

EASTERN HEALTH AUTHORITY

Minutes of the Meeting of the Board of Management of Eastern Health Authority (EHA) held at the offices of the Eastern Health Authority, 101 Payneham Road, St Peters, on Wednesday 28 June 2017 commencing at 6.35pm.

MEMBERS PRESENT:

Cr P Cornish, Cr A Monceaux	Burnside
Cr J Kennedy	Campbelltown
Cr G Knoblauch, Cr S Whittington	Norwood Payneham & St Peters
Cr K Barnett, Cr T Evans	Prospect
Cr D Shetliffe	Walkerville

In attendance:

M Livori	Chief Executive Officer
N Conci	Team Leader Environmental Health
N Bevitt	Team Leader Administration and Immunisation

1 OPENING:

The meeting was declared open by the Chair, Cr S Whittington, at 6.35pm.

2 APOLOGIES:

Cr M Bishop	Walkerville
Cr M Ryan	Campbelltown

3 CHAIRPERSON'S REMARKS

Nil.

4 CONFIRMATION OF MINUTES:

Cr J Kennedy moved:

The minutes of the meeting of the Board held on 26 April 2017 be taken as read and confirmed.

Seconded by Cr K Barnett.

CARRIED UNANIMOUSLY 1: 062017

5 MATTERS ARISING FROM THE MINUTES:

Nil.

6 ADMINISTRATION REPORT:

6.1 THIRD AND FINAL (MARCH 2016) BUDGET REVIEW

Cr G Knoblauch moved:

That:

1. The Finance Report and Third and Final (March 2017) Budget Review for 2016/2017 Report be received.

Seconded by Cr P Cornish

CARRIED UNANIMOUSLY 2: 062017

6.2 FINANCIAL REPORTS

Cr D Shetliffe moved:

That:

1. The financial report is received and adopted.

Seconded by Cr G Knoblauch

CARRIED UNANIMOUSLY 3: 062017

6.3 ADOPTION OF ANNUAL BUSINESS PLAN AND BUDGETED FINANCIAL STATEMENTS FOR 2017/2018

Cr P Cornish moved:

That:

1. The report regarding the adoption of the Eastern Health Authority Annual Business Plan and Budgeted Financial Statements for 2017/2018 is received.
2. The Eastern Health Authority Annual Business Plan for 2017/2018 provided as attachment 4 to the report is adopted.
3. The Budget as detailed in the Eastern Health Authority Annual Business Plan 2017/2018 and provided as attachment 4 to the report is adopted.

4. A copy of the Eastern Health Authority Annual Business Plan 2017/2018 including the Budget are provided to the Chief Executive Officer of each Constituent Council within five business days.

Seconded by Cr D Shetliffe

CARRIED UNANIMOUSLY 4: 062017

6.4 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE UPDATE REPORT

Cr D Shetliffe moved:

That:

The Chief Executive Officer Performance Review Committee Update Report is received and the board supports the appointment of AME Recruitment.

Seconded by Cr J Kennedy

CARRIED UNANIMOUSLY 5: 062017

6.5 REVIEW OF MOTOR VEHICLE USE POLICY

Cr P Cornish moved:

That:

1. The report regarding the review of the Motor Vehicle Use policy is received.
2. The contribution rate for vehicle usage detailed within the Eastern Health Authority's Motor Vehicle Use policy to remain at \$82.50 per week as at 1 July 2017.

Seconded by Cr J Kennedy

CARRIED UNANIMOUSLY 6: 062017

6.6 REVIEW OF THE FOOD BUSINESS AUDIT FEE POLICY

Cr A Monceaux moved:

That:

1. The report regarding the review of the Food Business Audit Fee Policy is received.
2. The policy entitled Food Business Audit Fee Policy, marked attachment 2 to this report, is adopted.

Seconded by Cr D Shetliffe

CARRIED UNANIMOUSLY 7: 062017

6.7 HEALTH CARE AND COMMUNITY SERVICES

Cr G Knoblauch moved:

That:

1. The Supported Residential Facilities 2017-2018 Licensing Report is received.
2. The applicants detailed below be granted a licence to operate a Supported Residential Facility for a period of one year from 1 July 2017 to 30 June 2018 under the provisions of the *Supported Residential Facilities Act 1992* without conditions:

Applicant	Premises
Palm Gardens Consolidated Pty Ltd	Magill Estate Retirement Village 122 Reid Avenue Magill SA 5072
Applicant	Premises
Auscare Retirement Pty Ltd	Vailima Gardens Retirement Village 63 Hackney Road Hackney SA 5069

3. The applicants below be granted a licence to operate a Supported Residential Facility for a period of one year from 1 July 2017 to 30 June 2018 under the provisions of the *Supported Residential Facilities Act 1992* subject to conditions as detailed:

Applicant	Premises
Magill Lodge Supported Residential Care Pty Ltd	Magill Lodge 524 Magill Road Magill SA 5072
Conditions	
1. If there are 30 or more residents of the facility – ensure that the staff includes both a cook and a cleaner in addition to the members of staff who provide personal care services to residents of the facility; and in any case – ensure that the facility is staffed so as to ensure, at all times, the proper care and safety of residents.	

2. Advise EHA via email correspondence when there are 30 or more residents of the facility and provide staff rosters that demonstrate the requirement in condition 1.
3. Provide EHA with a detailed proposal to:
 - a) allow for adequate ventilation in the bedrooms which have windows that open on to the courtyard: (and)
 - b) prevent cigarette smoke from entering bedrooms

by 1 September 2017
4. Implement the approved proposal as detailed in condition 3.

by 31 December 2017

Applicant	Premises
Bellara Aged Care Pty Ltd	Bellara Village 98 Newton Road Campbelltown SA 5074
Conditions	
<ol style="list-style-type: none"> 1. Provide EHA with current DCSI clearance certificates for all staff by 1 September 2017. 2. If there are 30 or more residents of the facility – ensure that the staff includes both a cook and a cleaner in addition to the members of staff who provide personal care services to residents of the facility; and in any case – ensure that the facility is staffed so as to ensure, at all times, the proper care and safety of residents. 3. Advise EHA via email correspondence when there are 30 or more residents of the facility and provide staff rosters that demonstrate the requirement in condition 2. 	
Applicant	Premises
Adelaide Rest Homes Pty Ltd	Clifford House 4 Farrant Street Prospect SA 5082
Conditions	
<ol style="list-style-type: none"> 1. Ensure that the facility, and all furniture, fixtures and fittings at the facility are maintained in a clean, safe and hygienic condition. 	
Applicant	Premises
MGB Residential Pty Ltd	Prospect Residential Care Services 6 Dean Street Prospect SA 5082
Conditions	
<ol style="list-style-type: none"> 1. If there are 30 or more residents of the facility – ensure that the staff includes both a cook and a cleaner in addition to the members of staff who provide personal care services to residents of the facility; and in any case – ensure that the facility is staffed so as to ensure, at all times, the proper care and safety of residents. 2. Advise EHA via email correspondence when there are 30 or more residents of the facility and provide staff rosters that demonstrate the requirement in condition 1. 3. Relocate the smoking area to an appropriate shaded location of the facility by <u>1 September 2017</u>. 	

Seconded by Cr P Cornish

CARRIED UNANIMOUSLY 8: 062017

**6.8 FIRST ATTENDANCE OF AUDITOR FOR EXTERNAL AUDIT
MANAGEMENT REPORT FOR THE YEAR ENDED 30 JUNE 2017**

Cr P Cornish moved:

That:

The report regarding the first attendance in relation to the External Audit Management Report for the year ending 30 June 2017 is received.

Seconded by Cr A Monceaux

CARRIED UNANIMOUSLY 9: 062017

7 INFORMATION REPORTS:

7.1 Public and Environmental Health

Cr K Barnett moved:

That:

The Public and Environmental Health Report is received.

Seconded by Cr A Monceaux

CARRIED UNANIMOUSLY 10: 062017

7.2 Immunisation

Cr A Monceaux moved:

That:

The Immunisation Services Report is received.

Seconded by Cr J Kennedy

CARRIED UNANIMOUSLY 11: 062017

7.3 Food Safety Report

Cr P Cornish moved:

That:

The Food Safety Report is received.

Seconded by Cr G Knoblauch

CARRIED UNANIMOUSLY 12: 062017

7.4 Health Care and Community Services

Cr D Shetliffe moved:

That:

The Supported Residential Facility Report is received.

Seconded by Cr P Cornish

CARRIED UNANIMOUSLY 13: 062017

8 OTHER BUSINESS:

Nil.

9 CLOSURE OF MEETING:

The Chairperson, Cr S Whittington, declared the meeting closed at 7.55pm.

The foregoing minutes were printed and circulated to EHA Members and member Councils on 3 July 2017.

CR S Whittington

CHAIRPERSON