



# Board of Management

01 May 2024



local councils working together to protect the health of the community





**EASTERN HEALTH AUTHORITY  
BOARD OF MANAGEMENT MEETING**

**WEDNESDAY 1 May 2024**

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 May 2024 commencing at 6:45 pm. BRM Advisory will be facilitating a workshop for the EHA Strategic Plan commencing at 6:00pm.

A light meal will be served from 5:30 pm.

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

**MICHAEL LIVORI  
CHIEF EXECUTIVE OFFICER**

# **AGENDA**

## **EASTERN HEALTH AUTHORITY BOARD OF MANAGEMENT MEETING**

**WEDNESDAY 1 May 2024**

**Commencing at 6:45 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 Board held on Wednesday 21 February 2024 as printed and circulated be taken as read and confirmed.

**6 Matters arising from the minutes**

## **Agenda Continued**

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### **7 Administration Report**

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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 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 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 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**

## 7.1 FINANCE REPORT AND THIRD AND FINAL (MARCH 2024) BUDGET REVIEW FOR 2023/2024

Author: Michael Livori

Ref: AF23/91

### 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 third and final of the budget reviews required in accordance with regulation 9 (1) and relates to the financial performance of EHA between 1 July 2023 and 31 March 2024. It provides the opportunity to compare the adopted budget with revised projections of income and expenditure for the 2023/2024 financial year.

### Report

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

Eastern Health Authority - Financial Statement (Level 3) 1 July 2023 to 31 March 2024				
	Actual	Budgeted	\$ Variation	% Variation
Total Operating Expenditure	\$1,867,624	\$2,021,993	(\$154,369)	-8%
Total Operating Income	\$2,479,105	\$2,494,950	(\$15,846)	-1%
Operating Result	\$611,480	\$472,957	\$138,523	29%

The report shows that for the reporting period income was \$15,846 (-1%) less than budgeted and expenditure was \$154,369 (-8%) less than budgeted.

The net result is a positive variation of \$138,523 on the budgeted year to date comparative operating result.

A more detailed report is provided as attachment 1. The report provides detail on year-to-date performance of individual budget lines. Any YTD variation greater than \$5,000 is detailed in the table on the following page with explanatory comments.

Summary Table of Funding Statement Variations				
Favourable variances are shown in <b>black</b> and unfavourable variances are shown in <b>red</b> .				
Description	YTD Budget	YTD Actual	YTD Variation	Comment
<b>Operational Income</b>				
Food Inspection Fees	\$93,000	\$85,075	<b>(\$7,925)</b>	Decrease in YTD budgeted inspections. Delay in appointment of staff to budgeted positions.
Fines	\$37,500	\$9,876	<b>(\$27,624)</b>	Reduction in YTD fines issued.
Fee for service Vaccines	\$58,644	\$52,500	<b>\$6,144</b>	Fee vaccines (Men B and Flu) provided at public clinics.
Food Auditing	\$72,700	\$86,058	<b>\$13,358</b>	Additional Food Audit Income.
Interest	\$15,000	\$24,170	<b>\$9,170</b>	Additional Interest Income
<b>Income variations requested</b>				<b>Nil</b>
<b>Operational Expenditure</b>				
Employee Costs	\$1,478,750	\$1,358,108	<b>(\$120,642)</b>	Delay in appointment of staff to budgeted positions.
Legal	\$13,333	\$4,260	<b>(\$9,073)</b>	Less legal advice required by EHA
<b>Expenditure variations requested</b>				<b>Nil</b>

There are no operational budget variations requested or required in this review. There is however a Capital Expenditure variation request which is detailed below.

## Capital Expenditure

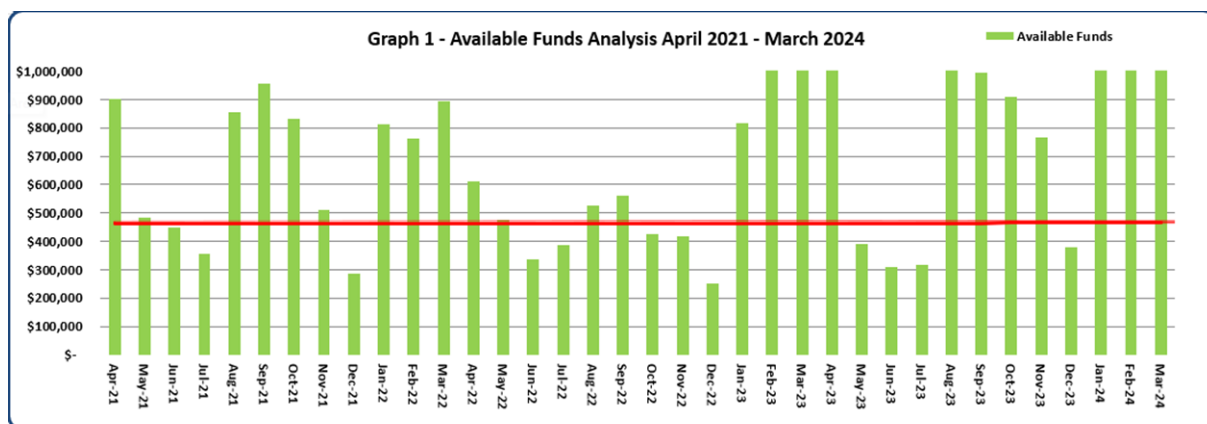
At the Budget Workshop held on 6 March 2024 Board Members were informed that there would be a budget variation presented at this meeting for capital expenditure. The personal computers (PC's) that are currently being used by the organisation are now five years old and have come to the end of their reliable life. There have been a number of units which have ceased to operate in recent times and IT advice is that the PC's (21) and associated hardware (screens/headsets/keyboards etc) should be changed over. To accommodate this, it is requested that \$40,000 is incorporated into the 2023/2024 budget as Capital Expenditure. While this expenditure will reduce the budget result, the final budget result is expected to be well above (positive) the breakeven result budgeted (see attachment 1).

A copy of the amended budget incorporating the requested Capital Expenditure is provided as attachment 2.

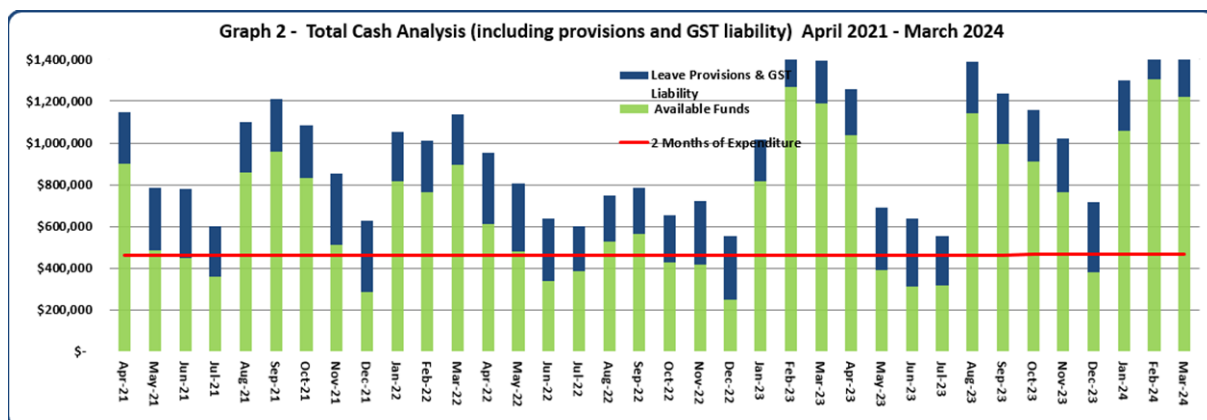
## Cash Management

A Bank Reconciliation and Available Funds report for the period ending 31 March 2024 is provided as attachment 3. It shows that available funds were \$1,218,343 on 31 March 2024 in comparison with \$379,031 on 31 December 2023.

Graph 1 which follows details the level of available funds (total cash minus leave provisions and GST liability) for the preceding 2-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 Third and Final (March 2024) Budget Review for 2023/2024 Report be received.
2. The revised 2023/2024 Budget provided as attachment 2 to this report is endorsed.



Eastern Health Authority - Financial Statement (Level 3) 1 July 2023 to 31 March 2024				
Income	Actual	Budgeted	\$ Variation	% Variation
<b>Constituent Council Income</b>				
City of Burnside	\$549,526	\$549,526	\$0	0%
City of Campbelltown	\$485,862	\$485,862	\$0	0%
City of NPS	\$623,600	\$623,600	\$0	0%
City of Prospect	\$222,106	\$222,106	\$0	0%
Town of Walkerville	\$89,106	\$89,106	\$0	0%
<b>Total Constituent Council Contributions</b>	<b>\$1,970,200</b>	<b>\$1,970,200</b>	<b>\$0</b>	<b>0%</b>
<b>Statutory Charges</b>				
Food Inspection fees	\$85,075	\$93,000	(\$7,925)	-9%
Legionella registration and Inspection	\$4,472	\$6,000	(\$1,528)	-25%
SRF Licenses	\$273	\$1,800	(\$1,527)	0%
Fines & Expiation Fees	\$9,876	\$37,500	(\$27,624)	-74%
<b>Total Statutory Charges</b>	<b>\$99,696</b>	<b>\$138,300</b>	<b>(\$38,604)</b>	<b>-28%</b>
<b>User Charges</b>				
Immunisation: Service Provision	\$101,750	\$101,750	\$0	0%
Immunisation: Clinic Vaccines	\$58,644	\$52,500	\$6,144	12%
Immunisation: Worksites Vaccines	\$21	\$0	\$21	0%
Immunisation: Clinic Vaccines F	\$2,055	\$0	\$2,055	0%
Food Auditing	\$86,058	\$72,700	\$13,358	18%
Food Safety Training				
<b>Total User Charges</b>	<b>\$248,527</b>	<b>\$226,950</b>	<b>\$21,577</b>	<b>10%</b>
<b>Grants, Subsidies, Contributions</b>				
Immunisation School Program	\$117,493	\$114,500	\$2,993	3%
Immunisation:ACIR	\$18,646	\$21,000	(\$2,354)	-11%
<b>Total Grants, Subsidies, Contributions</b>	<b>\$136,139</b>	<b>\$135,500</b>	<b>\$639</b>	<b>0%</b>
<b>Investment Income</b>				
Interest on investments	\$24,170	\$15,000	\$9,170	61%
<b>Total Investment Income</b>	<b>\$24,170</b>	<b>\$15,000</b>	<b>\$9,170</b>	<b>61%</b>
<b>Other Income</b>				
Motor Vehicle re-imbursements	\$0	\$3,750	(\$3,750)	-100%
Sundry Income	\$372	\$5,250	(\$4,878)	-93%
<b>Total Other Income</b>	<b>\$372</b>	<b>\$9,000</b>	<b>(\$8,628)</b>	<b>-96%</b>
<b>Total Income</b>	<b>\$2,479,105</b>	<b>\$2,494,950</b>	<b>(\$15,846)</b>	<b>-1%</b>

<b>Eastern Health Authority - Financial Statement (Level 3)</b> <b>1 July 2023 to 31 March 2024</b>				
<b>Expenditure</b>	<b>Actual</b>	<b>Budgeted</b>	<b>\$ Variation</b>	<b>% Variation</b>
<b>Employee Costs</b>				
Salaries & Wages	\$1,179,836	\$1,285,625	(\$105,789)	-8%
Superannuation	\$132,153	\$144,750	(\$12,597)	-9%
Workers Compensation	\$15,458	\$14,625	\$833	6%
Employee Leave - LSL Accruals	\$30,662	\$30,750	(\$88)	0%
Medical Officer Retainer	\$0	\$3,000	(\$3,000)	-100%
<b>Total Employee Costs</b>	<b>\$1,358,108</b>	<b>\$1,478,750</b>	<b>(\$120,642)</b>	<b>-8%</b>
<b>Prescribed Expenses</b>				
Auditing and Accounting	\$14,158	\$16,500	(\$2,343)	0%
Insurance	\$42,959	\$38,250	\$4,709	100%
Maintenance	\$44,728	\$42,750	\$1,978	5%
Vehicle Leasing/maintenance	\$58,653	\$57,750	\$903	2%
<b>Total Prescribed Expenses</b>	<b>\$160,498</b>	<b>\$155,250</b>	<b>\$5,248</b>	<b>3%</b>
<b>Rent and Plant Leasing</b>				
Electricity	\$14,437	\$11,250	\$3,187	28%
Plant Leasing Photocopier	\$1,532	\$2,250	(\$718)	-32%
Rent	\$93,435	\$95,833	(\$2,399)	-3%
Water	\$0	\$225	(\$225)	-100%
Gas	\$0	\$2,025	(\$2,025)	-100%
<b>Total Rent and Plant Leasing</b>	<b>\$109,404</b>	<b>\$111,583</b>	<b>(\$2,180)</b>	<b>-2%</b>
<b>IT Licensing and Support</b>				
IT Licences	\$47,515	\$52,200	(\$4,685)	-9%
IT Support	\$43,844	\$41,251	\$2,593	6%
Internet	\$3,177	\$4,500	(\$1,323)	-29%
IT Other	\$255	\$1,500	(\$1,246)	-83%
<b>Total IT Licensing and Support</b>	<b>\$94,790</b>	<b>\$99,451</b>	<b>(\$4,661)</b>	<b>-5%</b>
<b>Administration</b>				
Administration Sundry	\$6,763	\$5,250	\$1,513	29%
Accreditation Fees	\$2,119	\$3,000	(\$881)	-29%
Board of Management	\$4,080	\$9,000	(\$4,920)	-55%
Bank Charges	\$4,125	\$2,625	\$1,500	57%
Public Health Sundry	\$1,011	\$3,750	(\$2,739)	-73%
Fringe Benefits Tax	\$10,860	\$10,500	\$360	3%
Legal	\$4,260	\$13,333	(\$9,073)	-68%
Printing & Stationery & Postage	\$14,754	\$16,500	(\$1,746)	-11%
Telephone	\$10,402	\$12,750	(\$2,348)	-18%
Occupational Health & Safety	\$3,780	\$7,500	(\$3,720)	-50%
Staff Amenities	\$715	\$5,250	(\$4,535)	-86%
Staff Training	\$4,011	\$9,000	(\$4,989)	-55%
Human Resource Sundry	\$3,920	\$8,500	(\$4,580)	-54%
<b>Total Administration</b>	<b>\$70,801</b>	<b>\$106,958</b>	<b>(\$36,158)</b>	<b>-34%</b>

Eastern Health Authority - Financial Statement (Level 3) 1 July 2023 to 31 March 2024				
<b>Immunisation</b>				
Immunisation SBP Consumables	\$6,616	\$7,500	(\$884)	-12%
Immunisation Clinic Vaccines	\$32,552	\$30,000	\$2,552	9%
Immunisation Worksite Vaccines	\$3,625	\$0	\$3,625	0%
<b>Total Immunisation</b>	<b>\$42,793</b>	<b>\$37,500</b>	<b>\$5,293</b>	<b>14%</b>
Income Protection	\$29,536	\$31,000	(\$1,464)	0%
<b>Total Uniforms/Income protection</b>	<b>\$29,536</b>	<b>\$31,000</b>	<b>(\$1,464)</b>	<b>0%</b>
<b>Sampling</b>				
Legionella Testing	\$2,238	\$1,500	\$738	49%
<b>Total Sampling</b>	<b>\$2,238</b>	<b>\$1,500</b>	<b>\$738</b>	<b>49%</b>
<b>Finance Costs - Unallocated Transactions</b>				
<b>Total Materials, contracts and other expenses</b>	<b>\$1,867,624</b>	<b>\$2,021,993</b>	<b>(\$154,369)</b>	<b>-8%</b>
<b>Total Operating Expenditure</b>	<b>\$1,867,624</b>	<b>\$2,021,993</b>	<b>(\$154,369)</b>	<b>-8%</b>
<b>Total Operating Income</b>	<b>\$2,479,105</b>	<b>\$2,494,950</b>	<b>(\$15,846)</b>	<b>-1%</b>
<b>Operating Result</b>	<b>\$611,480</b>	<b>\$472,957</b>	<b>\$138,523</b>	<b>29%</b>

EASTERN HEALTH AUTHORITY STATEMENT OF COMPREHENSIVE INCOME						
FOR THE YEAR ENDING 30 June 2024						
AUDITED RESULTS 2022/2023		ADOPTED BUDGET 2023/2024	SEPTEMBER REVIEW	DECEMBER REVIEW	MARCH REVIEW	REVISED BUDGET 2023/2024
	<b>INCOME</b>					
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	-	(49,500)	-	393,000
230,170	Grants, subsidies and contributions	230,000	-	24,000	-	254,000
15,866	Investment Income	10,000	-	10,000	-	20,000
7,255	Other Income	12,000	-	-	-	12,000
2,674,936	<b>TOTAL INCOME</b>	2,848,500	-	(15,500)	-	2,833,000
	<b>EXPENSES</b>					
1,881,592	Employee Costs	2,091,500	(47,000)	(20,500)	-	2,024,000
571,267	Materials, contracts and other expenses	731,000	(47,000)	5,000	-	689,000
37,681	Finance Charges	-	-	-	-	-
159,013	Depreciation	26,000	-	-	-	26,000
2,649,553	<b>TOTAL EXPENSES</b>	2,848,500	(94,000)	(15,500)	-	2,739,000
25,383	<b>Operating Surplus/(Deficit)</b>	-	94,000	-	-	94,000
	<b>Net gain (loss) on disposal of assets</b>	-	-	-	-	-
25,383	<b>Net Surplus/(Deficit)</b>	-	94,000	-	-	94,000
25,383	<b>Total Comprehensive Income</b>	-	94,000	-	-	94,000

EASTERN HEALTH AUTHORITY STATEMENT OF CASH FLOWS						
FOR THE YEAR ENDING 30 June 2024						
AUDITED RESULTS 2022/2023		ADOPTED BUDGET 2023/2024	SEPTEMBER REVIEW	DECEMBER REVIEW	MARCH REVIEW	REVISED BUDGET 2023/2024
	<b>CASHFLOWS FROM OPERATING ACTIVITIES</b>					
	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	-	(49,500)	-	393,000
14,506	Investment Receipts	10,000	-	10,000	-	20,000
230,170	Grants utilised for operating purposes	230,000	-	24,000	-	254,000
7,633	Other	12,000	-	-	-	12,000
	Payments					
(1,847,155)	Employee costs	(2,091,500)	47,000	20,500	-	(2,024,000)
(586,184)	Materials, contracts & other expenses	(731,000)	(47,000)	(5,000)	-	(783,000)
(38,517)	Finance Payments	-	-	-	-	-
162,637	Net Cash Provided/(Used) by Operating Activities	26,000	-	-	-	26,000
	<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>					
	Loans Received	-	-	-	-	-
(38,391)	Repayment of Borrowings	-	-	-	-	-
(70,803)	Repayment of Finance Lease Liabilities	-	-	-	-	-
(109,194)	Net Cash Provided/(Used) by Financing Activities	-	-	-	-	-
	<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>					
	Receipts					
	Sale of Replaced Assets	-	-	-	-	-
	Payments					
(49,557)	Expenditure on renewal / replacements of assets	-	-	-	(40,000)	(40,000)
	Expenditure on new / upgraded assets	-	-	-	-	-
	Distributions paid to constituent Councils	-	-	-	-	-
(49,557)	Net Cash Provided/(Used) by Investing Activities	-	-	-	(40,000)	(40,000)
(38,391)	NET INCREASE (DECREASE) IN CASH HELD	26,000	-	-	(40,000)	(14,000)
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	-	(40,000)	630,769

EASTERN HEALTH AUTHORITY STATEMENT OF FINANCIAL POSITION						
FOR THE YEAR ENDING 30 June 2024						
AUDITED RESULTS 2022/2023		ADOPTED BUDGET 2023/2024	SEPTEMBER REVIEW	DECEMBER REVIEW	MARCH REVIEW	REVISED BUDGET 2023/2024
	<b>CURRENT ASSETS</b>					
644,769	Cash and Cash Equivalents	628,492	42,277		(40,000)	630,769
271,901	Trade & Other Receivables	188,901	83,000	-	-	271,901
916,670	<b>TOTAL CURRENT ASSETS</b>	817,393	125,277	-	(40,000)	902,670
	<b>NON-CURRENT ASSETS</b>					
1,104,793	Infrastructure, property, plant and equipment	998,437	80,356	-	40,000	1,118,793
1,104,793	<b>TOTAL NON-CURRENT ASSETS</b>	998,437	80,356	-	40,000	1,118,793
2,021,463	<b>TOTAL ASSETS</b>	1,815,830	205,633	-	-	2,021,463
	<b>CURRENT LIABILITIES</b>					
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	<b>TOTAL CURRENT LIABILITIES</b>	591,714	(72,850)	-	-	518,864
	<b>NON-CURRENT LIABILITIES</b>					
44,614	Provisions	21,716	22,898	-	-	44,614
881,032	Borrowings	851,594	29,438	-	-	881,032
925,646	<b>TOTAL NON-CURRENT LIABILITIES</b>	873,310	52,336	-	-	925,646
1,444,510	<b>TOTAL LIABILITIES</b>	1,465,024	(20,514)	-	-	1,444,510
397,806	<b>NET CURRENT ASSETS/(CURRENT LIABILITIES)</b>	225,679	198,127	-	(40,000)	383,806
576,953	<b>NET ASSETS</b>	350,806	226,147	-	-	576,953
	<b>EQUITY</b>					
576,953	Accumulated Surplus/(Deficit)	502,570	74,383	-	-	576,953
576,953	<b>TOTAL EQUITY</b>	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	DECEMBER REVIEW	MARCH REVIEW	REVISED BUDGET 2023/2024
	<b>ACCUMULATED SURPLUS</b>					
551,570	Balance at beginning of period	502,570	74,383		-	576,953
25,383	Net Surplus/(Deficit)	-	94,000	-	-	94,000
576,953	<b>BALANCE AT END OF PERIOD</b>	502,570	168,383	-	-	670,953
	<b>TOTAL EQUITY</b>					
551,570	Balance at beginning of period	502,570	74,383	-	-	576,953
25,383	Net Surplus/(Deficit)	-	94,000	-	-	94,000
576,953	<b>BALANCE AT END OF PERIOD</b>	502,570	168,383	-	-	670,953

Eastern Health Authority					
Bank Reconciliation as at 31 March 2024					
Bank SA Account No. 141/0532306840					
Balance as per Bank Statement 31 March 2024					\$ 422,579.20
Less Outstanding cheques		\$ -			
Add Outstanding deposits		\$ -			
BALANCE PER General Ledger					\$ 422,579.20
GST as 31 March 2024					
GST Collected		\$122,806.81			
GST Paid		<u>(\$17,191.23)</u>			
Net GST Claimable (Payable)		<u>\$105,615.58</u>			
Funds Available 31 March 2024					
Account	31-Dec-23	31-Mar-24	Variance		
Bank SA Cheque Account	\$ 201,460	\$ 422,579	(\$221,119.53)		
Local Government Finance Authority	\$ 512,945	\$ 1,019,845	(\$506,900.41)		
Net GST Claimable (Payable)	\$ (5,676.97)	\$ 105,616	(\$111,293)		
Long Service Leave Provision	(\$181,588.00)	(\$181,588.00)	\$0.00		
Annual Leave Provision	(\$148,109.00)	(\$148,109.00)	\$0.00		
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 379,031</b>	<b>\$ 1,218,343</b>	<b>(\$839,312)</b>		

## 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 Board Members with the latest update in relation to the review process.

### Report

The current Charter Review process has not been finalised due to a lack of consensus on proposed changes to Clauses 2.2 and 2.5 of the current Eastern Health Authority (EHA) Charter. These clauses consider the membership of the Board of Management and the Chair of the Board of Management.

It has now been agreed by the Administrations of all Constituent Councils that it not practically possible for a consensus to be achieved in relation to the proposed changes to these clauses.

Therefore, to finalise the Charter review process, a draft amended Charter containing no changes to the clauses detailed above will be provided to each Constituent Council for adoption.

During the review process a request was 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. At this point in time, City of Burnside, City of Prospect and Town of Walkerville have not yet considered these new matters.

To finalise the Charter review process:

- City of Norwood Payneham & St Peters would require their Council to revise their position on clauses 2.2 and 2.5.
- City of Prospect would require their Council to revise their position on clauses 2.2 and 2.5 and also consider the additional clauses re registers.
- City of Burnside and Town of Walkerville would require their councils to consider the additional clauses re registers.

EHA Administration has provided Constituent Councils with a revised draft amended Charter requesting its adoption.



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.

## 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.

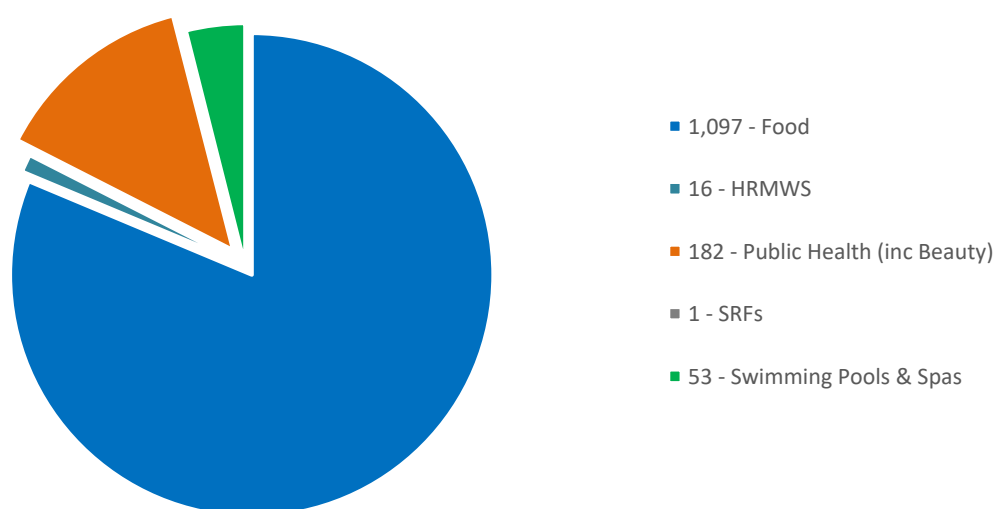


Table 1: Number of inspections conducted per category for financial-year-to-date.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
<b>Food</b>	282	294	349	145	27	<b>1,097</b>
<b>HRMWS</b>	0	8	6	2	0	<b>16</b>
<b>Public Health Complaint</b>	60	63	30	17	12	<b>182</b>
<b>SRFs</b>	1	0	0	0	0	<b>1</b>
<b>Swimming Pools &amp; Spas</b>	26	5	14	4	4	<b>53</b>
<b>Total</b>	<b>369</b>	<b>370</b>	<b>399</b>	<b>168</b>	<b>43</b>	<b>1,349</b>

## 2.0 Food Safety

### 2.1 Food Premise Inspections

A total of 240 routine inspections of food businesses were undertaken during the reporting period. An additional 78 follow-up inspections were required to ensure compliance with the Food Safety Standards. In total, 399 food premise inspections were completed during the reporting period (Table 2).

As shown in Graph 2 the number of routine inspections increased by 28% with the number follow-ups comparable to the previous year (Graph 2). There was a 20% increase in the number of complaint inspections undertaken when compared to the previous year.

Graph 2: A two year comparison of the total number of inspections conducted from 1 January 2024 to 31 March 2024.

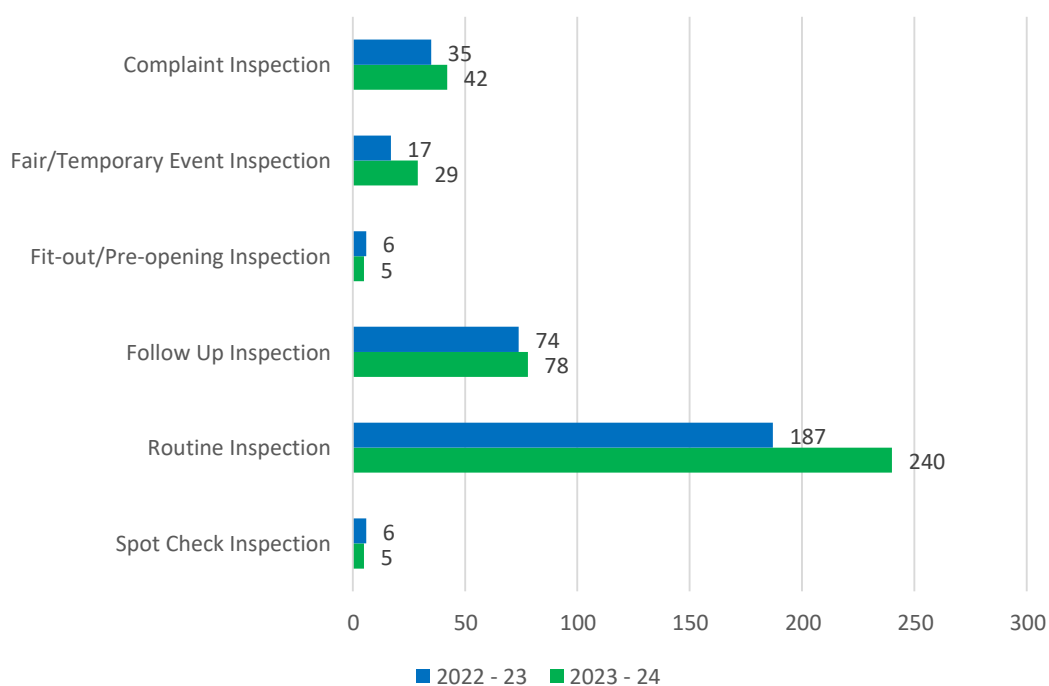


Table 2: Food premises inspections from 1 January 2024 to 31 March 2024.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
<b>Routine Inspection</b>	64	55	81	35	5	<b>240</b>
<b>Follow up Inspection</b>	18	15	29	14	2	<b>78</b>
<b>Complaint Inspection</b>	6	11	16	9	0	<b>42</b>
<b>Fit-out/Pre-opening Inspection</b>	1	1	3	0	0	<b>5</b>
<b>Fair/Temporary Event Inspection</b>	0	26	0	3	0	<b>29</b>
<b>Spot Check Inspection</b>	1	0	4	0	0	<b>5</b>
<b>Total</b>	<b>90</b>	<b>108</b>	<b>133</b>	<b>61</b>	<b>7</b>	<b>399</b>

A total of 1,097 food inspections has been undertaken for the financial year to date, a 19% increase from 919 inspections conducted the previous year (Graph 7). The number of routine inspections has increased 37% with the number of follow-ups decreasing by 10% (Graph 7). The total number of complaint inspections is comparable to the previous year. The total number of inspections completed for the financial year to date are further broken down by Council area in Table 3.

Graph 3: A two year comparison of the total number of inspections conducted for the financial-year-date.

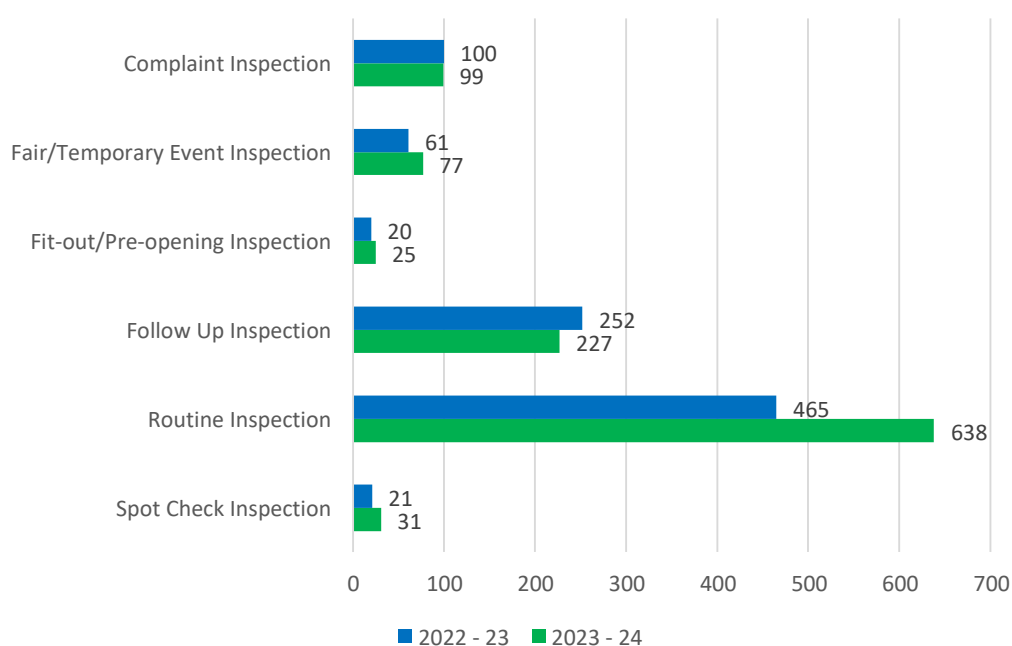


Table 3: Food premises inspections for the financial year-to-date.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
<b>Routine Inspection</b>	184	143	224	74	13	<b>638</b>
<b>Follow up Inspection</b>	60	50	80	30	7	<b>227</b>
<b>Complaint Inspection</b>	18	32	32	17	0	<b>99</b>
<b>Fit-out/Pre-opening Inspection</b>	7	7	6	5	0	<b>25</b>
<b>Fair/Temporary Event Inspection</b>	7	46	0	17	7	<b>77</b>
<b>Spot Check Inspection</b>	6	16	7	2	0	<b>31</b>
<b>Total</b>	<b>282</b>	<b>294</b>	<b>349</b>	<b>145</b>	<b>27</b>	<b>1,097</b>

## 2.2 Food Safety Rating Scheme (FSRS)

The SA Health Food Safety Rating Scheme Checklist (FSRS) is used to assess business compliance with food safety standards at routine inspections.

FSRS applies to only to P1 and P2 food service businesses and bakeries within EHA's Constituent Councils who sell food to consumers direct from site of inspection for 'immediate' consumption.

Non-compliances against the Standards can range from Minor, Major to Serious. This is dependent on the risk and seriousness of the breach.

All food businesses receive a 'performance score' assessed during their respective routine inspection.

However, the 'food safety rating score' is represented by stars, with captured businesses able to obtain a maximum rating of five stars. Five stars represents excellent compliance with the Food Safety Standards, four stars very good and three stars good compliance.

### *Non-compliance with Food Safety Standards*

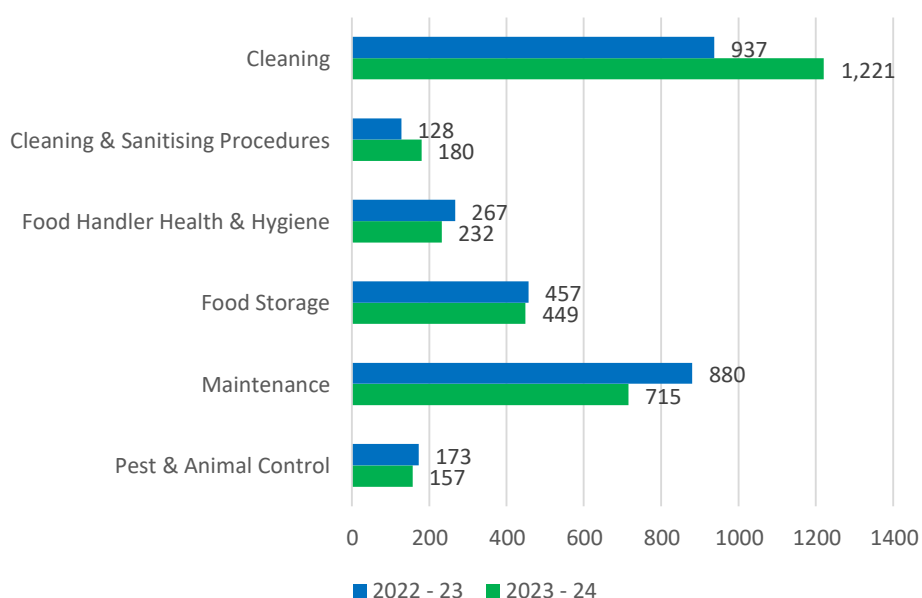
EHO's identified a total of 1,085 non-compliances with the Food Safety Standards during the reporting period (Table 4). The majority of non-compliances were minor in nature, with 74% of the non-compliances captured within this category.

Table 4: The type and number of non-compliances identified at routine inspections from 1 January 2024 to 31 March 2024.

Type of non-compliance	Number of non-compliances
<b>Minor</b>	802
<b>Major</b>	193
<b>Serious</b>	90
<b>Total</b>	<b>1,085</b>

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 4). The number of non-compliances relating to food storage was comparable to the previous year. Non-compliances relating to poor maintenance and a poor standard of cleanliness presented a 19% decrease and a 30% increase respectively for the financial year to date when compared to the previous year (Graph 4).

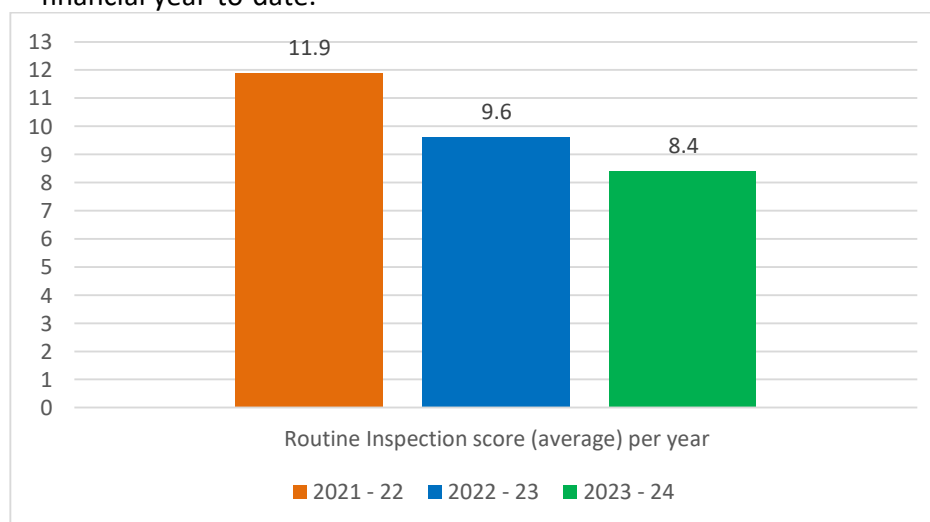
Graph 4: A two year comparison of non-compliances identified at routine inspections during the financial year-to-date.



### FSRS Score

In accordance with the FSRS a score is calculated by EHO's during the routine inspection based on how well the food business complies with the Food Safety Standards. Graph 5 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 5: A three year comparison of the average routine inspection score during the financial year-to-date.



### FSRS – Star Rating

During the reporting period a total of 159 food businesses were assessed within the scheme, 30 more than the previous year. For the financial year to date 435 assessments were conducted compared to 334 the previous year.

Tables 5 and 7 demonstrates that there was an overall increase in the total number of food businesses receiving a star rating. It also shows a decrease in the number of businesses receiving no stars.

As shown in Table 5, during the reporting period there was an 8% increase in the total number of food businesses receiving a star rating. Food businesses receiving a 5 star rating increased from 29% to 33%, a 4% increase compared to the previous year. There was an 8% decrease in the number of businesses receiving no stars.

On a financial year basis this trend is also replicated with a 10% increase in businesses receiving a 5 star rating and a 10% decrease in businesses receiving no stars (Table 7).

Table 5 - A two year comparison of the percentage of businesses receiving a food star rating for the reporting period.

	2023-24	2022-23	Difference
Total Stars Received	73%	65%	↑ 8%
5 Star	33%	29%	↑ 4%
4 Star	18%	17%	↑ 1%
3 Star	21%	19%	↑ 3%
No Star	27%	35%	↓ 8%

Graph 6: A two year comparison of food safety rating scheme performance per inspection from 1 January 2024 to 31 March 2024.

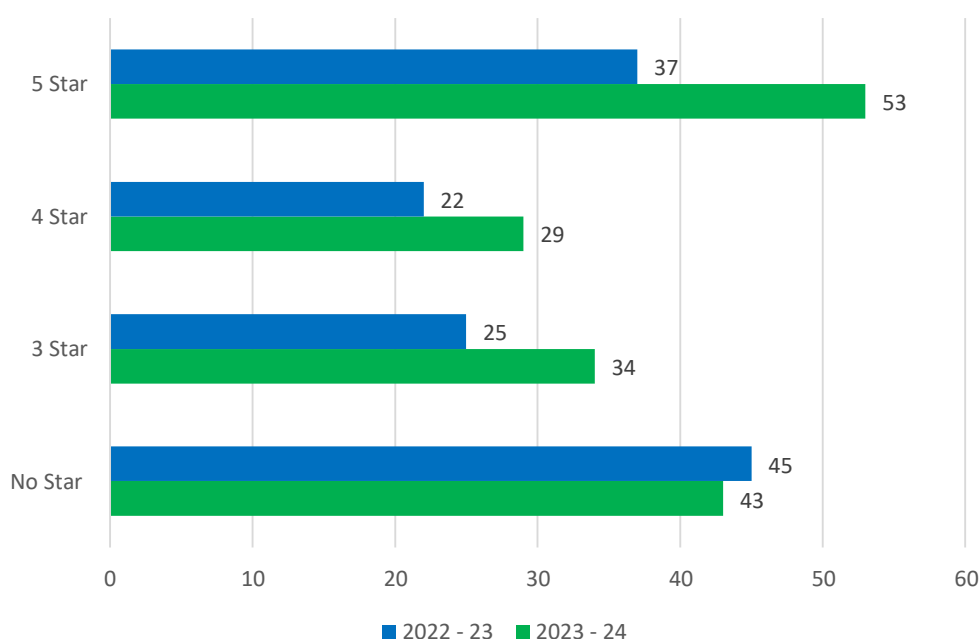


Table 6: Food safety rating scheme performance per inspection from 1 January 2024 to 31 March 2024.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
5 Star (0 – 3 points)	17	5	20	8	3	53
4 Star (4 – 7 points)	6	7	11	5	0	29
3 Star (8 – 11 points)	10	8	7	9	0	34
No Star (12+ points)	7	9	20	6	1	43
<b>Total</b>	<b>40</b>	<b>29</b>	<b>58</b>	<b>28</b>	<b>4</b>	<b>159</b>



Table 7 - A two year comparison of the percentage of businesses receiving a food star rating for the financial year to date.

	2023-24	2022-23	Difference
Total Stars Received	71%	61%	↑ 10%
5 Star	35%	25%	↑ 10%
4 Star	20%	20%	- 0%
3 Star	16%	16%	- 0%
No Star	29%	39%	↓ 10%

Graph 7: A two year comparison of food safety rating scheme performance per inspection for the financial-year-date.

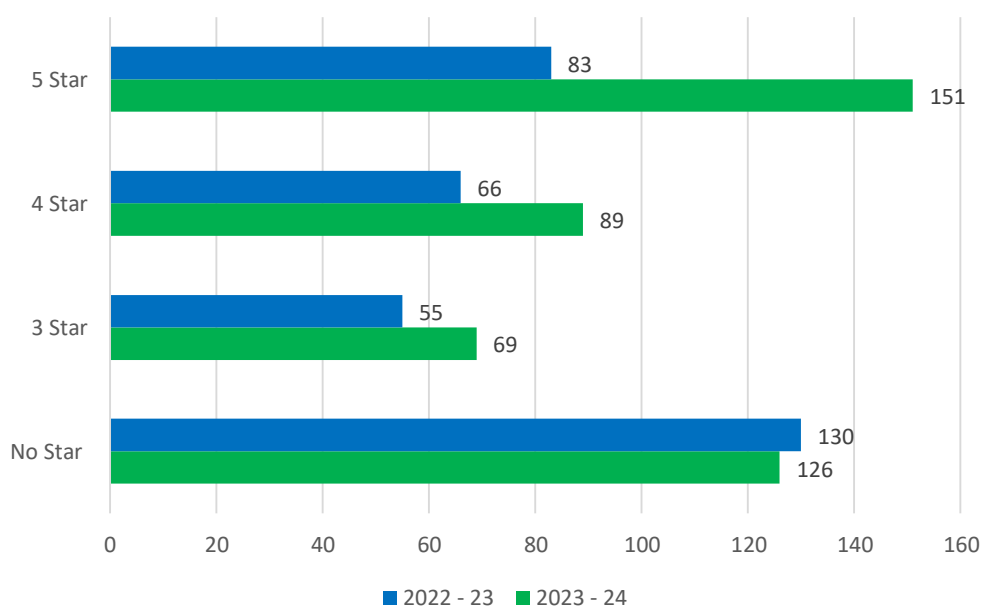


Table 6: Food safety rating scheme performance per inspection for the financial year-to-date.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
<b>5 Star (0 – 3 points)</b>	45	23	62	18	3	<b>151</b>
<b>4 Star (4 – 7 points)</b>	31	18	30	10	0	<b>89</b>
<b>3 Star (8 – 11 points)</b>	20	12	21	14	2	<b>69</b>
<b>No Star (12+ points)</b>	30	25	50	16	5	<b>126</b>
<b>Total</b>	<b>126</b>	<b>78</b>	<b>163</b>	<b>58</b>	<b>10</b>	<b>435</b>

## 2.4 Legal Actions for Food Premises

During the reporting period, nine Improvement Notices and four Final Warnings were issued (Table 8). One Expiation Notice was issued during the reporting period.

The majority of food business requiring legal action were Priority 1 high risk businesses (Table 10). Enforcement action is not limited to high-risk businesses with legal action also taken for lower Priority 2 food businesses. A total of 29 legal actions were required to be taken for food businesses for the financial year to date (Table 9).

As shown in Graph 8 there has been a decrease in the number of legal actions, specifically the number of Improvement Notices and Warnings required to be taken for the current financial year to date compared to the previous year. The Expiation Notice that was issued during the reporting period was for poor standards of cleanliness and potentially hazardous food stored out of temperature control.

Table 8: Legal action taken from 1 January 2024 to 31 March 2024.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
<b>Final Warning</b>	2	1	0	1	0	<b>4</b>
<b>Improvement Notice</b>	1	0	5	3	0	<b>9</b>
<b>Expiation Notice</b>	0	0	1	0	0	<b>1</b>
<b>Total</b>	<b>3</b>	<b>1</b>	<b>6</b>	<b>4</b>	<b>0</b>	<b>14</b>

Graph 8: A two year comparison of legal action taken for the financial year-to-date.

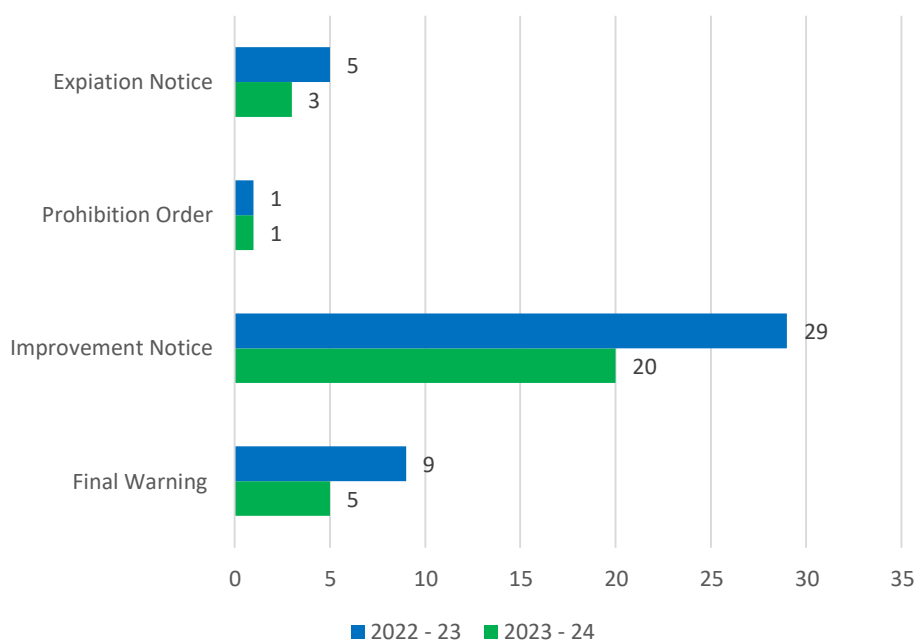


Table 9: Legal action taken for financial year-to-date.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
<b>Final Warning</b>	3	1	0	1	0	<b>5</b>
<b>Improvement Notice</b>	3	2	12	3	0	<b>20</b>
<b>Expiation Notice</b>	1	0	2	0	0	<b>3</b>
<b>Prohibition Order</b>	0	0	1	0	0	<b>1</b>
<b>Total</b>	<b>7</b>	<b>3</b>	<b>15</b>	<b>4</b>	<b>0</b>	<b>29</b>

Table 10: Legal action taken per food business risk classification from 1 January 2024 to 31 March 2024.

	P1	P2
<b>Final Warning</b>	3	1
<b>Improvement Notice</b>	8	1
<b>Expiation Notice</b>	0	1

## 2.5 Food Complaints

For the reporting period 1 January 2024 to 31 March 2024 EHA received 13 complaints that were investigated under the *Food Act 2001*. The complaints are shown by category in Graph 9 and by respective Constituent Council area in Table 11.

The reporting period observed an increase in complaints relating to alleged food poisoning, poor personal hygiene/food handling practices and refuse storage. Conversely, there was a decrease of 20% and 11% respectively in the number of alleged food poisoning and poor personal hygiene/food handling practices complaints received for the financial year to date when compared to the previous year (Graph 10).

Graph 10 also illustrates there was also significant decrease of 30% and 21% respectively in the number of unclean premises and unsuitable/unsafe food complaints received for the financial year to date when compared to the previous year.

Graph 9: A two year comparison of food complaints received from 1 January 2024 to 31 March 2024.

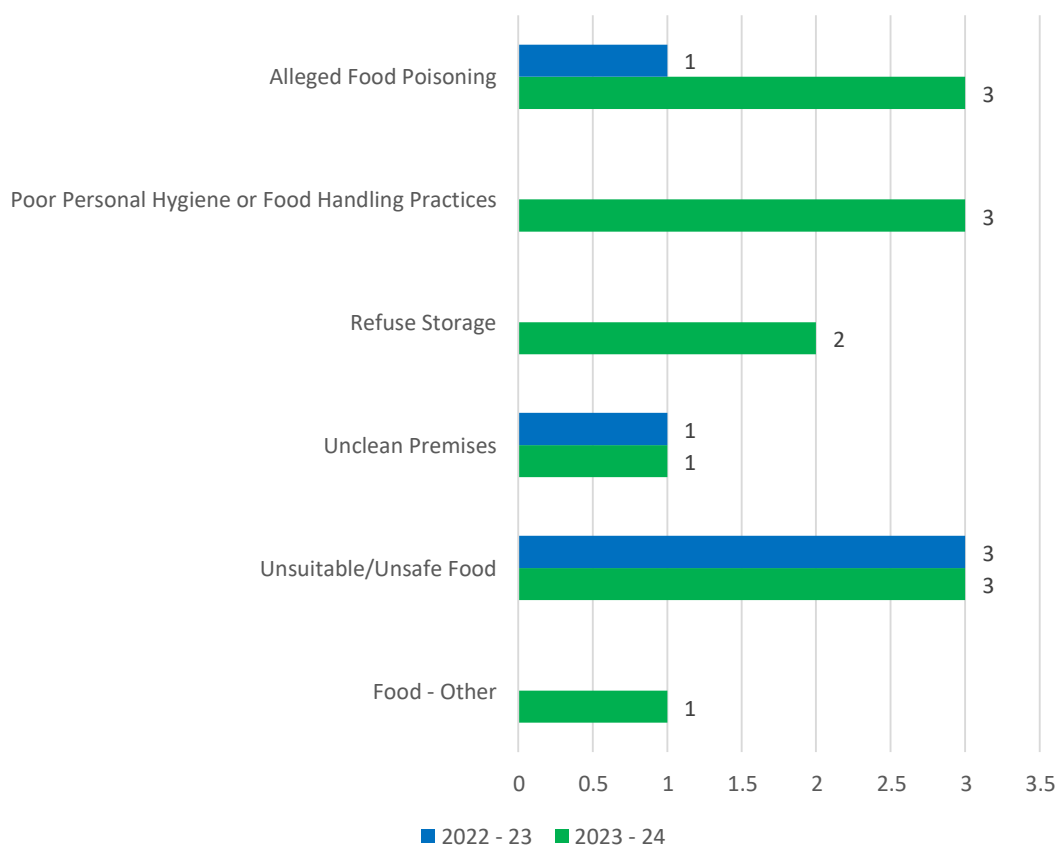


Table 11: Food complaints received by council area from 1 January 2024 to 31 March 2024.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
<b>Alleged Food Poisoning</b>	1	0	0	2	0	<b>3</b>
<b>Food - Other</b>	0	0	1	0	0	<b>1</b>
<b>Poor personal hygiene or food handling practices</b>	0	1	0	2	0	<b>3</b>
<b>Refuse Storage</b>	0	1	0	1	0	<b>2</b>
<b>Unclean premises</b>	0	1	0	0	0	<b>1</b>
<b>Unsuitable/unsafe food</b>	0	2	0	1	0	<b>3</b>
<b>Total</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>6</b>	<b>0</b>	<b>13</b>

Graph 10: A two year comparison of food complaints received for the financial year-to-date.

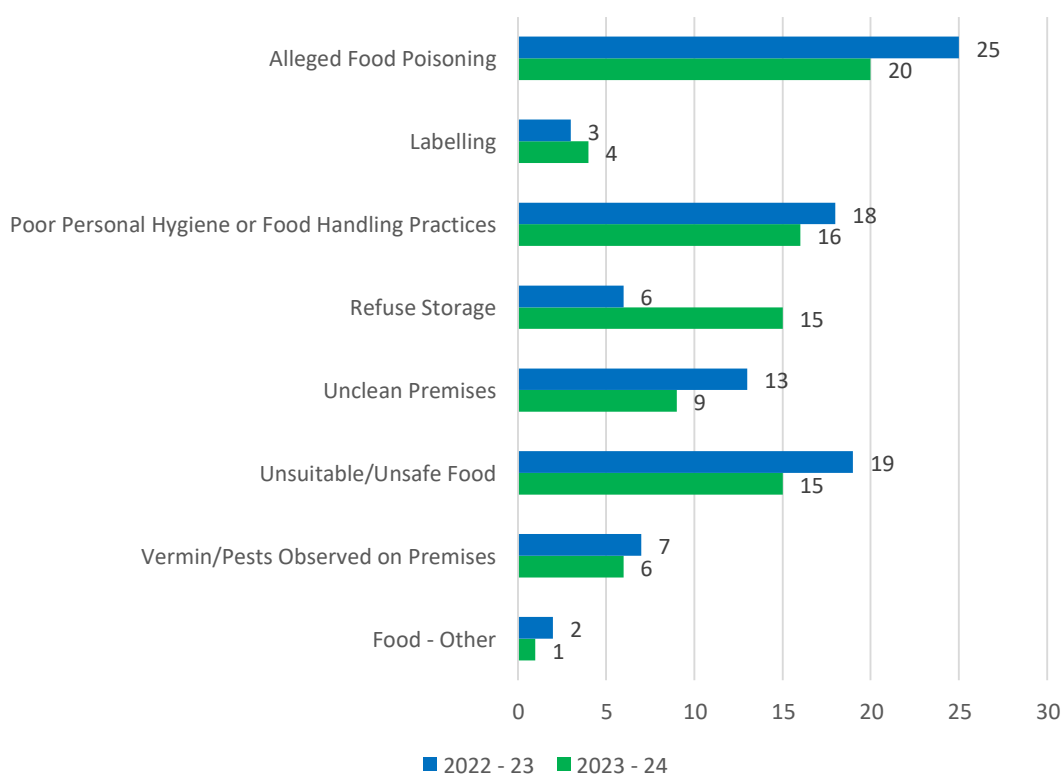


Table 12: Food complaints received by council area for the financial year-to-date.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
<b>Alleged Food Poisoning</b>	3	3	10	4	0	<b>20</b>
<b>Food - Other</b>	0	0	1	0	0	<b>1</b>
<b>Labelling</b>	0	3	1	0	0	<b>4</b>
<b>Poor personal hygiene or food handling practices</b>	2	1	6	7	0	<b>16</b>
<b>Refuse Storage</b>	6	3	5	1	0	<b>15</b>
<b>Unclean premises</b>	1	2	2	4	0	<b>9</b>
<b>Unsuitable/unsafe food</b>	0	7	6	2	0	<b>15</b>
<b>Vermin/pests observed on premises</b>	2	2	2	0	0	<b>6</b>
<b>Total</b>	<b>14</b>	<b>21</b>	<b>33</b>	<b>18</b>	<b>0</b>	<b>86</b>

## 2.6 Audits of Businesses that Serve Vulnerable Populations

During the reporting period, 21 businesses within the Constituent Council boundaries and 16 businesses in other council areas were audited under Standard 3.3.1 of the *Australia New Zealand Food Standards Code*. No additional follow-up audits were required.

A total of 102 audits of businesses that serve vulnerable populations and seven follow up audits have been completed in the financial year-to-date (Table 14).

Table 13: Food audits completed for the period from 1 January 2024 to 31 March 2024.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Out of Council	Total
<b>Audits</b>	6	6	5	3	1	16	<b>37</b>
<b>Follow-up audits</b>	0	0	0	0	0	0	<b>0</b>
<b>Total</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>3</b>	<b>1</b>	<b>16</b>	<b>37</b>

Table 14: Food audits completed for financial year-to-date.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Out of Council	Total
<b>Audits</b>	11	14	18	8	2	49	<b>102</b>
<b>Follow-up audits</b>	0	1	0	0	1	5	<b>7</b>
<b>Total</b>	<b>11</b>	<b>15</b>	<b>18</b>	<b>8</b>	<b>3</b>	<b>54</b>	<b>109</b>

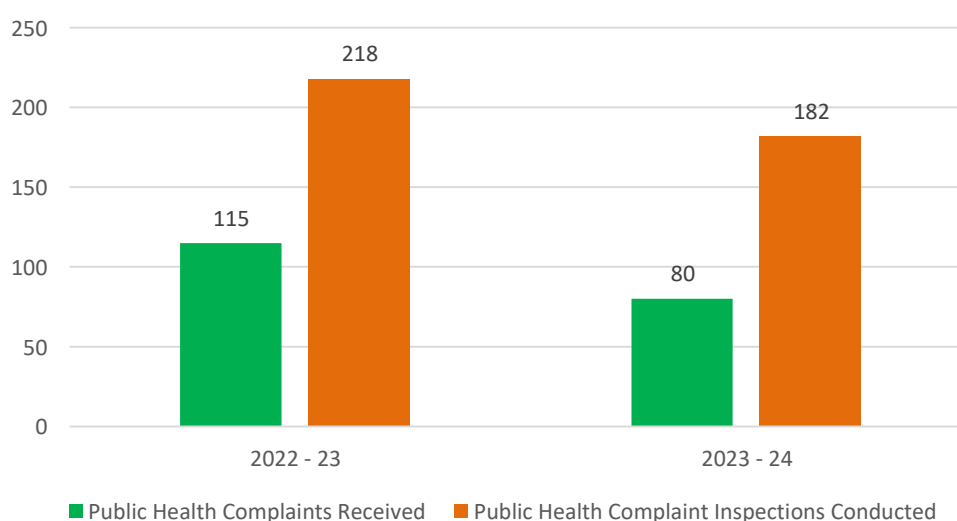
### 3.0 Public Health

#### 3.1 Public Health Complaints

For the reporting period 1 January 2024 to 31 March 2024 there was a total of 29 public and environmental health related complaints received (Table 15).

As shown in Graph 11, 80 public health complaints were received for the financial year to date, a 30% decrease compared to the previous year. A total of 182 inspections were undertaken to investigate these complaints, this equates to an average rate of 2.27 inspections required per complaint received, compared to 1.89 inspections required per complaint the previous year.

Graph 11: A two year comparison of the public and environmental health complaints received compared to completed inspections for the financial year-to-date.



Vector control and sanitation complaints account for the most common type of complaints over the past two years (Graphs 12 and 13), accounting for 83% of the complaints received in the current reporting period (Table 15) and financial year to date (Table 16).

The total number of public and environmental health complaints received for the financial year to date are further broken down by Council area in Table 16.

Graph 12: A two year comparison of public and environmental health complaints received from 1 January 2024 to 31 March 2024.

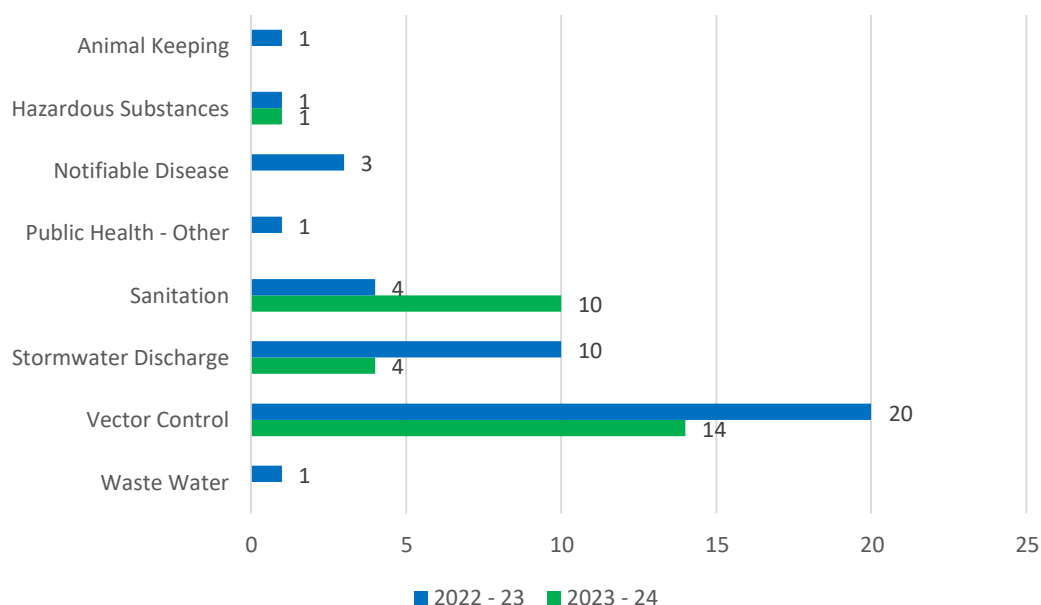


Table 15: Public and environmental health complaints for 1 January 2024 to 31 March 2024 by council area.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
<b>Hazardous Substances</b>	0	1	0	0	0	<b>1</b>
<b>Sanitation</b>	4	3	3	0	0	<b>10</b>
<b>Stormwater Discharge</b>	2	1	1	0	0	<b>4</b>
<b>Vector Control</b>	5	6	1	2	0	<b>14</b>
<b>Total</b>	<b>11</b>	<b>11</b>	<b>5</b>	<b>2</b>	<b>0</b>	<b>29</b>



Graph 13: A two year comparison of public and environmental health complaints received for the financial year-to-date.

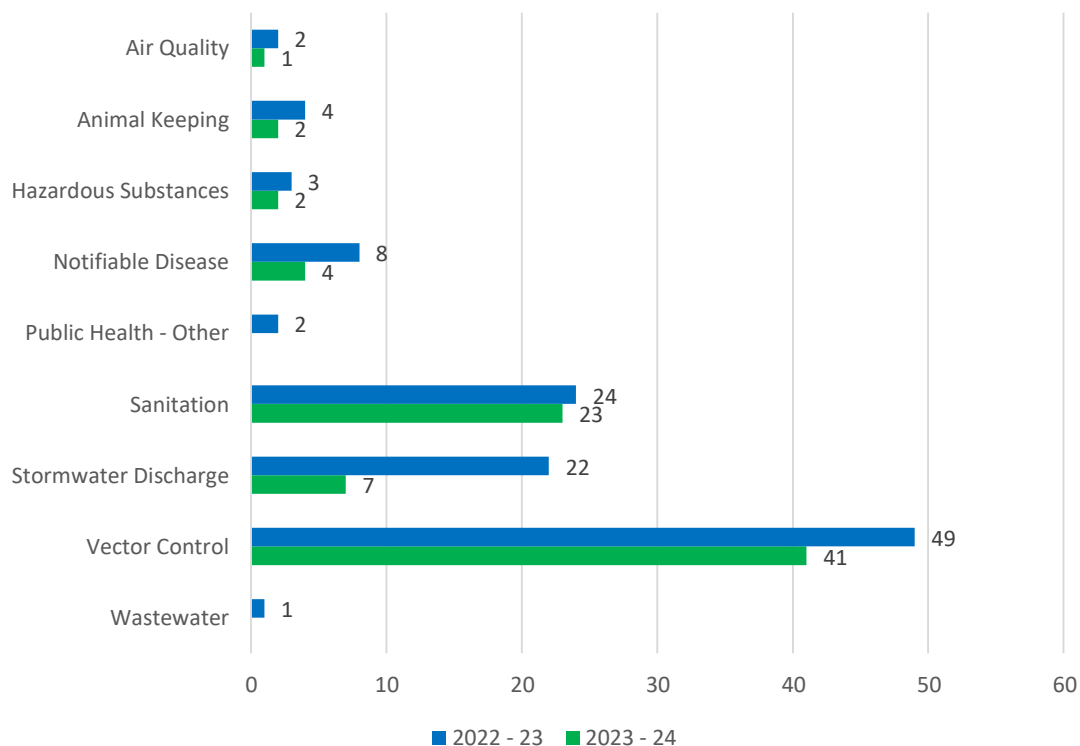


Table 16: Public and environmental health complaints for financial year-to-date by council area.

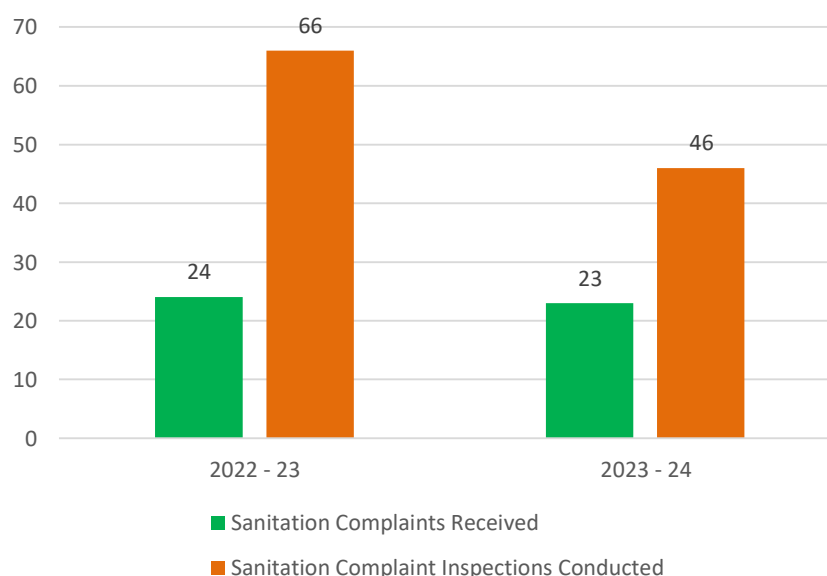
	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
<b>Air Quality</b>	0	0	1	0	0	<b>1</b>
<b>Animal Keeping</b>	1	0	0	1	0	<b>2</b>
<b>Hazardous Substances</b>	0	2	0	0	0	<b>2</b>
<b>Notifiable Disease</b>	1	1	1	1	0	<b>4</b>
<b>Sanitation</b>	12	6	3	2	0	<b>23</b>
<b>Stormwater Discharge</b>	4	1	2	0	0	<b>7</b>
<b>Vector Control</b>	11	15	9	4	2	<b>41</b>
<b>Total</b>	<b>29</b>	<b>25</b>	<b>16</b>	<b>8</b>	<b>2</b>	<b>80</b>

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 18 inspections completed for the seven premises that have required two or more inspections.

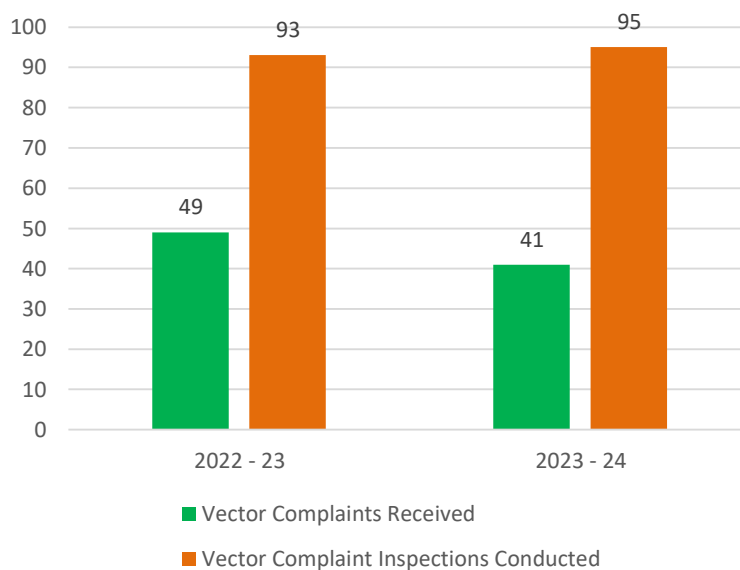
As shown in Graph 14, the number of sanitation complaints received is comparative over the past two years. The graph also shows that there is a high average rate of 2.38 inspections required per sanitation complaint over the past two years.

Graph 14: A two year comparison of sanitation complaints received compared to completed inspections for the financial year-to-date.



As illustrated in Graph 15 a high proportion of vector control complaints relate to vermin activity. There has been a comparable number of vector control complaints received and inspections required to be undertaken for the financial year to date when compared to the previous year (Graph 15).

Graph 15: 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 three cooling tower inspections and six warm water systems inspections were conducted at four sites (Table 17). *Legionella* detection during sampling was identified at one warm water site during the current reporting period with a system decontamination immediately undertaken by the site (Table 17).

A notification of *Legionella* at one warm water site was received from internal sampling undertaken. Immediate onsite decontamination was undertaken, and no further action was required.

Table 17: Cooling Tower and Warm Water System Inspections conducted from 1 January 2024 to 31 March 2024.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
<b>Routine Inspection</b>	0	3	6	0	0	9
<b><i>Legionella</i> Detections during sampling</b>	0	1	0	0	0	1
<b>Total</b>	0	4	6	0	0	10

Table 18: Cooling Tower and Warm Water System Inspections for financial year-to-date.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
<b>Routine Inspection</b>	0	7	6	2	0	15
<b>Follow-up Inspection</b>	0	1	0	0	0	1
<b><i>Legionella</i> Detections during sampling</b>	1	1	0	0	0	2
<b>Total</b>	1	9	6	2	0	18

### 3.3 Public Swimming Pools and Spas

During the reporting period 28 swimming and spa pool inspections were conducted at 18 sites.

Two complaints received during the reporting period were inspected. These complaints were investigated and no further action was required.

Table 19: Swimming and Spa Pool Inspections conducted between 1 January 2024 to 31 March 2024.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
<b>Routine Inspection</b>	12	2	9	2	3	28
<b>Follow-up Inspection</b>	2	0	0	2	0	4
<b>Complaint Inspection</b>	1	1	0	0	0	2
<b>Total</b>	15	3	9	4	3	34

A total of 45 swimming and spa pool inspections have been undertaken for the financial year-to-date (Table 20). In addition, four follow-up inspections and four complaint inspections were also conducted (Table 20).

Table 20: Swimming and Spa Pool Inspections conducted for financial year-to-date.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
<b>Routine Inspection</b>	22	3	14	2	4	<b>45</b>
<b>Follow-up Inspection</b>	2	0	0	2	0	<b>4</b>
<b>Complaint Inspection</b>	2	2	0	0	0	<b>4</b>
<b>Total</b>	<b>26</b>	<b>5</b>	<b>14</b>	<b>4</b>	<b>4</b>	<b>53</b>

### 3.4 Personal Care and Body Art

There were no routine inspections required for Personal Care and Body Art premises during the reporting period.

No complaints were received during the reporting period.

### 3.5 Wastewater

During the reporting period there were no applications received which required an 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. A total of 27 service reports were received and assessed. One service report required further actioning, to be followed up upon receipt of the next service report. No onsite inspections were required during the reporting period.

#### **4.0 Health Care and Community Services - Supported Residential Facilities**

For the reporting period 1 January 2024 to 31 March 2024 two dual licence and one pension only facility were licenced by Eastern Health Authority under the *Supported Residential Facilities Act 1992*. Re-licensing audits are scheduled to be completed during the next reporting period.

##### *Audits/Inspections*

One structural documentation inspection was completed during the reporting period.

##### *Complaints*

No complaints were received during the reporting period.

##### *Approval of Manager / Acting Manager*

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

A previously received application is pending approval as the correct documentation was not initially provided.

##### *Licence Transfer*

There were no licence transfer applications or approvals.

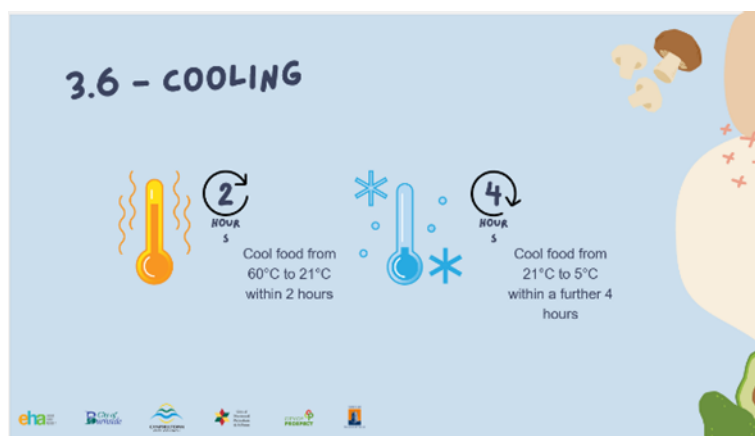
#### **5.0 Environmental Health Education / Promotion**

Environmental Health education, training and promotion plays an important role in protecting the health of the local communities from the potential health effects of environmental hazards. EHA does this by informing the local community and businesses through various forms of communication by:

- raising awareness of environmental hazards in the community
- providing training, education, technical guidance and advice
- outlining legislative responsibilities and updates.

##### *Food Safety Training*

On 22 February 2024 two 'Fundamental Training for a Food Handler' sessions were presented by EHA's officers. A total of 26 participants attended the training. With a recently revised training presentation, the session is aimed at educating food handlers on the fundamental principles of food safety with interactive activities to consolidate the participants learnings. The feedback received has been very positive with a consistent number of bookings received. The next training session is to be held in May this year.



### Food Safety Newsletter

A biannual Food Safety Newsletter is provided to all food businesses within EHA's five Constituent Councils. In addition, the newsletter is also made available on EHA's website and its Constituent Council social media platforms. The purpose of the newsletter is to communicate key information that is 'easy to read' with links to further information if required. Each newsletter has a key food safety theme aiming to highlight or remind proprietors or food handlers of their responsibilities or even instigate contact with the Environmental Health Officer for further information or assistance.

EHA's second newsletter for the year was released in April 2024. Key themes included: 'Cleaning and Sanitising'; reminder of the new Food Safety Standards 3.2.2a; upcoming Food Safety training; and progress of Food Star Rating system.



# FOOD SAFETY

Eastern Health Authority Bi-annual Newsletter

## Cleaning and Sanitising

### Food Safety Standard 3.2.2 Clause 19 & 20

Effective cleaning and sanitising in your food business helps protect you and your customers against the spread of bacteria and other organisms that can cause foodborne illness.

**Cleaning** removes dirt, grease and food waste.

**Sanitising** destroys microorganisms. Clean items and surfaces before you sanitise them.

#### Using Dishwashers

Hot water must reach a minimum of 77oC for at least 30 seconds to be effective. Ensure you have a suitable dishwasher that can clean and sanitise quickly and effectively. Domestic dishwashers are generally not suitable for food businesses as they use a lower temperature (around 65-68oC) and longer cycles. Commercial dishwashers operate at high temperatures (above 80oC) and quick cycles, cleaning and sanitising dishes in a quick and effective manner.

#### Using Chemical Sanitisers

There are many different types of sanitisers, and each will vary greatly in how they should be used. It is important that the product is food safe. Some sanitisers will require dilution before use, while other are ready-to-use (RTU). Diluting a sanitiser to the correct concentration is critical in preventing the spread of harmful bacteria that cause foodborne illness.

For more information regarding cleaning and sanitising, you can visit the SA Health website [here](https://www.sa.gov.au/health).



Always read the manufacturer's instructions carefully, and ensure that the product is used correctly



### IN THIS ISSUE

**CLEANING AND SANITISING:  
A COMMON NON-  
COMPLIANCE**

**FOOD SAFETY REMINDER:  
STANDARD 3.2.2A IN  
EFFECT 8 DECEMBER 2023**

**FOOD SAFETY RATING  
SCHEME: 2022-2023**

**FOOD SAFETY TRAINING  
2024**

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## Food Safety Reminder

**Food Safety Standard 3.2.2A - in effect from 8 December 2023**

The new food safety management tools include ensuring food handlers are appropriately trained, appointing a food safety supervisor, and demonstrating management of key food safety practices.

Find the answers to frequently asked questions about the Food Safety Management Tools - Standard 3.2.2A and how it may apply to your business [here](#) on the SA Health website.

## A Look Back at Last Financial Year

### SA Health Food Safety Rating Scheme

Participation of the SA Health Food Star Rating Scheme (FSRS) commenced on 1 July 2021. The FSRS gives consumers information about how well food businesses comply with food safety standards. The higher the star rating, the higher the standard of food safety.

During the 2022-2023 financial year, 598 food businesses captured under the Scheme were inspected by EHA Officers. Of those businesses, 27% received a 5-star rating and 20% received a 4-star rating. This is an increase of 42% and 11% compared to the previous 2021-2022 financial year. An excellent effort by our food businesses!

For more info on the Scheme, you can visit the SA Health website [here](#).



## EHA FOOD SAFETY TRAINING

**The next training will be held on Thursday 30 May 2024 at 10:00am or 1:00pm**

The EHA Food Safety Fundamentals Training is designed to introduce basic food safety principles to food handlers and is free to all EHA businesses.

Registrations will open soon, so stay tuned on our website [here](#).

Please be advised that the EHA food safety training does not meet the criteria for the Food Safety Supervisors course. A list of Registered Training Organisations (RTO) is available [here](#) on the SA Health website.

## RECOMMENDATION

That:

The Environmental Health Activity Report is received

## 8.2 IMMUNISATION

### 2024 School Immunisation Program (SIP)

During the reporting period EHA commenced the 2024 School Immunisation Program, offering immunisations to Year 7 and Year 10 students across 20 high schools.

11 school immunisation sessions have been completed with a total of 1,887 vaccines administered to date. This is a decrease in vaccines administered of 3,329 (63.82%) compared to the same reporting period in 2023.

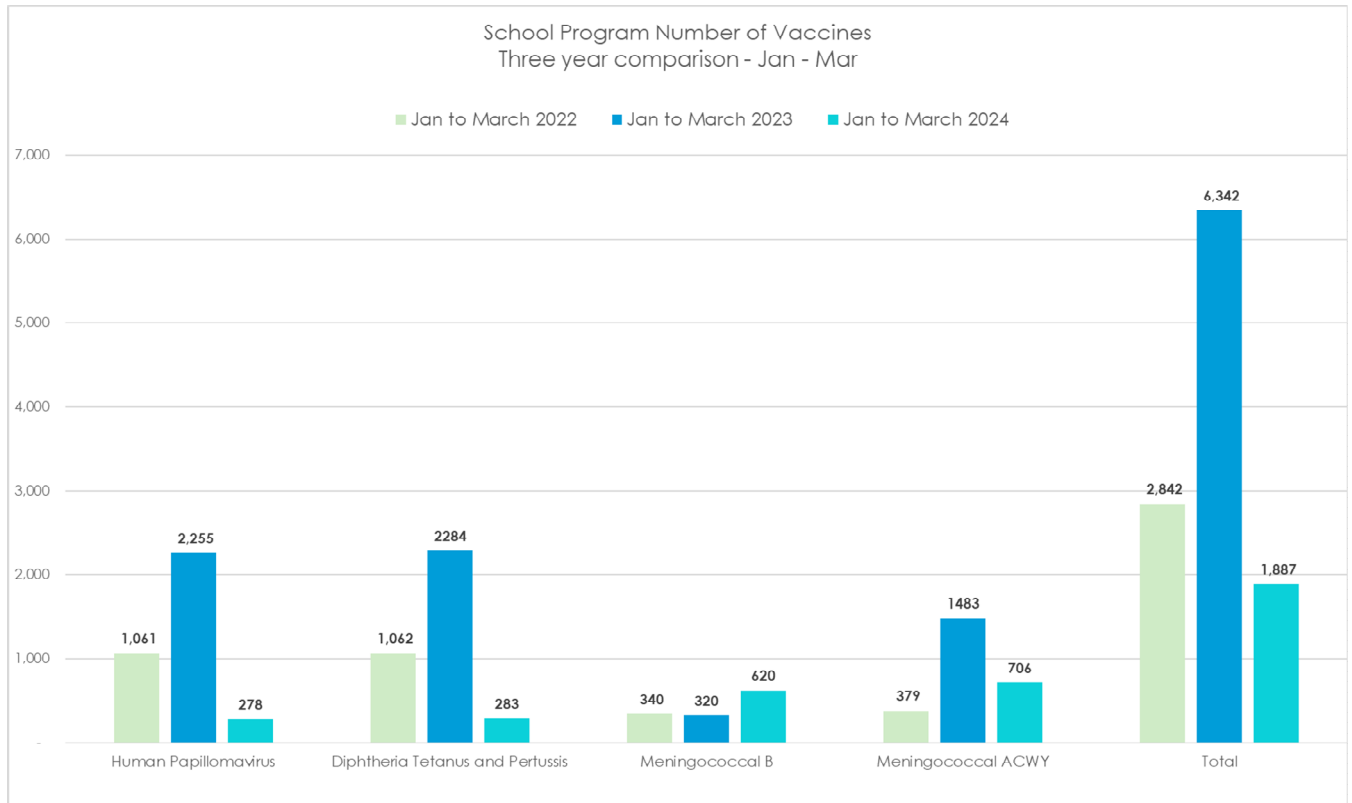
The comparative decrease is based on three factors. Firstly, the SIP program has transitioned to Year 7 and Year 10 only from 2024, with Year 8's no longer requiring vaccines. The second factor is the realignment and spread of dates across the school year. This allows for a more even distribution of workload and provides space to conduct the Flu worksite program. It also accommodates NAPLAN testing scheduled in schools for the Year 7 cohort. The third is that we are no longer providing a service to Adelaide Hills Council schools.

The SIP program will be in full swing from June 2024 onward, concluding in November 2024.

Table 1: School Vaccinations for Calendar Year to Date – January to March 2024

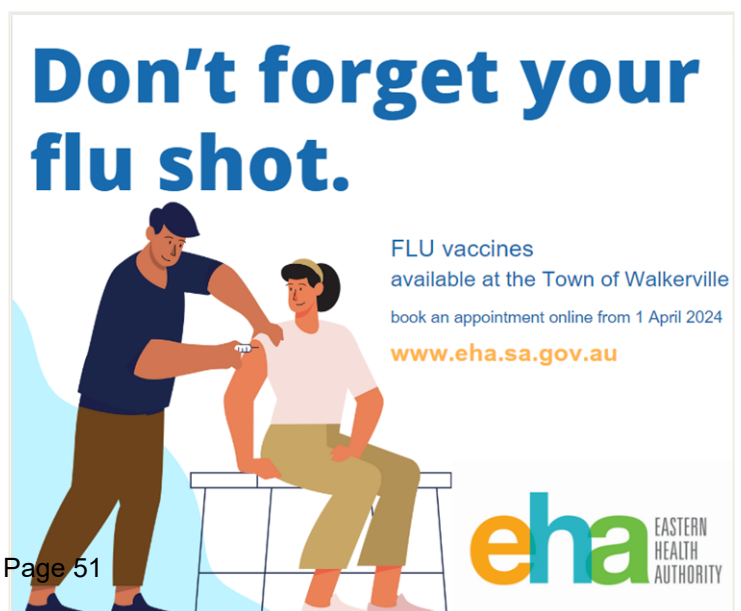
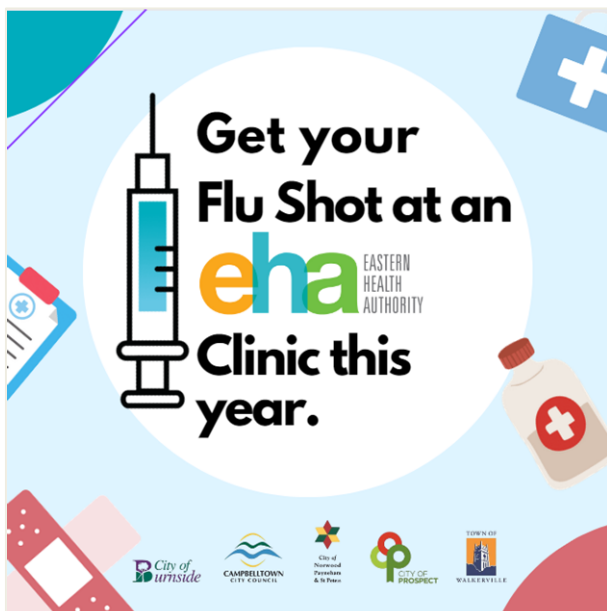
Council	Human Papillomavirus	Diphtheria Tetanus and Pertussis (dTpa)	Meningococcal (Men B)	(Men ACWY)	Total
Burnside	60	60	72	93	285
Campbelltown	2	2	111	134	249
NPSP	0	0	109	115	224
Prospect	118	121	100	107	446
Walkerville	75	77	77	86	315
Unley	23	23	151	171	368
<b>Total</b>	<b>278</b>	<b>283</b>	<b>620</b>	<b>706</b>	<b>1,887</b>

Graph 1: School Vaccinations 3 Year Comparison - January to March 2022 to 2024



### Marketing and Promotion Summary

March saw an increase in flu promotions on our Council social media sites with the focus on promoting EHA's flu only clinics to be held in April and May. Posters have been distributed to all Council Customer Service areas, as well as the libraries to highlight the specific clinic locations.



For the 2024 public clinic program, EHA has introduced a QR Code on advertising posters. This QR code allows clients to directly access the EHA website and online booking system. This initiative has been very well received. During the reporting period, the QR code was scanned 66 times.

The clinic posters distributed to Council customer service areas, libraries, and specific clinic locations are provided below.



**Get your  
Flu Shot at an  
eha EASTERN  
HEALTH  
AUTHORITY  
Clinic this  
year.**

To book an appointment online  
or view clinic times and  
locations visit  
[eha@eha.sa.gov.au](mailto:eha@eha.sa.gov.au)  
or call 8132 3600




**Don't forget your  
flu shot.**

FLU vaccines  
available at the ARC Campbelltown  
book an appointment online from 1 April 2024  
[www.eha.sa.gov.au](http://www.eha.sa.gov.au)

**eha EASTERN  
HEALTH  
AUTHORITY**

Wednesday 17 April	4pm – 6:15pm	walk-in
Wednesday 1 May	10am - 12:30pm	appointment
Wednesday 15 May	4pm – 6:15pm	walk-in
Wednesday 22 May	4pm – 6pm	appointment

\*FREE flu for people over 65 years and over, children under the age of 5, pregnant women, Aboriginal and Torres Strait Islander people, and people with a chronic medical condition.

To book an appointment online or view clinic  
times and locations visit [eha@eha.sa.gov.au](mailto:eha@eha.sa.gov.au)  
or call 8132 3600



The focus on advertising new clinic times for Prospect has continued. A Prospect clinic survey is currently being finalised and will gauge clients' views on the clinic changes. EHA will send the finalised survey via SMS to clients who attended the Prospect clinic during the months of April and May. The survey consists of 4 questions which will take our clients under 1 minute to complete, making it an easy and efficient survey to complete post visit.

Below shows a copy of the Prospect Clinic attendance survey for 2024.

### Eastern Health Authority - Immunisation Services

#### Prospect clinic attendance survey 2024

We appreciate your feedback and value all responses.

1. How do you rate your experience at the Prospect immunisation clinic?

★
★
★
★
★

2. Was the clinic time of 4pm-6:30pm convenient for you and/or your family?

☐ Yes  
☐ No

3. Do you prefer an after-hours appointment clinic or a walk-in (no appointment required) clinic?

☐ After-hours appointment  
☐ Walk-in - no appointment required


4. How did you find the facilities at Prospect? Location of room, parking availability, privacy?

☐ Excellent  
☐ Good  
☐ Could be improved

If answered, could be improved, please provide details of what you think could be improved.

Done

Powered by



See how easy it is to [create surveys and forms](#).

### **Workplace Influenza Program**

Throughout January to March EHA staff have continued reaching out to several new businesses using the launch email to engage new bookings.

EHA staff spent considerable time reaching out to businesses who used EHA services in previous years. Using the database system from 2019 up until 2022, we promoted the month of April as a priority to businesses.

EHA staff are currently working through additional requests that continue to come through daily, we would therefore expect this number to increase throughout April and into June and July.

EHA's online booking system has continued to prove popular amongst our clients, with the quick quote response system then managed by administration to provide a prompt response to all queries for bookings that are received by EHA.

As at the end of March 2024 a total of 79 Workplace Influenza Program (WIP) visits have been booked and confirmed with 3,776 clients booked into the program. An additional three business have bookings waiting to be confirmed for upcoming dates.

70 of these confirmed bookings are returning customers from 2023 following a mass mailout, whilst 13 are new bookings in the 2024 program.

## Public Clinics

During the period of review 505 clients received 1,253 vaccines at EHA's public immunisation clinics.

This is a decrease of 172 (25.40%) clients and 408 (24.56%) vaccines in comparison to the same period in 2023.

This decrease is due to SIP catchups absent from EHA clinics currently due to the changes in the SIP scheduling in 2024 and the fact that EHA is no longer servicing Adelaide Hills Council.

We are however, seeing a high volume of bookings in our public clinics for the upcoming months which includes flu season. Clinics are currently booked out with no available appointments until the first week of May.

Graph 2: Client attendance at public clinics – 24-month period

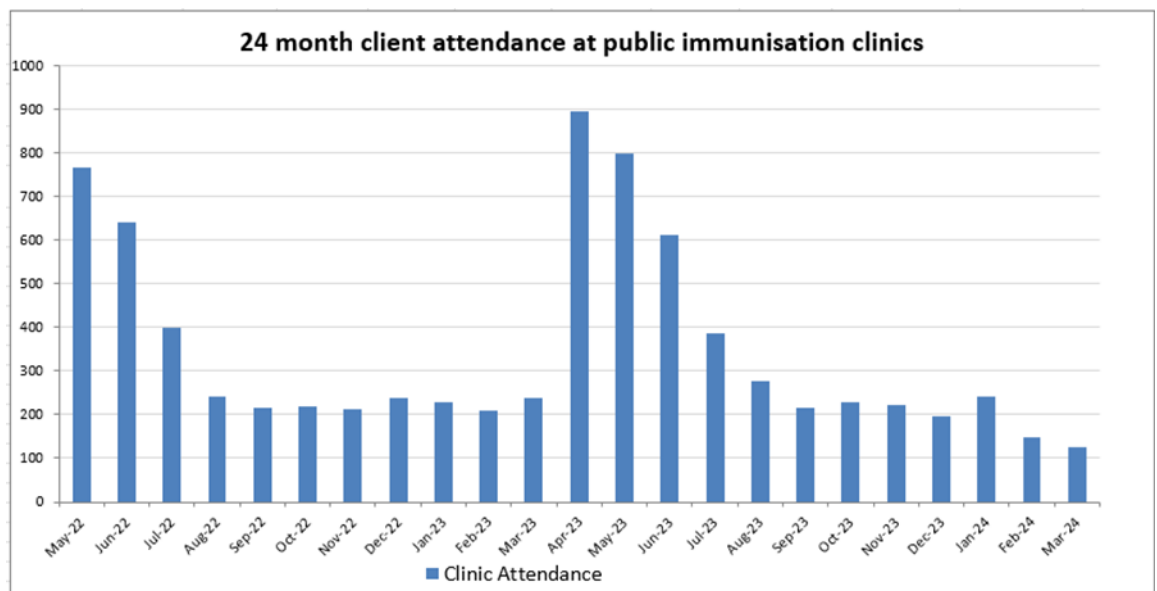


Table 3 provides a detailed analysis of attendance at each of the public clinics provided. It also provides information in relation to our client's council of origin.

Table 3: Combined Clinic breakdown for July 2023 – March 2024

Burnside Clinic				
Burnside Council - 2nd and 4th Monday of each month				
Client council of origin	Jan- Mar 2024		YTD	
	Clients	Vaccines	Clients	Vaccines
Burnside	36	83	175	334
Campbelltown	12	29	47	109
NPSP	8	26	39	90
Prospect	3	6	9	19
Walkerville	0	0	0	0
Adelaide Hills	1	4	6	13
Unley	17	49	43	125
Other	3	9	9	19
Clinic Total Number	80	206	328	709

Campbelltown Clinic				
The ARC - 1st and 3rd Wednesday of each month				
Client council of origin	Jan- Mar 2024		YTD	
	Clients	Vaccines	Clients	Vaccines
Burnside	8	18	32	61
Campbelltown	31	70	131	277
NPSP	5	16	32	70
Prospect	1	1	5	9
Walkerville	1	2	3	4
Adelaide Hills	0	0	2	3
Unley	0	0	3	8
Other	2	5	7	18
Clinic Total Number	48	112	215	450

Norwood Payneham & St Peters Clinic				
Weekly at EHA offices				
Client council of origin	Jan- Mar 2024		YTD	
	Clients	Vaccines	Clients	Vaccines
Burnside	42	105	267	562
Campbelltown	82	206	363	812
NPSP	61	155	481	966
Prospect	21	54	88	173
Walkerville	9	25	65	126
Adelaide Hills	3	13	9	30
Unley	10	27	59	141
Other	14	31	67	144
Clinic Total Number	242	616	1399	2954

Prospect Clinic				
Prospect Clinic - held at Prospect Town Hall Payinthei				
Client council of origin	Jan- Mar 2024		YTD	
	Clients	Vaccines	Clients	Vaccines
Burnside	4	4	9	14
Campbelltown	5	7	7	13
NPSP	1	1	2	5
Prospect	10	25	55	118
Walkerville	0	0	2	6
Adelaide Hills	0	0	0	0
Unley	0	0	4	5
Other	3	6	9	20
Clinic Total Number	23	43	88	181

Walkerville Clinic				
Walkerville Council - 1st Friday of each month				
Client council of origin	Jan- Mar 2024		YTD	
	Clients	Vaccines	Clients	Vaccines
Burnside	4	14	11	30
Campbelltown	5	11	17	37
NPSP	2	5	13	27
Prospect	4	6	8	14
Walkerville	8	19	19	39
Adelaide Hills	0	0	2	3
Unley	1	4	3	8
Other	3	6	11	28
Clinic Total Number	27	65	84	186

Adelaide Hills Clinic				
Stirling and Woodside - 1st and 3rd Thursday of each month				
Client council of origin	Jan- Mar 2024		YTD	
	Clients	Vaccines	Clients	Vaccines
Burnside	0	0	3	4
Campbelltown	0	0	0	0
NPSP	0	0	2	4
Prospect	0	0	0	0
Walkerville	0	0	0	0
Adelaide Hills	0	0	50	100
Unley	0	0	0	3
Other	0	0	6	15
Clinic Total Number	0	0	61	126

Unley Clinic				
Civic Centre - 3rd Wed, 4th Fri and 1st Sat of each month				
Client council of origin	Jan- Mar 2024		YTD	
	Clients	Vaccines	Clients	Vaccines
Burnside	6	13	42	85
Campbelltown	11	22	32	63
NPSP	9	20	22	57
Prospect	1	1	5	9
Walkerville	1	1	1	1
Adelaide Hills	1	4	10	18
Unley	33	91	160	340
Other	23	59	71	167
Clinic Total Number	85	211	343	740

Grand Total of all Clinic Sites				
Client council of origin	Jan- Mar 2024		YTD	
	Clients	Vaccines	Clients	Vaccines
Burnside	100	237	539	1090
Campbelltown	146	345	597	1311
NPSP	86	223	591	1219
Prospect	40	93	170	342
Walkerville	19	47	90	176
Adelaide Hills	5	21	79	167
Unley	61	171	272	630
Other	48	116	180	411
Clinic Total Number	505	1253	2518	5346



**LGA South Australia Pre-Budget Submission 2024-25 Priorities**

Under the South Australian Public Health Act 2011, councils are required to support the delivery of immunisation services and develop regional public health plans. Councils have a long-standing involvement in providing immunisation through childhood clinics, schools, and a school-based immunisation program which deliver almost all (90%) adolescent vaccines. Currently, 40 councils in SA administer this program directly or through subcontracting arrangements.

Funding is provided from the State Government for the delivery of the School Immunisation Program (SIP). The level of funding has increased significant in recent years after continual lobbying from local government stakeholders. EHA will receive approximately \$225,000 in 2023/2024 to deliver the SIP.

There is a pressing need however for additional funding for public clinics to ensure comprehensive, accessible, and sustainable immunisation services. Addressing this funding gap is crucial for the continued protection and enhancement of public health in South Australian communities.

The LGA have included immunisation funding as one of the 14 priority areas for consideration in their submission to the State Government (see attachment 1).

The LGA is requesting an investment of an additional \$2.4 million to provide ongoing sustainable and equitable funding for councils to deliver on priority immunisation services. This would occur by increasing funding for community/public clinics from \$6 per visit to \$35 per visit to align council funding with that of other service providers and enable councils to maintain and expand their services. Based on EHA 2022/2023 numbers attending public clinics, this would equate to approximately \$160,000.

**RECOMMENDATION**

That:

The Immunisation Services Report is received.

## 8 Immunisation

Councils have an essential role in the protection of public health through their work as public health authorities, which includes the delivery of immunisation services. Despite their importance, councils often operate with limited funding, leading to reduced clinic availability, cessation of services, or reliance on third-party commercial providers.

### What is needed

Invest an additional \$2.4 million to provide ongoing sustainable and equitable funding for councils to deliver on priority immunisation services. Additionally, increase funding for community/public clinics from \$6 per visit to \$35 per visit to align council funding with that of other service providers and enable councils to maintain and expand their services.

### Key issues

Under the South Australian Public Health Act 2011, councils are required to support the delivery of immunisation services and develop regional public health plans.

Councils have a long-standing involvement in providing immunisation through childhood clinics, schools, and a school-based immunisation program which deliver almost all (90%) adolescent vaccines.

Currently, 40 councils in SA administer this program directly or through subcontracting arrangements.

There is a pressing need for additional funding for public clinics to ensure comprehensive, accessible and sustainable immunisation services. Addressing this funding gap is crucial for the continued protection and enhancement of public health in South Australian communities.