

20TH ANNUAL REPORT

for the year ended
30th June, 1990



Family Planning Association of SA Inc

FAMILY PLANNING ASSOCIATION OF SA INC

PATRONS, LIFE MEMBERS & COUNCIL

PATRONS

Vice Regal Patron
His Excellency the Governor of South Australia
Lieutenant General Sir Donald Dunstan, DBE, CB
Dr Winifred Wall, AM
Professor Lloyd Cox, AM

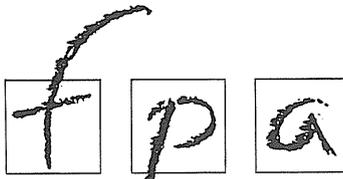
LIFE MEMBERS

Life membership is conferred on the recommendation of Council in recognition of outstanding contribution to the Association.

Dr Karl Ball
Ms Pat Bockner
Ms Rosemary Boucaut
Mrs Gwen Brooking
Ms Janet Browning, OAM
Dr Ina Campbell
Ms Margaret Clark
Professor Lloyd Cox
Dr Kerrie Davies
Dr Olive Johnston
Mrs Heather MacDonald
Mrs Diane Morris
Dr John Porter
Dr Winifred Wall
Ms Elizabeth Yeatman

COUNCIL MEMBERS

President
Mr Richard Hicks
Vice-President
Dr Margaret Moody
Ms Penny Anagnostou
Mr Kym Davey
Dr Diana Hetzel
Ms Julia Hodgson
Ms Pam Schiller
Mr Tony Spawton
Ms Josephine Tiddy
Elected Staff Member
Dr Joy Giles



Family Planning Association of SA Inc

17 Phillips Street Kensington
South Australia 5068
Phone (08) 31 5177 (008) 188 171

Member of the Family Planning
Federation of Australia

Affiliated with the International
Planned Parenthood Federation

**20TH
ANNUAL
REPORT**

**FOR THE
YEAR ENDED
30TH JUNE 1990**

© Family Planning Association of SA Inc 1990
– All Rights Reserved

National Library of Australia
ISSN 1031-9778

ACKNOWLEDGEMENTS

The Family Planning Association of SA Inc expresses its sincere appreciation for the continuing financial support received from the Australian and South Australian Governments. The Association also extends its gratitude to the people and community organisations who have assisted and supported us during the year.

CONTENTS

MESSAGE FROM THE PRESIDENT.....	1
CHIEF EXECUTIVE OFFICER'S REPORT.....	2
CLINICAL SERVICES.....	3
COMMUNITY SERVICES.....	7
TRAINING AND EDUCATION SERVICES.....	10
ADMINISTRATIVE SERVICES.....	14
FINANCIAL REPORT.....	14
FINANCIAL DECLARATION.....	16
AUDITORS' REPORT.....	16
OCCUPATIONAL HEALTH AND SAFETY REPORT.....	17

MESSAGE FROM THE PRESIDENT

Richard Hicks
PRESIDENT

We look back on the past year with a sense of satisfaction and achievement in having fulfilled some of the Association's longer term goals and established a clear direction for our role in sexual health services in the 90's.

A major achievement was the adoption of the Association's Strategic Plan which was developed using a comprehensive consultation process involving Council, Staff and closely associated Health Service agencies who are partners in the provision of a range of services. The Strategic Plan has already enabled the Association to focus resources and energies and its implementation is providing the opportunity for development at all levels within the organisation.

The Council has continued to develop its corporate function and leadership role. A major initiative has been the establishment of the Research & Evaluation Advisory Committee which has provided the opportunity for the expertise of Council members to be utilised and has attracted the participation and support of respected community members in this field. The Council proposes to further develop its committee structure to benefit from the specific expertise of its members and to provide an interface with senior staff to ensure effective and responsive policy development and organisational management.

The Council welcomes the appointment of Ms Helen Tolstoshev as Chief Executive Officer who replaced Ms Judith Dwyer. Helen's past experience and commitment to adolescent health, together with her leadership and management style, has contributed significantly to the development of the organisation in the past year. A major achievement has been consolidation and development of the role of the Management Team and the clear

functional responsibilities of its individual members. I am pleased to report that a significant initiative in this area was the establishment, at Management Team level, of Manager of Administration and Finance and the appointment of Mr Richard Gray to that position.

The Strategic Plan and the role of the Association in addressing AIDS and other sexually transmitted diseases will be the major challenge for the early 90's. Where and how the Association should provide its services will require leadership coupled with a consultative decision making process. Council realises that given the resources available, hard decisions will need to be made based on social justice and primary health care principles. This may mean that the current form of service provision may have to be changed and new approaches developed.

Family Planning services continue to be used and supported by the community. The support is clearly reflected by the strong response to services which has continued in the country areas. On behalf of the Council, I wish to record its appreciation of the support and direction provided by the Chief Executive Officer, Helen Tolstoshev and the Management Team.

CHIEF EXECUTIVE OFFICER'S REPORT

Helen Tolstoshev

CHIEF EXECUTIVE
OFFICER

In 1990 FPA celebrates twenty years of service to the South Australian community. Anniversaries of such significance often lead to reflection and planning for the future. This has certainly been the scenario at FPA in 1989/90. Under the dynamic leadership of Chief Executive Officer, Judith Dwyer the organisation embarked upon a strategic planning exercise to chart a future course for the organisation. This process highlighted the considerable achievements of the Association and the commitment and skills of the staff. The planning workshops, involving consumers and staff, resulted in a powerful commitment to change that goes far beyond mere statements about the importance of sexual health to the achievement of long term organisational goals.

The goals of the plan reflect FPA's vision and values, its structure and role and the concern for clients and employees alike. The Plan is also a framework that integrates the principles of sexual health care, primary health care and social justice strategies. Within this framework specific groups will be targeted, these include young people under 25 years of age, service providers who work with the aboriginal, multicultural and disabled communities and people living in country areas.

Implementation, whilst well under way, will continue to be a challenge. To maintain a focus on the overall goals of the plan and sustain energy and interest in the long term outcomes will require commitment and patience from us all.

Ultimately, to achieve success, FPA recognizes the need to be more responsive at a local level, through integrated clinical and community services. We are aware that staff will need to be supported with appropriate and effective staff development. We also acknowledge

the complexity of sexual health service issues and have responded with a team-based approach to management. These changes are however only the beginning.

The end result of our strategies will be better outcomes for our clients, a sexual health service that is recognized and respected as a "leading edge" service and personal and professional development for FPA staff.

CLINICAL SERVICES

Bronwen Weller
DIRECTOR

Family Planning Clinic Services are provided at Kensington and eleven Adelaide suburban locations. Four clinics are specifically targeted at young people under 25 years of age. Clients of non-English speaking background are catered for in mainstream clinics, utilising interpreter services. Men form a very small percentage of clinic clients. Many men however, accompany their partner to clinics and an increasing number are being seen with concerns about sexually transmitted diseases. Services are provided to women in some rural communities by visiting FPA teams. Social work services are available at Kensington.

Clinics are staffed by doctors and nurses supported by receptionists and office staff. Services are confidential and provided with attention to quality, non-judgemental care and self responsibility.

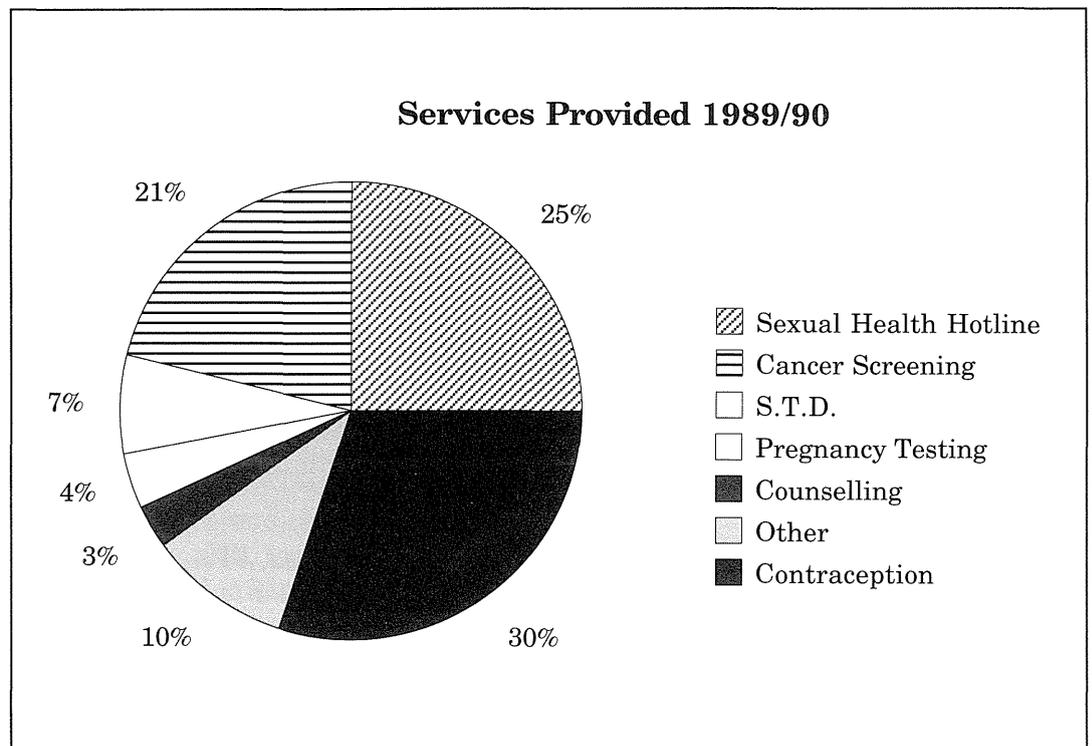
FPA Sexual Health Services in clinics cover the following areas:

- Contraception
- Pregnancy Testing (A drop-in service is available)
- Pregnancy Counselling
- Sexually Transmitted Diseases including testing and counselling for HIV/AIDS
- Breast and Cervix Cancer Screening
- Minor Gynaecology
- Sexual Difficulties and Relationship Counselling

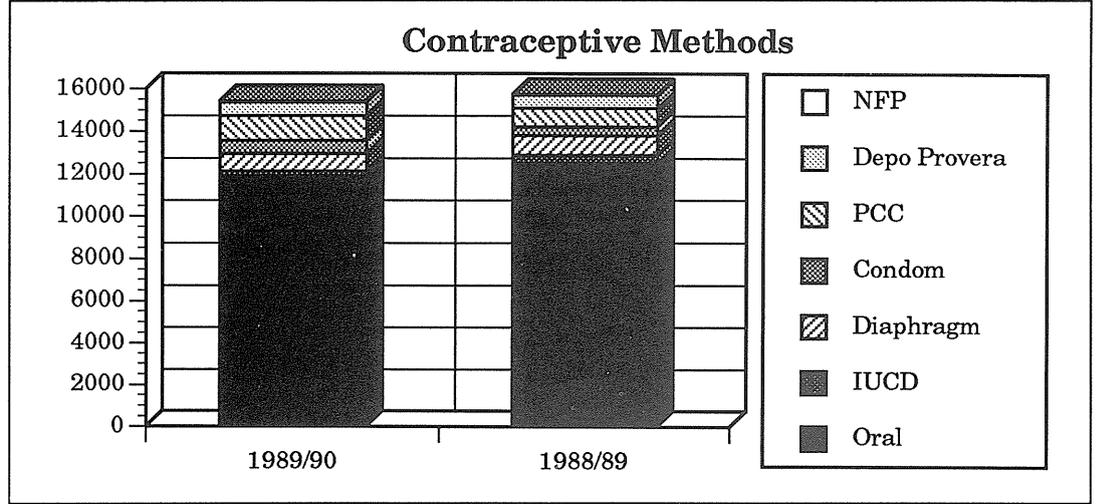
Client Attendances and Ages

A total of 24,926 client attendances were recorded in 1989/90, a small increase on the previous year. 5,129 attendances were new clients. Kensington clinics account for 60% of attendances.

Overall, clients under the age of 25 years make up 53% of the total, whilst amongst new clients 57% are under 25 years. These figures are slightly down on previous years. However, the decrease is not reflected in the attendances at youth clinics which are experiencing an increasing demand.



CLINICAL SERVICES
—continued



Services Provided

The total number of services provided to clients have increased by 17% to 68,700. This figure includes 16,700 calls handled by the Sexual Health Hotline, an increase of 7%. Contraceptive services make up one-third of the total, preventive health services (smear testing and breast examination) constitute approximately one-fifth of the services. The greatest increase (43%) is in services to clients concerned about sexually transmitted diseases.

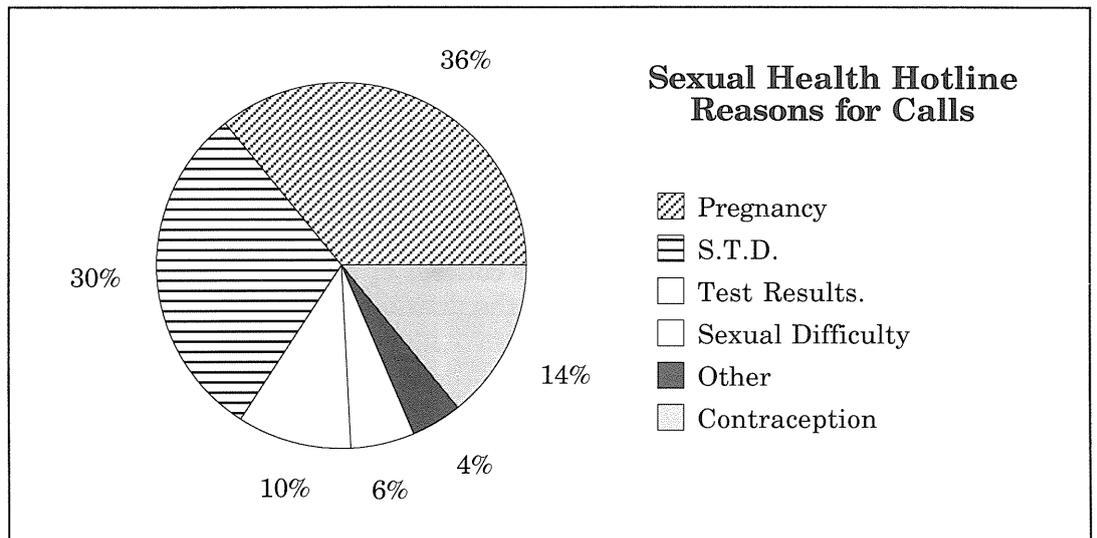
Contraceptive Methods

Oral contraception continues to be the most preferred method of contraception. This is in contrast to

a marked decline in the use of intra-uterine contraceptive devices. There has been a sharp increase in the prescription of post coital (morning after) contraception. Greater availability and promotion are major factors in the increased usage of this form of contraception.

Sexual Health Hotline

The highly successful telephone information and referral service is staffed by FPA nurses. Most calls to this service are about contraception (41%). Concerns about pregnancy are the reason for 17% of calls. Inquiries about sexually transmitted diseases and safe sex practices are an increasing part of the work of the service.



CLINICAL
SERVICES
—continued

Youth Clinics

There is an increasing demand for service in these clinics. The existing clinics at Noarlunga Health Centre, Second Story and Salisbury Shopfront are always heavily booked, often by clients who have complex problems. In December a fourth youth clinic was opened at the Marion Youth Centre adjacent to the Marion Shopping Centre.

Social Work Services

The Social Work Services include counselling for individuals and couples in relation to unplanned pregnancy, sexual and/or relationship difficulties and grief reactions to abortion, miscarriage or infertility.

Clients are referred to social workers by the sexual health hotline, clinic and community education staff, general practitioners, clergy and a wide range of community agencies or by word-of-mouth.

Social workers play an important role in teaching doctors and nurses about sexuality, pregnancy counselling and abortion, as part of the Professional Education Courses conducted by FPA. They assist secondary and tertiary students with studies in this area.

This year the social workers presented inservice programmes designed to introduce staff to the growing body of research that supports the argument that sexuality is socially constructed. Another new initiative was the introduction, into the FPA nurses and doctors courses of a component examining the dominant paradigms of contemporary medicine and their lack of fit within the social context of sexuality.

The social workers maintain links with and are active in various community groups including the

Women's Health Network, Women's Community Health Centre, Coalition for Women's Right to Choose, Committee of the Abortion Oral History Project, Adoption Support Group and Family Forum.

Services to people of non-English speaking background

Family Planning clinics see women from a wide range of ethnic backgrounds. In the past year increasing use has been made of interpreter services in our mainstream clinics. A number of women have been introduced to FPA services through occasional clinics for new arrivals at the Pennington Migrant Centre.

Country Services

A planning group has begun a process of consultation to develop FPA support to local health professionals in providing sexual health services in rural communities. This year clinics services have focused on the remote centres of Ceduna (2 visits) and Coober Pedy (3 visits). About 600 women have been seen in these towns. The Yalata-Maralinga Health Service funded a visit to Yalata by a FPA team. Consultation with the local community was an important factor in the success of this visit. Further consultation about provision of sexual health services to aboriginal communities is planned.

CLINICAL SERVICES
—continued

CLINIC STATISTICS

	1989-90	1988-89
TOTAL CLIENT ATTENDANCES	24,926	24,600
NEW CLIENTS	5,129	5,200

Clients Ages	All Clients %		New Clients %	
	1989-90		1988-89	
0 - 14 years	1.5	2.6	2.2	
15 - 19	24.2	32.5	33.2	
20 - 24	27.3	21.9	21.3	
25 - 29	19.4	14.2	15.1	
30 - 34	13.5	10.6	11.4	
35 - 39	7.7	7.5	6.9	
40+	6.5	14.0	9.9	

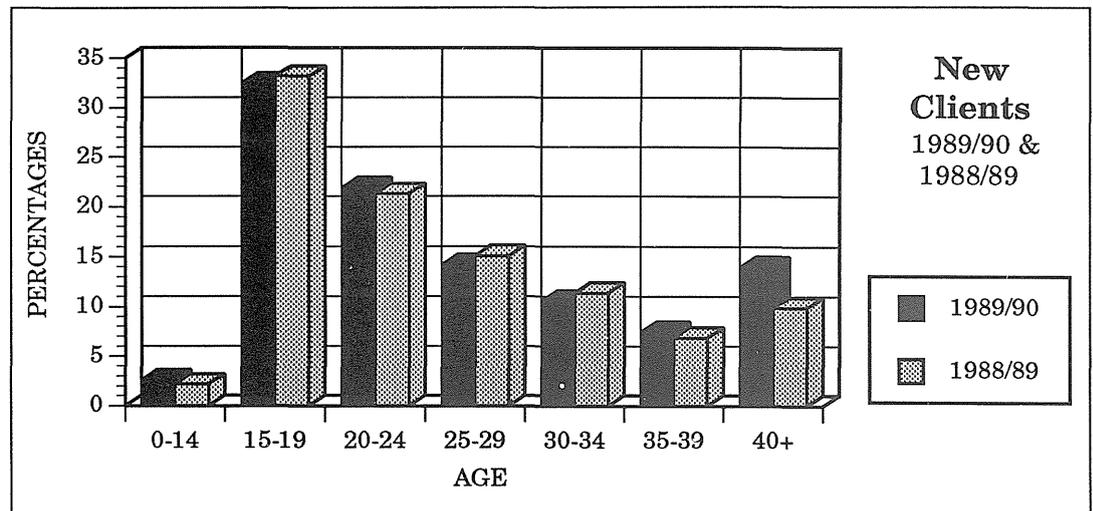
SERVICES—	1989-90	1988-89
Contraception	20,000	17,900
Sexual Health Hotline	16,700	15,600
Cancer Screening	14,200	11,300
STDs	4,600	3,200
Pregnancy Testing	2,800	2,300
Counselling	2,200	1,600
Other	6,500	6,600

CONTRACEPTIVE METHODS

	1989-90	1988-89
Oral Contraception	11,944	12,522
IUCD	201	360
Diaphragm	811	932
Condom	616	422
PCC	1,184	873
Depo Provera	633	635
NFP	48	30
Total	15,437	15,774

SEXUAL HEALTH HOTLINE—REASONS FOR CALLS

	%
Contraception	41
Pregnancy	17
STDs	14
Test Results	12
Sexual Difficulty	7
Other	10
Total Calls	16,700



COMMUNITY SERVICES

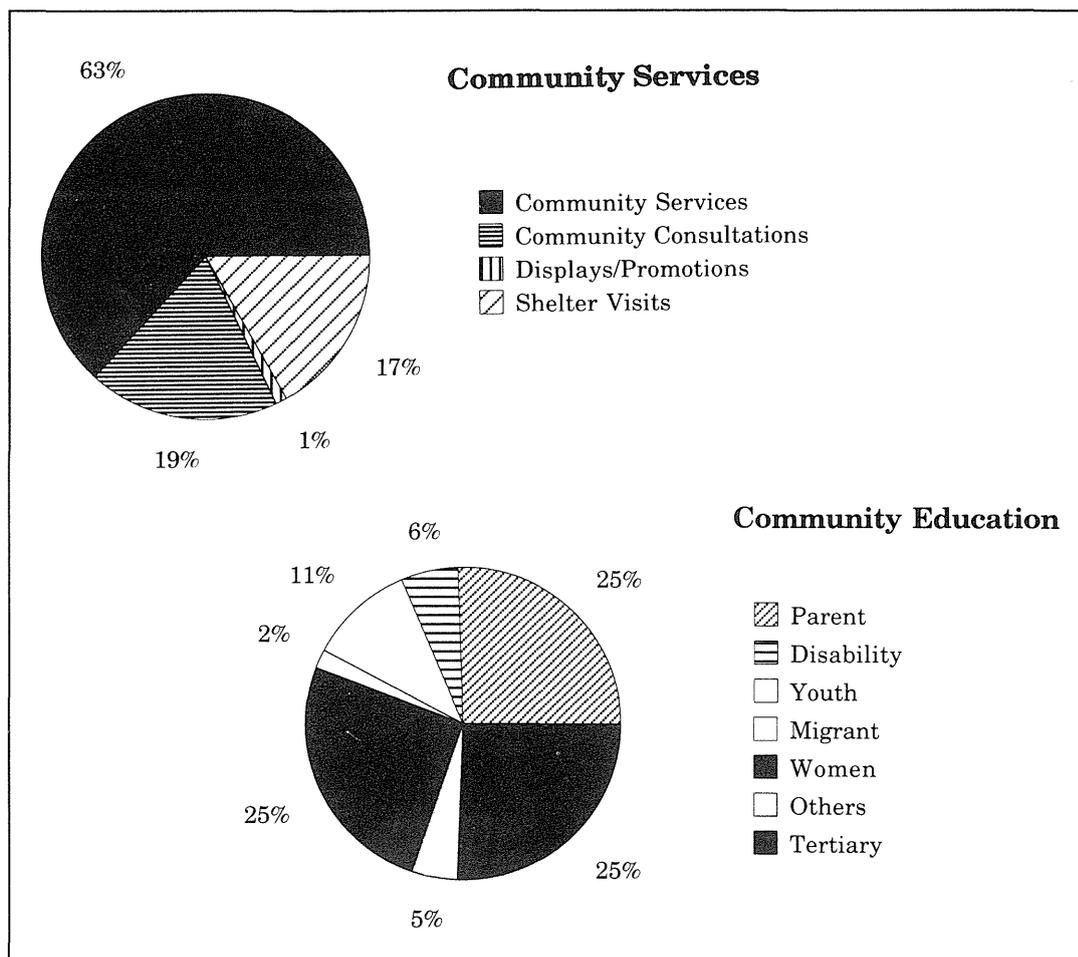
Bev Burnell
MANAGER

The community services team of FPA is involved in a broad range of clinical, health promotion, training, education and community development activities. With bases in five regional centres the team aims to provide sexual health services that are responsive to the needs of the local community, within a primary health care framework.

During the past year team members have been involved in the formulation of the Strategic Plan. As a consequence, many of the

teams' activities have focused on achieving the goals of the plan and implementing the approaches that will strengthen FPA's regional presence ie :

- Co-ordinated planning and goal setting,
- Strengthening a community development and primary health care focus,
- Improving communication channels,
- Ensuring procedures that accommodate regional needs.



EASTERN TEAM

Team Members:

Juliet Watts *Community Health Worker*
 Jenny Turner *Community Nurse Consultant*
 Joy Heijkoop *Clinic Receptionist*
 Gaby Berce *Clinic Doctor*

and assisted by:

Sonia Sommers & Margaret Barter—*Clinic Nurses*
 Janet Bowden & Silvano Mazzaro—*Clinic Doctors*

The Eastern team has concentrated on developing networks within the Council areas of Tea Tree Gully,

COMMUNITY
SERVICES
—continued

Campbelltown and Enfield. In co-operation with health and community workers the team have been involved in a variety of projects including:

- Menopause support groups
- Parenting courses
- Women's Health workshops
- Youth information card
- Growth and development programmes
- Unplanned pregnancy and abortion workshop for youth workers
- Youth health needs seminar.

The Eastern team has also assisted the TEACH project in the planning and implementation of "Growth & Development" workshops, for year 6 & 7 teachers. The team have continued to support the Primary Schools' AIDS programme.

Interesting workshops have been offered to students participating in English as a second language programmes at TAFE and the South Australian Deaf Society.

NORTHERN TEAM

Team Members:

Judy Lokan	<i>Community Nurse Consultant</i>
Robin Sleeman	<i>Community Health Worker</i>
Marie Crisp	<i>Community Nurse</i>
Susan Thomas	<i>Clinic Doctor</i>
Karen O'Neill	<i>Clinic Doctor</i>
Maxine Payne	<i>Clinic Receptionist</i>
Angela Borillo	<i>Clinic Receptionist</i>

The Northern team members have focused on services to youth in the region by:

- Conducting programmes directly with youth;
- Inservicing school teachers;
- Co-teaching with school teachers;
- Conducting a weekly youth clinic;
- Networking with youth workers;
- Providing resources to youth

workers where necessary and as requested.

Educational programme topics have included Relationships, Decision Making, Contraception and Sexually Transmitted Diseases. These programmes have been presented to pre-vocational classes at Elizabeth TAFE, secondary schools and to General Motors Holden apprentices. Students and teachers from schools in the Northern region have been encouraged to visit FPA as part of their Health Education programmes.

The team has been involved in professional education activities and workshops. These workshops have been developed for nursing students both at Lyell McEwin Health Service and Salisbury CAE. Sexuality and Disability has been addressed by the Northern team through providing programmes for both carers and professionals, with ongoing follow-up and support.

A variety of community programmes have been presented throughout the year including a workshop designed for socially isolated women.

SOUTHERN TEAM

Team Members:

Rae Birch	<i>Community Health Worker</i>
Annie Braendler	<i>Community Nurse Consultant</i>
Sue Plume	<i>Community Nurse</i>
Joyleen O'Hazy	<i>Clinic Doctor</i>
Janice Oats	<i>Clinic Receptionist</i>

This team has continued to focus on youth, with 73% of clinic clients being under 25 years of age and education and support services being well used by young people in the area. There are now monthly counselling sessions held at four local high schools, where young people can drop-in for information about a large variety of sexual health issues.

COMMUNITY
SERVICES
—continued

Sexuality and disability is another major focus for the team, with a number of workshops being facilitated for carers, parents and professionals, as well as one-to-one work with clients.

The team has worked closely with other agencies in the region particularly with Health Village staff, in both the planning and delivery of education and information programmes.

PORT PIRIE

Team Members:

Ruth Coleman and Mervyn Lewis,
Community Health Workers

Activities in the North of the State have kept the Port Pirie team fully occupied this year. The team's efforts during the year include working with primary and secondary schools in implementing the sexuality component of the Health Curriculum. This has involved working closely with the regional TEACH project officers and providing training programmes for teachers.

HIV/AIDS education has once again been an important issue for the community and the team members. In conjunction with the Education Department and the Youth Sector Training Council, the team assisted in workshops in the Iron Triangle for teachers and youth workers. The Pap Smear Campaign in the region has had the support of the team with both input on the steering groups and promotion of the pilot project.

Youth have been a priority target group and the team have taken every opportunity to access youth in that part of the State. They are active members of the Youth Access Network.

The team actively responds to the needs of the region through regular programmes and health promotion,

as well as offering support to other professionals in the community.

WESTERN TEAM

Team Members:

Kerry Telford	<i>Community Health Worker</i>
Sue Meade	<i>Community Nurse</i>
Narelle Johnson	<i>Clinic Doctor</i>
Terri Murphy	<i>Clinic Receptionist</i>

The Western region of Adelaide includes the local government areas of Port Adelaide, Enfield B, Woodville, Hindmarsh, Thebarton, Henley & Grange, West Torrens and Glenelg.

The Western team have planned a more co-ordinated approach to targeting youth in the region through their involvement in youth worker training and promotional activities such as the Port Youth Expo. Other successful sexual health promotion activities have included working in co-operation with other agencies such as National Pharmacies and the Henley and Grange Council.

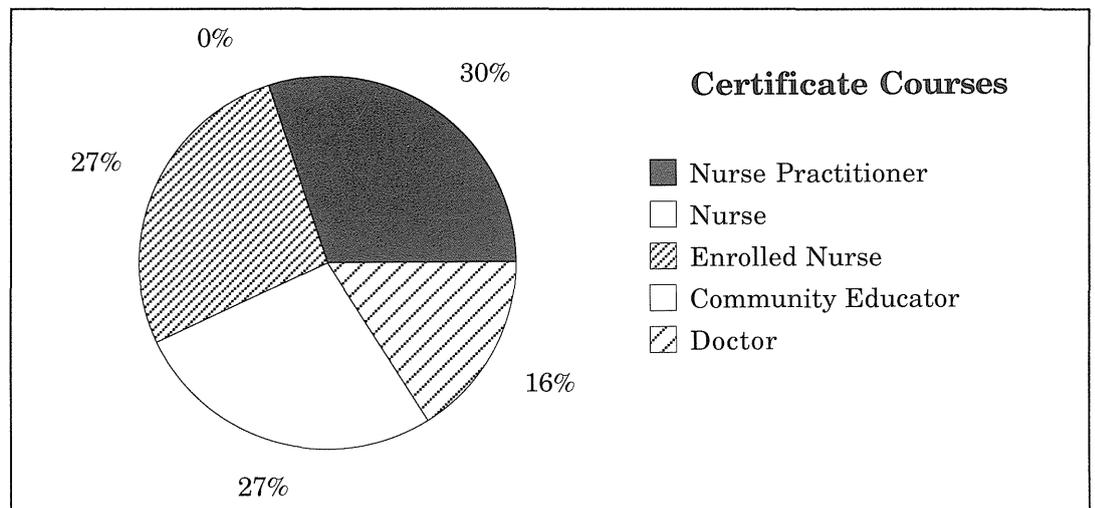
Liaison and networking with other community agencies has been ongoing, including representation at the Annual Western Region Primary Health Care Planning conference.

EDUCATION & TRAINING HEALTHRITES TEAM

Sue Foster
MANAGER

This year the Central Education Team based at Kensington has re-defined its role and function and has been named the "HEALTHRITES Team"; RITES standing for Resources, Information, Training and Education Services. This title provides a link with FPA Victoria and FPA New South Wales, Education & Training Teams. The team consists of the Manager of Training & Education, Professional Education Co-ordinator, Co-ordinator of School based Sexuality Education, Sexuality and Disability Project officer, Co-ordinator of Youth & AIDS Strategies, Library Officer, Resource Officer, two Nurse Educators and a Clerical Officer.

The team's role is to plan, implement



and evaluate staff development activities across the agency, to provide advocacy and consultancy services in Sexual Health Education to other agencies and to promote Sexuality Education as a key issue to be addressed by agencies, in policy development, staff development and client services. The team members also co-ordinate and facilitate FPA's professional education courses.

The team's activities will target the priority groups identified in the Strategic Plan, using the "trainer/training" model. Health, welfare and education professionals working with these priority groups

receive preference in enrolling for FPA's Nationally accredited courses. FPFA certificates are given to participants who complete the doctors, nurses or community educators course.

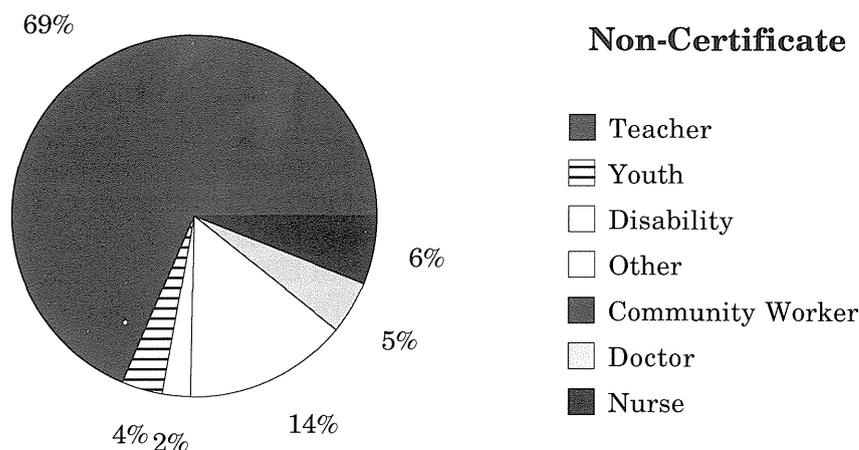
COMMUNITY EDUCATORS COURSE

This four day course is for health, education and welfare professionals who are involved in providing Sexuality Education, in the community. The content covers a wide range of issues relating to sexuality and is aimed at modelling and promoting effective education strategies. This year 101 participants completed the four day course.

NURSES COURSES

The Nurse Educators conducted courses for registered and enrolled nurses in contraceptive technology and sexual health care and facilitated workshops and seminars, on request, for under-graduate and post-graduate nurses. The provision of community health nursing field experience placements for nurses studying at the South Australian College of Advanced Education and student nurses at the Royal Adelaide Hospital is a high priority in FPA nursing education. 213 nurses were provided with sexual health programmes this year.

EDUCATION &
TRAINING
HEALTHRITES TEAM
—continued



The Registered Nurse programme is continuing to develop a strong focus on Primary Health Care. The course is divided into theoretical and clinical components. The theoretical component is offered four times yearly. Clinic practice is currently only available to nurses who meet specific selection criteria. 114 nurses have completed part A this year and 14 part B.

The Enrolled Nurse course was conducted twice in 1989/90. Many of the 103 participants travelled from South Australian country and regional centres.

DOCTORS COURSE

This course has a five day theory component that is followed by clinical training. Completion of these two modules is necessary to obtain a FPPA Certificate in Family Planning. The 30 course participants, were primarily general practitioners, 20 of those participants completed the FPA certificate in 1989/90.

PROFESSIONAL EDUCATION

Teacher Training

Teacher Training is a major focus of work for both the central team and regional teams. This year 2,562 teachers participated in training programmes, many of which were two day workshops conducted jointly with the Education Department.

This strong link has been extremely beneficial in promoting sexuality education to teachers and facilitating a process that allows teachers paid time to attend the workshops. Two evaluations conducted by FPA and the Education Department indicate that 80% of teachers trained, on return to the classroom, conduct programmes with their students. Further follow-up with students has indicated a positive change in attitude and behaviours that may put them at risk in terms of their sexual health.

Teacher pre-service training this year has included four, 30 hour electives on Human Sexuality. The evaluation of this course showed an increased commitment by these students towards the importance of providing sexuality education in the classroom and an increase in their comfort and willingness to do so.

Some of these students are participating in designing a "Safe Sex" package aimed at tertiary students, to be released at the beginning of the academic year in 1991.

Sexuality and Disability

Sexuality and Disability has achieved a high profile this year with the appointment of a project officer funded by the South Australian Health Commission through the AIDS Education budget. The Project

**EDUCATION &
TRAINING
HEALTHWRITES TEAM**
—continued

Officer, seconded from the Intellectually Disabled Services Council will work with staff from IDSC to achieve the goals of the project. 84 workers have participated in training courses this year; policy development in several agencies has commenced and the use of resources by outside agencies for teaching about sexuality and disability has trebled.

FPA and the Sexuality & Disability Association of SA continue to provide and co-facilitate two, 4 day workshops for professionals each year where educational strategies relating to physical disabilities as well as intellectual disabilities are explored.

Youth

Youth worker training in Sexuality in co-operation with The AIDS Educator, Youth Sector Training Council, has been a major focus, with 134 youth workers participating in two day courses. Other strategies to target young people include specially designed leaflets on Sexuality and Safe Sex and a Peer Education programme with predominantly Aboriginal students in a special school, run in conjunction with the Student Counsellor and Drug and Alcohol Services Council.

Funding from the Health Commission, Youth Affairs and Foundation SA has resulted in three special projects:

- Chlamydia & Genital Warts campaign, involving a group of young people who were employed as consultants to devise a media campaign, a poster and leaflet promoting Safe Sex.
- A Peer Education project supported by two Aboriginal health workers, targeting the predominantly Aboriginal youth who attend a drop-in centre at 61 Hindley Street, in the City.

- Production of a play by the Vitalstatistix Theatre Company targeting the safe sex practices of 18-25 year olds. The company will tour country regions as well as the metropolitan area and the play will be complemented by a peer education programme.

HIV/AIDS

The National and State AIDS Education campaigns have provided FPA with the opportunity to promote its role in Sexual Health Education and to enhance inter-agency work and co-operation in this area. Agencies who have participated in this joint approach include, the South Australian Education Department, CAFHS, Youth Sector Training, the SAHC AIDS Education Team, IDSC and Second Story Youth Health Centre. FPA is part of the SA AIDS Education Network.

Activities have included, staff development for FPA staff, teacher training, youth supported by parent information sessions; AIDS ethnic information campaign, youth worker training, Aboriginal Health Worker training, incorporation of HIV/AIDS education strategies into professional education courses and the World AIDS Day project, where youth consultants devised a poster and presented activities for young people.

Other Projects

A series of videos for 11-14 year olds, their parents and teachers, dealing with issues of puberty, have been jointly produced by FPA, the Queen Victoria Hospital Media Unit, Burnside Rotary Club, and Fast Forward Productions. These Australian videos are aimed to stimulate discussion about puberty and early adolescence and are accompanied by comprehensive work books for teachers.

The Biological Science Symposium held in Adelaide this year focused on Menopause. The FPA Education

EDUCATION &
TRAINING
HEALTHRITES TEAM
—continued

Team co-ordinated a workshop entitled "Sexuality—Messages & Media—Issues from Puberty to Menopause".

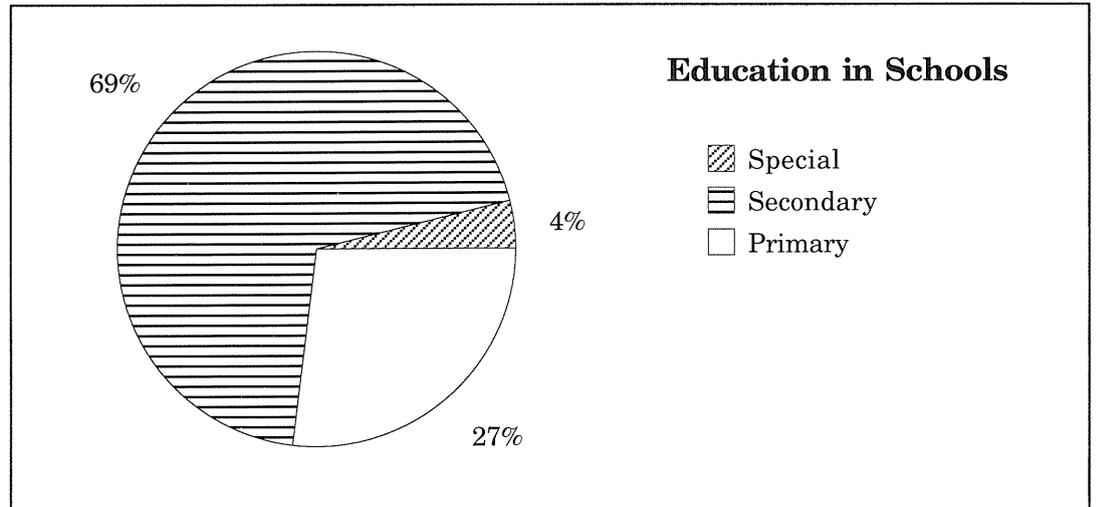
Library & Resources Services

During the year the demand for both Library services and Resources increased to the extent where a separate position for a Resources Officer was created. FPA's Janet Browning library hosted a FPA Librarians' meeting in Adelaide following a National library conference.

THE VISION FOR 1990/91

As resources remain static, or diminish in real terms, the challenge for the HEALTHRITES team will be to meet increasing community demands within the constraints of time, human resources and budget.

By continuing to train health professionals and through the development of new and innovative ways of promoting access to sexuality education for our target groups, we hope to provide communities with the information and skills to access sexual health services.



ADMINISTRATIVE SERVICES

Richard Gray
MANAGER

The Administrative Services Team has concluded a year of significant change, in personnel and practices. The changes have been made in response to an increasingly complex economic environment and escalating demands for clerical, word processing and reception duties. Adapting to the demands has involved reviewing the resources of the team. A number of changes have been made; the Administrative Officer position was re-classified to Manager of Administration & Finance, a clerical position in the clinic office was made redundant, two new positions, Administrative Assistant and Clerical/Word Processing officer, were created. This has meant that the team has had to contend with considerable inexperience in dealing with FPA culture and procedures. To the credit of staff concerned, services to the Association have been maintained at a very high standard.

Changes in service delivery have been achieved mainly through the implementation of computerised accounting software. The acquisition of the general ledger, accounts payable, accounts receivable and payroll modules of the software has enabled the replacement of the

manual systems previously in use, resulting in a more timely production of financial reports and greater productivity in other areas. The implementation of the asset register module is the main priority in this area for the forthcoming financial year.

Greater control has been achieved in the ordering/purchasing of goods and services through the implementation of a requisitioning system. Managers now have a greater awareness of the usage of various consumables used in their day to day operations.

Administrative Services staff have been encouraged to attend staff development programmes relevant to their employment with the most notable programmes being a one day Secretarial course and a personal computer, disk operating system course, run over six weeks.

The after-hours security of the premises at Kensington has been upgraded by the installation of electronic surveillance equipment. This equipment is constantly monitored by a security firm which also provides random security patrols of the area.

FINANCIAL REPORT

OPERATING ACCOUNT

The net result on the Association's Operating Account for the twelve months ended 30 June 1990 was an excess of expenditure over receipts of \$52,847 after allowing for an estimate of long service leave accrued to staff members of \$33,691 and a provision for the implementation of the 3% Occupational Superannuation Scheme of \$43,480.

Total income to the Association increased by 5.5% to \$1,940,167-00.

Funding by way of State and Commonwealth Government grants increased by 4.8% over the previous financial year to \$1,668,960-00 while revenue raised by the Association increased by 10.4% to \$271,207-00.

Expenditure increased by 11.4% for the same period to \$1,993,014-00.

The increase in expenditure for the 1989/90 financial year can be allocated to salaries & wages and related payments of 12.5% to \$1,603,464-00 and general operating expenses of 7.2% to \$389,549-00.

FINANCIAL REPORT
—continued

Salary & wage levels are tied to the remuneration offered to equivalent positions in the South Australian Health Commission. The most significant cost increase in the salaries area for 1989/90 was the allowance for the 3% Occupational Superannuation payment of \$43,480.

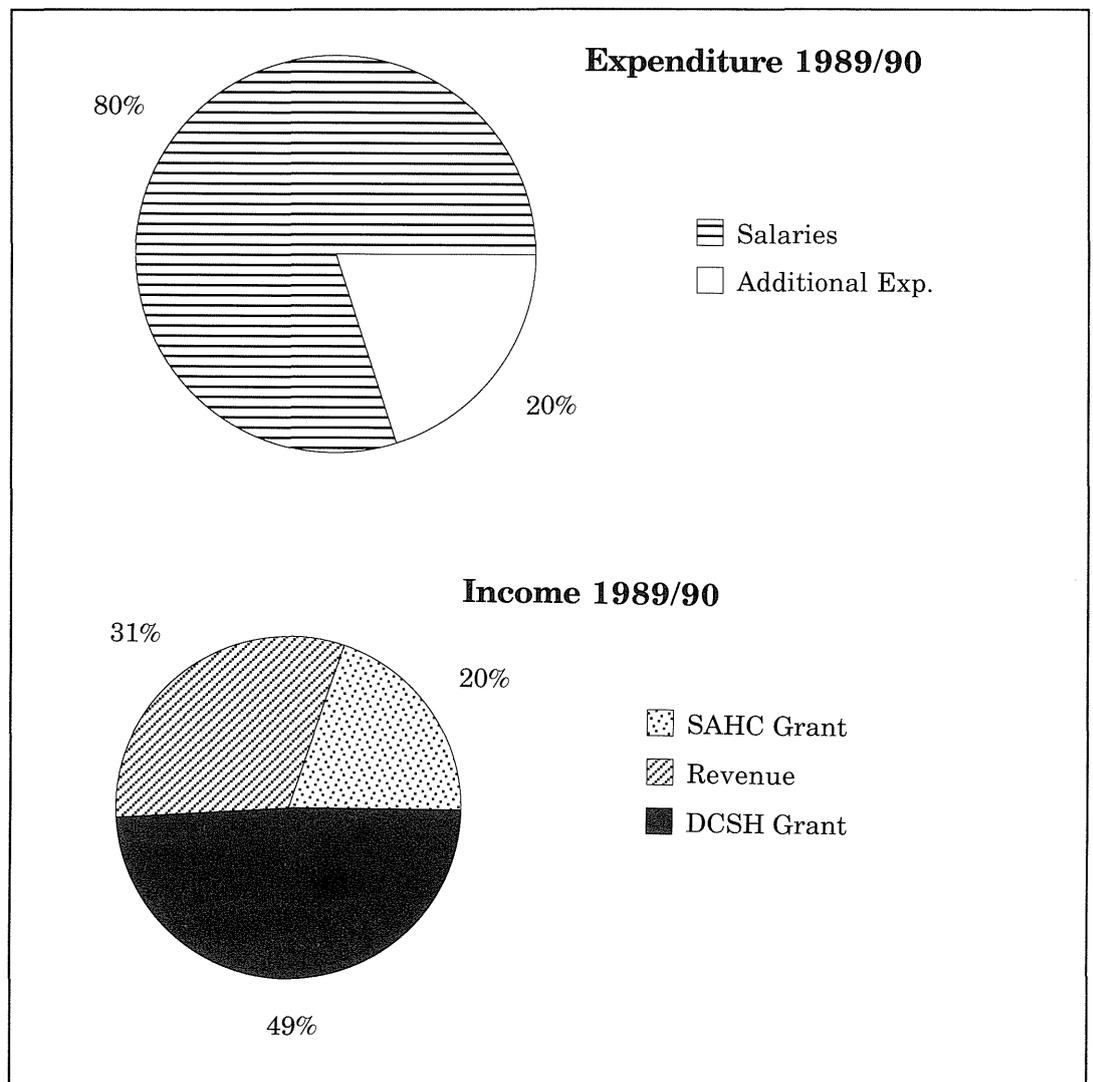
Provision for Long Service Leave was made of \$33,691-00 an increase of \$21,906 over the 1988/89 allowance of \$11,785-00.

It is essential that the Association seek to generate funds from as many sources as possible in future years to offset the increasing gap between expenditure and the combined government grants.

CAPITAL ACCOUNT

The balance of funds held in the Association's Capital Account as at 30 June 1990 was \$107,707-00, an increase of \$79,950-00 over the 30 June 1989 balance of \$27,757-00.

Major reasons for the increase in funds held was additional interest on investments received plus the increase in the provision of Long Service Leave and Occupational Superannuation offset by the loss transferred from the Operating Account.



FINANCIAL DECLARATION

We, Richard Hicks, President and Helen Tolstoshev, Chief Executive Officer of the Family Planning Association of South Australia Inc state that, in our opinion the attached statement of Capital Receipts and Payments and

Statement of Operating Receipts and Payments are properly drawn up as to give a true and fair view of the state of affairs of the Association at the year ended 30 June 1990.

Adelaide, 29 September 1990



Richard Hicks
President



Helen Tolstoshev
Chief Executive Officer

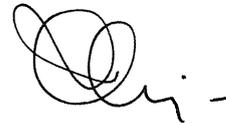
AUDITORS' REPORT

We have audited the accompanying Statement of Net Operating Receipts and Payments and the Statement of Capital Receipts, Payments and Transfers of the Family Planning Association of South Australia Inc for the year ended 30 June 1990, in accordance with Australian Auditing Standards.

Subject to the above, in our opinion the Association's accounting records have been kept in accordance with the Associations Incorporations Act, 1985 such that the accounts give a true and fair view of the affairs of the Association for the year ended 30 June 1990.

The Council have resolved the accounts not be prepared in accordance with relevant Australian Accounting Standards. The restriction imposed by those standards do not, in the opinion of the Council, facilitate the provision of information in a way in which the main users of the accounts would find useful.

MANN JUDD
Chartered Accountants



D.A. MAJOR
Partner

It was not practical for the Association to establish control over receipts prior to their entry into the accounting records. Accordingly, our audit of receipts was limited to the amounts recorded in the initial books of entry.

Dated this 29th day of September 1990

OCCUPATIONAL HEALTH AND SAFETY REPORT

During the financial year 30 June 1990, the Family Planning Association developed a policy statement on Occupational Health & Safety in conjunction with the members of the Association's Occupational Health & Safety Committee. This policy statement was endorsed by the FPA Council in April 1990.

The Occupational Health & Safety Committee consisted of the following persons in 1989/90:

Management Representatives,
Bev Burnell & Ian Downer/
Richard Gray

Staff Representatives,
Jenny Turner & Marion Wands

Apart from developing the policy statement, other major contributions from the committee included:

- Potential hazards identification in the clinic area.
- Upgrading various lighting internally and externally.
- Action on developing a fire evacuation plan.
- Action on ventilation of seminar rooms.

Three Workcover claims were lodged by FPA staff in 1989/90. Causes of these were:

- Motor vehicle accident on the way to place of employment,
- Lifting strain,
- Possible exposure to asbestos.

**STATEMENT OF NET OPERATING RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 30 JUNE 1990**

1988-89	Payments	Clinical	Non-Clinical	Total
	OPERATING EXPENSES			
1,327,063	Salaries & Wages	1,037,869	411,483	1,449,352
49,262	Superannuation	32,188	17,168	49,356
31,817	Workers Compensation Prem	17,525	7,738	25,263
3,702	Rent—Regional Accom	1,039	436	1,475
27,395	Medical Supplies	24,606	0	24,606
0	Prov Occupational Super	31,136	12,344	43,480
5,715	Long Service Leave Paid	2,322	0	2,322
11,785	Long Service Leave Accrued	21,224	12,467	33,691
4,036	FPFA Levy	6,009	0	6,009
	EQUIPMENT & INFORMATION			
5,010	Instruments & Appliances	0	0	0
7,130	Library, Films & Videos	0	11,203	11,203
10,058	Equipment	23,254	13,037	36,291
21,604	Motor Vehicle Replacement	0	0	0
	ADMINISTRATION			
5,957	Publicity & Information	11,570	5,305	16,875
2,408	Bank Charges	1,462	6,220	7,682
4,661	Accounting & Auditing	7,683	3,263	10,946
18,158	Cleaning & Laundry	13,035	5,385	18,420
15,739	Light & Power	7,370	3,159	10,529
19,923	Insurance Premiums	(239)	(103)	(342)
23,271	Postage, Freight & Phone	18,237	7,751	25,988
67,168	Printing & Stationery	45,604	20,501	66,105
7,643	Repairs & Maintenance			
	* Premises	3,939	1,664	5,603
	* Equipment	4,124	1,791	5,915
19,875	Transport	16,608	6,538	23,146
4,616	Rates	5,567	2,386	7,953
9,861	Conferences & Seminars	17,818	8,410	26,228
3,992	Advertising for Staff	4,853	2,080	6,933
3,336	Sundries	7,214	0	7,214
13,015	Courier Service	17,045	0	17,045
3,000	Aboriginal Pamphlets	0	0	0
6,530	Country Services	0	0	0
30,461	Computer Services	31,833	15,303	47,136
1,530	Special Projects	0	6,590	6,590
23,299	SHH Extension/Counsel Serv	0	0	0
1,789,020		1,410,895	582,119	1,993,014
	RECEIPTS			
1,130,780	DCSH Grant	1,123,950	65,010	1,188,960
461,800	SAHC Grant	0	480,000	480,000
3,000	Video Project Grant SAHC	0	0	0
61,029	Special Grants	0	6,106	6,106
107,151	Surplus from Contraceptive Sales	116,628	0	116,628

5,113	Surplus from Book/Video Sales/Hire	0	7,583	7,583
27,228	Training Unit Income	13,431	25,955	39,386
42,218	Annual Subscriptions	0	43,218	43,218
0	Motor Vehicle Replacement	14,469	6,201	20,670
27	Sundries	0	37,616	37,616
(49,326)	(Surplus)/Deficit from Operations	142,417	(89,570)	52,847
1,789,020		1,410,895	582,119	1,993,014

**STATEMENT OF CAPITAL RECEIPTS, PAYMENTS & TRANSFERS
FOR THE YEAR ENDED 30 JUNE 1990**

1988-89	Operating Account Balance	Capital Funds	Investment Account	Total
98,367	as at 1 July 1989	(66,243)	94,000	27,757
	PAYMENTS			
244	FID Tax/Govt Duty	2,635	0	2,635
411	Chief Executive Officers Fund	0	0	0
402,472	Building Costs	0	0	0
30,000	Transfer to Investment A/c	6,000	0	6,000
433,127		8,635	0	8,635
	RECEIPTS			
15,634	Interest Received	57,356	0	57,356
30,000	Transfer from Investments	0	0	0
0	Transfer to Investments	0	6,000	6,000
1,400	Donations Received	19	0	19
500	Donation to Library	0	0	0
49,326	Surplus/(Deficit) from Operations	(52,847)	0	(52,847)
3,872	Sale of Surplus Equipment	0	0	0
250,000	Real Estate Sales—Gross	0	0	0
0	Staff Fund	177	0	177
0	Prov Occupational Super	43,480	0	43,480
11,785	Long Service Leave Accrual	34,400	0	34,400
362,517		82,585	6,000	88,585
27,757	as at 30 June 1990	7,707	100,000	107,707
	Represented by:			
(59,006)	Operating Account	(5,579)		
(7,237)	Savings Account	13,286		
94,000	Investment Account	100,000		
27,757		107,707		



