

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 26 February 2020 commencing at 6:30pm.

MEMBERS PRESENT:

Cr J Davey	Burnside
Cr J Kennedy	Campbelltown
Cr G Knoblauch, Cr S Whittington	Norwood Payneham & St Peters
Cr K Barnett, N Cunningham	Prospect
Cr J Joshi, A Caddy	Walkerville

In attendance:

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

1 OPENING:

The meeting was declared open by the Chief Executive Officer, Michael Livori at 6.34pm.

2 APOLOGIES:

Cr P Cornish	Burnside
M Hammond	Campbelltown

3 CONFIRMATION OF MINUTES:

Cr J Kennedy moved:

The minutes of the meeting of the Board held on 20 November 2019 be taken as read and confirmed.

Seconded by Cr S Whittington

CARRIED UNANIMOUSLY

1: 26022020

4 MATTERS ARISING FROM THE MINUTES:

Nil.

5 ELECTION

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

Cr J Kennedy 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 The name of the candidate/s withdrawn will be the one/s excluded from the ballot.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 Joshi

CARRIED UNANIMOUSLY 2: 26022020

The CEO called for nominations for the position of Chairperson. Cr S Whittington nominated Cr P Cornish, who indicated acceptance of 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 J Kennedy 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 ADMINISTRATION REPORT

6.1 FIRST (SEPTEMBER 2019) BUDGET REVIEW FOR 2019/2020

RECOMMENDATION

N Cunningham moved:

That:

1. The First (September 2019) Budget Review for 2019/2020 Report is received.
2. The amended budget for 2019/2020 as detailed in attachment 1 is adopted, subject to confirmation that Campbelltown City Council has approved the requested budget variations.

Seconded by Cr J Davey

CARRIED UNANIMOUSLY

3: 26022020

6.2 FINANCE REPORT AND SECOND (DECEMBER 2019) BUDGET REVIEW FOR 2019/2020

Cr J Kennedy moved:

That:

1. The Finance Report and Second (December 2019) Budget Review Report for 2019/2020 be received.

Seconded by Cr J Davey

CARRIED UNANIMOUSLY 4: 26022020

6.3 DEVELOPMENT OF ANNUAL BUSINESS PLAN FOR 2020/2021

G Knoblauch moved:

That:

1. The Development of the Annual Business Plan for 2020/2021 report is received.
2. The process for the Development of the Annual Business Plan for 2020/2021 is endorsed.

Seconded by Cr K Barnett

CARRIED UNANIMOUSLY 5: 26022020

6.4 EASTERN HEALTH AUTHORITY (EHA) AUDIT COMMITTEE ANNUAL REPORT EVALUATION 2019

K Barnett moved:

That:

1. The report titled EHA Audit Committee Annual Report Evaluation 2019 is received.

Seconded by Cr J Kennedy

CARRIED UNANIMOUSLY 6: 26022020

6.5 REVIEW OF THE FOOD BUSINESS INSPECTION FEE POLICY

N Cunningham moved:

That:

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

Seconded by A Caddy

CARRIED UNANIMOUSLY 7: 26022020

6.6 RECORDS MANAGEMENT POLICY

Cr J Kennedy moved:

That:

1. The report regarding the Records Management Policy is received.
2. The policy entitled Records Management Policy, marked attachment 1 to this report adopted.

Seconded by Cr J Davey

CARRIED UNANIMOUSLY 8: 26022020

At 7:32pm Cr S Whittington left the meeting and returned at 7:35pm.

7 INFORMATION REPORTS

7.1 ENVIRONMENTAL HEALTH ACTIVITY REPORT

A Caddy moved:

That:

1. The Environmental Health Activity Report is received.

Seconded by Cr J Joshi

CARRIED UNANIMOUSLY 9: 26022020

7.2 IMMUNISATION

Cr G Knoblauch moved:

That:

1. The Immunisation Services Report is received

Seconded by Cr J Kennedy

CARRIED UNANIMOUSLY 10: 26022020

8 CONFIDENTIAL REPORTS

8.1 APPONTMENT OF INDEPENDENT MEMBER OF THE EASTERN HEALTH AUTHORITY AUDIT COMMITTEE

N Cunningham moved:

That:

RECOMMENDATION 1

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, Team Leader Administration/Immunisation and Team Leader Environmental Health be excluded from attendance at the meeting for Agenda Item 8.1 - Appointment of Independent Member to the Eastern Health Authority Audit Committee.

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 A Caddy

CARRIED UNANIMOUSLY 11: 26022020

RECOMMENDATION 3

N Cunningham 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 Appointment of Independent Member to the Eastern Health Authority Audit Committee 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 applicants.

Seconded by Cr K Barnett

CARRIED UNANIMOUSLY

13: 26022020

8.2 APPOINTMENT OF EXTERNAL AUDITOR 2020/2022

N Cunningham moved:

That:

RECOMMENDATION 1

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, Team Leader Administration/ Immunisation and Team Leader Environmental Health be excluded from attendance at the meeting for Agenda Item 8.2 - Appointment of External Auditor for 2020-2022.
2. The Board is satisfied that, pursuant to Section 90(3)(d) and 90(3)(k) of the Local Government Act 1999, the information to be received, discussed or considered in confidence is namely:
 - commercial information of a confidential nature that could reasonably be expected to prejudice the commercial position of the person who supplied the information;
 - tenders for the supply of goods, the provision of services or the carrying out of works

being the quotations received for conducting the EHA external audits between 2020 and 2022.

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 J Davey

CARRIED UNANIMOUSLY 14: 26022020

RECOMMENDATION 3

Cr G Knoblauch moved:

That:

In accordance with Section 91 (7) and (9) the *Local Government Act 1999*, the Audit Committee orders that the Report relating to the External Auditor appointment, all the relevant documentation, except for the Minutes arising from the Report, having been considered by the Committee in confidence under Section 90 (3) (d) and 90 (3) (k) of the Act, be kept confidential and not available for public inspection for a period of 12 months from the date of this meeting.

Seconded by Cr J Davey

CARRIED UNANIMOUSLY 16: 26022020

9 CLOSURE OF MEETING:

The Deputy Chairperson, Cr S Whittington, declared the meeting closed at 8.00pm

The foregoing minutes were printed and circulated to EHA Members and member Councils on 28 February 2020.

CR P Cornish

CHAIRPERSON