

**EASTERN HEALTH AUTHORITY AUDIT COMMITTEE**

Minutes of the Audit Committee meeting held via teams on Wednesday 6 December 2023 commencing at 6:00 pm.

**MEMBERS PRESENT:**

Madeleine Harding	Presiding Member (Independent)
Natalie Caon	Independent Member
Cr Peter Cornish	City of Burnside

**In attendance:**

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

**1 OPENING**

The meeting was declared open by the Presiding Member at 6:00pm.

**2 ACKNOWLEDGEMENTS 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 Confirmation of Minutes**

Cr Peter Cornish moved:

That:

The minutes of the previous Audit Committee meeting be taken as read and confirmed.

Seconded by: Natalie Caon

**CARRIED UNANIMOUSLY**

**1: 122023**

**6 MATTERS ARISING FROM THE MINUTES:**

Nil.

**7 ADMINISTRATION REPORTS**

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

Cr Natalie Caon moved:

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.

Seconded by: Peter Cornish

**CARRIED UNANIMOUSLY 2: 122023**

**7.2 LONG-TERM FINANCIAL PLAN REVISED FINANCIAL ESTIMATES**

Cr Natalie Caon moved:

That:

1. Long-Term Financial Plan revised financial estimates report is received.
2. The Long-Term Financial Plan revised financial estimates as amended are presented to the Board of Management for consideration.

Seconded by: Peter Cornish

**CARRIED UNANIMOUSLY 3: 122023**

**7.3 EASTERN HEALTH AUTHORITY CHARTER REVIEW UPDATE**

Cr Peter Cornish moved:

That:

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

Seconded by: Natalie Caon

**CARRIED UNANIMOUSLY 4: 122023**

**7.4 UPDATE ON AUDIT FINDING RECOMENDATIONS**

Cr Madeleine Harding moved:

That:

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

Seconded by: Natalie Caon

**CARRIED UNANIMOUSLY 5: 122023**

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

Cr Natalie Caon 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 provided as attachment 1 to this report are referred to the Board of Management for adoption.

Seconded by: Madeleine Harding

**CARRIED UNANIMOUSLY 6: 122023**

## **7.6 REVIEW OF EASTERN HEALTH AUTHORITY INTERNAL CONTROLS REGISTER**

Cr Peter Cornish moved:

That:

1. The report regarding the Review of Eastern Health Authority Internal Controls Register as amended is received.

Seconded by: Natalie Caon

**CARRIED UNANIMOUSLY 7: 122023**

## **7.7 DEBT COLLECTION POLICY**

Cr Peter Cornish moved:

That:

1. The report regarding the Debt Collection Policy as amended is received.
2. The Debt Collection Policy as amended marked attachment 2 to the Debt Collection Policy report is endorsed and referred to the Board of Management for adoption.

Seconded by: Natalie Caon

**CARRIED UNANIMOUSLY 8: 122023**

## **7.8 APPOINTMENT OF EXTERNAL AUDITOR FOR 2024-2026**

Cr Peter Cornish moved:

That:

1. The Appointment of External Auditor for 2024-2026 report is received.
2. The Eastern Health Authority Board of Management be informed that the Audit Committee recommends that it appoints Dean Newberry as its External Auditor for the period 2023-2024 to 2025-2026 (with the option to extend for a further two years).

Seconded by: Natalie Caon

**CARRIED UNANIMOUSLY 8: 122023**

**8 CORRESPONDENCE**

**9 OTHER BUSINESS**

**10 CLOSURE OF MEETING**

Presiding member, Madeleine Harding, declared the meeting closed at 7:33.