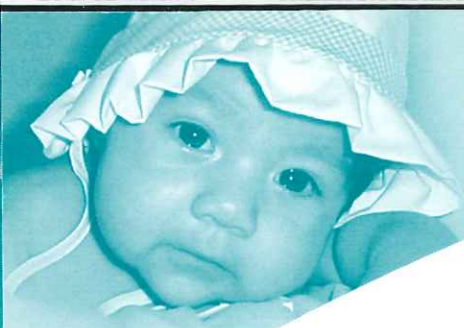
- increasing breast feeding and immunisation rates,
- preventing illness and injury (accidental and non-accidental)
- promoting healthy nutrition, fitness and positive family functioning,
- identifying health and/or developmental problems early and facilitating early intervention.

*Children have the right to a standard of living adequate for physical, mental, spiritual, moral and social development, including free and compulsory education, the highest attainable standard of health and access to health care and freedom from abuse and exploitation (United Nations, 1990, Conventions on the Rights of the Child).*

Where the continuing actions or behaviour of a family are believed to put a child at risk of significant harm, the child's interests are paramount and QEC's professional staff are legally required to notify children's protective services.

## **Future Directions**

- Increase numbers of families with special needs arising from youth, disability, illness, poverty, ethnicity
- Increase services relevant to fathers
- Further develop strategic alliances that will increase QEC service reach in the eastern half of Victoria
- Extend our revenue base by targeting Commonwealth government, corporate sector and private funding sources
- Increase our commercial and educational fee attracting services
- Increase use of technology in service delivery
- Expand QEC's research program



## Objects

### *The Objects of The Queen Elizabeth Centre are:*

*The Queen Elizabeth Centre promotes awareness of the care and nurturing needs of young children ...*

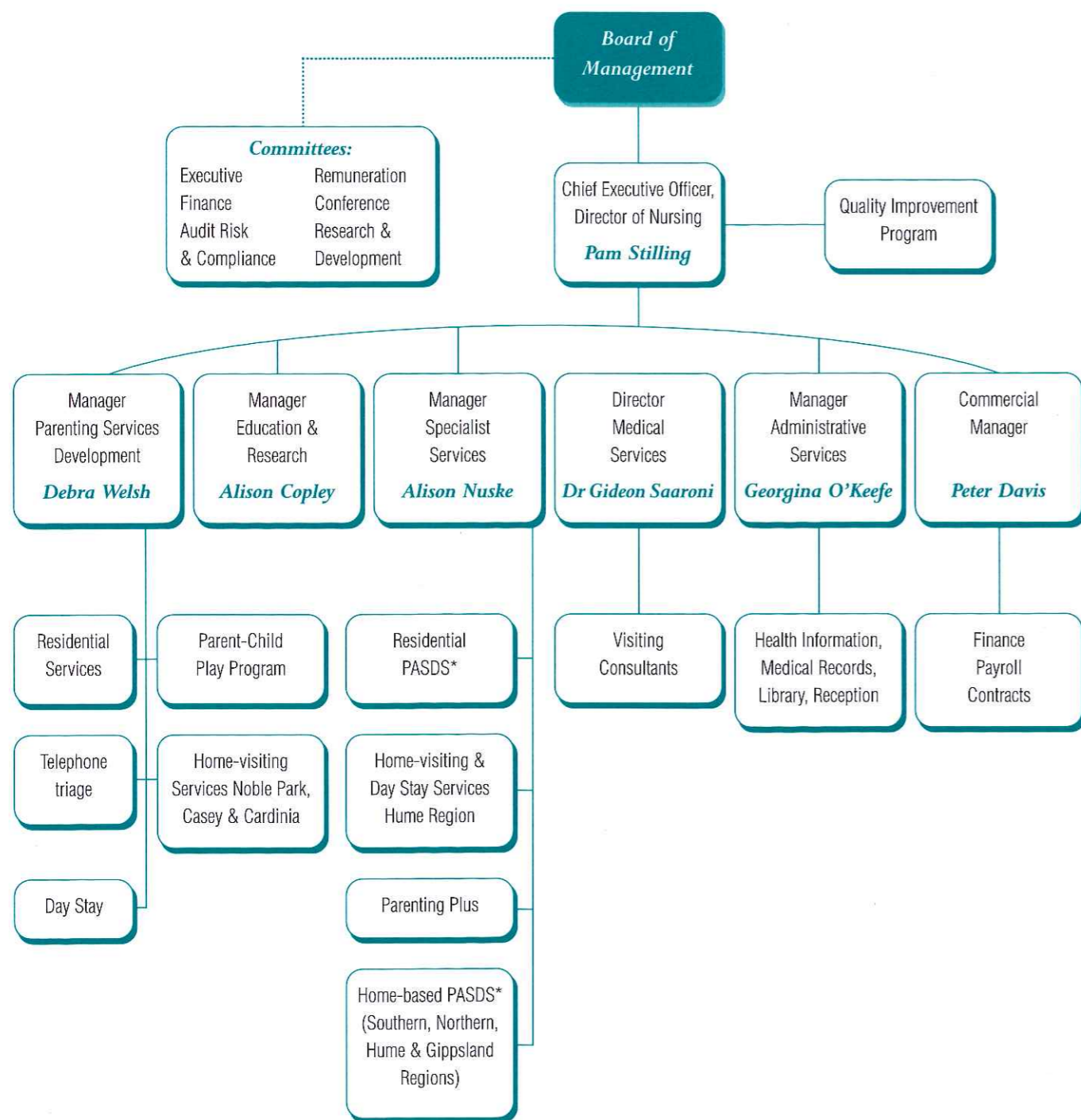
- to develop parenting competence and confidence, enabling families to nurture and protect their children, and to enhance family health and development;
- to enhance access to services by ensuring the availability of residential, day-stay and home visiting services;
- to provide services that are individually and culturally sensitive to all families experiencing parenting difficulties including those with special needs such as a disability or chronic illness, maternal depression, a substance dependency, adolescent parents or family members who do not speak English;
- to enable families to function independently within their own communities by maintaining productive linkages with community-based services;
- to promote community and professional awareness and knowledge about the care and nurturing needs of young children;
- to respond to the changing needs of families by monitoring service effectiveness and quality, and by regular review and redevelopment.

## Board of Management Office Bearers & Senior Staff

<i>Patron</i>	Mrs June Shaw
<i>President</i>	Mr Paul Trowbridge, BEc
<i>Vice Presidents</i>	Ms Linda Martin, BA, DipEd, BSW, MSW Associate Professor Campbell Paul, MBBS, FRANZCP
<i>Honorary Treasurer</i>	Mr Bruce Morley, BCom, ARMTc, FCPA, FCIS, FAICD, AFAIM
<i>Committee Members</i>	Ms Carmel Benjamin, AM (to 31 October 2001) Ms Dale Fisher, RN, BBA, MBA, AFACHSE Ms Pam Ford, Dip Welfare Studies, BA (Soc Science), MAICD, MAIM (from 1 Nov 2001) Ms Vicki Fraser, APM (to 6 February 2002) Ms Elizabeth Johnson, BA, LLB (Hons) Ms Carolyn McClean, BA, Grad Cert Bus, Grad Dip Career Development (from 1 Nov 2001) Ms June McLoughlin, Dip EC, Dip ID, BEd, MEd Dr Gay Ochiltree, PhD, BA, BEd. (to 31 October 2001) Mr Fred Verschuren, BBus, MBA, ASCPA, FCIS (to 30 June 2002)
<i>Audit Committee</i>	Ms L Martin, Mr F Verschuren, Ms J McLoughlin
<i>Chief Executive Officer &amp; Director of Nursing</i>	Ms Pam Stilling, Grad Dip Hlth Svcs Mgmt, Dip AppSc, (CHN), RN, RM, AFCHSE, MRCNA
<i>Director of Medical Services</i>	Dr Gideon Saaroni, MBBS
<i>Commercial Manager</i>	Mr Peter Davis, BBus (Acc), BHA, MBA, Cert Hth Ec, FCPA, AFCHSE
<i>Manager, Specialist Services</i>	Ms Jeanette Nagorcka, RN, RM, Dip App Sc (CHN), FRCNA (to 15 May 2002) Ms Alison Nuske, RN, RM, Dip App Sci (MCH), B App Sci (CHN), MSc (Nsg) (from 24 June 2002)
<i>Manager, Parenting Services Development</i>	Ms Debra Welsh, RN, RM, NPNC, MCHN, B App Sci (Adv Nsg – Ed)
<i>Manager, Education &amp; Research</i>	Ms Alison Copley, RN, RM, IWCert, BN(Ed), MSc, FRCNA
<i>Manager, Administrative Services</i>	Ms Georgina O'Keefe, BA
<i>Honorary Solicitors</i>	Mallesons Stephen Jaques
<i>Auditors</i>	Auditor-General Victoria
<i>Bankers</i>	National Australia Bank Limited



# Organisation Chart at 30th June 2002



\*PASDS – Parenting Assessment and Skill Development Services

## President's Report

The Queen Elizabeth Centre can again chalk up a year of financial and strategic growth. Our reputation remains strong. Our major funding body, the Victorian Department of Human Services, continued to purchase a wide range of QEC services in 2001-2002, and two new government funding bodies also assisted with funding during the year, namely the Commonwealth Department of Family and Community Services' Child Abuse Prevention Program that enabled us to pilot Parenting Plus and the New South Wales Department of Community Services for Parenting Assessments and Skills Development for Albury families. Responding to last year's surveys, over 85% of QEC clients praised QEC for the positive outcomes of their involvement with us.

Thanks to these funding bodies and the generous ongoing support of a number of donor organisations, principally the QEC Foundation under the Hon Walter Jona's chairmanship, QEC's operating program revenue increased by \$520,000 (12%) from the previous year. Our ordinary recurrent parenting intervention services grant made up only 60% of operating program revenue. The remaining 40% (just under \$2m) came from sales of QEC-designed and developed programs that add value to our basic early parenting services and target those classified as very vulnerable families whose children are at high risk of abuse or neglect.

We note the following as outstanding among the Centre's achievements in 2001-2002:

- winning a three-year contract, 2001-2004, to provide home-based Parenting Assessment and Skill Development Services (PASDS) throughout Gippsland;
- implementing in three regions the exciting and extremely promising new pilot program, *Parenting Plus*, an intensive, early intervention, home based program targeted to high needs families and aiming to strengthen parenting and prevent involvement with Child Protection services;
- commencing our participation as the Victorian partner together with the University of Newcastle and Canberra General Hospital in a major long-term three-State research project where we will home visit and provide parenting services to opiate dependent mothers and their infants over at least two years;
- formalising a new partnership with the City of Kingston and extending existing partnerships with the City of Casey and the Shire of Cardinia to deliver day stay and home visiting services for their residents.

The Board of Management welcomed two new members in November 2001. They were Ms Carolyn McClean and Ms Pam Ford. During the financial year, we farewell Ms Vicki Fraser, former Board President, Mrs Carmel Benjamin, Dr Gay Ochiltree and Mr Fred Verschuren, former Treasurer. On behalf of my fellow Board Members I extend to each of these retiring members our very sincere thanks for their selfless contributions to

the work and ideals of the Centre. I also note how much we have appreciated Carolyn's and Pam's input during their first year. Both are members of the Audit, Risk and Compliance Committee. Pam is also on the Finance and Conference Committees.

The Board Committees, including Finance, Audit and Risk, Conference and Research contributed significantly in the year. The whole Board participated in two review and planning workshops in March and May. As you would all be aware, there is increasing scrutiny of Boards, both "not for profit" and public companies, in the discharge of their duties, I am particularly appreciative of the increased burden of discharging Board members' duties and would again like to thank all the Board for their contributions.

### Accounting Treatment Changes

Preparation of the Centre's financial statements for the year ended 30 June 2002 required two significant changes to be made to our accounts at the direction of the Department of Treasury and Finance. The first was that the Centre had to transfer its entire Retained Earnings of \$1,281,966 as at 30 June 2001 to the Contributed Capital account to reflect the Victorian Government's contribution as "owners" of the Centre. However in doing so, surpluses that had resulted in the past from the Centre's own initiatives also had to be included as Contributed Capital. This directive applied to all public sector entities in Victoria.

The second significant change resulted from the requirement to report land and buildings as two separate classes of assets, rather than single class as in prior years. Resulting from the revaluation of the Centre's property at 30 June 2002 there was a net decrease of \$849,758 in the value of buildings. Our asset revaluation reserves could be applied to land, but not buildings. Thus, the entire net decrease in buildings value had to be recorded as an expense, bringing the net result for the year to a deficit of \$689,009. QEC's asset revaluation reserves were sufficient to have covered a net write down of land and buildings combined and the Centre would have reported a net result of \$160,749 for the year if this accounting change had not occurred. I stress that these accounting treatments have arisen from Department of Treasury and Finance directives and have no impact on the ongoing operations of the Centre.

Congratulations once again to the staff of The Queen Elizabeth Centre for the successes of the year and for the hard work that made these achievements possible. Thanks also for the leadership provided by Pam Stilling, CEO and her management team, Peter Davis, Debra Welsh, Alison Nuske, Alison Copley, Georgina O'Keefe and Dr Gideon Saaroni.

**Paul Trowbridge**  
President

## Our Clients

### Throughput Statistics

In 2001-2002, 3,603 families received early parenting services from The Queen Elizabeth Centre. Table 1 shows total numbers of families (admitted and non-admitted), for financial years 1999 to 2002, who received early parenting services at our Noble Park and Wangaratta centres, and in their own homes in the Southern and Northern metropolitan regions and Gippsland and Hume rural regions. Table 2 presents numbers of individual clients who were admitted to the Noble Park residential and day stay programs in the same three

years. The reduction over the three-year period in numbers of families receiving a residential service at Noble Park results from closure of two-day weekend services and the greater lengths of stay required for families in the residential Parenting Assessment and Skills Development Services (PASDS) program. At any time one quarter of residents is participating in a PASDS program.

Table 3 presents occasions of service (parenting intervention and disability) for non-admitted clients.

**Table 1: Family Separations by Program and Location, 1999-2002**

Service Mode	Program and Location	1999-2000 Families	2000-2001 Families	2001-2002 Families
Residential	Early Parenting – Noble Park	745	697	586
	Parenting Assessment & Skill Development Services (PASDS) – Noble Park	104	100	104
Day Stay	Noble Park	969	718	914
	Wangaratta	82	54	35
	City of Casey <sup>1</sup>		135	
Home Visiting	From Noble Park	88	64	58
	Upper Hume Region	172	137	96
	City of Casey <sup>2</sup>		14	109
	Shire of Cardinia <sup>3</sup>		16	22
Home-based PASDS	Upper Hume Region <sup>4</sup>	7	11	10
	Gippsland Region <sup>5</sup>	37	28	32
	Northern Metropolitan Region <sup>6</sup>	13	33	35
	Southern Metropolitan Region <sup>7</sup>	44	44	52
Telephone advice only	From Noble Park Triage <sup>8</sup>	2,092	1,775	1,543
Parenting Plus <sup>9</sup>	Southern Metropolitan Region			7
<b>Totals</b>		<b>4,361</b>	<b>3,826</b>	<b>3,603</b>

1. City of Casey Day Stay program November 2000 to June 2001

2. City of Casey home visiting program commenced November 2000

3. Shire of Cardinia home visiting program commenced October 2000

4. Upper Hume Region Home-Based PASDS commenced August 1999

5. Gippsland Home-Based PASDS commenced September 1999

6. Northern Metropolitan Region Home-Based PASDS commenced March 2000

7. Southern Metropolitan Region Home-Based PASDS commenced August 1999

8. Telephone advice or information only (diverted from requiring admission to other service)

9. Parenting Plus commenced February 2002

All other services operated for full years July 1999 to June 2002

**Table 2: Admitted Clients (QEC Noble Park) 1999-2002 – Parenting Intervention Services**

Admitted Clients	1999-2000	2000-2001	2001-2002
<b>Separations:<sup>1</sup></b>			
Same Day <sup>2</sup>	2,255	1,571	2,089
Multi Day	2,091	2,025	1,671 <sup>3</sup>
Total Separations	4,346	3,596	3,760
Total Public Separations	4,346	3,596	3,760
Separations per Available bed	98.77	81.72	85.45
Total Bed Days	10,551	9,489	9,760

1 Separations are discharged clients.

2 Includes clients who attended day stay programs plus those who participated in residential programs but did not stay overnight.

3 Drop in number of separations from previous year is due to a new policy whereby individual family members who do not participate in the whole residential program, for example those who attend for only part of their partner's program, are not admitted as hospital clients.

**Table 3: Non-Admitted Clients (QEC Noble Park) 2001-2002 – Parenting Intervention and Disability Services**

Non Admitted Clients	Mental Health	Parenting Intervention	Total
Occasions of Service – Home Visits	136	1,914	2,050
Occasions of Service – Same Day	71		71
<b>Totals</b>	<b>207</b>	<b>1,914</b>	<b>2,121</b>

### Geographic Catchment Area

The Queen Elizabeth Centre offers residential services at Noble Park to families living anywhere in Victoria. While some families do travel from as far away as the Mallee and the Western District, their numbers are relatively small. Our day stay programs at Noble Park and Wangaratta attract families who live within reasonable same-day travelling distance from those centres. Our home-visiting services are restricted to defined geographic areas related to funding agreements.

Table 4 gives the distribution of families who were clients at our Noble Park site from 1999-2002 by the region where they live. Table 5 presents similar data for all clients of our combined Noble Park and regional-based services in the same three-year period.

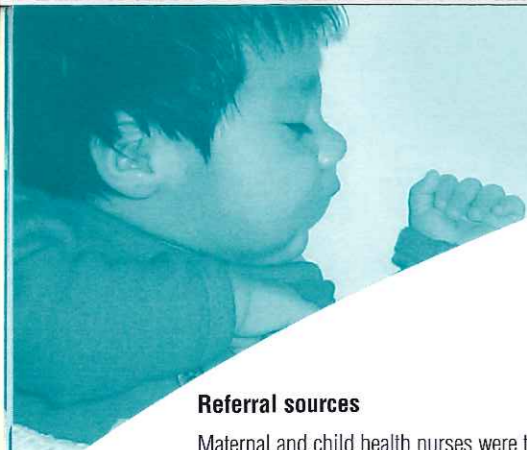
### Socio-Demographic Profile of Clients

The 1,604 families admitted to Residential and Day Stay Programs at the Noble Park facility during 2001-2002 reflected a broad range of socio-economic circumstances.

Of these families, 475 were recipients of pensions or benefits (32.12%) including 224 parents who received Family Allowance Supplement (15.15%), 165 who received Sole Parent Pensions (11.16%) and 43 who received Disability Support Pensions (2.91%). 31 families were receiving a Newstart or Job Search Allowance (2.10%) and 1 family a Young Homeless Allowance (0.07%).

Fifteen admitted clients were Aborigines or Torres Strait Islanders (0.31%). Of adult clients 5.32% were born overseas in 62 different non-English-speaking countries and 2.6% reported speaking one of 18 languages other than English at home.

Of the children at the Queen Elizabeth Centre 32.0% were under 11 months of age, 33.1% were between 12 and 18 months, and 34.9% were over 19 months. Of their parents, 2.0% were under 20 years, 7.5% were between 21 and 25 years, 21.3% were between 26 and 30 years, 34.7% were between 31 and 35 years and 34.5% were over 36 years.



## Our Services & Programs

The Queen Elizabeth Centre's outstanding achievements in 2001-2002 include:

- winning a three-year contract to provide home-based Parenting Assessment and Skill Development Services (PASDS) in the Gippsland Region;
- implementing the exciting new pilot program, Parenting Plus in three regions;
- beginning participation as the Victorian partner in a major long-term three-State research project;
- funding or commissioning four research projects related to early parenting and one feasibility study;
- publication of the ICD-10-AM Early Parenting Manual by the National Centre for Classification in Health resulting from extensive work undertaken by QEC's Health Information Manager from 1999;
- delivering a very successful professional education seminar series and a pilot parenting education series;
- formalising a new partnership with the City of Kingston and extending existing partnerships with the City of Casey and the Shire of Cardinia maternal and child health services to deliver day stay and home visiting services for their residents;
- launching the internet site: [www.qec.org.au](http://www.qec.org.au); and
- receiving Quality Management Systems Certification in compliance with the AS/NZS standard ISO 9002:1994 at Noble Park (repeat certification) and all regional sites.

The Queen Elizabeth Centre operated for the full year, with reduced services for two weeks in December-January and one week in April.

### Core Early Parenting Services - Triage, Residential, Day Stay and Home-Visiting Services, Noble Park

The Queen Elizabeth Centre continues to provide residential, single day stays, telephone advice/triage and home visiting modes of service that all offer early parenting care, support and education to parents experiencing difficulty with parenting their infants and toddlers. Twelve families are admitted on Mondays for the five-day residential program. Six families attend the Day Stay program that operates five days each week. Core home visiting programs operate within an approximate twenty kilometre radius of Noble Park for families who would have difficulty attending the Centre. In such cases there may be cultural or health reasons or there may be difficulty transferring learning from the centre to the home situation,

for example, where parents have a physical, sensory or intellectual disability.

Successful outcomes for families depend on their admission to the most appropriate service. Triage nurses conduct a telephone consultation with each family wanting to book into the Centre. They assess the complexity of presenting problems and arrange admission into the service that can best address them. During 2001-2002, triage nurses diverted 2,515 families from intensive residential services by providing telephone information and advice only to 1543 families and by streaming 962 families into day stay and home-visiting programs. Expert triaging keeps the waiting list for face to face services reasonable. It also results in a stream of increasingly complex problems presenting in the five-day residential program that, in turn, call for increasingly skilled staff responses. Same-day programs are suitable for families with a single issue such as a settling or feeding difficulty requiring education and coaching, whereas complex problems in the five-day programs regularly require additional specialised therapeutic interventions and primary or secondary consultations with multidisciplinary professionals.

### Medical Services

The Director of Medical Services, Dr Gideon Saaroni, continued to meet the medical needs of clients at Noble Park in 2001-2002. Where needed during clients' Queen Elizabeth Centre stay, he organised consultations with the Centre's specialist visiting consultants. He arranged post-service referrals where necessary to individual clients' own medical practitioners or consultants located in clients' local communities. Throughout the academic year, Dr Saaroni facilitated practical experience at the Centre for medical students from Monash Medical Centre during their fifth year paediatric rotation at Dandenong Hospital. Dr Meredith Rawson provided relieving medical services when Dr Saaroni was on leave and the Chandler Road Clinic continued to provide emergency after hours services.

In 2001, advanced paediatric trainee, Dr Catherine Lynch, Fellow in Community Child Health, provided fortnightly outpatient sessions from the Queen Elizabeth Centre, Noble Park, for families concerned about a child's developmental or behavioural problems. This service was arranged between QEC and the Centre for Community Child Health, Royal Children's Hospital and Monash Medical Centre. In 2001, Dr Catherine Lynch filled this role and from February 2002, Dr Michele Hua has held the position.

### Referral sources

Maternal and child health nurses were the main source of referrals to the Queen Elizabeth Centre in 2001-2002 (36.15% of admitted families), followed by self, family or friends (31.41%), Department of Human Services Child Protection Services (16.10%), other hospitals

including early parenting centres (3.53%), general practitioners and medical specialists (5.75%) and other health service providers (3.05%). Internal referrals from one Queen Elizabeth Centre service to another accounted for 4.01% of referrals.

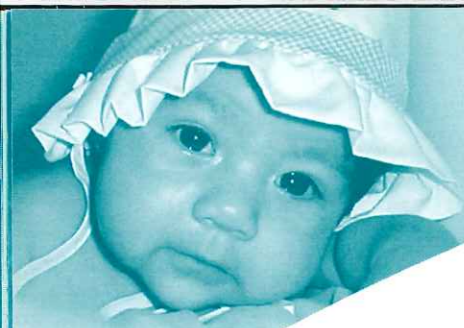
**Table 4: Families Admitted to Noble Park Services: Distribution by Home Location (DHS Region) 1999-2002**

DHS Region	1999-2000	2000-2001 (n=1515)	2001-2002 (n=1604)
	%	%	%
Eastern Metropolitan	29.30	22.67	27.25
Northern Metropolitan	7.60	5.79	8.38
Southern Metropolitan	54.70	62.17	55.04
Western Metropolitan	1.70	0.90	2.23
Loddon Mallee	0.80	1.16	0.54
Hume	2.10	1.99	1.49
Gippsland	2.50	3.88	3.31
Grampians	0.50	0.70	0.68
Barwon South West	0.50	0.24	0.54
Interstate/Other	0.30	0.50	0.54
<b>Total</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>

**Table 5: Families at Combined QEC Noble Park and Regional Sites 1999-2002: Distribution by Home Location (DHS Region)\***

DHS Region	1999-2000	2000-2001 (n=2049)	2001-2002 (n=2053)
	%	%	%
Eastern Metropolitan	23.53	16.02	18.70
Northern Metropolitan	7.15	6.02	8.45
Southern Metropolitan	45.51	53.62	58.04
Western Metropolitan	1.86	0.82	1.41
Barwon South West	0.50	0.19	0.39
Gippsland	3.80	4.31	3.55
Grampians	0.43	0.55	0.48
Hume	13.09	11.42	8.24
Loddon Mallee	0.77	0.95	0.37
Interstate/Other	3.36	6.10	0.37
<b>Total</b>	<b>100.00</b>	<b>100.00</b>	<b>100.00</b>

\* Excludes clients receiving telephone advice or information only



#### Specialist Medical Consultants

Dr Peter Forest, MBBS, FRACP, MRCP

Dr Des Guppy MBBS, FRACP

Dr Barry Kras MBBS (Hons), FRACP

Dr Michael Maloney, MBBS, MRCPsych, FRANZCP

Dr Cathy McAdam MBBS, FRACP

Associate Professor Campbell Paul MBBS, FRANZCP

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

QEC's role in spearheading PASDS in Victoria followed our development of an assessment tool that specifies competencies believed necessary for any parent to adequately safeguard their infants and toddlers from preventable illness, preventable injury and preventable developmental delay. The tool is called The Queen Elizabeth Centre Parenting Competencies Assessment Instrument. It assists professionals with expertise in children's development needs to identify parenting strengths and weaknesses.

All children referred to the program are considered to be at high risk of abuse and/or neglect. All are under 3 years of age and they and their families are referred to the Centre directly from Child Protection Services throughout Victoria.

QEC staff teams assess parenting competencies related to their children's day-to-day care and nurture and provide parents with intensive teaching, modelling and coaching to develop parents' skills in weak areas. These reports contribute to but are not the sole basis for Child Protection Services' assessment of risk. In some cases, our staff find that the parents have an adequate level of knowledge and skills related to child rearing, but that other factors are interfering with their capacity to adequately protect their children from harm. These other factors may include domestic violence, a mental illness, an intellectual disability or a drug or alcohol dependence. Our reports help to clarify the areas in which interventions should be concentrated in order to develop and strengthen these families. QEC has been congratulated for the breadth and quality of our assessment reports and for the professional integrity of our services. We have earned a very positive reputation as a leader in helping these families learn more about child development, parenting and about promoting and safeguarding their children's health and well-being.

The Centre's PASDS teams include maternal and child health nurses and early childhood workers or mothercraft nurses.

#### Residential PASDS

One quarter of the families in residence at any time (four of sixteen) are participating in a PASDS 10-12 day program. All are referred directly from Child Protection Services and all have children in the 0-3 year age range who are believed to be at high risk of abuse or neglect. In 2001-2002, 104 families completed the Program. The Southern Metropolitan Region referred 53 of these families, Northern Metropolitan Region referred 25. The remaining 26 were referred from six other metropolitan or rural regions.

#### Home Based PASDS - Southern Metropolitan Region

The Queen Elizabeth Centre Community Partnership is a consortium comprising the Queen Elizabeth Centre, as lead agency, Anglicare Victoria, the City of Port Phillip, Southern Family Life and Windermere Child and Family Services. In 2001-2002, the Partnership provided home-based PASDS in the Southern Metropolitan Region to families whose children were believed to be at high risk of abuse or neglect. The three-year contract with the Department of Human Services expired on 30 June 2002 and The Queen Elizabeth Centre's three-year sub-contracts with the partner agencies expired on 31 July 2002.

In the program, QEC staff members assess parenting competencies and coordinate the skill development services provided by partner agencies. We believed this example of inter-agency cooperation and our joint capacity to offer coordinated multi-disciplinary services in families' own homes would enhance parents' competencies, confidence and enjoyment of parenting, three goals of QEC services. In turn, parents would be better equipped to protect their children from preventable illness, preventable injury and preventable developmental delay.

In 2001-2002, 52 families participated in these 12-week services. The consortium will continue to admit families to the program during July 2002 and provide services to them until September 2002.

The Department of Human Services will provide interim funding to QEC to continue to admit families after August until a process to appoint an ongoing service provider is finalised. During the interim period, QEC will work in partnership with Windermere Child and Family Services in the municipalities of Greater Dandenong, Casey and Cardinia. QEC will be the sole provider of home-based PASDS in other municipalities and will continue to link families into family

support and counselling services provided by Anglicare, the City of Port Phillip, Southern Family Life and other service providers.

#### Home-Based PASDS - Northern Metropolitan Region

QEC provided 12-week home-based PASDS in the Northern Metropolitan Region throughout 2001-2002. Four staff members work from an office base in West Heidelberg, an arrangement generously supported by the City of Banyule. In the year, thirty-five families in the Northern Region completed the program.

#### Home-Based PASDS - Gippsland Region

QEC provided a home-based PASDS program covering the entire Gippsland region throughout 2001-2002, initially under interim funding and, from 1 October 2001, under a three-year contract from the Department of Human Services. Four staff members work from bases at the Grace Berglund Centre (SCOPE), 12 George Street, Warragul, and from the Anglicare Gippsland office at 65 Church Street, Morwell. A striking feature of the Gippsland program is the vast area these nurses cover. With the commencement of the three-year contract in October, the duration of involvement with families reduced from twelve to ten weeks and the number of hours of service from 120 to 100 hours per family. In 2001-2002, thirty-two families completed the Gippsland PASDS program.

A successful initiative in Gippsland was the linkage between QEC Gippsland staff and Winjana Lidj, the Koori family preservation program based at the Morwell Aboriginal Cooperative. A Winjana Lidj family worker, Carol Taylor, worked alongside a QEC early childhood worker, Bronti Merritt, in providing a 10-week PASDS program to a local Koori family. The model of cross-training and cross-learning is one we hope we can replicate in other Koori communities and other cultural communities in the future.

#### Home-Based PASDS - Hume Region

In 2001-2002, the QEC Hume team provided 12-week home-based PASDS for ten families. The geographic catchment area for this program extends from the New South Wales border at Wodonga as far south-west as Benalla and includes the alpine areas. The Department of Human Services has confirmed that QEC will continue to provide PASDS services in the upper Hume Region during 2002-2003.

The Queen Elizabeth Centre is indebted to members of our Hume Region reference group who meet quarterly and offer valuable input,

feedback and advice to help us more accurately anticipate and meet families' needs.

We are especially grateful to the management and staff of the Noah's Ark Toy Library with whom we are co-located in a former Child Care Centre at Cnr White and Bourke Streets, Wangaratta, and to the Rural City of Wangaratta council who lease us the property.

Table 6 shows distribution by referring region of the number of families who completed PASDS programs (refer page 14).

#### Mental Health Services - Hume Region

In addition to PASDS, QEC Hume staff members provide a Day Stay program once a fortnight for four families and home-based early parenting support services for parents in Upper Hume region experiencing difficulty with early parenting. These services aim to prevent mental illness, specifically post-natal depression and infant mental illness resulting from difficulties with bonding and attachment. They are funded by the Department of Human Services under the Commonwealth-State Disability Program. In 2001-2002 16 QEC families attended the Day Stay program and 58 families received early parenting services in their homes in 136 visits. Funding for this program has not been indexed since it commenced in 1998 and its value has eroded significantly in the face of public sector nursing agreement salary increases in that period. QEC has made a submission to the Department to alter the nature of services provided with this funding and to increase it for 2002-2003.

### Specific Purpose Programs

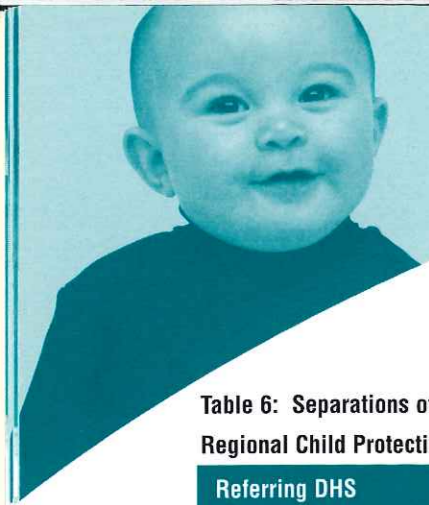
The Queen Elizabeth Centre's Specific Purpose Programs are those Business Units that are funded from sources other than State government grants.

#### Parenting Plus

In April 2001, The Queen Elizabeth Centre obtained a grant of \$187,000 from the Child Abuse Prevention Program of the Commonwealth Department of Family and Community Services to undertake the *Parenting Plus* project.

*Parenting Plus* is a home-based intensive parenting skills development program targeted to twenty vulnerable families with children aged 0-4 years. Participating families will have high needs due to factors such as mental illness,





**Table 6: Separations of Families from Parenting Assessment and Skill Development Services (PASDS) by Referring DHS Regional Child Protection Service, 1998-2002**

Referring DHS Region	Residential PASDS				Home-Based PASDS				Total
	98-99	99-00	00-01	01-02	98-99	99-00	00-01	01-02	
Eastern Metropolitan	3	1	3	3	-	-	-	-	10
Northern Metropolitan	26	24	21	24	-	13	33	35	176
Southern Metropolitan	57	48	42	53	-	29	44	52	325
Western Metropolitan	10	4	2	-	-	-	-	-	16
Barwon South West	2	1	-	-	-	-	-	-	3
Gippsland	8	5	6	7	-	37	28	32	123
Grampians	3	5	9	8	-	-	-	-	25
Hume	9	7	9	3	-	7	11	10	56
Loddon Mallee	-	5	8	6	-	-	-	-	19
<b>Totals</b>	<b>118</b>	<b>100</b>	<b>100</b>	<b>104</b>	<b>-</b>	<b>86</b>	<b>116</b>	<b>129</b>	<b>753</b>

**Note:** PASDS program was introduced in 1998. Table 1 shows total numbers of families who have ever participated in a QEC PASDS program.

intellectual disability, substance abuse, or will have had previous involvement with child protection services. The client group includes indigenous families and families from other culturally and linguistically diverse backgrounds from rural and metropolitan regions.

*Parenting Plus* is significant in that it adapts the approach the Queen Elizabeth Centre successfully applies in our Parenting Assessment and Skills Development Services (PASDS) and uses it at an earlier stage of family and parenting difficulty. Unlike PASDS where all families are referred from a Child Protection Service, the aim of this earlier intervention is to strengthen families' competence in parenting and thus prevent child abuse or neglect and the consequent need for Child Protection Service involvement. It will design, trial and evaluate

interventions that build on parenting strengths and address areas of weakness. Like PASDS, it uses a framework of children's health and developmental needs to teach practical parentcraft.

The Centre for Community Child Health, Royal Children's Hospital, Melbourne, is a key partner in this project with responsibility for the literature search (completed in January 2002) and the program evaluation components. The project commenced in August 2001 and is due to end in September 2002. Direct services to families commenced in the Southern Metropolitan Region in February 2002, in Hume Region in March 2002 and in Northern Metropolitan Region in May 2002. Referrals have come from Maternity Hospitals, Maternal and Child Health Nurses' Enhanced Home Visiting Programs and QEC's own

#### Reference Group Members — The Queen Elizabeth Centre Hume Region Programs

**Jenny Ahern**, Post Natal Support Worker, Community Psychiatry, Wangaratta

**Jenny Gilmartin**, Maternal & Child Health Nurse, Wangaratta

**Glenys Jackson**, President, Noah's Ark Toy Library

**Nancy Mason**, Family Support Worker, Upper Murray Family Care

**Jeanette Nagorcka**, Manager, Specialist Services, The Queen Elizabeth Centre to 15 May 2002

**Alison Nuske**, Manager, Specialist Services, The Queen Elizabeth Centre, from 24 June 2002

**Shirley Pilkington**, Co-ordinator, The Queen Elizabeth Centre Early Parenting and PASDS Programs, Wangaratta

**Paul Quinnell**, Specialist High Risk Infant Protective Worker, Department of Human Services, Wangaratta,

**Linda Shields**, Program Manager, Department of Human Services, Hume Region

**Pam Stilling**, Chief Executive Officer, The Queen Elizabeth Centre

**Dr Terry Stubberfield**, Paediatrician, Wangaratta

#### Reference Group

**Mary Anne Biro**, Project Coordinator Women's Health Program, Monash Medical Centre

**Vicki Cowling**, Mental Health Promotion Officer, Maroondah Hospital, Ringwood

**Phil Dalling**, Regional Manager, Planning, Department of Human Services, Dandenong

**June McLoughlin**, Director Early Childhood Unit, Centre for Community Child Health, The Royal Children's Hospital

**Judith Gibbs**, Lecturer, La Trobe University

**Ann Hindell**, MCHN Coordinator, Hume City Council

**Mary Sayers**, Project Officer, Department of Family & Community Services, Melbourne

**Sepi Weerasinghi**, Program Manager, Victorian Aboriginal Child Care Agency (to May 2002)

**Gwen Rogers**, Program Manager, Victorian Aboriginal Child Care Agency (from June 2002)

triage service. The program, with its target of only twenty families, could not nearly meet the demand for this intensive preventative service.

*Parenting Plus* is undoubtedly the practical program that fills a service gap between regular parenting support and the statutory services for vulnerable families whose children are at high risk of abuse and/or neglect.

We are indebted to the *Parenting Plus* reference group for their advice and support during the program's development, implementation and evaluation.

We also thank Miranda Adams, Project Officer. She utilized an action research approach to implement and deliver the program and is producing the *Parenting Plus Resource Guide*.

#### City of Casey

The Queen Elizabeth Centre commenced a partnership with the City of Casey in November 2000 to provide a weekly Day Stay program at our Noble Park centre exclusively for City of Casey residents. This model was replaced in July 2001 by a home visiting model. A QEC staff member provides home visiting services one day a week to City of Casey families as requested by and under the supervision of a City of Casey maternal and child health nurse. This collaboration resulted from the City of Casey's maternal and child health service New Initiatives and Enhanced Home Visiting programs. QEC staff assisted 109 (according to Table 1) families in this program in 2001-2002.

#### Shire of Cardinia

During 2001-2002, The Queen Elizabeth Centre provided the Shire of Cardinia with an early childhood worker one day each week to work in the Shire's maternal and child health Enhanced Home Visiting

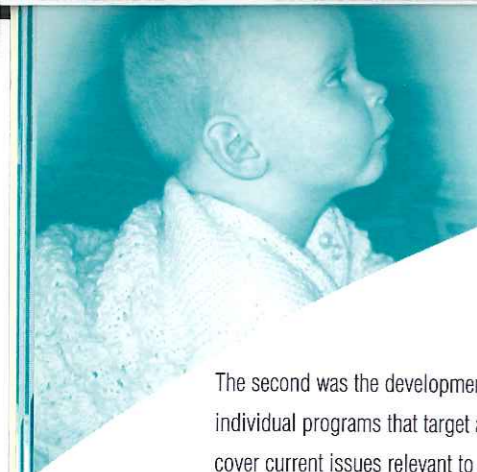
program. The worker provided intensive support through multiple visits to vulnerable families identified by the program coordinator. In all, our staff worked with 22 families in Cardinia Shire in the year.

#### Education Services

The partnership between the Queen Elizabeth Centre and Chisholm Institute of Technical and Further Education (TAFE) (Frankston campus) continued in 2001-2002. The partnership jointly provides a module in the Advanced Diploma of Community Services (Children's Services) Certificate in Infant, Toddler Care and Family Support. Sixteen early childhood workers completed ten-day clinical placements and two workshops provided at QEC. All students completed the course in January 2002 and reported the module as being extremely valuable for their work in the early childhood and/or early parenting settings. A second course commenced in May with a further eighteen student enrolments.

Of a range of specially commissioned programs, clinical preceptorships based at QEC, Noble Park and Wangaratta, continue to be popular. Ten professionals from a variety of disciplines including maternal and child health nurses, family support workers and early childhood workers participated in either one or two-day clinical preceptorships. Education Unit staff also conducted a five-day intensive professional development program, working with PASDS, for two staff employed in a rural program in Barwon Region. In addition, five community health/welfare services commissioned professional education workshops that 70 persons attended.

The Education Unit developed a number of new initiatives during the year. The first was a self-directed learning package, *Strategies for Home Visiting*, completed by six rural maternal and child health nurses in 2001-2002.



The second was the development of a Seminar Series of fifteen individual programs that target a broad range of professionals. Topics cover current issues relevant to health and welfare workers. Nine of the seminars had been conducted by 30 June 2002, three by QEC staff, six by visiting experts. A total of 340 professionals attended in person at QEC-Noble Park's first-class conference facilities. In order to support the professional development of health and welfare workers in rural areas, QEC transmitted three seminars to Wodonga, Mildura and Warrnambool using video-conferencing technology and successfully engaged 34 rural participants by this medium.

A third initiative was to pilot a Parenting Education program. QEC staff members conducted four evening sessions in a variety of local government municipalities. All sessions were very quickly booked out and were attended by 99 parents. The request for further sessions was overwhelming and, in response, QEC's Education Unit staff plan to offer a comprehensive parenting education program in 2002-2003.

#### Research

Advancing the scientific knowledge in early parenting continues to be an important role for The Queen Elizabeth Centre.

Two research projects that were funded by QEC research grants commenced in 2001-2002.

- *Evaluation of the QEC Day Stay Program* conducted by Dr Jan Matthews, Victorian Parenting Centre, came about when an extensive literature search on the value of day stay early parenting programs revealed a paucity of research in this area.
- *Use of Early Parenting Centres by Families of Children with a Disability*, by Dr Tim Moore from the Centre for Community Child Health.

Findings from these two research projects will be presented at The Queen Elizabeth Centre's Second National Conference in November 2002.

The Commonwealth Department of Family and Community Services (F&CS) provided funding to trial and evaluate the new Parenting Plus program. The program incorporated action research principles in order that modification and improvements could be implemented during the program's course based on practice findings and formative evaluation. The literature search and the formal program

evaluation are being conducted by the Centre for Community Child Health and will be completed in 2002-2003.

In February 2002, QEC commissioned Monash University's Department of Medical Psychology to study *Parents' Perceptions of The Queen Elizabeth Centre's Parenting Assessment and Skills Development Services* ("PASDS"). This research is being conducted in the Northern Metropolitan Region with families who participated in a QEC home-based service.

The QEC is a partner in the multi centre randomized controlled trial of *Home Visiting for Opiate Dependent Mothers*. Phase 1, feasibility study and preliminary planning, commenced in 2001-2002. The project involves established centres in Newcastle NSW, ACT and Victoria.

### Client Services Outlook

Demand for early parenting services remains strong. New funding in recent years has come, not from extension of our grant for core early parenting services, but in specialised funding from Child Protection Services for Noble Park and regional services for high-risk infants and their families. For future service growth and development, we continue to look to the Department of Human Services' initiatives for secondary level services for high-risk families, to the Stronger Families Initiatives of the Commonwealth government, and to the fee-for-service business products and services of our own Education and Research programs.

The new pilot program, *Parenting Plus*, presents great possibilities as a way to assist families at high risk in the most practical way and at an early stage where preventative interventions have greatest chance of achieving success. We have high hopes of this program as a model that can be a prototype for preventative family services well into the future.

QEC's second national conference will take place in November and receives much interest and enquiry.

The new QEC website will become a medium for the provision of information and education to parents and professionals in the future. It opens possibilities for outreaching to a new client group in remote areas of Australia as well as overseas.

#### Pam Stilling

*Chief Executive Officer and Director of Nursing*

## Human Resources

The October 2000 public sector nurses Enterprise Bargaining Agreement (EBA) continued to impact human resources management in 2001-2002. The EBA significantly improved nursing conditions and, in its first year of implementation 2000-2001, generated a net increase of 8.55 (21%) full time equivalent (FTE) nursing positions at The Queen Elizabeth Centre costing approximately \$250,000 (full year effect) without a corresponding increase in client contact hours or services. Whilst recruiting to new positions, QEC had to reduce day-stay and outreach services and transfer nursing staff to the residential program where client need was stronger.

From May 2001, day-stay and home visiting services operated again at full occupancy levels from Mondays to Fridays, with Parenting Assessment and Skill Development Services (PASDS) operating seven days a week. The new Parenting Plus program required additional positions from February 2002. A new three-year contract (2001-2004) to provide home-based PASDS in Gippsland necessitated a reduction in previous staffing establishment in Gippsland. Coordinator positions reduced from 1.2 FTE to 0.8 FTE and Early Childhood Worker positions from 1.6 FTE to 1.2 FTE. At 30 June 2002, we have nine PASDS coordinators based in four regions (5.95 FTE).

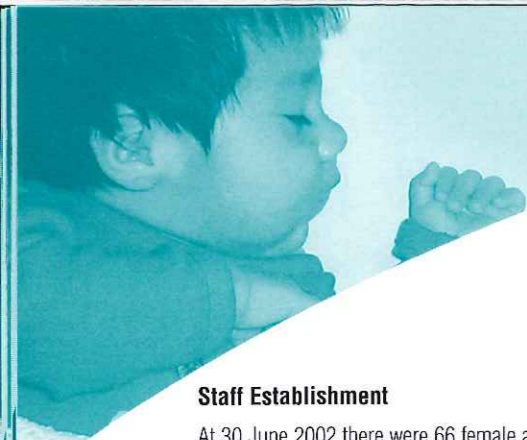
Despite improved nursing conditions, recruitment of maternal and child health nurses continued to be problematic in 2001-2002. Several factors have depleted the pool of locally available qualified nurses, including our own relocation to this region in 1998, our continued growth since then, and the introduction in 2000 of the local government Enhanced Home Visiting Program. There are currently no students from the region undertaking maternal and child health nursing studies at universities. The Queen Elizabeth Centre is working with Local Government Authorities in the region to develop strategies to try to assure a future maternal and child health nursing workforce.

A new position of Coordinator, Residential Services, was established in September 2001. It corresponded with a reduction in maternal and child health team leader positions and an increase in mothercraft nurse/early childhood worker positions in the core (non PASDS) residential program. This strategy aimed to assure the professional standards and quality of client care and to provide strong and supportive leadership to staff. An indirect objective was to improve the staff recruitment situation by increasing business hours positions for maternal and child health nurses and increasing early childhood worker positions.

**Table 7: QEC Staff Establishment at 30 June 2000, 2001 and 2002.**

Program	FTE* 30/6/00	FTE* 30/6/01	FTE* 30/6/02	Category
Residential Services	9.6	13.04	10.90	Maternal & Child Health Nurses
	13.14	20.03	16.85	Mothercraft Nurses/Early Childhood Workers
Day Stay and Home Visiting Programs	5.44	3.90	6.84	Maternal & Child Health Nurses
	6.54	6.30	8.90	Mothercraft Nurses/Early Childhood Workers
Telephone Triage & Bookings Service	1.40	1.40	1.40	Maternal & Child Health Nurses
Management & Administration	1.00	1.00	1.00	Chief Executive/Director of Nursing
	0.53	0.53	0.53	Director Medical Services
	2.60	2.60	2.60	Managers, Nursing Programs
	1.00	1.00	1.00	Commercial Manager
	1.00	1.00	1.00	Manager Administrative Services
	0.00	0.00	1.00	Clinical Consultant/Quality Assurance
	0.16	0.16	0.16	Medical Records Administrator
	3.00	4.00	5.00	Clerical/reception
	1.00	1.00	1.00	Senior Accounts Clerk
<b>Totals</b>	<b>46.41</b>	<b>55.96</b>	<b>58.18</b>	

\* Full Time Equivalent



### Staff Establishment

At 30 June 2002 there were 66 female and 3 male staff members. Of the 69 staff members, there were 42 full time and 27 part time staff in that week. Table 7 gives equivalent full-time staff numbers by program and staff category.

In 2001-2002, four maternal and child health nurses and six mothercraft nurses/early childhood workers left The Queen Elizabeth Centre. In the same year seven maternal and child health nurses, eleven mothercraft nurses and an administrative assistant commenced employment at the Centre.

### New appointments

Alison Nuske joined the senior management team as Manager, Specialist Services in June 2002, following Jeanette Nagorcka's resignation in April to take up an executive position in the Department of Human Services.

Lorraine Gillies took up a new coordinator position in the residential Parenting Assessment and Skill Development Services (PASDS). This new position increases residential PASDS coordinator positions from 1.0 to 2.0 FTE with the aim of increasing time for each coordinator to work directly with her clients and to teach, guide and support their staff in their work.

Marion Park held the position of Coordinator, Residential Services from September 2001 to March 2002. The current incumbent, Rosemary Stewart, has held it from May 2002.

Carolyn Boland took up the new dual positions of Clinical Nurse Consultant (0.8FTE) and Quality Improvement Program (QIP) Coordinator (0.2FTE) in November 2001. The position manages our staff orientation and professional development programs and oversees promotion, implementation, internal auditing and documentation of QEC's quality system in compliance with ISO Standard 2000:9004. The position is part-funded by a Department of Human Services allocation for a Clinical Nurse Consultant position shared between Tweddle Child and Family Health Service, the O'Connell Centre and The Queen Elizabeth Centre.

PASDS coordinators, Sue Couper, Judith French, Vivian Lawry and Shirley Pilkington increased their hours to coordinate the Parenting Plus program from February 2002. Mothercraft nurses/early

childhood workers, Dianne Earp, Madonna Flanagan, Bride Mosley and Frances Renehan worked as team members in this new program.

Early childhood Worker, Kathrine Bray, has received very encouraging feedback from clients in her new role of Parenting Education Assistant, delivering the outreach parenting education pilot program. The Centre's Education and Research unit manages this new casual position.

Administrative staff establishment increased further during 2001-2002 with Jacqueline Jackson's appointment to the new position of Administration Assistant in April 2002.

Other non-casual newcomers to staff in 2001-2002 are:

Alison Nuske	Allison Thompson
Claire Powell	Diane Earp
Edith Wanko	Jacinta Grenfell
Jacqueline Jackson	Jennifer Fisher
Lisa Kane	Liz Lambert
Lorraine Gillies	Madonna Flanagan
Marina Podnar	Miranda Adams
Nanette Abblitt	Narelle Culley
Sherri-Jane Coombe	Sharyn Arthur
Suzanne Flowerday	

### Merit and Equity Principles

The Queen Elizabeth Centre applies merit and equity principles in accordance with the Public Sector Management and Employment Act 1998. We reported on the application of the principles to the Office of Public Employment in Organisation Self Assessment in April 2002 and on Executive Remuneration to the Government Sector Executive Remuneration Program (GSERP) in The Survey of Remuneration Practices and Policies in April 2002. All staff members are made aware of and are expected to comply with the Public Sector Code of Conduct. There were no known non-compliances in the year.

## General Reports

### Freedom of Information

For the period ended 30 June 2002, five 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 passed during 2001-2002 financial year are listed as follows:

### Acts

- Community Visitors Legislation (Miscellaneous Amendments) Act 2001
- Fundraising Appeals (Amendment) Act 2001
- Health Services (Conciliation and Review) Act 2001
- Infertility Treatment (Amendment) Act 2001
- Health Practitioner Acts (Further Amendments) Act 2002
- Pathology Services Accreditation (Amendment) Act 2002
- Whistleblowers Protection Act 2001

### Regulations

- Audit (Public Bodies) (Amendment) Regulations 2001 (St Georges Health Service only)
- Dental Practice (Amendment) Regulations 2001
- Drugs, Poisons and Controlled Substances (Commonwealth Standard) Regulations 2001
- Food (Forms, Exemption and Registration Details) (Amendment) Regulations 2001
- Fundraising Appeals (Amendment) Regulations 2001
- Health Services (Supported Residential Services) Regulations 2001
- Mental Health (Amendment) Regulations 2001
- Occupational Health and Safety (Plant) (Amendment) Regulations 2001
- Cancer (Reporting) Regulations 2002
- Freedom of Information (Access Charges) (Amendment) Regulations 2002
- Health (Prescribed Consultative Councils) Regulations 2002
- Health Records Regulations 2002
- Health Services (Residential Services) Visitors Board Elections Regulations 2002
- Occupational Health and Safety (Major Hazard Facilities) (Amendment) Regulations 2002

### Ministerial Directors

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

### Building Act 1993

The Queen Elizabeth Centre fully complies with the building and maintenance provisions of the Building Act 1993.

### National Competition Policy

The Queen Elizabeth Centre fully complies with National Competition Policy guidelines when tendering.

The Centre has outsourced all non-core services.

# Donations & Financial Results

The Centre is very grateful for the continued support of donors in 2001-02. Donations of over \$67,000 enabled us to improve external access to the soiled linen room, install a louvred roofing system outside the residents' sitting room, install shade sails over the main children's playground and upgrade car park lighting. Donors are listed in Table 8.

**Table 8: Donations Year Ended 30 June 2002**

Donor	\$
QEC Foundation	39,216 *
Estate Sir Walter Leitch	1,000
The Lord Mayor's Charitable Fund & Hospitals and Charities Sunday Appeal	6,340 *
Collier Charitable Fund	5,000 *
Dame Elisabeth Murdoch AC, DBE	3,000
Mrs W M K Stephens	100
Joe White Bequest	2,000
Sandhurst Trustees: Estate E G Batchelder	397
Forest Hill Early Childhood Foundation	10,000 *
Donations less than \$50	50
<b>Total</b>	<b>67,103</b>

\* These donations were for specific purposes and therefore include GST.  
All other donations were for unspecified purposes and do not include GST.

Significant changes to some accounting treatments for 2001-2002 were required by Department of Treasury and Finance. The President's Report provides details of these changes. Annual Reporting Guidelines issued by the Department of Human Services require the summary of financial results with comparative results for the preceding four financial years to be presented in the

format shown in Table 9. The same Guidelines require total revenues and expenses to be presented as in Table 10. It should be noted that in Table 9, revenue and expense items include capital purpose revenues and expenses, whereas in Table 10 capital purpose revenue and expense items are separated from operating revenues and expenses.

**Table 9: Summary of Financial Results 1997-2002**

	2001-02 \$	2000-01 \$	1999-00 \$	1998-99 \$	1997-98 \$
Total Expenses*	5,742,492	4,580,878	3,910,117	3,329,989	4,363,027
Total Revenue**	5,053,483	4,538,986	3,951,852	4,038,529	3,218,255
Operating Surplus / (Deficit)	(689,009)	(41,892)	41,735	708,540	(1,144,772)
Retained Surplus / (Accumulated Deficit)	(689,009)	1,281,966	1,323,858	1,285,123	1,078,248
Total Assets	6,960,949	6,962,667	6,937,698	6,748,143	5,646,685
Total Liabilities	769,992	607,701	540,840	393,020	559,102
Net Assets	6,190,957	6,354,966	6,396,858	6,355,123	5,087,583
<b>Total Equity</b>	<b>6,190,957</b>	<b>6,354,966</b>	<b>6,396,858</b>	<b>6,355,123</b>	<b>5,087,583</b>

\* Includes Capital Purpose expense items \*\* Includes Capital Purpose revenue items

**Table 10: Financial Analysis of Operating Revenues and Expenses**

	Total 2001/02 \$	Total 2000/01 \$
<b>REVENUES</b>		
<b>Services Supported by Health Service Agreement</b>		
Government Grants	4,619,979	3,915,236
Indirect Contributions by Human Services	19,466	21,314
Donations	-	-
Interest	42,574	58,753
Other Revenue	39,467	38,242
	<b>4,721,486</b>	<b>4,033,545</b>
<b>Services Supported by Hospital &amp; Community Initiatives</b>		
Research and Program Grants	81,600	37,400
Donations	9,091	12,459
Interest	3,211	62,428
Other Revenue	75,817	225,014
	<b>169,719</b>	<b>337,301</b>
	<b>4,891,205</b>	<b>4,370,846</b>
<b>EXPENSES</b>		
<b>Services Supported by Health Service Agreement</b>		
Employee Entitlements	3,385,567	3,121,029
Fee for Service Medical Officers	-	809
Supplies and Consumables	96,545	80,170
Other Expenditure	953,752	897,609
	<b>4,435,864</b>	<b>4,099,617</b>
<b>Services Supported by Hospital &amp; Community Initiatives</b>		
Employee Entitlements	98,922	45,316
Supplies and Consumables	229	30,050
Other Expenditure	79,787	104,300
	<b>178,938</b>	<b>179,666</b>
	<b>4,614,802</b>	<b>4,279,283</b>
<b>Surplus/(Deficit) for the Year before Capital Purpose Income, Depreciation, Amortisation and Specific Revenues and Expenses</b>	<b>276,403</b>	<b>91,563</b>
Capital Purpose Income	56,646	51,574
Proceeds from Sale of Non-Current Assets	105,632	116,566
Written Down Value of Assets Sold	(109,586)	(137,697)
Written Down Carrying Value of Buildings	(849,758)	-
Depreciation and Amortisation	(168,346)	(163,898)
<b>Net Surplus / (Deficit)</b>	<b>(689,009)</b>	<b>(41,892)</b>

# Financial Statements

## of The Queen Elizabeth Centre for the Year Ended 30th June 2002

This statement should be read in  
conjunction with the accompanying  
notes

### Statement of Financial Performance for the year ended 30 June 2002

	Notes	Total 2001/02 \$	Total 2000/01 \$
<b>REVENUE FROM ORDINARY ACTIVITIES</b>	2, 2a	5,053,483	4,538,986
<b>EXPENSES FROM ORDINARY ACTIVITIES</b>	2b		
Employee Entitlements		3,484,489	3,166,345
Fee for Service Medical Officers			809
Supplies & Consumables		96,774	110,220
Depreciation	3a	168,346	163,898
Write down carrying value of buildings	3b	849,758	
Other Expenses from Ordinary Activities		1,143,125	1,139,606
	2b	5,742,492	4,580,878
<b>NET RESULT FOR THE YEAR</b>		<b>(689,009)</b>	<b>(41,892)</b>
Net Increase/(Decrease) in Asset Revaluation Reserves	11a	525,000	
<b>TOTAL REVENUES, EXPENSES AND VALUATION ADJUSTMENTS RECOGNISED DIRECTLY IN EQUITY</b>		<b>(164,009)</b>	<b>(41,892)</b>
<b>TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM CHANGES IN CONTRIBUTED CAPITAL</b>		<b>(164,009)</b>	<b>(41,892)</b>

# Financial Statements

### Statement of Financial Position as at 30 June 2002

This statement should be read in  
conjunction with the accompanying  
notes

	Notes	Total 2001/02 \$	Total 2000/01 \$
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash Assets	4, 13	98,802	123,823
Receivables	5, 13	36,515	27,609
Other Financial Assets	6, 13	2,816,445	2,470,420
Prepayments		7,716	9,267
<b>Total Current Assets</b>		<b>2,959,478</b>	<b>2,631,119</b>
<b>Non-Current Assets</b>			
Property, Plant & Equipment	7	4,001,471	4,331,548
<b>Total Non-Current Assets</b>		<b>4,001,471</b>	<b>4,331,548</b>
<b>TOTAL ASSETS</b>		<b>6,960,949</b>	<b>6,962,667</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Payables	8, 13	185,835	142,503
Employee Entitlements	9	400,370	384,234
<b>Total Current Liabilities</b>		<b>586,205</b>	<b>526,737</b>
<b>Non-Current Liabilities</b>			
Employee Entitlements	9	183,787	80,964
<b>Total Non-Current Liabilities</b>		<b>183,787</b>	<b>80,964</b>
<b>TOTAL LIABILITIES</b>		<b>769,992</b>	<b>607,701</b>
<b>NET ASSETS</b>		<b>6,190,957</b>	<b>6,354,966</b>
<b>EQUITY</b>			
Asset Revaluation Reserve	11a	1,108,000	583,000
Restricted Purposes Reserve	11a	990,000	990,000
Contributed Capital	11b	4,781,966	3,500,000
Accumulated Surpluses/(Deficits)	11c	(689,009)	1,281,966
<b>TOTAL EQUITY</b>		<b>6,190,957</b>	<b>6,354,966</b>

## Financial Statements

This statement should be read in conjunction with the accompanying notes

### Statement of Cash Flows for the year ended 30 June 2002

	Notes	Total 2001/02 \$	Total 2000/01 \$
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Receipts</b>			
Government Grants		5,175,404	4,380,015
Donations & Bequests		64,227	47,229
Other:			
Interest Received		49,019	139,541
Other		108,873	247,810
<b>Payments</b>			
Employee Entitlements		(3,331,851)	(3,154,126)
Other:			
Supplies and Consumables & Other		(1,577,687)	(1,474,818)
<b>NET CASH FLOWS FROM/(USED IN) OPERATING ACTIVITIES</b>	12	<b>487,985</b>	<b>185,651</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Purchase of Properties, Plant and Equipment		(272,613)	(223,968)
Proceeds from Sale of Properties, Plant and Equipment		105,632	116,565
Purchase of Investments		(1,700,082)	(1,938,621)
Proceeds from Sale of Investments		1,354,057	1,671,645
<b>NET CASH FLOWS FROM/(USED IN) INVESTING ACTIVITIES</b>		<b>(513,006)</b>	<b>(374,379)</b>
<b>NET INCREASE/(DECREASE) IN CASH HELD</b>		<b>(25,021)</b>	<b>(188,728)</b>
<b>CASH AT 1 JULY 2001</b>		<b>123,823</b>	<b>312,551</b>
<b>CASH AT 30 JUNE 2002</b>	4	<b>98,802</b>	<b>123,823</b>

## Notes to and Forming Part of the Financial Statements for the Year Ended 30 June 2002

### NOTE 1:

#### Statement of Accounting Policies

The general purpose Financial Statements of the Centre have been prepared in accordance with the provisions of the Financial Management Act 1994. These requirements incorporate relevant accounting standards issued jointly by the Institute of Chartered Accountants in Australia and the Australian Society of Certified Practising Accountants and other mandatory professional reporting requirements (Urgent Issues Group Consensus Views). They have been prepared on the historical cost basis whereby assets are recorded at purchase price plus costs incidental to their acquisition and do not take into account changing money values nor the current cost of non-current assets (unless specifically stated).

#### (a) Rounding Off

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

#### (b) Receivables & Revenue Recognition

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

#### (c) Change in Accounting Policies

##### Change in revaluation policy

In the previous reporting periods up to 30 June 2001, land was valued at Market Value and buildings, plant and equipment at cost of the assets.

For the reporting period ended on 30 June 2002, the Centre elected to adopt the fair value basis for measuring land and buildings. Plant and equipment is measured at cost of the assets.

Accordingly, the change in accounting policy for land and buildings has had no impact on either the current year Statement of Financial Performance or opening accumulated surplus.

The change in measurement basis is to comply with the accounting requirements of AASB 1041 and the Victorian Government Policy Paper, Revaluation of Non-Current Physical Assets.

##### Change in Accounting for Contributed Capital

In previous reporting periods up to 30 June 2001, the following items were recognised as revenues and expenses in the Statement of Financial Performance:

- Assets received and provided free of charge from and to other government entities, and
- Grants received from other government entities for capital purposes.

Previously, in certain circumstances the Minister for Finance has granted an exemption to treat these items as a contributed capital.

For the reporting period ending 30 June 2002, these transactions between wholly-owned public sector entities, are now recognised in the Statement of Financial Position as adjustments to net assets at the sector level but have no effect on the net assets at the whole-of-government level.

This change in accounting policy for transfers of assets and liabilities is in compliance with the accounting requirements of Urgent Issues Group Abstract 38 'Contributions by Owners Made to Wholly Owned Public Sector Entities' and the Accounting and Financial Reporting (AFR) Bulletin No. 39 'Accounting for Contributed Capital'.

Under AFR Bulletin No. 39, accumulated surpluses at 1 July 2001 were required to be transferred to contributed capital. The impact of this change is:

Decrease	Accumulated Surplus	\$1,281,966
Increase	Contributed Capital	\$1,281,966

#### (d) Receivables

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

#### (e) Other Financial Assets

Other financial assets are valued at market value and are classified between current and non-current assets based on the Centre's Board of Management intention at balance date with respect to the timing of disposal of each investment. Interest revenue from investments is brought to account when it is earned.

#### (f) Revaluations of Non-Current Assets

Subsequent to the initial recognition as assets, non-current physical assets, other than plant and equipment, are measured at fair value. Plant and equipment are measured at cost. Revaluations are made with sufficient regularity to ensure that the carrying amount of each asset does not differ materially from its fair value at the reporting date. Revaluations are assessed annually and supplemented by independent assessments, at least every three years. Revaluations are conducted in accordance with the Victorian Government Policy Paper *Revaluation of Non-Current Physical Assets*.

Revaluation increments are credited directly to the Asset Revaluation Reserve, except that, to the extent that an increment reverses a revaluation decrement in respect of that class of asset previously recognised as an expense in net result, the increment is recognised immediately as revenue in net result.

Revaluation decrements are recognised immediately as expenses in the net result, except that, to the extent that a credit balance exists in the Asset Revaluation Reserve in respect of the same class of assets, they are debited directly to the Asset Revaluation Reserve.

Revaluation increments and decrements are offset against one another within a class of non-current assets.

#### (g) Depreciation

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

The following table indicates the expected useful lives of non current assets on which the depreciation charges are based:

	2001/02	2000/01
Buildings	Up to 50 years	Up to 50 years
Plant & Equipment	Up to 10 years	Up to 20 years
Furniture & Fittings	Up to 10 years	Up to 10 years

Depreciation rates are revised on an annual basis.

## Notes to and Forming Part of the Financial Statements

### (h) Payables

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

### (i) Goods and Services Tax

Revenues, expenses and assets are recognised net of GST except where the amount of GST incurred is not recoverable, in which case it is recognised as part of the cost of acquisition of an asset or part of an item of expense or revenue. GST receivable from and payable to the Australian Taxation Office (ATO) is included in the Statement of Financial Position. The GST component of a receipt or payment is recognised on a gross basis in the Statement of Cash Flows in accordance with Accounting Standard AAS 28.

### (j) Employee Entitlements

Based on pay rates current at balance date. On-costs such as WorkCover and superannuation are included in the calculation of leave provisions.

#### Long Service Leave

The provision of 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 employees' services up to that date.

### (k) Intersegment Transactions

Transactions between segments within the Centre have been eliminated to reflect the extent of the Centre's operations as a group.

### (l) Leased Property and Equipment

A distinction is made between finance leases which effectively transfer from the lessor to the lessee substantially all the risks and benefits incidental to ownership of leased non-current assets, and operating leases under which the lessor effectively retains all such risks and benefits. Where a non-current asset is acquired by means of a finance lease, the minimum lease payments are discounted at the interest rate implicit in the lease. The discounted amount is established as a non-current asset at the beginning of the lease term and is amortised on a straight-line basis over its expected useful life. A corresponding liability is established and each lease payment is allocated between the principal component and the interest expense. Operating lease payments are representative of the pattern of benefits derived from the leased assets and accordingly are charged against revenue in the periods in which they are incurred.

### (m) Revenue Recognition

Revenue is recognised in accordance with AAS 15. Income is recognised as revenue to the extent it earned, should there be unearned income at reporting date, it is reported as income in advance.

#### Government Grants

Grants are recognised as revenue when the Centre gains control of the underlying assets. Where grants are reciprocal, revenue is recognised as

performance occurs under the grant. Non-reciprocal grants are recognised as revenue when the grant is received or receivable. Conditional grants may be reciprocal or non-reciprocal depending on the terms of the grant.

#### Indirect Contributions

Insurance is recognised as revenue following advice from the Department of Human Services.

#### 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 until expended.

### (n) 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.

### (o) Services Supported By Health Services Agreement and Services Supported By Hospital and Community Initiatives

The Activities classified as *Services Supported By Health Services Agreement* (HSA) are substantially funded by the Department of Human Services while *Services Supported By Hospital And Community Initiatives* (Non HSA) are funded by the Centre's own activities or local initiatives.

### (p) Comparative Information

Where necessary the previous year's figures have been reclassified to facilitate comparisons.

### (q) Contributed Capital

Consistent with UIG Abstract 38 "*Contributions by Owners Made to Wholly-Owned Public Sector Entities*" and Accounting and Financial Reporting Bulletin No. 39 "*Accounting for Contributed Capital*", transfers that are in the nature of contributions or distributions, have been designated as contributed capital.

### (r) Asset Revaluation reserve

The Asset Revaluation Reserve is used to record increments and decrements on the revaluation of non current assets.

### (s) Restricted Specific Purposes Reserve

The Queen Elizabeth Centre's Restricted Specific Purposes Reserve (Research and Development Reserve) was established in 1998/99 from proceeds from the sale of the Carlton Creche. The Reserve was specifically created for research in the field of early parenting.

## Financial Statements

NOTE 2: Revenue	Health Services Agreement	Health Services Agreement	Non-Health Services Agreement	Non-Health Services Agreement	Consolidated	Consolidated
	2001/02	2000/01	2001/02	2000/01	2001/02	2000/01
	\$	\$	\$	\$	\$	\$
<b>Revenue from Operating Activities</b>						
<i>Recurrent</i>						
Government Contributions:						
- Department of Human Services	4,619,979	3,915,236		15,000	4,619,979	3,930,236
- Commonwealth Government			81,600	37,400	81,600	37,400
Indirect Contributions by Human Services:						
- Insurance	19,466	21,314			19,466	21,314
Interest and Investments	42,574	58,753	3,211	62,428	45,785	121,181
Donations			9,091	12,459	9,091	12,459
Other Revenue	39,467	38,242	75,817	210,014	115,284	248,256
<b>Capital Purpose Income</b>						
Donations			52,508	34,770	52,508	34,770
Interest on Investments			3,638	16,304	3,638	16,304
Other Revenues			500	500	500	500
<b>Sub-Total Revenue from Operating Activities</b>	<b>4,721,486</b>	<b>4,033,545</b>	<b>226,365</b>	<b>388,875</b>	<b>4,947,851</b>	<b>4,422,420</b>
<b>Revenue from Non-Operating Activities</b>						
Proceeds from Sale of Non-Current Assets (refer Note 2c)			105,632	116,566	105,632	116,566
<b>Sub-Total Revenue from Non-Operating Activities</b>			<b>105,632</b>	<b>116,566</b>	<b>105,632</b>	<b>116,566</b>
<b>Total Revenue from Ordinary Activities</b> (refer Note 2a)	<b>4,721,486</b>	<b>4,033,545</b>	<b>311,997</b>	<b>505,441</b>	<b>5,053,483</b>	<b>4,538,986</b>

#### Indirect contributions by Human services:

Department of Human Services makes insurance payments on behalf of the Centre.

These amounts have been brought to account in determining the operating result for the year by recording them as revenue and expenses.

### NOTE 2a: Analysis of Revenue by Source

	Total	Total
	2001/02	2000/01
	\$	\$
<b>Revenue from Sources Supported by Health Services Agreement</b>		
Government Grants:		
- Department of Human Services	4,619,979	3,915,236
Indirect Contributions by Human Services:		
- Insurance	19,466	21,314
Interest and Investments	42,574	58,753
Donations & Bequests		
Other Revenue	39,467	38,242
<b>Sub-Total Revenue from Services Supported by Health Services Agreement</b>	<b>4,721,486</b>	<b>4,033,545</b>
<b>Revenue from Services Supported by Hospital and Community Initiatives</b>		
<b>Other Specific Purposes Activities:</b>	257,156	70,327
Parenting Plus	81,600	37,400
QEC Research & Development	(7,214)	38,953
QEC Conference		175,445
QEC History	455	15,176
Capital Purpose Income (refer Note 2)	56,646	51,574
Proceeds from Sale of Non-Current Assets (refer Note 2c)	105,632	116,566
<b>Sub-Total Revenue from Services Supported by Hospital &amp; Community Initiatives</b>	<b>331,997</b>	<b>505,441</b>
<b>Total Revenue from all Sources</b>	<b>5,053,483</b>	<b>4,538,986</b>

## Financial Statements

### NOTE 2b: Analysis of Expenses by Source

	Total 2001/02	Total 2000/01
<b>Services Supported by Health Services Agreement</b>	<b>\$</b>	<b>\$</b>
Employee Entitlements:		
Salaries	3,038,108	2,793,180
WorkCover	32,909	32,028
Long Service Leave	76,252	67,368
Superannuation (refer Note 15)	238,298	228,453
Fee for Service Medical Officers		809
Supplies & Consumables:		
Medical & Pharmacy Supplies & Services	9,997	8,536
Food & Kitchen Supplies	82,433	68,841
Cleaning & Toilet Materials	4,115	2,793
Bedding & Linen	5,744	
Other Expenses:		
Domestic Service Contracts	259,647	278,704
Administrative Expenses	166,924	140,186
Insurances	19,466	21,314
Repairs & Maintenance	76,416	52,163
Consultants	26,127	13,835
Computer Services	43,349	58,952
Staff Development	27,258	27,534
Security Services	9,386	10,246
Minor Furniture & Equipment Expensed	4,567	5,081
Motor Vehicle and Travel	69,081	58,226
Light, Power & Fuel	47,820	55,842
Waste Removal	12,893	11,846
Inter-Agency Costs	150,462	147,433
Other	30,972	12,287
<b>Sub-Total Expenses from Services Supported by Health Services Agreement</b>	<b>4,432,224</b>	<b>4,095,657</b>
	<b>Total</b>	<b>Total</b>
	<b>2001/02</b>	<b>2000/01</b>
	<b>\$</b>	<b>\$</b>
<b>Services Supported by Hospital &amp; Community Initiatives</b>		
Employee Entitlements:		
Salaries	93,120	40,942
WorkCover	1,500	295
Long Service Leave	226	254
Superannuation	4,076	3,825
Supplies & Consumables:		
Food Supplies	229	30,050
Other Expenses:		
Administrative Expenses	8,238	28,868
Consultants & Contracted Services	42,501	31,050
Repairs & Maintenance	193	200
Motor Vehicle & Travel	11,259	13,233
Staff Development	1,240	500
Grants for Research	12,734	
Other	3,622	30,449
<b>Sub-Total Expenses from Services Supported by Hospital &amp; Community Initiatives</b>	<b>178,938</b>	<b>179,666</b>
Depreciation and Amortisation (refer Note 3a)	168,346	163,898
Audit Fees - Auditor General	3,640	3,960
Written Down Carrying Value of Buildings (refer Note 3b)	849,758	0
Written Down Value of Assets Sold (refer Note 2c)	109,586	137,697
<b>Total Expenses from Ordinary Activities</b>	<b>5,742,492</b>	<b>4,580,878</b>

## Financial Statements

### NOTE 2c: Sale of Non-Current Assets

	Total 2001/02	Total 2000/01
	<b>\$</b>	<b>\$</b>
Proceeds from disposal	105,632	116,566
Less Written Down Value of Assets Sold	109,586	137,697
<b>Net Surplus/(Deficit) on Disposal</b>	<b>(3,954)</b>	<b>(21,131)</b>

### NOTE 3a: Depreciation and Amortisation

	Total 2001/02	Total 2000/01
	<b>\$</b>	<b>\$</b>
Buildings	75,170	74,482
Plant & Equipment:		
Transport	20,847	12,394
Medical	0	270
Computers & Communication	43,978	46,127
Other Equipment	23,704	26,525
Furniture & Fittings	4,647	4,100
	<b>168,346</b>	<b>163,898</b>
Allocation of Depreciation/Amortisation:		
Services Supported by Health Services Agreement	167,098	163,645
Services Supported by Hospital and Community Initiatives	1,248	253
	<b>168,346</b>	<b>163,898</b>

### NOTE 3b: Specific Expenses

	Total 2001/02	Total 2000/01
	<b>\$</b>	<b>\$</b>
Write down carrying value Buildings	849,758	

### NOTE 4: Reconciliation of Cash

For the purposes of the Statement of Cash Flows, cash includes cash on hand and in banks and 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.

	Total 2001/02	Total 2000/01
	<b>\$</b>	<b>\$</b>
Cash on Hand	619	649
Financial Institutions	98,183	123,174
<b>Total</b>	<b>98,802</b>	<b>123,823</b>

### NOTE 5: Receivables

	Total 2001/02	Total 2000/01
	<b>\$</b>	<b>\$</b>
Accrued Investment Income	601	238
Accrued Revenue:		
Department of Human Services	17,550	6,759
Other	18,364	20,612
<b>Total</b>	<b>36,515</b>	<b>27,609</b>
<b>Less Provision for Doubtful Debts</b>	<b>0</b>	<b>0</b>
<b>Net Debtors and Accrued Revenue</b>	<b>36,515</b>	<b>27,609</b>

### NOTE 6: Other Financial Assets

	Operating Fund	Specific Purpose Fund	Capital Fund	Total 2001/02	Total 2000/01
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Managed Funds	854,546	1,281,014	166,570	2,302,131	2,266,160
Term Deposits	263,049	251,264		514,313	204,260
<b>Total</b>	<b>1,117,595</b>	<b>1,532,279</b>	<b>166,570</b>	<b>2,816,445</b>	<b>2,470,420</b>



## Financial Statements

### NOTE 7: Property, Plant & Equipment

	Total 2001/02 \$	Total 2000/01 \$
<b>AT VALUATION</b>		
Crown Land, Noble Park at 30.6.02	1,100,000	575,000
<b>Total Land at Valuation</b>	<b>1,100,000</b>	<b>575,000</b>
Buildings	2,425,000	
Building Improvements	100,000	
<b>Total Buildings at Valuation</b>	<b>2,525,000</b>	
<b>AT COST</b>		
Buildings	1,600	3,722,327
Less Accumulated depreciation	13	286,028
<b>Total Buildings at Cost</b>	<b>1,587</b>	<b>3,436,299</b>
Plant and Equipment:		
Transport	175,835	146,445
Less Accumulated depreciation	9,972	6,349
	165,863	140,096
Computers and Communication	164,306	202,330
Less Accumulated depreciation	107,678	150,110
	56,628	52,220
Other Equipment	219,937	207,403
Less Accumulated depreciation	138,248	108,313
	81,689	99,090
<b>Total Plant &amp; Equipment at Cost</b>	<b>304,180</b>	<b>291,406</b>
Furniture and Fittings	153,876	55,711
Less Accumulated depreciation	83,172	26,868
<b>Total Furniture &amp; Fittings at Cost</b>	<b>70,704</b>	<b>28,843</b>

#### Land and buildings at valuation:

The Noble Park property including land, buildings and improvements, being crown land, was valued by independent valuers Neil Hollingworth FAPI, FREI and Robert Ian St.Clair AAPI, AAIM

Reconciliations of the carrying amounts of each class of lands, buildings, plant & equipment and communication at the beginning and end of the current and previous financial year are set out below:

	Crown Land \$	Buildings \$	Plant & Equipment \$	Furniture & Fittings \$	Motor Vehicles \$	Total \$
<b>2002</b>						
Carrying amount at start of year	575,000	3,436,299	151,310	28,843	140,096	4,331,548
Additions		15,216	34,261	71,203	151,934	272,614
Disposals				(4,267)	(105,320)	(109,587)
Revaluation Increments/decrements	525,000	(849,758)				(324,758)
Net transfers free of charge			733	(733)		
Depreciation (Note 3)		(75,170)	(67,682)	(4,647)	(20,847)	(168,346)
<b>Carrying amount at end of year</b>	<b>1,100,000</b>	<b>2,526,587</b>	<b>118,622</b>	<b>90,399</b>	<b>165,863</b>	<b>4,001,471</b>
<b>2001</b>						
Carrying amount at start of year	575,000	3,504,455	167,915	19,845	141,958	4,409,173
Additions		6,326	58,100	13,098	146,445	223,969
Disposals			(1,783)		(135,913)	(137,696)
Depreciation (note 3)		(74,482)	(72,922)	(4,100)	(12,394)	(163,898)
<b>Carrying amount at end of year</b>	<b>575,000</b>	<b>3,436,299</b>	<b>151,310</b>	<b>28,843</b>	<b>140,096</b>	<b>4,331,548</b>

## Financial Statements

### NOTE 8: Payables

	Total 2001/02 \$	Total 2000/01 \$
<b>Current</b>		
Trade Creditors	51,348	26,787
Accrued Expenses	26,952	29,861
Revenue in Advance	364	
GST Payable	107,171	85,855
<b>Total Payables</b>	<b>185,835</b>	<b>142,503</b>

### NOTE 9: Employee Entitlements

	Total 2001/02 \$	Total 2000/01 \$
<b>Current</b>		
Long Service Leave	20,421	96,227
Accrued Salaries & Wages	116,167	60,719
Accrued Annual Leave	251,926	220,505
Accrued Days Off	11,856	6,783
<b>Total</b>	<b>400,370</b>	<b>384,234</b>
<b>Non-Current</b>		
Long Service Leave	183,787	80,964
<b>Total</b>	<b>183,787</b>	<b>80,964</b>
<b>Movements in Long Service Leave:</b>		
Balance 1 July	177,191	163,661
Provision made during the year	76,478	67,622
Settlement made during the year	(49,461)	(54,092)
<b>Balance 30 June</b>	<b>204,208</b>	<b>177,191</b>

\* The following assumptions were adopted in measuring present value:

In measuring present value a probability factor which varies in accordance with the number of years of service has been used in determining the retention rate for employees with a particular number of years of service. A wage inflation rate of 4.4% has been Applied. The bond discount rate and wage inflation rate have been supplied by the Department of Treasury and Finance.

### NOTE 10: Lease Liabilities

	Total 2001/02 \$	Total 2000/01 \$
<b>Aggregate lease expenditure contracted for at balance date.</b>		
<b>Operating Leases</b>		
<i>Cancellable</i>		
Not later than one year	6,400	14,713
Later than one year and not later than 5 years	25,873	6,372
	<b>32,273</b>	<b>21,085</b>

## Financial Statements

### NOTE 11: Equity & Reserves

	Total 2001/02	Total 2000/01
	\$	\$
<b>(a) Reserves</b>		
<b>Asset Revaluation Reserve</b>		
Balance at the beginning of the reporting period	583,000	583,000
Increase of Land during the year	525,000	
Balance at the end of the reporting period	1,108,000	583,000
<b>Restricted Specific Purpose Reserve</b>		
Balance at the beginning of the reporting period	990,000	990,000
Transfer to and from Restricted Specific Purpose Reserve		
Balance at the end of the reporting period	990,000	990,000
<b>Total Reserves</b>	<b>2,098,000</b>	<b>1,573,000</b>
<b>(b) Contributed Capital</b>		
Balance at the beginning of the reporting period	3,500,000	3,500,000
Recognition of opening balance on adoption of UIG 38/AFR No. 39	1,281,966	
Capital contribution received from Victorian Government		
Contributed Capital at the Reporting Date	4,781,966	3,500,000
<b>(c) Accumulated Surpluses/(Deficits)</b>		
Balance at the beginning of the reporting period	1,281,966	1,323,858
Net Result for the year	(689,009)	(41,892)
Recognition of opening balance on adoption of UIG 38/AFR No. 39	(1,281,966)	
Balance at the end of the reporting period	(689,009)	1,281,966
<b>(d) Equity</b>		
Total Equity at the Beginning of the reporting period	6,354,966	6,396,858
Total changes in Equity recognised in the Statement of Financial Performance	(689,009)	(41,892)
Total changes in Asset Revaluation Reserve	525,000	
	6,190,957	6,354,966

### NOTE 12: Reconciliation Of Net Cash Flows from Operating Activities To Operating Result

	Total 2001/02	Total 2000/01
	\$	\$
Entity Surplus/(Deficit) for the Year	(689,009)	(41,892)
<b>NON-CASH MOVEMENTS</b>		
Depreciation	168,346	163,898
Write down of buildings	849,758	
Increase/(Decrease) in Payables	43,332	(4,050)
Increase/(Decrease) in Employee Entitlements	118,959	70,911
(Profit)/Loss From Sale of Property, Plant And Equipment	3,954	21,131
(Increase)/Decrease in Receivables	(8,906)	(15,080)
(Increase)/Decrease in Prepayments	1,551	(9,267)
<b>NET CASH PROVIDED BY OPERATING ACTIVITIES</b>	<b>487,985</b>	<b>185,651</b>

## Financial Statements

### NOTE 13: Financial Instruments

#### (a) Interest Rate Exposure

The Centre's exposure to interest rate risk and effective weighted average interest rate by maturity periods is set out in the following timetable. For interest rates applicable to each class of asset or liability refer to individual notes to the financial statements. Exposure arises predominantly from assets and liabilities bearing variable interest rates.

#### Interest rate exposure as at 30/06/02

	Fixed Interest Rate Maturing		
	1 Year or Less \$	Non Interest Bearing \$	Total 2001/02 \$
<b>Financial Assets</b>			
Cash assets	98,802		98,802
Trade Debtors		35,914	35,914
Other Receivables		601	601
Deposits	514,313		514,313
Other Financial Assets	2,302,131		2,302,131
<b>Total Financial Assets</b>	<b>2,915,248</b>	<b>36,515</b>	<b>2,951,763</b>
<b>Financial Liabilities</b>			
Trade Creditors and Accruals		185,835	185,835
Total Financial Liabilities		185,835	185,835
<b>Net Financial Assets/Liabilities</b>	<b>2,915,248</b>	<b>(149,320)</b>	<b>2,765,928</b>
Weighted Average Interest Rate = fin'l assets		1.7%	

#### Interest rate exposure as at 30/6/2001

	Fixed Interest Rate Maturing		
	1 Year or Less \$	Non Interest Bearing \$	Total 2000/01 \$
<b>Financial Assets</b>			
Cash	123,823		123,823
Trade Debtors		27,371	27,371
Other Receivables		238	238
Deposits	204,260		204,260
Other Financial Assets	2,266,160		2,266,160
<b>Total Financial Assets</b>	<b>2,594,243</b>	<b>27,609</b>	<b>2,621,852</b>
<b>Financial Liabilities</b>			
Trade Creditors & Accruals		142,503	142,503
<b>Total Financial Liabilities</b>		<b>142,503</b>	<b>142,503</b>
<b>Net Financial Assets/Liabilities</b>	<b>2,594,243</b>	<b>(114,894)</b>	<b>2,479,349</b>
Weighted Average Interest Rate = fin'l assets		6.0%	

#### (b) Credit Risk Exposure

Credit risk represents the loss that would be recognised if counterparties fail to meet their obligations under the respective contracts at maturity. The credit risk on financial assets of the entity have been recognised on the Statement of Financial Position, as the carrying amount, net of any provisions for doubtful debts.

#### Net Fair Value

	2002/02		2000/01	
	Book Value \$	Net Fair Value \$	Book Value \$	Net Fair Value \$
Cash	98,802	98,802	123,823	123,823
Trade Debtors	35,914	35,914	27,371	27,371
Other Receivables	601	601	238	238
Deposits	514,313	514,313	204,260	204,260
Other Financial Assets	2,302,131	2,302,131	2,266,160	2,266,160
<b>Total Financial Assets</b>	<b>2,951,762</b>	<b>2,951,762</b>	<b>2,621,852</b>	<b>2,621,852</b>
<b>Financial Liabilities</b>				
Trade creditors & accruals	185,835	185,835	142,503	142,503
<b>Total Financial Liabilities</b>	<b>185,835</b>	<b>185,835</b>	<b>142,503</b>	<b>142,503</b>
	<b>2,765,928</b>	<b>2,765,928</b>	<b>2,479,349</b>	<b>2,479,349</b>

Cash, deposit investments, cash equivalents and non-interest bearing financial assets and liabilities (trade debtors, other receivables, trade creditors and advances) are valued at cost which approximates net fair value.

## Financial Statements

### NOTE 14: Superannuation

The Queen Elizabeth Centre is a participating institution in the Health Super Fund.

The Centre's total contributions during the year were:

Contributions outstanding in respect of the financial year were:

Contributions are calculated in accordance with the Trust Deed of Health Super Fund, employer contributions are calculated as a percentage of the employee's salary. Separate contributions are determined for Health Super Scheme and Health Super Contributory Benefits.

The rates for 2001/02 for all Health Super registered employers were:

#### Schemes

Health Super Scheme  
Health Super Contributory

	2001/02	2000/01
	\$	\$
	242,374	232,278
	0	0

Contribution Rates	
Employee	Employer
	Superannuation Guarantee 8%
3%	0.0
4%	0.0
6%	0.0

### NOTE 15: Responsible Person Related Disclosures

#### (a) Responsible Persons

**Responsible Minister** – Hon. Bronwyn Pyke

**Board Members:** The names of persons who were board members at any time during the financial year are:

Mr. Paul Trowbridge - President	Ms Vicki Fraser (to 6 February 2002)
Mrs. Carmel Benjamin (to 31 October 2001)	Ms. Linda Martin - Vice President
Mr. Bruce Morley - Treasurer	Dr. Campbell Paul - Vice President
Ms. Dale Fisher	Mr. Fred Verschuren (to 30 June 2002)
Dr. Gaye Ochiltree (to 31 October 2001)	Ms. Elizabeth Johnson
Ms. June McLoughlin	Ms. Pam Ford (from 1 November 2001)
Ms. Carolyn McClean (from 1 November 2001)	

**Accountable Officer** - Ms. Pam Stilling - Chief Executive Officer

The remuneration of the Accountable Officer is reported under "Executive Officer Remuneration"

#### (b) Remuneration of Responsible persons:

Total remuneration received or due or receivable by Responsible Persons

The remuneration of the Accountable Officer who is not a member of the Board is reported under "Executive Officer Remuneration".

	2001/02	2000/01
	Nil	Nil

#### (c) Retirement Benefits of Responsible Persons:

Retirement benefits paid in connection with the retirement of Responsible Persons of the reporting entity amount to:

	2001/02	2000/01
	Nil	Nil

#### (d) Other Transactions of Responsible Persons and their Related Parties:

Related party transactions

	2001/02	2000/01
	Nil	Nil

#### (e) Other Receivables from and Payables to Responsible Persons and their related Parties:

Aggregate amounts payable at balance date

	2001/02	2000/01
	Nil	Nil

#### (f) Amount Attributable to Other Transactions With Responsible Persons and their Related Parties:

Transactions with Responsible Persons and their related parties

	2001/02	2000/01
	Nil	Nil

#### (g) Executive Officer Remuneration:

The number of Executive Officers whose total remuneration (including bonuses) for the year falls within each successive \$10,000 band, commencing at \$100,000.

\$100,000 - \$110,000

Total remuneration for the reporting period for Executive Officers included above, amounted to:

	2001/02	2000/01
	No.	No.
	1	1
	117,079	106,588

### NOTE 16: Remuneration of Auditors

Audit fees paid or payable to the Victorian Auditor-General's Office for audit of the Centre's financial report

Paid as at 30 June 2002

Payable as at 30 June 2002

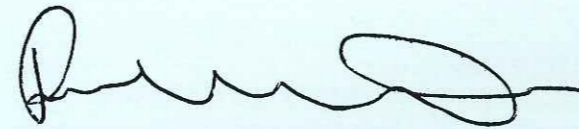
	2001/02	2000/01
	\$	\$
	3,960	4,240
	3,640	3,960

## Certification

In our opinion the Report of Operations and Financial Statements of The Queen Elizabeth Centre comprising a Statement of Financial Performance, Statement of Financial Position, 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 2002 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.



PRESIDENT

Paul Trowbridge



CHIEF EXECUTIVE OFFICER

Pam Stilling

Dated the 9 day of September 2002 at Noble Park



AUDITOR GENERAL  
VICTORIA

*Auditor General's Report*

**To the Members of the Parliament of Victoria, responsible Ministers and the Members  
of the Board of Management of The Queen Elizabeth Centre**

**Audit Scope**

The accompanying financial report of The Queen Elizabeth Centre for the financial year ended 30 June 2002, comprising a statement of financial performance, statement of financial position, statement of cash flows and notes to the financial statements, has been audited. The Members of Board of Management are responsible for the preparation and presentation of the financial report and the information it contains. An independent audit of the financial report has been carried out in order to express an opinion on it to the Members of the Parliament of Victoria, responsible Ministers and the Members of the Board of Management as required by the *Audit Act 1994*.

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


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

**Qualification**

The Queen Elizabeth Centre did not include the assets, liabilities, revenues and expenses of The Queen Elizabeth Centre Foundation in its financial report for the financial year ended 30 June 2002 nor for the financial year ended 30 June 2001. While the Foundation operates independently under the authority of a Trust Deed, the Foundation should have been consolidated within the Centre's financial report in accordance with Australian Accounting Standard AAS 24 Consolidated Financial Reports, as the Centre enjoys the majority of the benefits provided by the Foundation and is ultimately exposed to the majority of the risks of the Foundation. I am unable to quantify the effect of this departure on the Centre's financial report as I have not acted as auditor of the Foundation and its financial report was not available at the date of preparation of this report.

**Qualified Audit Opinion**

In my opinion, except for the matter referred above, the financial report presents fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia and the financial reporting requirements of the *Financial Management Act 1994*, the financial position of The Queen Elizabeth Centre as at 30 June 2002, its financial performance and cash flows for the year then ended.

  
J.W. CAMERON  
Auditor-General

MELBOURNE  
16 September 2002

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150  
Years of Auditing in the Public Interest

## Compliance Index

Compliance Index disclosure requirements

The Annual Report of the entity is prepared in accordance with the Financial Management Act 1994 and the Directions of the Minister for Finance. This index has been prepared to facilitate identification of compliance with statutory disclosure and other requirements.

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