

## **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 20 February 2019 commencing at 6:30pm.

### **MEMBERS PRESENT:**

Cr P Cornish, M Heinrich	Burnside
Cr J Kennedy, M Hammond	Campbelltown
Cr G Knoblauch, Cr S Whittington	Norwood Payneham & St Peters
Cr K Barnett, N Cunningham	Prospect
Cr J Joshi, C Walker	Walkerville

### **In attendance:**

M Livori	Chief Executive Officer
N Conci	Team Leader Environmental Health
N Bevitt	Team Leader Administration and Immunisation
F Deckert	Manager of Community Development and Engagement - Walkerville

### **1 OPENING:**

The meeting was declared open by the Chief Executive Officer, Michael Livori at 6.30pm.

### **2 APOLOGIES:**

M Hammond                      Campbelltown

### **3 CONFIRMATION OF MINUTES:**

Cr G Knoblauch moved:

The minutes of the meeting of the Board held on 24 October 2018 be taken as read and confirmed.

Seconded by Cr S Whittington

**CARRIED UNANIMOUSLY**

**1: 20022019**

**4 MATTERS ARISING FROM THE MINUTES:**

Nil.

**5 ELECTION**

**5.1 ELECTION OF THE EASTERN HEALTH AUTHORITY (EHA) BOARD OF MANAGEMENT CHAIR AND DEPUTY CHAIR**

Cr S Whittington moved:

That:

- 1 The Election of the EHA Board of Management Chair and Deputy Chair report is received.
- 2 The term of Office for the position of Chairperson and Deputy Chairperson of EHA is 1 year in accordance with clause 2.5.2 of the EHA Charter.
- 3 EHA determines that the method of choosing a Chairperson and Deputy Chairperson be by an election process.
- 4 The method of election is by secret ballot.
- 5 EHA adopt a first past the post method of voting.
- 6 The CEO be appointed Returning Officer for the election.
- 7 If at any stage during the process there is an equal number of votes the Returning Officer will decide the issue by the drawing of lots. The name of the candidate/s withdrawn will be the one/s excluded from the ballot.
- 8 Upon the completion of the election, the Returning Officer be authorised to declare the successful candidate elected to the position of Chairperson and Deputy Chairperson.
- 9 Upon the declaration of the Returning Officer the candidate is appointed to the position of Chairperson and Deputy Chairperson respectively for the term of office determined by this resolution.

Seconded by Cr J Kennedy

**CARRIED UNANIMOUSLY 2: 20022019**

The CEO called for nominations for the position of Chairperson. Cr S Whittington nominated Cr P Cornish, who accepted the nomination. As no further nominations were received, the CEO announced that Cr P Cornish had been elected to the position of Chairperson.

The CEO called for nominations for the position of Deputy Chairperson. Cr G Knoblauch nominated Cr S Whittington, who accepted the nomination. As no further nominations were received, the CEO announced that Cr S Whittington had been elected to the position of Deputy Chairperson.

## **5.2 CHAIRPERSON'S REMARKS – NO WRITTEN REPORT**

## **6 INDUCTION PRESENTATION**

Michael Livori provided the Board of Management with a presentation detailing the structure and the functions of EHA.

## **7 ADMINISTRATION REPORT**

### **7.1 APPOINTMENT OF BOARD MEMBERS TO THE EASTERN HEALTH AUTHORITY (EHA) COMMITTEES**

#### **RECOMMENDATION**

Cr J Kennedy moved:

That:

1. The report regarding Appointment of Board Members to EHA Committees is received.
2. Cr P Cornish is appointed as Board representative to the EHA Audit Committee for a 2 year period concluding on 19 February 2021.
3. Cr G Knoblauch, Cr S Whittington, Cr K Barnett, Cr P Cornish and N Cunningham are appointed to the CEO Performance Review Committee.
4. The CEO Performance Review Committee be authorised to consider and appoint a consultant to assist with the CEO review process.

Seconded by Cr G Knoblauch

**CARRIED UNANIMOUSLY**

**3: 20022019**

**7.2 FIRST (SEPTEMBER 2018) BUDGET REVIEW FOR 2018/2019**

N Cunningham moved:

That:

1. The First (September 2018) Budget Review for 2018/2019 Report is received.
2. The amended budget for 2018/2019 as detailed in attachment 2 of the First (September 2018) Budget Review for 2018/2019 Report is adopted.

Seconded by Cr K Barnett

**CARRIED UNANIMOUSLY 4: 20022019**

**7.3 FINANCE REPORT AND SECOND (DECEMBER 2018) BUDGET REVIEW FOR 2018/2019**

Cr S Whittington moved:

That:

1. The Finance Report and Second (December 2018) Budget Review Report for 2018/2019 be received.
2. Correspondence is forwarded to EHA's Constituent Councils requesting that the amendments to the 2018/2019 Budget as detailed in attachment 2 are approved.

Seconded by M Heinrich

**CARRIED UNANIMOUSLY 5: 20022019**

**7.4 MEETING PROCEDURES POLICY**

Cr J Kennedy moved:

That:

1. The Meeting Procedure Policy report is received.
2. The Meeting Procedures Policy, marked as attachment 3 to this report, as amended is endorsed.

Seconded by Cr K Barnett

**CARRIED UNANIMOUSLY**

**6: 20022019**

**7.5 DEVELOPMENT OF ANNUAL BUSINESS PLAN FOR 2019/2020**

Cr J Joshi moved:

That:

1. The Development of the Annual Business Plan for 2019/2020 report is received.
2. The process for the Development of the Annual Business Plan for 2019/2020 as amended is endorsed.

Seconded by Cr S Whittington

**CARRIED UNANIMOUSLY**

**7: 20022019**

Please note: Due to a number of board members being on leave for the date set for the Budget Workshop, the board agreed that the budget presentation is to be sent electronically by Michael Livori for the Board to review and endorse.

**7.6 STATE PUBLIC HEALTH PLAN 2019-2024**

Cr S Whittington moved:

That:

The Public Health Planning Update Report is received.

Seconded by M Heinrich

**CARRIED UNANIMOUSLY**

**8: 20022019**

**7.7 SCHOOL IMMUNISATION PROGRAM VARIATION**

Cr G Knoblauch moved:

That:

1. School Immunisation Program Variation Report is received.

Seconded by Cr J Kennedy

**CARRIED UNANIMOUSLY**

**9: 20022019**

**7.8 EASTERN HEALTH AUTHORITY (EHA) CONFIDENTIALITY POLICY**

Cr S Whittington moved:

**That:**

1. The Eastern Health Authority (EHA) Confidentiality Guidelines report is received.
2. The Eastern Health Authority Confidentiality Guidelines, marked as attachment 1 to this report, is adopted.

Seconded by N Cunningham

**CARRIED UNANIMOUSLY 10: 20022019**

**8 INFORMATION REPORTS:**

**8.1 Public and Environmental Health**

Cr S Whittington moved:

That:

The Public and Environmental Health Report is received.

Seconded by M Heinrich

**CARRIED UNANIMOUSLY 11: 20022019**

**8.2 Immunisation**

Cr S Whittington moved:

That:

The Immunisation Services Report is received.

Seconded by Cr J Joshi

**CARRIED UNANIMOUSLY 12: 20022019**

**8.3 Food Safety Report**

N Cunningham moved:

That:

The Food Safety Report is received.

Seconded by Cr S Whittington

**CARRIED UNANIMOUSLY 13: 20022019**

**8.4 Health Care and Community Services**

Cr S Whittington moved:

That:

The Health Care and Community Services Report is received.

Seconded by Cr J Kennedy

**CARRIED UNANIMOUSLY 14: 20022019**

**9 CLOSURE OF MEETING:**

The Chairperson, Cr P Cornish, declared the meeting closed at 8.27pm.

The foregoing minutes were printed and circulated to EHA Members and member Councils on 21 February 2019.

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**CR P Cornish**

**CHAIRPERSON**

