

**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 29 August 2018 commencing at 6.30pm.

**MEMBERS PRESENT:**

Cr P Cornish, Cr A Monceaux	Burnside
Cr J Kennedy, Cr M Ryan	Campbelltown
Cr G Knoblauch, Cr S Whittington	Norwood Payneham & St Peters
Cr T Evans	Prospect

**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 6.38pm.

**2 APOLOGIES:**

Cr K Barnett	Prospect
Cr D Shetliffe, Cr M Bishop	Walkerville

**3 CHAIRPERSON'S REMARKS**

Nil.

**4 CONFIRMATION OF MINUTES:**

Cr J Kennedy moved:

The minutes of the meeting of the Board held on 27 June 2018 be taken as read and confirmed.

Seconded by Cr G Knoblauch.

**CARRIED UNANIMOUSLY**

**1: 082018**

**5 MATTERS ARISING FROM THE MINUTES:**

Nil.

**6 ADMINISTRATION REPORT:**

**6.1 DRAFT GENERAL PURPOSE FINANCIAL REPORTS FOR THE YEAR ENDED 30 JUNE 2018**

Cr P Cornish moved:

That:

1. The report regarding the General Purpose Financial Reports for the year ended 30 June 2018 is received.
2. The General Purpose Financial Reports including the Annual Financial Statements for the year ended 30 June 2018 and provided as attachment 1 are received and adopted.
3. The Chairperson be authorised to sign the adoption statement in relation to the audit for the 2017/2018 financial year.
4. A copy of the General Purpose Financial reports including the Annual Financial Statements for the year ended 30 June 2018 are provided to the Constituent Councils.

Seconded by Cr T Evans.

**CARRIED UNANIMOUSLY**

**2: 082018**

**6.2 REPORT ON FINANCIAL RESULTS FOR THE YEAR ENDED 30 JUNE 2018**

Cr M Ryan moved:

That:

The report on Financial Results for the Year Ending 30 June 2018 is received.

Seconded by Cr P Cornish.

**CARRIED UNANIMOUSLY**

**3: 082018**

**6.3 LONG TERM FINANCIAL PLAN 2014-2023 REVISED FINANCIAL ESTIMATES**

Cr A Monceaux moved:

That:

1. The Long Term Financial Plan 2014-2023 Revised Financial Estimates Report is received.
2. The Long Term Financial Plan 2014-2023 Revised Financial Estimates are endorsed by the Board of Management.

Seconded by Cr J Kennedy.

**CARRIED UNANIMOUSLY**

**4: 082018**

**6.4 ANNUAL BUSINESS PLAN 2017/2018 PERFORMANCE EVALUATION**

Cr G Knoblauch moved:

That:

1. The Annual Business Plan 2017/2018 Performance Evaluation report is received.
2. Staff to be thanked and acknowledged for their work throughout the year.

Seconded by Cr A Monceaux.

**CARRIED UNANIMOUSLY**

**5: 082018**

**6.5 2017/2018 FINANCIAL YEAR ANNUAL ENVIRONMENTAL HEALTH REPORT**

Cr M Ryan moved:

That:

1. The Report titled 2017/2018 Financial Year Annual Environmental Health Report is received.
2. The 2017/2018 Financial Year Annual Environmental Health Report provided as attachment 1 to this report is submitted to the Chief Public Health Officer.

Seconded by Cr P Cornish.

**CARRIED UNANIMOUSLY**

**6: 082018**

**6.6 FOOD ACT ANNUAL REPORT 2017/2018**

Cr M Ryan moved:

That:

The report titled Food Act Annual Report 2017/2018 (attachment 1) be received and endorsed.

Seconded by Cr J Kennedy.

**CARRIED UNANIMOUSLY**

**7: 082018**

Cr A Monceaux left meeting at 7.04pm

**6.7 DEBT COLLECTION POLICY**

Cr P Cornish moved:

That:

1. The report regarding the Debt Collection Policy as amended is received.
2. The Debt Collection Policy marked attachment 2 to the Debt Collection Policy Report dated 29 August 2018 is adopted.

Seconded by Cr T Evans.

**CARRIED UNANIMOUSLY**

**8: 082018**

N Bevitt left the meeting at 7.08pm

**6.8 RISK AND OPPORTUNITY MANAGEMENT POLICY**

Cr M Ryan moved:

That:

1. The report regarding the Risk and Opportunity Management Policy as amended is received.
2. The Risk and Opportunity Management Policy marked attachment 2 to the The Risk and Opportunity Management Policy report dated 29 August 2018 is adopted.

Seconded by Cr J Kennedy.

**CARRIED UNANIMOUSLY**

**9: 082018**

Cr A Monceaux & N Bevitt returned to the meeting at 7.09pm

**6.9 RISK AND OPPORTUNITY MANAGEMENT – UPDATED CORPORATE RISK SUMMARY**

Cr T Evans moved:

That:

The report regarding the Risk and Opportunity Management – Updated Corporate Risk Summary is received.

Seconded by Cr P Cornish.

**CARRIED UNANIMOUSLY 10: 082018**

**6.10 PROCUREMENT POLICY**

Cr J Kennedy moved:

That:

1. The report regarding the Procurement Policy as amended is received.
2. The Procurement Policy marked attachment 1 to the Procurement Policy report dated 29 August 2018 is adopted.

Seconded by Cr M Ryan.

**CARRIED UNANIMOUSLY 11: 082018**

M Livori, N Conci & N Bevitt left the meeting at 7.10pm

**7 CONFIDENTIAL REPORT:**

**7.1 Chief Executive Officer Performance Review and Remuneration Review**

**RECOMMENDATION 1**

Cr G Knoblauch moved:

That:

1. Pursuant to Clause 3.10(b) of the Eastern Health Authority Charter and Section 90(2) of the Local Government Act 1999 the Board of Management (Board) orders that all members of the public, except the Chief Executive Officer be excluded from attendance at the meeting for Agenda Item 7.0 - Chief Executive Officer Performance Review.
2. The Board is satisfied that, pursuant to Section 90(3)(a) of the Local Government Act 1999, the information to be received, discussed or considered in confidence is namely:

information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of a person, being the performance and remuneration of the Chief Executive Officer.

3. Accordingly, on this basis, the Board considers the principle that meetings of the Board should be conducted in a place open to the public has been outweighed by the need to keep the information or matter confidential.

Seconded by Cr P Cornish

**RECOMMENDATION 3**

Cr G Knoblauch moved:

That:

In accordance with Clause 3.11(c) of the Eastern Health Authority Charter the Board of Management (Board) orders that in relation to the Chief Executive Officer Performance and Remuneration Review Report, all relevant documentation and minutes arising from the report, having been considered by the Board in confidence under Clause 3.10(b) of the Eastern Health Authority Charter and Section 90 (3)(a) of the Act be kept confidential and not available for public inspection on the grounds that it involves information the disclosure of which would involve the

unreasonable disclosure of information concerning the personal affairs of the Chief Executive Officer. This order is to remain in place until the Chief Executive Officer ceases employment with the Eastern Health Authority.

Seconded by Cr P Cornish

**CARRIED UNANIMOUSLY**

**7: 082018**

M Livori returned to the meeting at 7.23pm  
Cr M Ryan left the meeting at 7.25pm  
N Conci returned to the meeting at 7.26pm

**8 CORRESPONDENCE:**

Nil.

**9 CLOSURE OF MEETING:**

The Chairperson, Cr S Whittington, declared the meeting closed at 7.27pm.

The foregoing minutes were printed and circulated to EHA Members and member Councils on 4 September 2018.

-----  
**CR S Whittington**

**CHAIRPERSON**