

**Consumers' Health Forum
of Australia**

**Annual Report
2003–2004**

CONSUMER'S HEALTH FORUM OF AUSTRALIA

The Consumers' Health Forum of Australia Inc. (CHF), established in 1987, is Australia's leading non-government organisation representing consumers on health care issues. CHF establishes policy in consultation with its members, more than 100 health consumer organisations. It provides a balance to the views of government, industry, service providers and health professionals.

The vision of CHF is to see consumers shaping health policy and health delivery systems in Australia. Our mission is to provide a respected and informed national voice for health consumers. CHF works collaboratively with other health consumer organisations providing a leadership role in representing the views of consumers at a national level.

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Acronyms

ACOSS	Australian Council of Social Services
AHMAC	Australian Health Ministers Advisory Council
AM	Member of the Order of Australia
APAC	Australian Pharmaceutical Advisory Council
CHF	Consumers' Health Forum of Australia
COTA	Council on the Ageing
CRG	Consumer Reference Group
CSSS	Community Sector Support Scheme
DoHA	Department of Health and Ageing
GC	Governing Committee
MSAC	Medical Services Advisory Committees
NGO	Non-Government Organisation
NHMRC	National Health and Medical Research Council
NPS	National Prescribing Service
PBAC	Pharmaceutical Benefits Advisory Committee
PBS	Pharmaceutical Benefits Scheme
PHARM	Pharmaceutical Health and Rational use of Medicines
OAM	Medal of the Order of Australia
TPA	The Pharmaceutical Alliance

Chairperson's Report

I am pleased to commend the 2003–2004 Annual Report of the Consumers' Health Forum of Australia (CHF) to you.

Consistent with your input to increase the profile of CHF in the community, we have spent a considerable amount of time building and strengthening our links with other stakeholders. Our links with the National Prescribing Service have been strengthened, especially through the Community Quality Use of Medicines Program and my membership of the Scientific Organising Committee of the National Medicines Symposium. Our work with Medicines Australia led to the successful 'Consumers and Medicines' Workshop in Sydney early in 2004. Late last year I was invited to attend the Roundtable Workshop organised by The Pharmaceutical Alliance (TPA) which focussed on developing partnerships around the National Medicines Policy. I was then invited to participate in a Stakeholder Reference Group along with TPA member Managing Directors and the Chairs of the Australian Pharmaceutical Advisory Council (APAC), Pharmaceutical Benefits Advisory Committee (PBAC), Pharmaceutical Health and Rational use of Medicines (PHARM) Committee and the National Prescribing Service (NPS), to progress the outcomes of the Roundtable.

Governing Committee (GC) members have contributed to our working more closely with the Australian Divisions of General Practice, the Australian Medical Council and the Australian Council on Healthcare Standards.

In the 2002–2003 Annual Report I stated that 'it is imperative that a more sustainable funding basis is found to ensure that the Consumer Representatives program continues to provide a solid platform for consumer participation in health policy development'. We were delighted when the Department of Health and Ageing (DoHA) provided funding for CHF to develop a business case based on actual costs, which clearly showed the need for ongoing separate funding of the Consumer Representatives program. In 2004–2005 we have received additional funds for training and support, but as a one-off amount. This makes me question the stated commitment of the

Department to having good-quality consumer input. However the Business Case has provided important information about what we can achieve within current funding and the cost of improving our level of support for consumer representatives.

Our members have expressed the view that we need to strengthen recognition of CHF as a leader for health consumers. I have been pleased to see members of the GC and others being invited as consumer leaders to present at an increasing range of fora.

Thanks must go to the GC who worked extremely hard over the last year in a time when there have been lots of changes, growth and new challenges. Members give up many days of their time to ensure that CHF is able to respond as the need arises and also begin to be more proactive in our work. Apart from the regular meetings, members participate in sub-committees, steering committees and are often called on to respond to issues as they occur out of session and with short time frames. Special thanks to the members of the Executive who take on an even greater responsibility.

It would be remiss of me not to also recognise the efforts of the secretariat so ably led by Helen Hopkins. They are the people who manage the day-to-day activity with such skill and make the job of the GC much easier than it could be. I am sure our new premises have proved to be beneficial as the secretariat now have appropriate facilities and space.

Finally, I wish to thank all of our members and other stakeholders who have helped us so much over the past year, and for your contributions to the development of our new strategic plan, which will guide us in our work in the coming years.

I look forward to continuing to work with you all as we meet the challenges ahead.

MITCH MESSER
CHAIRPERSON

What We Do

Aims

The aims of the Forum as stated in its Constitution are:

- (i) to provide a means of optimising the participation of consumer and community groups in national policy, planning and service decisions which affect the health of consumers
- (ii) to promote a public and preventive health approach which recognises the health impact of other government policy areas
- (iii) to promote a just and equitable distribution of resources to redress inequalities in the health status of different groups of the Australian population, noting the pluralistic nature of our society
- (iv) to encourage the development of health services which are:
 - (a) effective in enhancing the capacity of people to participate as fully as possible in community life
 - (b) responsive to consumer needs and preferences
 - (c) community based and managed
 - (d) respectful of human rights
 - (e) culturally relevant
 - (f) universally accessible
 - (g) cost effective
- (v) to promote the rights of all consumers to be involved in health policy, planning and service decisions.

Objectives

The objectives of the Forum are:

- (i) to develop and promote an understanding of consumer experiences and views and identify priorities and goals by consulting consumer and community groups
- (ii) to facilitate the development of and enhance the capacity of consumer and community groups (particularly those

currently disempowered) to participate in national issues which affect their constituencies by:

- (a) providing information and advice on health issues, policies and decision making processes
- (b) facilitating stronger relationships, co-operation and co-ordination between the groups
- (c) facilitating closer links and more open communication between these groups, the Federal Government and relevant Federal Government departments
- (d) convening workshops and seminars and providing an appropriate interface between consumers and experts
- (iii) to raise and represent consumer views and, in particular, advise the Commonwealth Minister for Health and Ageing and the Department of Health and Ageing of these views
- (iv) to monitor the opportunities and processes for consumer participation and to work with the Commonwealth Department of Health and Ageing to assist it to become more open, accountable and responsive to consumers
- (v) to monitor and analyse national health policy development, planning, resource allocation processes and outcomes
- (vi) to facilitate, and in some instances, fund research and conduct education projects on matters affecting consumers
- (vii) to advocate, publicly, measures which will contribute to achieving the Forum's aims and objectives.

Strategic Plan

CHF's *Strategic Plan 1998–2004* with its Vision 'Consumers shaping health in Australia' and Mission 'To provide a respected and informed consumer voice

on national health issues' has guided the development of CHF over the past five years.

The Governing Committee contracted consultants WalterTurnbull to assist in the review of the *Strategic Plan 1998–2004* and the development of the *Strategic Plan 2005–2009*. The strategic planning process commenced with the consultant facilitating a Governing Committee workshop to review the *Strategic Plan 1998–2004* to determine its relevance, strengths and capacity to guide ongoing actions, and provide a strategic framework for the development of the *Strategic Plan 2005–2009*.

Consultation with members occurred during the planning process. The overall Vision and Mission have remained unaltered. A high level approach has been taken in framing Goals, Objectives, and Strategies to allow for a proactive approach to the work and further development of CHF. Performance measures are included to allow for evaluation of the Strategic Plan.

The Vision, Mission and Goals of the *Strategic Plan 2005–2009* are:

Vision

Consumers shaping health in Australia

Mission

To provide a respected and informed consumer voice on national health issues.

Goals

1. Strengthen the recognition of CHF as a national leader for health consumers.
2. Improve CHF's profile and communications with key stakeholders.
3. Strengthen CHF's governance and management.

The *Strategic Plan 2005–2009* will be launched at the time of the CHF Annual General Meeting on 28 October 2004.

Achievements for 2003–2004

Strategic Plan 1998–2004

During 2003–2004, CHF worked under the *Strategic Plan 1998–2004*, which identified the following three strategic aims (or goals), each through one of CHF's key work areas:

1. To contribute towards the improvement of people's health and well-being through health policy, practice and outcomes.
2. To represent the views and interests of health consumers at a national level through providing a national voice for health consumers.
3. To support the work of the Forum through effective governance and management.

Priorities for action in 2003–2004

CHF's performance against the priorities for action set by the Governing Committee for 2003–2004 is summarised under each of the strategic aims.

1. Improving people's health and well-being through health policy, practice and outcome

The priority for 2003–2004 was to strengthen health policy input in terms of written submissions, support to consumer representatives on key committees, support for public spokespersons, collaborations with key stakeholders and project activity, with a consumer focus on three priority areas:

- Research and new technology
- Information for consumers to support their own health care decisions
- Access to appropriate health care at the time we need it at a price we can afford.

Research and new technology

CHF finalised a submission to the National Health and Medical Research Council (NHMRC) and negotiated project funding to pilot implementation of the joint CHF – NHMRC *Statement on Consumer and Community Participation in Health and Medical Research*. This project commenced in December 2003 with implementation pilots at two research institutions—the Queensland Institute of Medical Research and the National Ageing Research Institute. CHF's Research Project Officer has given several presentations to raise awareness of the *Statement* more broadly.

CHF has also continued to support consumer representatives on key national committees relating to the development of electronic health record initiatives in Australia, and has provided written submissions to the development of *HealthConnect* and the National Health Privacy Code. In June 2003, CHF finalised project funding negotiations with the

DoHA to support consumer participation in the implementation of *HealthConnect*, announced in the Medicare Plus package.

Information for consumers to support their own health care decisions

After many years of lobbying for a national health information and education program for consumers in quality use of medicines, the DoHA funded the NPS to undertake the Community Quality Use of Medicines Program, commencing in May 2003. CHF had worked with members and the NPS on the proposed governance and involvement of consumers in this program. Collaboration with the NPS continued through 2003–2004 with project funding to support CHF as a partner in the Program. The CHF project has focussed on ensuring consumer input and engagement with the Program through two strategies:

- Selection and support of consumer representatives with experience in community activities and strong community links on the Management Committee for the Community Quality Use of Medicines Program.
- Information for CHF's members to ensure they are aware and able to actively engage with national awareness campaigns on quality use of medicines and the population-based community activities run by the Program.

CHF consulted its members in January 2004, during the national awareness campaign for Medimate, and CHF's Chairperson, Mitch Messer, spoke at the Community Quality Use of Medicines Program launch. Mitch and Governing Committee member Sue Pluck were both active in the National Medicines Symposium in 2004.

Access to appropriate health care at the time we need it at a price we can afford.

CHF provided submissions and appeared before the Senate Select Committee on Medicare – First Inquiry and Second Inquiry. Transparency for consumers about the Pharmaceutical Benefits Scheme (PBS) was the key focus of a CHF and Medicines Australia workshop for representatives of peak consumer organisations in March 2004. CHF and consumer representatives on the PBAC, Pharmaceutical Benefits Pricing Authority (PBPA) and Drug Utilisation Subcommittee of the PBAC also worked with the DoHA

and the Chair of the PBAC to conduct a symposium for representatives of peak consumer organisations about the PBS in June 2004. One key topic for debate was the sustainability of the PBS under the proposed Australia – United States Free Trade Agreement, and CHF provided submissions to and appeared before the Senate Select Committee on the Free Trade Agreement between Australia and the United States of America.

2. To represent the views and interests of health consumers at a national level through providing a national voice for health consumers

The priorities for action for 2003–2004 were:

- Optimise awareness about and the effectiveness of the CHF Consumer Representatives Program within available funding.
- Develop a business case for sustainable funding for the CHF consumer Representatives Program.

Optimise awareness about and the effectiveness of the CHF Consumer Representatives Program within available funding

In response to the Chalkley Review of the CHF Consumer Representatives Program in 2001, CHF conducted a workshop for its consumer representatives and worked with them to develop a Strategic Action Plan for achieving good practice in consumer representation, with funding from the DoHA in 2002.

During 2003–2004, CHF continued to contribute substantially from its core Community Sector Support Scheme (CSSS) funding to run the Consumer Representatives Program. The DoHA provided additional funding for projects to assist CHF with high priorities in the Strategic Action Plan. CHF developed orientation and training material and ran a national workshop for consumer representatives in 2004. In addition, CHF developed further resources for consumer representatives and committee secretariats for the CHF website, <www.chf.org.au>, to improve knowledge and understanding of the Program. Web-based strategies to encourage networking opportunities between consumer representatives were also introduced. The CHF website has become a well-used resource,

averaging 41,719 hits and 4,520 visits per month during 2004.

Develop a business case for sustainable funding for the CHF Consumer Representatives Program

During 2003, with funding support from the DoHA, CHF engaged consultants WalterTurnbull to develop a business case for the CHF Consumer Representatives Program. The DoHA recognised the large number of consumer representatives and committees supported by CHF and the importance of ensuring their access to training, policy support and networking opportunities in order to fulfil their role effectively.

WalterTurnbull developed a model based on actual costs incurred by CHF in 2002–2003 and identified CHF as almost entirely a labour-intensive organisation—CHF fulfils its role and meets its responsibilities through the input of its staff, members and consumer representatives. In the model, costs were assigned as fixed costs (operational for CHF) and variable costs (relating to project activities) and staff were assigned to either category based on management input and project funding descriptions. Key assumptions underpinning the cost calculations and a range of scenarios driven by changes in levels of Consumer Representative Program activities completed the costing model.

All CHF staff members who contributed to the CHF Consumer Representatives Program prepared a detailed report of their Program activities. They estimated the volume of these activities from January to August 2003 based on advertised consumer representative vacancies in *HealthUpdate*, reports to the GC of positions filled and committee details in CHF's Consumer Representatives database. They also estimated time taken to conduct the ongoing

program activities. The total hourly costs of the staff contributions including salary, on-costs and overheads were calculated from the costing model.

For example, the estimated cost to CHF of making an uncomplicated appointment to a committee through selecting an applicant for a vacancy publicised in *HealthUpdate* was \$627 based on 2002–2003 figures. However, when the committee approaches CHF just prior to the first meeting date, not allowing adequate time, it costs an estimated additional \$540 for staff to locate an interim representative to attend the first meeting. In the situation where there are no suitable applicants for a position advertised in *HealthUpdate*, \$1070 must be added to the \$627 already spent and staff must target members and consumer representatives.

The Business Case for the Program, including detailed costings, was presented to the DoHA. This work provided the justification for funding of the Consumer Representatives Training and Support project for 2004–2005. The work will continue to assist CHF in targeting ongoing funding for the Program and in making strategic management decisions so that the Program contributes to the goals of the organisation in the years ahead.

3. To support the work of the Forum through effective governance and management

During 2003–2004 CHF has continued to have an increased focus on governance. This is another key area in the new strategic plan and one the GC has been working on very closely over the past year. The GC has reviewed all existing policies and worked on new areas, including internal and external policies and procedures. More detail on CHF's governance and management is discussed in the next section.

Governance and Management

Legal Status

The Consumers' Health Forum of Australia Incorporated is an association incorporated under the *Associations Incorporation Act 1991* (ACT).

Governing Committee

The Governing Committee is responsible for all facets of the Forum's management and meets face-to-face three times a year.

Voting members of CHF elect a Governing Committee every two years at an Annual General Meeting. The current Governing Committee was elected on 14 November 2002. The Constitution provides for a twelve-member Governing Committee, comprising:

- five members from organisations that are constituted on a national basis
- seven members from organisations that are not constituted on a national basis.

A new Governing Committee will be elected at the Annual General Meeting on 28 October 2004.

Elected Members of the Governing Committee

Mitch Messer – Chairperson (Health Consumers' Council of WA)

Russell McGowan – Vice Chairperson (Health Care Consumers Association of the ACT)

Sheila Rimmer AM – Secretary (Council on the Ageing)

Susan Mitchell – Treasurer (Health Consumers of Rural and Remote Australia)

Jenna Bateman (Mental Health Coordinating Council)

Sally Crossing (Cancer Voices NSW)

Frank Fisher (Health Issues Centre)

Roy Harvey (Australian Council of Social Services) from 22 April 2004

Christopher Newell AM (Tasmanians with Disabilities)

Sue Pluck (South Australian Consumer Representatives Network)

Russell Raymond OAM (Federation of Ethnic Communities' Council of Australia)

Diane Walsh (Consumer Reference Group, Top End Division of General Practice)

Fiona Wheatland (Tito) (Australian Council of Social Services) to 17 February 2004

Current Governing Committee

Mitch Messer

Mitch is Executive Director of Cystic Fibrosis Western Australia. He is President of Cystic Fibrosis Australia and Secretary and Treasurer of Cystic Fibrosis Worldwide.

Mitch has been involved in health consumer issues in a broader way through the Health Consumers' Council of WA, where he has served in the positions of Chairperson, Deputy Chair, Treasurer and Board member. He has been a member of the CHF Governing Committee since 1998 and has been Chair since November 2002. He is a founding member and current Deputy Chair of the peak group representing the interests of those with genetic conditions in WA, the Genetic Support Council of WA (Inc).

He has been involved in many committees and working groups dealing with a range of issues, especially quality use of medicines, genetic services and lung transplant. He is currently the consumer member of the PBAC and the CHF representative on the APAC.

Russell McGowan

Russell is President of the Health Care Consumers' Association of the ACT and is a member of the ACT Health Council. He was diagnosed with myelofibrosis in 1992, and subsequently underwent a bone marrow transplant. Despite the apparent cure of his original condition, Russell still suffers the consequences of his treatment, a condition called chronic Graft versus Host Disease (cGvHD).

He has helped to form CAN Australia, a national consumer alliance of cancer advocacy and support groups and chairs its Board. Russell is also a member of the Boards of the National Blood Authority, the Cancer Council of Australia, the Australian Divisions

of General Practice and the Australian Council on Healthcare Standards, where he is a trained consumer surveyor.

He has a BA from the University of Adelaide and has undertaken postgraduate studies in Aboriginal education and public administration. His employment background includes fieldwork, teaching and policy development, mainly in community and indigenous employment, education and training programs.

Sheila Rimmer, AM

Sheila is a former President of the Council on the Ageing (COTA) NSW and a former National President COTA Australia. COTA National Seniors exists to protect and promote the well-being of all older people. It advocates for older Australians by providing information, publications, policy analysis, consultation, representation, referral and advisory services. Sheila serves on the NSW Policy Council of COTA (NSW) and on the Grandparenting Committee NSW.

Born in the United Kingdom, Sheila was educated at the London School of Economics at London University and at Columbia University, New York. She migrated to Australia in 1964 and worked as a tutor at the University of Tasmania and as a political commentator on television. In 1969 she moved to Sydney and worked as a full-time academic.

In 'retirement', Sheila is a member of the Australian Medical Council's Committee Accrediting Medical Schools and Courses, Chair of the NSW Home and Community Care State Advisory Committee, member of the Commission for Complaints in Aged Care, and member of the NSW Aged Care Planning Advisory Committee. She is a member of the Management Committee of the NPS Community Quality Use of Medicines Program, the Australian Women's Coalition, the National Accreditation of Nursing Homes Committee, Medical Services Advisory Committee, and Falls Prevention Expert Panel.

As Secretary, Executive Committee and Governing Committee Member, Sheila enjoys her work with CHF and strongly supports its Aims and Objectives.

Susan Mitchell

Susan has had a long and productive association with consumer representation with both State-based and national organisations. She has extended this association through the national forum of CHF.

Susan's experience with the various organisations she has worked with has developed her knowledge and understanding of the complexities of consumer representation and activism. Her goal is to achieve equality of access to health services by people in metropolitan, rural and remote areas. Susan has worked productively with people at all levels to achieve positive outcomes in complex areas. This work is often made more complex by the fact that she does not live in a major city or regional centre.

Susan has been a member of the Rural Women's Network, occupying the position of Co-Chair together with the NSW Director of Agriculture. She has also been a member of the Executive Council of the NSW Farmers Association for eight years and a member of the rural affairs committee which deals with social policy issues such as health and education in rural areas. Susan has been the Health Consumers of Rural and Remote Australia representative on the Health Consumers Network NSW and on the Health Complaints Community Council.

Jenna Bateman

Jenna is the Executive Officer of the Mental Health Coordinating Council which is the peak body for non-government organisations working with mental health consumers and carers in NSW. She has been involved in the mental health sector for twenty years and has experience in acute care, research, and community-based/not-for-profit mental health services and has a strong commitment to service providers taking account of a person's community setting when planning care.

Jenna's position and experience mean she is well acquainted with the issues arising from the interface between the health and community sectors particularly as it affects people with a disability. She is keen to see the development of clear guidelines on how and at what point care is transferred to community-based services. Jenna is also a member of the NSW Mental Health Implementation Group, the NSW Health Non-Government Organisation (NGO) Advisory Group and the Quality Management Services NGO Reference Group.

Sally Crossing

Diagnosed and treated for breast cancer in 1995 when she was forty-nine, Sally founded the Breast Cancer Action Group NSW in 1997. This group has

over 700 survivor members across the State and provides a voice for people affected by breast cancer who want to 'make a difference'.

Sally is Co-Chair of Cancer Voices NSW, a coalition of more than ninety cancer consumer groups which acts on behalf of the 30,000 people diagnosed with cancer in NSW each year. She sits on a number of boards, including The Cancer Council NSW, the NSW Health Participation Council, The CHF and committees at both State and national levels. The NSW Minister for Fair Trading presented her with the inaugural Consumer Advocate Award in December 2001 for her work for women with breast cancer.

Initially trained as an economist, and after a career in banking and government, she works full time on a voluntary basis to represent health care consumers, particularly those who have experienced cancer.

Frank Fisher

Frank Fisher is a long-standing member of the Health Issues Centre and was until recently a member of their Committee of Management. He has had a serious chronic illness for the past forty years and is an active lobbyist for people with chronic illnesses.

Frank has been a member of the Board of the Continence Foundation of Australia and is also a member of a range of community groups including the City of Yarra Disability Reference Group, the Southern Metropolitan Region Divisions of General Practice, the Consumer Advisory Committee of Melbourne Health and the Monash University Disability Advisory Committee. As a Consumer Representative, he represents CHF on a range of MSAC committees, Therapeutic Goods Administration (TGA) and Ministerial committees. Until recently he was on both the Advisory Committee and the Consumer Reference Group of the National Resource Centre for Consumer Participation in Health.

Frank is an Associate Professor and Director of the Graduate School of Environmental Science, Monash University. He has experience in industry (electrical engineering), consulting and academic environmental science, speaks various European languages and has worked with many voluntary organisations, especially health-related. In addition to his work as an environmental scientist he now also teaches in the Health Knowledge & Society course in Monash University's new MB BS degree

and initiated that degree's new Environment & Medicine elective.

Roy Harvey

Roy has been engaged in health service research, development of health statistics and policy, and the management of research and statistics groups for over thirty years. He was the first statistician and actuary for Medibank (1979–79), research fellow at the Health Economics Research Unit at the Australian National University (1979–84), Head of the Health Service Division at the Australian Institute of Health and Welfare (1984–1995), and Associate Professor, Centre for Health Service Development, University of Wollongong (1995–). He has led health sector reform projects in Eastern Europe, South East Asia and China for the World Bank and AusAID, and developed and presented training programs for the World Bank.

His 1991 research for the National Health Strategy resulted in the development of the national policy on evidence-based clinical guidelines and in Commonwealth funding for medication reviews in nursing homes.

Since 2002 he has been health policy adviser to the Australian Council of Social Service (ACOSS), represented ACOSS on the APAC, prepared ACOSS policy papers on the PBS and represented ACOSS before the Senate Committee on health insurance (2004). In 2004 he was nominated by ACOSS to be a member of the CHF Board.

Roy has worked closely with consumer groups since the late 1980s especially the CHF and COTA Australia, mainly on issues related to polypharmacy and privacy. His main areas of interest are equity of access to health and aged care services, improving continuity of care, and health and long-term unemployment.

Christopher Newell AM

Christopher has been the nominee of Tasmanians with Disabilities to the Governing Committee of the CHF for some years. Tasmanians with Disabilities Inc is a trans-diagnostic organisation that focuses on advocacy, policy development and self-help for, and on behalf of, people with all types of disability.

Both Tasmanians with Disabilities and Christopher have a broad interest in the work of CHF and issues

for all consumers. Consumer rights, ethics, and consumer research are several particular interest areas, as is general practice reform, and pursuing areas where personal experience as a consumer facilitates effective advocacy for consumer rights. People with a disability are a significant social grouping disadvantaged in today's society.

Christopher has been a consumer representative for many years for Tasmanians with Disabilities Inc and other consumer bodies on a number of national and State forums in many fields including telecommunications, rights, advocacy, ethics, education and health. He is also Chair of the CHF Editorial Committee.

Sue Pluck

Sue Pluck, of Adelaide SA, has been involved in community-based organisations for about twenty years, and has represented consumers at the local, State, national and international levels.

Sue is currently a member of the Governing Committee of the CHF and of the Management Committee of the Community Quality Use of Medicines Program. Sue has a strong commitment to the Quality Use of Medicines and is a member of the *MediConnect* (now *HealthConnect*) Evaluation Working Group, the Enhanced Divisional Quality Use of Medicines (EDQUM) Data Reference Group, the NPS Pharmaceutical Decision Support Working Group and chairs the steering committee for CHF's Electronic Health Records Project. She is currently the alternate Consumer Class member on the Board of the NPS, on the Pharmacy Board of South Australia and represents CHF on the Health Insurance Commission's Consumer Communications Group.

Sue previously coordinated the Cochrane Consumer Network, was a member of the Network's interim management committee and involved in the Cochrane Collaboration's Metabolic and Endocrine Disorders Review Group and Consumers and Communication Review Group. Sue also chaired the Consumer Advisory Group, and acted as consumer liaison for the SA HealthPlus Coordinated Care Trials.

She is also on the Steering Group for the South Australian Consumer Representatives' Network, and is a member of the Health Consumers Alliance of South Australia and Diabetes SA.

Russell Raymond, OAM

Russell Raymond, OAM, is a professional journalist who migrated to Australia with his wife Shirley and four children from Sri Lanka thirty years ago.

He was editor of *The Countryman*, the leading agricultural newspaper in WA for six years before moving to the *West Australian* daily newspaper as senior sub editor.

Since his arrival in WA, Russell has been actively involved in welfare and community work involving Indigenous people and people from culturally and linguistically diverse backgrounds. He was President of the North Perth Migrant Resource Centre for nine years and continues to serve on the committee as Secretary. He was President of the Ethnic Communities' Council of WA for two four-year terms and is currently Secretary of the Federation of Ethnic Communities' Councils of Australia. He has spent three terms as president of the WA Sri Lanka Association.

Russell is a board member on Advocare and a member of the SBS Community Advisory Committee. He also serves on many other committees.

Diane Walsh

Diane Walsh represents the Consumer Reference Group (CRG) of the Top End Division of General Practice. She has been a member of the CRG since its inception six years ago and represented them nationally at various consumer forums. In the NT she holds positions as the public member of the Medical and Dental Boards of the Northern Territory, community member of the NT Health Advisory Council and consumer member of the Board of the Top End Division of General Practice. Nationally, Diane is a recent appointee to the General Practice Education and Training Consultative Group and the Overseas Trained Doctors Reference Group.

Diane is a secondary English teacher, although presently works part-time primary teaching, runs a small market business and cares for three young children. She began her consumer involvement through her employment as a childbirth educator, and membership of the Childbirth Education Association and the Darwin Homebirth Group.

Diane and her family have now been in Darwin for eight years, however Diane has previously lived and

worked in Mount Isa, Brisbane, Sydney, Northern NSW and Alice Springs. She is particularly interested in workforce standards, training and supervision, rural and remote access and women's and children's health.

Fiona Wheatland (Tito) (to 17 February)

Fiona Wheatland has an extensive knowledge of health policy issues through her paid and volunteer work. She has written many articles on health consumer issues both for CHF and in other contexts and is one of the ACOSS Health Policy Advisory Team

Fiona has extensive experience on Boards of Governance for example, on the ACT Council of Social Service, ACOSS Board and Health Care Consumers' Association of the ACT. Her main areas of interest are consumer participation in health care, consumer safety and quality in health care; health issues for large women; mental health service delivery; medical indemnity and information provision to give consumers proper choice in health care.

Fiona is a lawyer, who has always been involved in law reform rather than practice. She brings an understanding of the legal and finance framework in which health care is delivered in Australia.

Executive Committee

The Governing Committee elects an Executive Committee, comprising the Forum's Chairperson, Vice Chairperson, Secretary, Treasurer and one other. The Executive is responsible for implementing the policy decisions of the Governing Committee, and for the management and finances of the Forum. The Executive meets by teleconference between Governing Committee meetings.

During 2003–2004, the Governing Committee comprised:

- Mitch Messer, Chairperson
- Russell McGowan, Vice Chairperson
- Susan Mitchell, Treasurer
- Sheila Rimmer, Secretary
- Sally Crossing, Governing Committee nominee.

Sub-committees and Working Parties

As a membership organisation driven by the needs and views of its members, CHF has established a range of sub-committees, steering committees, advisory committees and working parties to assist it developing its policies and responses and managing grants.

The following sub-committees met during the year:

- Constitution Sub-committee
- Consumer Representatives Sub-committee
- Membership Sub-committee
- The Australian Health Consumer Editorial Sub-committee.

Staff

The Executive Director, Helen Hopkins, is the senior employee of the Forum and has responsibility for the Secretariat staff, day-to-day finance and administration, and other delegations and powers given by the Governing Committee.

Emma Awizen, Web Communication Officer

Prue Borrman, Consumer Representatives Program Manager

Melanie Cantwell, Senior Policy Advisor

Bede Carmody, Public Affairs Officer
(to July 2003)

Jan Finley, Special Services Officer

Nadine Firestone, Project Support Officer

Charles Lander, Editor (to March 2004)

Beth Micklethwaite, Research Project Officer
(Consumer Representatives Program Manager
to November 2003)

Naomi Knight, Community Quality Use of
Medicines Project Officer (to June 2004)

Melanie Rogers, Administration Officer

Cathy Savage, Office Coordinator

Yvonne Solly, Community Quality Use of
Medicines Project Officer

Helen Vaughan, Project Officer (to August 2003)

Members

CHF comprises a wide variety of consumer organisations with an interest in health, including illness groups, disability groups and specific population groups such as youth, older people and women.

Voting Members

Voting members of CHF are organisations that:

- represent consumer and community opinions and do not act primarily as representing professional, provider or commercial interests
- have membership open to consumers who can be elected to the board or governing body of the organisation
- have aims and objectives that are significantly for representation of the opinions of consumers
- fully support the aims and objectives of the Consumers' Health Forum.

ACCESS Australia National Infertility Network Ltd
ACT ME/CFS Society Inc
ACT Repetitive Strain Injury & Overuse Injury Association
AIDS Council of NSW
Allergy and Environmental Sensitivity Support and Research Association
Arthritis Foundation of Australia
Arthritis Foundation of NSW
Arthritis Foundation of Victoria Inc
Arthritis Foundation WA
Asthma Foundations of Australia
Australian Association for the Welfare of Child Health
Australian Breastfeeding Association
Australian Chemical Trauma Alliance Inc
Australian Council of Social Service
Australian Crohns & Colitis Association
Australian Federation of AIDS Organisations
Australian Hepatitis Council
Australian Intravenous League Inc (AIVL)
Australian Mental Health Consumer Network
Australian Pensioners' and Superannuants' Federation

Breast Cancer Action Group (NSW)
Breast Cancer Action Group Inc
Breast Cancer Network Australia

Cancer Alliance Network
Cancer Voices NSW
Carers Australia
Child Health Association Inc
Chronic Illness Alliance Inc
Coeliac Society of NSW Inc
Consumer Reference Group of the Top End Division of General Practice
Continence Foundation of Australia Ltd
COTA National Seniors
COTA National Seniors (SA)
Country AIDS Network (Vic) Inc
Cystic Fibrosis Australia Inc
Cystic Fibrosis Victoria Inc
Cystic Fibrosis WA

DES Action Australia
Diabetes Australia – ACT
Diabetes Australia – National
Diabetes Australia – NSW
Diabetes Australia – SA
Donor Conception Support Group of Australia Inc

Eating Disorders Association of SA (Inc)

Federation of Ethnic Communities Council of Australia

Haemophilia Foundation Australia
Health Care Consumers' Association of the ACT
Health Consumers Alliance of South Australia Inc
Health Consumers' Council WA (Inc)
Health Consumers of Rural and Remote Australia
Health Consumers Voice NT
Health Issues Centre
Health Rights & Community Action
Heart Support – Australia

Illawarra Stroke Unit Project

The Joanna Briggs Institute

The Link Youth Health Service
Lower Hunter Health Council
Lymphoedema Support Group of NSW

Maternity Coalition Inc
 ME/CFS Society (SA) Inc
 ME/CFS/Fibromyalgia Association QLD
 ME/Chronic Fatigue Syndrome Association of
 Australia Ltd
 Medical Consumers Association NSW
 Mental Health Association NSW Inc
 Mental Health Co-ordinating Council
 Mental Illness Fellowship of SA
 MS Victoria
 National Association of People Living with HIV/AIDS
 Obsessive Compulsive Disorders Support Service
 Older Persons' Action Centre
 Older Women's Network Inc (NSW)
 Palliative Care Australia
 People Living With HIV/AIDS (NSW) Inc
 Post-Polio Network (NSW) Inc
 Public Interest Advocacy Centre
 Shell Harbour District Community Health Watch
 SHOUT (Self Help Organisations United Together)
 SIDS Australia
 Sleep Apnoea Association (ACT) Inc
 South Australian Consumer Reps Network
 South Australian Council of Social Service
 Stillbirth and Neo-natal Death Support (Qld) Inc
 Support & Advocacy Committee of Prostate Cancer
 Foundation of Australia
 Tasmanians with Disabilities Inc
 TRANX
 Victorian Mental Illness Awareness Council Inc
 WA Association for Mental Health
 Wollongong Health Watch
 Women's Health Victoria Inc

Associate Members

Associate members are individuals or organisations with an interest in consumer health issues.

Organisational Associate Members

Aboriginal & Islander Community Health Service
 Adelaide Central Community Service
 Alcohol and Drug Foundation ACT Inc
 Association of Professional Engineers, Scientists &
 Managers Australia
 Asthma Victoria

Australian Nursing Homes & Extended Care
 Association
 Australian Association of Consultant Pharmacy
 Australian College of Health Service Executives
 Australian Crohns & Colitis Association (Qld) Inc
 Australian Divisions of General Practice Ltd
 Australian Healthcare Association
 Australian Nursing Council Inc
 Australian Nursing Federation (Vic Branch)
 Australian Physiotherapy Association
 Australian Self-Medication Industry Inc – ASMI
 Ballarat & District Division of GP
 Brisbane South Division of General Practice
 Cancer Council Australia
 Cancer Council NSW
 Cancer Council South Australia
 Canning Division of General Practice Ltd
 Carers Association of Victoria Inc
 Central Highlands Division of General Practice
 DepressioNet
 Enduring Solutions Pty Ltd
 Epilepsy Association of SA & NT Inc
 General Practice Divisions of Western Australia
 Greater Bunbury Division of General Practice
 Health Promotion Service, South East Health
 Hornsby Ku-ring-gai Ryde Division of General
 Practice
 Illawarra Division of General Practice
 Ipswich & West Moreton Division of General
 Practice
 Kidney Health Australia
 Liverpool Women's Health Centre
 Mallee Division of General Practice
 ME/CFS Society of Victoria Inc
 Mornington Peninsula Division of General Practice
 National Asthma Council Australia
 National Breast Cancer Centre
 National Heart Foundation of Australia
 National Prescribing Service
 North East Valley Division of General Practice
 North East Victorian Division of General Practice
 North Shoalhaven Health Consumer Action Group

North West Melbourne Division of General Practice
Northern Metropolitan Community Health Service
Northern Sydney Health
NSW Nurses' Association
NSW Therapeutic Assessment Group Inc
Nurses Board of Victoria

Paraplegic & Quadriplegic Association of Qld Inc
Pharmaceutical Society of Australia
Pharmacy Guild of Australia

Queensland Cancer Fund

Redcliffe Bribie Caboolture Division of GP
Royal College of Nursing, Australia
Rural Doctors Association of Australia

School of Population Health, University of
Western Australia

Sexual Health & Family Planning Australia Inc
Social Work Department

Society of Hospital Pharmacists of Australia
South East Area Health Service

South Western Sydney Area Health Service,
Community Participation

Southern Child & Adolescent Mental Health
Service

Southern Tasmanian Division of General Practice
St George District Division of General Practice
St Joseph's Hospital
Sunshine Coast Division of General Practice
Sydney Legacy Appeals Fund

Toora Women Inc

Wentworth Area Health Service Consumer
Participation

West Victorian Division of GP

Wingecarribee Health Service

Women with Disabilities (Australia)

Women's Health Queensland Wide Inc

Corporate Associate Members

GlaxoSmithKline

Janssen-Cilag/Johnson & Johnson

Merck Sharp & Dohme (Australia) Pty Limited

Pfizer Australia

The Pharmaceutical Alliance

Individual Associate Members

There are also 58 individual associate members.

Consumer Representatives

Health consumers nominated by CHF are represented on approximately 200 Government, Department of Health & Ageing, professional and research project committees. Representatives may be sought to represent the broad interests of health consumers, or to represent CHF, sometimes alongside other consumer groups.

Consumer representatives are selected by canvassing member organisations for people with the necessary skills, experience or interest to be able to make an effective contribution to the work of the committee or working party. A Consumer Representative Subcommittee of the Governing Committee selects the representative from the nominations received.

CHF extends its thanks and appreciation to all Consumer Representatives for their dedication, enthusiasm and time devoted to the cause of consumer participation.

The consumer representatives listed below, nominated by CHF, appear under their committee's organising body.

ANU Medical School

Community Liaison Committee
Susan Mitchell

Australian Bureau of Statistics

Health Survey Program Advisory Committee
Manoa Renwick

Australian Cancer Network

Council
Sally Crossing

Medical & Scientific Committee
Sally Crossing

Australian Competition and Consumer Commission

Consumer Consultative Committee
Sally Crossing

Australian Council for Safety and Quality in Healthcare

Adverse Medicine Events (AME) Line Project Committee
Anne McKenzie

Australian Falls Prevention Project for Hospitals and Residential Aged Care Facilities Expert Panel
Sheila Rimmer

Australian Falls Prevention Taskforce
Amy Zelmer

Consumer Advisory Committee
Maxine Drake
Helen Hopkins

Consumer Reference Network
Helen Hopkins (to March 2004)

Medication Safety Taskforce
Nancy Pierce

Australian Council on Healthcare Standards (ACHS)

Board & Council
Russell McGowan

ACHS Clinical Indicator Working Parties
Janney Wale

ACHS Guidelines and Indicators for Dental Services
Maxine Drake

ACHS National Advisory Committee
Hanno Stanojevic

ACHS Standards Committee
Hanno Stanojevic

Australian Divisions of General Practice (ADGP)

Board of Directors
Russell McGowan

2003 Network Forum Steering Committee
Debra O'Connor

Australian Gastroenterology Institute

Board
Clive Glover

Australian General Practice Accreditation Ltd Board
Matthew Blackmore (to December 2004)
Christopher Newell

Australian Health Ministers Advisory Council (AHMAC)
Australian Health Information Council (AHIC)
Helen Hopkins

AHIC Electronic Decision Support Working Group
Ms Susan Mitchell

AHIC Health Information Workforce Capacity Building Working Group
Heather Grain

AHIC National Consent Policy Working Group
Melanie Cantwell

AHIC National Health Information Summit Steering Committee
Melanie Cantwell

Australian Health Workforce Advisory Committee (AHWAC)
Dell Horey

Australian Screening Advisory Committee
Roberta Higginson
Russell McGowan

Clinical Reference Group to Consider Pre and Post Hospital Care
Betty Craig

Implementation of a National Database or Index Working Party
Dell Horey

Nationally Consistent Approach to Medical Registration Working Party
Dell Horey

Perioperative Working Group
Mrs Valerie McKeown

Public Access to Registers Working Party
Dell Horey

Specialist Registers Working Party
Anne McKenzie

Australian Institute of Health & Welfare
Health Data Standards Committee
Heather Grain

The Australian Institute of Pharmacy Management
Pharmacy Advisory Group – Quality Assurance Program Evaluation
Danielle Elston

Australian Law Reform Commission
Gene Patenting Inquiry
Helen Hopkins

Australian Medical Council
Christopher Newell

Education Accreditation (General)
Sheila Rimmer

Education Accreditation (Specialist)
Derek Weir
Mary Corich

Recognition of Medical Pain Specialites Advisory Committee
Robin Toohey AM
Rebecca Coghlan
Kirsty Machon (to 1/9/03)

Australian Medical Workforce Advisory Committee (AMWAC)
AMWAC Radiology Working Party
Ann White

Australian Patient Safety Foundation
Margaret Charlton

Australian Pharmaceutical Advisory Council (APAC)
Mitch Messer

APAC Community Care Guidelines Working Group
Judith Skinner

APAC Consumer Medicine Information (CMI) Working Party
Melanie Cantwell

APAC Indigenous Health Issues Working Group
Kathleen Abbott

APAC Promotional Monitoring Committee
Derek Weir

APAC Sub-committee on the Intentional Misuse of Pharmaceuticals
Timothy Moore

Australian Self-Medication Industry
Complaints Panel
Fran Hausfeld

Therapeutic Goods Advertising Code Council
Matthew Blackmore (to December 2004)
Derek Weir
Alan Barclay

*Therapeutic Goods Advertising Code Council
Complaints Resolution Panel*
Matthew Blackmore (to December 2004)
Derek Weir
Alan Barclay

Clinical Oncological Society of Australia Inc
Guidelines for Colorectal Cancer
Clive Glover

Continence Foundation of Australia
Consumer Advisory Committee
Frank Ritchie
Shirley Shaw

Department of Health & Ageing (DoHA)
Australian Technical Advisory Group on Immunisation
Jenni Howlett

*Enhanced Divisional Quality Use of Medicines
(EDQUM) Data Reference Group*
Sue Pluck

*Enhanced Divisions Quality Use of Medicines
(EDQUM) Program Steering Group*
Nancy Pierce

*Evaluation Advisory Group for Informing Consumers
of the Real Cost of PBS Medicines*
Melanie Cantwell

*Evaluation of Childhood Immunisation Register
Steering Group*
Jenni Howlett

*Flinders University Palliative Knowledge Network
Management Group*
Valerie McKeown

*GP Links Amalgamation Incentives Program Steering
Committee*
Judith Skinner

*HealthConnect Benefits Realisation Expert Advisory
Group*
Sue Pluck

HealthConnect Stakeholder Reference Group
Janette Donovan

Health InSite Editorial Board
Sue Healy
Betty Johnson

*Informed Financial Consent Taskforce for Private
Healthcare*
Anne McKenzie

*Informed Financial Consent Taskforce –
Doctor/Patient Working Group*
Tim Benson

*Informed Financial Consent Taskforce – Health
Fund/Hospital Consumer Working Group*
Mr Tim Benson

*Joint Advisory Committee on General Practice &
Population Health*
Sue Pluck

*Magnetic Resonance Imaging Monitoring and
Evaluation Group*
Helen Hopkins

Medicines Price Information Working Group
Matthew Blackmore

MediConnect Development Group
Helen Hopkins

MediConnect Evaluation Working Group
Sue Pluck

MediConnect Field Testing Working Group
Helen Hopkins

MediConnect Hospital Working Group
Judith Skinner

MediConnect Technical Working Group
Heather Grain
Sue Healy

*National Advisory Committee on Oral Health
(NACOH)*
Kay Robinson

*National Cancer Control Initiative Management
Committee*
Merrian Oliver-Weymouth

National Influenza Pandemic Action Committee
Robin Toohey AM

National Pathology Accreditation Advisory Council
Janney Wale

Neonatal Hearing Screening

Diane Walsh

Neonatal Standards Working Party

Carolyn Minchin

Overseas Trained Doctors Taskforce Reference Group

Diane Walsh

Pharmaceutical Benefits Pricing Authority (PBPA)

Jo Watson

Pharmaceutical Benefits Advisory Committee (PBAC)

Mitch Messer

Point of Care Testing Steering Group

Cath Harmer

Roger Killeen

Primary Care Providers Working Together

Collaborative – Interim Steering Committee

Glenda McChesney-Clark

Private Health Access Taskforce

Christopher Newell

Private Health Industry Medical Devices Expert Committee (PHIMDEC)

Karen Carey-Hazell

Private Health Industry Quality and Safety Committee (PHIQS)

Christopher Newell

Russell McGowan

PHIQS Open Disclosure Working Group

Sue Pluck

PHIQS Patient Safety Working Group

Christine Walker

PHIQS Safety and Quality Use of Medicines Working Group

Matthew Blackmore

Private Health Insurance Medical Devices Working Group to Develop New Prostheses Arrangements

Karen Carey-Hazell

Private Sector Outreach Services Working Group

Matthew Blackmore (to December 2003)

Valerie McKeown

Protheses and Devices Ministerial Advisory Committee

Karen Carey-Hazell

Protheses Clinical Advisory Group – Cardiac

Karen Carey-Hazell

Protheses Clinical Advisory Group – Lens

Karen Carey-Hazell

Protheses Clinical Advisory Group – Orthopedic (Hips)

Rebecca Coghlan

Protheses Clinical Advisory Group – Orthopedic (Knees)

Janney Wale

Protheses Policy Advisory Group

Karen Carey-Hazell

Radiation Oncology Jurisdictional Implementation Group (ROJIG) Physical Patient Access Working Group

Judith Adams

ROJIG Working Group on Quality Assurance

John Stubbs

Department of Human Services (South Australia)

South Australian Safety and Quality Council

Pam Moore

Gerald Graves

Dietitians Association of Australia

Dietetic Standards Recognition, Council on

Sheila Rimmer

General Practice Computing Group (GPCG)

Management Committee

Debra O'Connor

GPCG Evaluation and Monitoring Working Group

Janette Donovan

General Practice Education & Training Ltd (GPET)

Consultative Group

Robin Toohey AM (to May 2004)

Diane Walsh

Health Insurance Commission (HIC)

HIC Consumer Communication Group

Sue Pluck

HIC Stakeholder Advisory Group

Debra O'Connor

Medical Services Advisory Committees (MSAC)

Sheila Rimmer

Artificial Invertebral Disc Replacement

Rebecca Coghlan

Bone Mineral Densitometry Testing

Janney Wale

Drug Eluting Stents (Reference 30) Sub-committee

Sheila Rimmer

Endometrial Ablation of Chronic Refractory

Menorrhagia (Reference 31)

Rebecca Coghlan

*Endoscopic Ultrasound for Staging Pancreatic,
Gastric Oesophageal and Hepatobiliary Neoplasm
(1072)*

Barbara Joss

Endovenous Laser Treatment for Varicose Veins

Margaret Charlton

Essure Device

Beth Walker

Faecal Occult Blood Test

Elizabeth Symons

Intra Discal Electro Arthroplasty

Rebecca Coghlan

Laparoscopic Removal of Malignancies

(Reference 28)

Shirley Shaw

*Magnetic Electroanatomical Radiofrequency Ablation
for Cardiac Arrhythmias*

Ivan Kayne

M-Vax Vaccine for the Treatment of Stage 111

Melanoma

Clive Deverall

Measurement of International Normalised Ratio

(INR) in General Practice

Karen Carey-Hazell

Multifocal Multichannel Objective Perimetry

June Ashmore AM

Sheila Rimmer

Optical Biometry

Matthew Blackmore

Permanent Tri-Chamber Resynchronisation Committee

Ivan Kayne

*Photodynamic Therapy for Verteporfin for Subfoveal
CNV Lesions*

Frank Fisher

Positron Emission Tomography for Epilepsy

Supporting Committee

Margaret Charlton

Frank Fisher

*Quality and Best Practice Advisory Group in
Diagnostic Imaging*

Roberto Rojas-Morales

Quantiferon TB Test, App 1058

Beth Walker

*Review of Genotype Assisted Resistance Testing for
Usage of Antiretrovirals in HIV*

John Daye

*Review of Laparoscopic Adjustable Gastric Banding
for Morbid Obesity*

Valerie McKeown

Review of Lymphoedema Therapies Working Party

Mary D'Elia

Review of Magnetic Resonance

Cholangiopancreatography (Reference 25)

Leo Pomery

Review of Thyrogen

Catherine (Kate) Thompson

*Review of Prostate Specific Antigen (PSA) Test
(Application 1068)*

Max Gardner AM

*Sacral Nerve Stimulation for Faecal Incontinence
(Application 1077)*

Elizabeth Symons

Sentinel Node Biopsy Supporting Committee

Avis Macphee

*Treatment of Hyperhidrosis of the Axillae
(Reference 22)*

Robert Hunt

Uterine Artery Embolisation (Application 1081)

Jo-Anne Tamlyn

Vertebroplasty Supporting Committee

Valerie Iris McKeown

Mental Health Council of Australia

National Consumer and Carer Forum

Janet Meagher

National Aboriginal Community Controlled Health Organisation (NACCHO)

Community Quality Use of Medicines Project
Sue Pluck

National Health & Medical Research Council (NHMRC)

Michele Kosky

NHMRC Clinical Practice Guidelines for the Diagnosis of Persistent Vegetative States

Mary Baumgarten

NHMRC Communicating with Patients Working Group

Dell Horey

NHMRC Development of Guidelines for Australian

Drinking Water

Alec Percival

NHMRC Electromagnetic Energy Research Committee

Clive Deverall

NHMRC Expert Committee on Human Embryo and Stem Cell Research

Beth Walker

NHMRC Gene and Related Therapies Research

Advisory Group (GTRAP)

Craig Ellis

NHMRC Health Advisory Committee Guidelines for the Prevention, Early Detection & Management of Colorectal Cancer

Irene Shaw

Clive Glover

NHMRC Intravenous Immunoglobulin Steering Committee

Russell McGowan

NHMRC Mental Health Research Working Group

Suzanne Knapman

NHMRC National Health Performance Committee

Shirley Shaw

NHMRC Potable Reuse of Reclaimed Water Working Party/Steering Committee

Alec Percival

NHMRC Privacy Working Group

Melanie Cantwell

NHMRC Systems of Care for Chronic Disease Working Party

Nancy Pierce

NHMRC Technical Working Party on Intravenous Immunoglobulin

Dawn Thorp

NHMRC Xenotransplantation Working Party

Twanny Farrugia

Michele Kosky

National Health Priority Action Council (NHPAC)

Hilda Bastian

NHPAC Cancer Strategies Group

Clive Deverall

NHPAC Examining Trauma Care

Heather Grain

NHPAC National Arthritis and Musculoskeletal Conditions Advisory Group

Fay Gale

NHPAC National Cardiovascular Health & Stroke Strategies Group

Mr Peter Edwards

Karen Carey-Hazell

National Prescribing Service

Board

Janette Donovan (Director)

Rebecca Coghlan (Alternate to March 2004)

Sue Pluck (Alternate)

Australian Prescriber Editorial Advisory Panel

Christopher Newell

Curriculum and Training Working Group

Rebecca Coghlan

Decision Support Working Group

Sue Pluck

Management Committee for the Community Quality Use of Medicines Program

Matthew Hunt

Alison Marcus

Sue Pluck

Sheila Rimmer

Judith Skinner

Christine Walker

Medicines Line Management Committee

Judith Skinner

New Drugs Working Group
Matthew Blackmore (to December 2003)
Melanie Cantwell

Pharmacy Program Prescribing Interventions & Feedback
Nancy Pierce

Program Information/Communication Working Group
Janette Donovan

National Resource Centre for Consumer Participation in Health

Advisory Board
Prue Borrman

Palliative Care Australia

National Project Steering Committee
Robin Toohey AM

Pharmaceutical Industry

CHF/Medicines Australia Information Day for Consumers Steering Committee
Melanie Cantwell
Sharon Caris
Kirsty Machon
Russell McGowan

Medicines Australia Code of Conduct Committee
Sharon Caris

Electronic Distribution Working Group (EDWG)
Bill Willcox

Quality Assurance Reference Group for Consumer Medicines Information
Fran Hausfeld

Swinburne University Guidelines for Ethical Relationships between Pharmaceutical Companies
Helen Hopkins
Sheila Rimmer
Janney Wale

Pharmacy Guild of Australia

Change Management in Community Pharmacy
Bruce Campbell

Medicines Information for Consumers Evaluation Project
Melanie Cantwell

Research and Development Grants Program Selection Committee
Danielle Elston

Role of Pharmacy in Immunisation
Diane Walsh

Primary Health Care Research & Information Service

2004 General Practice & Primary Health Care Research Conference Advisory Committee
Sheila Rimmer

Royal Australasian College of Physicians

Life Threatening Illness Working Group
Sheila Rimmer
Clive Deverall

Tobacco Use Working Party
Robin Toohey AM

Royal Australian and New Zealand College of Obstetricians and Gynaecologists

Joint Committee on Maternity Services
Darlene Cox

Nuchal Translucency – Ultrasound, Education and Monitoring Program
Karen Lane

Royal Australian College of General Practitioners (RACGP)

Expert Group on Practice Standards
Robin Toohey AM

RACGP Outcomes Evaluation Advisory Committee
Jenna Bateman

Royal Australian College of General Practitioners & Royal College of Nursing Australia

Nursing in General Practice Project
Susan Mitchell

Royal College of Nursing Australia (RCNA)

RCNA Accreditation and Credentialling Feasibility Study Management Committee
Dawn Thorp

Speech Pathology Association of Australia

Ethics Board
Peter Dhu

Standards Australia

Open Disclosure in Health Care
Heather Grain

Standards Australia IT/14 Health Informatics Committee
Heather Grain

Therapeutic Goods Administration (TGA)

Complementary Medicines Evaluation Committee (CMEC)
Heather Yeatman

Disinfectant Working Group
Jude Byrne

Drug Safety and Evaluation Branch Workflow Processes Review
Melanie Cantwell

Labelling of Prescription Medicines
Derek Weir

Medical Devices Evaluation Committee
Frank Fisher

Medicines Evaluation Committee
Janette Donovan
National Drugs & Poisons Scheduling Committee
Derek Weir

Medicines Labelling Legislation Sub-committee
Melanie Cantwell

Project Advisory Committee (PAC) Electronic Listing Facility of Drug Products
Karen Carey-Hazell

Sub-Committee on Guidelines for Consumer Focused Labelling
Janette Donovan

TGA Industry Consultative Committee
Derek Weir

Trans Tasman Interim Advertising Council
Derek Weir

Therapeutic Goods Committee – Sub-committee on Medicines Labelling
Melanie Cantwell
Amanda Cornwall
Janette Donovan

Number of committees

<i>1998–1999</i>	118
<i>1999–2000</i>	158
<i>2000–2001</i>	160
<i>2001–2002</i>	200
<i>2002–2003</i>	184
<i>2003–2004</i>	207

**Financial Report for
the Year Ended
30 June 2004**

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CONSUMERS' HEALTH FORUM OF AUSTRALIA INCORPORATED
ABN 59 369 286 137

STATEMENT BY THE COMMITTEE

Your committee members submit the financial report of the Consumers' Health Forum of Australia Incorporated for the financial year ended 30 June 2004.

Committee Members

The names of committee members throughout the financial year and at the date of this report are:

Mitchell Messer (Chairperson) (Appointed 15 November 2002)
Russell McGowan (Vice Chairperson) (Appointed 15 November 2002)
Susan Mitchell (Treasurer) (Appointed 15 November 2002)
Sheila Rimmer (Secretary) (Appointed 15 November 2002)
Jenna Bateman (Appointed 15 November 2002)
Sally Crossing (Appointed 15 November 2002)
Frank Fisher (Appointed 15 November 2002)
Christopher Newell (Appointed 15 November 2002)
Sue Pluck (Appointed 15 November 2002)
Russell Raymond (Appointed 15 November 2002)
Diane Walsh (Appointed 15 November 2002)
Fiona Wheatland (Appointed 15 November 2002, resigned 17 February 2004)
Roy Harvey (Appointed 22 April 2004)

Principal Activities

The principal activity of the Association during the financial year was to contribute to the development of equitable health services.

Significant Changes

No significant change in nature of these activities occurred during the year.

Operating Result

The deficit from ordinary activities amounted to \$28,409 (2003: surplus of \$57,705).

After Balance Date Events

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the operations of the Association, the result of those operations, or the state of affairs of the Association in future financial years.

Declaration by the Committee

In the opinion of the Committee, the accompanying annual financial report is drawn up so as to give a true and fair view of the performance of the Association for the year ended 30 June 2004 and the financial position of the Association as at that date. The accompanying annual financial report of the Association is set out in accordance with applicable Accounting Standards and the provisions of the Associations Incorporation Act of the Australian Capital Territory.

CONSUMERS' HEALTH FORUM OF AUSTRALIA INCORPORATED
ABN 59 369 286 137

STATEMENT BY THE COMMITTEE (CONTINUED)

In the opinion of the Committee, the Association will be able to pay its debts as and when they fall due.

Signed in accordance with a resolution of the members of the Committee:


.....
Mitchell Messer (Chair)


.....
Susan Mitchell (Treasurer)

Dated this 15TH day of SEPTEMBER 2004

ABN 67 683 759 013

1st Floor, London Court
13 London Circuit, Canberra

Correspondence to:
GPO Box 554, Canberra ACT 2601

Telephone: (02) 6274 0400
Facsimile: (02) 6247 4100
Email: admin@canb.bentleys.com.au

Internet: www.bentleys.com.au

INDEPENDENT AUDIT REPORT

To the Members
Consumers' Health Forum of Australia Incorporated
(ABN 59 369 286 137)

Scope

The financial report and committee's responsibility

The financial report comprises the statement by the committee, statement of financial position, statement of financial performance, statement of cash flows and accompanying notes 1 to 21 for the Consumers' Health Forum of Australia Incorporated, for the year ended 30 June 2004.

The Committee of the Association is responsible for the preparation and true and fair presentation of the financial report in accordance with the *Associations Incorporation Act 1991* of the Australian Capital Territory and the constitution of the Association. This includes responsibility for the maintenance of adequate accounting records and internal controls that are designed to prevent and detect fraud and error, and for the accounting policies and accounting estimates inherent in the financial report.

Audit approach

We conducted an independent audit in order to express an opinion to the members of the Association. Our audit was conducted in accordance with Australian Auditing and Assurance Standards, in order to provide reasonable assurance as to whether the financial report is free of material misstatement. The nature of an audit is influenced by factors such as the use of professional judgement, selective testing, the inherent limitations of internal control, and the availability of persuasive rather than conclusive evidence. Therefore, an audit cannot guarantee that all material misstatements have been detected.

We performed procedures to assess whether in all material respects the financial report presents fairly, in accordance with the *Associations Incorporation Act 1991* of the Australian Capital Territory, Accounting Standards and other mandatory financial reporting requirements in Australia, a view which is consistent with our understanding of the Association's financial position, and of its performance as represented by the results of its operations and cash flows.

We formed our audit opinion on the basis of these procedures, which included:

- examining, on a test basis, information to provide evidence supporting the amounts and disclosures in the financial report, and
- assessing the appropriateness of the accounting policies and disclosures used and the reasonableness of significant accounting estimates made by management and the Committee.

While we considered the effectiveness of management's internal controls over financial reporting when determining the nature and extent of our procedures, our audit was not designed to provide assurance on internal controls.

Chartered Accountants

A member of Moores Rowland International an association of independent accounting firms throughout the world. Associated in all States of Australia.
The firms practising as Bentleys MRI and Moores Rowland are independent. They are affiliated only and not in partnership.

Independence

In conducting our audit, we followed applicable independence requirements of Australian professional ethical pronouncements.

Audit Opinion

In our opinion, the financial report of the Consumers' Health Forum of Australia Incorporated (the Association):

- gives a true and fair view of the financial position of the Association at 30 June 2004, and of its performance for the year ended on that date, and
- is presented in accordance with the Associations Incorporation Act 1991 of the Australian Capital Territory, Accounting Standards and other mandatory financial reporting requirements in Australia.

BENTLEYS MRI



Robert Ellison
Partner

Dated 23 September 2004

CONSUMERS' HEALTH FORUM OF AUSTRALIA INCORPORATED
ABN 59 369 286 137

STATEMENT OF FINANCIAL POSITION
AS AT 30 JUNE 2004

	Note	<u>2004</u>	<u>2003</u>
		\$	\$
CURRENT ASSETS			
Cash assets	6	96,903	135,724
Receivables	7	96,565	73,564
Other financial assets	8	-	6,665
Other	9	3,192	17,698
TOTAL CURRENT ASSETS		<u>196,660</u>	<u>233,651</u>
NON CURRENT ASSETS			
Other financial assets	8	16,145	-
Property, plant and equipment	10	104,276	9,982
TOTAL NON CURRENT ASSETS		<u>120,421</u>	<u>9,982</u>
TOTAL ASSETS		<u>317,081</u>	<u>243,633</u>
CURRENT LIABILITIES			
Payables	11	19,456	22,792
Interest bearing liabilities	12	15,688	-
Provisions	13	21,805	12,827
Other	14	121,772	86,375
TOTAL CURRENT LIABILITIES		<u>178,721</u>	<u>121,994</u>
NON CURRENT LIABILITIES			
Interest bearing liabilities	12	27,507	-
Provisions	13	7,000	-
Other	14	10,627	-
TOTAL NON CURRENT LIABILITIES		<u>45,134</u>	<u>-</u>
TOTAL LIABILITIES		<u>223,855</u>	<u>121,994</u>
NET ASSETS		<u>93,226</u>	<u>121,635</u>
EQUITY			
Retained surplus	16	93,226	121,635
TOTAL EQUITY		<u>93,226</u>	<u>121,635</u>

The accompanying notes form part of these financial statements.

CONSUMERS' HEALTH FORUM OF AUSTRALIA INCORPORATED
ABN 59 369 286 137

STATEMENT OF FINANCIAL PERFORMANCE
FOR THE YEAR ENDED 30 JUNE 2004

	Note	<u>2004</u>	<u>2003</u>
		\$	\$
Revenue from ordinary activities	3	859,313	817,173
Administration costs		(272,994)	(182,030)
Program costs		(614,728)	(577,438)
Net surplus / (deficit) from ordinary activities		<u>(28,409)</u>	<u>57,705</u>
Total changes in equity	16	<u>(28,409)</u>	<u>57,705</u>

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 30 JUNE 2004

		<u>2004</u>	<u>2003</u>
		\$	\$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts government, members and other parties		1,140,650	812,430
Interest received		6,085	4,743
Payments to suppliers and employees		(1,101,619)	(912,843)
Borrowing costs		(5,052)	-
Net cash provided by/(used in) operating activities	20(a)	<u>40,064</u>	<u>(95,670)</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Payments for property, plant and equipment		(66,778)	(4,553)
Proceeds from the sale of property, plant and equipment		136	-
Net cash provided by/(used in) investing activities		<u>(66,642)</u>	<u>(4,553)</u>
CASH FLOW FROM FINANCING ACTIVITIES			
Repayment of finance lease principal		(12,243)	-
Net cash provided by/(used in) financing activities		<u>(12,243)</u>	<u>-</u>
Net increase/(decrease) in cash held		(38,821)	(100,223)
Cash at beginning of financial year		135,724	235,947
Cash at end of financial year	6	<u>96,903</u>	<u>135,724</u>

The accompanying notes form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2004

Note 1: Statement of significant accounting policies

This general purpose financial report has been prepared in accordance with Australian accounting standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board and the requirements of the Associations Incorporations Act 1991 of the Australian Capital Territory.

This financial report covers the Consumers' Health Forum of Australia Incorporated as an individual entity. The Consumers' Health Forum of Australia Incorporated is an Association established under the Associations Incorporations Act 1991 of the Australian Capital Territory.

The financial report has been prepared on an accruals basis and is based on historical costs. It does not take into account changing money values or, except where stated, current valuations of non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

The following is a summary of significant accounting policies adopted by the Association in the preparation of the financial report. The accounting policies have been consistently applied unless otherwise stated.

(a) Income tax

The Association is exempt from income tax under Subdivision 50-B of the Income Tax Assessment Act 1997.

(b) Property, plant and equipment

Plant and equipment

Plant and equipment is valued at cost or fair value less, where applicable, any accumulated depreciation. The carrying amount of plant and equipment is reviewed annually by management to ensure it is not in excess of the recoverable amount from these assets.

Depreciation

The depreciable amount of all fixed assets is depreciated over their useful lives to the Association commencing from the time the asset is held ready for use.

The depreciation rates for each category of property, plant and equipment are:

<i>Class of Asset</i>	<i>Depreciation rate</i>	<i>Depreciation basis</i>
- Equipment	10%-33.34%	Straight line
- Leasehold improvements	10%-33.34%	Diminishing Value
- Leased assets	10%	Diminishing Value
	20%-33.34%	Straight line

(c) Leased assets

Finance leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the Association are classified as finance leases. Finance lease are capitalised, recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual values. Finance lease assets are depreciated on a straight line basis over the estimated useful life of the asset. Finance lease payments are allocated between interest expense and reduction of lease liability over the term of the lease. The interest rate is determined by applying the interest rate implicit in the lease to the outstanding lease liability at the beginning of each lease payment period.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2004

Note 1: Statement of significant accounting policies (continued)

(c) Leased assets (continued)

Operating Leases

Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are recognised as an expense in the period in which they are incurred.

Lease incentives

Lease incentives under operating leases are recognised as a lease incentive liability (other current liabilities) when provided. Lease payments made over the remainder of the lease term reduce the liability to the extent that they are in excess of the average monthly rentals.

(d) Employee benefits

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year together with entitlements arising from salaries and annual leave that will be settled after one year, have been measured at their nominal amount at the remuneration rates expected to apply at the time of settlement. Other employee benefits payable later than one year have been measured using a shorthand method that reliably estimates the present value of the estimated future cash outflows to be made for those benefits. Contributions made to employee superannuation funds by the Association are charged as expenses when incurred.

(e) Cash

For the purposes of the statement of cash flows, cash includes cash on hand and in banks, in deposits at call and investments in money market instruments convertible to cash, net of outstanding bank overdrafts.

(f) Revenue

Grants

Grants are recognised as revenue to the extent that the monies have been applied in accordance with the conditions of the grant. Grant funds received prior to year end but unexpended as at that date are recognised as unexpended grants (other current liabilities).

Membership fees and journal subscriptions

Revenue from membership fees and journal subscriptions are recognised progressively over the period to which the membership or subscription relates. Both membership fees and journal subscriptions are levied on a financial year basis. The portion of membership fees and journal subscriptions received that relates to the following financial year is brought to account at balance date as revenue received in advance (other current liability).

Other revenue

All other revenue is recognised upon the delivery of the goods or services to the customer.

(g) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST is not recoverable from the Australian Taxation Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2004

Note 1: Statement of significant accounting policies (continued)

(h) Comparative information

The classification of comparative figures has been changed where the change improves the understandability of the financial information.

Note 2: Adoption of Australian Equivalents to International Financial Reporting Standards

Background

The Australian Accounting Standards Board ("AASB") has determined that Australian Equivalents to International Financial Reporting Standards ("AEIFRSs") will apply to Australian reporting entities for financial years commencing on or after 1 January 2005. The implications for the Association of first time adoption of AEIFRSs for the 2005-06 financial year include:

- where different, the new AEIFRSs may require transactions and both opening and closing year end balances to be calculated using a different measurement basis for both the current financial year (2005-06) and the relevant comparative financial year (2004-05); and
- the format of the financial report will change under the new AEIFRSs.

Management of the transition to AEIFRS's

The Association's management in conjunction with its auditors are assessing the significance of changes resulting from the introduction of AEIFRSs and, where applicable, preparing for their implementation. This includes assessing major changes in accounting policies that will arise from differences between existing Australian Accounting Standards and the new AEIFRSs and, where applicable, reviewing the adequacy of existing systems and implementing revised processes and procedures to ensure that financial reporting requirements under the new AEIFRSs will be met.

Major changes in accounting policies

Management and the auditors have performed a preliminary evaluation of new AEIFRS's and existing Australian Accounting Standards to identify key differences in accounting policies that are expected to arise from adopting the new AEIFRS's. The preliminary assessment indicates that there will be no key differences in accounting policies that are expected to arise from adopting the new AEIFRS's.

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2004

	<u>2004</u>	<u>2003</u>
	\$	\$
Note 3: Revenue		
<i>Operating activities:</i>		
- Grant revenue	805,680	768,941
- Membership fees	25,812	28,006
- Publications and journal subscriptions	17,880	6,621
- Other	3,720	8,862
	<hr/>	<hr/>
	853,092	812,430
<i>Non-operating activities</i>		
- Interest	6,085	4,743
- Proceeds on disposal of equipment	136	-
	<hr/>	<hr/>
	6,221	4,743
Total revenue	<hr/> <hr/>	<hr/> <hr/>
	859,313	817,173
Note 4: Surplus/(Deficit) From Ordinary Activities		
<i>Net surplus/(deficit) from ordinary activities has been determined after:</i>		
<i>(a) Expenses:</i>		
Depreciation of non-current assets		
- Plant and equipment	7,204	4,279
- Leasehold improvements	4,500	-
- Leased assets	10,800	-
	<hr/>	<hr/>
	22,504	4,279
Borrowing costs		
- Lease finance charges	5,052	-
Rental expense on operating leases:		
- Premises	61,433	
- Plant and equipment	4,754	
Total	<hr/>	
	66,187	
Gain on disposal of equipment	136	-
Note 5: Auditors' Remuneration		
Remuneration received by the auditor during the financial year for:		
- Auditing or reviewing the financial report	2,500	4,833
- Other services	1,200	-
	<hr/>	<hr/>
	3,700	4,833
Note 6: Cash Assets		
Cash on hand	100	100
Cash at bank	96,803	135,624
	<hr/>	<hr/>
	96,903	135,724
Note 7: Receivables		
CURRENT		
Trade debtors	<hr/> <hr/>	<hr/> <hr/>
	96,565	73,564

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2004

		<u>2004</u>	<u>2003</u>
		\$	\$
Note 8: Other Financial Assets			
CURRENT			
Bond on leased office premises	(i)	-	6,665
NON CURRENT			
Bond on leased office premises	(ii)	16,145	-
Total other financial assets		<u>16,145</u>	<u>6,665</u>

(i) Bond on leased office premises at Suite 3, 3-5 Phipps Close, Deakin ACT. During the year the Association moved premises and netted the value of this bond against the outstanding rent owed.

(ii) Relates to a bank guarantee held with the St George Bank Limited, in favour of The Institution of Engineers, Australia, the lessor of Unit 10, Level 2, Engineering House, 11 National Circuit Barton ACT. The amount represent three months rent, and is refundable to the Association on expiration of the current lease, subject to satisfactory vacation of the leased premises.

Note 9: Other Assets

CURRENT

Prepayments		<u>3,192</u>	<u>17,698</u>
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Note 10: Property, plant and equipment

Office equipment- at cost		33,055	20,149
Accumulated depreciation		(15,556)	(10,167)
		<u>17,499</u>	<u>9,982</u>
Leasehold improvements- at cost		52,057	-
Accumulated depreciation		(4,500)	-
		<u>47,557</u>	<u>-</u>
Leased assets- office furniture and equipment- at cost		52,375	-
Accumulated depreciation		(13,155)	-
		<u>39,220</u>	<u>-</u>
Total property, plant and equipment		<u>104,276</u>	<u>9,982</u>

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2004

Note 10: Property, plant and equipment (continued)

<i>(a) Movements in carrying amounts</i>	<u>2004</u>	<u>2004</u>	<u>2004</u>	<u>2004</u>
Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year	Plant and equipment	Leasehold improvements	Leased assets	Total
	\$	\$	\$	\$
Opening balance	9,982	-	-	9,982
Leased assets recognised	-	-	13,990	13,990
Additions	14,721	52,057	36,030	102,808
Depreciation expense	(7,204)	(4,500)	(10,800)	(22,504)
Closing balance	<u>17,499</u>	<u>47,557</u>	<u>39,220</u>	<u>104,276</u>

<u>2004</u>	<u>2003</u>
\$	\$

Note 11: Payables

CURRENT

Unsecured liabilities

Creditors and accrued expenses	<u>19,456</u>	<u>22,792</u>
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Note 12: Interest bearing liabilities

CURRENT

Secured liabilities:

Lease liability	<u>15,688</u>	-
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NON-CURRENT

Secured liabilities:

Lease liability	<u>27,507</u>	-
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Total interest bearing liabilities	<u>43,195</u>	-
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Note 13: Provisions

CURRENT

Annual leave	<u>21,805</u>	<u>12,827</u>
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NON CURRENT

Long service leave	<u>7,000</u>	-
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Total provisions	<u>28,805</u>	<u>12,827</u>
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Note 14: Other liabilities

CURRENT

Unexpended grants	94,244	69,975
Revenue received in advance	22,427	16,400
Lease incentive	5,101	-
	<u>121,772</u>	<u>86,375</u>

NON CURRENT

Lease incentive	<u>10,627</u>	-
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Total other liabilities	<u>132,399</u>	<u>86,375</u>
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NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2004

		<u>2004</u>	<u>2003</u>
		\$	\$
Note 15: Employee Benefits			
(a) The aggregate employee benefit liability recognised and included in the financial statements is as follows:			
CURRENT			
Provisions	12	21,805	12,827
PAYG payable	(i)	9,113	7,899
		<u>30,918</u>	<u>20,726</u>
NON-CURRENT			
Provisions	12	7,000	-
		<u>7,000</u>	<u>-</u>
Aggregate employee benefit liability		<u><u>37,918</u></u>	<u><u>20,726</u></u>

(i) PAYG payable is included in the current creditors and accrued expenses balance as disclosed in note 11 to the financial report

(b) Number of employees at year end	<u><u>10</u></u>	<u><u>7</u></u>
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Note 16: Retained Surplus

Retained surplus at the beginning of the financial year	121,635	80,329
Adjustment to opening retained earnings (Administration Levy carried forward to 2002/2003 year)	-	(16,399)
Net surplus / (deficit)	(28,409)	57,705
Retained surplus at the end of the financial year	<u><u>93,226</u></u>	<u><u>121,635</u></u>

Note 17: Leasing Commitments

(a) *Finance leases*

Finance leases commitments payable:

- not later than 1 year	19,844	-
- later than 1 year, but not later than 5 years	30,164	-
Minimum lease payments	<u>50,008</u>	<u>-</u>
Less future finance charges	(6,813)	-
Total lease liability	<u><u>43,195</u></u>	<u><u>-</u></u>

General description of leasing arrangements:

Finance leases relate to office furniture lease expiring in September 2006 (3 year lease with a \$2,077 residual payable on expiration), computer hardware lease expiring in July 2006 (3 year lease, zero residual) and a photocopier lease expiring September 2007 (5 year lease, zero residual).

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2004

	<u>2004</u>	<u>2003</u>
	\$	\$
Note 17: Leasing Commitments (continued)		
<i>(b) Operating leases</i>		
Operating leases commitments payable:		
- not later than 1 year	70,855	
- later than 1 year, not greater than 5 years	148,549	
Minimum lease payments	<u>219,404</u>	

General description of leasing arrangements:

Operating leases relate to a telephone system lease expiring August 2005 and office premises lease at Unit 10, Level 2, Engineering House, 11 National Circuit Barton ACT. The office premises lease expires July 2007 with an option to renew for a further 3 years, and has a fixed 4% annual increase in rental payments which has been included in the amounts disclosed above.

Note 18: Related Parties

(a) Committee members

The names of the committee members who have held office during the financial year are:

Jenna Bateman	Sue Pluck
Sally Crossing	Russell Raymond
Frank Fisher	Sheila Rimmer
Russell McGowan	Diane Walsh
Mr Mitch Messer	Fiona Wheatland
Susan Mitchell	Roy Harvey
Christopher Newell	

Other than the Chair, no committee members receive any remuneration from the Association or any related entities in connection with the management of the Association. At the direction of the Chair, the Chairman's honorarium for the financial year of \$6,323 has been remitted to his employer as recompense for time taken off in fulfilling his role as Chair of the Association.

Note 19: Association Details

(a) Association details

The association is incorporated under the Associations Incorporation Act 1991 of the Australian Capital Territory.

(b) Locations

The registered office and principal place of business of the Association is:
 Unit 10, Level 2, Engineering House
 11 National Circuit, Barton ACT

(c) Activities

The Association provides information, representation and advocacy on national health issues for its membership of health consumer organisations.

NOTES TO THE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2004

	<u>2004</u>	<u>2003</u>
	\$	\$
Note 20: Cash Flow Information		
<i>(a) Reconciliation of net cash flows from operating activities to net surplus/(deficit)</i>		
Net surplus/ (deficit) from ordinary activities	(28,409)	57,705
Non-cash flows in surplus/(deficit) from ordinary activities		
- Depreciation	22,504	4,279
- Gain on disposal of plant and equipment	(136)	-
Changes in assets and liabilities		
- Receivables	(23,001)	(24,691)
- Other financial assets	(9,480)	-
- Other assets	14,506	(8,945)
- Payables	2,082	(125,253)
- Provisions	15,978	1,235
- Other liabilities (including lease incentives)	46,020	-
Net cash relating to operating activities	<u>40,064</u>	<u>(95,670)</u>

(b) Non-cash transactions

During the year the Association purchased office furniture totalling \$18,880 and computer equipment totalling \$17,150 which were financed through two separate finance leases.

Note 21: Financial Instruments

(a) Interest rate risk

Interest rate risk is the risk that the value of a financial asset or liability will change due to interest rate fluctuations. The interest rate applicable to each class of financial asset and liability subject to interest rate risk are as follows:

- Variable rate cash deposits totalling \$96,803 at the average rate of 4.25%.

- Fixed interest bearing liabilities (finance leases) totalling \$43,194 at the average rate of 11.5% (2003: nil)

(b) Credit risk

The maximum exposure to credit risk at balance date to recognised financial assets is the carrying amount as disclosed in the statement of financial position and notes to the financial statements. With the exception of cash deposits with St George Bank totalling \$96,803 and grants receivable from the Commonwealth Department of Health and Ageing totalling \$95,050, the Association does not have any material credit risk exposure to any single debtor or group of debtors.

(c) Net fair values

The net fair value of financial assets and liabilities approximates the values shown in the statement of financial position and the notes thereto.

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INDEPENDENT REVIEW REPORT

To the Members
Consumers' Health Forum of Australia Incorporated
(ABN 53 369 286 137)

Scope of Review

We have reviewed the detailed statement of financial performance of the Consumers' Health Forum of Australia Incorporated for the year ended 30 June 2004. The management of the Association are responsible for the preparation and presentation of the detailed statement of financial performance and the information contained therein. We have performed the review of the detailed statement of financial performance in order to state whether, on the basis of the procedures described, anything has come to our attention that would indicate that it is not presented fairly in accordance with the accounting policies adopted in the annual financial report of the Association.

The detailed statement of financial performance has been prepared for distribution to the members of the Association. We disclaim any assumption of responsibility for any reliance on this review report or on the detailed statement of financial performance to which it relates to any person other than the members of the Association.

Our review has been conducted in accordance with Australian Auditing and Assurance Standards applicable to review engagements. A review is limited primarily to inquiries of Association personnel and analytical procedures and limited sample testing applied to the financial data. These procedures do not provide all the evidence that would be required in an audit, thus the level of assurance provided is less than given in an audit. We have not performed an audit on the detailed statement of financial performance and, accordingly, we do not express an audit opinion.

Statement

Based on our review, which is not an audit, nothing has come to our attention that causes us to believe that the detailed statement of financial performance of the Consumers' Health Forum of Australia Incorporated for the year ended 30 June 2004 does not present fairly the financial performance of the Association for the year then ended in accordance with the accounting policies adopted in the annual financial report of the Association.

BENTLEYS MRI



Robert Ellison
Partner

Dated 23 September 2004

CONSUMERS' HEALTH FORUM OF AUSTRALIA INCORPORATED
ABN 59 369 286 137

DETAILED STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 30 JUNE 2004

Unaudited- refer attached review report

	<u>2004</u>	<u>2003</u>
	\$	\$
INCOME		
Grants	805,680	768,941
Publications and journal subscriptions	17,880	6,621
Membership fees	25,812	28,006
Interest	6,085	4,743
Proceeds on disposal of equipment	136	-
Other	3,720	8,862
TOTAL INCOME	<u>859,313</u>	<u>817,173</u>
LESS EXPENSES		
Accounting fees	9,773	8,386
Annual report	2,329	2,770
Audit fees	2,901	4,833
Bank charges	2,170	1,192
Computer expenses	2,092	100
Consultants	73,230	61,769
Contract staff	40,089	32,964
Depreciation	22,503	4,279
Finance lease charges	5,052	-
Governance expenses	43,870	57,816
Hire of plant and equipment	4,754	22,050
Information Technology upgrades	16,475	800
Insurance	23,421	9,350
Journal expenses	20,508	11,414
Legal costs	6,470	4,526
Value of equipment disposed of	-	667
Minor equipment purchases	3,265	684
Other expenses	490	88
Postage and couriers	6,479	5,633
Printing and stationery	12,330	18,521
Rent and on-costs	83,123	40,690
Repairs and maintenance	9,503	9,058
Salaries and on-costs	416,712	351,389
Subscriptions	742	1,697
Telephone	10,435	10,466
Training expenses	245	-
Travel	9,325	26,084
Workshop expenses	59,436	72,242
TOTAL EXPENSES	<u>887,722</u>	<u>759,468</u>
NET OPERATING SURPLUS/(DEFICIT)	<u>(28,409)</u>	<u>57,705</u>