
Annual Business Plan

2017 / 18

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INTRODUCTION

The Eastern Health Authority (EHA) Charter requires an Annual Business Plan to support and inform the Annual Budget. To meet its legislative and governance requirements EHA's Budget and therefore its Annual Business Plan for the ensuing financial year must be adopted prior to June 30.

EHA's Annual Business Plan:

- includes an outline of:
 - (i) EHA's objectives for the financial year
 - (ii) the activities that EHA intends to undertake to achieve those objectives
 - (iii) the measures (financial and non-financial) which EHA intends to use to assess its performance against its objectives over the financial year
- assesses the financial requirements of EHA for the financial year and taking those requirements into account, sets out a summary of its proposed operating expenditure, capital expenditure and sources of revenue
- sets out the structure for determining Constituent Council contributions for the financial year

This document presents the Annual Business Plan for EHA for the 2017-2018 financial year. The Plan, together with the Annual Budget for the 2017-2018 financial year will be presented to EHA's Board of Management for adoption on 28 June 2017.

ABOUT EASTERN HEALTH AUTHORITY

EHA is a regional subsidiary established pursuant to the *Local Government Act 1999*.

Section 43 of the *Local Government Act 1999* enables two or more councils (known as Constituent Councils) to establish a regional subsidiary to perform a function of the councils in a joint service delivery arrangement. The function performed may be prescribed by the *Local Government Act 1999* or another Act.

EHA's Constituent Councils are:

- City of Burnside (Burnside)
- Campbelltown City Council (Campbelltown)
- City of Norwood Payneham and St Peters (NPSP)
- City of Prospect (Prospect)
- The Corporation of the Town of Walkerville (Walkerville)

The region that the five councils encompass is predominantly residential with retail / commercial land use and limited industrial activity. Development dates from the mid 1800s and many heritage-listed buildings remain. Major features of the area include popular dining and shopping precincts, numerous public and private schools, large sporting complexes, public swimming centres, hospitals, two national parks and a university. The River Torrens and five major creeks traverse the area.

The area covered by EHA is located in Adelaide's eastern and inner northern suburbs. EHA discharges its Constituent Councils' environmental health responsibilities that are mandated in the following legislation:

South Australian Public Health Act, 2011

Food Act, 2001

Supported Residential Facilities Act, 1992

A wide range of functions are performed to protect the health and wellbeing of approximately 160,000 residents plus those people who visit the region. Functions include the provision of immunisation services, hygiene and sanitation control, licensing and monitoring of Supported Residential Facilities (SRFs) and surveillance of food premises.

The diversity and increasing complexity of environmental health makes it difficult for small organisations to have staff who are experienced and fully competent across all spheres of the profession. EHA is structured to proficiently deliver all required services on behalf of its Constituent Councils.

With the demand for local government to adopt a more cooperative focus in the structure of their organisations and the delivery of their services EHA serves as an outstanding example of shared service delivery. It is local councils working together to protect the health of their communities.

The table below provides a snapshot of the environmental health services provided for each Constituent Council.

Table 1: Snapshot of the environmental health services provided for each Constituent Council

Activity Data	Burnside	C/Town	NPSP	Prospect	Walkerville	Total
No. of Food Premises	281	290	483	193	46	1293
Swimming Pools	18	6	14	4	3	45
High Risk Manufactured Systems	10	8	15	7	7	47
Supported Residential Facilities	3	2	1	2	0	8
Environmental Health Complaints	71	76	79	27	15	268
Hairdresser/Beauty Treatment	68	63	109	47	10	297
No. of Yr 8 Enrolments	670	563	638	148	92	2111
Average clients receiving vaccines at public clinics	929	1163	1130	266	197	3605

OVERVIEW OF THE BUSINESS PLAN

EHA develops an Annual Business Plan for the purposes of translating strategic directions into actions, outputs and outcomes for the relevant financial year.

In preparing the Annual Business plan there are a number of key influences that are taken into consideration to ensure that EHA can continue to provide services and programs to its Constituent Councils and the community.

Significant Influences

Significant factors which have influenced the preparation of the 2017-2018 Annual Business Plan are:

- enterprise bargaining and increment level increases for staff employment arrangements
- continuation of the contract service to undertake immunisations on behalf of the City of Unley
- continuation of the worksite immunisation program
- delivery of the Meningococcal B Herd Immunity Study at high schools
- completion of transition to cloud based computing environment
- enterprise bargaining wage increase for staff

Priorities

EHA has set the following priorities as part of the 2017-2018 Annual Business Plan:

- to continue to provide a professional and cost effective environmental health service to its Constituent Councils and their respective communities
- support the Eastern Regional Public Health Plan Advisory Committee
- continue to implement and monitor the Regional Public Health Plan in conjunction with Constituent Councils
- complete transition of ICT environment from on premise to cloud based
- continue to refine the Health Manager electronic management system to provide improved reporting and gain efficiencies in on site applications
- continue to evaluate implementation of tablets using Health Manager software for field based data capture

- commence revised food safety training program for food businesses
- design and implement a food safety training program specific to food businesses that require to maintain a food safety program
- monitor EHA Work Health and Safety (WHS) Plan and Programs
- implement and test revised Business Continuity Plan
- quality induction processes for all new staff
- retender for current service contracts
- investigate electronic communication strategies for board members to aid in efficient communication
- investigate strategies to improve immunisation attendance at public clinics including a review of data from a range of sources to assist identification of residents with overdue vaccinations
- Investigate vaccine reminder/recall services including apps available
- increase promotion of immunisation services to residents within our Constituent Council areas
- explore further opportunities to promote EHA's immunisation services at community centres, libraries and parent groups
- provide nurse led education sessions to staff at facilities with vulnerable populations
- continually review new EHA website to facilitate the exchange of information and feedback and improve awareness of EHA
- promote use of EHA online immunisation appointment booking system
- investigate online booking system for worksite flu program

FUNDING THE BUSINESS PLAN AND THE BUDGET

EHA bases its expenditure on the services required to ensure its Constituent Councils are meeting their wide range of legislative responsibilities which are mandated in a range of legislation including the *South Australian (SA) Public Health Act 2011*; *Food Act 2001*; *Supported Residential Facilities Act 1992* and the *Local Government Act 1999*.

The forecast for the 2017-2018 financial year is that EHA's expenditure to carry out its operational activities detailed in the annual business plan will equal its operating income resulting in a balanced operating budget.

To achieve this operating budget result, a total of \$1,680,870 will be raised through contributions from our Constituent Councils for operational expenditure in 2017-2018.

EHA's Charter requires Constituent Councils to contribute to its operations in accordance with a formula that calculates the estimated proportion of overall activities it requires. The calculations are based on the previous year's activities.

The Budgeted Financial Statements (found on pages 39 to 40) put the annual budget required to implement the annual business plan into a format which provides a complete picture of EHA's financial position to its member councils. They consist of a Budgeted Income Statement, Budgeted Balance Sheet, Budgeted Statement of Changes in Equity and Budgeted Statement of Cash Flows.

Sources of revenue other than Constituent Council contributions which are utilised to fund the activities of EHA are listed on the following page.

Statutory Charges

Statutory Charges relate mainly to fees and fines levied in accordance with legislation and include food inspection fees, supported residential facility licences, and environmental health related fines.

User Charges

User charges relate mainly to the recovery of service delivery costs through the charging of fees to users of EHA's services. These include the provision of food safety audit services, worksite immunisation programs, fee vaccines at community immunisation clinics and immunisation contract services to the City of Unley.

Grants

Grants include monies received from State and Federal Governments for the purposes of funding the delivery of the programs such as immunisation services.

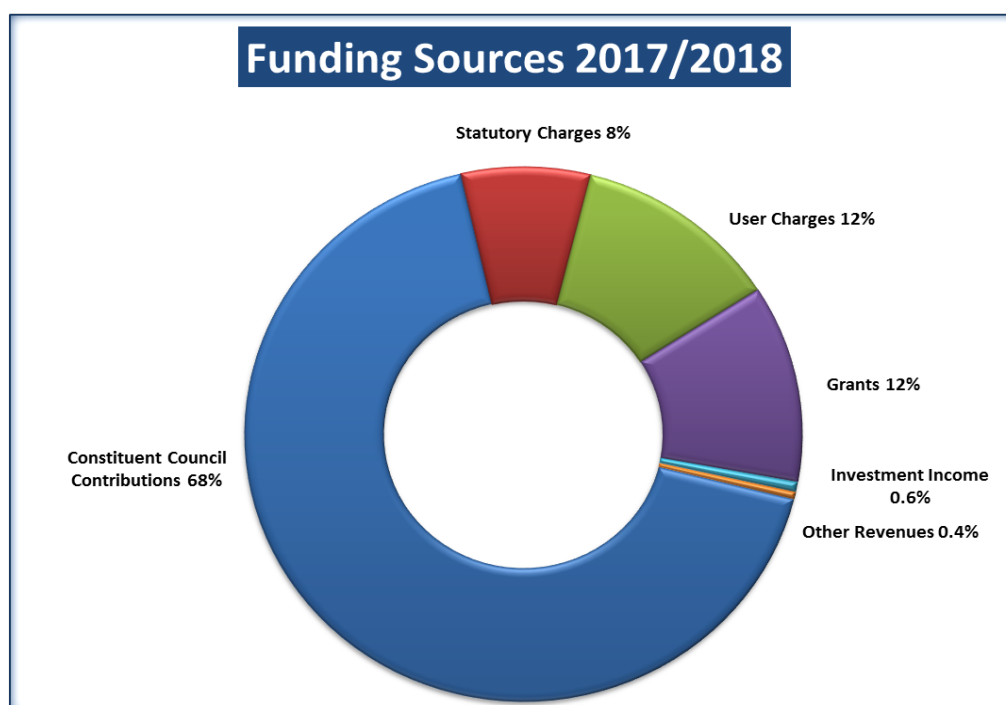
Investment Income

Investment income includes interest on operating cash held with the Local Government Finance Authority.

Other Revenues

Other revenues relates to a range of unclassified items which do not fit within the main income categories.

Graph 1: Funding Sources 2017-2018



As a guide, the table below details each Constituent Council's expenditure on Public Health services provided by EHA as a percentage of their total expenditure based on 2016/2017 budget figures.

Table 2: Each Constituent Council's expenditure on Public Health services provided by EHA

	Contribution 2016/2017	Total Expenses Budgeted 2016/2017	EHA % of Expenses
Burnside	\$ 419,128	\$ 42,858,000	0.98%
Campbelltown	\$ 379,026	\$ 42,696,650	0.89%
NPSP	\$ 515,322	\$ 42,053,000	1.23%
Prospect	\$ 220,952	\$ 22,768,435	0.97%
Walkerville	\$ 106,627	\$ 9,039,000	1.18%
Total Constituent Council Expenditure	\$ 1,641,055	\$ 159,415,085	1.03%

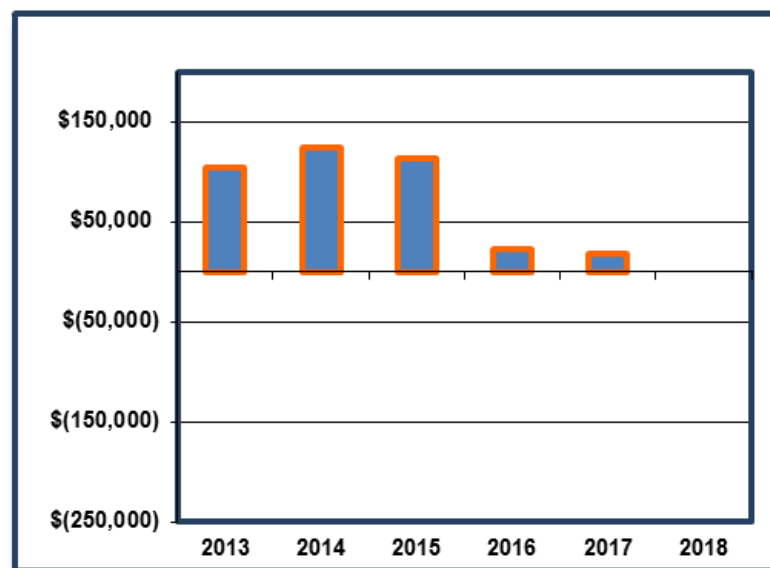
FINANCIAL INDICATORS

A series of financial indicators have been developed by local government to assist in determining whether a local government organisation is financially sustainable or moving to a position of financial sustainability. These indicators are set out below.

Operating Surplus (Deficit)

This graph indicates the difference between day-to-day income and expenses for the particular financial year. It shows the extent to which operating revenue is sufficient to meet all operating expenses including depreciation and consequently the quantum of expenses which is being met by Constituent Councils.

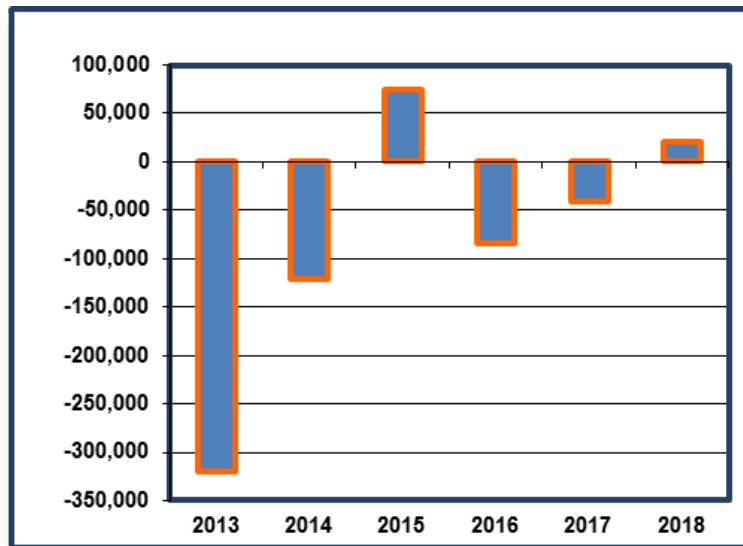
Graph 2: Operating Surplus / (Deficit)



Net Financial Assets

This graph below indicates the money held, invested or owed to EHA less money owed to others (including provisions for employee entitlements).

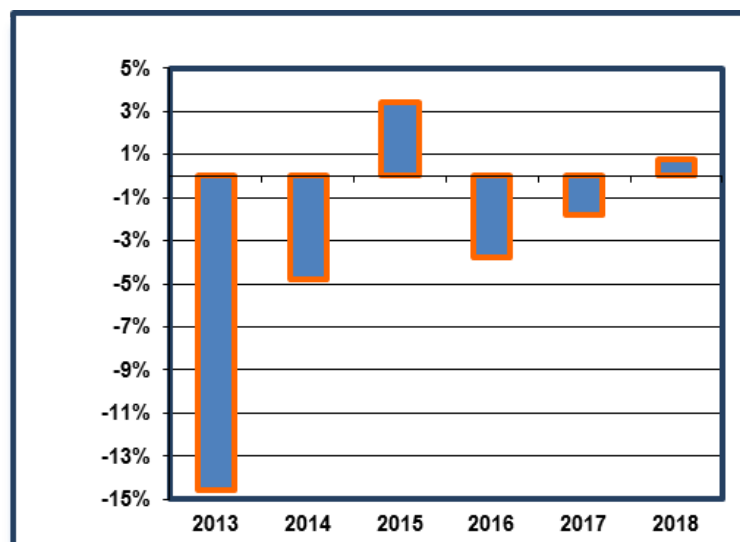
Graph 3: Net Financial Assets



Net Financial Assets Ratio

This ratio indicates the extent to which net financial assets of a subsidiary can meet its operating revenue. Where the ratio is decreasing, it indicates a greater amount of a subsidiary's operating revenues is required to service its financial obligations.

Graph 4: Net Financial Assets Ratio



ACTIVITIES FOR 2017-2018

The following information reflects the actions which will be performed to achieve the objectives of the seven core activities of EHA over the next 12 months.

1.0 – Governance and Organisational Development

Background

EHA is governed by its Charter and the application of good governance and administration practices which ensure its requirements are met is essential.

Practices which ensure EHA conducts its business in an effective manner include the provision of appropriate support to the Board of Management and sound financial and human resource management.

The staff who are employed by EHA are its most valuable asset. It is essential that the working environment is one which nurtures and supports effective collaboration, and where knowledge and value are continually created. Professional peer support allows for the potential to build organisational capacity through the transfer and pooling of knowledge and assists in workforce retention and stability. An appropriate work environment helps to promote a dynamic and committed workforce.

Objective 1 Administration of legislative and corporate governance requirements

Actions	Performance Measures
1.1 Monitor the compliance of statutory requirements identified in the Charter.	Statutory requirements complied with as per Charter.
1.2 Properly convene Board meetings providing agendas and minutes. Minimum of 5 ordinary meetings conducted. Notice of meeting given 3 clear days prior to meeting. Minutes provided within 5 days of meeting.	5 meetings conducted. Appropriate notice given. Timeframe met.
1.3 Conduct election for Chair and Deputy Chair of Board of Management in February.	Election conducted at February meeting.
1.4 Annual business plan to be developed with detailed objectives for the year in consultation with Constituent Councils.	Draft considered at May meeting and adopted at June meeting.
1.5 Develop budgeted financial statements to implement the Annual Business Plan of EHA. Draft Budgeted Financial Statements considered at May meeting. Budgeted Financial Statements adopted at June meeting.	Budget and Financial Statements adopted. Copy of budget provided to CEO of Constituent Councils within 5 days of adoption.
1.6 Keep proper books of account, regularly report on the financial position of EHA, and apply prudent financial management as required by the Charter.	Financial reports provided at each Board Meeting. Budget reviews presented at October, February and May meetings.
1.7 Conduct Audit Committee meetings as required by Charter.	Audit committee meet minimum of two times per annum.
1.8 Ensure the financial statements are audited annually as per the requirements of the Charter.	Audited financial statements adopted at August meeting and provided to Constituent Councils within 5 days.
1.9 Monitor Long Term Financial Plan.	Plan reviewed annually as part of budget process.
1.10 Provide regular statistical reports to Board Members and Constituent Council. Investigate electronic communication strategies of board members to aid in efficient communication.	Reports provided at scheduled Board meetings. Improved access to electronic communication for the Board of Management.

Actions (continued)		Performance Measures
1.11	Conduct annual review of delegations. Lead Constituent Councils in process. Resolutions and Instruments of delegation provided to Constituent Councils.	Documents provided to Constituent Councils. Delegations from EHA to CEO reviewed annually.
1.12	Compile annual report in relation to the operations of EHA as required by the charter.	Annual report adopted at August meeting and provided to Constituent Councils and other stakeholders.
1.13	Compile report pursuant to the <i>South Australian Public Health, Act 2011</i> in relation to the operations of EHA as required by legislation.	Report adopted at relevant Board meeting and provided to Public Health Council.
1.14	Compile annual report pursuant to the <i>Food Act 2001</i> in relation to the operations of EHA as required by legislation.	Report adopted at August meeting and provided to SA Health.
1.15	Compare Annual Business Plan against performance measures.	Report presented to August meeting.
1.16	Provide delegates report to CEO of each Constituent Council following Board meetings for tabling at subsequent council meeting.	Reports provided following Board meetings.
1.17	Properly convene meetings of Constituent Council nominated contacts including providing agendas and minutes.	4 meetings conducted per year.
1.18	Maintenance of electronic records management system to properly maintain records and reference documents of EHA.	System developed to ensure appropriate standards are being met.
1.19	Explore the potential for the expansion of service provision to areas outside of its current Constituent Council areas.	Report to Board on expansion opportunities.
1.20	Maintenance of Health Manager (HM) (electronic database). Continue to expand HM's internal and external functionality, to improve inspection, complaint and administrative efficiency and reporting capabilities.	Introduce new applications and reporting capabilities where required. Continue to liaise with Open Office to discuss new applications.

Actions (continued)	Performance Measures
<p>1.21 EHO's to continue to utilise the hand held electronic tablets with access to Health Manager during routine food inspections and complaint investigations. Expand the use of the electronic tablets in other EHO onsite field work.</p>	<p>Continue to utilise the hand held electronic tablets during routine and follow-up food inspections.</p> <p>Implementation of electronic tablets during complaint investigations and other EHO onsite field work to improve inspection, complaint and administrative efficiency.</p>
<p>1.22 In accordance Clause 6.5 of EHA's Charter 2016, undertake the required strategies to attain any priority or goal which the Regional Public Health Plan, 'Better Living, Better Health' (the Plan) specifies as EHA's responsibility.</p>	<p>As detailed in 'Better Health, Better Living' section 7.3 'Protection for Health'.</p>
<p>1.23 Provide administrative assistance to the Public Health Plan Advisory Committee and coordinate reports to the Board of Management.</p>	<p>Reports provided to Board Meetings as required.</p>
<p>1.24 Participate in the Environmental Managers Forum to address environmental health issues and promote uniformity and professional consistency.</p>	<p>Management to attend and participate in the Environmental Managers Forum meetings.</p>
<p>1.25 Continue membership and actively participate in the Eastern Adelaide Zone Emergency Management Committee to develop and finalise the Eastern Zone Emergency Management Plan.</p>	<p>Attend the Eastern Adelaide Zone Emergency Management Committee and actively contribute towards the development of the Eastern Zone Emergency Management Plan.</p>

Objective 1.1 Professional, skilled and committed staff providing valued services to the community

Actions	Performance Measures
<p>1.1.1 Ensure that EHA is properly staffed and resourced in order to carry out its responsibilities.</p>	<p>Continually review staff resources and report to Board if required.</p>
<p>1.1.2 Performance development framework used to support staff and link day-to-day and long term activities of staff to the Annual Business Plan and when applicable the Public Health Plan.</p>	<p>Performance development framework review as required.</p>

Actions (continued)		Performance Measures
1.1.3	Provide continuing professional development opportunities through ongoing education and training which is relevant to roles within EHA.	Training and education opportunities provided to staff.
1.1.4	Continue to foster team cohesiveness and support effective teamwork.	Training and team building activity provided to staff.
1.1.5	Encourage staff to be members of their relevant professional organisation. Support participation and EHA representation at professional Special Interest Groups.	Encourage membership and active participation.
1.1.6	Maintain a multi-disciplinary approach to the distribution of tasks within teams work review process to promote experience in a range of activities and increase expertise in specialist areas.	Annual work plan reviews for all staff.
1.1.7	Provide systems for a safe working environment with appropriate Work Health and Safety (WHS) practices in place.	WHS to be discussed at all team and general staff meetings. Provide appropriate training and equipment to new staff.
1.1.8	Review the Work Health Safety action plan outlining program of improvements required in EHA's WHS 3 Year Plan.	Action plan reviewed with input from staff.
1.1.9	Annual review of EHA's induction program to ensure EHA staff are and familiar with EHA's methods of operation upon commencement of employment.	Annual review and induction program updated if required.

2.0 - Health Education and Promotion

Background

Health education is any combination of learning experiences designed to help individuals and communities improve their health, by increasing their knowledge or influencing their attitudes.

Website – World Health Organisation

Health education and promotion is a vital component in creating healthier living environments and communities. Traditionally local government health education and promotion activities have centred on regulatory function and infectious disease control.

The *South Australian Public Health Act 2011* (the Act) is part of a range of public health legislation designed to protect and promote the health of South Australians. The objective of Act is to 'promote and provide for the protection of the health of the public of South Australia and to reduce the incidence of illness, injury and disability'. The Act requires councils to develop a public health plan consistent with the State Public Health Plan which responds to public health challenges in the area.

EHA and Constituent Councils Public Health and Wellbeing Plan, 'Better Living Better Health' (the Plan) provides a starting point for documenting the regional state of health and strategic directions for improving community wellbeing.

EHA and its Constituent Councils are committed to the implementation and the continual review of the strategic directions of the Plan within each five year planning cycle.

Objective 2 An innovative approach to public and environmental health through community education and interaction to increase awareness and understanding

Actions	Performance Measures
2.1 Develop and maintain a comprehensive range of health education and promotion material targeting local health issues incorporating the resources of other health related agencies.	Information resources maintained.
2.2 In conjunction with health stakeholders support the promotion and delivery of a range of public health information to raise community health awareness and address priority health conditions.	Target issue to be addressed as required by stakeholders.
2.3 Provide targeted educational material in relation to recommended practices, standards and legislative requirements relevant to those responsible for public health related premises (premises with public swimming pools and spas, cooling tower systems and warm water systems, hairdressers and beauty premises, skin penetration premises, tattoo, body piercing, acupuncture).	Information distributed to be provided as required to improve compliance with legislative requirements.
2.4 Promote EHA services and educate the community on matters of public health in conjunction with Constituent Councils.	Provide information updates and articles to Constituent Councils as required.
2.5 Provide opportunities for Constituent Councils to participate in quarterly public health forums with EHA, to raise awareness of current public health matters.	Convene public health forums where Constituent Councils have accepted the invitation.
2.6 Promote the benefits of immunisation through a variety of mediums such as council customer service centres and council publications, information kits, council and EHA websites.	Number of articles published and amount of information accessed.
2.7 Provide targeted educational material to food proprietors, food handlers and the community on food safety matters.	Educational material provided as required.
2.8 Commence the new food safety training program for food businesses.	Commence the new food safety training program.
2.9 Design and finalise a food safety training program targeting specific for food businesses with a Food Safety Program.	Design and finalise a food safety training program.
2.10 Participate in Food Safety week and other proactive educational initiatives that raise awareness of food safety amongst the community and improve food handler's understanding of food hygiene.	Number of proactive educational activities conducted each year (at least one per year).

Actions (continued)		Performance Measures
2.11	Participate in Public Health Week and other proactive educational initiatives that raise awareness of public health related issues amongst the community.	Number of proactive educational activities conducted each year (at least one per year).
2.12	Educate proprietors of SRFs in relation to relevant legislative requirements to ensure that adequate standards of assisted care, living standards, safety, hygiene and nutrition are maintained.	Information provided during visits to facility or as needed.
2.13	Review and update EHA's health promotion and information material to ensure information is relevant.	Review and update as required.
2.14	Monitor funding opportunities for pro-active health education and prevention programs.	Report opportunities to Board of Management.
2.15	Actively promote EHA's functions to the public, key stakeholders and the Constituent Council staff.	Quarterly Council Contact Meetings and presentations to Constituent Council staff. Explore promotional initiatives.
2.16	Continually review new EHA website to facilitate the exchange of information and feedback and improve awareness of EHA	Improved website functionality.

3.0 – Public and Environmental Health

Background

‘Environmental health addresses all the physical, chemical, and biological factors external to a person, and all the related factors that can potentially affect health. It is targeted towards preventing disease and creating health-supportive environments. This definition excludes behaviour not related to environment, as well as behaviour related to the social and cultural environment, and genetics.

Environmental health involves those aspects of public health concerned with the factors, circumstances, and conditions in the environment or surroundings of humans that can exert an influence on health and well-being.

Environmental health provides the basis of public health. Improvements in sanitation, drinking water quality, food safety, disease control, and housing conditions have been central to the significant improvement in quality of life and longevity experienced over the last hundred years. Environmental health practice addresses emerging health risks arising from the pressures that human development places on the environment’.

website: enHealth

The *South Australian Public Health Act 2011* (the Act) and Regulations are mechanisms employed by EHA to fulfil its duty of care on behalf of the Constituent Councils with the following public health issues:

- prevention and management of domestic squalor and hoarding
- surveillance of swimming pool, spa pool, cooling tower and warm water system operations
- assessment of hairdressing salons, beauty salons, acupuncture clinics and tattoo parlours
- approval and inspection of waste control systems
- discharge of waste to the environment
- prevention and control of notifiable diseases

The Act establishes principles or values that guide everyone involved in administering the Act or making decisions under it, which includes orders, the exercise of other powers or general planning or policy decisions.

These principles are as follows:

- precautionary principle
- proportionate regulation principle
- sustainability principle
- principle of prevention
- population focus principle
- participation principle
- partnership principle
- equity principle

The Act contains a general duty on all persons in the community who undertake activities to ensure that they take reasonable steps to 'prevent or minimise any harm to public health' that they have or might cause as a result of their actions or their failure to act.

Where harm or potential harm to others cannot be shown, other statutes may offer alternative and more appropriate ways of proceeding. For example issues relating to unsightly conditions, nuisances and hazards to health or safety associated with the keeping of animals are better dealt with the *Local Government Act 1999* or the new *Local Nuisance and Litter Control Act 2016*.

Objective 3 **Promote healthy communities by managing the risk from communicable and infectious disease and environmental impacts**

Actions	Performance Measures
<p>3.1 Compile and maintain a register of all public health related premises.</p> <p>Public Health related premises are:</p> <ol style="list-style-type: none"> 1. premises with public swimming pools and spas 2. premises with cooling tower systems and warm water systems 3. hairdressers and beauty premises 4. skin penetration premises (tattoo, body piercing, acupuncture) 5. waste control systems 	<p>Register maintained at all times.</p>
<p>3.2 Using the SA Health assessment forms determine appropriate standards of public swimming pools and spas are maintained in accordance with the <i>South Australian Public Health (General) Regulations 2013</i>.</p>	<p>Assessments performed according to risk based schedule.</p>
<p>3.3 Using the SA Health assessment forms, determine appropriate standards of cooling towers and warm water systems for the management of <i>Legionella</i> in accordance with <i>South Australian Public Health (Legionella) Regulations 2013</i>.</p>	<p>Assessments performed at least annually.</p>
<p>3.4 Collect water samples from cooling towers and warm water systems for analysis based on requirements <i>South Australian Public Health (Legionella) Regulations 2013</i>.</p>	<p>Water samples collected and sent for analysis at least annually.</p>
<p>3.5 Investigate notifiable <i>Legionella</i> incidences and high <i>Legionella</i> counts in a systematic manner in accordance with SA Health guidance and internal procedures.</p>	<p>Prompt investigation commenced in accordance with EHA service standards and SA Health guidance.</p>
<p>3.6 Respond to complaints to ensure appropriate infection control standards at hairdressing salons are maintained in accordance with Guidelines on the Public Health standards of practice for hairdressing and other relevant legislation using Environmental Health Australia assessment form.</p>	<p>Investigate and respond to complaints in accordance with the customer service standards.</p>
<p>3.7 Respond to complaints to ensure appropriate infection control standards at beauty and skin penetration premises are maintained in accordance with Guidelines on the safe and hygienic practice of skin penetration and other and other relevant legislation using the Environmental Health Australia assessment form.</p>	<p>Investigate and respond to complaints in accordance with the customer service standards.</p>

Actions (continued)	Performance Measures
<p>3.8 Using the SA Health assessment forms determine appropriate standards at beauty premises are maintained in accordance with Guidelines on the safe and hygienic practice of skin penetration and other and other relevant legislation.</p>	<p>Assessments performed according to risk based schedule.</p>
<p>3.9 Identify new personal appearance practices (ie. laser hair removal, tattoo removal and permanent make-up) within beauty premises. Liaise closely with SA Health to determine if these practices are required to be assessed in accordance with Guidelines on the safe and hygienic practice of skin penetration and other relevant legislation. Where required update the register and undertake assessments.</p>	<p>Continue to update the register when new businesses are identified.</p>
<p>3.10 Using the SA Health assessment forms determine appropriate standards at skin penetration premises (tattoo, body piercing, acupuncture) are maintained in accordance with Guidelines on the safe and hygienic practice of skin penetration and other relevant legislation.</p>	<p>Assessments performed according to risk based schedule.</p>
<p>3.11 Assess applications for the installation of waste control systems in accordance with <i>South Australian Public (Wastewater) Regulations 2013</i>, the <i>On-site Wastewater System Code, 2013</i>, internal procedures, and service standards.</p>	<p>Application managed in accordance with service standards. Compliance with legislative requirements.</p>
<p>3.12 Apply the Public Health Act, 2011 to respond to complaints or concerns about standards of sanitation and hygiene of boarding and lodging houses.</p>	<p>Respond to complaints as required in accordance with customer service standards.</p>
<p>3.13 Respond to public health enquiries/complaints within the built environment that give rise to a risk to health in relation to:</p> <ul style="list-style-type: none"> - hoarding and squalor - sanitation - animal keeping - vector control - air quality - hazardous and infectious substances (asbestos and clandestine drug labs) - waste control - notifiable diseases - refuse storage <p>Enquiries/complaints are investigated in accordance with the customer service standards. Seek to accomplish a long term solution. Co-ordinate a multi-agency response where necessary.</p>	<p>Respond to complaints as required in accordance with customer service standards and relevant Guidelines.</p>

Actions (continued)		Performance Measures
3.14	Liaise with Constituent Councils in relation to the introduction of the <i>Local Nuisance and Litter Control, Act 2016</i> and its impact on EHA activities.	Appropriate liaison and discussions occurs.
3.15	Distribute advisory information via mail to households informing them of localised vermin and pest problems and how they can be minimised, e.g. rodents, mosquitoes.	Respond to complaints as required in accordance with customer service standards.
3.16	Provide advice and information materials to residents about air quality concerns including the installation, operation and standards of solid fuel burning appliances.	Information available to community and via website and as required.
3.17	Provide rodent bait to residents upon request.	Rodent bait provision maintained.
3.18	Undertake relevant notifiable disease investigations in collaboration with SA Health.	Respond to disease notifications in accordance with customer service standards and SA Health guidance.
3.19	Assist members of the community who have a managed health condition (e.g. Diabetes) by offering approved sharps containers at cost price and free disposal of full and approved sharps containers delivered to EHA.	Community sharps disposal service maintained.
3.20	Assessments and investigations are updated in Health Manager (electronic database) to ensure effective reporting to the Board of Management, Constituent Councils and SA Health.	Update within 5 days of assessment or action.
3.21	Co-ordinate the Eastern Hoarding and Squalor Committee meetings.	Coordinate the Eastern Hoarding and Squalor meetings.
3.22	Participate with Environmental Health Australia and state and local government authorities to review best practice standards and promote uniformity and professional consistency.	Attend and actively participate.
3.23	Participate in the Environmental Health Australia 'Public Health' and 'Waste Control' Special Interest Groups (SIG) to promote uniformity, professional consistency and to discuss the latest information in relation to public health and waste control issues affecting local government.	Attend and actively participate at SIG meetings.

Actions (continued)	Performance Measures
3.24 Ensure activities and outcomes are communicated to the Board of Management, Constituent Councils and state government bodies as required via: Reports to the Board of Management, Delegates Reports and Annual Report.	Board Reports and Annual Reports compiled and distributed.
3.25 Respond to development application referrals from councils about public health related premises and activities.	Respond to all referrals in accordance with the customer service standards.
3.26 Ensure providers who supply water to the public under the <i>Safe Drinking Water Act 2012</i> , meet the requirements set out by the act and <i>Safe Drinking Water Regulations 2012</i> .	Continue to monitor potential water providers to ensure compliance with the Act and associated regulations.

4.0 - Immunisation

Background

Immunisation is a proven, safe and effective way of protecting people against harmful diseases that can cause serious health problems in the community. Immunisation not only protects individuals from life-threatening diseases, but also dramatically reduces transmission in the community and protects our children now and into the future. The more people who are vaccinated, the fewer opportunities a disease has to spread and is the best way to put an end to the serious effects of certain diseases.

The Australian Government's Immunise Australia Program implements the National Immunisation Program (NIP) Schedule, which currently includes vaccines against a total of 16 diseases. These include routine childhood vaccinations against diseases that were once widely fatal, such as measles, diphtheria, tetanus and whooping cough (pertussis), as well as more recently developed vaccines, such as Human Papillomavirus (HPV) and the meningococcal C vaccine. Local Government plays a significant role in the delivery of immunisation in South Australia contributing to the Immunise Australia Program.

EHA offers all vaccines on the NIP Schedule at its public clinics as well as the Annual Influenza Vaccine. Around 200 community immunisation clinics are provided each year at 6 different locations at a variety of accessible times. EHA offers catch-up vaccination history assessments to new residents to Australia and continues to support the 'No Jab No Pay' policy changes in assessing Australian children whose records are considered overdue. These clients are then able to attend an EHA Immunisation clinic for the vaccines recommended as per the NIP Schedule. Each year dedicated clinics for influenza vaccination are provided promoting greater coverage against seasonal influenza disease.

As part of the Immunise Australia Program vaccines are provided to adolescents through the School Immunisation Program (SIP). Year 8 students will be vaccinated with HPV (human papillomavirus), Varicella (chicken pox) and dTpa (diphtheria, tetanus and whooping cough). EHA will undertake 57 visits to 19 high schools offering

vaccinations to approximately 2100 Year 8 students. In 2018 Varicella will no longer be part of the SIP.

Worksite Immunisation programs are conducted on a fee for service basis. A total of 4,689 vaccinations were provided to EHA clients in 2016. EHA is working to increase the number of vaccinations provided by updating of marketing materials, active follow up of previous clients and investigating an online appointment booking system for worksites.

EHA will continue to deliver Meningococcal B (Men B) Herd Immunity Study to high school students in Years 10, 11 and 12. SA Health and the University of Adelaide are conducting this large scale clinical study to look at if the Meningococcal B vaccine (Bexsero) can protect teenagers by reducing the spread of the bacteria from person to person, as well as providing protection for the community (herd immunity). The trial, including delivery costs is being funded by the vaccine manufacturer GlaxoSmithKline.

Objective 4 The provision of a comprehensive, accessible and efficient immunisation service valued by the community

Actions	Performance Measures
<p>4.1 Ensure effective governance and delivery of a public clinic immunisation program in accordance with:</p> <ul style="list-style-type: none"> the current National Health and Medical Research Council (NHMRC) "Australian Immunisation Handbook" National Vaccine Storage Guidelines 'Strive for 5, 2nd Edition the <i>Controlled Substances Act 1984</i> and the <i>Controlled Substances (Poisons) Regulations 2011</i> Vaccine Administration Code August 2016 v1.3 EHA's Work Health and Safety policies and procedures South Australia's Child Protection Legislation – Child Safe Environment Guidelines. 	<p>Client feedback and attendance. Number of clinics and vaccinations provided. Annual Cold Chain audit and pharmaceutical refrigerator maintenance. Clinical performance and evaluation. Liaison with EHA's Consultant Medical Officer of Health. Annual review of Child Safe Environment Guidelines and Procedures.</p>
<p>4.2 Promote EHA's public immunisation clinic program through a variety of channels such as Council customer service centres and electronic mediums, Council and EHA websites</p> <p>Increase mail out of the Immunisation Timetable to community organisations. Explore further opportunities for the provision of immunisation promotion presentations to existing parent groups at Constituent Council community centres and libraries.</p>	<p>Increased presentations at Constituent Councils. Increased number of clinic timetables required and distributed. Website - reports of access and promotion of Immunisation Online Booking System.</p>

Actions (continued)	Performance Measures
<p>4.3 Conduct an annual review of EHA's public clinic venues and timetable. Discussions with each venue regarding increase of clinic times if needed.</p> <p>Develop opportunities for client feedback and satisfaction surveys.</p> <p>Implement necessary changes, including identified hazards or areas for improvement to facilities at offsite locations.</p> <p>Produce and publish annual immunisation program timetable to reflect the review of the public clinics.</p>	<p>Annual review undertaken at each venue and documented. Identified hazards actioned.</p> <p>Clinic Timetable reviewed and published in November. Increase mailout of Clinic Timetable through council rates notices, letterbox drops and electronic communication.</p> <p>Electronic Client surveys to assess satisfaction and areas for improvement. Reminder postcards, electronic reminder, targeted promotional emails.</p>
<p>4.4 Deliver SIP to students at schools within EHA's area in accordance with the SA Health Service Agreement contract with local government.</p>	<p>All students offered vaccinations. Absent consenting students offered vaccination at EHA's public clinics. Coverage rates and Statistics monitored and reported to SA Health.</p>
<p>4.5 Liaise with school coordinators and SA Health Immunisation Section regarding SIP implementation and evaluation of program.</p>	<p>Delivery of SIP with ongoing improvement and evaluation of coverage. Further promote EHA clinics and catch up facilities offered in regular school newsletter updates and electronic reminders to parents.</p>
<p>4.6 Provide a specialised Worksite Immunisation Program both within and external to the Constituent Council boundaries on a fee for service basis within the private sector (i.e. Influenza, Heb B, dTpa).</p> <p>Recommend vaccinations for employees at risk of occupationally acquired vaccine preventable diseases.</p> <p>Support and offer nurse led education sessions to staff at facilities with vulnerable populations.</p> <p>Education session held with Consultant Medical Officer of Health and Immunisation Nurses to update on Influenza Vaccine strains and latest updates.</p> <p>Review program annually – update documents. Aim to provide a professional service and stay competitive.</p>	<p>Contact facilities in our Constituent Council areas to increase awareness of EHA services and to offer education sessions to staff. Increase of new clients and regular annual clients. Income generated.</p>

Actions (continued)	Performance Measures
<p>4.7 Explore the potential to provide an online booking system, specific for businesses to use to book their staff worksite Influenza bookings.</p>	<p>Improve the booking process for both client and EHA staff for smoother booking system.</p>
<p>4.8 Maintain client immunisation records on EHA's Immunisation database (ImPS program).</p> <p>EHA to assist with facilitating the IMPS User Group.</p>	<p>Database updated within 3 days of each clinic/school/worksite sessions.</p>
<p>4.9 Use immunisation coverage data from a range of sources to better identify residents of overdue vaccinations.</p> <p>Investigate available vaccine reminder services.</p> <p>Obtain reports from the HPV Register as required. Review the information to identify overdue students to actively arrange follow up doses.</p>	<p>Review of reports available from the AIR, HPV register and other sources.</p> <p>Investigation and review of communication and reminder services available.</p> <p>Improve SMS communication as reminders, recall letters, alerts and follow up phone calls targeted at overdue clients.</p>
<p>4.9 Report immunisation statistics to SA Health and the Australian Immunisation Register (AIR), in accordance with contractual arrangements.</p> <p>SIP statistics completed one month after the last school visit for each vaccine dose.</p> <p>Report HPV immunisation statistics to HPV Register monthly.</p>	<p>Statistics reported to AIR within 5 days of clinics. HPV statistics reported monthly to HPV Register.</p> <p>Submit completed data to Immunisation Section SA Health via their Online Database.</p>
<p>4.10 The CEO/Team Leader Immunisation lobby through LGA for appropriate funding for sustainability of local government delivery of immunisation services.</p> <p>Development of the Immunisation Service Provision MOU for Local Government within the <i>SA Public Health Act, 2011</i> by the State Government</p>	<p>Meet with LGA/IPN (SA) group to discuss funding and support from governments.</p> <p>Attend meetings in regard to the SA Public Immunisation Services between SA Health and LGA SA. MOU endorsed.</p>

4.11	<p><u>Clinical Governance</u></p> <p>Registered immunisation Nurses will participate in:</p> <ul style="list-style-type: none"> • Immunisation Providers Network (SA) (IPN SA). • promoting best practice standards, uniformity and professional consistency. • a recognised SA Health authorised immunisation course. • maintain authorised immunisation provider status by completing 3 yearly recognised updates. • other professional updates – rotate participation of biannual PHAA Immunisation conference. • in-house education sessions and team meetings. • annual CPR and Mandated Notification updates. • complete 20 hours of valid documented Continuing Professional Development annually. • random audits by APHRA of RN's completed CPD hours. 	<p>Immunisation Nurses attend the IPN SA meetings when possible.</p> <p>Attend in-house education sessions and mandatory updates.</p> <p>Attend other professional updates.</p> <p>Complete and document annual CPD requirements.</p> <p>Completion by RN staff of the 3 yearly 'Understanding Vaccines and the National Immunisation Program' Certificate.</p>
4.12	<p>Ensure activities and outcomes are communicated to the Board of Management, councils and state government bodies as required.</p> <p>Statistical and written reports to the Board of Management as per meetings. Annual Reports as required by the Board of Management and the <i>South Australian Public Health Act, 2011</i>.</p>	<p>Statistical reports, Board Reports and Annual Reports compiled and distributed as required.</p>
4.13	<p>Investigate strategies to improve immunisation coverage in our Constituent Council area through promotion, improvement in electronic communication to residents.</p> <p>Obtain feedback from clients attending public clinics through client recall and reminders.</p> <p>Promoting & advocating for immunisation at local community Events</p>	<p>Increase in communication to residents and improve attendance at EHA public clinics.</p> <p>Review of feedback gained from clients and monitoring of clients recall and reminder success.</p>
4.14	<p>Deliver Men B Herd Immunity Study to students at schools within EHA's area in accordance with the Service Agreement between The University of Adelaide and EHA and the 'Men B Study Manual for Immunisation Providers'.</p>	<p>All students offered vaccinations.</p> <p>Absent consenting students offered vaccination at EHA's public clinics.</p> <p>Working in collaboration with The University of Adelaide to ensure success of the Study and to achieve the Objectives as set out in the Study Manual.</p> <p>Representation on the Men B Operations Committee for ongoing review of the Study.</p>

5.0 - Food Safety

Background

As consumers, we all have the right to expect that the food we eat is protected from microbiological contamination, foreign matter, poor hygiene and handling practices. While Australia has one of the safest food supplies in the world, the incidences of out two most prevalent foodborne diseases *Salmonella* and *Campylobacter* is on the increase. Illness caused by food is a significant public health problem and has major social and economic impacts.

According to the 'Annual report of the OzFoodNet network, 2011', in Australia, an estimated 4.1 million domestically acquired cases of foodborne gastroenteritis occur annually, costing an estimated \$1.2 billion per year. In 2011, the most commonly notified infections were *Salmonella* and *Campylobacter*. *Salmonella* was the most common cause of foodborne outbreaks. The use of raw or minimally cooked eggs is likely to be a significant source of the national increase in *Salmonella*.

The *Food Act 2001* in conjunction with the Food Safety Standards (Chapter 3 of the Australia New Zealand Food Standards Code) aims to:

- ensure food for sale is both safe and suitable for human consumption
- prevent misleading conduct in connection with the sale of food
- provide for the application of the Food Standards Code

EHA is an enforcement agency under the *Food Act 2001* and is responsible for ensuring that appropriate food hygiene standards are maintained within its area.

Objective 5 Minimise food borne illness by ensuring that safe and suitable food is available to the community

Actions	Performance Measures
<p>5.1 Food businesses are assigned a 'Risk Rating' in accordance with the SA Health Food Business Risk Classification system. Frequency of routine assessments is adjusted based on their performance and within the range of the risk classification.</p>	<p>Apply relevant risk rating to new businesses and undertake assessments in accordance with SA Health Food Business Risk Classification system.</p>
<p>5.2 Routine food business assessments conducted using an appropriate food safety rating tool to ensure compliance with the <i>Food Act, 2001</i> and <i>Food Safety Standards</i>.</p>	<p>Assessments performed using the appropriate food safety rating tool.</p> <p>Assessments conducted in accordance with the assigned risk rating and frequency.</p>
<p>5.3 Continue to monitor food businesses during inspections to assess if they fall under the Primary Production Standards.</p>	<p>Inform SA Health of new food businesses that may fall under the Primary Production Standards as required.</p>
<p>5.4 Monitor and identify new food processing practices during routine assessments. Update the risk rating to reflect the changes.</p>	<p>Update risk ratings where required.</p>
<p>5.5 Ensure appropriate enforcement action is taken in relation to breaches of the <i>Food Act, 2001</i> and associated standards in accordance with EHA's enforcement policy.</p>	<p>Number of enforcement actions taken.</p>
<p>5.6 Investigate food related complaints in a systematic and timely manner in relation to:</p> <ul style="list-style-type: none"> • alleged food poisoning • microbiological and chemical contamination • foreign matter found in food • poor personal hygiene and handling practices • unclean premises • vermin, insects and pest activity • refuse storage <p>Liaise with SA Health and other councils to ensure a co-ordinated approach where necessary.</p>	<p>Respond to complaints in accordance with customer service standards.</p>
<p>5.7 Respond to food recalls in accordance with SA Health recommendations.</p>	<p>Number of recalls actioned.</p>
<p>5.8 Ensure that all businesses servicing vulnerable populations (within the boundaries of the Constituent Councils) have their food safety plan audited in accordance with Food Safety Standard 3.2.1 and the <i>Food Act, 2001</i>.</p>	<p>Number of audits conducted.</p>

Actions (continued)		Performance Measures
5.9	Provide a professional auditing service to businesses external to Constituent Council boundaries which require their food safety plans to be audited.	Number of audits conducted.
5.10	Ensure businesses provide notification of their business details. Maintain a register of all food businesses operating within EHA's jurisdiction.	Update within 5 days of receipt of new information.
5.11	Assessments, investigations and actions are updated in Health Manager to ensure effective reporting to the Board of Management, Constituent Councils and SA Health.	Update within 5 days of assessment or action.
5.12	Provide information to the Board of Management in relation to food safety reforms, such as the Parliamentary Enquiry into Food Safety Schemes, and provide written responses on behalf of EHA and Constituent Councils to State Government.	Information reports provided to Board and distributed to Constituent Councils as required.
5.13	Continue to employ the EHA and Constituent Council Development Assessment information sharing process, to receive notifications of new business or changes to an existing business. EHA to review plans, liaise with the applicant regarding structural fit out with relevant legislation, and provide feedback to Constituent Council's when requested.	Respond to notifications in accordance with the agreed Development Assessment information sharing process and customer service standards.
5.14	Provide new food businesses with a welcome pack to introduce EHA, provide resources and information on safe food practice and inform businesses of EHA's inspection fee policy.	Information provided following receipt of notification form.
5.15	Conduct food safety assessments of fairs and festivals, temporary events and school fetes in collaboration with the Constituent Councils and relevant event co-ordinators. Provide written correspondence and feedback to all stall holders assessed at these events.	Undertake assessments and provide correspondence and feedback to stall holders where required.
5.16	<p>Liaise with Constituent Council and relevant event coordinators to ensure all stall holders at fairs and festivals, temporary events and school fetes are well informed of the legislative requirements and have the necessary equipment and sell safe and suitable food.</p> <p>Conduct stall holder meetings for stall holders upon request by the Constituent Councils and relevant event coordinators.</p>	Liaise with Constituent Council and relevant event coordinators prior to the event. Provide stall holder presentations where required.
5.17	Participate in the Environmental Health Australia "Food Safety" Special Interest Group (SIG) to promote uniformity, professional consistency and to discuss the latest information in relation to food safety issues affecting local government.	Attend and actively participate at SIG meetings.

Actions (continued)	Performance Measures
<p>5.18 Distribute advisory information to schools and kindergartens to provide a reminder of the requirements to notify EHA of an upcoming school fete.</p> <p>EHA to liaise with the school or kindergarten to ensure all stall holders at fairs and festivals, temporary events and school fetes are well informed of the legislative requirements and have the necessary equipment to produce and sell safe and suitable food.</p>	<p>Distribute advisory information. Liaise with schools or kindergartens where required.</p>
<p>5.19 Participate in the Environmental Health Australia “Food Safety” Special Interest Group (SIG) to promote uniformity, professional consistency and to discuss the latest information in relation to food safety issues affecting local government.</p>	<p>Attend and actively participate at SIG meetings.</p>
<p>5.20 Following the assessment of food stalls at Constituent Councils special events, provide feedback to the relevant council on the food safety standards observed at the event.</p>	<p>Provide feedback to council following an event.</p>

6.0 - Health Care and Community Services

Background

Supported Residential Facilities (SRF's) provide accommodation to people in the community who require personal care and support.

SRF's are regulated under the *Supported Residential Facilities Act, 1992* (the Act) to ensure adequate standards of care and amenity to protect the rights of residents.

A low level of care is provided to residents such as assistance with medication management, personal care, and financial management, as well as supplying meals and accommodation.

Personal care services are defined under the Act as bathing, showering or personal hygiene, toileting or continence maintenance, dressing or undressing, consuming food, medication management, management of personal finances and direct physical assistance to aid mobility issues.

Residents living in SRFs are vulnerable due to the disability or impairment that is often associated with these clients, including physical, intellectual or psychiatric.

The Minister for Communities and Social Inclusion is responsible for promoting the objectives of the Act, and local councils administer and enforce the Act. EHA is the licensing authority for all SRFs within the Constituent Councils.

Objective 6 **Promote a safe and home-like environment for residents by ensuring quality of care in supported residential facilities**

Actions	Performance Measures
6.1 Assess applications for new licences, licence renewals and transfer of licence with regard to SRF legislation and guidelines within legislative timeframes.	Applications processed within legislative timeframes.
6.2 Assess applications for manager and acting manager with regard to SRF legislation and guidelines	Applications processed within legislative timeframes.
6.3 Conduct relicensing audits of facilities against SRF legislation and include conditions where necessary based on the findings of the audits conducted during the year and fire safety advice. Take advice of the appropriate the annual Fire Safety requirements from the Constituent Councils Building Fire and Safety Officers.	Unannounced audits conducted at all facilities. Fire safety advice obtained annually. Issue licences annually with conditions where required.
6.4 Conduct ongoing inspections to ensure facilities continue to operate at satisfactory standards in in accordance with the legislation. Conduct inspections of facilities to ascertain compliance with licence conditions throughout the year.	Unannounced inspections and follow-ups conducted at SRFs.
6.5 Respond to enquiries/complaints in relation to SRFs	Respond to all enquiries and complaints in accordance with the customer service standards.
6.6 Liaise with service providers to ensure residents receive appropriate levels of care.	Liaise where required.
6.7 Participate in the Environmental Health Australia 'SRF' Special Interest Group to promote uniformity, professional consistency and to discuss the latest information in relation to SRF issues affecting local government.	Attend and actively participate at SRF SIG meetings.
6.8 Liaise with Department of Communities and Social Inclusion and Constituent Councils on the potential for SRF closures and surrender of licence , strategic management options and appropriate alternative accommodation options.	Issues investigated and reported to Board of Management and relevant council as necessary.
6.9 Lobby State Government to ensure legislation applicable to SRFs is appropriate and that local government receives appropriate support for its licensing role.	Continue discussion with LGA regarding these issues.

Actions (continued)		Performance Measures
6.10	Ensure activities and outcomes are communicated to the Board of Management, Constituent Councils and state government bodies as required via: Reports to the Board of Management, Delegates Reports and Annual Report.	Board Reports and Annual Reports compiled and distributed.
6.11	Liaise with Constituent Councils to explore health promotion opportunities within SRF's.	Liaise with Constituent Councils.

7.0 - Emergency Management

Background

The South Australian Sampson Flat bushfires and the Chile floods and fires, 2017 have vividly exposed us to the devastating consequences of disaster events.

In any emergency situation, the ability to respond effectively is vital and the effectiveness of the response will be determined by appropriate preparation and planning. Environmental Health professionals play a critical role in the response and recovery phases of emergency situations.

An emergency management plan has been developed to define and address the unique issues that confront environmental health professionals in an emergency situation and prepare them for the enhanced role that they will have. It ensures appropriate linkages are in place with emergency service agencies and the councils EHA serves should an emergency situation occur and is designed to integrate with the Eastern Region Disaster Management Plan.

A risk analysis of hazards that may affect the region was completed during 2007 by the Eastern Regional Emergency Risk Management project. EHA's Emergency Management Plan identifies five hazards that are likely to have significant environmental health implications: Pandemic Disease, Disease (arising within the EHA's area), Flooding (1 in 100 year event), Earthquake and Bushfire.

An emergency may impact upon EHA itself, potentially disrupting operations and affecting critical assets. This will pose a unique challenge when environmental health service delivery is likely to alter in response to the circumstances of the situation. A Business Continuity Plan identifies a range of actions required to ensure critical functions are restored within the timeframes specified.

Objective 7 **Minimise the public health consequences of emergencies through a planned and prepared response**

Actions	Performance Measures
7.1 Liaise with the Constituent Councils and Eastern Adelaide Zone Emergency Management Committee to ensure integration of emergency management arrangements.	Attend and participate in committee meetings.
7.2 Conduct exercises with staff to test the Emergency Management Plan and Business Continuity Plan. Participate in any relevant exercises conducted within the region by other organisations.	Conduct or participate in one exercise a year.
7.3 Review and update emergency management information on the website.	Review and update as required.
7.4 Update the Emergency Management Plan and note any alternations on the amendments register. Review the status of actions arising from the Emergency Management Plan and Business Continuity Plan.	Update where required.
7.5 Participate with Environmental Health Australia and state and local government authorities to review best practice standards and promote uniformity and professional consistency.	Staff to participate in the Disease Control SIG and other relevant committees.
7.6 Ensure activities and outcomes are communicated to the Board of Management, Constituent Councils and state government bodies as required via: Monthly statistical reports; Reports to the Board of Management and Annual Report under the <i>South Australian Public Health Act, 2011</i> .	Statistical reports, Board Reports and Annual Reports where required.
7.7 Emergency Management Plan strategies to be reflected in the Public Health Plan and Risk and Opportunity Management Policy and Framework to ensure consistency over the three strategic plans.	Emergency Management Plan incorporated in the Risk and Opportunity Management Policy and Framework. The Emergency Management Plan to be recognised during the public health planning process.

EASTERN HEALTH AUTHORITY STATEMENT OF COMPREHENSIVE INCOME FOR THE YEAR ENDING 30 JUNE 2018		
REVISED (Dec 16) BUDGET		DRAFT BUDGET 2017/2018
\$	INCOME	\$
1,641,055	Council Contributions	1,680,870
193,000	Statutory Charges	167,000
331,000	User Charges	299,000
277,500	Grants, subsidies and contributions	297,000
12,000	Investment Income	15,000
10,000	Other Income	11,000
2,464,555	TOTAL INCOME	2,469,870
	EXPENSES	
1,613,000	Employee Costs	1,695,000
785,200	Materials, contracts and other expenses	717,700
28,371	Depreciation	40,000
19,984	Finance Charges	17,170
2,446,555	TOTAL EXPENSES	2,469,870
18,000	Operating Surplus/(Deficit)	-
-	Net gain (loss) on disposal of assets	-
18,000	Net Surplus/(Deficit)	-

EASTERN HEALTH AUTHORITY STATEMENT OF CASH FLOWS FOR THE YEAR ENDING 30 JUNE 2018		
REVISED (Dec 16) BUDGET		DRAFT BUDGET 2017/2018
\$	CASHFLOWS FROM OPERATING ACTIVITIES	\$
	<u>Receipts</u>	
1,805,161	Council Contributions	1,848,957
212,300	Fees & other Charges	183,700
360,790	User Charges	325,910
20,000	Investment Receipts	15,000
304,500	Grants utilised for operating purposes	297,000
11,000	Other	12,100
	<u>Payments</u>	
(1,648,000)	Employee Costs	(1,695,000)
(995,396)	Material, contracts and other expenses	(930,497)
(19,984)	Finance (Interest) Expense	(17,170)
50,371	Net Cash Provided/(Used) by Operating Activities	40,000
	CASH FLOWS FROM INVESTING ACTIVITIES	
	<u>Receipts</u>	
-	Sale of Replaced Assets	-
	<u>Payments</u>	
-	Expenditure on renewal / replacements of assets	-
-	Expenditure on new / upgraded assets	-
-	Distributions paid to constituent Councils	-
-	Net Cash Provided/(Used) by Investing Activities	-
	CASH FLOWS FROM FINANCING ACTIVITIES	
-	Loans Received	-
(58,623)	Loan Repayments	(61,440)
(58,623)	Net Cash Provided/(Used) by Financing Activities	(61,440)
(8,252)	NET INCREASE (DECREASE) IN CASH HELD	(21,440)
581,155	CASH AND CASH EQUIVALENTS AT BEGINNING OF REPORTING PERIOD	572,903
572,903	CASH AND CASH EQUIVALENTS AT END OF REPORTING PERIOD	551,463

EASTERN HEALTH AUTHORITY STATEMENT OF FINANCIAL POSITION FOR THE YEAR ENDING 30 JUNE 2016		
REVISED (Dec 16) BUDGET		DRAFT BUDGET 2017/2018
	ASSETS	
	CURRENT ASSETS	
\$		\$
572,903	Cash and Cash Equivalents	551,463
158,026	Trade & Other Receivables	158,026
-	Other	-
730,929	TOTAL CURRENT ASSETS	709,489
	NON-CURRENT ASSETS	
393,349	Equipment	353,349
-	Other	-
393,349	TOTAL NON-CURRENT ASSETS	353,349
1,124,278	TOTAL ASSETS	1,062,838
	LIABILITIES	
	CURRENT LIABILITIES	
95,855	Trade & Other Payables	95,855
58,623	Borrowings	58,623
259,008	Provisions	259,008
-	Other	-
413,486	TOTAL CURRENT LIABILITIES	413,486
	NON-CURRENT LIABILITIES	
317,952	Borrowings	256,512
33,207	Provisions	33,207
351,159	TOTAL NON-CURRENT LIABILITIES	289,719
764,645	TOTAL LIABILITIES	703,205
359,633	NET ASSETS	359,633
	EQUITY	
355,633	Accumulated Surplus/(Deficit)	355,633
355,633	TOTAL EQUITY	355,633

EASTERN HEALTH AUTHORITY STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDING 30 JUNE 2016		
REVISED (Dec 16) BUDGET		DRAFT BUDGET 2017/2018
	ACCUMULATED SURPLUS	\$
337,633	Balance at beginning of period	359,633
18,000	Net Surplus/(Deficit)	-
-	Distribution to Constituent Councils	-
355,633	Balance at end of period	359,633
355,633	TOTAL EQUITY	359,633