

## **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 21 February 2024 commencing at 6:30pm.

### **MEMBERS PRESENT:**

Cr S Whittington, Cr K Moorhouse	Norwood, Payneham & St Peters
Cr P Cornish, Cr L Henschke	Burnside
Cr M Noble, M Hammond	Campbelltown
Cr K Barnett, Cr T Nguyen	Prospect
Cr J Allanson (via Teams)	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 them M Livori at 6:32 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 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 1 November 2024 be taken as read and confirmed.

Seconded by Cr S Whittington

**CARRIED UNANIMOUSLY**

**1: 022024**

**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 The name of the candidate/s withdrawn will be the one/s excluded from the ballot.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 S Whittington

**CARRIED UNANIMOUSLY 2: 022024**

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

## **7.2 FINANCE REPORT AND SECOND (DECEMBER 2023) BUDGET REVIEW FOR 2023/2024**

Cr K Barnett moved:

That:

1. The Finance Report and Second (December 2023) Budget Review Report for 2023/2024 be received.

Seconded by Cr K Moorhouse

**CARRIED UNANIMOUSLY 3: 022024**

## **7.3 LONG-TERM FINANCIAL PLAN REVISED FINANCIAL ESTIMATES**

M Hammond moved:

That:

1. The Long-Term Financial Plan Revised Financial Estimates report is received and a further revision will be returned to the Board for consideration.

Seconded by Cr K Barnett

**CARRIED UNANIMOUSLY 4: 022024**

**7.4 DEVELOPMENT OF ANNUAL BUSINESS PLAN FOR 2024/2025**

M Hammond moved:

That:

1. The Development of the Annual Business Plan for 2024/2025 report is received.
2. The process for the Development of the Annual Business Plan for 2023/2024 is noted.

Seconded by Cr T Nguyen

**CARRIED UNANIMOUSLY 5: 022024**

**7.5 UPDATE ON AUDIT FINDING RECOMENDATIONS**

Cr S Whittington moved:

That:

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

Seconded by Cr K Barnett

**CARRIED UNANIMOUSLY 6: 022024**

**7.6 EASTERN HEALTH AUTHORITY AUDIT COMMITTEE TERMS OF REFERENCE**

Cr J Allanson moved:

That:

1. The report regarding the Eastern Health Authority Audit Committee Terms of Reference is received.
2. The Eastern Health Authority Audit Committee Terms of Reference as amended provided as attachment 1 to this report is adopted.

Seconded by Cr K Moorhouse

**CARRIED UNANIMOUSLY 7: 022024**

**7.7 DEBT COLLECTION POLICY**

Cr S Whittington moved:

That:

1. The report regarding the Debt Collection Policy is received.
2. The Debt Collection Policy as amended marked attachment 2 to the Debt Collection Policy report dated 21 February 2024 is adopted.

Seconded by Cr T Nguyen

**CARRIED UNANIMOUSLY 8: 022024**

**8 INFORMATION REPORTS**

**8.1 ENVIRONMENTAL HEALTH ACTIVITY REPORT**

Cr L Henschke moved:

That:

1. The Environmental Health Activity Report is received.

Seconded by Cr T Nguyen

**CARRIED UNANIMOUSLY 9: 022024**

Cr S Whittington left the meeting at 8:00pm

**8.2 IMMUNISATION**

Cr K Barnett moved:

That:

1. The Immunisation Services Report is received.

Seconded by Cr T Nguyen

**CARRIED UNANIMOUSLY 10: 022024**

**9 CONFIDENTIAL ITEMS**

**9.1 APPOINTMENT OF EXTERNAL AUDITOR FOR 2024-2026**

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 2024-2026.
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 2024-2026.
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.

**CARRIED UNANIMOUSLY      11: 022024**

**RECOMMENDATION 2**

Cr L Henscke

That:

1. The Appointment of External Auditor for 2024-2026 report is received.

2. The Eastern Health Authority appoints Dean Newbery as its External Auditor for the period 2023-2024 to 2025-2026 (with the option to extend for a further two years).

Seconded by Cr J Allanson

### **RECOMMENDATION 3**

Cr K Barnett

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 T Nguyen

**CARRIED UNANIMOUSLY**

**12: 022024**

#### **10 CORRESPONDENCE**

Nil.

#### **11 OTHER BUSINESS**

#### **12 CLOSURE OF MEETING:**

The Chairperson, Cr P Cornish, declared the meeting closed at 8:10 pm.

The foregoing minutes were printed and circulated to EHA Members and member Councils on 26 February 2024

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**Cr P Cornish**

**CHAIRPERSON**