



**F P A**

**Family Planning South Australia**

# **ANNUAL REPORT**

## **1993**





FAMILY PLANNING SOUTH AUSTRALIA

THE FAMILY PLANNING ASSOCIATION OF SOUTH AUSTRALIA PROMOTES AND IMPROVES SEXUAL AND REPRODUCTIVE HEALTH IN THE SOUTH AUSTRALIAN COMMUNITY.

The Association's goals are to:

- \* Create healthy sexual and reproductive health environments.
- \* Contribute to sexual and reproductive health through primary prevention, early intervention and treatment.
- \* Utilise the Association's human and material resources effectively and efficiently.



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# President's Report

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I am very pleased to present a report in my first year as President of Family Planning South Australia. In saying this I would like to most sincerely thank Diana Hetzel for her work as the previous President and her untiring dedication towards the activities of Family Planning South Australia. Over many years Diana has dedicated a significant amount of her personal time to pursue the objectives of the Association and I know I speak on behalf of all Council Members and Staff in thanking her for her contribution as President.

The past year has been extremely fruitful and productive and all staff are to be congratulated on continuing to provide high quality services at a time of great financial constraint. The strong emphasis on health promotion as an integral component of all FPSA work ensures that South Australians have enviable access to information and resources relevant to their sexual and reproductive health needs.

Council members have actively supported the work of staff through the activities of the Council Advisory Committees. Members of the Resources Committee have addressed a number of important issues including resource development, employee benefits and reciprocal rights. The Research Committee's agenda has been to strengthen FPSA's

commitment to research through providing expertise and guidance in projects such as the evaluation of the 'Beach Promotion' and the Doctor's Course. Members of the Client Services Committee have given consistent leadership in policy development matters and consumer involvement. The expertise that the co-opted members of the advisory committees bring to FPSA is invaluable. The addition of staff representatives to these committees has also been a positive and worthwhile development.

A number of important things were achieved in the last year.

A number of policies were introduced, including:

- Staff Development Policy
- Electoral Process and Policy for the Election of Staff Nominee
- A Process for the Development of Policies
- Assistance with the Development of a National Policy on Abortion

During the year the CHASP Review was completed and Council received a presentation from the Reviewers. This proved most invaluable and I know will stimulate staff and council to ensure continuous improvement of the quality and range of services within the Association.

Also throughout the year a number of planning processes were conducted including a meeting between Council members and staff on strategic planning. Arising out of this process a number of groups have been formed to examine

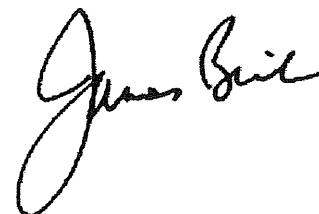
organisational structure, Family Planning South Australia's Philosophy, the need for further development of planning guidelines and development of the proposals to enhance the management information system.

In addition the Association prepared a submission to the Select Committee on Health Administration and both myself and the Chief Executive Officer, Helen Tolstoshev met with the Minister of Health to discuss issues of concern. These included the need to ensure the provision of medical services to the northern area and also the need to obtain the rights to continuity of service for staff who wish to interchange between Family Planning South Australia and other government agencies.

It was pleasing to obtain the Minister's commitment to Family Planning South Australia, and in particular to ensure an adequate funding base for the future.

On a final note I would very much like to thank Helen Tolstoshev for her splendid efforts in guiding myself and Council towards achieving the objectives of the Association.

To all members of Family Planning South Australia I believe you can be duly proud of the commitment of staff and management to providing services specifically dedicated to the needs of consumers.



James Birch  
President

# Chief Executive Officer

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Have you ever wondered if most people in our community enjoyed sexual and reproductive health, what life would be like in our community? Do you suppose, for instance, people would actively value and accept human sexuality as an important part of life, irrespective of a person's age, gender, abilities or culture? Would it mean there would be greater acknowledgment of and support for the changing patterns of sexual and family relationships? Would the community be more concerned about developing economic and political policies to increase men and women's access to sexual and reproductive health services and fertility regulation rather than being obsessed with teenage pregnancy, sexual harassment, discrimination and exploitation! Would there be commitment to ideologies, laws and practices that reduce the inequalities in all aspects of sexual, social and economic life?

At FPSCA our work is driven by such a vision. As a small organisation with finite resources, however, we recognise that this vision cannot be achieved by FPSCA or the health sector alone. This report of our progress toward a sexually healthy community indeed highlights the importance of co-operation between all sections of the community.

Internationally, cooperation is being fostered through Family Planning Australia's membership of the International Planned Parenthood Federation. FPSCA has also supported Family Planning Australia's important role in the development of family planning services in Vietnam and the Pacific Islands.

Nationally we have strengthened our identity by changing our name from the Family Planning Federation to Family Planning Australia. This means, as a member of this national body, we are now known as Family Planning South Australia. In this national role we have made a commitment to goals that will:

- focus our work in developing countries.
- ensure optimal standards in sexual and reproductive health care through nationally accredited training programs.
- promote Federal government policies that encourage sexual and reproductive health and ensure consumers have access to sexual and reproductive health care.

In 1992/93 strong support for our vision has been evident from broad sections of the South Australian community. Of note is the Education Department's commitment to sexuality education in schools, community acceptance of and support for peer education for young people, and increasing community interest in sexual health matters.

These significant outcomes are the result of a concerted effort and outstanding commitment from a range of individuals and groups. In particular we are indebted to:

- The Federal Government's Department of Health Housing and Community Services, the South Australian Health Commission and the members of our Association for their ongoing belief in the importance of sexual and reproductive health.
- FPSCA Council members and the members of Council's Advisory Committees who are unstinting in the time and expertise they give to the organisation.
- FPSCA Management Team members and senior professionals who maintain a strong commitment to developing a dynamic responsive organisational environment.
- FPSCA's teams whose members are unique for their energy, commitment to and passion about services to the community.

*Helen Tolstoshev*  
**Chief Executive Officer**

# Council & Advisory Committees

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## Council

<i>Mr Jim Birch</i>	President
<i>Dr Lyn Roberts</i>	Vice-President
<i>Dr Diana Hetzel</i>	
<i>Ms Margaret Heylen</i>	
<i>Ms Michelle Hogan</i>	
<i>Mr Danny Broderick</i>	
<i>Ms Jane Treadwell</i>	
<i>Ms Kim Robertson-Emslie</i>	
<i>Ms Barbara Wingard</i>	
<i>Dorina Dyer - resigned November 1992</i>	
<i>Ms Helen Tolstoshev</i>	Ex-officio

## Client Services

<i>Ms Michelle Hogan</i>	Chair
<i>Ms Annie Braendler</i>	Staff Representative
<i>Ms Beverley Burnell</i>	
<i>Dr Diana Hetzel</i>	
<i>Ms Sue Hetzel</i>	
<i>Ms Susan Foster</i>	
<i>Mr Richard Gray</i>	
<i>Ms Kim Robertson-Emslie</i>	
<i>Mr Grant Tidswell</i>	
<i>Ms Barbara Wingard</i>	
<i>Ms Jacq Hackett</i>	
<i>Ms Helen Tolstoshev</i>	Ex-officio

## Research & Evaluation

<i>Dr Lyn Roberts</i>	Chair
<i>Ms Beverley Burnell</i>	
<i>Ms Barbara Buttfield</i>	Staff Representative
<i>Ms Beverley Clarke</i>	
<i>Ms June Cox</i>	
<i>Ms Susan Foster</i>	
<i>Dr Dorothy Jones</i>	
<i>Ms Julia Hodgson</i>	
<i>Ms Helen Tolstoshev</i>	Ex-officio

## Ethics Sub-Committee

<i>Dr Lyn Roberts</i>	Chair
<i>Mrs Pat Bockner</i>	
<i>Ms Fran Baum</i>	
<i>Ms Sheryl deLacy</i>	
<i>Ms Susan Farrelly</i>	
<i>Mr David Lane</i>	
<i>Professor Peter McDonald</i>	
<i>Father Maurice Shinick - resigned June 1993</i>	
<i>Dr Brian Stoffell</i>	
<i>Ms Helen Tolstoshev</i>	Ex-officio

## Resources

<i>Mr Jim Birch</i>	Chair
<i>Mr Richard Gray</i>	
<i>Ms Margaret Heylen</i>	
<i>Ms Barbara Renton - resigned June 1993</i>	
<i>Mr Trevor Pearce</i>	
<i>Ms Heather Sims</i>	Staff Representative
<i>Ms Susan Foster</i>	
<i>Ms Helen Tolstoshev</i>	Ex-officio

## Life Members

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

*Dr Karl Ball*  
*Mrs Pat Bockner*  
*Mrs Rosemary Boucaut*  
*Dr Shirley Broad*  
*Mrs Gwen Brooking*  
*Mrs Janet Browning, OAM*  
*Dr Ina Campbell*  
*Mrs Margaret Clark*  
*Professor Lloyd Cox*

*Dr Kerrie Davies*  
*Dr Olive Johnston*  
*Mrs Heather MacDonald*  
*Mrs Dianne Morris*  
*Dr John Porter*  
*Mrs Beverley Sayers*  
*Dr Winifred Wall*  
*Mrs Elizabeth Yeatman*



Increasing young people's comfort and confidence in using contraception  
is an essential element in sexual health promotion



# Clinic Services

The Clinic Services Team comprises receptionist, nursing, medical and social worker staff. The Clinical Services are supported by the work of the clinic office staff and the enrolled nurses.

The staff liaises and collaborates with other teams on a range of sexual and reproductive health topics and issues.

The team contributes to the promotion of sexual and reproductive health in the community through the provision of a range of early intervention strategies eg. contraception, sexually transmitted diseases checks, Pap smears and breast checks. Treatment and referral services are also offered to clients.

FPSA operates clinics throughout the metropolitan area. The organisation continues to respond to the sexual and reproductive health needs of young people through the operation of its youth clinics in several metropolitan locations.

A specific service for women who face unwelcome, unplanned pregnancy is provided at the Kensington site twice per week. Within Glenside Hospital a service is offered every fortnight.

## Increasing the Availability of Sexual & Reproductive Health Information to Clients and the Community.

As well as providing information for individual clients in the clinic setting, FPSA continues to operate its telephone information and referral services through the Sexual Health Hotline. People

from country and remote areas of the state are able to access the service through the toll free line.

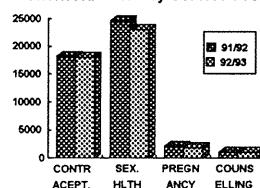
## Sexual Health Hotline - Calls By Reason

Abortion	331
Contraception	5978
Gynae/Smears	451
Infertility	184
Menopause	112
Nuisance	40
Other	447
Periods/PMT	234
Pregnancy	1995
Sexuality/Difficulty	975
STD/AIDS/Infects	1818
Sterilisation	266
Test Results	1967
TOTAL	14709

## Promoting & Enhancing the Skills of Other Workers

Throughout the year the Clinic Services Team has contributed to the continuing education and training of other health professionals. The nursing and medical staff have undertaken clinical teaching activities for those people who have participated in the Nurses and Doctors Courses.

Client Numbers by Service Provided



## Making FPSA's Services Accessible & Affordable to the Community

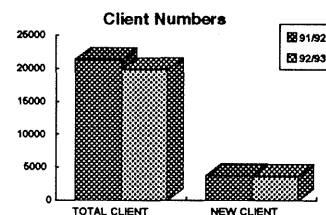
FPSA has continued its commitment to making clinical services accessible and affordable to the community by subsidising preventative health care and treatment for many of its clients.

Such subsidisation has increased in the youth clinics and many regional clinics.

During 1992/93 resources have been reallocated to provide services within the Aboriginal Medical Service at Elizabeth and in the Enfield A, local government area.

## Increasing & Strengthening Networks

The Clinical Services Team has worked collaboratively with other health care agencies and programs. FPSA clinical staff have developed strong links with the Pregnancy Advisory Centre and have actively participated in the Abortion Services Providers Forum. Clinic Services staff also represent FPSA on the State Cervix Screening Program's Advisory Committee.



## Special Projects

Two Aboriginal Health Services, Ceduna/Koonibba and Yalata/Maralinga have involved FPSA in their Women's Health Projects during 1992/93. FPSA have consulted with the communities and health services in order to provide a range of clinical and education services.

## Continuing Education Activities

Inservice programs have been well attended by Clinic Services staff.

Two staff have attended the Train-the-Trainer Workshops on Mandatory Reporting and ongoing programs have been designed and implemented for FPSA staff.

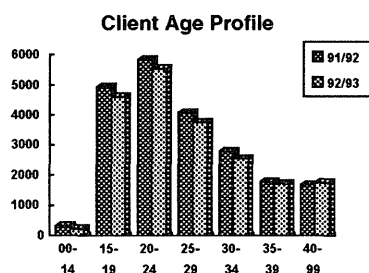
As well, HIV/AIDS counselling education and training has been undertaken by some staff. FPSA was represented at the Biological Sciences Symposium in Queensland.

It is also envisaged that standards will be developed to increase the effectiveness of clinical teaching at FPSA.



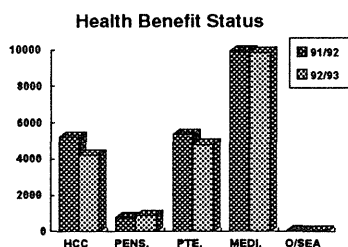
Bev Burnell

Manager - Clinic Services



### The Future

The following is some of the work which has been planned for 1993/94. The Clinic Services team will undertake a review and update of its clinical procedures. The recommendations of the National Policy on the Prevention of Cancer of the Cervix will be implemented.



Data collection will be upgraded to provide more comprehensive information to the organisation and the funding bodies.

Plans have been made to increase the efficiency and effectiveness of the Sexual Health Hotline.

The Sexual Health Hotline provides free, confidential & anonymous sexual & reproductive health information & referral



# Education & Training Services

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The role of the Education and Training team is to provide sexuality education and sexual and reproductive health education to Health Education and Welfare professionals in order to increase community access to information, education and services. The courses are promoted particularly to those workers involved with FPSA's target groups, for example workers with people with disabilities, teachers, youth workers, and workers in rural and remote areas. The courses aim to provide participants with the knowledge, skills and abilities to promote sexual and reproductive health in their communities and to their client groups.

The team is composed of 10 workers, a total of 8.2 FTE's, 5 of whom work full time. They are from Nursing, Medicine, Social Work, Teaching and Psychology backgrounds, and have a common commitment to and expertise in adult learning principles. The work in courses is supported by the Resources Co-ordinator and a small group of very valued volunteers, and the Library Co-ordinator.

The team also undertakes project work on particular issues. This year projects have included HIV/AIDS Pre and Post Test Counselling, Peer Education, Evaluation of the Doctor's course, investigation of the implications of Competency-Based Training for FPSA, Clinical training for rural Community and Women's Health nurses. Sexuality and Disability, and work with Aboriginal communities in Ceduna and Yalata.

All of these projects have been totally or partially resourced by grant funding.

## **Major Achievements for 1993/94**

- Continued contribution to Sexuality and HIV/AIDS. education in schools, through participation in interagency collaborative initiatives, development of innovative teaching resources, and provision of training and development for teachers.
- Further development of the Community Educators Course in response to community needs. This course is the only one which has completed the process of National Accreditation with Family Planning Australia and is now being sought by other FPA's. It is supported by a highly skilled team of facilitators, and is used as a training process for our own staff.
- Automation of the library and resources services. This undertaking has resulted in increased access to these services for the community and staff, and has made management of the increased membership of both sections more effective.
- Sexuality and Disability; phase one of this project was completed in August and phase two has been resourced by contributions from a range of health and disability agencies. Phase two is building on the outcomes of the evaluation of the previous project.
- The Nurse Practitioner course in Sexual and Reproductive Health has been granted 6 credit points towards the Bachelor of Nursing by Flinders University.
- FPSA's Staff Development Policy was developed through an extensive process of consultation, and was approved by Council in February. It is being used as a model for other Health Agencies. A process of implementation is now being described.
- Trainer/ training processes and systems have been developed to resource and support FPSA staff who are responsible for the major courses and staff training.
- Team members represent FPSA and promote Sexual and Reproductive Health issues on a range of state-wide committees, and considerable time is spent in providing consultancy services to other agencies. This work has become an increasingly important part of our role.

## **Staff Development**

Team members have participated in staff development and continuing education activities which enhance their personal and professional development and contribute to their ability to meet the needs of the client groups. These activities have included.

## **Tertiary Study**

- Master of Science Primary Health Care [two staff].

- Graduate Diploma in Group Work.

#### Conferences & Workshops

- Action Learning Workshop
- HIV/Pre & Post Test Counselling
- Computer Training - Introduction
- National Sexuality Education Conference
- Remote Area Nurses Conference
- National HIV/AIDS Conference
- Biological Sciences Forum
- Trainers Connection
- Assessors Training - Nurses Board
- ASHAM Conference

#### Major Objectives for 1993/94

The team will contribute to the achievement of organisational goals through health promotion strategies which:

- address specific sexual health issues and the needs of target groups through implementation of priority action areas for education and training within FPSA's strategic plan.
- ensure that current theory and analysis of environmental issues inform FPSA's practice in sexual and reproductive health and sexuality education.
- ensure that consistent needs assessment, planning and evaluation processes are implemented in education and training courses, through effective team work.



Sue Foster  
Manager - Education & Training

#### CERTIFICATE COURSES

Course	Numbers
Doctors	18
Nurses	77
Enrolled Nurses	7
Community Educators Core	89
Electives	185
<b>Total</b>	<b>376</b>

#### NON-CERTIFICATE COURSES

Participant	Number
Doctor	128
Nurse	256
Social Worker	17
Educator	513
Community Worker	90
Multidisciplinary	382
Aboriginal Worker	3
Disability Worker	69
FPA Worker	259
Media	0
NESB Worker	12
Youth	27
Other	165
<b>Total</b>	<b>1,921</b>

#### LIBRARY

Total Number of:

New borrowers for 1992/93	342
Borrowers registered	1,807
Information requests	8,588
Information searches	7,186

#### RESOURCE CENTRE

Resource/Video Hire	3,253
Sales (Items)	183
Pamphlets Distributed	95,473
Total Membership	214

Participants in a recent Community Educators Course work on a program planning activity.





# Community Services

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The Community Services Team aims to promote and improve the sexual and reproductive health of the community. It works within a community development framework to ensure the delivery of a range of services which are appropriate, accessible and acceptable to local communities.

The team has 12.4 FTE staff members comprising a Manager, Community Health Workers and Community Health Nurses, with support for services provided by doctors and receptionists. Regional teams are located in metropolitan areas identified demographically as having a high need for services, namely: Noarlunga (Health Village), Elizabeth (Anglican Mission), Port Adelaide (PACHS).

Three staff members (0.6 FTE total) located at the Kensington base, have a focus on the Enfield A region. One staff member (0.6 FTE) is based at Port Pirie and has a focus on the Upper Spencer Gulf region.

## **Major Health Issues Addressed by the Team.**

Team planning processes have identified key health issues on which to focus the work of the team, in order to contribute towards the achievement of organisational goals.

### **Sexuality & Disability**

The team has faced increasing demand for services in the area of sexuality and disability, on a continuum from primary prevention in 1:1 work with

clients with a disability, through to creating healthier environments by training workers in disability agencies. Strategies in addressing this health issue have included:

- protective behaviour training with school students, teachers and parent groups
- resource development for workers whose clients are young women with disabilities
- training of community workers in a 1:1 setting around sexuality and disability issues
- sexuality education with visually impaired clients and their workers

### **Accessibility and Appropriateness of Sexual & Reproductive Health Services to Young People**

Improving and promoting the sexual health of young people is a priority for the team. Strategies in addressing this health issue have included:

- Training of workers from youth agencies in administering drop-in pregnancy tests.
- Beach Promotion project - a southern and western team strategy utilising grant funding which involved young people trained as peer educators to give information about safe sex to young people on beaches in January/February 1993.

- Training of young people as Peer Educators in the classroom setting.
- Peer Education training in the area of unplanned pregnancy.

### **Reorienting Health Services**

Much of the team's work has been focused on reorienting health services in recognition of the importance of this work in the broader picture of health promotion. Strategies in addressing this health issue have included:

- Involvement in the Elizabeth/Munno Para Health Reference Group in developing a strategic plan for the area.
- Supporting and assisting schools to increase their ability and autonomy in delivering sexual & reproductive health education to schools.
- Reallocating existing resources to the Enfield A region, to establish networks, research the clinic service needs and provide a range of Sexual and Reproductive Health information and programs to clients in the area.
- Raising awareness of FPSA services and putting sexual and reproductive health onto the agenda of other community agencies through strengthening existing networks.
- Working with the aboriginal communities in the North and the West to

investigate appropriate ways of working with those communities to meet their sexual and reproductive needs.

- Continuing our role in providing placement opportunities for nursing and social work students.

### **The Sexual & Reproductive Health Needs of NESB People**

Considerable effort has gone into working with other agencies to provide appropriate services to people from NESB. Particularly in the northern and western regions, the high Cambodian and Vietnamese populations have prompted the following strategies to address their sexual & reproductive health needs:

- Work with young people through English as a second language unit.
- In collaboration with CAFHS and through funding from migrant health unit, FPSA has developed and implemented a parent education program for the Vietnamese community.
- Working with western areas multicultural youth services, FPSA has successfully obtained funding to employ and train 10 youth support workers for young new arrivals, including in sexual health issues.

### **Staff Training & Developing in the Community Services Team**

In order to ensure that its staff are equipped to respond to the changing sexual health needs of the community, the Community Services team has

supported many team members to further develop their knowledge, skills and abilities. Ongoing training and development undertaken in the past year includes:

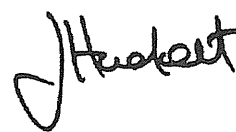
- Membership of Reproductive Technology Accreditation Committee.
- Secondment of staff to other teams and regions in FPA and to SAHC, Health Promotion Branch.
- Participation in the first National Sexuality Conference.
- Training in domestic violence.
- Training of nurse practitioners for regions.
- Training in socio-drama techniques.
- Critical Thinking training.
- Training and involvement in Community Health Accreditation and Standards Project (CHASP).

### **Key Objectives for 1993/94**

In 1993/94 the Community Services Team will:

- continue to raise the profile of FPSA in the community.
- provide increased opportunities for the community to access information and services in sexual & reproductive health.
- increase the involvement of clients in the planning, delivery and evaluation of FPSA services.
- retain and develop our capacity to work innovatively and creatively in a climate of increasing demand and decreasing resources.

It looks to be another year of challenges, change and rewards.



*Jacq Hackett*  
**Acting  
Manager - Community  
Services**

### **COMMUNITY EDUCATION**

Type	Contact Hrs	Part.
Primary	33	393
Secondary	170	3,209
Tertiary	95	338
Parents	41	250
Disability	42	202
Women	54	260
Aboriginal	13	42
Youth	28	403
Migrant	109	294
Community	777	5,577
<b>Total Contact Hours</b>		<b>1,362 10,968</b>

### **PROFESSIONAL CONSULTATIONS**

Participant	Numbers
Doctor	128
Nurse	38
Social Worker	5
Educator	77
Community Worker	37
Multidisciplinary	101
Aboriginal Worker	8
Disability Worker	31
Media	1
FPA Worker	10
NESB Worker	32
Youth	23
Other	249
<b>Total</b>	<b>740</b>

# Corporate Services

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## Major Statement

The Corporate Services Team provides an efficient corporate service to Family Planning South Australia staff and the community to enable the achievement of the organisational goals.

The Corporate Services Team provides the following services:

- Reception & Switchboard
- Word Processing
- Professional Course Support
- Secretarial
- Administrative
- Financial

## Staffing

The Corporate Services Team comprises six members with an establishment of 5.8 full time equivalent positions. Staffing turnover during the 1992/93 financial year consisted of the resignation and replacement of one full time word processing officer. The new staff member required training on FPSA procedures on word processing, reception and professional course support.

Staff development activities undertaken during the year included :

- Windows 3.1 seminar
- Basic Word For Windows training
- Advanced Word For Windows training
- Receptionist Enhancement
- Communicating Assertively
- All Staff Meetings
- Critical Thinking Workshop

## Major Achievements 1992/93

The Corporate Services Team has continued to provide a high quality support service function to the FPSA Council, the Chief Executive Officer, Management and staff during the 1992/93 financial year.

A major component of this support is the word processing function of the Team. In order to maintain the required levels of service, it was necessary to upgrade the equipment to a more efficient and effective fully networked system. The ageing hardware was replaced by state of the art equipment and the Windows and Word For Windows software installed. Following adequate training on the software, the word processing staff have attained a very high standard of performance with the system.

A trainee under the Workwise Jobskills Program was taken on for a six month placement during the year. The program caters for adult workers who have been unemployed for more than 12 months as a training and workforce re-entry scheme. The person was trained in most aspects of administrative work, in particular word processing and reception duties. The building of skills and confidence of the trainee was established during the placement, in addition to developing the training skills of the FPSA Corporate Services staff.

Corporate Services staff have been involved in the following committees and working parties during the year

- Management
- Organisational Planning
- Staff Representative on Council
- New Initiatives Working Party
- Occupational Health & Safety Committee
- Resources Committee
- Staff Development Working Party

## Major Objectives for 1993/94

The Corporate Services Team will continue to provide a high quality service to the users of its many functions in 1993/94.

There will be a major upgrade to the financial accounting computer software released by the supplier early in the new financial year. This will provide additional functions to the system as well as allowing easier use of the system. The hardware currently in operation will adequately cope with the expanded software applications.

The upgraded word processing facilities will allow the 1993 Annual Report to be designed and produced by the Corporate Services Team. Last year the document was designed and produced by graphic design students at the Underdale Campus of the University of Adelaide.

Staff development opportunities for Corporate Services staff will be identified and staff will be encouraged to attend relevant presentations that maintain or expand their skills and that aim toward the achievement of organisational goals.



*Richard Gray*  
**Manager - Corporate Services**



# Occupational Health & Safety

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## 1992/93 Committee Members

*Ms Deb Furner* Chair  
*Ms Helen Tolstoshev*  
*Ms Beverley Burnell*  
*Ms Heather Sims*

The Committee has met regularly throughout the year and has completed some forward planning. In September 1992 the Committee members participated in the Internal Review conducted by CHASP which resulted in several recommendations to improve workplace safety.

Workplace safety has been maintained throughout the year by:

- Relocation of the large photocopier
- Fire Hazard education
- Interagency more efficient waste-disposal systems
- Surveying staff re security issues
- Identifying some hazards in the Kensington car parking area.

The Committee wishes to report that a smoke-free environment has been maintained at FPSA. One Workcover claim has been received.

## Nursing Consultancy Group

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Following the review of the nursing career structure within FPSA, the nurses made recommendations to Council, which were adopted in July 1992. Among the recommendations was the reclassification of the Level 5 nursing position to one of generic management. It was further recommended that the Level 3 nurses comprising the Clinical Nurse Consultant, the Nurse Educators and the Community Nurse Consultants, convene a Nursing Consultancy Group.

This group should, in the absence of a Level 5 nurse, provide professional leadership and the advancement of nursing practice in sexual and reproductive health at FPSA.

An ongoing team development process, facilitated initially by Pat Pearson from the Parks Community Centre, has enabled the group to establish working relationships and to increase its effective functioning.

Terms of Reference have now been developed.

Other matters that are being dealt with include :

- the review and update of Level 3 nursing job descriptions
- development and implementation of nursing standards
- representation of FPSA in the Prescribing Rights for Nurses
- attending meetings convened by the Nurses Board of South Australia
- convening nurses meetings at FPSA
- the continuing education of FPSA nurses.

A co-operative group of Level 3 nurses is a new way of working for nursing and we have enthusiastically embraced the challenge of being professional leaders and role models to nurses both within and without FPSA. The current organisational review also allows us the opportunity to inform the organisation of nursing practice and we feel confident of our ability to be agents of change for nursing.

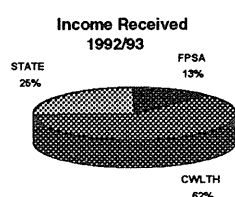
# Financial Report

## Statement of the income and expenditure for the year ended 30th June 1993

	Note	1991/92 \$	1992/93 \$
<b>GRANT INCOME</b>			
DHH&CS Commonwealth		1,322,842	1,358,000
SAHC State		535,300	536,900
		1,858,142	1,894,900

### OPERATING INCOME

Gross Profit from Trading	3		
<i>Sale of Clinic Supplies</i>		89,607	111,376
<i>Library &amp; Resource Sales</i>		19,136	10,516
<i>Training Courses</i>		31,160	43,566
Clinic Subscriptions		56,224	54,201
Consultancy Fees		25,426	21,087
Hire of Seminar Rooms		874	230
Association Membership		1,510	1,065
Resource Centre Membership		7,600	7,915
Donations		1,870	1,165
Bank Interest		29,713	31,346
Profit on Sale Of Motor Vehicle		1,334	4,008
Other Receipts		15,065	8,729
		279,519	295,204
<b>Total Income</b>		<b>2,137,661</b>	<b>2,190,104</b>

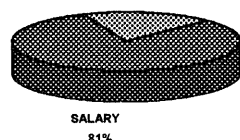


	Note	1991/92	1992/93
<b>EXPENDITURE</b>			
<b>Salaries &amp; Wages</b>			
Base Salaries and Allowances		1,618,846	1,590,329
FPA Tailored Superannuation		39,922	50,939
Occupational Superannuation		45,478	68,079
Workers Compensation Premiums		35,119	32,695
		1,739,365	1,742,042

# Statement of the income and expenditure for the year ended 30th June 1993 (Continued)

	Note	1991/92	1992/93
<b>GOODS AND SERVICES</b>			
Rent Regional Facilities		8,742	7,058
Rates		9,280	9,571
Cleaning and Laundry		19,997	19,132
Light and Power		13,214	14,067
Minor Equipment Purchases		11,958	5,790
Repairs and Maintenance		16,246	17,415
Auditing and Accounting		8,485	6,130
SA Employers Federation		1,660	1,860
Bank Fees		8,290	8,609
Advertising and Promotions		23,659	7,093
Insurance Premiums		8,200	1,980
Postage and Freight		10,306	9,184
Telephone Charges		20,862	20,282
Printing and Stationery		63,844	40,259
Sundries		7,516	10,106
Legal Fees		0	471
Clinic Consumables		16,597	13,308
Travelling Expenses		27,996	17,862
MV Operating Expenses		8,099	10,262
FPAustralia Levy		2,587	4,432
Staff Development		9,925	13,608
Courier Service		16,830	15,099
Library Books For FPA		6,071	8,620
Resources For FPA		3,460	5,302
Depreciation		24,199	30,188
Provision for Long Service Leave.		16,523	56,563
Provision for Annual Leave		33,184	710
Provision For Special Projects		0	19,000
Loss On Sale of Equipment		0	163
		397,730	374,124
<b>Total Expenditure</b>		<b>2,137,095</b>	<b>2,116,166</b>
<b>Net Operating Surplus for the year</b>		<b>566</b>	<b>73,938</b>
<b>Transferred to Balance Sheet</b>			
<b>OTHER EXTRAORDINARY ITEMS</b>			
<b>Capital Account Transactions</b>			
Purchase of Motor Vehicles		0	0
Sale of Motor Vehicles		0	(11,871)
Purchase of Major Equipment		0	41,285
Sale of Equipment		0	(500)
			28,914
<b>Net Surplus After Extraordinary Items</b>		<b>566</b>	<b>45,024</b>

Expenditure  
1992/93



## Balance Sheet as at 30th June 1993

	Note	1991/92	1992/93
<b>CURRENT ASSETS</b>			
Cash On Hand		85,603	(36,814)
Investments		166,795	384,401
Sundry Debtors		11,538	8,433
Inventories		10,747	23,682
		274,683	379,702
<hr/>			
<b>NON-CURRENT ASSETS</b>			
Furniture and Equipment	30,000	70,785	
Less Depreciation	(4,150)	25,850	(13,088)
Motor Vehicles	74,136	62,265	57,697
Less Depreciation	(9,589)	64,547	(17,148)
Telephone	29,711	29,711	45,117
Less Depreciation	(830)	28,881	(4,130)
Buildings	394,000	394,000	25,581
Less Depreciation	(7,880)	386,120	(15,760)
Land		736,000	378,240
		1,241,398	736,000
		1,241,398	1,242,635
<hr/>			
<b>Total Assets</b>		<b>1,516,081</b>	<b>1,622,337</b>
<hr/>			
<b>CURRENT LIABILITIES</b>			
Sundry Creditors and Accruals		28,704	28,333
Special Project Funding	2	97,679	79,049
Provision For Annual Leave		33,184	33,894
Provision for Long Service Leave.		95,885	146,494
<b>Total Liabilities</b>		<b>255,452</b>	<b>287,770</b>
<hr/>			
<b>Net Assets and Liabilities</b>		<b>1,260,629</b>	<b>1,334,567</b>
<hr/>			
<b>ACCUMULATED FUNDS</b>			
Balances as 1 July		1,260,063	1,260,629
Surplus For The Year		566	73,938
		1,260,629	1,334,567
<b>Total Accumulated Funds</b>		<b>1,260,629</b>	<b>1,334,567</b>
<hr/>			

# Statement of Cash Flows for the year ended 30th June 1993

## CASH FLOWS FROM OPERATIVE ACTIVITIES

Receipts	
. Operating Grants	1,894,900
. Customer and sundry receipts	392,647
. Interest received	31,053
Payments	
. Employees	(1,747,996)
. Suppliers	(429,205)
Net cash from operating activities (Note B)	141,399

## CASH FLOWS FROM INVESTING ACTIVITIES

Receipts from the sale of plant & equipment	13,705
Payments for the purchase of plant & equipment	(41,285)
Net cash used in investing activities	(27,580)

## CASH FLOWS FROM SPECIAL PROJECTS

Receipts to fund special projects	122,267
Payments in relation to special projects	(140,897)
Net cash used in special projects	(18,630)
Net increase in cash held	95,189
Cash at the beginning of the year	252,398
Cash at the end of the year (Note A)	\$ 347,587

### A. RECONCILIATION OF CASH

For the purposes of this Statement of Cash Flows, the Association considers cash to include bank and investments in savings accounts and in money market instruments.

Cash at the end of the year, as shown in the Statement of Cash Flows, is reconciled to the related items in the Balance Sheet as:

	\$	\$
Cash on Hand		(36,814)
Investments:		
. Savings Account	17,108	
. Investment Account	367,293	384,401
		347,587

### B. RECONCILIATION OF NET CASH FROM OPERATING ACTIVITIES TO NET OPERATING SURPLUS

	\$
Net operating surplus	73,938
Depreciation	30,188
Loss on sale of equipment	163
Profit on sale of motor vehicle	(4,008)
Increase in provision for annual leave	710
Increase in provision for long service leave	50,609
Decrease in sundry debtors	3,105
Increase in inventories	(12,935)
Decrease in sundry creditors and accruals	(371)
	141,399

No comparative figures are shown in the Statement of Cash Flows as the Association changed the basis of its accounting from a cash basis to an accruals basis during the year ended 30 June 1992.

# Notes to and forming part of the Financial Statements

## Note 1.

### a) Statement of Accounting

The Financial Statements have been prepared in accordance with Statements of Accounting Concepts and applicable Accounting Standards. The Financial Statements have also been prepared on the basis of historical costs and do not take into account the changing money values except where otherwise indicated.

### b) Non-Current Assets Valuation

All assets held by the Association as at 1 July 1991 were capitalised at values reflecting market value. Acquisitions during the year are valued at cost. Land and Buildings have been capitalised at a value reflecting the recoverable amount determined in accordance with an independent valuation conducted on 10 October, 1991, by David Whitlock, Licensed Land Valuer, and David Maidment, B.Bus in Prop.(Valuation), both of Elders Real Estate.

### Depreciation

Depreciation is calculated on a straight line basis so as to write off the net cost of each depreciable non-current asset over its expected useful life.

### c) Income Tax

The Association is a non-profit organisation and is exempt from income tax pursuant to Section 23(ea) of the Income Tax Assessment Act.

### d) Long Service Leave

Long Service leave is accrued for employees who have served for a period in excess of seven years from the date of becoming an employee.

### e) Annual Leave

Provision has been made for outstanding annual leave due to employees of the Association as at 30 June 1993.

### f) Inventories

Inventories are valued at the lower of cost and net realisable value. Costs are assigned on an average basis.

## Note 2. Special Projects - Closing Balances

Sexuality and Disability Project	37,027	FPAustralia National Data Base	1,965
NESB. Project	1,443	Safe Sex Peer Education	1,078
Remote Areas Project	554	Pre & Post Test Counselling	6,533
HIV/AIDS Study Grants	1,064	Computing Equipment Project	19,000
Evaluation of the Doctors Course	5,595	Ceduna Project	(567)
Northern Peer Education Project	700	Oral History Project	486
Secondment to SAHC R Birch	4,171		

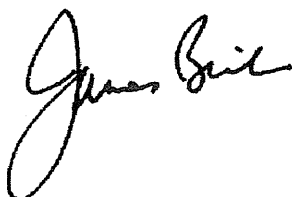
## Notes to and forming part of the Financial Statements (Continued)

### Note 3. Trading Accounts for the year ended 30th June 1993

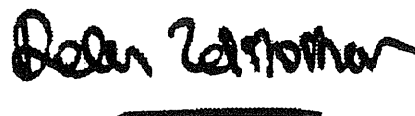
	1991/92	1992/93
<b>CLINIC SUPPLIES</b>		
Sale of Clinic Supplies	197,619	205,815
Opening Inventory	0	10,747
Plus Purchases	118,759	107,374
Less Closing Inventory	10,747	23,682
Cost of Goods Sold	108,012	94,439
Gross Profit on Sales	89,607	111,376
<b>LIBRARY AND RESOURCE CENTRE</b>		
Sale of Books, Resources Etc.	29,488	23,623
Less Cost of Goods Sold	10,352	13,107
Gross Profit on Sales	19,136	10,516
<b>PROFESSIONAL TRAINING COURSES</b>		
Course Fees	53,806	65,419
Less Cost of Courses	22,646	21,853
Gross Profit on Courses	31,160	43,566

### Financial Declaration

We, James Birch, President, and Helen Tolstoshev, Chief Executive Officer, of the Family Planning Association of South Australia Inc. state that, in our opinion, the attached financial statements have been properly drawn up to give a true and fair view of the state of affairs of the Association at the year ended 30 June 1993.



**James Birch**  
President



**Helen Tolstoshev**  
Chief Executive Officer

# Auditor's Report

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We have audited the financial statements, comprising the Statement of Income and Expenditure, Balance Sheet, Statement of Cash Flows and Notes to and Forming Part of, the Financial Statements. The Executive Committee is responsible for the preparation and presentation of the financial statements and the information they contain. We have conducted an independent audit of these accounts in order to express an opinion on them to the members of the Association.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance as to whether the accounts are free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the accounts, and the evaluation of accounting policies and significant accounting estimates. These procedures have been undertaken to form an opinion as to whether, in all material respects, the accounts are presented fairly so as to present a view of the Association which is consistent with our understanding of its financial position and the results of its operations.

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

## AUDIT OPINION

In our opinion, the financial statements are properly drawn up :

- a) in accordance with Statements of Accounting Concepts and applicable Accounting Standards.
- b) so as to give a true and fair view of the financial position of the Family Planning Association of SA. Inc. as at 30 June 1993, and its income and expenditure and cash flows for the year then ended.

MANN JUDD

Chartered Accountants



DA Major

Partner

Dated this 20 day of August 1993.



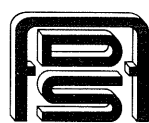
# Acknowledgements

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Family Planning South Australia expresses its sincere appreciation for the continuing financial support received from the Australian and South Australia Governments.

The Association also extends its gratitude to the people and community organisations who have assisted and supported the work of the Association during the year.

We thank the following companies for their sponsorship of the annual report:

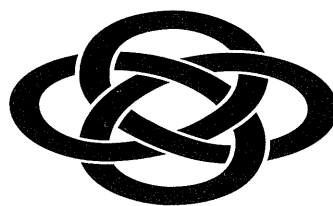


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Family Planning Association of South Australia Inc, 1993

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