



Board of Management

1 November 2023



local councils working together to protect the health of the community



**EASTERN HEALTH AUTHORITY
BOARD OF MANAGEMENT MEETING**

WEDNESDAY 1 November 2023

Notice is hereby given that a meeting of the Board of Management of the Eastern Health Authority will be held at Eastern Health Authority Offices, 101 Payneham Road, St Peters on Wednesday 1 November 2023 commencing at 6.30 pm.

A light meal will be served at 6.00 pm.

A handwritten signature in black ink, appearing to read 'M Livori', is positioned above the printed name.

**MICHAEL LIVORI
CHIEF EXECUTIVE OFFICER**

AGENDA

EASTERN HEALTH AUTHORITY BOARD OF MANAGEMENT MEETING

WEDNESDAY 1 November 2023

Commencing at 6.30 pm

1 Opening

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

5 Minutes

Recommendation

That the minutes of the meeting of the Council held on Wednesday 30 August 2023 as printed and circulated be taken as read and confirmed.

6 Matters arising from the minutes

Agenda Continued

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9 Correspondence

10 Closure of Meeting

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 30 August 2023 commencing at 6:30pm.

MEMBERS PRESENT:

Cr K Moorhouse, Cr S Whittington	Norwood, Payneham & St Peters
Cr P Cornish, L Henschke	Burnside
Cr M Noble, M Hammond	Campbelltown
Cr K Barnett, Cr T Nguyen	Prospect
Cr J Allanson	Corporation of the Town of Walkerville

In attendance:

M Livori	Chief Executive Officer
K Paparella	Team Leader Administration and Immunisation

1 OPENING:

The meeting was declared open by the Cr Peter Cornish at 6:30 pm.

2 ACKNOWLEDGEMENT OF TRADITIONAL OWNERS:

We acknowledge this land that we meet on today is the traditional land of the Kaurna 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 J Nenke	Corporation of the Town of Walkerville
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5 CONFIRMATION OF MINUTES:

Cr K Barnett moved:

The minutes of the meeting of the Board held on 28 June 2023 be taken as read and confirmed.

Seconded by Cr K Moorhouse

CARRIED UNANIMOUSLY

1: 082023

6 MATTERS ARISING FROM THE MINUTES:

Nil.

7 ADMINISTRATION REPORT

7.1 DRAFT GENERAL PURPOSE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2023

Cr M Noble moved:

That:

1. The General Purpose Financial Reports for the Year ending 30 June 2023 report is received.
2. The Board of Management notes that the Audit Committee is satisfied that the 2022/2023 draft statements present fairly the state of affairs of the organisation.
3. The General Purpose Financial Reports including the Annual Financial Statements for the Year ending 30 June 2023 provided as attachment 1 are received and adopted.
4. The Chair and Chief Executive Officer be authorised to sign the Certification of Financial Statements in relation to the audit for the 2022/2023 year.
5. A copy of the General Purpose Financial Reports including the Annual Financial Statements for the Year ending 30 June 2023 are provided to the Constituent Councils.

Seconded by Cr T Nguyen

CARRIED UNANIMOUSLY

2: 082023

7.2 REPORT ON FINANCIAL RESULTS FOR THE YEAR ENDED 30 JUNE 2023

Cr S Whittington moved:

That:

1. The report on Financial Results for the Year Ending 30 June 2023 is received.

Seconded by Cr L Henschke

CARRIED UNANIMOUSLY 3: 082023

7.3 ANNUAL BUSINESS PLAN 2022/2023 PERFORMANCE EVALUATION

Cr M Noble moved:

That:

1. The Annual Business Plan 2022/2023 Performance Evaluation report is received.

Seconded by Cr T Nguyen

CARRIED UNANIMOUSLY 4: 082023

7.4 EASTERN HEALTH AUTHORITY (EHA) AUDIT COMMITTEE ANNUAL EVALUATION REPORT 2022/2023

Cr S Whittington moved:

That:

1. The report titled EHA Audit Committee Annual Report Evaluation 2022/2023 is received.

Seconded by Cr K Moorhouse

CARRIED UNANIMOUSLY 5: 082023

7.5 FOOD ACT ANNUAL REPORT 2022/2023

Cr S Whittington moved:

That:

1. The report titled Food Act Annual Report 2022/2023 be received.

Seconded by Cr K Barnett

CARRIED UNANIMOUSLY 6: 082023

7.6 2022 / 2023 FINANCIAL YEAR ANNUAL ENVIRONMENTAL HEALTH REPORT

Cr M Hammond moved:

That:

1. The Report titled 2022/2023 Financial Year Annual Environmental Health Report is received and endorsed.

Seconded by Cr S Whittington

CARRIED UNANIMOUSLY 7: 082023

8 CONFIDENTIAL ITEMS

9 CORRESPONDENCE

10 OTHER BUSINESS

11 CLOSURE OF MEETING:

The Chairperson, Cr P Cornish, declared the meeting closed at 7:11 pm.

The foregoing minutes were printed and circulated to EHA Members and member Councils on 31 August 2023.

Cr P Cornish

CHAIRPERSON

7.1 FINANCE REPORT AND FIRST (SEPTEMBER 2023) BUDGET REVIEW FOR 2023/2024

Author: Michael Livori

Ref: AF23/8

Summary

So that members can ensure that Eastern Health Authority (EHA) is operating according to its adopted budget, financial performance is regularly monitored, and statutory budget reviews are considered.

In accordance with regulation 9 of the *Local Government (Financial Management) Regulations 2011*,

- (1) *A council, council subsidiary or regional subsidiary must prepare and consider the following reports:*
- (a) *at least twice, between 30 September and 31 May (both dates inclusive) in the relevant financial year (where at least 1 report must be considered before the consideration of the report under sub regulation (1)(b), and at least 1 report must be considered after consideration of the report under sub regulation (1)(b))—a report showing a revised forecast of its operating and capital investment activities for the relevant financial year compared with the estimates for those activities set out in the budget presented in a manner consistent with the note in the Model Financial Statements entitled Uniform Presentation of Finances;*
 - (b) *between 30 November and 15 March (both dates inclusive) in the relevant financial year—a report showing a revised forecast of each item shown in its budgeted financial statements for the relevant financial year compared with estimates set out in the budget presented in a manner consistent with the Model Financial Statements.*

This report provides the first of the budget reviews required in accordance with regulation 9 (1) and relates to the financial performance of EHA between 1 July 2023 and 30 September 2023. It provides the opportunity to amend the adopted budget in line with revised projections of income and expenditure for the 2023/2024 financial year.

Report

The table below gives a simple analysis of year-to-date income, expenditure and operating result.

Eastern Health Authority - Financial Statement (Level 1)				
1 July 2023 to 31 September 2023				
	Actual	Budgeted	\$ Variation	% Variation
Total Operating Expenditure	\$691,948	\$742,087	(\$50,139)	-7%
Total Operating Income	\$1,077,368	\$1,089,020	(\$11,652)	-1%
Operating Result	\$385,420	\$346,934	\$38,487	11%

The table shows that for the reporting period income was (\$11,652) (-1%) less than budgeted and expenditure was (\$50,139) (-7%) less than budgeted. The net result is a variation of \$34,487 (11%) on the budgeted year to date comparative operating result.

More detailed information is provided in Attachment 1. The attachment provides detail on year to date performance of individual budget lines. Any variation greater than \$5,000 is detailed in the table below with explanatory comments.

Summary Table of Funding Statement Variations				
Income				
Favourable variances are shown in black and unfavourable variances are shown in red .				
Description	YTD Budget	YTD Actual	YTD Variation	Comment
Income				
Fines and Expiations	\$12,500	\$1,626	(\$10,874)	Less than budgeted expiations issued this period. No budget variation requested at this point in time.
Total of Income Variations Requested				Nil
Expenditure				
Favourable variances are shown in black and unfavourable variances are shown in red .				
Description	YTD Budget	YTD Actual	YTD Variation	Comment
Expenditure				
Employee costs	\$522,125	\$472,699	(\$49,426)	Period with vacant position unfilled. -47K variation requested.
Insurance	\$16,750	\$22,978	\$6,228	Increase in LGRS insurance premiums. 7K variation requested
Maintenance	\$11,250	\$20,821	\$9,571	UPS for Vaccine Fridge required replacement. 10K variation requested
Bad and Doubtful Debts	\$0	\$0	\$0	Auditor/Audit Committee recommendation to allow for 20% of budgeted fine income as Bad and Doubtful Debts 10K variation requested

Strategic Plan Development	\$0	\$0	\$0	Board previously approved 20K funding for development of a Strategic Plan in 2022/2023 budget. The funds were not expended, and it is requested that the work is undertaken in the 2023/2024 FY. 20K variation requested
Net Total of Expenditure Variations Requested				\$0
Net Result of all Variations Requested				\$0

Adjustments relating to 2023/2024 Audit

The first budget review for the financial year is required to take into account any differences between the adopted financial statements for 2023/2024 and the audited financial statements for the previous year. The relevant figures from the 2022/2023 audited financial statements have now been incorporated into the financial statement for 2023/2024. The incorporation of these figures has no impact on the estimated operating result.

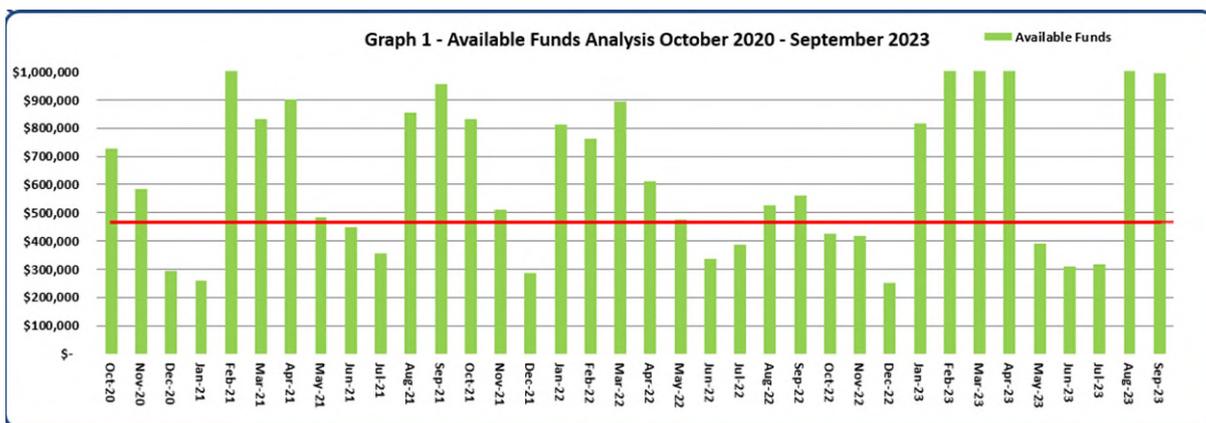
Included as Attachment 2 is a copy of the revised 2023/2024 Budgeted Statutory Financial Statements which include the:

- Revised Statement of Comprehensive Income
- Revised Statement of Cash flows
- Revised Statement of Financial Position
- Revised Statement of Changes in Equity

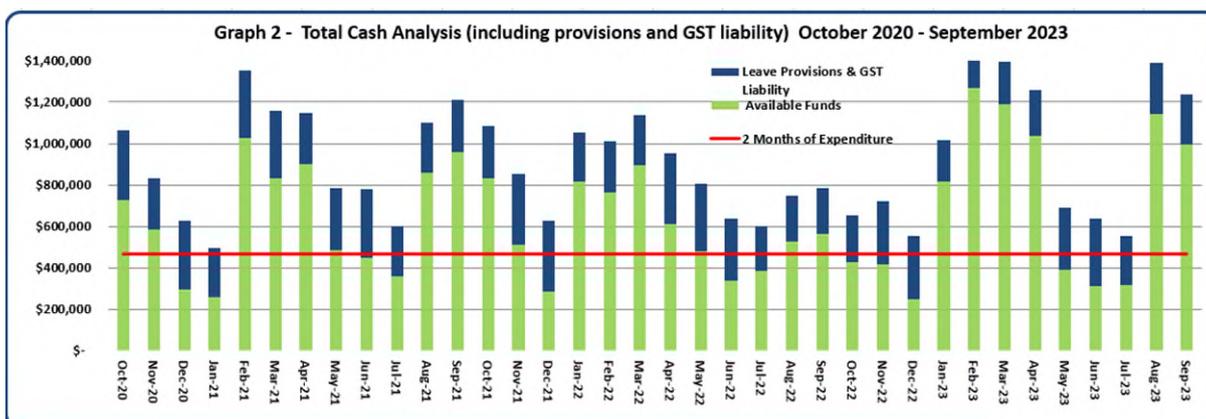
Cash Management

A Bank Reconciliation and Available Funds report for the period ending 30 September 2023 is provided as attachment 3. It shows that available funds were \$994,120 at 30 September 2023 in comparison with \$311,257 on 30 June 2023.

Graph 1 which follows details the level of available funds (total cash minus leave provisions and GST liability) for the preceding 3-year period.



Graph 2 below details the total level of cash on hand including leave provisions and GST liability.



The red line in both graphs indicates the target minimum levels of cash that are recommended to be held for working capital (equivalent to 2 months expenditure). The graphs show that the lowest levels of cash available in the annual cash cycle have generally maintained this target.

RECOMMENDATION

That:

1. The Finance Report and First (September 2023) Budget Review for 2023/2024 report be received.
2. The revised financial forecast for 2023/2024 is noted.

Eastern Health Authority - Financial Statement (Level 3)				
1 July 2023 to 31 September 2023				
Income	Actual	Budgeted	\$ Variation	% Variation
Constituent Council Income				
City of Burnside	\$274,763	\$274,763	\$0	0%
City of Campbelltown	\$242,931	\$242,931	\$0	0%
City of NPS	\$311,800	\$311,800	\$0	0%
City of Prospect	\$111,053	\$111,053	\$0	0%
Town of Walkerville	\$44,553	\$44,553	\$0	0%
Total Constituent Council Contributions	\$985,100	\$985,100	\$0	0%
Statutory Charges				
Food Inspection fees	\$27,031	\$31,000	(\$3,969)	-13%
Legionella registration and Inspection	\$349	\$2,020	(\$1,671)	-83%
Fines & Expiation Fees	\$1,626	\$12,500	(\$10,874)	-87%
Total Statutory Charges	\$29,006	\$45,520	(\$16,514)	-36%
User Charges				
Immunisation: Clinic Vaccines	\$20,477	\$17,500	\$2,977	17%
Immunisation: Worksites Vaccines	\$21	\$0	\$21	0%
Immunisation: Clinic Service Fee	\$476	\$0	\$476	0%
Food Auditing	\$24,270	\$22,400	\$1,870	8%
Total User Charges	\$45,245	\$39,900	\$5,345	13%
Grants, Subsidies, Contributions				
Immunisation:ACIR	\$12,557	\$13,000	(\$443)	-3%
Total Grants, Subsidies, Contributions	\$12,557	\$13,000	(\$443)	-3%
Investment Income				
Interest on investments	\$5,192	\$2,500	\$2,692	108%
Total Investment Income	\$5,192	\$2,500	\$2,692	108%
Other Income				
Motor Vehicle re-imburements	\$0	\$1,250	(\$1,250)	-100%
Sundry Income	\$268	\$1,750	(\$1,482)	-85%
Total Other Income	\$268	\$3,000	(\$2,732)	-91%
Total Income	\$1,077,368	\$1,089,020	(\$11,652)	-1%

Eastern Health Authority - Financial Statement (Level 3)				
1 July 2023 to 31 September 2023				
Expenditure	Actual	Budgeted	\$ Variation	% Variation
Employee Costs				
Salaries & Wages	\$414,883	\$457,500	(\$42,617)	-9%
Superannuation	\$39,085	\$49,500	(\$10,415)	-21%
Workers Compensation	\$5,153	\$4,875	\$278	6%
Employee Leave - LSL Accruals	\$13,579	\$10,250	\$3,329	32%
Total Employee Costs	\$472,699	\$522,125	(\$49,426)	-9%
Prescribed Expenses				
Auditing and Accounting	\$14,158	\$13,250	\$908	0%
Insurance	\$22,978	\$16,750	\$6,228	37%
Maintenance	\$20,821	\$11,250	\$9,571	85%
Vehicle Leasing/maintenance	\$18,302	\$19,250	(\$948)	-5%
Income Protection / Uniform	\$32,401	\$31,000	\$1,401	5%
Total Prescribed Expenses	\$108,659	\$91,500	\$17,159	19%
Rent and Plant Leasing				
Electricity	\$5,911	\$2,500	\$3,411	136%
Plant Leasing Photocopier	\$575	\$750	(\$176)	-23%
Rent	\$37,374	\$38,333	(\$960)	-3%
Water	\$0	\$75	(\$75)	-100%
Gas	\$0	\$675	(\$675)	-100%
Total Rent and Plant Leasing	\$43,859	\$42,333	\$1,526	4%
IT Licensing and Support				
IT Licences	\$14,935	\$16,250	(\$1,316)	-8%
IT Support	\$13,935	\$13,753	\$182	1%
IT Other	\$76	\$500	(\$424)	-85%
Total IT Licensing and Support	\$28,946	\$30,503	(\$1,557)	-5%
Administration				
Administration Sundry	\$2,598	\$1,750	\$848	48%
Accreditation Fees	\$0	\$1,000	(\$1,000)	-100%
Board of Management	\$1,954	\$3,000	(\$1,046)	-35%
Bank Charges	\$1,651	\$875	\$776	89%
Public Health Sundry	\$350	\$1,250	(\$900)	-72%
Fringe Benefits Tax	\$3,620	\$3,500	\$120	3%
Health Promotion	\$0	\$2,250	(\$2,250)	-100%
Legal	\$1,800	\$5,000	(\$3,200)	-64%
Printing & Stationery & Postage	\$5,969	\$5,500	\$469	9%
Telephone	\$4,255	\$4,250	\$5	0%
Occupational Health & Safety	\$1,260	\$2,500	(\$1,240)	-50%
Staff Amenities	\$257	\$1,750	(\$1,493)	-85%
Staff Training	\$1,595	\$5,500	(\$3,905)	-71%
Human Resource Sundry	\$236	\$4,500	(\$4,264)	-95%
Total Administration	\$25,546	\$42,625	(\$17,079)	-40%

Eastern Health Authority - Financial Statement (Level 3)				
1 July 2023 to 31 September 2023				
Immunisation				
Immunisation SBP Consumables	\$1,885	\$2,500	(\$615)	-25%
Immunisation Clinic Vaccines	\$9,760	\$10,000	(\$240)	-2%
Total Immunisation	\$11,645	\$12,500	(\$855)	-7%
Sampling				
Legionella Testing	\$996	\$500	\$496	99%
Total Sampling	\$996	\$500	\$496	99%
Finance Costs				
Unallocated - Bank Trace	(\$402)	\$0	(\$402)	0%
Total Finance Costs	(\$402)	\$ -	(\$402)	0%
Total Materials, contracts and other expenses	\$691,948	\$742,087	(\$50,139)	-7%
Total Operating Income	\$1,077,368	\$1,089,020	(\$11,652)	-1%
Operating Result	\$385,420	\$346,934	\$38,487	11%

EASTERN HEALTH AUTHORITY STATEMENT OF COMPREHENSIVE INCOME				
FOR THE YEAR ENDING 30 June 2024				
AUDITED RESULTS 2022/2023		ADOPTED BUDGET 2023/2024	SEPTEMBER REVIEW	REVISED BUDGET 2023/2024
	INCOME			
1,828,000	Council Contributions	1,970,200	-	1,970,200
136,026	Statutory Charges	183,800	-	183,800
457,619	User Charges	442,500	-	442,500
230,170	Grants, subsidies and contributions	230,000	-	230,000
15,866	Investment Income	10,000	-	10,000
7,255	Other Income	12,000	-	12,000
2,674,936	TOTAL INCOME	2,848,500	-	2,848,500
	EXPENSES			
1,881,592	Employee Costs	2,091,500	(47,000)	2,044,500
571,267	Materials, contracts and other expenses	731,000	47,000	778,000
37,681	Finance Charges	-	-	-
159,013	Depreciation	26,000	-	26,000
2,649,553	TOTAL EXPENSES	2,848,500	-	2,848,500
25,383	Operating Surplus/(Deficit)	-	-	-
	Net gain (loss) on disposal of assets	-	-	-
25,383	Net Surplus/(Deficit)	-	-	-
25,383	Total Comprehensive Income	-	-	-

EASTERN HEALTH AUTHORITY STATEMENT OF CASH FLOWS				
FOR THE YEAR ENDING 30 June 2024				
AUDITED RESULTS 2022/2023		ADOPTED BUDGET 2023/2024	SEPTEMBER REVIEW	REVISED BUDGET 2023/2024
	CASHFLOWS FROM OPERATING ACTIVITIES			
	Receipts			
1,828,000	Council Contributions	1,970,200	-	1,970,200
136,026	Fees & other charges	183,800	-	183,800
418,158	User Charges	442,500	-	442,500
14,506	Investment Receipts	10,000	-	10,000
230,170	Grants utilised for operating purposes	230,000	-	230,000
7,633	Other	12,000	-	12,000
	Payments			
(1,847,155)	Employee costs	(2,091,500)	47,000	(2,044,500)
(586,184)	Materials, contracts & other expenses	(731,000)	(47,000)	(778,000)
(38,517)	Finance Payments	-	-	-
162,637	Net Cash Provided/(Used) by Operating Activities	26,000	-	26,000
	CASH FLOWS FROM FINANCING ACTIVITIES			
	Loans Received	-	-	-
(38,391)	Repayment of Borrowings	-	-	-
(70,803)	Repayment of Finance Lease Liabilities	-	-	-
(109,194)	Net Cash Provided/(Used) by Financing Activities	-	-	-
	CASH FLOWS FROM INVESTING ACTIVITIES			
	Receipts			
	Sale of Replaced Assets	-	-	-
	Payments			
(49,557)	Expenditure on renewal / replacements of assets	-	-	-
	Expenditure on new / upgraded assets	-	-	-
	Distributions paid to constituent Councils	-	-	-
(49,557)	Net Cash Provided/(Used) by Investing Activities	-	-	-
(38,391)	NET INCREASE (DECREASE) IN CASH HELD	26,000	-	26,000
640,883	CASH AND CASH EQUIVALENTS AT BEGINNING OF REPORTING PERIOD	602,492	42,277	644,769
644,769	CASH AND CASH EQUIVALENTS AT END OF REPORTING PERIOD	628,492	42,277	670,769

EASTERN HEALTH AUTHORITY STATEMENT OF FINANCIAL POSITION				
FOR THE YEAR ENDING 30 June 2024				
AUDITED RESULTS 2022/2023		ADOPTED BUDGET 2023/2024	SEPTEMBER REVIEW	REVISED BUDGET 2023/2024
	CURRENT ASSETS			
644,769	Cash and Cash Equivalents	628,492	42,277	670,769
271,901	Trade & Other Receivables	188,901	83,000	271,901
916,670	TOTAL CURRENT ASSETS	817,393	125,277	942,670
	NON-CURRENT ASSETS			
1,104,793	Infrastructure, property, plant and equipment	998,437	80,356	1,078,793
1,104,793	TOTAL NON-CURRENT ASSETS	998,437	80,356	1,078,793
2,021,463	TOTAL ASSETS	1,815,830	205,633	2,021,463
	CURRENT LIABILITIES			
121,916	Trade & Other Payables	163,940	(42,024)	121,916
285,083	Provisions	307,903	(22,820)	285,083
111,865	Borrowings	119,871	(8,006)	111,865
518,864	TOTAL CURRENT LIABILITIES	591,714	(72,850)	518,864
	NON-CURRENT LIABILITIES			
44,614	Provisions	21,716	22,898	44,614
881,032	Borrowings	851,594	29,438	881,032
925,646	TOTAL NON-CURRENT LIABILITIES	873,310	52,336	925,646
1,444,510	TOTAL LIABILITIES	1,465,024	(20,514)	1,444,510
397,806	NET CURRENT ASSETS/(CURRENT LIABILITIES)	225,679	198,127	423,806
576,953	NET ASSETS	350,806	226,147	576,953
	EQUITY			
576,953	Accumulated Surplus/(Deficit)	502,570	74,383	576,953
576,953	TOTAL EQUITY	502,570	74,383	576,953
EASTERN HEALTH AUTHORITY STATEMENT OF CHANGES IN EQUITY				
FOR THE YEAR ENDING 30 June 2024				
AUDITED RESULTS 2022/2023		ADOPTED BUDGET 2023/2024	SEPTEMBER REVIEW	REVISED BUDGET 2023/2024
	ACCUMULATED SURPLUS			
551,570	Balance at beginning of period	502,570	74,383	576,953
25,383	Net Surplus/(Deficit)	-	-	-
576,953	BALANCE AT END OF PERIOD	502,570	74,383	576,953
	TOTAL EQUITY			
551,570	Balance at beginning of period	502,570	74,383	576,953
25,383	Net Surplus/(Deficit)	-	-	-
576,953	BALANCE AT END OF PERIOD	502,570	74,383	576,953

Eastern Health Authority			
Bank Reconciliation as at 30 September 2023			
Bank SA Account No. 141/0532306840			
Balance as per Bank Statement 30 September 2023			\$ 86,713.51
Less Outstanding cheques	\$	-	
Add Outstanding deposits	\$	-	
BALANCE PER General Ledger			<u>\$ 86,713.51</u>
GST as 31 September 2023			
GST Collected	\$107,329.59		
GST Paid	<u>(\$21,093.75)</u>		
Net GST Claimable (Payable)	<u>\$86,235.84</u>		
Funds Available 30 September 2022			
Account	30-Sep-23	30-Jun-23	Variance
Bank SA Cheque Account	\$ 86,714	\$ 194,054	(\$107,340.23)
Local Government Finance Authority	\$ 1,150,868	\$ 445,676	\$705,191.77
Net GST Claimable (Payable)	\$ 86,235.84	\$ 1,224.36	\$85,011
Long Service Leave Provision	(\$181,588.00)	(\$181,588.00)	\$0.00
Annual Leave Provision	(\$148,109.00)	(\$148,109.00)	\$0.00
TOTAL FUNDS AVAILABLE	\$ 994,120	\$ 311,257	\$682,863

7.2 EASTERN HEALTH AUTHORITY CHARTER REVIEW UPDATE

Author: Michael Livori
Ref: AF20/47

Summary

Clause 19 of Schedule 2 of the *Local Government Act 1999* requires that a regional subsidiary has a Charter prepared by its Constituent Councils, and that the Charter is reviewed every 4 years. Clause 12.3 a) of the Charter also requires the review to occur at least every 4 years. The last review of the Eastern Health Authority Charter was finalised in May 2016. An initial report was considered by the Board at its June 2020 meeting and the review process subsequently commenced. This report provides a further update to members in relation to the review process.

Report

The last update in relation to the charter review process was provided to members at the 3 May 2023 meeting. As detailed in the report, following the refinement of two clauses (Clause 9.2 considering Withdrawal of a Member Council and Clauses 2.2 and 2.5 e) f) considering the membership of the Board of Management and the Chair of the Board of Management) a draft amended EHA Charter was provided to Constituent Councils for consideration on 18 April 2023.

Constituent Councils have now considered the latest draft revised charter, and a number of matters still do not have unanimous agreement. Provided as attachment 1 is a table which provides a summary of these matters including Constituent Council latest respective positions.

Clauses 2.2 and 2.5 of the current Eastern Health Authority (EHA) Charter consider the membership of the Board of Management and the Chair of the Board of Management. Following the latest considerations, the following Councils have not endorsed any amendments to the current Charter that would change the structure or composition of the Board of Management, or require the Chair to be an independent member:

- City of Burnside
- Campbelltown City Council
- Town of Walkerville

City of Prospect and Norwood Payneham & St Peters Council have both endorsed the proposed changes, with the caveat that NPSP have requested a provision that the revised clauses will come into effect at the time of the next Local Government general election.

As there are currently three differing Constituent Councils positions in relation to these clauses, it will be now necessary to undertake further discussion and negotiations to attempt to obtain a consensus position.

Additionally, a new request has been made by City of Campbelltown and City of Norwood Payneham & St Peters for the requirement for EHA to maintain a Salary and Gifts and Benefits Register.

New clauses have been developed which accommodate this request and are included in the attached table. At this point in time, City of Burnside, City of Prospect and Town of Walkerville have not yet considered these matters.

To progress the review further, particularly in relation to clauses 2.2 and 2.5, a meeting will be convened with all Constituent Council Chief Executive Officers and Mayors. Due to the additional changes made to the Charter, all Constituent Councils will need to consider the draft Charter again.

Once Constituent Councils have unanimously adopted an amended EHA Charter, a copy of the Charter as amended will be provided to the Minister for State/Local Government Relations and published on a website in accordance with the Local Government Act requirements.

RECOMMENDATION

That:

1. The Eastern Health Authority Charter Review Update Report is received.

Eastern Health Authority Charter Review– Non-Consensus Amendments and Additional Requested Changes – September 2023**PREVIOUS CONSIDERATIONS AND BACKGROUND**

Clauses 2.2 and 2.5 of the current Eastern Health Authority (EHA) Charter consider the membership of the Board of Management and the Chair of the Board of Management.

During the original charter review consultation phase the Town of Walkerville suggested reducing the number of Board Members from two (2) per Constituent Council to one (1) per Constituent Council, with an Independent Chairperson.

Campbeltown City Council supported this position, however both Burnside Council and Norwood Payneham and St Peters Council did not support this proposition.

The Authority's Audit Committee supported the proposition that the Chairperson should be an Independent Member.

The EHA Board considered the feedback from the committee and were of the collective opinion that the current arrangements, where the chair is selected from the Constituent Council Board representatives was suitable considering the size and structure of EHA and the business transacted at Board meetings.

On 15 August 2022, a meeting was held at EHA offices with the Chief Executive Officers (CEO's) of all Constituent Councils to consider the non-consensus items which remained unresolved. CEOs requested that clauses be developed that allow for a Board consisting of an independent chair plus one member from each council and deputy members.

Clauses were subsequently developed using input from each Constituent Councils respective administrations. These clauses were included in the latest draft revised Charter provided to Constituent Councils on 18 April 2023 by EHA administration for consideration.

Constituent Councils subsequently considered the draft revised charter, and their latest respective positions are detailed below.

Eastern Health Authority Charter Review– Non-Consensus Amendments and Additional Requested Changes – September 2023

SUMMARY OF LATEST CONSTITUENT COUNCIL POSITIONS

CITY OF BURNSIDE:

At its meeting held 13 June 2023, City of Burnside considered the draft revised Charter and Resolved the following:

1. That Council endorses the revised Eastern Health Authority Charter as provided in Attachment A to report number 128-23 with the exception of clauses 2.2 and 2.5.
2. That point 4.4(b) should read the Board rather than the Eastern Health Authority.

CAMPBELLTOWN CITY COUNCIL:

At its meeting held 1 August 2023, Campbelltown City Council considered the draft revised Charter and Resolved the following:

1. receive the report
2. endorse the proposed changes to the Eastern Health Authority Charter, as detailed in Attachment 1 (except 2.2(a) to (j) and 2.5 (a) to (f)) to this report, subject to the inclusion of additional new Clauses regarding the following matters in accordance with the Local Government Act 1999:
 - the provisions of Section 105 (Register of Salaries), Section 119A (Register of Gifts and Benefits) and Schedule 5 (Documents to be made available by Councils) of the Local Government Act 1999, extend to the Eastern Health Authority as if it were a Council, requiring the Chief Executive Officer to keep, maintain and publish documents on the website of the Authority, including in relation to each position held by an employee of the Eastern Health Authority

Eastern Health Authority Charter Review– Non-Consensus Amendments and Additional Requested Changes – September 2023

3. acknowledges the ‘Working Example’ (Attachment 4 to this report) in relation to considerations surrounding a withdrawal of a Member Council
4. agrees that the costs in relation to the remuneration of an Independent Chair of Eastern Health Authority are to be shared equally between Member Councils
5. request that the Chief Executive Officer write to the Eastern Health Authority Board of Management advising Council’s position in relation to the Charter review and requesting that the Authority’s Chief Executive Officer write to all Constituent Councils advising of the City of Campbelltown’s position regarding the draft EHA Charter and new Clauses regarding Sections 105, 119A and Schedule 5 of the Local Government Act 1999.

CITY OF NORWOOD PAYNEHAM & ST PETERS:

At its meeting held 3 July 2023, City of Norwood Payneham & St Peters considered the draft revised Charter and Resolved the following:

1. The Council endorses the proposed changes to the EHA Charter, as contained in Attachment A to this report, subject to the inclusion of the additional new Clauses regarding the following matters in accordance with the Local Government Act 1999:
 - the provisions of clauses 2.2 a) (a) and (b) of the Charter dealing with the amended composition of the EHA Board, will take effect at the 2026 Local Government Election; and
 - the provisions of clauses 2.5 of the Charter dealing with the Independent Chairperson of the EHA Board, will take effect at the 2026 Local Government Election; and
 - the provisions of Section 105 of the Local Government Act 1999, extend to the Eastern Health Authority as if it were a Council, requiring the Chief Executive Officer to keep, maintain and publish on the website of the Authority, a Register of Salaries containing the information prescribed in Section 105 in relation to each position held by an employee of the Eastern Health Authority; and
 - the provisions of Section 119A of the Local Government Act 1999, extend to the Eastern Health Authority as if it were a Council, requiring the Chief Executive Officer to keep, maintain and publish on the website of the Authority, a Register of Gifts and Benefits containing the information prescribed in Section 119A in relation to each position held by an employee of the Eastern Health Authority.

Eastern Health Authority Charter Review– Non-Consensus Amendments and Additional Requested Changes – September 2023

2. That the Authority’s Chief Executive Officer write to the Constituent Councils advising of the City of Norwood Payneham & St Peters’ position regarding the draft EHA Charter and new Clauses regarding transition provisions and Sections 105, 119A and Schedule 5 of the Local Government Act 1999, and in particular requesting that the City of Burnside and the Town of Walkerville re-consider their positions regarding their objections to the proposed changes to Clauses 2.2 and 2.5 of the draft Charter on the basis of the transition provisions endorsed by the City of Norwood Payneham & St Peters.

CITY OF PROSPECT:

At its meeting held 23 May 2023, City of Prospect considered the draft revised Charter and Resolved the following:

1. Having considered Item 10.10 Eastern Health Authority Charter Review receives and notes the report and all Attachments 1 – 3 therein.
2. Having considered Item 10.10 Eastern Health Authority Charter Review, endorses the revised Eastern Health Authority Charter (as presented in Attachment 2).
3. Having considered Item 10.10 Eastern Health Authority Charter Review, acknowledges the “Working Example” in relation to considerations surrounding a withdrawal of a Member Council (as presented in Attachment 3).
4. Authorises the Chief Executive Officer (or delegate) to write to Eastern Health Authority informing them of Council’s position in relation to the Charter Review.

TOWN OF WALKERVILLE:

At its meeting held 23 May 2023, City of Prospect considered the draft revised Charter and Resolved the following:

1. That Council receive and note the Eastern Health Authority Charter Review report.
2. That the revised Eastern Health Authority Charter, appearing as Attachment C to this report be endorsed and adopted by Council, with the exception of Clauses 2.2 and 2.5 the proposed reduction in Board Membership representation and the appointment of an independent member (including costing) and that administration further discuss these items with EHA and the ERA CEOs.
3. That Council direct Administration to write to the Eastern Health Authority informing them of Council’s decision.

Eastern Health Authority Charter Review– Non-Consensus Amendments and Additional Requested Changes – September 2023**CLAUSES 2.2 – MEMBERSHIP OF THE BOARD AND CLAUSE & 2.5 - CHAIR OF THE BOARD**

As detailed previously, Clauses 2.2 and 2.5 of the current Eastern Health Authority (EHA) Charter consider the membership of the Board of Management and the Chair of the Board of Management.

Following the latest considerations, the following Councils **have not** endorsed any changes to the Charter that would change the current structure or composition of the Board of Management, or require the Chair to be an independent member:

- **City of Burnside**
- **Campbelltown City Council**
- **Town of Walkerville**

City of Prospect and **Norwood Payneham & St Peters Council** (NPSP) have both endorsed the proposed changes, with the caveat that NPSP have requested a provision that the revised clauses will come into effect at the time of the next Local Government general election.

Summary

As there are currently three differing Constituent Councils positions in relation to these clauses, it will be now necessary to undertake further discussion and negotiations to attempt to obtain a consensus position.

Eastern Health Authority Charter Review– Non-Consensus Amendments and Additional Requested Changes – September 2023**CLAUSES 4.4(b) – ACTING CHIEF EXECUTIVE OFFICER**

City of Burnside has requested that clause 4.4(b) (see below) should read Board rather than EHA.

4.4. Acting Chief Executive Officer

- a) Where an absence of the Chief Executive Officer is foreseen, the Chief Executive Officer may appoint a suitable person to act as Chief Executive Officer.
- b) If the Chief Executive Officer does not make or is incapable of making an appointment under clause a), a suitable person will be appointed by EHA.

Legal advice has subsequently been obtained which has confirmed that it is appropriate and correct to refer to EHA in clause 4.4(b). EHA is the legal entity which has the power in clause 4.4(b). It exercises that power through the Board as the Board is the governing body of EHA and the vehicle through which decisions of EHA are made. As confirmed in clause 2.1, a decision of the Board is a decision of EHA.

Summary

The City of Burnside request has not been reflected in the latest draft revised Charter in light of the legal advice.

City of Burnside will be requested to reconsider their position in relation to this clause.

Eastern Health Authority Charter Review– Non-Consensus Amendments and Additional Requested Changes – September 2023

REGISTER OF SALARIES /REGISTER OF GIFTS AND BENEFITS/SCHEDULE 5

City of Campbelltown have requested that:

- the provisions of Section 105 (Register of Salaries), Section 119A (Register of Gifts and Benefits) and Schedule 5 (Documents to be made available by Councils) of the Local Government Act 1999, extend to the Eastern Health Authority as if it were a Council, requiring the Chief Executive Officer to keep, maintain and publish documents on the website of the Authority, including in relation to each position held by an employee of the Eastern Health Authority

City Of Norwood Payneham and St Peters have request that:

- the provisions of Section 105 of the Local Government Act 1999, extend to the Eastern Health Authority as if it were a Council, requiring the Chief Executive Officer to keep, maintain and publish on the website of the Authority, a Register of Salaries containing the information prescribed in Section 105 in relation to each position held by an employee of the Eastern Health Authority; and
- the provisions of Section 119A of the Local Government Act 1999, extend to the Eastern Health Authority as if it were a Council, requiring the Chief Executive Officer to keep, maintain and publish on the website of the Authority, a Register of Gifts and Benefits containing the information prescribed in Section 119A in relation to each position held by an employee of the Eastern Health Authority.

City of Burnside, City of Prospect and Town of Walkerville have not consider this request at this point in time.

Register of Salaries

As an alternative to publishing a salary register on its website, EHA administration requests that Constituent Councils consider the requirement in relation to salary information be that a salary register is provided to the Chief Executive Officers of the Constituent Councils on an annual basis.

In the current industrial relations climate recruitment of appropriate professional staff is extremely difficult. EHA has a small number of positions and employees which makes it easy to identify each individual staff member's details. A public register may impact the ability to recruit via salary negotiation as this may create expectations for existing staff members.

The clause below has been developed requiring EHA to provide a Salary Register to the Chief Executive Officers of Constituent Councils on an annual basis.

Eastern Health Authority Charter Review– Non-Consensus Amendments and Additional Requested Changes – September 2023

12.7 Register of Salaries

- a) *The chief executive officer of EHA will ensure that a record (**the Register of Salaries**) is kept in which is entered—*
 - (a) *the title of each position held by an employee of EHA; and*
 - (b) *in relation to those positions held by employees who are paid according to salary scales set out in an award or industrial agreement—*
 - (a) *the classifications of the employees who hold those positions; and*
 - (b) *the salary scales applicable to each classification (indicating in relation to each scale the number of employees who are paid according to that scale); and*
 - (c) *details of other allowances or benefits paid or payable to, or provided for the benefit of, any of those employees as part of a salary package; and*
 - (c) *in relation to each position held by an employee who is not paid according to a salary scale set out in an award or industrial agreement referred to above—*
 - (a) *the salary payable to the employee who holds that position; and*
 - (b) *details of other allowances and benefits paid or payable to, or provided for the benefit of, the employee as part of a remuneration package.*
- b) *The chief executive officer of EHA must ensure that a record is made in the Register of Salaries within 28 days after—*
 - (a) *a change in the salary, wage or remuneration, or an allowance or benefit, payable to, or provided for the benefit of, an employee; or*
 - (b) *the payment or provision of an allowance or benefit not previously recorded in the Register, (insofar as may be necessary or appropriate in the circumstances of the particular case).*
- c) *The chief executive officer of EHA is not required to include in a Register of Salaries details of any reimbursement of expenses incurred by an employee in performing official duties unless that reimbursement occurs by way of the periodic payment of a lump sum that is not calculated so as to provide exact reimbursement of expenses incurred by an employee in performing official duties.*

Eastern Health Authority Charter Review– Non-Consensus Amendments and Additional Requested Changes – September 2023

- d) *The chief executive officer of EHA must provide the Register of Salaries to the chief executive officers of the Constituent Councils within 60 days of 30 June in each year.*

12.8 Register of Gifts

The clause below has been developed requiring EHA to publish on its website a Register of Gifts and benefits.

- (a) *The provisions regarding gift and benefits applying to employees of a council apply to employees of EHA as if EHA were a council and the employees of EHA were employees of a council.*

- (b) *The chief executive officer of EHA must publish the register of gifts and benefits on a website determined by the chief executive officer of EHA.*

Schedule 5

Campbelltown City Council have alone requested that Schedule 5 of the Local Government Act apply to Eastern Health Authority.

Schedule 5 has a broad range of requirements in relation to documents that are required to be made available to councils, many of which are specific to councils and not applicable to a Regional Subsidiary.

It should be noted that EHA currently makes available on its website:

- EHA Charter
- Agendas and Minutes of Meetings
- Annual Reports
- Annual Business plan
- Policy Documents
- Codes of Conduct

It is not recommended that this request be provided to other Constituent Councils for consideration.

8.1 ENVIRONMENTAL HEALTH ACTIVITY REPORT

1.0 General Activity

During the reporting period EHA administered the *Food Act 2001*, *SA Public Health Act 2011* and *SRF Act 1992* along with their respective standards and regulations to protect and promote the health and wellbeing of the community.

Graph 1 illustrates the number of inspections per category for the financial year to date. As shown in Graph 1 a large proportion of inspections relate to activities under the *Food Act 2001*.

Graph 1: Number of inspections conducted per category for financial-year-to-date.

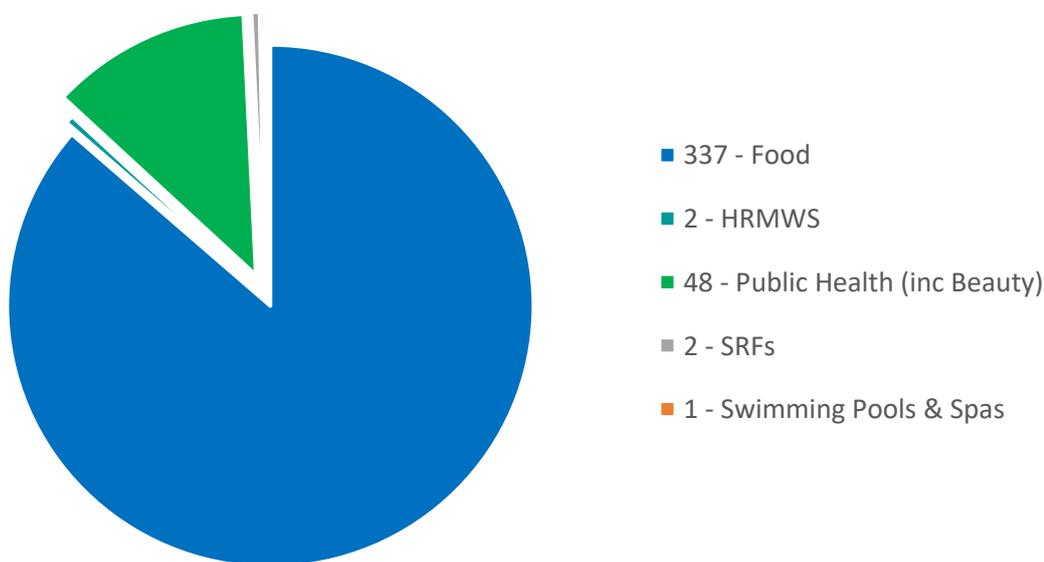


Table 1: Number of inspections conducted per category for financial-year-to-date.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
Food	96	88	113	36	6	339
Beauty	0	0	0	0	0	0
HRMWS	0	2	0	0	0	2
Public Health Complaint	17	14	6	8	3	48
SRFs	0	1	0	1	0	2
Swimming Pools & Spas	1	0	0	0	0	1
Total	114	105	119	45	9	392

2.0 Food Safety

2.1 Food Premise Inspections

A total of 199 routine inspections of food businesses were undertaken during the reporting period. An additional 91 follow-up inspections were required to ensure compliance with the Food Safety Standards. In total, 339 food premise inspections were completed during the reporting period (Table 2).

As shown in Graph 2 the number of routine and complaint inspections decreased by 7% and 27% respectively when compared to the reporting period for the previous year. The required number of follow-up inspections is comparable to the previous reporting period. The total number of inspections completed for the financial year to date are further broken down by Council area in Table 2.

Graph 2: A two year comparison of the total number of inspections conducted for the financial year-to-date.

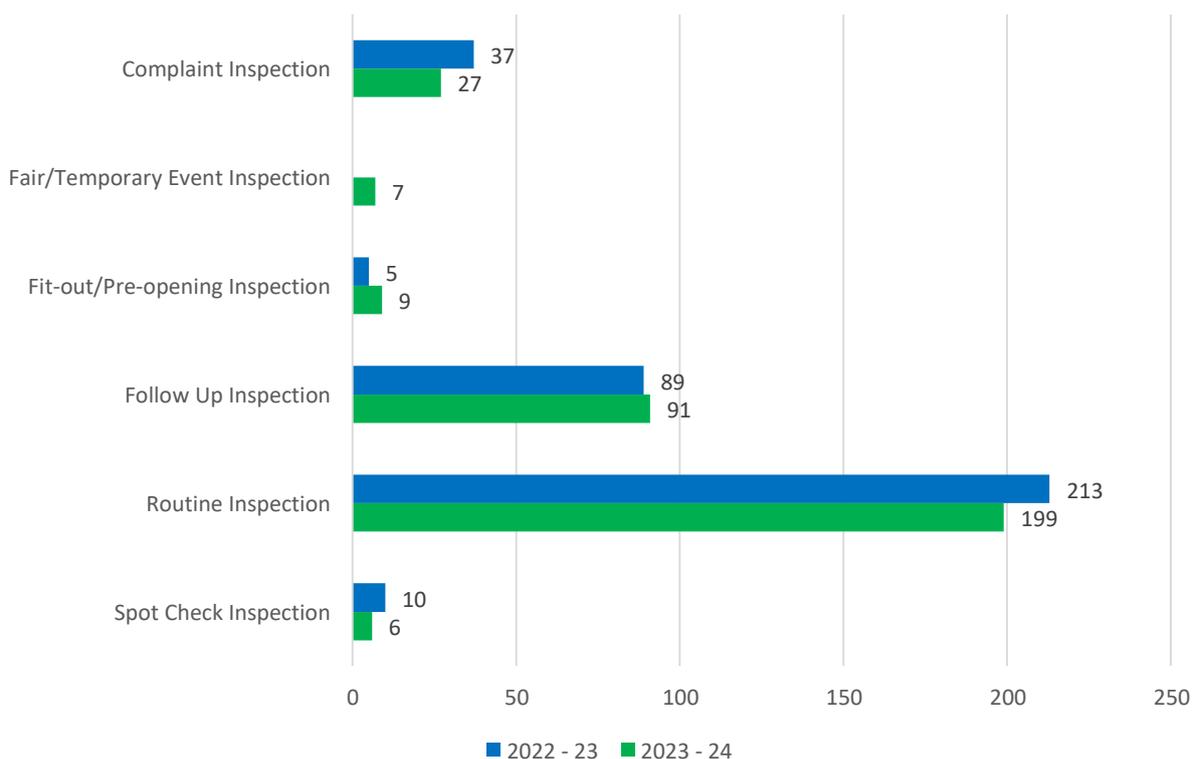


Table 2: Food premises inspections for the financial year-to-date.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
Routine Inspection	58	50	69	19	3	199
Follow up Inspection	21	26	32	9	3	91
Complaint Inspection	6	10	8	3	0	27
Fit-out/Pre-opening Inspection	3	1	2	3	0	9
Fair/Temporary Event Inspection	7	0	0	0	0	7
Spot Check Inspection	1	1	2	2	0	6
Total	96	88	113	36	6	339

2.2 Non-Compliance with Food Safety Standards

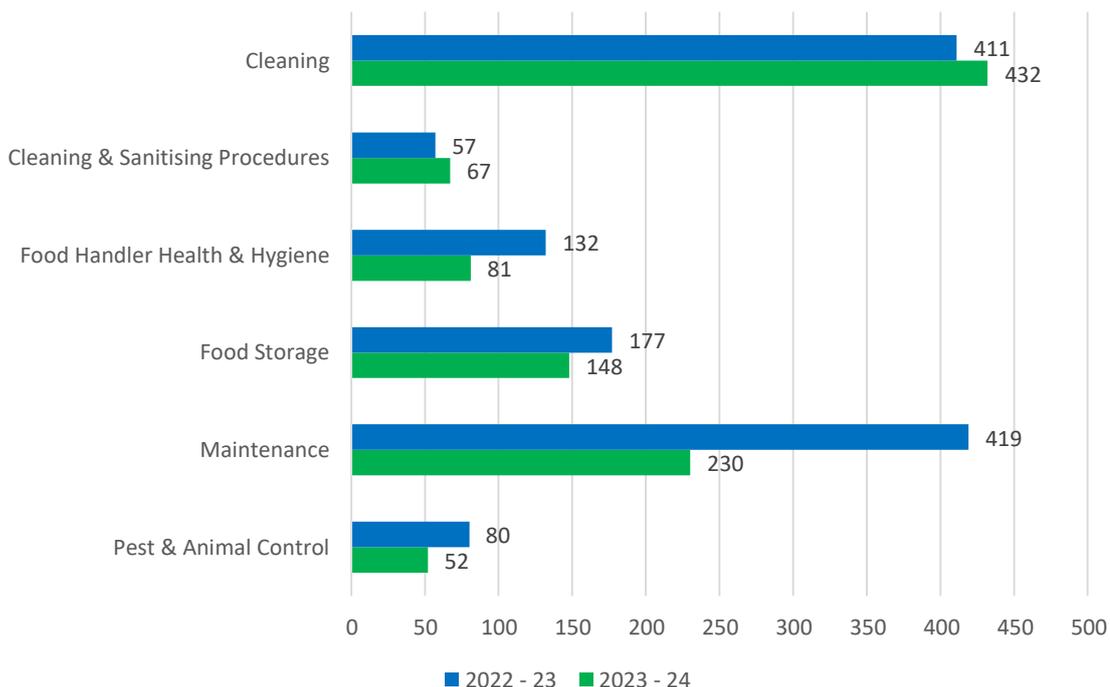
The SA Health Food Safety Rating Scheme Checklist (FSRS) is used to assess business compliance with food safety standards at routine inspections. Non-compliances against the Standards can range from Minor, Major to Serious. This is dependent on the risk and seriousness of the breach. EHO's identified a total of 987 non-compliances with the Food Safety Standards during the reporting period (Table 3). The majority of non-compliances were minor in nature with 73% of the non-compliances captured within this category.

Table 3: The type and number of non-compliances identified at routine inspections during the financial year-to-date.

Type of non-compliance	Number of non-compliances
Minor	723 (73%)
Major	185 (19%)
Serious	79(8%)
Total	987

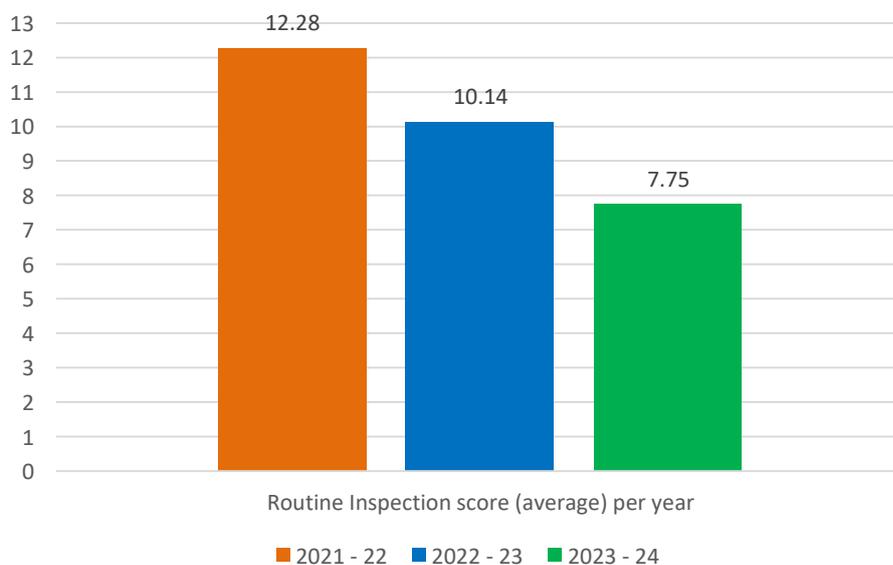
A poor standard of cleanliness, maintenance and unsafe storage of food accounted for the most common non-compliances identified during routine inspections for the financial year to date over a two year period (Graph 3). A significant decrease of 45% in maintenance non-compliances was observed during routine inspections compared to the same reporting period for the previous year. Food storage and cleaning non-compliances recorded a 16% decrease and 5% increase respectively when compared to the previous reporting period (Graph 3).

Graph 3: A two year comparison of non-compliances identified at routine inspections during the financial year-to-date.



During routine inspections EHO’s calculate a score based on how well the food business meets food safety standards. A high inspection score indicates poor compliance with the Food Safety Standards. Graph 4 demonstrates that there is a decreasing trend over time in the average routine inspection score for the financial year to date over the past three years. The decrease in the average routine inspection score is a positive indication that food safety standards within businesses continues to improve.

Graph 4: A three year comparison of the average routine inspection score during the financial year-to-date.



2.3 Legal Actions for Food Premises

During the board reporting period, seven Improvement Notices and one Warning were issued. One Expiation Notice was also issued during for failing to comply with an Improvement Notice.

As shown in Graph 5 there has been a decrease in the number of legal actions required to be taken for the current financial year to date compared to the previous year.

The majority of the food businesses requiring legal action were P1 high risk businesses (Table 5). However, enforcement action is not limited to high-risk businesses, with legal actions also required to be taken for lower risk P2 and P3 food businesses. A total of nine legal actions were required to be taken for food businesses for the financial year to date (Table 4).

Graph 5: A two year comparison of legal action taken for the financial year-to-date.

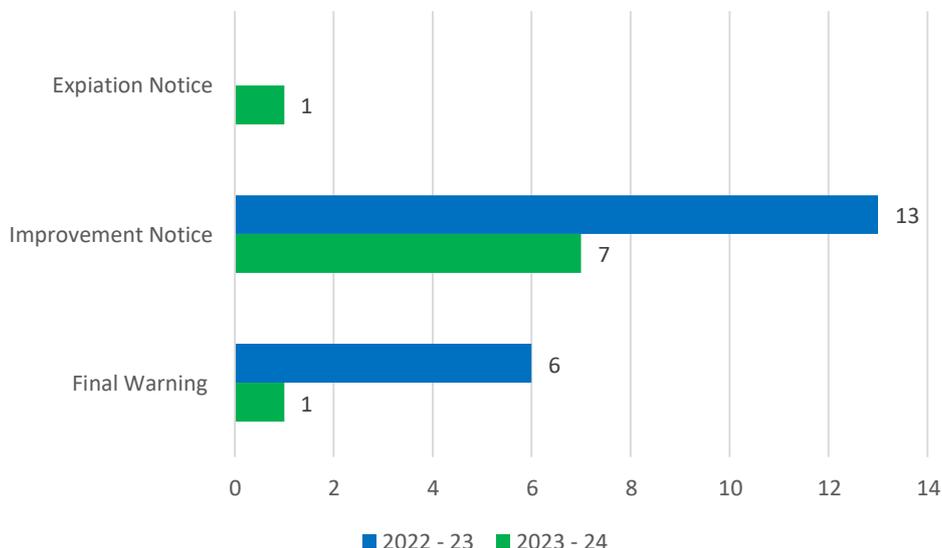


Table 4: Legal action taken for financial year-to-date.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
Final Warning	1	0	0	0	0	1
Improvement Notice	2	1	4	0	0	7
Expiation Notice	0	0	1	0	0	1
Total	3	1	5	0	0	9

Table 5: Legal action taken per food business risk classification for the financial year-to-date.

	P1	P2	P3
Final Warning	1	0	0
Improvement Notice	4	2	1
Expiation Notice	1	0	0
Prohibition Order	0	0	0

2.4 Food Complaints

For the reporting period 1 July 2023 to 30 September 2023 EHA received 25 complaints that were investigated under the *Food Act 2001*. The complaints are shown by category in Graph 6 and by respective council area in Table 6.

Alleged food poisoning complaints, poor personal hygiene/food handling practices and unsuitable/unsafe food were the most common type of complaints received and investigated during the reporting period (Graph 6).

There was a decrease in the number of alleged food poisoning and poor personal hygiene/food handling practices complaints received during the reporting period when compared to the previous year (Graph 6).

Graph 6: A two year comparison of food complaints received for the financial year-to-date.

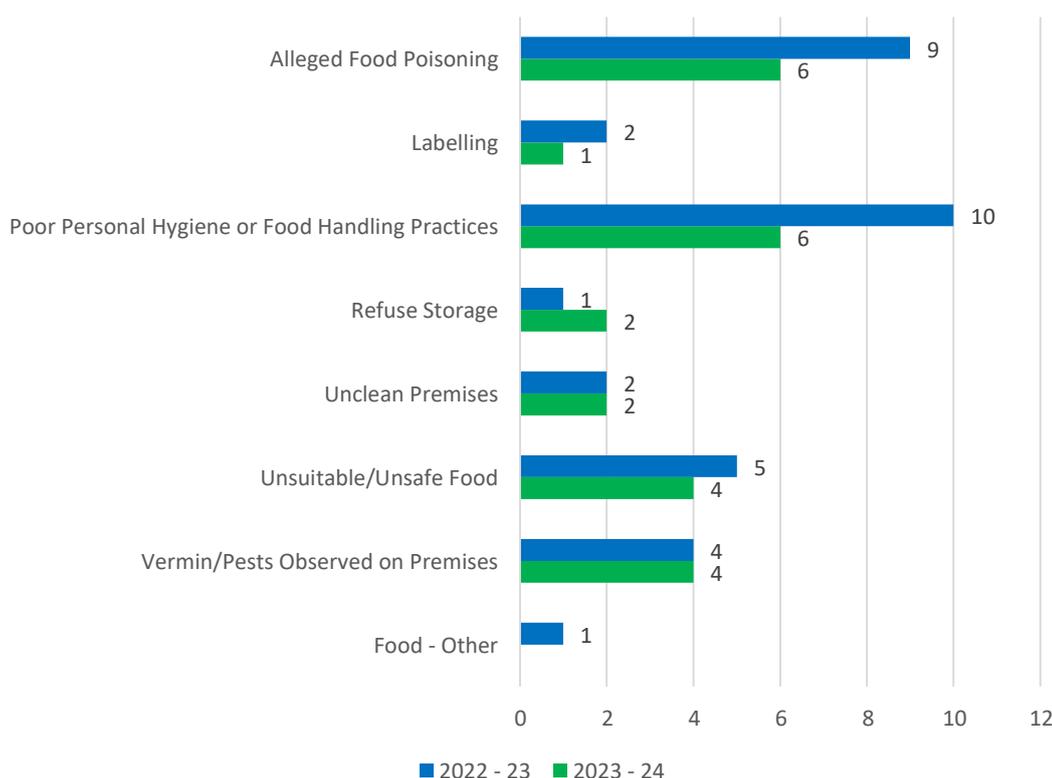


Table 6: Food complaints received by council area for the financial year-to-date.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
Alleged Food Poisoning	1	2	2	1	0	6
Labelling	0	1	0	0	0	1
Poor personal hygiene or food handling practices	1	0	2	3	0	6
Refuse Storage	1	0	1	0	0	2
Unclean premises	1	1	0	0	0	2
Unsuitable/unsafe food	0	2	2	0	0	4
Vermin/pests observed on premises	2	1	1	0	0	4
Total	6	7	8	4	0	25

2.5 Audits of Businesses that Serve Vulnerable Populations

During the reporting period, 14 businesses within the Constituent Council boundaries and 20 businesses in other council areas were audited under Standard 3.3.1 of the *Australia New Zealand Food Standards Code* (Table 7). There was one follow-up audit required during the reporting period.

Table 7: Food audits completed for financial year-to-date.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Out of Council	Total
Audits	2	5	4	2	1	20	34
Follow-up audits	0	0	0	0	0	1	1
Total	2	5	4	2	1	21	35

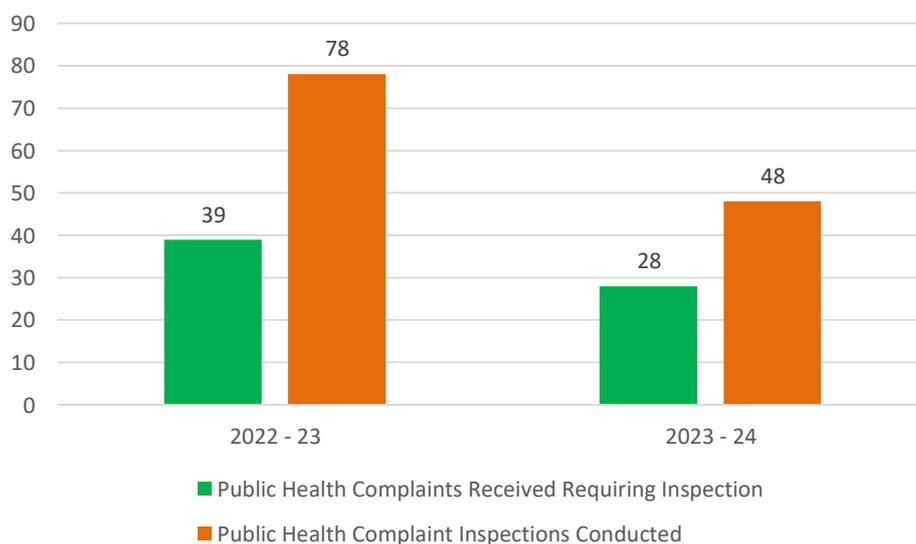
3.0 Public Health

3.1 Public Health Complaints

For the reporting period 1 July 2023 to 30 September 2023 there was a total of 28 public and environmental health related complaints received.

As shown in Graph 7, 28 public and environmental health related complaints required an inspection, with a total of 48 inspections undertaken to investigate these complaints. This equates to an average rate of 1.7 inspections to be completed per complaint received for the current reporting period.

Graph 7: A two year comparison of the public and environmental health complaints received compared to completed inspections for the financial year-to-date.



There has been a slight decrease in the number of public and environmental health complaints received when compared to the previous year (Graph 7). However, the number of vector control and sanitation complaints still accounts for the most common type of complaints received and investigated over the past two years (Graph 8).

The total number of public and environmental health complaints received for the reporting period are further broken down by Council area in Table 8.

Graph 8: A two year comparison of public and environmental health complaints received for the financial year-to-date.

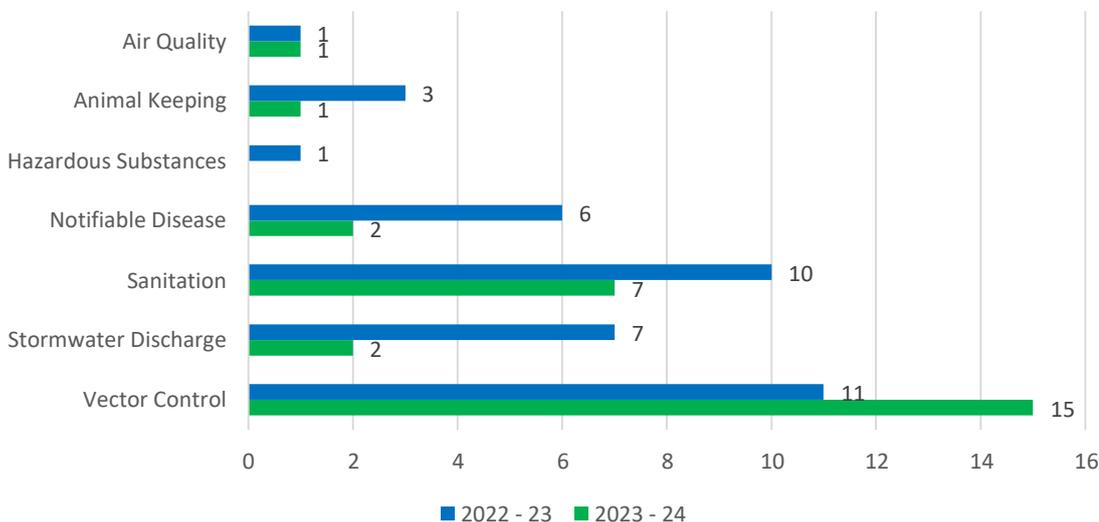


Table 8: Public and environmental health complaints for financial year-to-date by council area.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
Air Quality	0	0	1	0	0	1
Animal Keeping	1	0	0	0	0	1
Notifiable Disease	1	0	1	0	0	2
Sanitation	5	1	0	1	0	7
Stormwater Discharge	1	0	1	0	0	2
Vector Control	5	5	1	2	2	15
Total	13	6	4	3	2	28

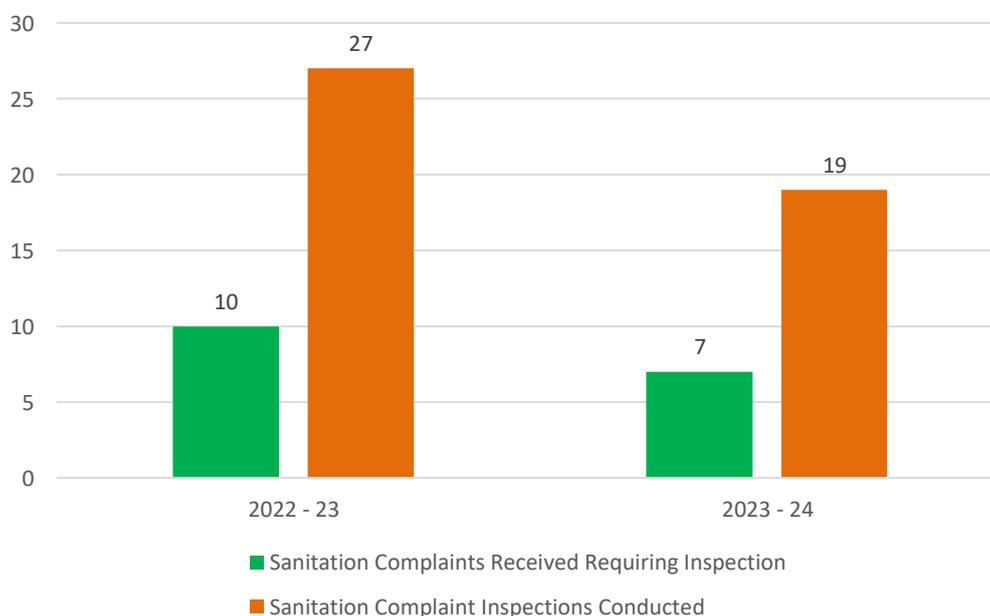
Due to the nature of vector control and sanitation complaints the investigation will often require more than one inspection.

Sanitation complaints most commonly involve hoarding and squalor. These types of complaints are often complex and have additional underlying issues that require interaction from other agencies. Multiple inspections over an extended period of time are required to enable the complaint to be successfully addressed. Within the current financial year there has been a total of 6 inspections completed for the three premises that have required two or more inspections.

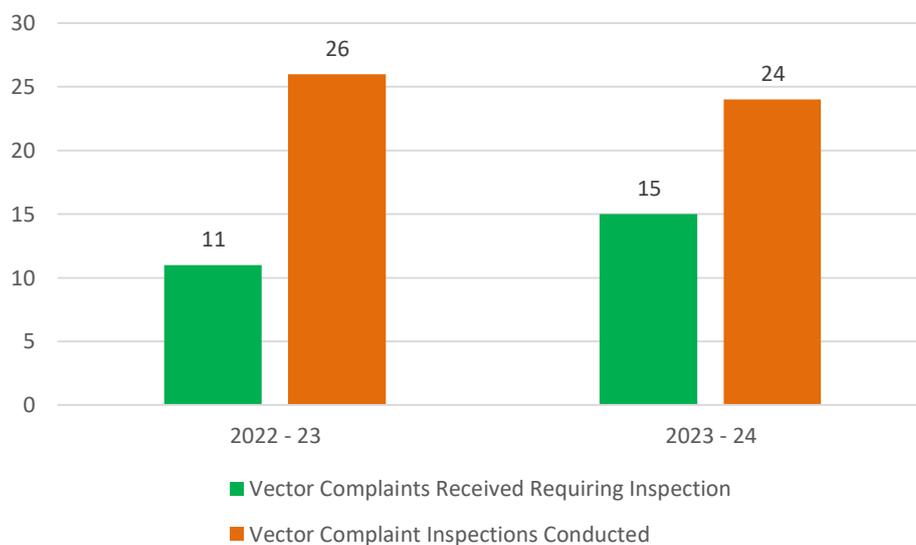
As shown in Graph 9, the number of sanitation complaints received over the past two years has remained consistent. The graph also shows that there is a high average rate of 2.7 inspections required per sanitation complaint over the past two years.

As illustrated in Graph 8 a high proportion of vector control complaints relate to vermin activity. There has been a 27% increase in the number of vector control complaints received and an 8% decrease in the number of inspections required compared to the previous reporting period (Graph 10). The graph also shows that there is a high average rate of 1.9 inspections required per vector control complaint over the past two years.

Graph 9: A two year comparison of sanitation complaints received compared to completed inspections for the financial year-to-date.



Graph 10: A two year comparison of vector control complaints received compared to completed inspections for the financial year-to-date.



3.2 Cooling Towers & Warm Water Systems

During the reporting period a scheduled inspection was conducted for one warm water system, with a follow-up inspection required to be undertaken at the same site (Table 9).

A water sample was taken at one cooling tower inspection in the previous reporting period. The results were received within this reporting period and returned positive for *Legionella*. A system decontamination was undertaken immediately by the site. A resample of the system by the site returned negative detections of *Legionella*.

No complaints were received during the reporting period.

Table 9: Cooling Tower and Warm Water System Inspections for financial year-to-date.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
Routine Inspection	0	1	0	0	0	1
Follow-up Inspection	0	1	0	0	0	1
<i>Legionella</i> Detections during sampling	1	0	0	0	0	1
Total	1	2	0	0	0	3

3.3 Public Swimming Pools and Spas

Due to the seasonal schedule one swimming pool inspection was conducted within the City of Burnside for the reporting period. There were no follow up inspections or complaints received.

3.4 Personal Care and Body Art

During the reporting period there were no routine inspections required for Personal Care and Body Art premises. No complaints were received requiring investigation.

3.5 Wastewater

During the reporting period there were no waste control system applications received which required assessment in accordance with the requirements of the *SA Public Health (Wastewater) Regulations 2013*.

Wastewater service reports are regularly received and monitored for compliance on an ongoing basis. No service reports required further actioning within the reporting period.

4.0 Health Care and Community Services - Supported Residential Facilities

For the reporting period 1 July 2023 to 30 September 2023 two dual licence and one pension only facility were licenced by EHA under the *Supported Residential Facilities Act 1992*.

Audits/Inspections

During the reporting period one follow-up and one spot check inspection were completed.

Complaints

No complaints were received during the reporting period.

Approval of Manager / Acting Manager

During the reporting period one application for the approval of an acting manager was received. The application is pending approval.

Licence Transfer

There were no licence transfer applications or approvals.

RECOMMENDATION

That:

The Environmental Health Activity Report is received.

8.2 IMMUNISATION

2023 School Immunisation Program (SIP)

During the reporting period of 1 July 2021 to 30 September 2023, sixteen school immunisation sessions were completed and a total of 1,741 vaccines were administered. These visits completed the 2023 School Immunisation Program for the schools in EHA's Constituent Council and contract council areas (see Table 1).

Table 1: School Vaccinations July 2023 to September 2023

Council	Meningococcal (Men B)	(Men ACWY)	Total
Burnside	532	48	580
Campbelltown	189	11	200
NPSP	453	13	466
Prospect	46	1	47
Walkerville	66	0	66
Unley	93	5	98
Adelaide Hills	273	11	284
Total	1652	89	1741

A total of 15,137 vaccines have been administered for the school year from January to September 2023 (see Table 2) which is an increase of 4,469 (41.89%) when compared to the same period in 2022.

The increase in vaccines delivered was due to the catch-up program to transition Year-7's into the SIP program and replace the Year-8 cohort from 2024. EHA continues to offer additional catch-up clinics for school absentees.

Table 2: School Vaccinations for Calendar Year to Date – January to September 2023

Council	Human Papillomavirus	Diphtheria Tetanus and Pertussis (dTpa)	Meningococcal (Men B)	(Men ACWY)	Total
Burnside	1408	1426	1472	912	5218
Campbelltown	583	589	391	231	1794
NPSP	990	996	1052	620	3658
Prospect	184	187	144	80	595
Walkerville	137	137	137	78	489
Unley	290	299	281	169	1039
Adelaide Hills	688	708	600	348	2344
Total	4280	4342	4077	2438	15137

The SIP for 2024 will see a change in the student year levels being immunised. The year 8 students will no longer require school vaccinations and the program will change to year 7 and 10 students only for 2024. Vaccine types to be administered will remain unchanged. It has been confirmed the hard copy immunisation student consents will continue to be used for the 2024 School Immunisation Program. A School Immunisation Provider forum is scheduled for 14 November 2023 where the program will be discussed in detail.

Visit dates for the 2024 program have been provided to the Constituent Council schools and are due to be confirmed by the end of October. This will ensure preparation for the SIP is underway prior to the Christmas break and beginning of the new school year.

See table 5 below for the proposed school dates for 2024.

SCHOOL NAME	Year level (visit)	Day of Visit	Date of Visit	Council
Glenunga International High	Year 7 (1)	Thursday	25/07/2024	Burnside
Glenunga International High	Year 10 (1)	Friday	26/07/2024	Burnside
Glenunga International High	Year 10 (2)	Wednesday	30/10/2024	Burnside
Pembroke School	Year 10 (1)	Wednesday	13/03/2024	Burnside
Pembroke School	Year 7 (1)	Wednesday	27/03/2024	Burnside
Pembroke School	Year 10 (2)	Tuesday	04/06/2024	Burnside
Seymour College	Year 7 (1)	Monday	04/03/2024	Burnside
Seymour College	Year 10 (1)	Monday	04/03/2024	Burnside
Seymour College	Year 10 (2)	Monday	13/05/2024	Burnside
St Patrick's Special School	Year 7 (1)	Tuesday	20/02/2024	Burnside
St Patrick's Special School	Year 10 (1)	Tuesday	20/02/2024	Burnside
St Patrick's Special School	Year 10 (2)	Monday	06/05/2024	Burnside
St Peters Collegiate Girls School	Year 7 (1)	Tuesday	11/06/2024	Burnside
St Peters Collegiate Girls School	Year 10 (1)	Tuesday	11/06/2024	Burnside
St Peters Collegiate Girls School	Year 10 (2)	Tuesday	10/09/2024	Burnside
Charles Campbell College	Year 7 (1)	Wednesday	12/06/2024	Campbelltown
Charles Campbell College	Year 10 (1)	Wednesday	12/06/2024	Campbelltown
Charles Campbell College	Year 10 (2)	Tuesday	17/09/2024	Campbelltown
Morialta Secondary College	Year 7 (1)	Wednesday	22/05/2024	Campbelltown
Norwood International High	Year 7 (1)	Monday	05/08/2024	Campbelltown
Norwood International High	Year 10 (1)	Tuesday	06/08/2024	Campbelltown
Norwood International High	Year 10 (2)	Wednesday	13/11/2024	Campbelltown
Rostrevor College	Year 7 (1)	Monday	27/05/2024	Campbelltown
Rostrevor College	Year 10 (1)	Tuesday	28/05/2024	Campbelltown
Rostrevor College	Year 10 (2)	Tuesday	03/09/2024	Campbelltown
St Ignatius College	Year 10 (1)	Wednesday	20/03/2024	Campbelltown
St Ignatius College	Year 7 (1)	Wednesday	26/06/2024	Campbelltown
St Ignatius College	Year 10 (2)	Monday	29/07/2024	Campbelltown
Adelaide East Education Centre	Year 7 (1)	Monday	19/02/2024	NPSP
Adelaide East Education Centre	Year 10 (1)	Monday	19/02/2024	NPSP
Adelaide East Education Centre	Year 10 (2)	Friday	03/05/2024	NPSP
Loreto College	Year 7 (1)	Wednesday	29/05/2024	NPSP
Loreto College	Year 10 (1)	Wednesday	29/05/2024	NPSP
Loreto College	Year 10 (2)	Wednesday	21/08/2024	NPSP
Marryatville High School	Year 7 (1)	Tuesday	30/07/2024	NPSP
Marryatville High School	Year 10 (1)	Wednesday	31/07/2024	NPSP
Marryatville High School	Year 10 (2)	Monday	04/11/2024	NPSP
Mary McKillop College	Year 7 (1)	Tuesday	21/05/2024	NPSP
Mary McKillop College	Year 10 (1)	Tuesday	21/05/2024	NPSP
Mary McKillop College	Year 10 (2)	Friday	23/08/2024	NPSP
Prince Alfred College	Year 10 (1)	Tuesday	19/03/2024	NPSP
Prince Alfred College	Year 7 (1)	Wednesday	19/06/2024	NPSP
Prince Alfred College	Year 10 (2)	Wednesday	24/07/2024	NPSP
St Peters College (Boys)	Year 7 (1)	Tuesday	18/06/2024	NPSP
St Peters College (Boys)	Year 10 (1)	Tuesday	23/07/2024	NPSP
St Peters College (Boys)	Year 10 (2)	Wednesday	16/10/2024	NPSP
Blackfriars Priory School	Year 7 (1)	Tuesday	05/03/2024	Prospect
Blackfriars Priory School	Year 10 (1)	Tuesday	05/03/2024	Prospect
Blackfriars Priory School	Year 10 (2)	Friday	17/05/2024	Prospect
Prescott College	Year 7 (1)	Wednesday	21/02/2024	Prospect
Prescott College	Year 10 (1)	Wednesday	21/02/2024	Prospect
Prescott College	Year 10 (2)	Friday	10/05/2024	Prospect
Wilderness School	Year 7 (1)	Tuesday	26/03/2024	Walkerville
Wilderness School	Year 10 (1)	Tuesday	26/03/2024	Walkerville
Wilderness School	Year 10 (2)	Thursday	01/08/2024	Walkerville
Concordia College	Year 10 (1)	Friday	22/03/2024	Unley
Concordia College	Year 10 (2)	Friday	31/05/2024	Unley
Concordia College	Year 7 (1)	Friday	14/06/2024	Unley
Walford School	Year 7 (1)	Monday	26/02/2024	Unley
Walford School	Year 10 (1)	Monday	26/02/2024	Unley
Walford School	Year 10 (2)	Tuesday	07/05/2024	Unley
Birdwood High	Year 7 (1)	Wednesday	28/08/2024	AHC
Birdwood High	Year 10 (1)	Wednesday	28/08/2024	AHC
Birdwood High	Year 10 (2)	Tuesday	05/11/2024	AHC
Heathfield High	Year 7 (1)	Tuesday	13/08/2024	AHC
Heathfield High	Year 10 (1)	Wednesday	14/08/2024	AHC
Heathfield High	Year 10 (2)	Tuesday	12/11/2024	AHC
Hills Christian School	Year 7 (1)	Tuesday	20/08/2024	AHC
Hills Christian School	Year 10 (1)	Tuesday	20/08/2024	AHC
Hills Christian School	Year 10 (2)	Monday	21/10/2024	AHC
Hills Montessori Middle School	Year 7 (1)	Tuesday	13/08/2024	AHC
Mt Torrens Christian School	Year 7 (1)	Wednesday	28/08/2024	AHC
Mt Torrens Christian School	Year 10 (1)	Wednesday	28/08/2024	AHC
Mt Torrens Christian School	Year 10 (2)	Tuesday	5/11/2024	AHC
Oatbank Area School	Year 7 (1)	Tuesday	20/08/2024	AHC
Oatbank Area School	Year 10 (1)	Tuesday	20/08/2024	AHC
Oatbank Area School	Year 10 (2)	Monday	21/10/2024	AHC

Workplace Influenza Program

As at the end of September the Workplace Influenza program has been finalised with a total of 92 workplace visits conducted and 3,151 influenza vaccines delivered.

We have commenced our planning for the upcoming 2024 flu program and will be launching the program on 1 November 2023 to our Constituent Councils, and Contract Councils with available dates effective 1 April 2024. The workplace program will again run over an approximate 13-week period commencing 1 April 2024 and concluding around 30 June 2024.

Our bulk email to returning customers will then be sent the following week. EHA staff are continuing to focus on how we deliver the workplace influenza program throughout 2024, always looking for opportunities to extend our client base.

With the changes to the SIP Program scheduling, we now have the opportunity to open up more Workplace Flu appointments in April 2024. It is hoped that this will reduce cancellations later in the program.

Continuing Professional Development & Affiliations

Over the coming months EHA will begin the planning for the annual CPR and training day which is scheduled for Monday 5 February 2024.

On the day Immunisation and Administration staff will receive a:

- Senior First Aid update
- Annual CPR update.
- Annual SIP program update for 2024 provided by the Senior Immunisation Nurse.

Our nursing staff will also be attending the upcoming Vaccinology Conference scheduled for 3 November 2023.

Public Clinics

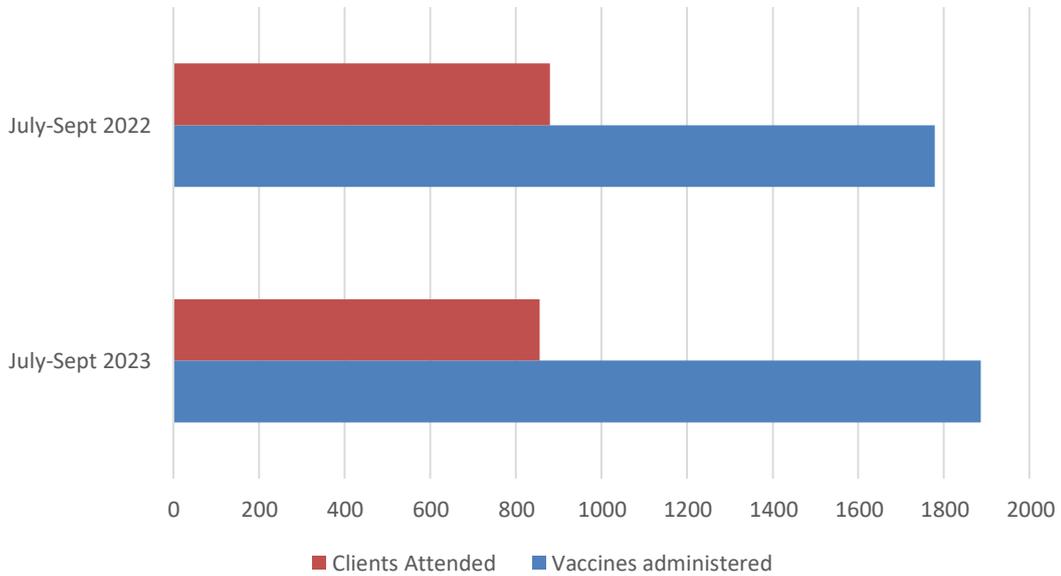
During the period of review 1 July to 30 September, 856 clients received 1,886 vaccines at EHA's public immunisation clinics. In comparison to the same period in 2022, there was a slight decrease of 24 clients (2.8%), however there was an increase of vaccines in the order of 17.36% (107) indicating more babies in attendance.

Our Public immunisation clinics continue to be popular with some Constituent Council locations booked out in advance during the period. Attendance at walk-in clinics also remained busy. Our popular on-line booking system accounting for 581 bookings through the July to September period (70% of all bookings).

Social media tiles were posted as a Marketing opportunity on all Constituent Council Facebook pages to alert residents to EHA's public immunisation clinics at various locations.

Grah 1 below details client attendance for the reporting period in 2021 to 2023

Graph 1: Client Numbers at public clinics – July to September 2 year comparison



We are currently working on finalising the 2024 Immunisation Clinic timetable. Proposed clinic dates and times have been provided to its Constituent Councils and the 2024 printed timetable will be provided to all Constituent Councils over the coming months. A mail out to Stakeholders is scheduled for the first week of December 2023.

The table 3 on the following page provides details of the council of origin of people attending the public clinics at our various locations during the reporting period.

Table 3: Combined Clinic breakdown for July 2023 – September 2023

Burnside Clinic				
<i>Burnside Council - 2nd and 4th Monday of each month</i>				
Client council of origin	Jul-Sept 23		YTD	
	Clients	Vaccines	Clients	Vaccines
Burnside	60	113	60	113
Campbelltown	13	33	13	33
NPSP	11	25	11	25
Prospect	1	4	1	4
Walkerville	0	0	0	0
Adelaide Hills	3	3	3	3
Unley	23	68	23	68
Other	3	4	3	4
Clinic Total Number	114	250	114	250

Campbelltown Clinic				
<i>The ARC - 1st and 3rd Wednesday of each month</i>				
Client council of origin	Jul-Sept 23		YTD	
	Clients	Vaccines	Clients	Vaccines
Burnside	10	17	10	17
Campbelltown	45	96	45	96
NPSP	17	31	17	31
Prospect	2	2	2	2
Walkerville	0	0	0	0
Adelaide Hills	1	1	1	1
Unley	0	0	0	0
Other	3	4	3	4
Clinic Total Number	78	151	78	151

Norwood Payneham & St Peters Clinic				
<i>Weekly at EHA offices</i>				
Client council of origin	Jul-Sept 23		YTD	
	Clients	Vaccines	Clients	Vaccines
Burnside	91	216	91	216
Campbelltown	140	325	140	325
NPSP	166	352	166	352
Prospect	33	67	33	67
Walkerville	22	47	22	47
Adelaide Hills	4	10	4	10
Unley	30	68	30	68
Other	31	72	31	72
Clinic Total Number	517	1157	517	1157

Prospect Clinic				
<i>Prospect Clinic - held at Prospect Town Hall Payinithi</i>				
Client council of origin	Jul-Sept 23		YTD	
	Clients	Vaccines	Clients	Vaccines
Burnside	2	4	2	4
Campbelltown	1	4	1	4
NPSP	1	4	1	4
Prospect	14	24	14	24
Walkerville	1	5	1	5
Adelaide Hills	0	0	0	0
Unley	0	0	0	0
Other	3	3	3	3
Clinic Total Number	22	44	22	44

Walkerville Clinic				
<i>Walkerville Council - 1st Friday of each month</i>				
Client council of origin	Jul-Sept 23		YTD	
	Clients	Vaccines	Clients	Vaccines
Burnside	5	7	5	7
Campbelltown	5	10	5	10
NPSP	3	5	3	5
Prospect	3	7	3	7
Walkerville	5	10	5	10
Adelaide Hills	2	3	2	3
Unley	2	4	2	4
Other	2	6	2	6
Clinic Total Number	27	52	27	52

Adelaide Hills Clinic				
<i>Stirling and Woodside - 1st and 3rd Thursday of each month</i>				
Client council of origin	Jul-Sept 23		YTD	
	Clients	Vaccines	Clients	Vaccines
Burnside	3	4	3	4
Campbelltown	0	0	0	0
NPSP	2	4	2	4
Prospect	0	0	0	0
Walkerville	0	0	0	0
Adelaide Hills	35	59	35	59
Unley	0	0	0	0
Other	2	3	2	3
Clinic Total Number	42	70	42	70

Unley Clinic				
<i>Civic Centre - 3rd Wed, 4th Fri and 1st Sat of each month</i>				
Client council of origin	Jul-Sept 23		YTD	
	Clients	Vaccines	Clients	Vaccines
Burnside	16	25	16	25
Campbelltown	6	14	6	14
NPSP	4	13	4	13
Prospect	2	6	2	6
Walkerville	0	0	0	0
Adelaide Hills	7	12	7	12
Unley	47	99	47	99
Other	22	47	22	47
Clinic Total Number	104	216	104	216

Grand Total of all Clinic Sites				
Client council of origin	Jul-Sept 23		YTD	
	Clients	Vaccines	Clients	Vaccines
Burnside	187	386	187	386
Campbelltown	210	482	210	482
NPSP	204	434	204	434
Prospect	55	110	55	110
Walkerville	28	62	28	62
Adelaide Hills	52	88	52	88
Unley	102	239	102	239
Other	66	139	66	139
Clinic Total Number	904	1940	904	1940

RECOMMENDATION

That:

The Immunisation Services Report is received.