



**THE
QUEEN ELIZABETH
GERIATRIC CENTRE**



Pleasant Home



Midlands House

**1985
ANNUAL
REPORT**



Eyres House

This Report is presented to you

With the Compliments
of the
President, Mr. B. J. Nolan
and

Members of the Board of Management
of
The Queen Elizabeth Geriatric Centre
in Appreciation of your Interest and Support.



C. D. Chester



W. R. Crawford



P. J. Davies



G. R. Eyres



E. J. Gay



W. H. Heinz

The Queen Elizabeth Geriatric Centre

128th Annual Report



QUEEN ELIZABETH
GERIATRIC CENTRE

OFFICE-BEARERS 1984-85

PRESIDENT:

B. J. NOLAN

VICE-PRESIDENTS:

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JUNIOR: C. D. CHESTER

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B. J. Nolan



G. W. Oliver

President's Report

On behalf of the Board of Management it is my pleasant duty to present the 128th Annual Report together with the Audited Statements of Accounts for the year ended 30th June, 1985. The 128th year has seen significant advances made by The Queen Elizabeth Geriatric Centre in restoring services which were so inappropriately cut in 1983. It has also been a year of solid advance towards construction of much needed capital facilities. This restoration of services and the imminent construction of additional facilities will be of considerable benefit to the elderly people in our community. That this progress has been achieved reflects much credit on our staff and I must also thank my fellow Board Members for their support.

Rehabilitation

The George Skerritt Rehabilitation Ward has a proud history of restoring patients who have had the misfortune to suffer strokes or road accidents or limb amputations, back into the community to lead a useful and rewarding life. There are many in our community who are most grateful for the rehabilitation expertise of the George Skerritt Wing including its Day Hospital and we are all very pleased that our Rehabilitation facilities are now once again fully operational. We are looking forward to an expansion of this rehabilitation facility particularly in relation to walking rehabilitation programmes.

Nursing Home Accommodation

Despite effective rehabilitation programmes and considerable home support services, pressure for admission to nursing home beds continues. Tenders have now been received for the renovation and re-opening of thirty-five beds on Ward N3. We look forward to being able to satisfactorily staff the re-opened ward.

Kitchen Development

Last year we reported on the successful opening of stage I of the new kitchen by the Mayor of the City. Documentation has now been completed for the second stage, estimated to cost in excess of \$3,000,000 to be funded wholly by the Government. When this second stage is complete the residents of this Centre and recipients of Meals on Wheels in this city and the surrounding shires will benefit from a first class facility.

Relatives Association

In this year a group of relatives formed an association under the capable leadership of Mrs. Edna Smith. The Relatives Association meets regularly and has provided a valuable link with the management of the Centre.

Capital Works

Construction will begin shortly on the hostel and day centre at Sebastopol which will provide places for sixty-seven hostel residents and a forty place day centre. A new telephone switchboard will

shortly be installed replacing the old PABX which has been causing considerable problems in recent years. New maintenance workshops are nearing completion allowing the demolition of the old workshops in the path of the second stage of the kitchen. The Centre will also shortly acquire a mini computer and introduce computerised systems for medical records and financial management.



Mrs. Violet McNamara celebrated her 90th birthday with a bouquet of flowers from the President of the Board of Management, Mr. B. J. Nolan.

School of Nursing

I am pleased to report that the School of Nursing has re-opened and is currently training a number of enrolled nurses as well as conducting Post Basic Programmes for registered nurses.

Appreciation

The Board of Management was pleased to have dedicated to the memory of the late Miss Olive Conaughton a new Organ which has been placed in our Chapel. Miss Conaughton was a wonderful volunteer who brought music to the residents for many years. Like Miss Conaughton, there are many in the community who in many ways assist The Queen Elizabeth Geriatric Centre. To all of you I say thank you and I look forward to your continued help in the future.

Appeal

1985 being our Appeal Year, the Centre has launched a letter appeal to the community. The appeal is to help finance two major projects which are seen by the Board of Management as being essential. The projects being 'An extension to the Rehabilitation Services Building' and 'Ward renovation and modernisation'. To attract the maximum government grants for the rehabilitation and renovation programmes included in the initial 1985/86 funding programme of the Health Commission of Victoria this Centre must raise at least \$100,000 through the appeal.

I would like to take this opportunity to thank all contributors who have kindly donated monies towards this appeal.

BERNARD NOLAN
President

Manager's Review

In the following paragraphs you will read of the many advances that have been made this year in each of our five Divisions. It has been a rewarding year and also one which promises significant gains in new services and new facilities next year for the aged in our community. I congratulate the five Directors: Mary Campbell, Nursing Services; John Hurley, Medical Services; Peter Prendergast, General Services; Doreen Bauer, Paramedical Services; Pamela Taylor, Welfare Services; and thank their supporting staff. I also record an appreciation of the support by the Regional Director, Ms. Elizabeth Kelly.

General Services Division

The past 12 months have seen many of the initiatives described in last year's Annual Report come to fruition.

The centralised plating and beverage system has been in operation for just on 12 months and in March, 1985 a Patient Meal Satisfaction Survey was conducted which showed that 98% of the residents thought that food was hot enough; 95% found its appearance to be appetising; 80% thought there was enough food variety; 70% thought portions were right, and 80% found the food quality to be satisfactory. The residents were also more than happy with the improved beverage system. Some 99% of the residents surveyed were pleased with the choice of beverages served at morning, afternoon tea and supper and did not believe that changes were considered necessary. The Survey highlighted the need for improved liaison between the Catering Service and the residents. The majority of the residents were unaware that there was provision for them not to be served foods they disliked and many did not know what foods they liked were, in fact, already on the four week menu cycle. This particular problem has been solved by the Health Commission of Victoria approving the appointment of a further 2.50 E.F.T. food monitors.

Planning for the construction of Stage 2 of the kitchen to provide the much needed cooking facilities is well advanced. The construction of the new maintenance workshop and installation of the new boiler systems has been commenced. This has to be completed before the kitchen can proceed. The final documents for this stage of the kitchen are now in the hands of the Health Commission awaiting approval for tendering.

Sewing Rooms in ward areas have been introduced to provide a much more personalised service for the residents. Individual Sewing Room staff are now fully responsible for attending to the personal clothing needs of residents.

The approval by the Health Commission of Victoria for the Centre to purchase an AWA Sequel 6520 micro computer and appropriate C.D.S.A. software was greatly appreciated. A wide variety of systems will be introduced, including computerised patient record systems, financial and stock control systems. The appointment of a systems administrator to oversee the development of the computerisation programme has put this Centre in

the forefront of the geriatric field as far as computer technology is concerned.

The Board of Management was delighted that the Health Commission of Victoria also approved \$385,000 for the renovation of the N3 Ward and this project is due to commence early in the 1985-86 financial year. The renovation will provide improved accommodation for 33 residents in groups of 4 and 5 bed ward areas rather than the large "Florence Nightingale" wards currently in the Centre. It will also provide staff and visitors with improved facilities.



In addition, the Health Commission of Victoria has provided \$94,000 for the installation of a new telephone switchboard which should provide a greatly improved telephone service.

The introduction of a variety of colours into the ward areas was very well received and it is anticipated that this painting programme will be extended to make all ward areas more colourful and homely during 1985/86.

Our gardening staff have continued to landscape areas around the Centre. Particularly, they have maintained the Edwardian style of gardens at Eyres house by planting 300 rose bushes during the year.

Medical Division

This has been another difficult year for the Medical Division. The reduction of long-term care beds is still causing pressure on community services including those day centres which are provided by The Queen Elizabeth Geriatric Centre. With the continued emphasis on maintaining elderly people at home this problem is likely to be exacerbated.

In a similar vein, increasing pressure has been brought on the centre to admit confused, elderly

people. This pressure will increase as the number of Mental Health beds are reduced systematically within the region. The problem is likely to intensify further while State and Commonwealth Governments are indecisive regarding the staffing of hostels for mildly, confused elderly people. The problem of psycho-geriatrics should be debated and a regional policy developed.

On a brighter note, the number of rehabilitation beds re-opened during the year increased to 29. This allowed the return to a near normal situation where the speed of transfer of patients to the George Skerritt Wing following assessment was greatly improved. A rapid transfer of patients to rehabilitation is to the benefit of the patient and to the hospitals within the region. The renovation of the ward has greatly cheered both the patients and the staff.

The Assessment Teams continued to be involved actively in the Region. This is a very satisfying situation. Apart from assessing for nursing home placement in many areas, requests to assess for hostel placement are increasing. This can only be of benefit in the long run. It has been a pleasure to witness the co-operation that has developed between the district hospitals in the region in the management of their elderly patients.

As part of its regional role the Medical Division has developed a formal link with the Aradale Hospital. There is now joint assessment of elderly patients before admission to Aradale is arranged. Thus, there is excellent co-operation between the two teams. Links with Lakeside Hospital are also being strengthened in that a geriatrician now visits the hospital on a weekly basis. This is of great benefit as it complements the psychiatrist's weekly visit to The Queen Elizabeth Geriatric Centre and underlines the co-operation and good relationship that exists between the two institutions.

The Division has taken a greater interest in auditing as a method of improving medical care. Audits are now undertaken on a monthly basis and are debated at medical staff meetings. Regular clinical meetings also continue to occur.

There have been some staff changes over the year. Dr. David Alexander, the visiting Specialist Physician, retired after many years of service to the Centre. His natural charm and expert clinical judgment will be sadly missed. Dr. Patrick Belton, the Consultant Geriatrician, moved to Canberra. We wish him well in his new position. We were, however, fortunate to add Dr. David Douglas to our medical staff. His administrative skills and his work in the Day Hospital have been of great benefit already. Dr. John Hurley, the Medical Superintendent, became a Fellow of the College of Rehabilitation Medicine this year.

Nursing Services

The re-commencement of education programmes in the Nursing Division has been most gratifying. State enrolled nurse training began in May 1985, with eleven students. Eight registered nurses commenced the Post-Basic Geriatric Nursing Course in June. The Victorian Nursing Council approved two new programmes: a Graduate Nurse programme commenced in 1985 and nineteen registered nurses participated in a Refresher Course

to prepare them for re-entry into the work force. All these students have contributed significantly to the nursing care required by the residents.

In-service education programmes have continued to be planned and implemented providing present nursing staff with an opportunity to develop their skills. An increasing number of nurses have participated in external study days and workshops.

During the year considerable progress has been made in the development of evaluation processes. The Nursing "Policy and Procedure Manual" has been updated. A Quality Assurance Committee has been formed to guide the Division in the development of service auditing. Many staff have been involved in these developments and a great deal of enthusiasm has been engendered.

Two of our senior nursing staff returned after completing tertiary studies. Mrs. D. Passalick, Principal Nurse Teacher, obtained her Bachelor of Applied Science (Nursing Education) degree from Lincoln Institute of Applied Sciences. Mr. A. Donnelly successfully completed his Bachelor of Applied Science (Advanced Nursing) degree with the Phillip Institute of Technology. Our congratulations are extended to both these nurses on their outstanding academic achievements.



Nurses graduate from Q.E.G.C.'s first Refresher Course.

Leave was granted to Mrs. C. Hyde to pursue studies toward a Bachelor of Applied Science (Advanced Nursing) degree at Lincoln Institute. Mrs. H. Robinson was also given study leave to gain experience in assessment unit administration in Britain, especially at the Amersham General Hospital.

We were especially proud to see our State Enrolled Nurses embark upon the production of a clinical journal. "Reaction" has been received most positively. It offers staff an opportunity to share their extensive experience as well as encouragement to see that their most important contribution to resident care is both professional and highly valued.

Problems with recruitment have continued during the year. It is small comfort to know that we are not alone in this difficulty since many hospitals in Victoria share the problem. Staff of the Nursing Division are to be commended for their patience during this difficult period.

It has been pleasing to see the active involvement of a wide range of nursing staff in the development of policies and procedures which will improve the standards of service provided to the residents in the care of the Centre.

Paramedical Services

The Paramedical Division successfully retained or recruited a full staff establishment during the year. This was a significant achievement in light of the growing national manpower shortages in many of the paramedical disciplines. However, the increasing demands for services are creating pressures.

During the year additional resources were diverted to the Domiciliary Occupational Therapy service because of increasing demands within the community. Two full-time occupational therapists are kept busy now assisting people with environmental adaptations to facilitate effective functioning at home. Increasing pressure upon hospital and nursing home beds is creating an unprecedented, growing demand for home care services which must be met if people are to remain at home.

A successful Allied Health Assistants training programme was completed in November, 1984 when eight students were presented with their certificates. The contributions of staff from all Divisions to this programme was appreciated.

The Medical Record Department took its first step into computerisation this year when the Health Commission of Victoria instituted P.R.S. through Micromation facilities. Experience with this system has been valuable as a guide for developing the comprehensive computer systems which are planned for 1985/86. The increasing involvement of staff from many disciplines in clinical practice auditing has created a demand for accessible data. The computerisation of medical record information is essential to facilitate this important area of service evaluation.

During the year the Health Commission of Victoria asked The Queen Elizabeth Geriatric Centre to provide a limited physiotherapy service to Lakeside and Aradale Mental Hospitals because many hospitals find it difficult to recruit physiotherapists to solo positions. Funds were provided specifically for this position which commenced in July to Lakeside and November to Aradale.

In June, 1985 Miss Wendy Hubbard, Deputy Chief Physiotherapist, was asked to go to visit the Kanagawa Rehabilitation Centre, Japan, particularly to observe the application of computer technology in walking rehabilitation. To provide the highest level of service we need to advance rapidly into the use of more sophisticated methods such as those developed by the Japanese over the past decade.

The Chief Physiotherapist, Miss Fiona McKinnon has been a traveller also. A year's leave was granted to enable Miss McKinnon to study towards her Masters Degree at University of Alberta, Canada. The recipient of a Rotary International Fellowship, she has studied neurological physiotherapy. We will be pleased to welcome Miss McKinnon back in August, 1985.

The Paramedical Services Division extended its contribution into the community during the year by initiating fitness programmes in the Senior Citizens Clubs of the Greater Ballarat Area. These programmes commenced with a research pilot project conducted by the Recreation Therapist, Miss Diana Gibbs, with the assistance of the Physical Education Department at B.C.A.E. A volunteer leaders' training programme is now being developed to ensure the appropriate continuation of this activity which has proven of considerable significance in improving the fitness of the participants.

Welfare Division

There was increased demand for the Welfare Division's home support and assessment services during the year. This followed the introduction of Medicare early in 1984. Under Medicare guidelines, after 35 days in an acute care hospital patients were classified as nursing home patients and had either to be admitted to a nursing home or discharged home. Because of a shortage of nursing home beds discharge to home was most common. In many instances it was only by the provision of home support services that patients and their relatives were able to cope. Unfortunately, the increased number of new referrals meant that the routine monitoring of the health of long-term clients of the Centre has to be reduced.



In March 1985, insufficient staff forced the Ballarat and District Nursing Society to close their books to patients living in Wendouree and Ballarat North. Two state enrolled nurses were employed by the Centre, after consultation with the Health Commission of Victoria, the Victorian Nursing Council and the Ballarat and District Nursing Service, to attend to patients living in those areas upon discharge from the rehabilitation ward. The nurses were under the supervision of registered nurses from the Welfare Division and there was close liaison with the Ballarat and District Nursing Service. This service was successful and was continued until June 30th when the Ballarat and District Nursing Service were able to employ more staff.



The recently established kitchen plating line now efficiently providing for a fully personalized menu.



The Red Cross lending library provides a wide ranging book service, along with friendly assistance, directly to the residents.

The appointment of Miss Martine Fazande in March was an important milestone for the Welfare Division. Miss Fazande is the first social worker to be employed by the Centre. Miss Fazande is developing a much needed counselling service to residents and their families within the Nursing Home and community.

During the year the Welfare Division continued to expand its home support services. Due to an increase in operating costs it was necessary to increase the fees for home support services by 10%. Fifty-five persons now receive the Emergency Call Service and four of these live in country areas. A community awareness program on BTV 6 ensured that information about this service was widely disseminated. It is envisaged that, in the future, more and more elderly persons living in isolated areas will take advantage of the Emergency Call Service.

A further donation of \$600 was received from the Rotary Club of Ballarat South towards the purchase of new equipment for the Emergency Call Service.

An important aspect of welfare work is the provision of information on services to aged and disabled people throughout the Central Highlands Region. The registered nurses and social worker work closely with general practitioners and other

agencies to provide such people with the best possible care. They are involved with support groups such as the Alzheimers Disease and Related Disorders Support Group (A.D.A.R.D.S). The Director of Welfare is the contact person in Ballarat for the Multiple Sclerosis Society of Victoria. The Stomal Therapist continues to give valuable advice and practical assistance to stoma patients. A member of the Regional Assessment Team assesses patients for admission to most nursing homes and hostels in the Central Highlands Region. The Welfare assistants deliver home support services, such as the provision of laundry, frozen meals and assist with operating the Emergency Call Service. The assistance given by Secretarial Staff has been integral to the effective management of the Welfare Division. They play a vital role maintaining communication between the Division, residents and the community.

The Welfare Division provided field experience to students from the Preston Institute of Technology, the School of Mines, Ballarat, student teachers from the Ballarat College of Advanced Education, and students undertaking the post-basic course at the Centre. Lectures were also given to students at other Ballarat hospitals and nursing homes and in community awareness programmes run by country hospitals.

Ex Employees' Association

The initial meeting to form an Ex-Employees' Association was held on August 14th, 1973. To be eligible to become a member a person must be an ex-employee or an employee with 10 years of service.

Reunions are held once a year on the last Saturday in October and invitations are forwarded to all eligible people.

Since its inception the Association has

undertaken small scale fund raising which has resulted in a total of \$4,500. Each year a specified amount has been donated to the Centre. This year it has been decided to use the money for a gift. A decision as to what it shall be will probably be made at the August Meeting of the Ex-Employees' Association.

Meetings are held on the 4th Monday in each month in the F.G. Hook Centre at 7.30 p.m.



Up-Down-In-Out-Stretch-Relax

THE STORY OF TWO FITNESS PROGRAMMES

Everyone needs opportunities for recreation, relaxation and play. A well-balanced life-style depends upon an adequate blend of work and recreation. Increasingly we are becoming aware of the need to ensure that all people have access to a variety of recreation programmes if they are to develop and maintain optimal physical and mental fitness. During 1985 The Queen Elizabeth Geriatric Centre undertook two projects designed to meet the fitness needs of two particular groups of people.

Senior Citizen Classes

A group of twenty-five people representing a number of Senior Citizen Clubs participated in a ten-week pilot exercise programme. The group helped establish most clearly the potential for such programmes within the health and recreation services of the community. As a result of this project five Senior Citizen Clubs have introduced fitness classes to their activity programmes. One Club has had a similar class for a number of years but it has learned from the project and is developing its programme accordingly.

While the project was initiated by staff of the The Queen Elizabeth Geriatric Centre a steering committee to oversee developments was considered essential. Representatives from the Ballarat College of Advanced Education (Physical Education Department), the Ballarat City Council staff, the Department of Sport and Recreation, and the Paramedical Division combined to bring a broad range of skills and talents to the committee. Key members, Diana Gibbs, the Centre's Recreation Therapist, and Adrian Robb, then Social Worker with the Ballarat City Council, liaised with the Senior Citizens Clubs.

The pilot project had several basic aims.

1. To demonstrate to the participants that their fitness levels could be improved.
2. To encourage others to join fitness programmes which are fun as well as beneficial.
3. To establish standards for ongoing programmes.
4. To establish the qualification needs of class leaders.
5. To gauge the potential for such programmes in the Greater Ballarat Area.

Twenty-five people, aged 55 to 84 years, participated in the pilot project. Classes were held three times a week for ten weeks. Assessment sessions were conducted before and after the ten-weeks. A wide range of parameters were measured to facilitate a comprehensive analysis of the effects of the programme. All participants were required to obtain the endorsement of their general medical practitioner before being accepted. Nineteen of the twenty-five people had an almost 100% attendance record. They are the subjects of the project report.

The class leader was Diana Gibbs, a physical education graduate with experience in geriatric programmes. She was assisted by physiotherapists and allied health assistants, particularly Ricky

Hilton. Over the ten weeks the activity gradually progressed from twenty minutes of gentle walking and exercise to forty-five minutes of quite intensive activity. Progress was dependent upon careful monitoring of pulse-rates.



The project report is quite an amazing document. All parameters measured showed significant differences between the pre-test and post-test results. Flexibility of hips and ankles improved dramatically. Participants reported improved sleeping patterns. Blood pressure measurements decreased for all participants. This led to the reduction or cessation of medication. Everyone found that balance and co-ordination had improved substantially. Of equal importance were the social results — the fun, the friendship and the self-satisfaction.

Programmes have now been established in six Senior Citizen Clubs — Ballarat City, Ballarat North, Ballarat South, Brown Hill, Buninyong and Wendouree. At present they are conducted once a week by staff from The Queen Elizabeth Geriatric Centre. Students from the Physical Education Department of the Ballarat College of Advanced Education participate as their classes permit. Plans are now underway to conduct an accredited leader training programme under the auspices of Vic Sport. It is anticipated that some members of the groups, as well as other interested people, will be trained to provide the leadership resource for the various programmes.

This has been an exciting development in Ballarat. The nineteen very special women and men who demonstrated great commitment to the pilot project have made a most important contribution to the development of community health services.

A Welcome Break in Routine Work

The introduction of new work schedules and systems was an integral part of the opening Stage 1 of the new Kitchen. Centralised meal plating, beverage and dishwashing services were commenced in 1984. Some ninety staff are involved

in the various shifts required to provide these services.

Although the benefits of the new system are overwhelmingly positive for the residents a number of small problems in the systems have been identified, problems which have created difficulties for the staff. One of these problems relates to the necessary repetition of movement patterns over a period of sixty to ninety minutes. While speed is not a significant factor in the repetitions there was an increase in the incidence of complaints of aches and pains, especially the neck, shoulders and upper back.

Following discussions with staff from the Paramedical Services Division the supervisor, Elaine Lazarus, decided to experiment with a five-minute mid-shift exercise break. The recreation therapist, Diana Gibbs, planned and developed a series of rhythmic exercises to music, exercises which were aimed at relaxation rather than aerobic fitness. Because it was not possible to assess all participants and because the range of ages and fitness levels varied considerably Diana stressed the importance of "safe" exercises.

All systems now shut down at 9.40 a.m., 2.40 p.m., and 6.40 p.m. for five minutes. All staff move

quickly to an open space in the kitchen for the class under the leadership of the shift supervisor. Music tapes lasting exactly five minutes are used to control the sessions. A range of suitable exercises have been described in stick-figures on cards to help the supervisor select the programme. Changing the music and exercise sets help to ensure variety. The moment the music ends staff move quickly back to their work positions.

This five-minute break has had important consequences for the staff. All have reported a general sense of satisfaction. Tension in muscles has been reduced and many have indicated that the aches and pains have ceased. The benefits of a short break from the dish-washer noise are difficult to quantify but they are thought to be significant. Without doubt the social break has had important consequences. There has been no diminution of enthusiasm for the class since its inception in March, 1985.

This aspect of staff care will have greater attention in the future as more effective occupational health programmes are developed in all departments. The Plating Line ladies have been important pioneers.



For Those Who Need A Little More Help

Mrs. Mabel Smith (not her real name, of course) found it impossible to cope any longer in her own home despite the help provided by a range of community services. Her children had long moved from Ballarat to establish lives in other communities. Although they cared about their mother she could not contemplate leaving Ballarat to live with them nor would she hear of them disrupting their lives to come home to her. Loneliness and fear compounded a host of small difficulties, all adding up to a daily struggle to manage her independence. So, Mrs. Smith chose to move to a hostel where life could be so much easier.

Hostel accommodation is a vital element in the range of options which must be provided in a comprehensive, community geriatric programme. Some people have need for a level of assistance in managing the detail of their daily lives which cannot be provided adequately in their own homes. Despite the ideals of domiciliary services there comes a time for some people when assisted or supervised accommodation becomes appropriate. Frailty, however, does not mean that the person is ill or dependent, in need of constant nursing and medical attention. A hostel, staffed by people with special qualities (rather than qualifications) may be the best option at this stage.

Within a hostel the resident has a significant level of personal autonomy. Apart from being required to comply with the basic rules applicable to communal living the hostel resident is a free agent. A "home-like" atmosphere is promoted by encouraging residents to choose their own life-style and to bring with them items of personal furniture, bric-a-brac and family photographs for their rooms. Communal dining is required in the hostels but all residents are able to attend to snacks and refreshments as they wish. Staff are available to assist with daily living tasks according to the needs of each person. Those residents who cannot manage their own medications may have their regimes managed by the staff.

All hostel programmes place considerable emphasis on ensuring that the residents enjoy the life-style of their choice, participating as they wish in whatever activities they may desire. Residents are, of course, free to indulge in family and community activities as they wish. Staff of the hostels may facilitate this involvement according to the particular needs or disabilities of each person. A wide range of programmes are available for individuals or groups within the hostels ensuring opportunities for enjoyment, entertainment and personal satisfaction according to the needs of each person.

Each hostel complex is managed by a supervisor who is responsible to the Manager. Co-ordination and advice are provided by the Day Care Unit Manager who acts as an advisor in a day-to-day capacity. The supervisors have direct access to the division directors and all the services of the Centre.

A Hostels' Advisory Committee meets monthly to assist the supervisors with policy and planning matters. The committee, chaired by the Manager, is composed of the three supervisors and the divisional directors.

In 1958 The Queen Elizabeth Geriatric Centre introduced this concept of hostel accommodation into the range of services for frail or disabled elderly people. Over several years the Board of Management had acquired four adjacent houses in Pleasant and Durham Streets. On 22nd June, 1958, the first of the forty-one residents of the Pleasant Homes Complex moved in. To-day there are eighty-seven people living in three hostel complexes. The Sebastopol Hostel will provide a further sixty-seven places when construction is completed in 1987.

Pleasant Homes Complex

The Pleasant Homes Complex began in 1958 with four houses: Pleasant Home, K.S.B. Archer House, John Keith House, and Andrew Fraser House. In 1962 Eureka House was added. The site was developed further in 1963 when twenty-two flats were built with the considerable assistance of the Percy Baxter Trust. In 1984 another house became available for use as an Activity Centre for the residents. Two flats were built in 1983-4 to provide accommodation for the live-in supervisors.

In recent years the careful attention of the Gardening Staff has resulted in a beautiful garden setting. Residents are encouraged to participate in the gardening programme and to use them for outdoor activities, barbeques and relaxing.



Paul Bourke, 4th Year Gardening Apprentice, Eyres House.

In 1983 a number of men were invited to transfer to Fraser House. Initially, it was thought that the men would need extra assistance, especially with their household chores. Happily, they have proved the sceptics incorrect. After a few lessons and lots of laughter, they have established their abilities on the domestic scene. While there have been some men living in the flats since their opening this move to have men in the hostel has been a most welcome step forward.

Eyres House

Visitors to Eyres House are always envious of the ladies who live there. A magnificent Edwardian mansion, Eyres House became a hostel in 1962. Today sixteen ladies are accommodated in shared rooms. Eleven Percy Baxter Flats were constructed on the periphery of the property in 1964.

A striking feature of Eyres House is the garden, especially the large walled-garden with its espaliered fruit trees. During 1985 some 300 roses have been planted to enhance the Edwardian landscape. The ladies are all active participants in the projects. Their pride is clear when they tour friends and visitors.

The Eyres House residents are involved in a wide variety of programmes in the community, the hostel and in other areas of the Centre. Excursions are an important feature of life for many of them. During 1984-85 they had monthly day-outings as well as holidays to Canberra, Eden, and Mildura. Hobbies are encouraged with the assistance of a craft instructor and volunteers. An annual Garden Party in October is an important event for which the ladies prepare all the year.

Midlands House

Midlands House opened in 1980. It was the first purpose-built hostel and provides a high standard

of single-room accommodation. The thirty-four residents share some facilities with an active Day Centre. Being next-door to a small shopping centre and near a high school have been important assets for this hostel.

The Ballarat North Technical School has taken a positive interest in Midlands House since its opening. Approximately twenty students, at any given time, are involved in a variety of work experience programmes. The relationships which have developed have been highly valued both for the residents and the students.

True to its history, Midlands House is noted for its fine lawn bowling facilities. The Queen Elizabeth Geriatric Centre Bowling Club enjoys a large and active membership from all areas of the Centre, the Day Centre and nearby independent living complexes — Midlands Terrace and the Masonic Homes units. Members of the Bowling Club participate in competitions throughout the season. As well, they enjoy visits to and from other clubs in the region. Presentation night each May is an important event in the social calendar.

Midlands House boasts extensive, delightful gardens. Residents are encouraged to use and enjoy them. A pleasant barbeque area is well used by groups, especially family visitors.

The association of Midlands House with Midlands Day Centre has been a very positive development. Residents who wish to are able to participate in the extensive range of day centre activities. The communal dining-room facilitates inter-action between the two groups during the mid-day meal.

In 1985 arrangements were made for Midlands House residents to participate in a weekly swimming programme. This has proved a popular, beneficial and most enjoyable event for the participants. It typifies the commitment of staff to ensuring that residents are able to lead a normal life despite their frailty or disabilities.

Central Highlands Linen Service

During its sixth year of operations the Central Highlands Linen Service continued implementing the programme of maintaining and upgrading equipment and facilities in line with the latest advancements in technology. A 180 kg 'Washex' fully automated washer extraction, a water filtering plant and a large 'International' truck with 'Brimarco' van body were procured, all of which are operating successfully.

To eliminate congestion problems in the despatch area and to provide garaging for three

trucks a truck port and despatch dock extension were constructed. This has resulted in improved work flow procedures and truck housing.

The Avoca and District Bush Nursing Hospital and Loreto Nursing Home joined the Service during the year bringing the total number of participants to 23.

Production again ran close to the plant's maximum capacity. The fiscal year's output was 2,252,114 kg, at an average of 43,310 kg per week.

The Year In Picture



A Direct Road to Understanding

In recent years many organisations have adopted the principle of employee participation in the management process. A wide variety of options are available from which to choose the most appropriate methods for the particular organisation. One of the options chosen by the Board of Management of The Queen Elizabeth Geriatric Centre has been the concept of advisory committees for each of the five divisions.

Generally each committee consists of:

- two members of the Board of Management, one of whom is Chairman.
- the Division Director.
- senior Division staff, as appropriate.
- the Manager.
- the Medical Superintendent where clinical services are provided by the Division.

The advisory committees meet regularly to discuss matters of policy affecting the provision of services by the division. The committees are

3. The division director and staff have the opportunity of receiving counsel directly from their Board members who often bring a different but vital perspective to an issue.

The evolution of the advisory committees has been a significant step in the development of employee participation in the management of the organisation. Because each division has its own advisory committee there is equal access to the Board of Management. This is, of course, important in an organisation which has so many staff groups, many of which are quite small. Without this opportunity the small voices may not have a chance to be heard.

Because of these division advisory committees it was decided in 1984 to establish another committee for Personnel Services. The development of this essential staff-service department in The Queen Elizabeth Geriatric Centre has been rapid in recent years. The responsibilities of the department



Nursing Advisory Committee

advisory only, and have no executive authority or function. However, the committees play an important role in several major areas.

1. Through reports and direct discussion there is a better understanding of matters of concern to the director and staff of the division. Problems and plans, ideas and innovations can be shared directly. The Board of Management representatives and the manager have the opportunity to present relevant information which has a bearing on the matter. Because the division director is responsible for the agendas he or she is able to ensure that the items of concern receive an appropriate hearing.
2. The committees may formulate recommendations to the Board of Management for action. Since the committees report directly to the Board there are no barriers to these recommendations being presented.

in staff recruitment, staff development, and in industrial relations are significant and complex. The establishment of an advisory committee specifically for this department has been a most fruitful step.

A review of the minutes and reports of the various advisory committees clearly indicate the value and significance of this avenue of communication within The Queen Elizabeth Geriatric Centre.

Footnote:

The five divisions within The Queen Elizabeth Geriatric Centre are:

- General Services.
- Medical Services.
- Nursing Services.
- Paramedical Services.
- Welfare Services.

The Relatives' Association — A Vital Voice

Without question, the most important people in the lives of most of our residents are their relatives. Being able to remain part of the family unit is a most precious thing. The Queen Elizabeth Geriatric Centre attempts to foster these relationships by encouraging visiting, by welcoming active participation in the residents life, and, whenever possible, facilitating the resident's attendance at family events. Relatives, especially those who spend considerable time in the Centre, have much to contribute to the care of the residents. However, without a formal structure to assist various relatives to inter-act with each other there is a tendency for them to remain isolated.

In 1984 after considerable discussion with a number of relatives and staff, the Board of Management decided to promote the formation of a Relatives' Association. An inaugural meeting was held on August, 15th, 1984. The wisdom of that move has been demonstrated clearly since that date.

The Relatives' Association meets formally once a month at lunch-time. The meeting provides the members with an opportunity to fulfil a number of aims.

- To enable members to share a social event and the consequent mutual support such an event promotes.
- To arrange, according to the wishes of the members, guest-speakers who may assist with information and education.
- To furnish staff with the means of gaining the advice and counsel of people with a very special interest in the Centre.
- To enable members to share concerns, especially problems they have identified, in a positive, non-threatening atmosphere.

Because of the importance of the Relatives Association in the life of the Centre the Board of Management decided that a Board member should attend each meeting to ensure a direct channel of communication. While all division directors and

senior staff are available to participate at the request of the members, the Association suggested that the Director of Nursing should attend meetings regularly so that many matters could be dealt with directly and immediately.

The activity of the Relatives' Association may be illustrated by their concern which arose from changes in the meal distribution system. With the introduction of the centralised plating, beverage service and dishwashing in 1984, many relatives experienced or observed problems. The Catering Manager and the Director of Nursing met with the Association to describe in detail the new system, the staffing patterns and altered staff responsibilities. With a clearer understanding of the changes the members of the Association were able to identify problems more precisely. Explanations were given and discussed for areas which could not be adapted readily. Aspects which could be improved were modified promptly. Everyone, relatives and staff, gained from the process. Most importantly though, the residents have a more effective service because of the frank discussion.

The significance of the Relatives' Association in the life of The Queen Elizabeth Geriatric Centre is growing rapidly. The warm and caring relationships the members have developed with each other are most apparent. Being able to share similar experiences; to realize that there are others in the same situation; and to be able to do something about problems are all important and satisfying. The residents, the Board of Management and the staff are in the debt of the foundation members of the Relatives' Association.

Footnote

It is important to note that the Relatives' Association is not, in any way, a fund-raising auxiliary.

Interested people should contact Monica Hazledine, Public Relations Officer.





This proudly displayed work is the result of just one of the many activities conducted at Pleasant Home.



Residents and staff enjoy each other's company during an entertaining dinner party.

Ladies' Auxiliary

I have the honour of presenting to you the 63rd Annual Report covering the activities of the auxiliary for the past twelve months.

The President, Mrs. Jean Najim, has had a very successful year in office. She has been a dedicated leader and all members have been very supportive of her.

One new member was added this year. It is with much regret that we record the passing of Edna Cassells. Edna had been a valued member for 25 years. We also pay tribute to a former member, Mrs. Elaine Richards, who was President four times and Secretary for five years. Both of these ladies will be long remembered for their excellent work.

Members, although depleting, are very dedicated to all residents of the Centre. This is reflected in the number of functions held throughout the year, many of which take place in their homes.

The Board of Management honoured the Ladies Auxiliary by giving a Life Governor Certificate to Mrs. Dorothy Lewis.

Christmas Tree

The Annual Christmas Tree, held in Lederman Hall, was once again very successful. Members worked hard to ensure that residents had an enjoyable evening. Residents received gifts of shortbread, powder and sweets. Gifts were also

delivered to Midlands and Pleasant Home for the people who were unable to attend the concert.

The President of the Board of Management, Mr. Nolan, the Director of Nursing, Mrs. Campbell and Auxiliary President, Mrs. Najim, visited all wards to wish each person a Happy Christmas. Many thanks to the Father Christmas' who delivered the gifts with the assistance of the Auxiliary ladies. A sincere thank you is also extended to the people who assisted in making this occasion such an outstanding success.

Annual Picnic

The change of venue for the Annual Picnic this year proved to be a success. By using Lederman Hall, it enabled many more residents to attend. Buses were provided for residents to enjoy a pleasant drive around the city after partaking of an enjoyable luncheon.

Easter Eggs

Members distributed Easter Eggs to all residents of the Centre and Hostels.

Mothers' Day Posies

Each year members enjoy this very pleasant task of making and distributing posies, along with a tin of powder, to each lady.



The Ladies' Auxiliary presenting wheelchairs to the Centre.

Fathers' Day

To celebrate Fathers' Day members deliver sweets to all men.

This is a short resume of the many activities carried out by the Ladies Auxiliary during the year. In conclusion I extend a sincere 'thank you' to the President, Mrs. Jean Najim for her sincerity and co-operation at all times, to Mrs. Olive Eggleton, our Treasurer, whose friendship I value and to Mrs. Dorothy Lewis, Assistant Treasurer.

Thank you also to Mrs. Ruth Barclay, for 2½ years of valuable assistance, Mrs. Goodall for conducting euchre parties, Mrs. Marks and Mrs. Barnett for their guidance and work for our stalls, to Mrs. Carvosso for her help and all members who have contributed so greatly.

Special thanks is extended to the Courier, Sturt Lodge, Mrs. Hammel and Nell Pring for their generous assistance.

On behalf of members of the Auxiliary, I sincerely thank the Manager, Mr. J. Walter, Assistant Manager, Mr. P. Prendergast, Director of Nursing, Mrs. M. Campbell and the large number of staff who encourage and support us.

BERNEICE I. FERGUSON
Honorary Secretary.

JEAN NAJIM
President.

PRESIDENT'S ADDENDUM

Thank you for the opportunity of serving a year as your President. To Mrs. B. Ferguson, Secretary, for her full support and untiring work. Also Mrs. R. Barclay, Assistant Secretary. To Mrs. O. Eggleton for her efficient work as Treasurer, aided by Mrs. D. Lewis and the help given by Mrs. C. Goodall in conducting the card afternoons.

To the Board of Management and staff, my sincere thanks for the co-operation received. Also the Director of Nursing, Mrs. M. Campbell, for her attendance at our meetings and help given at our functions.

My congratulations to our incoming President, Mrs. D. Lewis. I trust she will have the same full support of all members. I have had a most enjoyable year, and once again my sincere thanks to all who assisted in any way.

LADIES' AUXILIARY

THE QUEEN ELIZABETH GERIATRIC CENTRE

Statement of Receipts and Payments for period 1.6.84 to 31.5.85

RECEIPTS	
Balance Brought Forward 1.6.84	\$3,738.02
Functions	
Coffee Party (Sept. 84)	458.90
Fete	1,419.65
Street Stall	333.30
Xmas Treat Donations	107.70
Coffee Party (Feb. 85)	439.05
Fashion Parade	577.55
Monthly Card Parties	158.90
Monthly Hoi Parties	131.81
Monthly Meetings	44.61
Microwave Demonstration	46.00
Sale of Goods	64.55
Special Efforts	
Doll Raffle	240.90
Easter Bunny	213.56
Other Receipts	
General Donations	67.50
Subscriptions	19.00
Cheque Account Interest	51.01
Term Deposit Interest	172.66
	<u>\$8,284.67</u>

PAYMENTS	
Treats	
Annual Picnic	86.00
Easter Eggs	379.04
Christmas Treat	1,034.13
Fathers Day	126.40
Mothers Day	330.00
Other Expenditure	
Petty Cash, Gifts, Flowers and Bereavements	140.35
Advertising	64.58
Organ Memorial (Olive Connaughton)	200.00
Function Expenses	381.10
B.A.D.T.	3.35
Balance carried forward 31.5.85	5,539.72
	<u>\$8,284.67</u>

Statement of Assets	
S.S.B. Cheque Account No. 765-7450-5225	1,539.72
S.S.B. Term Deposit No. 940412 (Due 7.8.85)	2,000.00
S.S.B. Term Deposit No. 066258 (Due 4.12.85)	2,000.00
	<u>\$5,539.72</u>

AUDITORS REPORT

I report that I have audited the books of the Ladies Auxiliary of The Queen Elizabeth Geriatric Centre for the year ended 31st May, 1985.

In my opinion the Statement of Receipts and Payments of the Auxiliary for the year ended 31st May, 1985 has been properly drawn up so as to give a true and fair view of the Auxiliary's affairs at the 31st May, 1985 and of the results of its activities for the year ended on that date.

Records examined by me have, in my opinion, been properly maintained.

11.6.85

G. N. PULLEN
A.A.S.A. C.P.A. (CMA)

Estate and Charitable Trusts

Following is a list of amounts received from Estates and from Charitable Trusts including legacies, bequests and distributions of capital and income:

ADAMS, George	500.00
ALCORN, C. per Cuthberts	12,398.40
ANSTIS, M. A. per Evans & Metcalfe	1,181.99
ARMOUR, Annie	1,716.71
ATKINS, Linda per S.E.C.	244.00
BASAN, E.T.A. Charitable Trust per Union Fidelity	1,000.00
BAXTER, Percy Charitable Trust per Perpetual Executors	2,000.00
BELL Charitable Trust	3,000.00
BRETT, R.C., per Whyte, Just & More	51.18
BURROW, W.H. per Heinz & Gordon	134.18
CHAPMAN, Daisy per J. Curwen Walker & Co.	94,885.50
COLLIER Charitable Fund	1,000.00
DODDS, E.J.A. per Union Fidelity Trustee Co.	14,766.87
DODDS, J.C. per Union Fidelity Trustee Co.	2,000.00
DRISCOLL, E.R. per Union Fidelity Trustee Co.	1,892.19
FLEMING, J.W. per Perpetual Executors & Trustees Association	5157.54
FOULKES, William C. per R. W. Foulkes	100.00
GRAYLING, J. per Union Fidelity Trustee Co.	37.46
GUNN, Thomas	684.91
GUTHRIE, T. E. per Cuthberts	500.00
GWYNN, T per R. G. Dobson & Co.	17,671.44
HAMILTON, Gertrude E. per A.N.Z. Executors & Trustee Co. Ltd	768.11
HAYDEN, J.G. per Heinz & Gordon	953.84
HECHT, H. & L. Trust	2,000.00
HENDERSON, Eliza per R. G. Dobson	3,819.15
MORRISON, M. per Cuthberts	28,016.40
MOSS, Delphine per Herring & Bathurst	100.00
McKENZIE, E.M. per Heinz & Gordon	200.00
OPIE, E. A. per Union Fidelity Trustee Co.	710.91
ORBELL, E. P. per A.N.Z. Executors & Trustee Co. Ltd.	3,700.00
PETHARD TARAX CHARITABLE FUND	400.00
SARTAIN, Alice M. per Heinz & Gordon	30,715.59
THOMAS, Joseph	127.00
TREADWELL, E. E. per Miss Sampson	250.00
WHITE, Hilton Bequest	5,000.00
WHITE, Joe, Bequest	3,000.00
WILKINSON, Miss M. I. per Perpetual Executors & Trustees Association	1,019.81
WILSON, L. J. per Union Fidelity Trustee Co	12,903.46
WILSON, S. M. Charitable Trust per Heinz & Gordon	1,000.00
	<u>\$255,606.44</u>

Contributions

Adair, Mrs. E.M.B. \$50; Alsteel Constructions \$144; "Anonymous" \$10; "Anonymous" \$25,000; "Anonymous" \$100; "Anonymous" \$2.50; "Anonymous" \$40.18; "Anonymous" \$30.35; Artz, Mr. B. \$20.

Baker, Dr. B. A. \$20; Ballarat Brewing Co. \$500; Ballarat Choral Society \$20; Ballarat Highland Dancing Group \$25; Ballarat Meals on Wheels Committee \$7,500; Ballarat Modern Dairy \$100; Ballarat Scotia Club \$60; Ballarat Travellers Club \$125; Barron, Mrs. \$10; Bartop, Mr. B. \$20; Bates, Miss A. P. \$20; Black, T. & McBain, Miss M. \$2,057; Beacham, Miss I. \$20; Bedggood, Mrs J. \$1; Beirne, Miss S. \$5; Bergin, Mr. D. \$10; Berryman, Miss M. \$50; Blackam, Miss \$20; Blair, Mr. C. \$20; Bodey, Mrs. M. O. \$20; Borlace, Mrs. H. D. \$10; Borella, Miss P. \$5; Bourne, Mrs. S. \$10; Brett, Mrs. A. V. \$40; Broadbent, Mr. C. W. \$100; Brown, Mr. H. \$10; Brown, Mrs. I. \$15; Brudenall, Mrs. E. \$20; Brusachi, Mr. J. \$10; Busch, Mrs. V. \$20.

Casey, Mr. D. J. \$100; Casey, Mr. J. \$20; Casley, Dr. M. J. \$10; Christian Women Fellowship Church of Christ \$10; Christie, Mrs. G. C. \$10; Christopherson, Mr. A. \$25; Combe, Miss E. \$100; Conroy, Mr. D. \$25; Costello, Mr. A. D. \$500; Coventry, Mr. J. H. \$20; Cox, Mr. W. T. \$20; Cotton, Miss H. A. L. \$25; Corner, Mrs. L. G. \$25; Craig, Mrs. B. A. \$10; Crawford, Mrs. A. R. \$100; Crawford, Mr. A. R. \$100; Crouch, Mr. N. A. \$20; Currie, Mrs. E. \$20; Cutter, Mr. G. B. \$100; Cutter, Gardiner & Wilson, \$40.

Daly, Mrs. D. \$100; Dawson, Mr. E. E. \$50; Doult, S. H. & L. K. \$250; Dridan, Mr. R. F. \$10; Dunbar, Mrs. E. J. \$20; Dunbar, Mr. I. A. \$50; Durant, Mrs. L. E. \$10.

Elliot, Miss B. \$50; Ellis, Mrs. I. M. \$50; Elmer, Mrs. E. \$20; Evans, Miss D. A. \$50; Evans & Metcalfe, \$10; Eyres Brothers, \$50.

Fairhurst, Mrs. K. \$150; Faulkner, Mrs. \$20; Ferguson, Mrs. M. \$3000; Fletcher Jones & Staff Pty. Ltd. \$86; Mesdames Forbes, V. & Gear, J. \$1000; Fuhrmeister, Mrs. E. \$30.

Galloway, Mrs. K. M. \$200; Geary, Mrs. H. K. \$10; George, Mrs. I. P. \$20; Gibb, Miss D. \$2; Gilbert, Mr. G. A. \$33.60; Gilmer, Miss E. \$10; Gleeson, Mr. M. \$200; Granland, Miss M. \$70; Greenbank, Mr. L. \$50; Gribble, Mrs. I. \$20; Griffiths, Mr. M. C. \$10; Griffioen, Mr. P. \$50; Gunn, Mr. L. M. \$3600.

Haddon Social Club, \$25; Hamilton, Miss H. \$450; Hardie, Mrs. D. M. \$20; Handley, Mr. & Mrs. C. \$50; Hayes, Mr. D. \$100; Heinz & Gordon, \$30; Hepburn, Mrs. E. \$100; Hill, Mr. A. \$320; Hobson, S. E. (Aust) P. L. \$25; Hoskin, J. A & Son, \$25; Howe, Mr. D. \$20; Howlett, Mrs. P. \$10.

Irwin, Mr. W. \$25.

Jenkin, Mrs. A.L. \$3.57; John, M. B. Charitable fund \$250; Jones, Mr. C. W. \$25.

King, Dr. J. \$100; Kirsch, Mrs. J. \$20.

Labbett, Mrs. V. \$20; Larsen-Disney, Dr. \$20; Latvian Club, \$10; Lawrie, Mrs. D. \$50; Leemon, Mr. J. \$10; Leishman, Mrs. I. M. \$10; Lewis, Mr. A. \$20; Lexton C.W.A. \$10; Lowe, Mrs. E. E. \$20,000; Luckman, Mrs. H. \$10.

McBain, Mrs. M. \$20; McCrimmon, Mrs. B. M. \$10.

Matheson, Mr. J. J. \$250; Mathews, Mrs. M. \$20; Mildenhall, Mr. A. \$20; Mildren, Mr. J. \$50; Milk Processors Pty. Ltd., \$30; Mollison, Mr. H. R. \$25; Morrow, Miss R. \$100; M.U.I.O.O.F. \$40; Murray, Mrs. M. \$50.

Nicholls, Mrs. \$25; Nicholson, Lady. \$10; Nicholson, Miss F. \$500; Nicholson, Mr. P. C. \$100; Nixon, Mr. J. A. \$5.

Oliver, Mr. G. W. \$80.

Parker, Mrs. O. \$100; Patching, Mr. I. H. \$100; Peers, Mrs. M. R. \$20; Petch, Mr. F.N.M. \$20; Phillips, Miss S. M. \$400; Pritchard, Mrs. E. \$4.

Q.E.G.C. Ex-Employees \$200; Q.E.G.C. Ladies Auxiliary, \$200.

Ransom, Miss M. I. \$77.85; Reading, Mrs. E. \$25; Red Cross Creswick, \$30; Reid, Miss J. M. \$30; Renshaw, Miss A. M. \$10; Richards, Mr. A. H. \$100; Richardson, Mr. R. C. \$100; Ritchie, Mrs. J. \$25; Robothom, Mr. \$22; Ross, Mr. & Mrs. R. \$5; Rotary Club of Ballarat South \$600; Rowlands, Mr. R. J. \$30; Royal Scottish Country Dance Society, \$50.

Salvation Army \$10; Scholes, Miss E. \$5; Schonnell, Mr. D. \$100; Scotney, Mr. T. H. \$20; Shalley, Miss \$50; Slade, Mr. C. \$5; Stoneman Foundation, \$100.

Thomas, Miss E. \$20; Thomas Jewellers (Aust) Pty. Ltd. \$50; Timmings, Mr. R. D. \$100; Titheridge & Growcott, \$50; Todd, Mr. J. \$50; Tolliday, Mrs. V. \$100; Tozer, Mr. G. \$10.

Veal, Miss L. \$2,000; Vintage & Classic Car Club, \$50.

Walsh, Mrs. E. \$20; Walter, Mr. J. E. \$110; Walton, Mr. J. G. \$40; Whykes, Mr. E. \$50; Wilson, Mr. I. \$10; Wright, Mr. \$10.

Life Governors

Abraham, J. L.
Adair, Mrs. E.
Alnley, M.
Allan, J. V.
Anderson, D. J.
Anderson, E. H.
Anderson, Mrs. L.
Andrewartha, J.
Anstis, Mrs. D.
Armstrong, C.
Armstrong, Mrs. J.
Austin, Mrs. E.

Bailey, L. H.
Bailey, Miss C.
Bailey, G.
Bailey, W.
Barlow, Mrs. H.
Barnett, Miss A.
Batchelor, K.
Baxter, Mrs. H. G.
Beames, M. G.
Bell, A.
Bevan, J. T.
Black, Mrs. J.
Blackmore, Cr. C. W.
Blair, C.
Boadle, N.
Borella, Miss P.
Bourke, F.
Bourne, Miss S. M.
Brady, Miss J. M.
Brewer, T.
Bride, M. A.
Brookman, Miss C.
Brophy, Mrs. L.
Brown, B.
Brown, H. H.
Brown, Mrs. R. M.
Brumby, Miss J.
Burt, D.
Byrne, T. E.

Cadbury, A. H.
Caligari, P.
Callinan, L. P.
Carter, J.
Cartledge, N.
Carvosso, Mrs. K. M.
Casey, D. J.
Casley, J.
Cassells, Mrs. W.
Catherall, Mrs. V. M.
Chambers, T.
Chambers, Mrs. W.
Charles, Mrs. M.
Chester, C. D.
Chisholm, Mr. J. A.
Christophersen, F. A.
Clark, K.
Clark, Mrs. M.
Clark, Mrs. M.
Clark, Miss M.
Clayton, K. A.
Clifford, T. W.
Cochran, Miss G.
Cochran, H. C.
Cochrane, Mr. D.
Cohen, Sir Edward
Combe, Mrs. E.
Condon, Miss C.
Conroy, D.
Conroy, Miss E.
Corner, L. G.
Cousins, Mrs. L.
Cowen, W.
Coxall, Mrs. S.
Craig, Mrs. B.
Crawford, A. R.
Crawford, J. G.
Crawford, J. E.
Crocker, P. E.
Crouch, N. A.
Cruikshank, G. L.
Cummins, Miss M.
Cutter, G. B.

Dale, A.
D'Arcy, B.
Davies, Mrs. E.
Davis, Mrs. F.
Davis, Mrs. M.
Dawson, E. E.
Dellaca, Mrs. J. A.
Dellar, C. E.
Dickins, S. E. Pty. Ltd.
Dillon, Mrs. M.
Dodgshun, K. R.
Donald, Miss C.
Donovan, F. W.
Donovan, Miss M.
Doubt, Mrs. L. K.
Dow, P. P.
Dowd, Mrs. J.
Dowler, Miss J.
Drew, M. G.
Dunn, L. G.
Dunstan, Miss M.
Dunstan, W.
Duxon, E. J.
Dyson, R. F.

Edmonds, Mrs. E. C.
Edwards, R. W.
Eggleton, Mrs. O.
Elford, D.
Elliott, Miss D.
Everett, Mrs. H.
Eyckens, R. D.
Eyres, G. R.

Farquhar, Miss D.
Ferguson, Mrs. E. J.
Ferguson, J. T.
Ferguson, Mrs. M.
Fisken, Miss R.
Fletcher Jones
Organization
Flint, Miss L.
Forbes, W. B.
Foreman, R. J.
Foulkes, R.
Fowkes, D.
Fox, Mrs. F.
Foy, Mrs. R.
Foyster, A. J.
Fraser, A. C.
Fraser, A. P.
Fraser, Mrs. J.
Fry, T. G.
Fryer, B.

Gale, F. C.
Gangell, R.
Gardiner, D. H.
Gay, E. J.
George, Miss M.
Gibson, R.
Gladman, W. H.
Glass, H.
Gooch, Mrs. A. M.
Goodall, Mrs. C.
Gordon, Mr. & Mrs. G. C.
Gordon, Mr. & Mrs. M. N.
Goujon, H. J.
Graham, A.
Grano, Miss J.
Greenbank, L. J.
Greenbank, S. R.
Guye, A.

Haddon, W.
Haints, Miss M.
Hall, Mrs. G.
Hall, R. D.
Hallawall, Mrs. C.
Hamilton, Miss H. L.
Harris, Miss B.
Harris, J. A.
Harris, M.
Harrison, K.
Hartmanis, Mrs. I.
Harvey, N.
Hatch, H. H.
Hayden, J. N.
Hayes, Mrs. D. A.

Haymes, D. H.
Heinen, A.
Heinz, W. H.
Henderson, Mrs. A.
Henderson, G. H.
Hennebery, J.
Heppburn, Mrs. E.
Hewitt, Miss I.
Hill, A. A.
Hillman, W. J.
Hobson, P. S.
Hocking, B.
Hodder, M.
Holloway, Mrs. E. A.
Holman, G. L.
Hopkinson, G.
Horvath, I.
Howard, W. F.
Howell, E. A.
Hucker, Mrs. M.

Jacobs, Mrs. G. C.
Jackson, R. W.
James, S. E. M.
Jenkins, W. Snr.
John, M. B.
Johns, Miss C.
Jolly, J. H.
Jones, H. F.

Keating, Mrs. C.
Keirl, Miss J.
Kellam, E. A.
Kelly, S. P.
Kennedy, H. O. C.
Kennedy, L.
Kilgour, A. M.
King, K. T.
King, Miss M.
King, Mrs. V.
Knot, J. L.
Kovic, Mrs. N.
Kuiler, T.

Lancaster, J. W.
Larkens, P.
Lawler, Miss V.
Lawn, Mrs. E.
Lawrence, E.
Lawrie, D. A.
Lea, Mrs. I.
Lees, Mrs. D.
Lette, Mrs. E. I.
Lewis, Mrs. D. A.
Lillis, Mrs. E.
Lillingston, Mrs. I. E.
Lloyd, C. P.
Lockhard, W. F.
Lockhart, A. J.
Lonsdale, J.
Lorensini, Miss S.
Lorkin, J. B.
Lowe, Mrs. E. E.
Ludbrook, R.
Lynch, Mrs. K. M.
Lyttle, R.

Mackay, Keith, M.B.E.
Mackay, R. F.
Magee, A.
Maher, M. P.
Manly, W. G.
Marks, Mrs. B.
Martin, A. C.
Martin, H. V.
Matheson, Mrs. J.
Matthews, H. M.
Maxwell, J.
Mee, A. W.
Mellor, Mrs. R.
Messer, W. B.
Metcalfe, K.
Michell, Mrs. E. S.
Michell, N. G.
Middleton, Dr. R. S.
Millar, Miss L.
Miller, F. R.
Mills, A. E.
Mills, Mrs. B.
Mitchell, Miss M.

Molloy, Mrs. F.
Moran, J.
Morley, Mrs. P.
Morris, Miss E.
Morris, H. A.
Morrow, H. F.
Muir, B.
Murray, Mrs. M.
Muller, F. G.
Myles, Miss K.
McArthur, J. C.
McBain, Mrs. M.
McConchie, J. R.
McConville, Mrs. M.
McCormack, Miss A.
McCracken, Miss U.
McCrimmin, Mrs. B. H.
McDonald, L. W.
McDowell, Mrs. W.
McKean, D. L.
McLaren, Mrs. G.
McLean, A.
McLean, Mrs. M.
McManamy, T. R.
McPherson, Miss L. J.
McRae, W. J.

Najim, Mrs. J. E.
Najim, W. J.
Nestor, D.
Nicholson, B.
Ninon, N. A.
Nolan, B. J.
Noonan, J.
North, L. F.
North, W. J. C.
Nunn, Mrs. R.
Nunn, Mrs. S.

O'Halloran, Mrs. E.
O'Hehir, Mrs. K.
Oldham, L.
O'Loughlin, Mrs. M.
O'Malley, R.
O'Shea, J. A.

Palmer, Mrs. G.
Parry, Mrs. K.
Patterson, B.
Petch, F. N. M.
Petch, Mrs. M.
Pickford, Miss A.
Plunkett, Dr. J. H.
Polwarth, Miss J.
Pope, D. J.
Poulton, A. W.
Power, Miss C.
Pratt, D. L.
Preston, Mrs. S.
Pring, Mrs. N.

Quarrell, Miss G.
Quayle, Mrs. A.
Quick, Mrs. P.

Raworth, A. G.
Reading, Mrs. E.
Redfearn, Mrs. E. A.
Re, Mrs. V.
Reed, N.
Rehflisch, Mrs. H. R.
Reynolds, G.
Reynolds, H. V.
Reynolds, R. R.
Richards, A. H.
Richards, G. S.
Richards, W. J.
Rizzoli, A. C.
Robinson, Mrs. I.
Ross, A.
Ross, Mrs. E.
Rowe, D. T.
Rowe, Mrs. C. J.
Runnalls, T. T.

Sandall, Mrs. R.
Sargeant, Mrs. O. C.
Sargent, Mrs. A. F.
Sawers, J. J.
Scott, M. L.
Sedgwick, L.
Segrott, C. B.

Sharp, Miss R.
Shepherd, F. V.
Shuttleworth, G. A.
Sidebottom, Mrs. M. E.
Simpson, R. H.
Sinkis, Mrs. T.
Smith, D. A.
Smith, E. S.
Smith, K.
Smith, W. G.
Smith, W. J. C.
Smyth, W. F.
Sobey, S.
Soulsby, Miss M.
Spencer, A. L.
Spowart, Mrs. A.
Stapleton, Mrs. C.
Stapp, J. L.
Steenhuis, Miss F.
Stevens, Mrs. J. R.
Stevens, P.
Stewart, W. R.
Stonis, Miss M.
Surridge, T.

Taylor, Mrs. A. M.
Taylor, Mrs. I. R.
Taylor, L. R.
Taylor, R.
Thomas, B. A.
Thomas, Miss E.
Thomas, J.
Thomas, J. A.
Thomas, R.
Thompson, Mrs. I.
Tippett, E. J.
Titheridge, W.
Todd, J. E.
Tolliday, Mrs. M. B.
Trembath, E. V.
Trescowthick, Sir Donald
Trevenen, J. L., M.B.E.
Trehwella, D.
Trigg, M.
Turner, Mrs. A.

Unmack, J.
Vallance, Miss J.
Valpied, W.
Van Hammond, Mrs. H.
Veal, Miss L.
Vendy, Miss M.
Volk, A.

Wain, D.
Walker, A. J. R.
Walker, A. W.
Walker, B. R.
Walker, C. J. B.
Walker, Mrs. G.
Walker, L.
Walker, Miss L.
Walker, Miss S.
Wallace, J. N.
Wallace, Miss J.
Wallis, Miss M.
Walsh, Mrs. E.
Walters, Mrs. K.
Walters, Mrs. S.
Waters, Mrs. M. H.
Weickhardt, Miss D.
Werts, J.
Weste, R.
Wettern, Mrs. M.
Whitcher, D. H.
Whitcher, J. M.
White, E. V.
Whiting, M.
Whykes, E. J. W.
Whicking, B.
Wilkie, Mrs. D.
Wilkinson, Mrs. V. D.
Williams, Mrs. A.
Williams, Mrs. J.
Willis, Miss S. M.
Wood, O.
Woodward, Miss W.
Worrall, Miss J.
Wright, Miss E.
Wright, J.

Staff

ADMINISTRATIVE STAFF

Assistant Manager:

P. PRENDERGAST BComm. M.B.A. F.N.A.

Finance Manager:

G. N. PULLEN A.A.S.A. C.P.A. (C.M.A.) Dip.B.S. (Acc)

Accountant:

S. R. SIMMONS

Administrative Officer:

M. H. WARNER

Systems Administrator:

P. TREVENEN Dip.B.S. (D.P.)

GENERAL SERVICES DIVISION

Catering:

F. T. DAVIES F.C.I.A. M.F.H.C.

Chief Engineer:

E. A. HOWELL

Curator:

W. STUBBS

Domestic Services Supervisor:

M. ROTHWELL

Security Officer:

G. J. NEWHENTER

Supply Officer:

P. O'NEILL

CENTRAL HIGHLANDS LINEN SERVICE

Manager:

H. ROTH Grad. Dip.B.S. (H.T.E. Mech.Eng. A.A.M.)

Assistant Manager:

G. D. TURNBULL

PERSONNEL DEPARTMENT

Manager:

R. JOHNSTON C.B.S. (Personnel) M.I.P.M.A. M.A.I.R.S. M.D.P.A.A. (Resigned 22.3.85)

Nursing Advisor to Personnel:

MRS. D. BRACKA R.N. R.M. Dip.N.A. F.C.N.A.

PARAMEDICAL SERVICES DIVISION

Director:

MISS D. BASLER Dip.P.T. A.A.I.M.

Administrative Assistant:

MRS. J. BURTON A.H.A.

Section Managers:

MRS. J. COLBERTS B.App.Sc. (PT)

MISS W. HURBARD B.App.Sc. (PT)

MR. H. NANE Senior Hairdresser

MRS. C. MYHANE O.T.R. (ND)

MISS F. MCKINNON B.App.Sc. (PT) (On Study Leave)

MRS. J. HOWELL M.Ch.S. (Eng)

MISS J. WHITE B.App.Sc. (OT) (On Study Leave)

MISS K. WHITFIELD R.M.N.A.

WELFARE SERVICES DIVISION

Welfare and Home Care Services

Director:

MRS. P. TAYLOR R.N. R.M.

MRS. E. FARRELL R.N. H.W. Cert. (Eng. B.A.)

MRS. J. LOGG R.N. R.M.

MRS. J. LYNCH R.N.

MRS. M. E. CAMPBELL R.N. A.A.S.T. Dip.App.Sc. (Comm. Health)

MRS. J. A. MARIADER R.N.

MRS. D. KEMP R.N.

MISS M. FAZANDE B.A. B.S.W. (MEd)

MRS. V. MINEHAN R.N. (1.8.85 to 30.8.85)

MRS. A. FULTON R.N. (Resigned 11.1.85)

MEDICAL SERVICES DIVISION

Medical Superintendent:

DR. J. THURLEY

M.B.B.S. L.R.C.P. M.R.C.S. D Obst. R.C.O.G. M.R.C.P. F.A.C.R.M.

Full Time Medical Officers:

DR. D. DOUGLAS M.B. B.S. M.Admin. F.R.A.C.G.P. F.R.A.C.M.A. A.H.A.

Fellow in General Practice:

DR. H.M.H. O'SULLIVAN M.B. B.S.

Visiting Medical Officers:

DR. D. BRUMLEY M.B. B.S. F.R.A.C.G.P.

DR. K. G. BAXTER M.B. B.S. F.R.A.C.G.P.

DR. J. BRADLEY M.D. B.S. F.R.A.C.G.P.

DR. J. F. GARNER M.A. M.B. B.Chir. F.R.A.C.G.P.

DR. J. HAZLEDINE M.B. B.Ch. (Birm) D.Ch. (Lond)

DR. P. MCKINNON M.B. B.S.

DR. D. PIERCE M.B. B.S. F.R.A.C.G.P.

DR. M. SCHRIENE M.B. B.S.

DR. A. VAN DER KNYFF M.B. B.S. Dip. Ger. Med.

Consultant Medical Officers:

DR. W. SPRING M.D. B.S. M.R.C.P. (Lond) F.R.A.C.P.

DR. J. GOY M.B. B.S. F.R.A.C.P. F.C.R.A. F.P.R. (Lond)

MR. B. GRIFFITHS M.B. F.R.C.S. (Edin) F.R.A.C.S.

DR. J. GRIFFITHS M.B. B.S. M.R.C.O.G.

DR. J. W. HAWKINS B.A. M.B. B.S. B.Sc. (Med) D.O. C.R.C.P.(S).

(Lond) F.R.A.C.O.

DR. J. KING M.D. F.R.A.C.P.

DR. G. MANGAN M.R.C.S. L.R.C.P. D.O. M.A.C.O.

MR. K. NEEDHAM M.B. F.R.C.S. (Edin) F.R.A.C.S.

DR. A. L. NICHOLSON M.B. B.S. D.P.M. F.R.A.N.Z.C.P. M.R.C. Psych.

DR. D. OLLERENSHAW M.B. B.S. D.P.M. M.R.C. Psych.

MR. J. RENNEY M.B. B.S. F.R.C.S. F.R.A.C.S.

Visiting Optometrist:

MR. D. WILSON L.O. Sc.

Pharmacy:

MISS M. COCHRAN Ph.C. M.P.S.

MISS B.S.A. SMITH B.Pharm. (Lond) F.P.S.

MR. M. WOOD Ph.C. M.P.S.

Dental:

DR. G. V. RUSSELL B.D.S.

DR. J. WILKINSON B.D.S. L.D.S.

Dietitian:

MISS K. PIERCE B.Sc. (Nutrition) Dip. Dietetics

NURSING SERVICES DIVISION

Director of Nursing:

MRS. M. L. CAMPBELL R.N. Dip.N.A. F.C.N.A. M.A.C.E.

Deputy Director of Nursing:

MRS. L. SMITH R.N. Dip.N.A. M.B. App.Sc. (N.A.) F.C.N.A.

Allocation Officer:

MRS. J. CLUDE R.N.

Area Co-ordinators:

MRS. M. DUNCAN R.N. R.M.

MRS. D. FORBES R.N.

MISS J. JONES R.N.

MRS. J. McFARLANE R.N. (part time)

MRS. M. O'REEVE R.N. (part time)

MRS. V. NIELY R.N. B.A. (Doc. S.C.)

MRS. D. BLOCK R.N. (part time)

Unit Managers:

MRS. D. AITON R.N. A.A.I.M.

MRS. E. DEFFELER R.N.

MRS. S. PAINE R.N. R.M. A.A.I.M.

School of Nursing:

MRS. D. PASSALICK R.N. B.App.Sc. (N.Ed.) Grad. Dip. Ed. Admin.

MRS. A. CHIVERS R.N. B.A.

MRS. J. HARRIS R.N. Dip.N.Ed. F.C.N.A.

MRS. K. TILLER R.N. (part time)

MRS. M. RANCE R.N. Dip.N.Ed. B.A. B.Ed. (part time)

Charge Nurses

MRS. F. BARDY R.N.

MRS. M. COLBOURNE R.N.

MISS R. DE VOS R.N.

MRS. R. LEENSEN R.N.

MRS. B. HOULIHAN R.N.

MISS E. MITCHELL R.N. R.M.

MRS. A. McQUFFIE R.N.

MRS. N. OATES R.N.

MRS. B. ROBINSON R.N. R.M.

MRS. D. ROGERS R.N. R.M.

MS. J. SEUSE R.N.

Clinical Co-ordinators:

MR. A. DONNELLY R.N. B.App.Sc. (Clinical Neg.)

Infection Control Nurse:

MRS. K. HEEMANN R.N. (part time)

HOSTELS

Eyres House

810 Ligar Street, Ballarat

Supervisor: MRS. E. BAKER

Midlands House

201 Norman Street, Ballarat

Supervisor: MR. G. RERVAREC

Pleasant House

14 Pleasant Street, Ballarat

Supervisor: MR. G. RUSSELL

PUBLIC RELATIONS

Public Relations Officer:

MRS. M. HAZLEDINE

Co-ordinator of Volunteers

MRS. R. CHESWICK



THE QUEEN ELIZABETH GERIATRIC CENTRE

Financial Statements

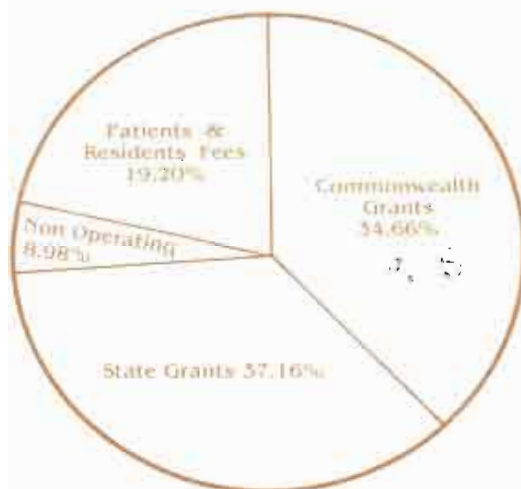
FOR YEAR ENDED 30th JUNE, 1985

MAJOR ITEMS OF EXPENDITURE
Total Expenditure — \$20,685,458

How each "Patient Care" dollar was spent



MAIN AREAS OF INCOME
Total Income \$19,998,973



BED CLASSIFICATION
666 Approved Beds



THE QUEEN ELIZABETH GERIATRIC CENTRE
OPERATING FUND
STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30th JUNE, 1985.

	Note	1984 \$	1985 \$
Income			
Patient fees		10,414,238	10,619,415
State grants — ordinary		5,277,604	6,660,897
— other		35,986	190,428
Costs met by Health Commission of Victoria		468,214	580,869
Regional		152,058	151,696
Non — Operating		312,312	1,795,668
Total Income		<u>16,660,412</u>	<u>19,998,973</u>
Less Expenditure			
Administration			
Administration and finance		1,018,443	1,158,441
Non assigned employee benefits		496,974	902,243
Nursing and medical		438,362	562,615
		<u>1,953,779</u>	<u>2,623,299</u>
Services			
Energy costs		334,588	325,694
Engineering and maintenance		1,683,343	740,604
Food and dietary		1,421,774	1,713,411
Domestic services		1,598,996	2,173,893
Laundry linen and sewing		762,014	1,178,593
Other		27,466	43,588
		<u>5,828,181</u>	<u>6,175,587</u>
Medical services and support		1,533,344	1,777,372
Wards			
Nursing home		6,010,251	6,311,698
Rehabilitation and assessment		671,966	596,232
Other		466,939	448,862
		<u>7,149,156</u>	<u>7,356,792</u>
Other services			
Hostels		558,149	559,539
Domiciliary care		102,639	88,078
		<u>660,788</u>	<u>647,617</u>
Education and training		27,984	66,958
Regional		144,415	171,942
Other		30,494	—
		<u>202,893</u>	<u>238,900</u>
Non operating		324,025	1,865,891
Total Expenditure		<u>17,652,166</u>	<u>20,685,458</u>
Surplus (Deficit) for the year		<u>(991,754)</u>	<u>(686,485)</u>
Add (Deduct)			
Prior year deficit grant		(180,112)	576,465
Transfer of provision for depreciation to capital fund ..		331,502	109,298
Accumulated deficit (surplus) as at 1st July		556,578	1,396,942
		<u>(405,188)</u>	<u>(711,179)</u>
Accumulated deficit at 30th June		<u>(1,396,942)</u>	<u>(1,397,664)</u>

The accompanying notes form part of and should be read in conjunction with these accounts.

**THE QUEEN ELIZABETH GERIATRIC CENTRE
OPERATING FUND**

BALANCE SHEET AS AT 30th JUNE, 1985

	Note	1984 \$	1985 \$
Accumulated Deficits		1,396,942	1,397,664
Represented by			
Current Assets			
Cash at bank and on hand		16,080	7,825
Patient's fees	4	752,447	752,530
Other Debtors		21,737	34,513
Stores on hand — at cost	5	83,978	124,392
Accrued income and prepayments		43,498	34,992
		<u>917,740</u>	<u>954,054</u>
Less			
Current Liabilities			
Bank Overdraft		410,518	5,020
Trade creditors		150,679	235,186
Accrued expenses		916,239	1,228,161
Provision for long service leave	1(d)	411,359	446,769
Sundry creditors		15,557	7,303
		<u>1,904,452</u>	<u>1,922,439</u>
Non-Current Liabilities			
Provision for long service leave		410,230	429,279
Total Liabilities		<u>2,314,682</u>	<u>2,351,718</u>
Net Deficiency of Assets		<u>1,396,942</u>	<u>1,397,664</u>

The accompanying notes form part of and should be read in conjunction with these accounts.

CAPITAL ACCOUNT

**STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30th JUNE, 1985.**

	1984 \$	1985 \$
Income		
Government grants	386,102	451,206
Transfer from Special Purposes Fund	702,325	(61,280)
Profit on sale of assets	183,009	37,301
	<u>1,271,436</u>	<u>427,227</u>
Expenditure		
Depreciation of fixed assets	384,194	109,297
Sundry	—	3,899
		<u>115,196</u>
Surplus for the year	<u>923,242</u>	<u>312,031</u>

The accompanying notes form part of and should be read in conjunction with these accounts.

THE QUEEN ELIZABETH GERIATRIC CENTRE
SPECIAL PURPOSES FUND
STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30th JUNE, 1985

	1984 £	1985 £
Income		
Bequests	229,794	255,607
Donations	53,308	84,684
Interest on investments	339,354	426,485
Transfer from Capital Account	—	61,280
Other	54,630	42,269
	<u>677,086</u>	<u>870,325</u>
Expenditure		
Transfer to Capital Fund	702,325	—
Patients' comforts	9,823	44,917
	<u>712,148</u>	<u>44,917</u>
Surplus for the year	<u>(35,062)</u>	<u>825,408</u>

OTHER FUND BALANCE SHEETS
AS AT 30th JUNE, 1985

	Note	1984 £	1985 £
SPECIAL PURPOSE FUNDS			
Assets			
Cash at bank		97,554	122,399
Accrued income and prepayments		—	41,989
		<u>97,554</u>	<u>164,388</u>
Investments at cost	2(b)		
Short term		1,828,700	3,177,912
Long term		811,273	239,000
		<u>2,639,973</u>	<u>3,416,912</u>
		<u>2,737,527</u>	<u>3,581,300</u>
Less Liabilities			
Patients' trust account	3	704,444	688,350
Special Purpose Funds Balance		<u>2,033,083</u>	<u>2,892,750</u>
CAPITAL FUND			
Cash at bank		81,239	21,338
Land and buildings — at cost	1(e)	8,928,694	8,998,813
Plant and equipment — at cost	1(e)	2,054,147	1,968,219
Less Provision for depreciation	1(e)	372,713	462,888
		<u>1,681,430</u>	<u>1,505,331</u>
Motor Vehicles — at cost	1(e)	118,182	159,039
Less provision for depreciation	1(e)	57,948	25,247
		<u>60,234</u>	<u>133,792</u>
Assets under construction		—	373,810
Capital Fund Balance		<u>10,751,597</u>	<u>11,033,084</u>

The accompanying notes form part of and should be read in conjunction with these accounts.

**THE QUEEN ELIZABETH GERIATRIC CENTRE
NOTES TO AND FORMING PART OF THE ACCOUNTS
FOR THE YEAR ENDED 30th JUNE, 1985**

1. Summary of Significant Accounting Policies

Set out below are the significant accounting policies adopted by the Centre in the preparation of the accounts for the year ended 30th June, 1985. Unless otherwise stated such accounting policies were also adopted in the preceding financial year.

(a) **Accrual Accounting**

The accrual method of accounting has been adopted in the preparation of these accounts.

(b) **Historical Cost**

The accounts have been prepared in accordance with the historical cost convention and have not been adjusted to take account of the current cost of specific assets or their impact on the operating results.

(c) **Stores on Hand**

Stores on Hand as shown in the Balance Sheets are recorded at cost.

(d) **Employee Benefits**

The amount expected to be paid to employees for their pro-rata entitlement to long service and annual leave are accrued annually at current pay rates.

Long service leave has been provided by all employees with ten years continuous service. All long service leave entitlements where employees have less than fifteen years service have been classified as a non-current liability.

(e) **Depreciation**

Depreciation has been charged on all fixed assets (excluding land and buildings) for the year ended 30th June, 1985 using the straight line method based on the estimated remaining useful life of assets.

The depreciation policy stated above is in accordance with Section 6.3 of Part I of The Health Commission of Victoria Cost Centre Accounting and Budgeting System Procedures Manual.

2. Investments

	1984	1985
Special Purpose Funds	\$	\$
Deposits with banks	85,528	443,216
Commercial bills (bank endorsed)	1,501,566	2,255,296
Government and semi-government securities and loans (including inscribed stock)	554,273	345,400
Deposits with other corporations	528,606	373,000
	<u>2,669,973</u>	<u>3,416,912</u>

All investments are approved trustee investments.

3. Patients' Trust Funds

Interest earned on funds held in trust for in-patients and others is credited to the Special Purpose Fund and applied for the purchase of patients' comforts.

4. Stores on hand

	1984	1985
Stores on hand in the operating fund balance sheet comprise:		
Pharmaceuticals	26,584	28,783
Medical and surgical supplies	10,568	21,586
Food	14,262	15,506
Domestic supplies	16,460	29,827
Paramedical and other	16,104	28,690
	<u>83,978</u>	<u>124,392</u>

THE QUEEN ELIZABETH GERIATRIC CENTRE
AUDITOR'S REPORT

1. We have audited the accompanying financial statements, being the statements of income and expenditure of the Operating Fund, Specific Purposes Fund and Capital Fund for the year ended 30th June, 1985, the balance sheets of the Operating Fund, Specific Purposes Fund and Capital Fund as at that date, and the accompanying notes to the accounts, in accordance with Australian Auditing Standards.
2. As indicated in note 1(e), and in accordance with Health Commission policy, depreciation has not been charged on buildings. This is a departure from Statement of Australian Accounting Standards AASA "Depreciation of Non-Current Assets". The reason for this departure with which we do not concur is set out in note 1(e). The financial effect of this departure has not been determined and it is impractical for us to do so. In our opinion, depreciation should be charged to the Operating Fund so as to absorb the cost of buildings over their useful economic lives.
3. In our opinion, except for the matter referred to in paragraph 2 above, the financial statements present fairly the financial position of the Queen Elizabeth Geriatric Centre at 30th June, 1985 and the results of its operations for the year ended on that date in accordance with Australian Accounting Standards and the Health Commission of Victoria Cost Centre Accounting and Budgeting Systems Procedures Manual.

COOPERS & LYBRAND
Chartered Accountants

1895, Ballarat

Statistics

HOSPITAL	1979-80	1980-81	1981-82	1982-83	1983-84	1984-85
Number of Beds	44	68	68	68	61	61
Daily Average	32.07	32.87	50.38	47.86	25.80	36.97
Admissions	340	410	647	655	353	532
Discharges	340	363	607	653	319	474
Deaths	15	27	27	40	19	40
Daily Average Bed Cost	\$77.77	\$85.65	\$92.05	\$114.30	\$159.53	\$133.61
NURSING HOME						
Number of Beds	490	499	487	487	415	415
Daily Average	459.13	478.87	477.93	462.56	426.12	406.50
Admissions	452	567	374	398	253	334
Discharges	332	268	271	280	197	247
Deaths	112	90	113	125	111	92
Daily Average Bed Cost	\$36.59	\$42.04	\$50.97	\$68.06	\$82.73	\$93.11
AMBULATORY						
Number of Beds in Flats	66	63	63	63	64	64
Number of Hostel and Centre Beds	171	159	149	149	126	126
Daily Average Hostel and Centre	176.88	145.88	136.65	130.29	112.06	117.89
Admissions Hostel and Centre	150	166	151	148	93	100
Discharges Hostel and Centre	160	180	152	168	87	103
Deaths Hostel and Centre	7	—	1	1	3	1
Daily Average Bed Cost Hostel and Flats	\$19.11	\$20.61	\$28.78	\$28.21	\$41.23	\$41.35
DAY HOSPITAL						
Attendances	19,224	20,775	22,259	25,417	24,749	25,005
Average Cost per Attendance	\$25.45	\$26.01	\$25.26	\$28.39	\$32.49	\$39.88
DOMICILIARY CARE						
Annual Cost	\$341,453	\$427,025	\$527,098	\$289,588	\$246,878	\$253,508
Number of Visits	25,001	25,610	26,216	25,041	17,511	15,097
Meals on Wheels	74,386	78,652	84,996	88,694	90,640	94,462
NUMBER OF PARAMEDICAL SESSIONS						
Physiotherapy	18,209	15,084	19,849	21,691	15,622	14,421
Occupational Therapy	11,023	17,780	13,800	18,118	8,854	8,529
Craft	26,975	24,630	21,246	26,398	22,811	29,498
Socialisation	31,509	34,492	36,907	25,721	29,126	28,742
Speech Therapy	1,788	1,455	1,521	1,263	953	1,274
Number of Podiatry Treatments	4,606	3,825	6,297	7,715	6,761	6,971
Number of Dental Treatments	754	655	594	633	493	496
Number of X-rays Taken	780	881	1,259	1,159	1,024	879
Number of Optometry Treatments	129	135	139	142	162	171
Number of Paid Staff	599.40	639.60	624.85	628.9	629.94	719.65
CENTRAL HIGHLANDS LINEN SERVICE						
Number of Paid Staff	38.00	40.5	43.8	44.5	49.5	47.8
Total Linen Issued (kg)	1,665.084	1,845.582	2,033.865	2,105.490	2,262.430	2,752.114
Service Charge (per kg)	.55	.55	.55	.55	.63	.70
Number of Participating Institutions	10	14	17	20	21	22



The Centre