



The Queen Elizabeth Geriatric Centre
1984 Annual Report

The Queen Elizabeth Geriatric Centre 127th Annual Report



C. D. Chester



W. R. Crawford



P. J. Davies



G. R. Eyres



E. J. Gay



W. H. Heinz



P. S. Hobson



J. Lonsdale



W. B. Messer



P. C. Nicholson



B. J. Nolan



G. W. Oliver



QUEEN ELIZABETH
GERIATRIC CENTRE

OFFICE-BEARERS 1983-84

PRESIDENT:

J. LONSDALE

VICE-PRESIDENTS:

SENIOR: B. J. NOLAN
JUNIOR: W. H. HEINZ

BOARD OF MANAGEMENT:

C. D. CHESTER, W. R. CRAWFORD,
P. J. DAVIES, G. R. EYRES, E. J. GAY,
W. H. HEINZ, P. S. HOBSON, J. LONSDALE,
W. B. MESSER, P. C. NICHOLSON,
B. J. NOLAN, G. W. OLIVER.

AUDITORS:

COOPERS & LYBRAND

SOLICITORS:

CUTHBERTS

MANAGER:

J. E. WALTER, F.H.A.



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Staff

ADMINISTRATIVE STAFF

Assistant Manager:

P. PRENDERGAST, BComm., M.H.A., F.H.A.

Finance Officer:

G. N. PULLEN, A.A.S.A., C.P.A., Dip.B.S.

Accountant:

S. R. SIMMONS

Administrative Officer:

M. H. WARNER

GENERAL SERVICES DEPARTMENTS

Catering:

F. T. DAVIES, FC.I.A., M.L.H.C.

Chief Engineer:

E. A. HOWELL

Curator:

W. STUBBS

Domestic Services Supervisor:

M. ROTHWELL

Security Officer:

M. WATERHOUSE

Supply Officer:

W. SAYEBS

CENTRAL HIGHLANDS LINEN SERVICE

Manager:

H. ROTH, Grad.Dip. B.S., HTTC. Mech.Eng., A.A.I.M.

Assistant Manager:

G. D. TURNBULL

PERSONNEL DEPARTMENT

Manager:

R. JOHNSTON, C.B.S. (Personnel) M.I.P.M.A., M.A.I.T.D., M.H.E.A.A.

Nursing Advisor to Personnel:

Mrs. D. BRACKA, R.N., R.M., Dip.N.A., FC.N.A.

Volunteers/Public Relations:

Mrs. M. HAZLEDINE

PARAMEDICAL SERVICES

Director:

Miss D. BAUER, Dip.PT.

Miss E. BALLARMANN, B.Sc., PT.

Mr. G. BASHAM, B.App.Sc. (PT.)

Miss J. BINNS, B.App.Sc. (Sp. Path)

Miss J. COLBERT, B.App.Sc. (PT.)

Miss D. CUNNINGHAM, B.App.Sc. (OT.)

Miss B. DOULL, M.A. Pod.A.

Miss D. GIBBS, B.P.E.

Mrs. B. GRANT, B.App.Sc. (PT.)

Miss F. McARDLE, B.App.Sc. (OT.)

Miss F. McKINNON, B.App.Sc. (PT.)

Mr. H. MATTHEWS, Dip.App.Sc. (Pod.)

Mr. F. O'KEEFE, B.Sc. Hons., B.App.Sc. (PT.)

Miss J. ROBLEY, Dip.App.Sc. (P. & O.)

Mrs. J. ROWELL, M.Sch.S. (England)

Miss K. WHITEFIELD, R.M.R.A.

Miss A. YURCINA, R.M.R.A.

WELFARE DEPARTMENT

Welfare and Home Care Services:

Director:

Mrs. P. TAYLOR, S.R.N.

Mrs. E. FARRELL, S.R.N., H.V. Cert. (Eng.), B.A.

Mrs. J. JUGG, S.R.N.

Mrs. O. LYNCH, S.R.N.

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

Mrs. J. A. MARIAGER, S.R.N.

Mrs. A. FULTON, S.R.N.

Mrs. D. KEMP, S.R.N.

MEDICAL STAFF

Medical Superintendent:

Dr. J. HURLEY, M.B.B.S., L.R.C.P., M.R.C.S., D.Obst.,
RCOG., M.R.C.P.

Full Time Medical Officer:

Dr. P. BELTON, M.B., BCh., M.R.C.P.I., DT.N&H. D.H.C.

Fellow in General Practice:

Dr. W. CROUCH, M.B., B.S.

Visiting Medical Officers:

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

Dr. R. G. BAXTER, M.B., B.S., F.R.A.C.G.P.

Dr. J. BRADLEY, M.B., B.S., F.R.A.C.G.P.

Dr. J. F. GARNER, M.A., M.B., BChir., F.R.A.C.G.P.

Dr. J. HAZLEDINE, M.B., BCh. (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. SCHRIEKE, M.B., B.S.

Dr. A. VAN DER KNYFF, M.B., B.S., Dip.Ger.Med.

Consultant Medical Officers:

Dr. D. A. ALEXANDER, M.D., B.S., F.R.A.C.P.

Dr. I. GOY, M.B., B.S., F.R.A.C.P., F.C.R.A., F.F.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. (Melb.), DO.,
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., DO., M.A.C.O.

Mr. K. NEERHUT, 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.

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., Sc.

Dietician:

Miss K. PIERCE, B.Sc. (Nutrition), Dip.Dietetics

NURSING STAFF

Director of Nursing:

Mrs. M. L. CAMPBELL, S.R.N., Dip.N.A., FC.N.A., M.A.C.F.

Deputy Director of Nursing:

Mrs. L. SMITH, R.N., Dip.H.N.U.M., B.App.Sc. (N.A.), FC.N.A.

Allocation Officer:

Mrs. I. CLODE, R.N.

Area Co-ordinators:

Mrs. M. DUNCAN, R.N., R.M.

Mrs. D. FORBES, R.N.

Mrs. V. KIELY, R.N., B.A. (Soc.), S.C.

Mrs. M. O'KEEFE, R.N.

Unit Managers:

Mrs. H. AITON, R.N., A.A.I.M.

Mrs. E. DEPPELER, R.N.

Mrs. S. FAINE, R.N., R.M., A.A.I.M.

Tutorial Department:

Mrs. D. PASSALICK, R.N., Dip.N.Ed., FC.N.A.

Charge Sisters:

Mrs. P. BARBY, R.N.

Mrs. M. COLBOURNE, R.N.

Mrs. B. CURRAN, R.N.

Mrs. D. DEGENHARDT, R.N., R.M.

Miss R. DE VOS, R.N.

Mr. A. DONELLY, R.N.

Mrs. M. DUKE, R.N.

Mrs. T. GRACIN, R.N., R.M., Dip.Wd.M., FC.N.A.

Miss E. MITCHELL, R.N., R.M.

Mrs. N. OATES, R.N.

Mrs. D. ROGERS, R.N.

HOSTELS

Eyres House:

810 Ligar Street, Ballarat

Supervisor: Mrs. E. LOADER

Midlands House:

701 Norman Street, Ballarat

Supervisor: Mr. G. KERVAREC

Pleasant Home:

34 Pleasant Street, Ballarat

Supervisor: Mr. G. PEARCE

President's Report

On behalf of the Board of Management, I am pleased to present the 127th Annual Report, together with the Audited Statement of Accounts for the year ended 30th June, 1984.

This 127th Report of The Queen Elizabeth Geriatric Centre describes some of the achievements of 1983/84 but also looks forward with confidence by recognising future developments at The Queen Elizabeth Geriatric Centre which will benefit the community we serve.

"The Challenge of Ageing"



At the outset I draw your attention to the publication of the book "The Challenge of Ageing" which draws together contributions by eminent specialists in ageing and the care of ageing people. Miss Doreen Bauer, Director of Paramedical Services and Dr. John Hurley,

Medical Superintendent, are two who have made significant contributions to this publication which has been well received world-wide. The Australian "launching" of this book was held at The Queen Elizabeth Geriatric Centre to the delight of the Board of Management who congratulated the authors on their excellent work.

Kitchen Development

Elsewhere in the report the opening of Stage 1 of the Kitchen by the Mayor of our City, Councillor Melton Foo, and the important role played by The Queen Elizabeth Geriatric Centre in food services is well covered. The Board of Management has been very pleased to see this important project develop so quickly. We are now looking forward to the second stage which should commence during this financial year, and which will provide very much improved facilities.

Re-Opening of Services

During this year we were pleased to see the renovation and then the re-opening of the George Skerritt Rehabilitation Ward. Due to the difficulties

in recruiting nursing staff this ward is not yet operating at its full potential but we will progressively move towards that during this year. It is of considerable concern to the Board that Ward N.3 remains closed while there is considerable demand in the community for nursing home beds. The Board is also very concerned that the School of Nursing has not been permitted to re-open and fears that State Enrolled Nurses will not be available in the numbers required in the future. We will continue to work towards having these two facilities re-opened as soon as possible.



For Mrs. Grace Gray, 76, rehabilitation in the recently opened George Skerritt wing at The Queen Elizabeth Geriatric Centre cannot come quick enough. Mrs. Gray, from Birchip, suffered a fractured upper leg and after being treated at Ballarat Base Hospital was transferred to GSI for rehabilitation.

Sebastopol Hostel and Day Centre

The number of confused elderly is rising in the community and will continue to rise in the future. It is becoming increasingly difficult to appropriately place these people and the Board has sought to establish hostel beds in Sebastopol - some of which would be available for the confused elderly. The Board has been frustrated in its attempts to commence this Project. An impasse seems to have



The Queen Elizabeth Geriatric Centre Board of Management President, Mr. Jack Lonsdale, right, inspects one of the refurbished rooms in the re-opened George Skerritt Wing with, from left, Dr. Ed Davis, Director of Medical Services of Ballarat Base Hospital, nurse Cheryl Andrews, Dr. John Garner, Sister Rogers, Dr. John Hurley, Q.E.G.C. Medical Superintendent, and nurse Billie Roche.

been reached between State Government and the Commonwealth Government over recurrent costs. It is hoped that all parties will work to resolve this situation in order that these much needed facilities can be provided.

Computerisation

The Board of Management, with the support of the Health Commission of Victoria, commissioned a study into the computerisation needs of The Queen Elizabeth Geriatric Centre and the first stage of that project which involves selection of appropriate hardware and software is currently being undertaken. The Board is certain that very significant benefits will flow from the introduction of computerisation into the Centre.

Staff

High commendation is due to the Manager, the Directors of the Nursing, General, Paramedical, Medical and Welfare Divisions, their Department Heads and all their staff for their personal commitment to the high standard of care which has been maintained. During the year I had the pleasure of presenting awards to six members of staff who had completed 25 years of valuable service to the Queen Elizabeth Geriatric Centre. The community is well served by such dedicated people.

Appreciation

To all those supporters, including press, radio and tele-vision, auxiliary members, donors and volunteers, may I express the Board of Management's appreciation of the part you have played in our achievements in 1983/84.

J. LONSDALE, President



Manager's Review

Spiralling Costs and Cuts in Services

The Government and Hospital Unions having entered into an agreement to introduce the 38 hour week into Victorian hospitals, the Centre was provided with an additional 39 staff at a cost of \$680,000 per annum. At the time of preparing this report, and as a result of the imposition of bans by nurses on the performance of certain duties previously undertaken by nurses, the Centre has just been allocated an additional 17 staff at a cost of \$244,000. Such huge increases in the costs of operating health services must eventually result in further cuts in the budget elsewhere and in further reduction of services to the community.

Nursing Services

With the closure of our School of Nursing the opportunity to employ several Registered Nurses interested in Gerontology has been lost as enquiries continue to be received regarding the possibility of inclusion in the Post Basic Geriatric Nursing Course previously conducted by the Queen Elizabeth Geriatric Centre and approved by the Victorian Nursing Council. It is essential that our Nursing School re-opens to provide nursing education for both Student State Enrolled Nurses and Registered Nurses.

Despite numerous advertisements locally and in the metropolitan area there have been difficulties encountered with recruitment of Registered Nurses to the Centre. This is common to those hospitals who do not conduct their own training programmes and is primarily a result of the introduction of the 38 hour week which created a demand for additional nurses throughout Victoria. Because of these recruitment difficulties, we have been unable to staff the George Skerritt Rehabilitation Ward to the desired level. The improved facilities in this Ward are pleasing to both patients and staff and the increasing introduction of colour to older ward areas contributes to a brighter atmosphere. Sister Dorothy Rogers was appointed Charge Sister to the Rehabilitation Ward upon its reopening.

Sr. Muriel Duncan has been responsible for organizing in-service training at ward level for members of nursing staff with lectures presented by members of the health team, while the orientation day for all new members of nursing staff has been of considerable benefit.

The Nursing Division is to be complimented on its successful integration of a female ward area into what was predominantly a male domain previously on S1

The staff were pleased to welcome back Sr. Lorraine Smith upon completion of her Bachelor Degree in Applied Science, Nursing Administration. Sister Smith has been appointed Deputy Director of Nursing.

Medical Services

There has been an increased demand for assessment in the patient's home and an escalation of referrals to the Day Hospital. This is partly in compensation for the closure of rehabilitation and nursing home beds and partly as a consequence of the general trend of management of the elderly population in their own environment. The Day Hospital consequently requires greater medical sup-

port and it is hoped that a senior medical officer will be appointed next year to fill this role and further improve liaison with medical practitioners.

The assessment teams continue to be further involved within the region and, at times, outside the region. The region is divided into two areas, each area has a team consisting of geriatrician, welfare sister and paramedical staff who work in conjunction with the people of the Central Highlands in caring for the elderly. Bacchus Marsh Hospital recently opened a 20 bed nursing home unit in which the assessment team co-operated with the hospital staff and general practitioners in the assessment of people for placement. The same team also co-operated with Donald Hospital in a similar exercise. It is hoped that this type of co-operation will continue and may perhaps expand into the area of hostel accommodation. The team already assesses patients for one hostel in the region.

Dr. Patrick Belton, Physician in Geriatric Medicine has had a considerable impact on the Queen Elizabeth Geriatric Centre and the region. The direction of effort in the field of research has been guided by him through the Research Committee of which he is Chairman. Currently, a review is taking place on the effect of diuretics on body potassium and Dr. P. Belton will be giving a paper to the Australian Association of Gerontology in the near future on this subject.

Dr. Marianne Shrieke, Senior Medical Officer, has successfully passed the theoretical section of the Diploma in Geriatric Medicine and will be completing the course very shortly. Dr. John Hurley, Medical Superintendent, has recently become President of the Victorian Branch of the Australian Geriatric Society.

Welfare Services

The restricted admission policy which was adopted in April 1984 meant that many aged people, who would normally have been admitted to The Queen Elizabeth Geriatric Centre for either short-term or long-term care, had to remain at home. This resulted in a heavier work load for the Welfare Sisters. The introduction and gradual reduction of the housekeeping service, both of which began in June 1983, made further demands upon staff.

There was a planned reduction of the housekeeping service during the year. Initially a number of clients were transferred to Shire Councils Home Help Services, with small numbers of clients being transferred to the City Council Home Help Service at regular intervals. The last clients were transferred on June 4th, 1984, six months before the deadline set by the Health Commission. This was a sad day for the Welfare Services Division, as this service was the first one to be introduced by the embryo of the Welfare Services Division in 1958.

It was with great regret that the Welfare Services Division farewelled the 16 part-time housekeepers who had looked after clients so well over the years.

There was an increased demand for the Emergency Call Service when admissions to The Queen Elizabeth Geriatric Centre were restricted. The Board of Management approved the purchase of 2 new units, and the



The Emergency Call Service gives frail elderly people living alone in the community a sense of security. A donation of an Emergency Call Unit by the Rotary Club of Ballarat South was much appreciated.



Assessment involves:— "The Team"

A comprehensive review of the patient including physical, mental and social state. Effectively carried out by staff from Medical, Nursing, Paramedical, Social/Welfare Divisions.

Rotary Club of Ballarat South donated a unit in order to meet this need. As a result there is no longer a waiting list for this service. The Emergency Call Service was extended to residents of the Central Highlands Region in August 1984 when a user who lived in Avoca was connected to this service.

Paramedical Services

During 1984 the Paramedical Division fulfilled a long-standing ambition. An exchange programme took place between two physiotherapists. Miss Elisabeth Ballermann, from the Glenrose Hospital, Edmonton, Alberta, Canada, worked at The Queen Elizabeth Geriatric Centre while Miss Wendy Hubbard occupied Elisabeth's position. The exchange was for five months. Clearly, this project was of inestimable benefit to both physiotherapists and to The Queen Elizabeth Geriatric Centre. We gained from Elisabeth's contribution while Wendy learned a great deal to bring back. It is hoped that this will be the first of many such exchanges between young therapists.

The year has been a difficult one for the Paramedical Services Division because of staffing problems resulting from an embargo on recruitment at the time new graduates were available. However, the staff have maintained most areas of activity at a reasonable level. They are to be congratulated for their ability to retain a high level of morale despite the difficulties.

The domiciliary workload has continued to escalate because of the increasing need to maintain frail and disabled elderly people at home. Domiciliary occupational therapy, physiotherapy and podiatry services have

been expanded. This was possible during the period of reduced rehabilitation activity. The restoration of rehabilitation services, however, has created an increased awareness of the necessity for establishing clear service priorities. The maintenance of appropriate levels of activity in these areas has demanded a lessening of direct therapist involvement in the Nursing Home.

This change in therapist priorities has been countered by an expansion of the job roles of Allied Health Assistants. Because of a significant turnover in 1984 — as four Allied Health Assistants moved to professional education and two retired, a revised training programme was developed for five of the new assistants to prepare them for an expanded role in the Nursing Home. The training was commenced in April for the ten students, five paramedical assistants, two State Enrolled Nurses, the Assistant Co-Ordinator of Volunteers and two volunteers. The programme, which extended over six months, required a significant commitment from the therapists who teach and the students who learn while all maintain their patient care responsibilities.

In 1984 one occupational therapist position was reclassified to that of a recreation therapist. A graduate in physical education has been employed to fill the role. This is providing an important initiative because the recreation therapist is, primarily, concerned with participating in projects to enhance the social life of nursing home residents.

The Medical Records Section has progressed significantly because of the developments in computerisation. The Health Commission of Victoria introduced requirements for morbidity data during the year. This necessitated the purchase of a Micromation Computer. The staff have begun the process of preparing information from medical records for this and other systems which will be developed.

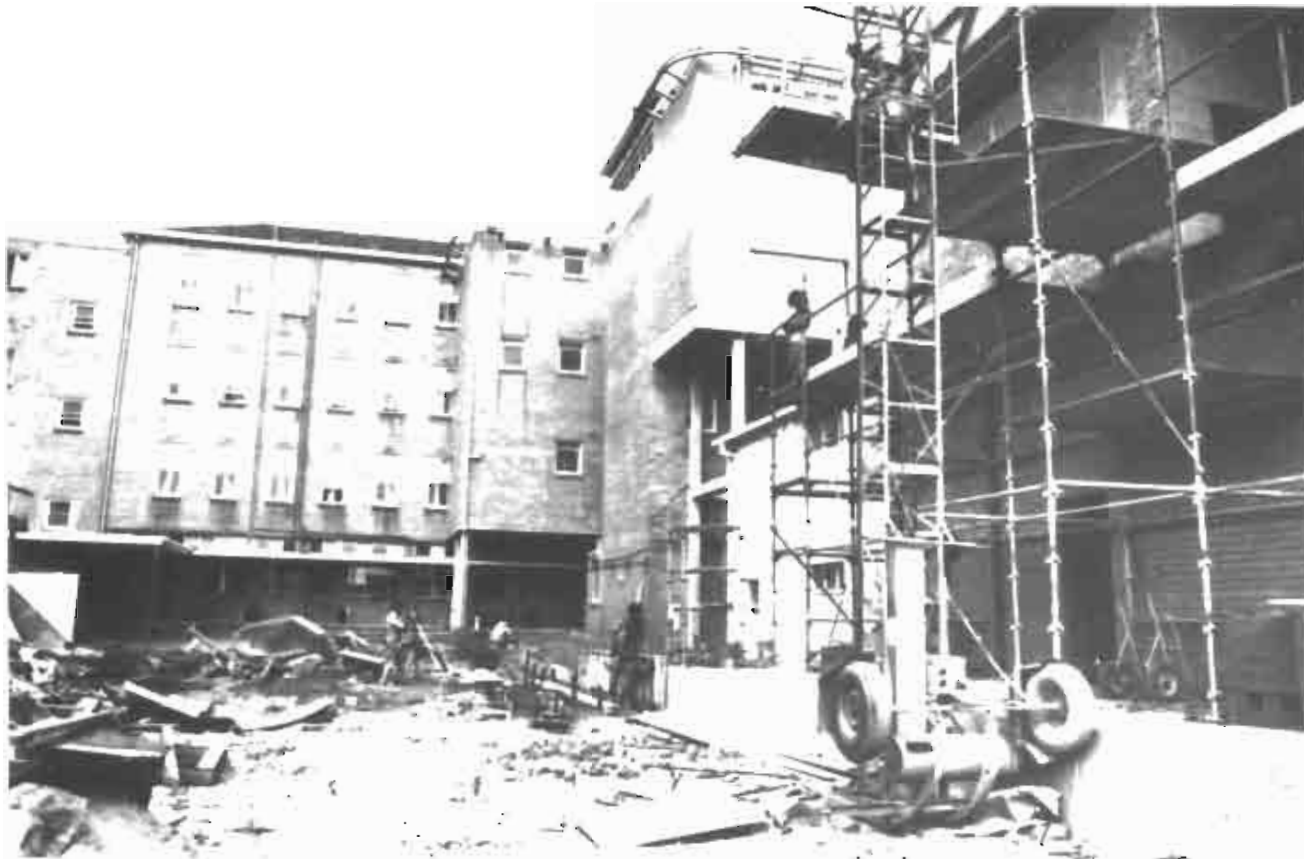
Many visitors remark upon the high standards of resident grooming which is a hallmark of The Queen Elizabeth Geriatric Centre. Integral members of the staff who ensure the standards are maintained are the Hairdressers and their assistants. A seven-day shaving service is undertaken as well as hairgrooming. The saloons, both ladies and mens, are important social centres as well as being busy service departments.

A programme of "Performance Appraisals" was introduced into the Division during 1984. The measurement of the performance of the staff according to the standards developed for the particular work role has been formally established in a systematic manner. The majority of staff now have participated in this project. The benefits have been assessed, generally, as being very positive.

The progressive development of the various Paramedical Services over recent years has created significant problems because of the available work space no longer meets the demands placed upon it. This particularly relates to work-shop needs for prosthetics, orthotics and podiatry. Because it is not possible to contemplate an immediate major capital works programme to create more space, staff of the Division are working with consultants in the hope of devising a plan to utilize the present space more effectively. This task will rely greatly upon the fact that the staff from many disciplines provide integrated services and, thus, share facilities.



Five of the Queen Elizabeth Geriatric Centre's newly qualified paramedical assistants share in a discussion between day patient, Mrs. Ellen Kennedy and Margaret van Leeuwen (left), an experienced paramedical assistant. The newly qualified members are (from left) Lindsay Fowler, Belinda Smith, Margaret Roth and Keryn Featherstone.



Construction underway on the first stage of a new kitchen for the Queen Elizabeth Geriatric Centre. Approval has now been given by the Health Minister, Mr. Roper, for work to begin this year on the \$3.7 million second stage.

General Services Division

On the 10th May, 1984, the Mayor of the City of Ballarat, Councillor M. E. J. Foo, officially opened Stage 1 of the new plating area. The introduction of plated meals to the Centre has been on a gradual basis and those residents currently receiving meals under the new system have nothing but praise for the quality and presentation of the meals, food choice and meal sizes available. It is anticipated that early in the new financial year the plating system will be fully operational within the Centre.

1983/84 has been a year when the General Services Division has looked at re-structuring and it has been possible to introduce a 24 hour switchboard cover, and for the Sewing Room staff to assume responsibility for the distribution of clothing at ward level. It is anticipated that in the next financial year staff from the Sewing Room will be provided with space on the wards for providing the residents with a more personalised service with regard to their personal clothing needs.

The Health Commission of Victoria provided a micromation micro-computer at a total cost of \$21,027 for the transmission of the Centre's morbidity statistics — those for 7 Regional Hospitals and General Ledger/Creditors and wage data.

At the same time the Health Commission of Victoria has permitted this Centre to investigate the current functional requirements for each Department, to establishing priorities for the introduction of computer

systems within the Centre, and to prepare a strategic plan for the introduction of computer systems for the next five to ten years.

The Board of Management was delighted when the Health Commission of Victoria approved Stage 2 of the kitchen at a total cost of \$3.7 million, and currently the Architects and Consultants are preparing the necessary plans for re-location of the maintenance workshop and boiler house services, and for the construction of Stage 2 of the kitchen which will provide a much needed cooking facility, appropriate freezers and coolrooms, preparation areas, storerooms, office accommodation and staff amenities.

This year has also been a year of considerable improvement in the Centre's environment with a programme of painting all ward areas in the main building in a variety of colours. Also the long-awaited renovations to the Argyle Ward bathrooms and toilets has been commenced together with the renovations to the Janet Biddlecombe Ground Floor.

When the George Skerritt Rehabilitation Ward was closed the opportunity was taken to fully renovate it and on its opening the 21st May, 1984, the staff and residents were delighted to move back into much more functional and attractive ward areas.

Central Highlands Linen Service

Since commencement of operations in April 1979, the Central Highlands linen Service accumulated surpluses totalling \$300,000 which was distributed to all participants, based on their respective linen usage rate, in October 1983.

The Regional Dental Service joined the Central Highlands Linen Service bringing the total number of participants to 21.

The micro-computer installation was put on line at the beginning of the financial year and has proved to be an outstanding success, not only from the Linen Service's point of view, but has provided invaluable detailed analytical information for the participating health institutions.

In order to further improve the level of efficiency and to maintain a highly modern "state-of-the-art" plant, an automatic gown folder, a large folder/cross folder and an automatic folding and stacking unit was procured, all of which are operating successfully.

A new "International" truck with "Brimarco" van body and a replacement 180 kg "Washex" washer extractor were placed on order at a total cost of \$120,643, with delivery expected in July and August 1984 respectively.

July 1983 saw the introduction of the 38 hour week which entailed some employment of casual staff to cover the loss of one quarter of the workforce every Friday (i.e. 19 working days every four weeks). The system was implemented with relatively minor difficulties and operates effectively.

Production ran close to 100% of the plant's capacity, the fiscal year's output reached 2,262,430 kg, at an average of 43,508 kg/week.

The 18th Annual Seminar of the Victorian Institutional Laundries Association was held at Ballarat on 5th and 6th April, 1984, with participants from Victoria, N.S.W., S.A. and A.C.T. The reason for choosing Ballarat as the seminar site was a scheduled plant inspection of the Central Highlands Linen Service facility and 52 visitors, Linen Service Managers and Allied Traders, took part.

The Trade Journal "The Australian National Launderer and Drycleaner" features an article of the visit in their May 1984 issue with a very complimentary evaluation of the plant with phrases like:

"One of the highlights of the Seminar",

"A highly productive laundry",

"The plant is kept in immaculate condition",

"Most informative and impressive demonstration".

Hostels

The Hostels have had a particularly active year. At Eyres House, for example the Hostel Residents not only held their successful Annual Coffee Party and Colonial Day, but have gone on many day tours including Baringa Park, Eastern Beach and Ercildoune, as well as numerous shopping trips and craft activities. The Hostel Residents are engaged in a wide range of activities including pottery, gardening, music, lawn and indoor bowls, craft, church activities and active use of the library. The Bowling Club based at Midlands House has had a very



Members of the Queen Elizabeth Geriatric Centre Board of Management inspect part of the Central Highlands Linen Service. From left, Peter Davies, Mr. Peter Nicholson, Mr. Graeme Eyres, Mr. Geoff Oliver, Mr. Bill Messer and Mr. Hermann Roth.



Representatives of the Queen Elizabeth Geriatric Centre and the Royal Freemasons Homes of Victoria together inspect the site of Midlands Drive on which 16 new home units for the elderly will be built this year.

successful year holding a number of tournaments and receiving many visits and in return visiting other clubs. The residents enjoyed their victory over the staff on the Midlands Bowling Green.

The provision of new supervisor accommodation at Pleasant Home has allowed for improved allocation of staff and supervision as well as providing privacy for the supervisors.

The co-operation of the Ballarat City Council is appreciated in providing new warning signs in Pleasant

Street and for the construction of a new intersection at the corner of Pleasant and Eyre Streets which has slowed traffic and made the area much safer for pedestrians.

Overall, the Supervisors at our Hostels at Eyres House, Pleasant Home and Midlands House are to be congratulated on their achievements and the improved independence and quality of life they have brought to the Hostel residents.

A dream begins to materialize

A plan, three decades in development, was realized partially in 1984 when the first stage of the new kitchen was completed. Although the old, obsolete and inadequate kitchen must continue for some time yet for cooking and food storage the new building has permitted revolutionary changes in the catering service.

The first stage consists of centralized plating services and dishwashing. A precisely planned conveyor belt plus serving stations allows staff to serve hundreds of meals quickly, efficiently and carefully. The "Paratherm" system has been designed to insulate food, keeping it hot or cold, while it is delivered from the kitchen to the resident. New crockery was required to suit this system. To select the crockery a major display was organized by Bristle, the Perth manufacturer. As many residents as possible examined the selection and voted for their choice. The crockery, therefore, is quite domestic, white with a maroon and gold scroll and flower trim.

The new plating system has enabled The Queen Elizabeth Geriatric Centre to introduce a more comprehensive menu selection process. A four week menu-cycle with increased choices ensures variety. More importantly, the process allows the resident to express likes and dislikes as well as to specify the size of the serving. Through the involvement of the dietician and two menu monitors in this process many patients are now able to order special requests. One elderly gentleman, for example, is delighted to find asparagus on his plate when he wants it.

Although a high standard of resident care is the primary objective of menu selection there have been two important by-products. First, there is far less food wastage because residents are served what they want in an amount suitable. Secondly, the catering staff have become more satisfied and have developed greater pride in their work. They now see the food carefully served and garnished. They know the resident will receive the meal at the right temperature and they know that it will be eaten. Previously the cooks saw the food leave the kitchen in bulk containers. Creating 1,000 or more mid-day meals is an enormous undertaking. Knowing the effort was valued is an important incentive.

The impending introduction of the new plating system encouraged the nursing and occupational therapy staff to examine a number of related activities. A detailed "Meal-Time Assessment" process was developed and implemented for each resident to ensure that each person's particular abilities and disabilities were considered, problems identified and measures planned to overcome difficulties. Many frail and disabled people need special furniture, crockery and cutlery to cope independently.

Through on-going assessment and evaluation these needs can be met. Because there are many residents who must be assisted, wholly or partially, to eat their meals an intensive staff education programme was developed

to ensure the staff know how to help in the most dignity-sustaining manner.

To accommodate the trays on which the meals are now delivered it has been necessary to obtain new tables. These had to be specially manufactured because there was not a suitable dining table on the market. This highlighted an all too common problem with furniture for nursing homes. Far too little research has been undertaken into appropriate designs for frail or disabled people.

As well as undertaking the basic catering service the staff attempts to respond to a host of special requests. Picnics are a common feature of the life of The Queen Elizabeth Geriatric Centre. These range from many small groups to one massive event when some four hundred picnic lunches are prepared for the annual expedition to the Botanic Gardens for the Begonia Festival Parade. Frequently, barbecues are held in the gardens of the Centre and the hosrels. Regular formal dinner parties, restaurant-style, are held for groups of residents in a candle-lit setting in the Hook Centre. Special morning, afternoon teas and supper are essential features of a host of social events. These activities add a great deal of work to the daily schedules of the catering staff. The staff, especially the seven apprentices, always rise to the demands cheerfully because they know how important the events are in the lives of the residents.

It is hoped that the next stage of the kitchen development will become a reality soon. Thirty years of planning wishing, hoping has been too long.

Priority One: Home Care

Since its inception in 1857 The Queen Elizabeth Geriatric Centre has been an integral part of the social service scene of Ballarat, Sebastopol and Wendouree as well as an everchanging surrounding region. Although the large brick institution has appeared to dominate the role of the organization a primary focus of activity for more than a century has been domiciliary care. The history of "Outdoor Relief" from 1857 to 1940 is a fascinating social commentary reflecting clearly the peaks and troughs of community development. From 1940 to 1956, in response to prevailing community attitudes, the residential component of the programme was predominant although services to maintain people on the ever-growing 'Waiting List' were essential stop-gap measures. A major change in direction took place in 1956 when the Board of Management and the Manager, Mr. Keith Mackay, restored domiciliary services to their high priority position despite extensive opposition from the authorities in Melbourne. This attitude towards home support services has continued to the present.

Today, prevailing government philosophies indicate that local government agencies should assume an increasing role in the provision of domiciliary services. These initiatives are applauded. The Queen Elizabeth Geriatric Centre has long agitated for improved services for people who need help, especially aged people. Whenever a person is helped to remain happily at home despite health,

economic or social problems a primary objective of a comprehensive geriatric programme is achieved. Although many of the facets of the range of services may be organized to an increasing degree by agencies other than a geriatric centre it is important that the philosophy, role and function of the geriatric centre is not diminished.

There cannot be any debate about the fact that The Queen Elizabeth Geriatric Centre is a major community service agency with responsibilities to the communities of the Greater Ballarat Area as well as the Central Highlands Region. These responsibilities include participation in a comprehensive domiciliary care programme, in the support of families with elderly relatives and in the maintenance of active community affiliations of residents of the nursing home.

There are a number of aspects of the community's domiciliary care programme which require the active involvement of the staff of The Queen Elizabeth Geriatric Centre, many of whom have the particular education and experience required for these services.

Assessment

Assessment is the process of developing an appropriately detailed profile to describe a person comprehensively. A precise picture of a person's mental and physical functioning, health and mental status must be painted against the background of his or her social, economic and environmental situation. Without a meticulously prepared picture there is a tendency to treat problems piecemeal without knowing what the controlling factors may be. To develop a rational plan for the appropriate care of a person the problems must be identified clearly first.

Increasingly, experience in many countries is indicating that thorough assessment processes require a team of qualified people to work with the person and the family in compiling the data base. In geriatric programmes assessment teams have been developed along quite uniform lines in many countries.

Primary Team:

- * person and family
- * general medical practitioner
- * geriatrician
- * social worker/welfare sister

Secondary Team:

- * nurse, especially district or community nurse
- * occupational therapist
- * physiotherapist
- * other 'therapists' as required
- * staff from other agencies as appropriate

In geriatric programmes it is important to recognize that assessment is a continuing process subject to ongoing review as the person's circumstances change. Monitoring by designated people, from all the agencies providing services, is essential to ensure the prompt intervention of appropriate care when required. Monitoring, however, is useful only when information is shared with others who also need to know.

The assessment teams of The Queen Elizabeth Geriatric Centre undertake some 400 initial assessments in the Greater Ballarat Area each year and 200 in the Central Highlands Region. In the regional communities the members of the assessment team are drawn from local

services if the required disciplines are available. Inter-agency co-ordination mechanisms have been developed in the various communities. These range from referral forms to regularly scheduled meetings of all participants.

Day Care

The provision of opportunities for people isolated by disabilities to experience socialisation is a vital element in any domiciliary care programme. Because many frail and disabled elderly people live alone it is important that potential loneliness, and consequent depression, is prevented. A social group is an obvious solution to this problem. Lack of mobility or mental competence may prevent the person from participating in community activities such as Senior Citizens Clubs. A day centre with supportive staff and an appropriate programme is, therefore, a necessary component of a comprehensive community programme.

A day centre may, also, serve as an imperative support for families caring for elderly relatives. Some free time can be offered while the elderly person attends the day centre. Without such free time the carer may be unable to cope.

The Queen Elizabeth Geriatric Centre has, currently, two day centres, one in the F. J. Hook Centre, and the other at the Midlands Centre. Some 260 people attend the day centres one or more days a week. The primary programme orientation is socialisation although many participants have special needs met during their visits - bathing, podiatry, diet monitoring and so on.

The demand for day care services is, unfortunately, greater than the current available space will accommodate appropriately. The development of the Sebastopol project is essential if the day centre programme is to meet the needs of the Greater Ballarat Area.

Shared Care

The Queen Elizabeth Geriatric Centre has two active, if somewhat limited, programmes to provide further assistance to those who wish to remain living at home, perhaps alone or with families. *Intermittent Admissions* are designed for people who can cope for a short time. These people may respond well to a programme of four weeks at home, two weeks in the nursing home or hostel, four weeks at home and so on. The two weeks 'in' builds them up to manage the four weeks 'out'. This programme is of significant benefit to the person because he or she has a sense of remaining independent, a most desirable status.

Holiday Admissions have been developed as an essential family support scheme. Many families may be able to care for a dependent elderly person providing there are occasional opportunities for relief, especially while the family enjoys a holiday. Prior to the development of this programme many families were unable to continue with their role even though they wished to have their relatives remain at home. *Holiday Admissions*, often known as *Respite Care*, are an important element in the community domiciliary care programme.

Other Essential Services

The Queen Elizabeth Geriatric Centre provides a number of other domiciliary support services because they are more appropriately located in this organization.



A few of the workers involved in an information seminar on services for the elderly prepare their publicity material (From left): Monica Haseldine, Rob Stevenson, Fiona McArdle and Wendy Hubbard.



The Year in Picture



Ballarat South Senior Citizens are having no problems keeping fit this winter. Pictured enjoying seated exercises are, Doris Nepe, Dorothy Dou, Doris Price and Daphne Guilbin with Fiona McKinnon.



Mr. Wally Rowe, a resident, enjoying an Easter Egg which are donated by the Ladies' Auxiliary to all residents.



Playgroups, where mums and young children come to visit the QEGC residents have brought a great deal of pleasure and happiness in all involved. This photo shows Binnonyng playgroup visiting residents of the Queen Elizabeth Geriatric Centre.



Among those at the recent volunteer luncheon at the Queen Elizabeth Geriatric Centre were from left, Lena Hutchins, Doreen McNabb, co-ordinator Karen Cheswick, Tom McDougall and Albert Siebert. At the recent end-of-year luncheon, volunteer co-ordinator Karen Cheswick said 70 regular volunteers had given 5,706 hours of their time in what she described as a "tremendous effort".

An "Emergency Call System" which relies on twenty-four hour monitoring has enabled many people to remain at home alone, secure in the knowledge that someone will respond within a short time to a call for help. Currently, 30 units are in use in the Greater Ballarat Area and 1 in Avoca.

At any given time some 295 people receive *Linen* (sheets and towels) on a weekly exchange basis from The Queen Elizabeth Geriatric Centre. This is an important service, especially for people who experience problems with incontinence and are unable to cope with the necessary laundry.

The Queen Elizabeth Geriatric Centre is the designated agency for the *Provision of Aids for Disabled People (P.A.D.P.)* Equipment and home modifications may be essential to facilitate home living. In 1983/4 the Commonwealth Government provided \$95,000 for this programme in the Central Highlands Region to assist 204 eligible people.

The Future

Trends in population statistics indicate that there will be continued growth in the number of potential recipients of geriatric services, especially domiciliary programmes. The agencies charged with the responsibility of providing these services within the context of a comprehensive geriatric programme are multiple. It is important now that these agencies develop adequate strategies for communication and co-ordination, elements of a comprehensive geriatric programme as essential as the services provided.

The Rehabilitation Unit is rehabilitated

During 1984 the temporary closure of two wards created the opportunity to undertake major renovations in the Rehabilitation Unit. The changes have improved the environment for both patients and staff. Since the Unit re-opened in June the benefits of the investment have been quite clear.

- * To create a more functional Unit the beds were reduced from 44 to 36, in one, two or four-bed wards. More space has been made available for patient activities and a manageable staffing pattern has been facilitated.
- * One four-bed ward has been converted to a comfortable sitting-room. Specially designed, fabric covered chairs and a pleasant colour scheme have combined to produce a warm, friendly atmosphere. Another small sitting room adjacent to the Sister's Office now provides for private interviews for individual patients and their visitors.
- * A very large multi-purpose area has been divided into three spacious rooms. A dining room has been created to provide more comfortable facilities and to accommodate the new meal system. This area is a nearby small but carefully planned pantry where patients are able to practice simple domestic tasks.

A small group room now permits a wide range of socialization and recreation activities to be undertaken in a more satisfactory environment.

The third room has been designated "Therapy". This is a most important development because most therapy, especially physiotherapy, can be undertaken on the ward rather than in remote departments, thereby enhancing the working relationship between nursing staff and therapists.

- * The bathrooms and toilets have been renovated extensively to make them more suitable for independent use by frail or disabled people. The establishment of a domestic bathroom to ensure that people learn to bathe in a normal environment has been a valuable step. An essential goal of any rehabilitation programme is the restoration of optimal independent function. The staff of The Queen Elizabeth Geriatric Centre has decided that this goal is achieved most effectively in an environment which resembles, as much as possible, the domestic situation.
- * The Unit has been carpeted throughout to reduce noise, increase a sense of comfort and, again, simulate most home environments.
- * A pleasing colour scheme has been implemented throughout the Unit. The colours were selected to assist the elderly patients find their way about the Unit. The previous bland sameness made it difficult for many people to locate their rooms or the facilities. Because colour discrimination tends to deteriorate with age definite colour tones have been used. Compliments have been common proving the value of careful colour planning.
- * A complete renovation of the central staff work station has improved this essential area especially because it now enhances the interaction of the multi-disciplinary staff.

These renovations have created an environment in which more effective rehabilitation can be undertaken. The primary objective of rehabilitation is the restoration of optimal independent function. As well as a conducive environment, patients require staff and families who understand and are committed to working toward the objective. Because the patient must learn to perform activities of daily living without help the staff are teachers rather than "doers". Sometimes patients, more often than families, are shocked to discover this principle at work. However, it must be remembered always that no one learns to do if there is always someone to do for them.

To assist everyone know the stage of independence the patient has achieved in a variety of tasks The Queen Elizabeth Geriatric Centre has pioneered the use of "Activities of Daily Living" (A.D.L.) symbols in a display board by the patient's bed. These symbols indicate the degree of independence possible in a number of activities such as walking, eating, dressing, toileting and bathing. Thus, staff and families can see at a glance how much help should be given. The occupational therapists monitor this progress carefully and keep the display accurate and up-to-date.

A refurbished Rehabilitation Unit has been a most welcome development in 1984. Clearly, patients and staff are responding well to the rehabilitated environment.



Brush-in-mouth painting of "London Bridge" along the Great Ocean Road by Mr. Allan Wickham, a resident of Q.E.G.C.



Early Australian Farm House. Painter: Mr. Allan Wickham.

Ladies' Auxiliary

To our Members and Friends,
Ladies and Gentlemen,

I have the honour to present to you the 62nd Annual Report covering the activities of the Auxiliary for the past twelve months.

Members

Our President, Mrs. Gwen Dillon, has had a very successful year of office. She has had the generous support of all members throughout the year.

All members are very dedicated to the Auxiliary and the residents of the Centre; this is always reflected by the attendance at all functions. The way they have opened their homes for private functions and their general help in outside fields shows their sincerity.

It is with great pleasure we acknowledge the membership of Mrs. Mary Murray, who has been a member for fifty years. Congratulations Mary, this is a wonderful tribute to the Auxiliary, your sincerity and interest will always be remembered.

The Board of Management honoured us by giving Life Governor Certificates to Mrs. Jean Najim and Mrs. Betty Marks for their continued support to the Auxiliary.

It is with sincere regret we record the passing of an old and valued member, Mrs. Bessie Rehfisch, and a very generous supporter to the Auxiliary, Miss Olive Conaughton. These two ladies will be greatly missed by the Auxiliary and the community.

Bernice Ferguson, President of The Queen Elizabeth Geriatric Centre Ladies' Auxiliary, presented Mary Murray with a silver vase on an engraved stand during the Annual Meeting. Mrs. Ferguson congratulated Mary Murray on her 50th anniversary as a member of the Ladies' Auxiliary.

Efforts

The monthly Card Parties raised \$169.56, Soup and Sandwiches \$1,057.63, Coffee Party \$532.99, Coffee and Sweets \$161.90, Annual Fete \$1,328.64 and Street Stall \$232.90. The total amount of donations received was \$183.26.

To Nell Pring for her assistance with goods donated and money received, we say thank you Nell and we wish you better health in the future.

Special thanks is extended to the Courier, Mrs. Hamill and Sturt Lodge for their donations.

Our Hoi and Sewing Afternoons have been very successful. Our sincere thanks to all who opened their homes for our use with \$120.75 being raised. Sincere thanks to Mrs. Lawrie for opening her home for sewing each month and to all those very kind people who have so generously donated and worked.

Christmas Tree

The annual Christmas Tree was held in the F. G. Hook Centre this year and was an overwhelming success. The residents received shortbread, powder and sweets. This evening is always a great success and members must work hard to see everything is right. Sincere thanks to nurses and staff for bringing residents to the Centre and to members and volunteers who assisted. Again this year we delivered the gifts to Pleasant Home and Midlands. The President of the Board of Management, Mr. J. Lonsdale, the Manager Mr. J. Walter, the Director of Nursing Mrs. M. Campbell and Auxiliary President Mrs. G. Dillon visited all wards wishing each person a Happy Christmas. Thanks are also extended to the Banjo Club and Country and Western entertainers. Sincere thanks to all who assisted in this successful function. At the conclusion of this evening, the Board of Management expressed their thanks to the Auxiliary and entertained them to supper.



Picnic

The Annual Picnic was held at the Wendouree Municipal Hall again this year. As a change of menu, we served sausages, chips and mashed vegetables along with fruit salad for dessert. This was very successful and residents' thanks was very rewarding. Special thanks to all nursing staff for their kindness to all residents especially the help with wheelchair patients.

Easter Eggs

Members distributed Easter Eggs to all residents at the Centre and Hostels and had a friendly chat to all.

Mothers' Day Posies

This is a time of the year members enjoy with the making of floral posies for each lady. They all love arranging the flowers and presenting them to the ladies along with tins of powder. Our thanks to Bill Stubbs and staff for growing the flowers for us.

Fathers' Day

Members delivered sweets to all the men on this day to help them celebrate Fathers' Day.

The Auxiliary donated four wheelchairs to the Centre this year to be used to transport residents around.

Appreciation

This is only a short resume of our activities during the year and in conclusion my most sincere thanks are extended to our President, Mrs. Gwen Dillon for her co-operation and sincerity at all times, Treasurer Mrs. O. Eggleton, Assistant Treasurer Mrs. D. Lewis. To Mrs. R. Barclay for assisting me at all times. Thanks Ruth. To Mrs. Cassells and Mrs. Goodall we say thank you

for conducting the Card Parties and to Nurse Filbey and staff for their co-operation. To Mrs. Carvosso and Mrs. Marks for their guidance and work for stalls and to each member who contributed so greatly. To each and every member for your help and co-operation at all times.

On your behalf, I thank most sincerely the Manager Mr. J. Walter, the Assistant Manager Mr. P. Prendergast, and the Director of Nursing Mrs. M. Campbell for help and guidance during the year. To Mr. Rothwell and Pat who are so helpful to us at all times and make our work so much easier, to Pam for typing my minutes so cheerfully, thank you all. To Mr. P. Whitla for his years of auditing our books, many thanks. To all our contributors and to the Ballarat Courier, our special thanks to you all.

BERNEICE I. FERGUSON
Honorary Secretary

PRESIDENT'S ADDENDUM

My year as President has been most rewarding. For this I must thank all members who have given me their full support.

A sincere thank you to Mrs. B. Ferguson, Secretary, Mrs. R. Barclay, Assistant Secretary and Mrs. O. Eggleton, Treasurer. Also the Director of Nursing, Mrs. M. Campbell, for her attendance at our meetings and her help in numerous ways. Many thanks go to staff throughout the home who have been so helpful and courteous at all times.

Congratulations to our incoming President, Mrs. Jean Najim and all office hearers.

May you also have a happy and successful year.

GWEN DILLON
President

LADIES' AUXILIARY THE QUEEN ELIZABETH GERIATRIC CENTRE Balance Sheet 1st June, 1983 to 31st May, 1984

RECEIPTS	Grand Total
Balance Brought Forward 1/6/1983.....	\$1,406.43
Functions	
Soup & Sandwiches.....	621.81
Fete.....	1,328.64
Street Stall.....	232.90
Donations Christmas Treat.....	85.50
Coffee Party.....	532.99
Hoi, Coffee & Sweets.....	161.90
Soup & Sandwiches.....	435.82
Special Effort (Berneice's).....	191.90
Monthly Card Parties.....	169.56
Monthly Hoi Parties.....	120.75
Sale of Goods.....	196.85
General Donations.....	107.76
Monthly Meetings.....	42.99
Subscriptions.....	18.50
Interest Cheque Account.....	73.47
Interest Term Deposit.....	371.99
Grand Total.....	<u>\$6,099.76</u>

Treasurer: OLIVE EGGLETON

Balance Sheet Audited and Found Correct.

Signed: Philip R. Whitla, A.A.S.A., 7th June, 1984.

Plus Term Deposit Receipt No. 545041 Maturing 7/8/1984, amount \$2,000.00.

EXPENDITURE	Grand Total
Petty Cash, Secretary, Gifts & Bereavements.....	\$220.47
Advertising, Ballarat Courier.....	55.80
Treats	
Annual Picnic.....	249.03
Easter Eggs.....	198.90
Christmas Treat.....	923.10
Father's Day.....	118.40
Mothers' Day.....	329.12
Gifts	
ANAX Wheelchairs (4).....	1,998.00
Expenses	
Functions.....	261.52
BADT.....	7.40
Grand Total.....	<u>\$6,099.76</u>
Receipts.....	\$6,099.76
Expenditure.....	4,361.74
Balance.....	<u>\$1,738.02</u>

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:

ANSTIS, M. A. per Evans & Metcalfe	\$1,324.29
ATKINSON, Reginald. per Union Fidelity Trustee Co.	14,741.78
BASAN, E. T. A. Charitable Trust, per Union Fidelity Trustee Co.	1,000.00
BAXTER, Percy. Charitable Trust, per The Perpetual Executors & Trustees Association	2,000.00
BELL, Charitable Fund, per Aitken Walker & Strachan	3,000.00
BRETT, R. C. per Whyte, Just & Moore	102.36
BURROW, W. H. per Heinz & Gordon	7,378.86
CAMERON, M. H. per Doepel Lilley & Taylor	8,084.77
COLLIER, Charitable Trust	2,000.00
DODDS, Euphemis, per The Union Fidelity Trustee Co.	8,330.69
DRISCOLL, Ellen R. per The Union Fidelity Trustee Co.	205.41
FLEMING, J. W. per The Perpetual Executors & Trustees Association	3,954.24
GRAYLING, J. per The Union Fidelity Trustee Co.	35.24
HAYDEN, J. T. G. per Heinz & Gordon	42,543.60
HEWETT, R. S. per Cuthberts	38,157.20
LUGG, Arthur. per Baird & McGregor	200.00
MORROW, Rita. per Baird & McGregor	32,576.43
ORBELL, E. P. per The Trustees Executors & Agency Co. Ltd.	2,875.00
PAXMAN, Grace. per Armstrong Collins & DeLacy	127.38
RENKIN, L. M. per R. G. Dobson	27,164.37
SCOTT, Daniel, per The Perpetual Executors Trustees Association	1,000.00
THOMAS, W. C. F. Charitable Trust	1,000.00
VALE, Mildred Ellen. per The Union Fidelity Trustee Co.	1,005.90
WHITE, Hilton. Bequest	5,000.00
WHITE, Joe. Bequest	3,000.00
WILKINSON, Miss M. I. per The Perpetual Executors & Trustees Association	878.35
WILSON, Lewis J. per The Union Fidelity Trustee Co.	12,107.77
WILSON, S. M. per Heinz & Gordon	10,000.00
	<u>\$229,793.64</u>

Life Governors

- Abraham, J. L.
Adair, Mrs. E.
Ainley, M.
Allan, J. V.
Anderson, D. J.
Anderson, E. H.
Anderson, Mrs. L.
Andrewartha, J.
Anstis, Mrs. D.
Armstrong, C.
Armstrong, Mrs. J.
Auscin, Mrs. E.
- Bailey, L. H.
Bailey, Miss C.
Bailey, G.
Bailey, W.
Barlow, Mrs. H.
Barnett, Miss A.
Barr, W.
Batchelor, K.
Baxter, Mrs. H. G.
Beames, M. G.
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Borella, Miss P.
Bourke, F.
Bourne, Miss S. M.
Brady, Miss J. M.
Brewer, T.
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Brookman, Miss C.
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Brown, H. H.
Brown, Mrs. R. M.
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Caligari, P.
Callinan, L. P.
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Casey, 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.
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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.
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Combe, Mrs. E.
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Conroy, D.
Conroy, Miss E.
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Coustins, Mrs. L.
Cowan, W.
Coxall, Mrs. S.
Craig, Mrs. B.
Crawford, A. R.
Crawford, J. G.
Crawford, J. E.
Crocker, P. E.
Crouch, N. A.
Cruickshank, G. L.
Cnmmins, 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.
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Doghlan, K. R.
Donald, Miss C.
Donovan, F. W.
Donovan, Miss M.
Dout, 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.
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Edwards, R. W.
Eggleton, Mrs. O.
Ellford, D.
Elliott, Miss D.
Everett, Mrs. H.
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Ferguson, J. T.
Ferguson, Mrs. M.
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Fletcher Jones Organisation
Flint, Miss L.
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Fraser, Mrs. J.
Fry, T. G.
Fryer, B.
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Gangell, R.
Gardiner, D. H.
Garlick, E. W.
Gav, E. J.
George, Miss M.
Gibson, R.
Gladman, W. H.
Glass, H.
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Goujon, H. J.
Graham, A.
Grano, Miss J.
Greenbank, L.
Greenbank, S. R.
Gunn, L. M.
Guye, A.
- Haddon, W.
Haunts, Miss M.
Hall, Mrs. G.
Hall, R. D.
Hallaway, 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.
Henneberry, J.
Hepburn, Mrs. E.
- Hewitt, Miss I.
Hill, A. A.
Hill, Miss D.
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.
Keating, D. J.
Keirl, Miss J.
Kellam, E. A.
Kelly, S. P.
Kennedy, H. O. C.
Kennedy, J.
Kilgour, A. M.
King, K. T.
King, Miss M.
King, Mrs. V.
Knott, J. L.
Kovic, Mrs. N.
Kuiler, T.
- Lancaster, J. W.
Larkeos, P.
Lawler, Miss V.
Lawn, Mrs. E.
Lawrence, E.
Lawrie, D. A.
Lea, Mrs. I.
Lette, Mrs. E. I.
Lewis, Mrs. D. A.
Lillis, Mrs. E.
Lillingson, Mrs. I. E.
Lloyd, C. P.
Lockhart, W. F.
Lockhart, A. J.
Lonsdale, J.
Lorenzini, Miss S.
Lorkin, J. B.
Lowe, Mrs. E. E.
Ludbrook, R.
Lynch, Mrs. K. M.
Lytle, 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.
Mercalle, K.
Michell, Mrs. E. S.
Michell, N. G.
Middleton, Dr. R. S.
Miller, 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, I. R.
McConville, Mrs. M.
McCormack, Miss A.
McCracken, Miss U.
McCrimmin, Mrs. B. H.
McDonald, L. W.
McDowell, Mrs. W.
McKean, D. L.
McLareh, 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.
Nimon, 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.
Redfean, Mrs. E. A.
Re, Mrs. V.
Reed, N.
Rehfish, Mrs. H. R.
Reynolds, G.
Reynolds, H. V.
Reynolds, R. R.
Richards, A. H.
Richards, Mrs. E.
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.
Sinkus, Mrs. T.
Smith, D. A.
Smith, E. S.
Smith, K.
- Smith, W. G.
Smyth, W. F.
Smith, W. J. C.
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.
Strridge, T.
- Surr, Mrs. A. M.
Taylor, Mrs. I. R.
Taylor, L. R.
Taylor, R.
Thomas, B. A.
Thomas, Miss E.
Thomas, I.
Thomas, J. A.
Thomas, R.
Thompson, Mrs. I.
Tippett, E. J.
Titheridge, W.
Todd, J. E.
Tolliday, Mrs. M. B.
Trenbath, E. V.
Trescowthick, Sir Donald
Trevnen, J. L., M.B.E.
Trehella, D.
Trigg, M.
Turner, Mrs. A.
- Unmark, 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, Mrs. G.
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.
Wettrert, Mrs. M.
Whitcher, D. H.
Whitcher, J. M.
White, E. V.
Whiting, M.
Whynes, E. J. W.
Whicker, B.
Wilkie, Mrs. D.
Wilkinson, V. D.
Williams, Mrs. A.
Williams, Mrs. J.
Willis, Mrs. J.
Wilson, Miss S. M.
Wood, O.
Woodward, Miss W.
Worrall, Miss J.
Wright, Miss E.
Wright, J.

Contributions

Anglican Congregations, \$78.40; "Anonymous", \$41,000; "Anonymous" Union Fidelity, \$2,000; "Anonymous", \$100.00; Artz, Mr. B., \$20.00; Australian Timken Pty. Ltd., \$50.00.

Ballarat North Technical School, \$30; Barnes, Mrs., \$20; Ballarat Travellers Club, \$1,055; Ballarat South Senior Citizens Club, \$20; Ballarat City Council, \$51.30; Ballarat Begonia Festival Association, \$75; Bourne, Miss S., \$10; Bodey, Mrs. M. O., \$25; Brady Miss. J. U., \$1000; Brudenell, Mrs., \$18; Brett, Mr. E., \$100; Brett, Mrs. A. J., \$40; Blanchfield, Mr. P. J., \$20; Budge, Mr. R. J. \$20;

Casley, Dr. J. M., \$10; Cartledge, Mr. L. B., \$200; Carroll, Mrs. A., \$10; Casey, Mr. D. J., \$100; Connick, Mrs. T. L., \$200; Combe, Mrs. E., \$50; Costello, Mr. A., \$250; Craig, Mrs. B., \$10; Coopers & Lybrand, \$25; Conaughton, Mr. J., \$200; Church of Christ Ladies Guild, \$50; Crawford, Mrs. E., \$200; Currie, Mrs., \$10; Cuthberts, \$100; Cutter, Mr. G. B., \$100.

Dawson, E. E., \$50; Dellar, Mrs. C., \$200; DeLittle, M. M., \$50; Davidson, Mrs. B., \$5; Doult, Mrs. L. K., \$2000; Downey, Mrs. \$5; Dridan, Mr. & Mrs. \$10.

Ellis, Mrs. I. U., \$50.

Fairhurst, K., \$150; Falkiner, Mrs. \$20; Fitts, A. P., \$10; Fleming, Mrs. S. G., \$50; Fletcher Jones - Staff Ballarat, \$66.80; Fletcher Jones Pty. Ltd., \$66.80; Ferguson, Mrs. U., \$1000; Fuhrmeister, Mrs. E., \$30.

Gay, G. & Co., \$100; Geary, Mrs. H. K., \$10; George, Mrs. L., \$20; Gillbert, Mr. G. A., \$8.40; Gleeson, Mr. M. J., \$200; Estate E. Goulden, (deceased) \$127.81; Graham, C., \$60; Gribble, Mrs. J., \$20; Gunn, Mr. L., \$2,700.

Hawke, Greta & Family, \$10; Haddon Social Club, \$20; Hill, Mr. A., \$500; Haddon, Mr. W., \$10; Handley, Mr. & Mrs. C., \$50; Hams, Mrs. B., \$10; Hayes, Mrs. D. A. \$100; Hardie, Mrs., \$20; Hecht, H. & L. Trust, \$2000; Holloway, Mrs. E. A., \$20; Howe, Mrs. D. \$20; Hutchinson, Mrs. E. \$2.

John Mr. M. B., \$10; John, M. B. Welfare, \$230; Jones, C. W., \$24.

King, Mr. & Mrs. \$50; Kings Marine Stores, \$5; Kirsch, Mrs. J., \$25.

Latvian Club, \$20; Lexton Branch C. W. A., \$10; Leeman, J. S., \$10; Labbett, Mrs. V., \$20; Lloyd, Mr. C. P., \$100; Lockhart, Mrs., \$5; Luckman, Mrs. H., \$20; Ludbrook, Mr. R. J., \$10.

Manchester Unity - Ballarat District, \$25; Matheson, Mr. J. J., \$500; MacDonald, Miss U. U., \$20; Martin, Mrs. E. J., \$50; Milk Processors Pty. Ltd., \$30; Morrow, Miss A., \$100; Morvell, Mr. H., \$10.

McRae, Mr. U., \$5; McCartney, Mr. & Mrs. V. E., \$600; McCrimmon, B. H., \$20; McBain M., & Black, T., \$20.57.

Neville, Mr., \$20; Nicholls, Mrs., \$25; Nicholson, Mr. P. C., \$100.

Oddie, J., \$20; Oliver, G. W., \$25.

Palmer, R. G. & G. B., \$100; Perry, Mrs. \$10; Parker, Mrs. O. G., \$100; Plowman, P. & T., \$5; Petching, Mr. J. H. \$100; Prowse, Cook & Perrin, \$50; Petch, Mr. & Mrs., \$20.

Q. E. G. C., Ex-Employees Association, \$200.

Red Cross - Creswick Branch, \$30; Reid, Miss J. U., \$30; Roberts, Miss E. P., \$5; Richards, A. H., \$100; Ritchie, Mrs. J., \$50; Robinson, Mrs. W., \$400; Robotham, Mr. J., \$15; Rowlands, Ronald J., \$25; Ross, Mr. & Mrs., \$5; Roman Catholic Congregation, \$84.20; Royal Scottish Country Dance Society, \$40.

Scholes, Miss E. U., \$5; Scotney, Mrs. T. H. \$50; Services for the Handicapped Committee, \$358.04; Short Mr. & Mrs. J. J. C., \$20; Shaw, J. U., \$100; Sidebottom, Mrs. M. E., \$50; Sloss, Mrs. J. B., \$200; Stevens, Mr. J. A., \$25; Sun-News Pictorial, \$50.

Tattersall Sweep Consultation, \$500; Thomas, Mr. J. A., \$100; Thomas Jewellers, \$50; Titheridge & Growcott, \$50; Todd, J., \$1000; Tolliday, Mrs. U. B., \$100; Tozer, Mr. G. G., \$10; Treadwell, Estate of E. C. Dec., \$500.

Walsh, Mrs. Ella, \$20; Waller & Chester, \$25; Weickhardt, Miss D., \$10; Whitford, Mrs. D., \$100; Mr. Wight, \$50; Walter, Mr. J. E., \$10; Whitfield, Miss U., \$100; Wood, Mr. O., \$100; Wright, Mrs. D., \$10.



THE QUEEN ELIZABETH GERIATRIC CENTRE

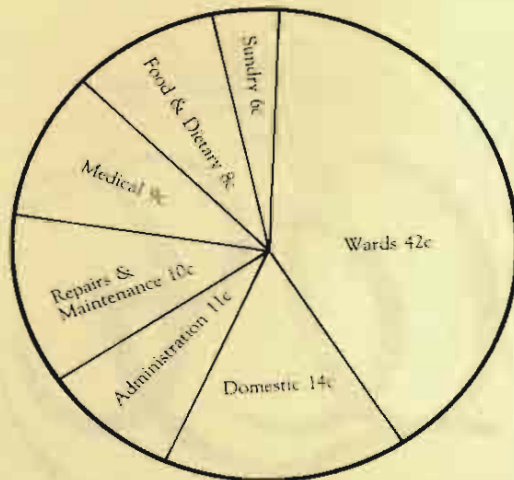
Financial Statements

FOR YEAR ENDED 30th JUNE, 1984

MAJOR ITEMS OF EXPENDITURE

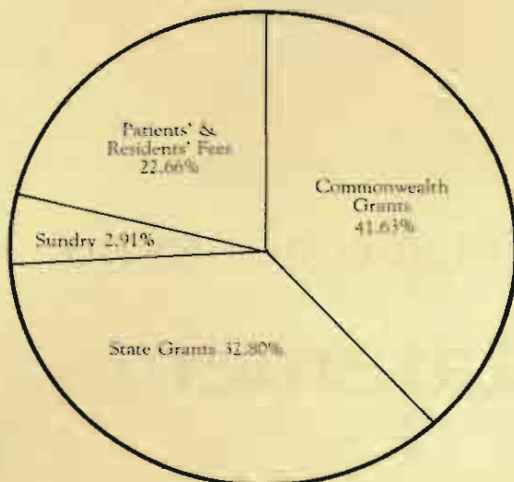
Total Expenditure — \$17,187,796

How each "Patient Care" dollar
was spent



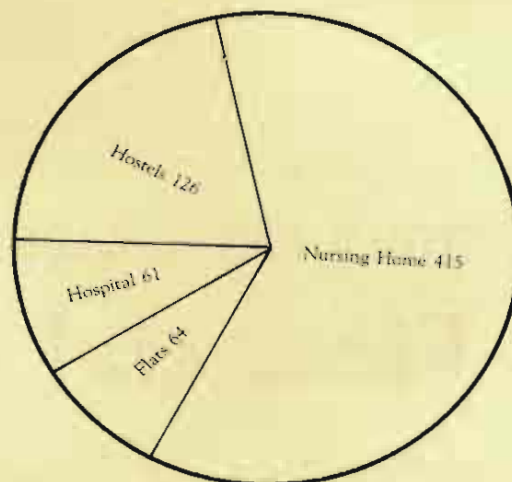
MAIN AREAS OF INCOME

Total Income — \$16,196,042



BED CLASSIFICATION

Total Beds Income derived from 666



THE QUEEN ELIZABETH GERIATRIC CENTRE
OPERATING FUND
STATEMENT OF INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30th JUNE, 1984

	Note	1983 \$	1984 \$
Income			
Patient fees		3,949,313	3,670,484
Commonwealth nursing home benefits		6,459,859	6,743,754
State grants — ordinary		4,290,000	5,277,604
— other		51,600	35,986
Commonwealth grants		150,664	—
Costs met by Health Commission of Victoria		486,452	468,214
Other		42,004	—
		<u>15,429,892</u>	<u>16,196,042</u>
Less Expenditure			
Administration			
Administration and finance		1,016,504	1,018,443
Non assigned employee benefits		688,487	496,974
Nursing and medical		420,498	438,362
		<u>2,125,489</u>	<u>1,953,779</u>
Services			
Energy costs		249,802	334,588
Engineering and maintenance		327,602	1,683,343
Food and dietary		1,407,401	1,421,774
Domestic services		1,294,388	1,598,996
Laundry linen and sewing		897,605	762,014
Other		22,682	27,466
		<u>4,199,480</u>	<u>5,828,181</u>
Medical services and support		1,351,955	1,533,344
Wards			
Nursing home		5,947,856	6,010,251
Rehabilitation and assessment		964,082	671,966
Other		389,949	466,939
		<u>7,301,887</u>	<u>7,149,156</u>
Other services			
Hostels		647,953	558,149
Domiciliary care		166,747	102,639
		<u>814,700</u>	<u>660,788</u>
Education and training		47,007	27,984
Other		22,146	34,564
		<u>69,153</u>	<u>62,548</u>
		<u>15,862,664</u>	<u>17,187,796</u>
Operating deficit for the year		<u>432,772</u>	<u>991,754</u>
Add (Deduct)			
Prior year deficit grant		(213,120)	180,112
Transfer of provision for depreciation to capital fund		(82,586)	(331,502)
Adjustment to depreciation	1(c)	168,848	—
Accumulated deficit (surplus) at 1st July		250,663	556,578
		<u>123,805</u>	<u>405,188</u>
Accumulated deficit at 30th June		<u>556,577</u>	<u>1,396,942</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, 1984

	Note	1983	1984
		\$	\$
Accumulated Deficits		<u>556,577</u>	<u>1,396,942</u>
Represented by			
Current Assets			
Cash at bank and on hand		4,595	16,080
Patient's Fees	4	776,451	752,447
Other Debtors		23,126	21,737
Stores on hand — at cost	5	94,767	83,978
Accrued income and prepayments		36,651	43,498
		<u>935,590</u>	<u>917,740</u>
Less			
Current Liabilities			
Bank overdraft		87,600	410,518
Trade creditors		226,328	150,679
Accrued expenses		402,037	916,239
Provision for long service leave	1(d)	337,921	411,459
Sundry creditors		4,273	15,557
		<u>1,058,159</u>	<u>1,904,452</u>
Non-Current Liabilities			
Provision for long service leave		<u>434,008</u>	<u>410,230</u>
Total Liabilities		<u>1,492,167</u>	<u>2,314,682</u>
Net Deficiency of Assets		<u>556,577</u>	<u>1,396,942</u>

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

CAPITAL ACCOUNT

**STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 30th JUNE, 1984**

	1983	1984
	\$	\$
Bank balance 1st July	17	15,768
Add Receipts		
Government grants	220,350	212,596
Transfer from Special Purposes Fund	560,776	702,325
Sale of Assets	15,230	194,414
Transfer from Operating Fund	163,800	173,506
	<u>960,173</u>	<u>1,282,841</u>
Less Payments		
New buildings, additions and alterations to buildings	711,377	1,044,701
Plant, machinery, furniture and equipment	233,028	172,669
	<u>944,405</u>	<u>1,217,370</u>
Bank balance 30th June	<u>15,768</u>	<u>81,239</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 RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 30th JUNE, 1984**

	1983	1984
	\$	\$
Bank balance 1st July	2,069,781	2,079,748
Add Receipts		
Bequests	117,528	229,794
Donations	99,833	53,308
Interest on investments	365,959	339,354
Other	18,036	33,204
	<u>2,671,137</u>	<u>2,735,408</u>
Less Payments		
Transfer to Capital Fund	560,775	702,325
Patients' comforts	19,706	—
Other	10,908	—
	<u>591,389</u>	<u>702,325</u>
Bank balance 30th June	<u>2,079,748</u>	<u>2,033,083</u>

**STATEMENT OF OTHER FUND BALANCES
AS AT 30th JUNE, 1984**

	Note	1983	1984
		\$	\$
ENDOWMENT FUND			
Assets			
Cash at Bank		50	—
Investments — at cost	2(a)	8,500	—
Endowment Fund Balance		<u>8,550</u>	<u>—</u>
SPECIAL PURPOSE FUNDS			
Assets			
Cash at bank		87,882	97,554
Investments at cost	2(b)		
Short term		1,865,826	1,858,700
Long term		802,773	811,273
		<u>2,668,599</u>	<u>2,669,973</u>
		2,756,481	2,767,527
Less Liabilities			
Patients' trust account	3	676,733	704,444
Special Purpose Funds Balance		<u>2,079,748</u>	<u>2,033,083</u>
CAPITAL FUND			
Cash at bank		15,768	81,239
Land and buildings — at cost	1(e)	7,951,025	8,928,694
Plant and equipment — at cost	1(e)	1,770,991	2,054,143
Less Provision for depreciation	1(e)	61,410	372,713
		<u>1,709,581</u>	<u>1,681,430</u>
Motor Vehicles — at cost	1(e)	113,516	118,182
Less Provision for depreciation	1(e)	37,749	57,948
		<u>75,767</u>	<u>60,234</u>
Capital Fund Balance		<u>9,752,141</u>	<u>10,751,597</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, 1984**

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, 1984. 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 for the Operating Fund. The accounts of all other funds are prepared on a cash basis.

(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 Sheet 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 has been classified as a non-current liability.

The provision for annual leave does not include any allowance for annual leave loading. The method of calculation of the provision for annual leave has changed from the previous year in accordance with Circular No. 9/1984 from The Health Commission of Victoria. The financial effect of this change was impracticable to calculate.

(e) **Depreciation**

Depreciation has been charged on fixed assets for the year ended the 30th June, 1984 as follows:

Depreciation has not been charged on land and buildings.

Depreciation has been charged on all items of plant and equipment and motor vehicles.

Depreciation has been calculated on 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 1 of The Health Commission of Victoria Cost Centre Accounting and Budgeting System Procedures Manual, except that the Manual requires that only items of plant and equipment costing individually in excess of \$10,000 should be depreciated. It is impracticable to calculate the financial effect of this departure from Health Commission of Victoria Policy.

All depreciation charged for the year has been treated as a cost of the Engineering and Maintenance Department.

(f) **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.

2. Investments

	1983	1984
	\$	\$
(a) Endowment Fund		
Commonwealth Government Inscribed Stock	8,500	—
From 1984, Endowment Funds are to be shown with Special Purposes Funds.		
(b) Special Purpose Funds		
Deposits with banks	230,112	85,528
Commercial bills (bank endorsed)		1,501,566
Government and semi-government securities and loans (including inscribed stock)	523,890	554,273
Deposits with other corporations	1,914,597	528,606
	2,668,599	2,669,973

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. Patient fees receivable

Patient fees outstanding shown in the operating fund balance sheet are comprised as follows:

Nursing Home	732,221	735,609
Hospital	44,229	16,838
	776,450	752,447

As all debts are considered to be fully collectible, no provision has been made for doubtful debts.

5. Stores on hand

Stores on hand in the operating fund balance sheet comprise:

Paramedical supplies	18,727	15,772
Pharmaceuticals	26,097	26,584
Medical and surgical supplies	21,608	10,568
Food	12,266	14,262
Domestic supplies	12,770	16,460
Other	3,299	332
	<u>94,767</u>	<u>83,978</u>

THE QUEEN ELIZABETH GERIATRIC CENTRE
AUDITOR'S REPORT

1. We have audited the accompanying financial statements, being the statement of income and expenditure of the Operating Fund for the year ended 30th June, 1984, the balance sheet of the Operating Fund as at that date, the statements of receipts and payments of the Special Purposes and Capital Funds for the year ended 30th June, 1984, the statement of other fund balances as at that date and the accompanying notes to the accounts, in accordance with Australian Auditing Standards.
2. As indicated in note 1(d), and in accordance with Health Commission policy, the provision for annual leave does not include an allowance for annual leave loading. The amount of annual leave loading has not been calculated, but we have estimated it to be at least \$110,000. In our opinion, an amount of at least \$110,000 should have been added to the deficit of the Operating Fund to account for this item.
3. 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 AAS4 "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.
4. As indicated in note 1(e) depreciation has been charged on all plant and equipment. Whilst this policy is in accordance with Statement of Australian Accounting Standards AAS4 "Depreciation of Non-Current Assets", it is a departure from the requirements of the Health Commission of Victoria, which state that in respect of the year ended 30th June, 1984 only items of plant and equipment having an historical cost of \$10,000 or more should be depreciated. The financial effect of this departure from Commission policy has not been determined and it is impracticable for us to do so.
5. In our opinion, except for the matters referred to in paragraphs 2 to 4 above, the financial statements present fairly the financial position of The Queen Elizabeth Geriatric Centre at 30th June, 1984 and of 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

4th September, 1984, Ballarat

G. D. Harry, Partner

Statistics

	1978-79	1979-80	1980-81	1981-82	1982-83	1983-84
HOSPITAL						
Number of Beds	44	44	68	68	68	61
Daily Average	34.8	32.07	32.87	50.38	47.86	25.80
Admissions	303	340	410	647	655	353
Discharges	287	340	363	607	653	319
Deaths	15	15	27	27	40	19
Daily Average Bed Cost	\$60.52	\$77.00	\$85.65	\$92.05	\$114.30	\$159.53
NURSING HOME						
Number of Beds	490	490	499	487	487	415
Daily Average	478.85	459.13	478.87	477.93	462.56	426.12
Admissions	378	452	367	374	398	253
Discharges	272	332	268	271	280	197
Deaths	128	117	90	113	125	111
Daily Average Bed Cost	\$29.11	\$36.59	\$42.04	\$50.97	\$68.06	82.73
AMBULATORY						
Number of Beds in Flats	66	66	63	63	63	64
Number of Hostel and Centre Beds	186	171	159	149	149	126
Daily Average Hostel and Centre	170.70	176.88	145.88	136.65	130.29	112.06
Admissions Hostel and Centre	108	150	166	151	148	93
Discharges Hostel and Centre	104	160	180	152	168	87
Deaths Hostel and Centre	7	7	—	1	1	3
Daily Average Bed Cost Hostel and Flats	\$20.12	\$19.11	\$20.61	\$28.78	\$28.21	\$41.23
DAY HOSPITAL						
Attendances	17,039	19,224	20,775	22,259	25,417	24,749
Average Cost per Attendance	\$23.90	\$25.45	\$26.01	\$25.26	\$28.39	\$32.49
DOMICILIARY CARE						
Annual Cost	\$253,188	\$341,453	\$427,025	\$527,098	\$289,588	\$246,878
Number of Visits	23,165	25,001	25,610	26,216	25,041	17,511
Meals on Wheels	63,044	74,386	78,652	84,996	88,694	90,640
NUMBER OF PARAMEDICAL SESSIONS						
Physiotherapy	22,246	18,209	15,084	19,849	21,691	15,622
Occupational Therapy	3,923	11,023	17,780	13,800	18,118	8,854
Craft	33,102	26,975	24,630	21,246	26,398	12,811
Socialisation	32,614	31,509	34,492	36,907	25,721	39,126
Speech Therapy	1,561	1,788	1,455	1,521	1,263	953
Number of Podiatry Treatments	6,374	4,606	3,825	6,297	7,715	6,761
Number of Dental Treatments	692	754	655	594	633	493
Number of X-rays Taken	1,051	780	881	1,259	1,159	1,024
Number of Optometry Treatments	159	129	135	139	142	162
Number of Paid Staff	582.93	599.40	639.60	624.85	628.9	629.94
CENTRAL HIGHLANDS LINEN SERVICE						
Number of Paid Staff	38.00	38.00	40.5	43.8	44.5	49.5
Total Linen Issued (kg)	732,694	1,065,084	1,845,582	2,033,865	2,105,490	2,262,430
Service Charge (per kg)55	.55	.55	.55	.55	.63
Number of Participating Institutions	8	10	14	17	20	21

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