

EASTERN HEALTH AUTHORITY

Minutes of the Meeting of the Board of Management of Eastern Health Authority (EHA) held at EHA Offices, 101 Payneham Road, St Peters on 22 February 2023 commencing at 7:00pm.

MEMBERS PRESENT:

Cr K Moorehouse, Cr S Whittington	Norwood, Payneham & St Peters
Cr M Noble, M Hammond	Campbelltown
Cr K Barnett, Cr T Nguyen	Prospect
Cr J Allanson, Cr J Nenke	Corporation of the Town of 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 M Livori at 7:00 pm.

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS:

We acknowledge this land that we meet on today is the traditional land of the Kurna People and that we respect their spiritual relationship with their country.

3 OPENING STATEMENT:

We seek understanding and guidance in our debate, as we make decisions for the management of the Eastern Health Authority, that will impact the public health on those that reside, study, work in and visit the constituent councils that the Eastern Health Authority Charter provides services to.

4 APOLOGIES:

Cr P Cornish	Burnside
Cr J Turnbull	Burnside

5 CONFIRMATION OF MINUTES:

Cr K Barnett moved:

The minutes of the meeting of the Board held on 2023 be taken as read and confirmed.

Seconded by M Hammond

CARRIED UNANIMOUSLY

1: 022023

6 MATTERS ARISING FROM THE MINUTES:

Nil.

7 ADMINISTRATION REPORT

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

M Hammond 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 Chair and Deputy Chair 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 Chair and Deputy Chair 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 The name of the candidate/s withdrawn will be the one/s excluded from the ballot.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 Chair and Deputy Chair.
9. Upon the declaration of the Returning Officer the candidate is appointed to the position of Chair and Deputy Chair respectively for the term of office determined by this resolution.

Seconded by Cr J Nenke

CARRIED UNANIMOUSLY 2: 022023

The CEO called for nominations for the position of Chair. 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 Chair.

The CEO called for nominations for the position of Deputy Chair. Cr K Barnett nominated Cr J Nenke, who accepted the nomination. As no further nominations were received, the CEO announced that Cr J Nenke had been elected to the position of Deputy Chair.

As the Chair, Cr P Cornish was absent from the meeting, the Deputy Chair, Cr J Nenke chaired the remained of the meeting.

7.2 FINANCE REPORT AND SECOND (DECEMBER 2022) BUDGET REVIEW FOR 2022-2023

Cr S Whittington moved:

That:

1. The Finance Report and Second (December 2022) Budget Review Report for 2022/2023 be received.

Seconded by Cr K Barnett

CARRIED UNANIMOUSLY 3: 022023

7.3 LONG-TERM FINANCIAL PLAN REVISED FINANCIAL ESTIMATES

Cr S Whittington moved:

That:

1. Long-Term Financial Plan revised financial estimates report is received.

Seconded by Cr J Allanson

CARRIED UNANIMOUSLY 4: 022023

7.4 DEVELOPMENT OF ANNUAL BUSINESS PLAN FOR 2023/2024

Cr S Whittington moved:

That:

1. The Development of the Annual Business Plan for 2023/2024 report is received.
2. The process for the Development of the Annual Business Plan for 2023/2024 is endorsed.

Seconded by Cr J Allanson

CARRIED UNANIMOUSLY 5: 022023

7.5 UPDATE ON AUDIT FINDING RECOMMENDATIONS

Cr K Moorehouse moved:

That:

1. The Update on Audit Findings Recommendations Report is received.

Seconded by Cr J Allanson

CARRIED UNANIMOUSLY 6: 022023

7.6 LGA NOMINATION PUBLIC HEALTH COUNCIL

Cr S Whittington moved:

That:

1. The Eastern Health Authority endorse the nomination of Michael Livori as a local government member to the South Australian Public Health Council.

Seconded by Cr K Barnett

CARRIED UNANIMOUSLY 7: 022023

7.7 APPOINTMENT OF MEMBERS TO EASTERN HEALTH AUTHORITY (EHA) COMMITTEES

7:52pm Cr J Nenke and Cr J Allanson declared a General Conflict and left the meeting.

Cr S Whittington moved:

That:

1. The Appointment of Members to Eastern Health Authority Committees report is received.
2. Cr P Cornish is appointed as Board representative to the Eastern Health Authority Audit Committee until the conclusion of the next Local Government General Election or; until any changes are made to the Eastern Health Authority Charter in relation to Audit Committee membership.
3. Cr J Nenke, C P Cornish and Cr J Allanson are appointed to the Chief Executive Officer Performance Review Committee until the conclusion of the next Local Government General Election.

Seconded by Cr K Barnett

CARRIED UNANIMOUSLY 8: 022023

7:53pm Cr J Nenke and Cr J Allanson returned to the meeting.

Nadia Conci left the meeting at 7:54pm.

Michael Livori left the meeting at 7:55pm.

Nadia Conci returned to the meeting and meeting resumed at 7:57pm

7.8 FSANZ FOOD SAFETY MANAGEMENT TOOLS

Cr K Barnett moved:

That:

1. The report regarding the Food Standards Australia, New Zealand, Food Safety Standard 3.2.2a - Food Safety Management Tools is received.

Seconded by Cr S Whittington

CARRIED UNANIMOUSLY 9: 022023

Michael Livori returned to the meeting at 8:03pm.

8 INFORMATION REPORTS

8.1 ENVIRONMENTAL HEALTH ACTIVITY REPORT

Cr J Allanson moved:

That:

1. The Environmental Health Activity Report is received.

Seconded by Cr S Whittington

CARRIED UNANIMOUSLY 10: 022023

8.2 IMMUNISATION

Cr S Whittington moved:

That:

1. The Immunisation Services Report is received.

Seconded by Cr J Allanson

CARRIED UNANIMOUSLY 11: 022023

9 CONFIDENTIAL ITEMS

9.1 EXTERNAL AUDITOR ENGAGEMENT

Cr M Hammond 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 9.1 - 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 quotation received for conducting the EHA external audits for 2022-2023.
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 S Whittington

CARRIED UNANIMOUSLY

12: 022023

RECOMMENDATION 2

Cr S Whittington moved:

(a) That:

1. The Appointment of External Auditor for 2022-2023 report is received.
2. The Eastern Health Authority Audit extends the engagement with Bentleys as its external Auditor to undertake the 2022-2023 financial year audit.

3. Expressions of interest are sought for an external Auditor for the period commencing 2023-2024 financial year for a three-year term plus a two year conditional option.

Seconded by Cr K Moorehouse

CARRIED UNANIMOUSLY 13: 022023

RECOMMENDATION 3

Cr M Noble 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 Allanson

CARRIED UNANIMOUSLY 14: 022023

9.2 PROSPECT COMMUNITY VILLAGE LICENSING REPORT

Cr S Whittington moved:

That:

RECOMMENDATION 1

1. Pursuant to Clause 3.10(b) of the Eastern Health Authority Charter (and with reference to Section 90 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 Environmental Health and Team Leader Administration and Immunisation, be excluded from attendance at the meeting for Agenda Item 9.2 – Prospect Community Village Licensing Report.
2. The Board is satisfied that, pursuant to Section 90(3)(a) and 90(3)(h) 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, namely allegations and findings of improper conduct on the part of a person;
- legal advice from the Authority’s solicitors relating to the Supported Residential Facilities Act 1992

specifically, legal advice; and

specifically, matters.

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 M Hammond

CARRIED UNANIMOUSLY 15: 022023

RECOMMENDATION 5

Cr M Noble moved:

That:

1. In accordance with Clause 3.11(c) of the Eastern Health Authority Charter, the Board of Management orders that the Report relating to Prospect Community Village Licensing, all the relevant documentation and the Minutes arising from the Report, having been considered by the Board in confidence under Clause 3.10(b) of the Eastern Health Authority Charter (by virtue of Section 90 (3)(a) and 90(3)(h) of the *Local Government Act 1999*), be kept confidential and not available for public inspection until further order of the Board; and
2. This Order is reviewed at least once in every twelve months; and
3. The Board authorise the Chief Executive Officer to disclose the contents of the Report relating to Prospect Community Village Licensing report, minutes in respect of this item, and such other information as necessary to give effect to the Board’s decision.

Seconded by Cr K Barnett

CARRIED UNANIMOUSLY 19: 022023

10 CORRESPONDENCE

Nil.

10 OTHER BUSINESS

Nil.

11 CLOSURE OF MEETING:

The Deputy Chairperson, Cr J Nenke, declared the meeting closed at 9:13 pm.

The foregoing minutes were printed and circulated to EHA Members and member Councils on insert date - 2023.

Cr insert name

CHAIRPERSON