

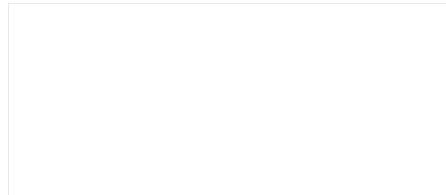
Question No : 218

Question : Alice Springs Hospital Budget and Staffing

Question Date : 17/11/92

Member : Mr BAILEY

To : MINISTER for HEALTH and COMMUNITY SERVICES



1. Does the Alice Springs Hospital have a Mission Statement and a Corporate Plan; if so, what are they.
2. What was the total cost of purchases made by the Alice Springs Hospital, or the Department of Health and Community Services on behalf of the Alice Springs Hospital, from Modular Medical Products and Territory Surgical Supplies in the 1990-91 financial year.
3. Were the purchases referred to in question 2 for medical supplies or medical equipment; how much was spent on each category.
4. Are there guidelines used by the Alice Springs Hospital Purchasing Section or the Department of Health and Community Services Purchasing Section that detail policy regarding the purchase of equipment or supplies for the Alice Springs Hospital; if so, what are they.
5. If the answer to question 4 is yes, what mechanisms are in place to ensure that those guidelines are being adhered to.
6. How many staff are employed at the Alice Springs Hospital; what are the position titles and Northern Territory Public Service classifications for each of these positions.
7. What positions are vacant at the Alice Springs Hospital and for how long have they been vacant in each instance.
8. How many -
 - (a) nurses; and
 - (b) enrolled nurses,have resigned from the Alice Springs Hospital in the following financial years -

- (i) 1990-91;
 - (ii) 1991-92; and
 - (iii) 1992-93 to date.
9. What are the waiting times at the Alice Springs Hospital for the following categories of elective surgery -
- (a) general;
 - (b) orthopaedics;
 - (c) ENT;
 - (d) ophthalmology;
 - (e) gynaecology; and
 - (f) other categories not named above.
10. Has waiting time for elective surgery at the Alice Springs Hospital increased since 1990; if so, by how much.
11. Has the Alice Springs Hospital had to refuse to take patients from other hospitals in the Northern Territory in the following financial years -
- (a) 1991-92; and
 - (b) 1992-93 to date,
- if so, why.
12. Has the Alice Springs Hospital now been allowed to transfer patients to the Royal Darwin Hospital or to hospitals in Adelaide in the following financial years -
- (a) 1991-92; and
 - (b) 1992-93,
- if so, why.
13. Has the Alice Springs Hospital been required at any time during the calendar years 1991 and 1992 to date to have bed numbers in use above their allocated number; if so, what are the details of these situations.
14. If the answer to question 13 is yes, has the nursing staff been increased on those days to accommodate the increased bed numbers, given that nursing staff requirements are based on bed numbers.

15. How many positions in the following categories were/have been cut as a result of the adoption of recommendations from the Estimates Review Committee and Cresap -
 - (a) enrolled nurses;
 - (b) registered nurses;
 - (c) trainee or student nurses;
 - (d) other medical positions; and
 - (e) other positions.
16. Was there a decrease in hours of casual nursing staff in the period from 1 January 1991 to 30 June 1991 and 1 January 1992 to 30 June 1992; if so, what was the reason for this.
17. Was there a decrease in the total wages and salary bill for nursing staff, including casual staff, from 1 January 1991 to 30 June 1991 and 1 January 1992 to 30 June 1992; if so, what was the reason for this.
18. What were the hours of overtime worked by staff involved in surgery at the Alice Springs Hospital in the period from 1 January 1991 to 30 June 1991.
19. What is the relationship between the Department of Health and Community Services and the company behind the proposed private hospital in Alice Springs.
20. Have any discussions been held between either the Minister for Health and Community Services and the company referred to in question 19 or the Department of Health and Community Services or any minister and the company.
21. Has the Northern Territory government made any commitments to the developers of the private hospital in Alice Springs; if so -
 - (a) what funds have been offered;
 - (b) what arrangements have been made for equipment sharing; and
 - (c) what arrangements have been proposed between the Alice Springs Hospital and the proposed private hospital.
22. Has a site been selected for the proposed private hospital; if so, where is it.
23. If a site has been selected for the proposed private hospital, is it government-owned land; if so, will it be

sold or given to the developers.

ANSWER

1. The Alice Springs Hospital operates within the department's Mission Statement and Corporate Plan.

The Alice Springs Hospital also has a complementary Mission Statement.

2. & 3.

A consolidated response covering all Modular Medical Products questions has been supplied under separate cover.

4. Procedures followed by the Department of Health and Community Services Purchasing Sections are governed by Treasury Regulations Part 3 - Contracts, Treasurer's Directions Section 20 - Purchasing Procedure and Information circulars issued by the Supply & Tender Board.

In accordance with Treasury Regulation 36 the Accounting and Property Manual contains procurement guidelines and procedures. As requested, attached is a copy of Section 10 of the Accounting and Property Manual.

5. Regular monitoring by person in charge.

6. Total: 548.6.

Classification	Number
E02	1
A07	2
AO5	4
A04	3
A03	3
A02	19
AO1	14.6
P3	3
P2	20
P1	1
T6	1
T5	2
T4	1
T3	9
T1	6
Ph8	2
Ph7	1
Ph6	1
Ph5	1
Ph4	12
Ph3	23
Ph2	105
AHW2	1

MS5	1
MS3	1
Spec	13
MO2	1
RMO	19
SR	13
RN5.3	1
RN4.1	2
RN3B	1
RN3A	21
RN2	37
RN1	152
EN	47
Snm	4
TOTAL	548.6

7. Registered Nurses x 4 changes daily.
Staff Counsellor vacated September 1991.

8.		1990-91	1991-92	1992-93 to date
	Registered Nurses	242	135	81
	Enrolled Nurses	32	20	5

9.	CATEGORY	CURRENT WAITING TIME
	(a) General	1 month
	(b) Orthopaedics	1 month
	(c) ENT	3 - 4 months
	(d) Ophthalmology	1 month
	(e) Gynaecology (general)	1 month
	(f) Other categories not named. Interstate specialist surgeons in the super specialities visit Alice Springs 3 to 4 times per year each. Waiting times for their patients are related to the intervals between visits.	

10. Waiting time has decreased now by approximately 3 weeks.

11. No. Occasionally elective admissions deferred in line with bed management policy.

12. No.

13. No.

14. N/A.

15.	STAFF CATEGORY	REDUCTION/INCREASE/COMMENTS	
		Minus	Plus
(a)	Enrolled Nurses	- 18 (These were exchanged for Registered Nurse positions)	
(b)	Registered Nurses		+ 33 additional
(c)	Trainee or student nurses	no change	
(d)	Other Medical staff		+ 7 additional (Prof Child's recommendation)
(e)	Other Staff		
	Admin Officers		+ 2 additional (Prof Child's recommendation)
	Cleaners	- 5 (Cresap)	
	Catering staff	- 5 (Cresap)	
	Wardsmen/Hospital Assistants	- 8 (Cresap)	
	Laundry	- 5 (Cresap - to be implemented in 1992-93)	
	TOTAL	-41	+42

16. Yes. Decrease due to marked decrease in sick leave, more permanent staff employed and better management of nursing services.

17. No. 1-1-91 to 30-6-91 \$4 840 071
1-1-92 to 30-6-92 \$4 905 809

18. Theatre Nurses: 196 hours
Provided for theatre nurses only as it is far too time-consuming to manually extract the information for doctors and orderlies.

19. There are no existing relationships between the Department of Health and Community Services and Alice Springs Private Hospital Pty Ltd or any other company wanting to establish a private hospital.

20. Not since the company decided not to proceed.

21. No.

- 22. No.
- 23. N/A.

SECTION 10	ASSET MANAGEMENT RECORDING AND CONTROL
10.1.	RECORDING AND CONTROL
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10.1.2.	Asset Management
10.1.3.	Major Assets
10.1.4.	Minor Assets
10.1.5.	Asset Recording
10.1.6.	Transfer of Assets
10.1.7.	Audit and Stocktaking
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INDEX	TEXT	REFERENCE
10	ASSET MANAGEMENT RECORDING AND CONTROL	
10.1	Recording and Control	
10.1.1	Introduction	
	Treasurer's Direction Section 21 requires the Department to maintain accurate asset records for all major assets held by the Department.	

The following procedures should be read in conjunction with the Financial Administration and Audit Act and Treasurer's Directions Section 21.

10.1.2 ASSET MANAGEMENT

All employees are responsible for ensuring that assets under his/her charge are kept in good order and condition.

Employees designated as Accounting Officers are accountable for receipt, custody and disposal of all assets under their control.

10.1.3 MAJOR ASSETS

A major asset is an asset devoted to a specific entity with an economic life beyond one accounting period with an original cost greater than \$2000 (on assessed cost). Major assets should be classified under the following headings:

- ∅ land;
- ∅ buildings (eg. buildings, offices, and workshops);
- ∅ economic infrastructure (roads, bridges, transmission lines etc)
- ∅ fixed plant and equipment (air-conditioning plant, laboratory and specialists equipment)
- ∅ motor vehicles and mobile plant (eg. cars, trucks and forklifts)
- ∅ fixtures and fittings (eg. partitioning, compactus units and library shelving)

T/Dir 21.8

10.1.4 MINOR ASSETS

'Minor Assets' are those within original or assessed original cost of less than \$2000.

INDEX
REFERENCE

TEXT

10.1.5 ASSET RECORDING

The Accountable Officer shall ensure that all major assets are recorded in an asset Register, or on a computerised asset recording system if

available.

T/Dir 21.6, 7, 10

Minor Assets' (having an individual value as determined by Hospital/District Managers or Director, General Services - Darwin (Items relating to Corporate Support Services only) are also to be recorded in the asset register. Some items classified as minor assets are:

cameras household appliances
projectors video equipment
paper shredders colour televisions
computer components:
 keyboard
 VDU
 mouse
 processor

T/Dir 21.1

Assets Register shall contain (as minimal) the following:

- ∅ brief description of the asset;
- ∅ Serial and/or model Number (if any);
- ∅ purchase value (or estimated value if unavailable);
- ∅ date of acquisition;
- ∅ document reference, for example Invoice No., Order Number, etc;
- ∅ manufacturer's name;
- ∅ suppliers name; and,
- ∅ asset registration code eg. Bar Code or Asset No.

Details of assets acquired are to be recorded in the Register when the assets are received.

10.1.6

TRANSFER OF ASSETS

Managers are responsible for completing an Asset Transfer Voucher when a recorded (either major or minor) or leased asset moves from one work location (cost centre) to another.

The following details are to be completed on Asset Transfer Voucher:

- ∅ cost centre transferred to and from;

INDEX
REFERENCE

TEXT

- ∅ catalogue or asset number (if available);
- ∅ serial number;
- ∅ description of goods/equipment; and,
- ∅ transport details.

A separate line on the Transfer Voucher must be used for each individual item. Distribution of the completed Transfer Voucher is as follows:

The yellow copy is retained by the dispatching establishment and the pink is forwarded direct to the Assets Control Section.

The white copy and green copies are forwarded to the receiving establishment with the item/s being transferred. The receiving establishment endorses as received and forwards the green copy to Assets Section for their area, the white copy is retained for their records.

The Assets Section will update all records of Asset Register when transfer vouchers are received by them. The Pink copy removes the item from the dispatching establishment records and the green, when received, is used to update records for the receiving establishment.

When details have been recorded from the pink copy the transferred item acquires the status of 'Waiting for Acquittal'. This status will not change until the acquittal copy, ie. green Transfer Voucher, is received at Assets Control. Transfer Vouchers which have not been acquitted within 28 days are to be followed up by Asset Control officers.

Copies of all Transfer Vouchers are filed in the Assets Control Section, located at either Alice Springs or Darwin.

10.1.7

AUDIT AND STOCKTAKING

The purpose of stocktaking, audit and inspection is to effect a reconciliation between the assets on hand and the Asset Register. This reconciliation embraces a thorough investigation of all apparent discrepancies. Where it is evident that transfers have taken place without

documentation, the necessary vouchers shall be raised by the responsible stockholder to enable the registers to be correctly posted up to the date of stocktaking.

All assets recorded on an approved registration system shall be subject to stocktake at least once annually or as otherwise determined by the accountable Officer. Where practicable, stocktaking shall be undertaken by personnel not responsible for asset management.

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REFERENCE TEXT

To conduct a stocktake, the following procedures shall be carried out by the stocktaker or other duly authorised employees:

- ∅ all branch/divisions are to be notified when the stocktake of equipment is to be held;
- ∅ a physical identification of all accountable equipment and reconciliation with Assets Register;
- ∅ list discrepancies showing the full description of the articles as well as the identification number.
- ∅ investigate discrepancies promptly and obtain from the stockholder a full report in respect of all discrepancies disclosed. As inordinate excesses or deficiencies may indicate a weakness in accounting, they shall be fully investigated and a report prepared accordingly. Any investigation shall take account of the materiality of the discrepancy.

Action after completion of stocktake:

- ∅ each stock sheet shall be signed by the stocktaker and the Cost Centre or Unit Manager responsible for custody of assets concerned;
- ∅ stocktaker and assets control officer to sign the back of each stock sheet;
- ∅ obtain any covering report considered necessary to readily enable a conclusion to be formed as to the reason for the discrepancies;
- ∅ prepare statements of excesses deficiencies for submission to delegated officer for approval

for write off; and,

Delegations Manual

- ∅ in determining the amount to be written off, the value of excess stores disclosed by stocktaking shall not be set off against the value of deficiencies even when they are of the same generic classification.

10.2 LOSSES OR DEFICIENCIES OF PUBLIC STORES

10.2.1 GENERAL

Treasurer's Direction 7 outlines the action to be taken should any loss or deficiency be reported to the Accountable Officer or his delegate. The Accountable Officer or his delegate will then initiate action to seek authority to write-off the value of the property lost subject to specific action being taken as detailed in Treasurer's Direction 7.

T/D Sect 7

INDEX
REFERENCE

TEXT

Reports should address the following:

- ∅ how and when the loss occurred;
- ∅ the value of the loss incurred;
- ∅ was the loss or deficiency caused by fraud, theft, mistake or neglect of any person or persons?;
- ∅ have the police been advised?; and
- ∅ has all practicable action been taken to recover the loss?
- ∅ does the investigation show any defect in the existing system of control. If so what action is proposed to remedy such defect.

10.2.2 REPORTING LOSSES

Every loss shall be promptly advised to the Accountable Officer by means of a preliminary loss report and an entry made in the Registry of Losses.

The Accountable Officer is to ensure that

appropriate action is taken to investigate the cause of the loss, to identify the person/s responsible (if any) and to effect recovery.

If a loss or deficiency is caused by fraud or theft, the Accountable Officer or his delegate is responsible for notifying the Police.

T/Dir 7.4

10.2.3

REGISTER OF LOSSES AND DEFICIENCIES

The Asset Control Officer is to be informed of any losses, or deficiencies and record them in the Register of Losses and Deficiencies. The Assets Section shall also receive copies of all reports and final authority for write-off in order to update the Assets Register.

The Register of Losses shall provide the following details:

- ∅ date of loss;
- ∅ date loss reported;
- ∅ particular of the asset(s) lost including value;
- ∅ notations to the asset register (if appropriate) including a record of the asset identification number for cross reference purposes;

T/Dir 21.7

- ∅ nature and circumstances of the loss;

INDEX
REFERENCE

TEXT

- ∅ action taken;
- ∅ amount recovered;
- ∅ amount written off, if applicable;
- ∅ record of entry in the Departmental Annual Report;

T/Dir 24.7

- ∅ references to the appropriate 'loss file number' on which the appropriate papers and reports are filed.

10.2.4

LOSS OR DAMAGE RECOVERY

The Accountable Officer may, in the event of an employee being responsible for fraud, theft or negligence resulting in the loss of public property or stores, initiate action to recover the cost/value from the employee concerned and to take action under the terms of the Public Service Act against the employee for negligence or otherwise.

T/D Sect 7

10.2.5.
REPORT

INFORMATION TO BE INCLUDED IN THE DEPARTMENTAL ANNUAL

The Accountable Officer shall ensure that his Department's annual report presented to the Treasury after the completion of each financial year, in accordance with the provisions of Section 22.1 of the Public Service Act, shall include the following:

T/D Sect 24

- ∅ A summary of public property written off by the Accountable Officer during that financial year.

T/Dir 8.9

10.3

CONTROL OF STORES

10.3.1

GENERAL

Internal control measures should be such that Government property is secured from losses of all kinds. The responsibility of ordering, issuing and controlling stores lies with the Officer-in-Charge of Stores.

10.3.2

STORE LEVELS

The Officer-in-Charge, should ensure that stores held are adequate to meet demands and disruption to work flow is minimal. When determining this level, consideration should be given to the following:

- ∅ past usage rate;
- ∅ expected future usage rate;

INDEX
REFERENCE

TEXT

- ∅ availability of item,

- ∅ life span; and,
- ∅ lead time in getting orders completed.

10.3.3 CONSUMABLES

When items are required, a 'Stores Request' form should be completed and forwarded to the Stores Section. This request will be filled from stores on hand and costed to the appropriate section/cost centre.

It may be convenient for each Branch to have its own small supply of consumables with a nominated officer-in-charge who will control and re-order supplies as necessary.

10.4 DISPOSAL OF STORES/ASSETS

10.4.1 GENERAL

Assets are to be disposed of when they become surplus to Departmental requirements or when they are considered beyond economical repair or obsolete.

10.4.2 SCRAPPING OF ASSETS

Items that have no disposal value are to be scrapped. Advice must be given to the Disposals Officer who will take appropriate action to ensure that items are disposed of correctly and cannot be re-used.

T/Dir

21.32 F A & A Act

Sect 73

10.4.3 TRADE-IN

Trade-in offers are considered when it is financially advantageous in comparison with the asset being sold by auction or tender.

Trade-in offers shall not be sought for items available under period contracts. All offers of trade-in shall be referred in writing to the Manager Supply for assessment.

10.4.4 DISPOSAL BY SALE

The Department of Transport and Works is to be notified of any items that are considered surplus and are to be disposed of.

Sales of assets to non government employees shall be made only when the assets to be sold have

been declared by the Accountable Officer to be surplus to Departmental requirements. They should be sold by one of the following means:

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REFERENCE

TEXT

- ∅ by public invitation of tenders;
- ∅ by public auction which will be co-ordinated by the Department of Transport and Works; or,
- ∅ by trade-in for a replacement.

T/Dir 21.25, 26

An Accountable Officer may apply to the Treasurer or his delegate for approval to dispose of assets by a means which is not in accordance with the methods above.

The Assets Control Manager shall ensure that all items originally listed for disposal have been properly accounted for and that those disposed of correspond with those approved for disposal.

10.4.5

GIFTS OF ASSETS

In seeking approval to gift assets, applications detailing all necessary considerations, supported by the Accountable Officer's recommendations and endorsed by the Minister for Health and Community Services are to be submitted to the Treasurer. In considering the recommendation for a gift, an Accountable Officer or his delegate should take into account:

- ∅ the possible requirement of other Territory Government agencies;
- ∅ whether the particular surplus assets have any commercial use or appreciable market value;
- ∅ whether the receiving organisation has access to other monies/assets from the Northern Territory Government for the same purpose; and,
- ∅ the rationing of free issues with a view to fair distribution and the avoidance of discrimination or patronage.

Particulars shall be recorded in a Register of Gifts or Public Property immediately upon the gift being approved.

10.4.6

SECURITY

Except where, as determined by the Accountable Officer it is impracticable or undesirable, all major and specified minor assets must be branded or inscribed by some permanent means to indicate the items belonging to the Department. It is not the responsibility of the Department to brand leased/hired assets.

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REFERENCE

TEXT

10.4.7

WRITING OFF ASSETS

The Treasurer or his delegate has the power to write off the value of lost, deficient, condemned, unserviceable, abandoned or obsolete public property resulting from:

- ∅ inadequate procedures or implementation thereof, unacceptable causes; and,
- ∅ acceptable causes (such as fair wear and tear reasonable obsolescence, within predetermined tolerances).

Where it is considered impractical to recover the value of a loss, or the Accountable Officer has approved or recommended full or partial discharge from the liability, the approval of a competent authority shall be obtained to write off these amounts.

Assets sold, traded-in or gifted do not require to be written-off. Under Section 73(1) of the Act. Employees exercising delegations under this Section of the Act should ensure that all administrative action, including reduction to scrap and disposal, has been taken and that Inspecting Officers Reports are prepared.

F A & A Act Sect 73(1)

Employees are to check the Department's Delegations Manual for a list of approved delegated officers and their limits and restrictions to write off public property.