

**COHUNA DISTRICT HOSPITAL  
58<sup>th</sup> ANNUAL REPORT  
AND  
COHUNA COMMUNITY NURSING  
HOME  
24<sup>th</sup> ANNUAL REPORT**

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## RESPONSIBLE BODIES DECLARATION

In accordance with the *Financial Management Act 1994*, I am pleased to present the Report of Operations for the *Cohuna District Hospital* for the year ending 30 June 2010.

Ron Stanton  
Board President

Cohuna  
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## *RELEVANT MINISTER*

The Cohuna District Hospital is established under the Health Services Act 1988. This Annual Report, for the reporting period, has been prepared for submission to the Minister for Health the Hon Daniel Andrews MP.

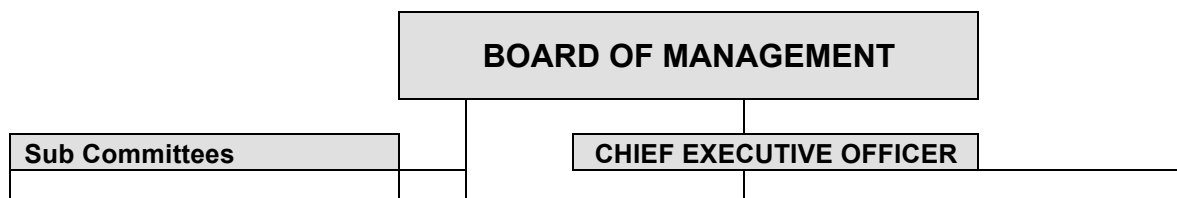
## *MISSION STATEMENT*

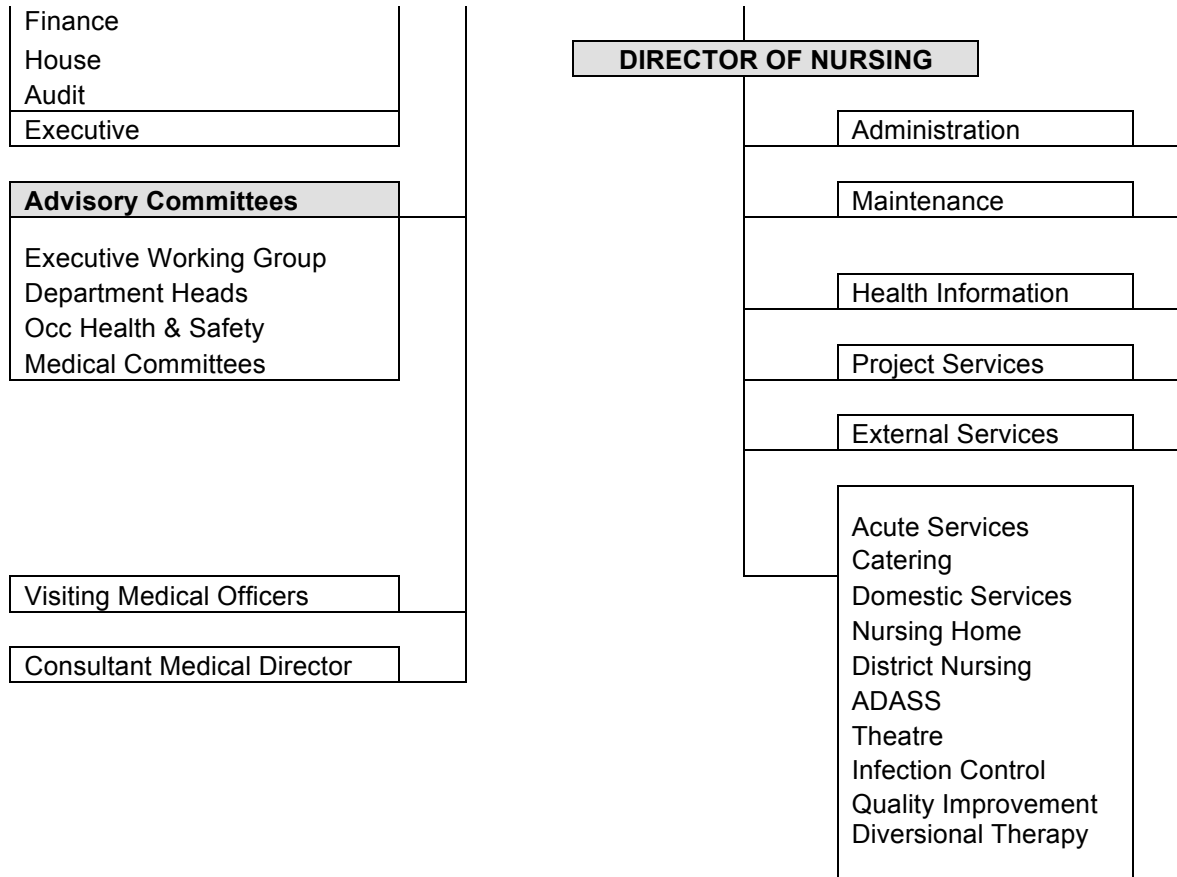
The Cohuna District Hospital provides quality health care and support services that meet the needs of our community in a safe and friendly environment for our clients and staff.

### *Objectives*

1. To provide to the people of Cohuna and District, quality medical, nursing and health care services according to need and within the hospital's prescribed clinical levels of service and agreed resources. Where necessary, to refer patients to appropriate higher level services.
2. To assist in the provision of accommodation and services to those in Cohuna and District who are elderly, frail and/or infirm.
3. To make available to the people of Cohuna and District as many ancillary services as is possible, either directly or by arrangement with allied health service organisations outside the district.
4. That where possible, each person in the community has the opportunity to live in their own home, with the support of home-based services.
5. That health promotion is a basic feature of all services provided by the Hospital, and every opportunity be used to reinforce its significance.
6. To ensure that each staff member works in a safe environment, is recognised for their contribution to the organisation and is able to use and develop their skills and abilities to meet the objectives of the Hospital.

## *ORGANISATIONAL STRUCTURE*





## *LIST OF SERVICES*

Accident & Emergency

Acute Psychiatry

Adult Day Activity Service

Aids & Equipment

Coronary Care

Dental Surgery

District Nursing

ENT and Oncology

General Medicine

General Surgery

Gynecology

Intensive Care

Meals on Wheels

Obstetrics

Orthopedic Surgery

Paediatrics

Pathology

Perinatal Care

Physiotherapy

Radiology

Renal Dialysis

Residential Aged Care

Respite Care

## *ATTESTATION ON DATA ACCURACY*

I, Alan J. Rickey certify that the Cohuna District Hospital has put in place appropriate internal controls and processes to ensure that reported data reasonably reflects actual performance. The Cohuna District Hospital has critically reviewed these controls and processes during the year.

Alan J. Rickey  
Accountable Officer

Cohuna  
\_\_\_\_/\_\_\_\_/\_\_\_\_

## SERVICE ACTIVITY

	2009/10	2008/09	2007/8	2006/07
<b>Hospital</b>				
Inpatients Treated	1,446	1,653	1,638	1,682
Inpatient Bed Days	4,144	4,422	4,465	5,001
Average Length of Stay (Days)	2.95	2.75	2.80	3.07
Births	44	46	46	58
Operations – minor	154	199	208	226
Operations – major	61	68	63	81
ADASS Attendances	1,477	1,477	1,601	1,596
District Nurse	2,028	2,083	1,819	2,015
Accident & Emergency				
Attendances	2,982	3,349	3,535	3,893
Dialysis Sessions	443	451	368	446
Meals on Wheels	9,461	8,402	7,788	7,738
<b>Nursing Home</b>				
Residents	22	21	25	22
Resident Bed Days	5,745	5,824	5,719	5,830
% Occupancy	98.4%	99.7%	97.7%	99.8%
Average Length of Stay (Days)	261.1	277.3	228.8	265.0

## WORKFORCE STATISTICS

Labour Category	JUNE Current Month FTE	JUNE YTD FTE	JUNE Current Month Head Count
Admin/Maintenance/QI	4.86	5.34	9
Nursing	40.89	40.90	61
Domestic	11.77	12.05	23
Ancillary Staff	2.99	3.86	11
	<b>60.51</b>	<b>62.15</b>	104

## BOARD OF MANAGEMENT PROFILES 2009/2010

	Appointed	Member of
<b>President</b> Ron Stanton	November 1999	Finance Committee House Committee

		Audit Committee
<b>Senior Vice President</b>		
Lois Drummond	November 2005	House Committee
<b>Junior Vice President</b>		
Cameron Hodge	July 2008	Finance Committee
<b>Treasurer</b>		
Geoff Hall	November 1994	Finance Committee Audit Committee
Graeme Smith	August 1984	Finance Committee
George Payne	March 1999	Finance Committee Audit Committee
Della McGraw	November 2004	House Committee
Ron Nicholls	November 2005	House Committee
Bernice MacKenzie	July 2008	House Committee
Kim Hore	November 2008	House Committee
Lorraine Learmonth	January 2010	

## *HEALTH SERVICE PROFILE*

### **REGISTERED BEDS**

16 Acute

16 Residential Aged Care

### **ACCREDITATION STATUS**

**Hospital** Australian Council of  
Healthcare Standards – October 2012

**Nursing Home** Aged Care Standards &  
Accreditation Agency – October 2012

### **AUDITOR**

Auditor-General Victoria  
Richmond, Sinnott & Delahunty

### **INTERNAL AUDITOR**

Accounting & Audit Solutions,  
Bendigo

### **AUDIT COMMITTEE**

George Payne  
Bryan Main  
Ron Stanton  
Geoff Hall  
Sue Woods  
Brendan Dickson

## STRATEGIC PLAN 2009 - 2012

**These objectives have guided us in providing the people of Cohuna and District with high quality Healthcare services.**

<b>QUALITY CARE</b>	<b>VALUE AND GROW WITH THE COMMUNITY</b>
<b>Desired Outcome</b>	<b>Desired Outcome</b>
To provide a high quality service appropriate to our community within a culture of continuous improvement	To develop and promote a strong and continuing relationship with our community
<b>Achievements</b>	<b>Achievements</b>
<ul style="list-style-type: none"> <li>• Successful ACHS mid-term survey</li> <li>• Aged Care Accreditation</li> </ul>	<ul style="list-style-type: none"> <li>• Participation in Bridge to Bridge funding raising activity</li> <li>• Local press releases to inform community</li> <li>• Participation in “Care in Your Community” project</li> </ul>
<b>Future</b>	<b>Future</b>

<b>WORKFORCE</b>	<b>ORGANIZATIONAL STABILITY</b>
<b>Desired Outcome</b>	<b>Desired Outcome</b>
To provide adequate and appropriate staffing through developing and promoting a culture of continuing professional development	To develop governance strengths and service infrastructure to ensure capacity to meet future needs
<b>Achievements</b>	<b>Achievements</b>
<ul style="list-style-type: none"> <li>• Participation in GP Workforce Committee with Kerang &amp; Barham hospitals</li> <li>• Hospital wide professional development plan</li> </ul>	<ul style="list-style-type: none"> <li>• Memorandum of understanding with other providers within the Shire</li> </ul>
<b>Future</b>	<b>Future</b>

## *MANAGEMENT REPORT*

On behalf of the Board of Management of the Cohuna District Hospital we have great pleasure in presenting the 58<sup>th</sup> Annual Report. This report provides an overview of activities undertaken and financial performance for the 2010-11 year in review.

### *Financial*

The Board delegates its financial performance and compliance responsibilities to the Finance and Audit Committees. The Finance Committee meets monthly to monitor performance against our budget. The Audit Committee's role is to monitor our compliance against the Governments' Financial Management Compliance Framework and also overseeing the development of policies on financial accountability and internal audit activities. The Board also, in conjunction with the Department of Health's regional staff, meet on a quarterly basis under a 'Financial Partnership' process to monitor and discuss our progress against our budget and regional benchmarking measures.

### *Accreditation and Quality Improvement*

The Hospital underwent Australian Council of Healthcare Standards Periodic Review in 2010 as part of the cyclic accreditation process. We lodged the Review submission in March 2010 and on April 13<sup>th</sup> 2010, hosted two surveyors from Australian Council on Healthcare Standards whose task was to verify our submission data. We are more than satisfied with the Review outcome which we believe is indicative of our ongoing commitment by management and staff to quality improvement and provision of optimal care/services for our community. We have only two recommendations to address.

Congratulations goes to all staff for their work over the past two years and especially Jill Moore our Quality Improvement Coordinator who has kept us all on target.

The Cohuna District Hospitals' Return to Practice Program is a major achievement and received accolades from surveyors. We are one of only two small Victorian Rural Hospitals providing this Nurses Board Victoria (NBV) accredited program, and one of ten providers statewide. The program required extensive submission data for accreditation and assists Division 1 & 2 nurses to regain NBV registration and return to the workforce.

The Nursing Home in August last year underwent its full accreditation survey conducted by the Aged Care Standards and Accreditation Agency which found it complied with all 44 outcomes under the four required standards. Nurse Unit Manager Anne Harrison and her staff are to be commended for their fine work in ensuring the Nursing Home maintains its perfect accreditation record.

The Nursing Home is also in its second and final year of the EBPRAC research program (Encouraging Best Practice in Residential Aged Care). The Commonwealth funded program has enabled staff to update their nursing skills in delivering 'person centred care' enhancing better management of behaviours of concern which may occur in our residential aged care facility. Home-like building design changes compared to the traditional institutional environment have also been identified as another way of assisting new residents settle in thus reducing behaviours of concern.

Annual Quality Improvement activities undertaken over the past year have been patient surveys through the Victorian Patient Satisfaction Monitor, emergency management and fire safety drills, annual food safety audit, achieving 99% competency under the "no lift program" and surveying patient satisfaction in our Accident and Emergency Department.



### ***Board of Management***

The membership of the Board remains stable. Mrs. Bernice MacKenzie and Mr. Cameron Hodge have been reappointed for a further three year term enabling the Hospital to maintain continuity of governance. We welcome Mrs. Lorraine Learmonth who was appointed to the Board in February bringing our numbers to eleven.

Consistent with our Strategic Plan, education activities have again been provided to the Board in conjunction with the Department's governance education program. The Board took advantage of the 'advanced and foundation level' training sessions provided through the year.

### ***Strategic Plan***

The strategic and business plans continue to guide the Hospital and Nursing Home throughout the year. Each month the Board assesses our performance against the plans to ensure we remain on target. A review of both plans is forecast for later this year to ensure our goals and objectives remain relevant to the needs of our community. Our four main goals being: providing quality care, developing and promoting a strong relationship with our community, provide an adequate and appropriate workforce and maintain good corporate governance which ensures our capacity to meet future needs.

### ***Capital and Infrastructure Improvements***

During the year the following capital improvements were undertaken as part of the health services annual program and were funded by either capital grants from the Department of Health, fundraising activities of our Ladies Auxiliary, local fundraising groups or donations. These being

• Two Patient lifters	\$25,000
• Three Floorline beds	\$10,000
• ECG machine	\$11,400
• Foetal monitor	\$14,500
• Kitchen stove	\$4,000
• Combi-steamer	\$19,000
• Nurse's station photocopier	\$1,750
• Replacement air conditioner - general office	\$2,500
• Replacement air conditioner - x-ray	\$2,900
• Replacement ward curtains	\$2,500
• Replacement computers	\$3,900
• Replacing the floor and coverings in Ward 6	\$5,500
• Replacement x-ray tube	\$6,800
• Renovations to hospital bathroom	\$4,400
• Replacing the external door opposite Ward 8	\$4,000

Improving security for staff and patients has again been undertaken with a further three CCTV cameras to be installed in the front foyer, A&E waiting area and main ward corridor.

Planning has commenced on establishing a lounge area for relatives and visitors. The renovation project will involve relocating the dialysis chairs to the executive offices area enabling the vacated room to be converted into a lounge with outdoor access to a garden. New offices will be created for the Chief Executive Officer and Director of Nursing by extending toward the back of the Hospital. The project will also allow an ensuite to be created for ward 11. The project is expected to take around 12 months.

### ***Risk Management***

Risk Management systems and processes are monitored through quarterly reports to the Board, monthly reporting to the Executive Working Group and various reports to the Hospital's Audit and Patient Care Review Committees. This year's risk management focus covered two distinct areas. Firstly, the Hospital's risk management policy and systems were reviewed and revised to ensure compliance with the new Risk Management Standard AS/NZS ISO 31000:2009. Secondly the implementation of the strategic Risk Management Programme continued to schedule.

The transition from Hospital based to web based incident reporting (Riskman) occurred during the year. The web based approach has strengthened the incident and risk management process, enabled better data collection and reporting whilst providing Department Heads with the capability of monitoring and investigating incidents within their departments. The Hospital's risk register and feedback (compliments and complaints) systems are forecast to become web based next year.

### ***Staff***

The health service is only as good as the staff who provide the services to our patients and clients. We are very fortunate to have a loyal and highly motivated team of people who are committed to ensuring the care provided is equal to any health service within the state. Education and training programs continue to be promoted and eagerly taken up by all staff.

### ***Medical Services***

The local medical practice under Dr Peter Barker continues to strive to attract enough doctors to meet the demand of the community and our health service. The Board in conjunction with the local GP Workforce Committee involving the Murray Plains Division of General Practice, Hospital and Medical practices in Kerang, Barham and Cohuna continue to meet to ensure this area is well represented when recruiting doctors.

We thank all Dr. Barker's medical staff plus visiting specialists for their ongoing commitment to our patients and residents.

### ***Southern Mallee Transport Connection Project (SMTCP)***

The Hospital auspices the SMTCP on behalf of nine partner organizations across the Buloke, Gannawarra and Swan Hill municipalities. The overall focus of the partnership is to improve access and transport options across the entire project area, with particular emphasis upon rural / remote areas. Two of these projects have included the development of various bus trials in the last twelve months aimed at linking towns in the Gannawarra Shire with Echuca, and linking towns further in the Mallee with Bendigo.

### ***Appreciation***

In closing we would like to thank our dedicated and hardworking staff, Board members and ladies auxiliary, individuals, community groups, volunteers, medical practitioners, local political representatives and Department of Health for their contribution to our health service.

Due to this commitment we are able to achieve a great deal each year ensuring services are not only maintained but improved.

Ron Stanton  
Board President

Alan Rickey  
Chief Executive Officer

## *DIRECTOR OF NURSING REPORT*

The Cohuna District Hospital continues to focus on meeting the health care needs of our community with a great deal achieved due to the teamwork of all staff. During the past year 1,446 patients were admitted, requiring medical or surgical care while 2,982 people attended our Emergency/Outpatients facilities.

### *Acute Services*

Nursing staff continue to develop a coordinated approach to managing patient care, with the collaboration of Medical and Allied Health staff in the delivery of their services. Nursing staff are also involved with teaching work experience students, nursing students and medical students.

A statewide nursing shortage has led us to develop a 'Return to Nursing Practice' program which was implemented this year and has been very successful, retraining six nurses.

Our 'Renal Dialysis' program is still an important service to our community with 443 sessions carried out during the year compared to 451 last year. We currently have three permanent clients who attend each week and also provide a service to visitors holidaying in our district.

### *Nursing Home*

Our Aged Care service provides a home like atmosphere for the residents while delivering expert nursing care. Our Home has been part of the 'EBPRAC' program which has seen many projects undertaken, some of these projects have included staff collecting life stories of our residents / micro training for all staff and environmental audits. The quality of Residential life is enhanced by the vital role our volunteers play, their time given to our residents is highly valued.

The Nursing Home achieved a further 3 years accreditation status in October 2009.

### *District Nursing*

The District Nurses provide support and preventative services to our community. Due to their efforts many people are able to remain independent in their homes instead of being prematurely admitted to the Nursing Home or Retirement Village.

### *Adult Day Activity Support Service (ADASS)*

ADASS continues to provide recreational and therapeutic support services to those people who continue to reside at home and to residents of our local residential aged care services. The people who volunteer their support, help as bus drivers, with outings, providing entertainment or at the centre, is gratefully acknowledged. ADASS offers a total 144 sessions over the year covering three days per week with a total of 60 local residents attending during the year.

### *Domestic Food Services*

The total number of meals prepared in the kitchen for the year was 42,276. This comprised of meals provided not only to the Hospital and Nursing Home but also to ADASS, Senior Citizens and Meals on Wheels. This is slightly down on last years 42,739 meals.

The high standard of catering and cleaning procedures has been maintained by the effort and dedication of the Domestic and Food Services staff.

### ***Acknowledgements***

The Hospital Ladies Auxiliary again have been a financial support in providing equipment and furnishings. A sincere thanks go to them and other numerous community groups who continue to support the Hospital and Nursing Home in many ways.

Anne Graham

**DIRECTOR OF NURSING**

## ***COHUNA HOSPITAL LADIES AUXILIARY REPORT***

**1<sup>st</sup> March 2009 to 28<sup>th</sup> February 2010**

It is with great pleasure I bring you my President's report for the Cohuna District Hospital Ladies Auxiliary for 2009. We have had a very successful year of fundraising, raising in excess of \$26,000 for our Hospital. All of this money has been used to purchase equipment and furnishings for the Hospital to add to the comfort of patients and staff.

Our Black and White Dinner and auction held in Pam and Mick Carmody's garden in March generated \$22,000 and was enjoyed by all who attended. The Mother's Day Stall in May was generously stocked by members and well supported by our local shoppers. August saw us catering for a happy group of indoor bowlers who enjoyed their night whilst raising funds for the Hospital. Our Oaks Day Luncheon at the Golf Club in November was well attended and some even managed to take home a little extra cash after a win on the horses.

The Annual Christmas stocking was once again generously filled by our local traders and auxiliary. Without their donations and the endless support of the community we would not be able to run such successful events. Our sincere thanks to you all.

Director of Nursing Anne Graham, has attended all of our meetings and we enjoyed her informative talks.

We were saddened in November by the passing of Lorraine Woods and Pat Hancock. Both of these members were dedicated workers for our auxiliary for many years and they will be missed by all.

My special thanks go to Bev Brown, our secretary and Claire Douglass, our treasurer and all auxiliary members for the support and friendship over the past two years. I wish all incoming office bearers a rewarding and successful 2010.

**Deanne Ladson (President)**

<b>Ladies Auxiliary Executive for 2010</b>	
<b>President</b>	Wynsome Jackson
<b>Secretary</b>	Wilma Horridge
<b>Treasurer</b>	Claire Douglas

## *STAFF & KEY PERSONNEL 2009/2010*

Chief Executive Officer	Mr. A.J. Rickey, ACHSM.
Director of Nursing	Mrs. A.E. Graham, R.N Div 1, R.M, B.A.N
Clinical Nurse Consultant	Mrs. E. Lake, R.N Div 1, R.M
Charge Nurse Hospital	Mrs. J. Gordon, R.N Div 1, R.M
Charge Nurse Nursing Home	Mrs. A. Harrison, R.N Div 1
Charge Nurse Theatre	Mrs. K. Storm, R.N. Div 1
District Nurse	Mrs. P. Lake, R.N. Div 1
Infection Control	Mrs. E. Storm, R.N. Div 1
Project Personnel	Mr. R. Penny, BHA, Grad Dip IR, MCom, FACHSM, FAIM
	Mrs. S. Gundry
Quality Officer	Mrs. J. Moore R.N Div 1
Health Information Manager	Ms. J. Webster (Echuca Regional Health Service)
Administration	Miss Sarah Wright Miss Joanne Mathers Mrs Caren Coates Mrs Jacque Goulding
Diversional Therapy	Mrs Jacinta Coyle
Maintenance	Mr Lee Crichton Mr Brendan Coyle (trainee)
A.D.A.S.S.	Mrs Wendy Pegus Mr Michael McGann Mrs Edna Toma Mrs Lorraine Taylor Mr Leigh Turvey
Radiology	Mrs. K. Bradley (Bendigo Radiology)
Visiting Medical Officers	Dr. P.G. Barker, M.B., B.S, Dip RACOG, FRACGP Dr. C. Bottcher, MB, B.S, FRACGP, Dr. M. Bashour, M.D, (Aleppo 1976) Dr. M.L. Shamaan, M.B, CHB (Baghdad 1987) Dr. D. Andrew, M.B, B.S, (Melb 1968) Dr. B. Munzel, M.B, B.S, (Monash University 2004) Dr. S.N. Baré, M.D, (Hungary 1999)
Visiting Dental Officer	Dr. G. Gin, B.D. Sc. (Melb.) L.D.S.
Visiting Specialist Consultants	Mr. H. D. Williams M.B., B.S., FRACS Dr. G.M. Khan, M.B, B.S, (India 1966), FRCS, FRACS Mr. G. Dennerstein, M.B., B.S., FRANZCOG, FRACOG.
Consultant Medical Director	Dr. P. Francis, M.B, B.S, (Melb 1960)

# STAFF

## REGISTERED NURSE – DIVISION ONE

Anne Alden  
Rhonda Bibby  
Jenny Brereton  
Jenny Carlin  
Melanie Church  
Glenda Crichton  
Paul Donat  
Sheree Edge  
Julie Ferguson  
Wendy Fletcher  
Deanne Ford  
Janette Gordon  
Anne Harrison  
Rachel Jenkinson  
Helen Keely  
Kerry Kennedy  
Elizabeth Lake  
Phyllis Lake  
Lynette Martens  
Sally McCahon  
Nathan McGann  
Karen Millsom-Ryan  
Jill Moore  
Sharyn O'Brien  
Cecelia Palmer  
Brooke Peace  
Sharon Pearson  
Cindy Power  
Marion Richardson  
Hayley Scott  
Heather Spence  
Alexia Stephens  
Liz Storm  
Karyn Storm  
Betty Thompson  
Cheryl Tierny  
Kaye Tuohey

## REGISTERED NURSE – DIVISION TWO

Cherrie Aitken  
Jillian Archer  
Susanna Barton  
Sherryn Bond

## REGISTERED NURSE – DIVISION TWO CONT'D

Narelle Dehne  
Debbie Dingwall  
Margaret Donehue  
Robyn Gladman  
Noelene Hawken  
Susan Holt  
Andrea Hore  
Helen Inglis  
Corale Jones  
Judy Martin  
Julie McGlone  
Wendy McInnes  
Isobel McKnight  
Debra Munzel  
Shaan Myers  
Lesley Roberts  
Janette Thompson  
Angela Toma  
Ebony Van Dongen  
Breanna Wilson

## DOMESTIC

Delise Borden  
Jenny Brown  
Gabriel Dunne  
Robyn Dye  
Anne Evans  
Michelle Gladman  
Karen Hawken  
Kaye Holmes  
Shannon Ketterer  
Nanette Leeder  
Mandy Lyons  
Debra Meiberg  
Bev Miller  
Jan Monro  
Cherie Overend  
Maryanne Pollock  
Jeanette Robinson  
Maxine Rush  
Charmaine Ryan  
Louise Spradbury  
Denise Wakeman  
Zoe Webb

# DISCLOSURE INDEX

The Annual Report of the **Cohuna District Hospital** is prepared in accordance with all relevant Victorian legislation. This index has been prepared to facilitate identification of the Department's compliance with statutory disclosure requirements.

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FRD 21A	Responsible person and executive officer disclosures	refer financial pages
FRD 22B	Application and operation of <i>Freedom of Information Act 1982</i>	16
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**Financial Statements**

**Financial statements required under Part 7 of the Financial Management Act 1994**

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***Summary of Major Changes or Factors, which have Affected the Achievement of the Operational Objectives for the Year.***

There were no major changes or factors, which affected the achievement of the Hospital’s operational objectives during 2009/10.

***ATTESTATION ON COMPLIANCE WITH AUSTRALIAN/NEW ZEALAND RISK MANAGEMENT STANDARD***

I, Alan J. Rickey certify that the Cohuna District Hospital has risk management processes in place consistent with the *Australian/New Zealand Risk Management Standard* and an internal control system is in place that enables the executives to understand, manage and satisfactorily control risk exposures. The *audit committee* verifies this assurance and that the risk profile of the Cohuna District Hospital has been critically reviewed within the last 12 months.

Alan J. Rickey  
Accountable Officer

Cohuna  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_



# STATUTORY REPORTING REQUIREMENTS

Under Section 8(1) (c) of the Annual Reporting (Contributed Income Sector) Regulations 1988 - the Hospital is required to disclose certain information in relation to the background, activities and performance in this Annual Report.

## *Health Services Act*

The function of the Cohuna District Hospital is regulated by the Health Services Act 1988. The purpose of this Act is to make provision for the development of health services in Victoria, for the continuation of hospitals, nursing homes and other health care agencies.

## *Fees and Charges*

The Hospital charges fees in accordance with directives issued by the Department of Health and the Commonwealth Department of Health and Ageing.

## *Freedom of Information*

In accordance with the Freedom of Information Act 1982, the Chief Executive Officer has been appointed as Freedom of Information Officer and requests for information are to be processed in accordance with the legislation. During 2009/2010 there were 12 formal requests processed.

## *Whistleblowers Protection*

The Whistleblowers Protection Act is designed to protect people who disclose information about serious wrongdoing within the Victorian public sector and to provide a framework for the investigation of these matters.

The Act's key objectives are to:

- Promote a culture in which people feel safe to make disclosures;
- Protect these people from discrimination;
- Provide a clear process for investigating allegations; and
- Ensure that investigated matters are properly dealt with.

The Cohuna District Hospital has a prescribed procedure in place for dealing with disclosures made under the Act. A copy of the procedures is available from the Hospital's Privacy Officer to whom all enquiries on this matter should be directed.

In the year ended 30<sup>th</sup> June 2010 there were no disclosures made to Cohuna District Hospital under the Whistleblowers Protection Act.

## *Occupational Health and Safety*

The Hospital has an active Occupational Health & Safety Committee which meets regularly and is responsible for the improvement of the health and safety of all employees, patients, residents and visitors.

Compliance with Occupational Health and Safety Legislation is monitored with Indicators collected to measure performance. Further strategies have been implemented to improve occupational health and safety and can be obtained from the Hospital by request.

### *Competitive Neutrality*

The Cohuna District Hospital is committed to the objectives of the National Competition Policy and as a Government funded agency we have complied with the business activities required under this policy.

### *Pecuniary Interests*

Members of the Board of Management and Senior Management are required to lodge declarations of pecuniary interest. The By-laws state any member of the Board who has a direct or indirect material financial interest in any matter brought before the Board for discussion shall disclose that interest forthwith to the other Board members and shall not be present during discussion on the matter or entitled to vote on the matter.

### *Publications*

Cohuna District Hospital produces the following publications dealing with functions and activities of the Hospital and are available by contacting the Chief Executive Officer.

- Annual Report
- By-Laws
- Quality of Care Report
- Patient Information Package
- Strategic Plan

### *Industrial Relations*

Industrial Relations within the Health Service have been harmonious and no time was lost due to industrial action.

### *Complaints*

In accordance with the Health Services Act 1988, the Hospital is required to deal with any official complaint. The Director of Nursing is the appointed officer. During 2009/2010 there were no formal complaints processed.

### *Consultants Engaged*

No consultants were engaged in the 2009/2010 period.

### *Overseas Visits*

No overseas visits have been undertaken on behalf of the Hospital by either members of the Board or any paid member of staff.

### *Equal Employment Opportunity*

The Public Authorities (Equal Employment Opportunity) Act 1990 requires health services to provide equal employment opportunity, regardless of status (i.e. sex, marital status, disability, religion or race). The Hospital supports the principles embodied in the legislation and recognises that initiatives to eliminate discrimination and promote equal employment opportunity, in the health field, is dependent on commitment from management.

It is Hospital policy to provide equality in employment for all employed people or those seeking employment. Every person must be given a fair and equitable chance to compete for appointment, promotion and to pursue their career as effectively as others.

### *Building & Maintenance Compliance*

The Minister for Finance has issued instructions in accordance with the Building Act 1993 stating that all public entities are to ensure that buildings under their control are; safe and fit for occupation, comply with statutory requirements; and are maintained to a standard where they remain fit for occupancy. The Hospital reports annually on the measures taken to comply with the provisions of the Act. In November 2009 the Hospital complied with all mandatory inspections, testing, maintenance and documentation in relation to building safety.

### *Sub-Committees*

- *Finance Committee*

The Finance Committee assists the Board to fulfil its duties relating to the financial management of the Hospital and regularly advises the Board about the financial position of the Hospital and major projects. It reviews the annual operating and capital budgets and makes recommendations on financial policy. The Committee meets monthly.

- *Audit Committee*

The purpose of the Audit Committee is to ensure the integrity of financial reports and review the Hospital's process for monitoring compliance with laws, regulation, internal standards, policies, best practice guidelines and expectations of relevant authorities, patients, employees and the community. The audit committee is also responsible for reviewing the Hospital's internal control and risk management system. The Committee meets quarterly with representation from internal auditors Accounting & Audit Solutions Bendigo in attendance. There are two independent members.

### *Victorian Industry Participation Policy Disclosure*

Cohuna District Hospital let no contracts of \$1 million or over in 2009/2010 and therefore no VIPP disclosure is required.

### *Research Activities*

There were no research activities undertaken by the Hospital during 2009/2010.

### *Disclosure of ex-gratia payment*

There were no ex-gratia payments made to or by the Hospital during 2009/2010.

### *Subsequent Events*

There have been no events subsequent to balance date affecting the operations of the Hospital.

### *Other Information*

Other relevant information in relation to the financial year is retained by the accountable officer and made available to the relevant Minister, Member of Parliament and the Public on request.

## *DONATIONS 2009/2010*

The Board of Management would like to acknowledge the valuable donations received from the following donors for the year ended June 2010.

### **General Donations**

Alfred & Jean Dickson  
Foundation

Australia Day Ladies Lunch  
Bernie Mawson  
Cadell Trading

Class of 1969 Reunion  
Cohuna Apex Club  
Cohuna Bowls Club and  
their Bingo Venue

Cohuna Butchers  
Cohuna Five Hundred Club  
Cohuna Girl Guides  
Cohuna Golf Committee  
Cohuna Golf Bowls Club  
Cohuna Hardware  
Cohuna Hospital Ladies  
Auxiliary

Cohuna Kangas  
Football/Netball Club

Cohuna Lions Club  
Cohuna Patchwork Group  
Cohuna Senior Citizens  
Coliban Water  
David Elliot  
Francis Harrower

Una Supermarket Community  
Royalties Program

West End Servo  
Freemasons (Melbourne)  
George Bellis

Glencaw Meats  
Greg & Cathy Southern  
Greg Peace  
Hazeldenes

Ian Parish  
Iris Searles  
J. R. Cooke Trading

Keith Van Lier  
Leitchville & District  
Development Group

Leitchville Lions Club  
Leitchville Senior Citizens

Mawson & Sons  
Cohuna Old Time Dance  
Group

R & J Hicks  
Robert Turnour  
Rocky's Fruit & Veg  
Tim Straford & Families  
Tip Top Bakery

### **Estate Donations**

John Robert Winterbottom

### **Funeral Collection Donations**

George Stephens  
Mavis Strachan  
Frank Spitters  
Emily Carter  
Bill Dunne  
Patrick Rennes  
Pam Stavenuiter

### **Murray to Moyne Donations**

Clavin & Rogers Veterinary  
Evolve Accounting Solutions  
Kay Douglas  
Ken & Debra Munzel  
Scott Foreman  
Aegar Kingma  
Sue & Peter McGillivray  
Leica Roney  
Tom Mackenzie  
Bottcher Bros  
Michael McLoughlan

## **YOUR BEQUEST TO THE COHUNA DISTRICT HOSPITAL**

A bequest in your will to the Cohuna District Hospital is a positive gesture of acknowledgement for the future.

It is a guarantee that a nominated part of your estate will directly benefit the future health needs of the district.

If you choose to make a Bequest to the Cohuna District Hospital it is important that you contact your Solicitor to enable your act of generosity to be properly incorporated into your existing will.

It is also possible to bequeath assets other than cash, such as property. You may also nominate the area or types of use for your bequest i.e. surgical, midwifery, equipment etc.

A bequest to the Cohuna District Hospital is an expression of your gratitude and a guarantee of a perpetual memory in a most worthy dedicated local institution.

Thank you on behalf of the Cohuna District Community.