



Board of Management

6 November 2024



local councils working together to protect the health of the community



**EASTERN HEALTH AUTHORITY
BOARD OF MANAGEMENT MEETING**

WEDNESDAY 6 November 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 6 November 2024 commencing at 6:30 pm.

A light meal will be served from 6.00 pm.

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

**MICHAEL LIVORI
CHIEF EXECUTIVE OFFICER**

AGENDA

EASTERN HEALTH AUTHORITY BOARD OF MANAGEMENT MEETING

WEDNESDAY 6 November 2024

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 Board held on Wednesday 28 August 2024 as printed and circulated be taken as read and confirmed.

6 Matters arising from the minutes

Agenda Continued

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11 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 28 August 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 Nenke, Cr J Allanson	Corporation of the Town of Walkerville

In attendance:

M Livori	Chief Executive Officer
N Conci	Team Leader Environmental Health

1 OPENING:

The meeting was declared open by the Cr P 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:

K Paparella	Team Leader Administration and Immunisation
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5 CONFIRMATION OF MINUTES:

M Hammond moved:

The minutes of the meeting of the Board held on 26 June 2024 be taken as read and confirmed.

Seconded by Cr K Barnett

CARRIED UNANIMOUSLY

1: 082024

6 MATTERS ARISING FROM THE MINUTES:

7 ADMINISTRATION REPORT

7.1 DRAFT GENERAL PURPOSE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

Cr J Allanson moved:

That:

1. The General Purpose Financial Statements Report for the Year ending 30 June 2024 Report is received.
2. The Board of Management notes that the Audit Committee is satisfied that the 2023/2024 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 2024 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 2023/2024 year.
5. A copy of the General Purpose Financial Reports including the Annual Financial Statements for the Year ending 30 June 2024 are provided to the Constituent Councils.

Seconded by Cr S Whittington

CARRIED UNANIMOUSLY

2: 082024

7.2 REPORT ON FINANCIAL RESULTS FOR THE YEAR ENDED 30 JUNE 2024

Cr S Whittington moved:

That:

The report on Financial Results for the Year Ending 30 June 2024 is received.

Seconded by Cr K Barnett

CARRIED UNANIMOUSLY 3: 082024

7.3 EASTERN HEALTH AUTHORITY (EHA) AUDIT COMMITTEE ANNUAL EVALUATION REPORT 2023/2024

M Hammond moved:

That:

The report titled EHA Audit Committee Annual Report Evaluation 2023/2024 is received.

Seconded by Cr J Allanson

CARRIED UNANIMOUSLY 4: 082024

7.4 LONG-TERM FINANCIAL PLAN REVISED FINANCIAL ESTIMATES

Cr K Moorhouse moved:

That:

1. Long-Term Financial Plan revised financial estimates report is received.
2. The Long-Term Financial Plan revised financial estimates are endorsed.

Seconded by Cr T Nguyen

CARRIED UNANIMOUSLY 5: 082024

7.5 EASTERN HEALTH AUTHORITY CHARTER REVIEW UPDATE

Cr K Barnett moved:

That:

The Eastern Health Authority Charter Review Update Report is received.

Seconded by Cr T Nguyen

CARRIED UNANIMOUSLY 6: 082024

7.6 ANNUAL BUSINESS PLAN 2023/2024 PERFORMANCE EVALUATION

Cr S Whittington moved:

That:

The Annual Business Plan 2023/2024 Performance Evaluation report is received.

Seconded by Cr J Nenke

CARRIED UNANIMOUSLY 7: 082024

7.7 FOOD ACT ANNUAL REPORT 2023/2024

Cr S Whittington moved:

That:

The report titled Food Act Annual Report 2023/2024 be received.

Seconded by Cr L Henschke

CARRIED UNANIMOUSLY 8: 082024

7.8 2023/ 2024 FINANCIAL YEAR ANNUAL ENVIRONMENTAL HEALTH REPORT

Cr S Whittington moved:

That:

1. The Report titled 2023/2024 Financial Year Annual Environmental Health Report is received and endorsed.

Seconded by Cr K Barnett

CARRIED UNANIMOUSLY

9: 082024

7.9 RISK MANAGEMENT POLICY

Cr S Whittington moved:

That:

1. The report regarding the Risk Management Policy is received.
2. The Risk Management Policy provided as attachment 1 to this report is adopted.

Seconded by Cr J Allanson

CARRIED UNANIMOUSLY

10: 082024

7.10 RISK MANAGEMENT – UPDATED CORPORATE RISK SUMMARY

Cr S Whittington moved:

That:

1. The Risk Management – Updated Corporate Risk Summary Report is received.
2. The updated Corporate Risk Summary marked as attachment 1 to this report is endorsed.

Seconded by Cr K Moorhouse

CARRIED UNANIMOUSLY

11: 082024

8 CORRESPONDENCE

Nil.

9 OTHER BUSINESS

The EHA Strategic and Vision and Mission statements were agreed and finalised by the BoM.

A future report will be provided to the Board so that the Strategic Plan can be adopted.

10 CLOSURE OF MEETING:

The Chairperson, Cr P Cornish, declared the meeting closed at 7:55 pm.

The foregoing minutes were printed and circulated to EHA Members and member Councils on 30 August 2024

Cr P Cornish

CHAIRPERSON

7.1 FINANCE REPORT AND FIRST (SEPTEMBER 2024) BUDGET REVIEW FOR 2024/2025

Author: Michael Livori

Ref: AF24/66

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 2024 and 30 September 2024. It provides the opportunity to amend the adopted budget in line with revised projections of income and expenditure for the 2024/2025 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 2024 to 30 September 2024				
	Actual	Budgeted	\$ Variation	% Variation
Total Operating Expenditure	\$592,703	\$666,672	(\$73,969)	-11%
Total Operating Income	\$1,128,850	\$1,159,310	(\$30,460)	-3%
Operating Result	\$536,147	\$492,638	\$43,509	

The table shows that for the reporting period income was **(\$30,460) (-3%)** less than budgeted and expenditure was **(\$73,969) (-11%)** less than budgeted. The net result is a positive variation of \$43,509 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				
Food Inspection Fees	\$32,499	\$26,153	(\$6,346)	Less YTD inspections. No budget variation requested at this point in time.
Fines and Expiations	\$9,999	\$2,565	(\$7,434)	Less than budgeted expiations issued this period. No budget variation requested at this point in time.
Food Auditing	\$28,743	\$8,818	(\$19,925)	Timing of audits due to availability of auditors. No budget variation requested at this point in time.
Interest	\$5,499	\$10,523	\$5,024	Increase in YTD interest on cash at hand. 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	\$486,032	\$432,130	(\$53,902)	Period with vacant position unfilled. No budget variation requested at this point in time.

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 and relate to elements of the Statement of Financial Position.

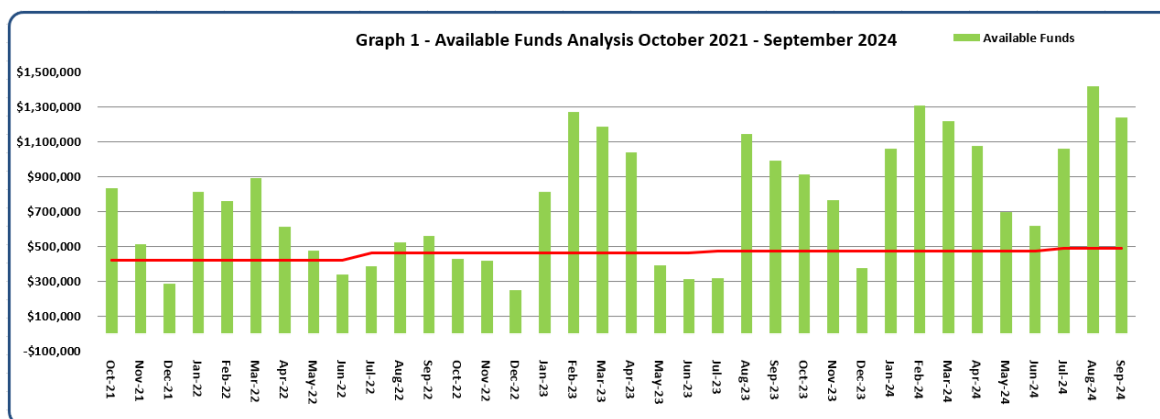
Included as Attachment 2 is a copy of the revised 2024/2025 Budgeted Statutory Financial Statements which include the:

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

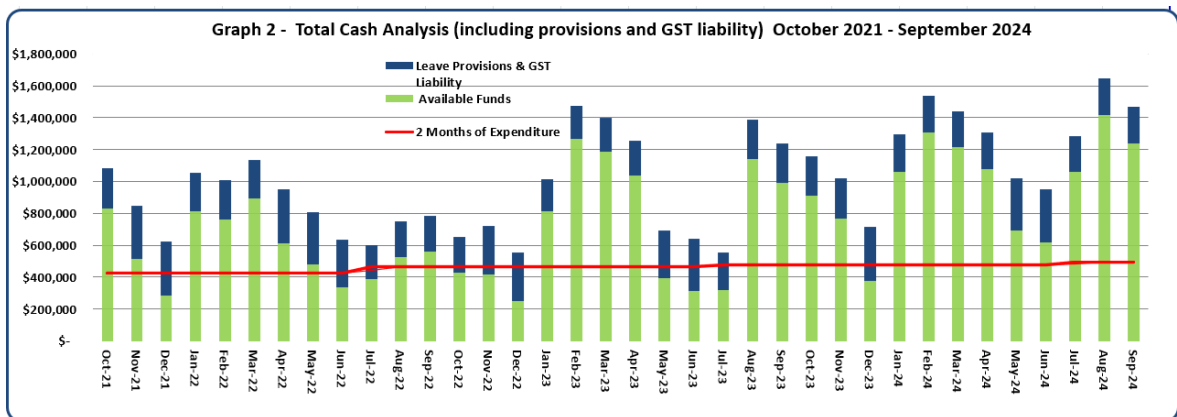
Cash Management

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

It shows that available funds were \$1,238,557 on 30 September 2024 in comparison with \$619,238 on 30 June 2024.



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 2024 to 30 September 2024				
Income	Actual	Budgeted	\$ Variation	% Variation
Constituent Council Income				
City of Burnside	\$294,479	\$294,480	\$0	0%
City of Campbelltown	\$265,192	\$265,192	\$0	0%
City of NPSP	\$320,907	\$320,907	\$0	0%
City of Prospect	\$124,498	\$124,499	\$0	0%
Town of Walkerville	\$41,974	\$41,974	\$0	0%
Total Constituent Council Contributions	\$1,047,050	\$1,047,050	\$0	0%
Statutory Charges				
Food Inspection fees	\$26,153	\$32,499	(\$6,346)	-20%
Legionella registration and Inspection	\$838	\$2,124	(\$1,287)	-61%
SRF Licenses	\$0	\$0	\$0	0%
Fines & Expiation Fees	\$2,565	\$9,999	(\$7,434)	-74%
Total Statutory Charges	\$29,555	\$44,622	(\$15,067)	-34%
User Charges				
Immunisation: Service Provision	\$0	\$0	\$0	0%
Immunisation: Clinic Fee for Service	\$18,799	\$21,249	(\$2,450)	-12%
Immunisation: Worksites Vaccines	\$0	\$0	\$0	0%
Immunisation: Worksites Vaccines	\$0	\$0	\$0	0%
Food Auditing	\$8,818	\$28,743	(\$19,925)	-69%
Food Safety Training	\$0	\$0	\$0	0%
Total User Charges	\$27,617	\$49,992	(\$22,375)	-45%
Grants, Subsidies, Contributions				
Immunisation School Program	\$0	\$0	\$0	0%
Immunisation:ACIR	\$13,932	\$10,398	\$3,534	34%
Total Grants, Subsidies, Contributions	\$13,932	\$10,398	\$3,534	34%
Investment Income				
Interest on investments	\$10,523	\$5,499	\$5,024	91%
Total Investment Income	\$10,523	\$5,499	\$5,024	91%
Other Income				
Sundry Income	\$172	\$1,749	(\$1,577)	-90%
Total Other Income	\$172	\$1,749	(\$1,577)	-90%
Total Income	\$1,128,850	\$1,159,310	(\$30,460)	-3%

Eastern Health Authority - Financial Statement (Level 3) 1 July 2024 to 30 September 2024				
Expenditure	Actual	Budgeted	\$ Variation	% Variation
Employee Costs				
Salaries & Wages	\$367,471	\$422,304	(\$54,833)	-13%
Superannuation	\$42,160	\$48,228	(\$6,068)	-13%
Workers Compensation	\$5,260	\$5,000	\$260	5%
Employee Leave - LSL Accruals	\$17,239	\$10,500	\$6,739	64%
Total Employee Costs	\$432,130	\$486,032	(\$53,902)	-11%
Prescribed Expenses				
Auditing and Accounting	\$7,193	\$5,000	\$2,193	44%
Insurance	\$21,095	\$16,750	\$4,345	26%
Maintenance	\$8,522	\$11,562	(\$3,040)	-26%
Vehicle Leasing/maintenance	\$20,401	\$20,496	(\$95)	-0%
Total Prescribed Expenses	\$57,211	\$53,808	\$3,403	6%
Rent and Plant Leasing				
Electricity	\$1,290	\$3,999	(\$2,709)	-68%
Plant Leasing Photocopier	\$575	\$600	(\$26)	-4%
Rent	\$28,030	\$30,000	(\$1,970)	-7%
Water	\$0	\$75	(\$75)	-100%
Gas	\$0	\$675	(\$675)	-100%
Total Rent and Plant Leasing	\$29,895	\$35,349	(\$5,454)	-15%
IT Licensing and Support				
IT Licences	\$13,938	\$13,500	\$438	3%
IT Support	\$20,758	\$16,753	\$4,005	24%
Internet	\$1,296	\$1,500	(\$204)	-14%
IT Other	\$102	\$498	(\$396)	-80%
Total IT Licensing and Support	\$36,094	\$32,251	\$3,843	12%
Administration				
Administration Sundry	\$2,902	\$2,499	\$403	16%
Accreditation Fees	\$0	\$999	(\$999)	-100%
Board of Management	\$1,461	\$3,000	(\$1,539)	-51%
Bank Charges	\$1,017	\$1,248	(\$231)	-19%
Public Health Sundry	\$66	\$1,248	(\$1,182)	-95%
Fringe Benefits Tax	\$3,620	\$3,500	\$120	3%
Legal	\$1,449	\$4,998	(\$3,549)	-71%
Printing & Stationery & Postage	\$518	\$5,499	(\$4,981)	-91%
Telephone	\$6,911	\$4,500	\$2,411	54%
Occupational Health & Safety	\$1,454	\$4,998	(\$3,544)	-71%
Staff Amenities	\$494	\$1,248	(\$754)	-60%
Staff Training	\$3,228	\$3,000	\$228	8%
Human Resource Sundry	\$709	\$4,498	(\$3,789)	-84%
Total Administration	\$23,829	\$41,235	(\$17,406)	-42%

Eastern Health Authority - Financial Statement (Level 3) 1 July 2024 to 30 September 2024				
Immunisation				
Immunisation SBP Consumables	\$2,066	\$2,499	(\$433)	-17%
Immunisation Clinic Vaccines	\$11,175	\$15,000	(\$3,825)	-26%
Immunisation Worksite Vaccines	\$0	\$0	\$0	0%
Total Immunisation	\$13,241	\$17,499	(\$4,258)	-24%
Income Protection	\$0	\$0	\$0	0%
Total Uniforms/Income protection	\$0	\$0	\$0	0%
Sampling				
Legionella Testing	\$304	\$498	(\$194)	-39%
Total Sampling	\$304	\$498	(\$194)	-39%
Total Materials, contracts and other expenses	\$160,573	\$180,640	(\$20,067)	-11%
Total Operating Expenditure	\$592,703	\$666,672	(\$73,969)	-11%
Total Operating Income	\$1,128,850	\$1,159,310	(\$30,460)	-3%
Operating Result	\$536,147	\$492,638	\$43,509	9%

EASTERN HEALTH AUTHORITY STATEMENT OF COMPREHENSIVE INCOME				
FOR THE YEAR ENDING 30 June 2025				
AUDITED RESULT 2023/2024		ADOPTED BUDGET 2024/2025	SEPTEMBER REVIEW	REVISED BUDGET 2024/2025
	INCOME			
1,970,200	Council Contributions	2,094,100	-	2,094,100
152,387	Statutory Charges	180,300	-	180,300
414,731	User Charges	400,500	-	400,500
249,436	Grants, subsidies and contributions	249,000	-	249,000
37,380	Investment Income	22,000	-	22,000
913	Other Income	7,000	-	7,000
2,825,047	TOTAL INCOME	2,952,900	-	2,952,900
	EXPENSES			
1,847,846	Employee Costs	2,104,000	-	2,104,000
636,970	Materials, contracts and other expenses	800,900	-	800,900
36,923	Finance Charges	-	-	-
175,901	Depreciation	48,000	-	48,000
2,697,640	TOTAL EXPENSES	2,952,900	-	2,952,900
127,407	Operating Surplus/(Deficit)	-	-	-
(5,287)	Net gain (loss) on disposal of assets	-	-	-
122,120	Net Surplus/(Deficit)	-	-	-
122,120	Total Comprehensive Income	-	-	-

EASTERN HEALTH AUTHORITY STATEMENT OF CASH FLOWS				
FOR THE YEAR ENDING 30 June 2025				
AUDITED RESULT 2023/2024		ADOPTED BUDGET 2024/2025	SEPTEMBER REVIEW	REVISED BUDGET 2024/2025
	CASHFLOWS FROM OPERATING ACTIVITIES			
	Receipts			
1,970,200	Council Contributions	2,094,100	-	2,094,100
152,387	Fees & other charges	180,300	-	180,300
414,731	User Charges	400,500	-	400,500
37,380	Investment Receipts	22,000	-	22,000
249,436	Grants utilised for operating purposes	249,000	-	249,000
81,777	Other	7,000	-	7,000
	Payments			
(1,854,725)	Employee costs	(2,104,000)	-	(2,104,000)
(556,887)	Materials, contracts & other expenses	(800,900)	-	(800,900)
(36,923)	Finance Payments	-	-	-
457,376	Net Cash Provided/(Used) by Operating Activities	48,000	-	48,000
	CASH FLOWS FROM FINANCING ACTIVITIES			
-	Loans Received	-	-	-
-	Repayment of Borrowings	-	-	-
(133,122)	Repayment of Finance Lease Liabilities	-	-	-
(133,122)	Net Cash Provided/(Used) by Financing Activities	-	-	-
	CASH FLOWS FROM INVESTING ACTIVITIES			
	Receipts			
	Sale of Replaced Assets	-	-	-
	Payments			
(14,141)	Expenditure on renewal / replacements of assets	-	-	-
-	Expenditure on new / upgraded assets	-	-	-
-	Distributions paid to constituent Councils	-	-	-
(14,141)	Net Cash Provided/(Used) by Investing Activities	-	-	-
310,113	NET INCREASE (DECREASE) IN CASH HELD	48,000	-	48,000
644,769	CASH AND CASH EQUIVALENTS AT BEGINNING OF REPORTING PERIOD	670,769	284,113	954,882
954,882	CASH AND CASH EQUIVALENTS AT END OF REPORTING PERIOD	718,769	284,113	1,002,882

EASTERN HEALTH AUTHORITY STATEMENT OF FINANCIAL POSITION				
FOR THE YEAR ENDING 30 June 2025				
AUDITED RESULT 2023/2024		ADOPTED BUDGET 2024/2025	SEPTEMBER REVIEW	REVISED BUDGET 2024/2025
	<u>CURRENT ASSETS</u>			
954,882	Cash and Cash Equivalents	718,769	284,113	1,002,882
187,908	Trade & Other Receivables	271,901	(83,993)	187,908
1,142,790	TOTAL CURRENT ASSETS	990,670	200,120	1,190,790
	<u>NON-CURRENT ASSETS</u>			
999,746	Infrastructure, property, plant and equipment	1,030,793	(79,047)	951,746
999,746	TOTAL NON-CURRENT ASSETS	1,030,793	(79,047)	951,746
2,142,536	TOTAL ASSETS	2,021,463	121,073	2,142,536
	<u>CURRENT LIABILITIES</u>			
198,870	Trade & Other Payables	121,916	76,954	198,870
289,788	Provisions	285,083	4,705	289,788
139,565	Borrowings	111,865	27,700	139,565
628,223	TOTAL CURRENT LIABILITIES	518,864	109,359	628,223
	<u>NON-CURRENT LIABILITIES</u>			
33,030	Provisions	44,614	(11,584)	33,030
782,210	Borrowings	881,032	(98,822)	782,210
815,240	TOTAL NON-CURRENT LIABILITIES	925,646	(110,406)	815,240
1,443,463	TOTAL LIABILITIES	1,444,510	(1,047)	1,443,463
514,567	NET CURRENT ASSETS/(CURRENT LIABILITIES)	471,806	90,761	562,567
699,073	NET ASSETS	576,953	122,120	699,073
	<u>EQUITY</u>			
699,073	Accumulated Surplus/(Deficit)	576,953	122,120	699,073
699,073	TOTAL EQUITY	576,953	122,120	699,073

EASTERN HEALTH AUTHORITY STATEMENT OF CHANGES IN EQUITY				
FOR THE YEAR ENDING 30 June 2025				
AUDITED RESULT 2023/2024		ADOPTED BUDGET 2024/2025	SEPTEMBER REVIEW	REVISED BUDGET 2024/2025
	<u>ACCUMULATED SURPLUS</u>			
576,953	Balance at beginning of period	576,953	122,120	699,073
122,120	Net Surplus/(Deficit)	-	-	-
699,073	BALANCE AT END OF PERIOD	576,953	122,120	699,073

7.2 EHA MANAGEMENT REPRESENTATIONS LETTER, INDEPENDENT AUDITOR'S REPORT AND INDEPENDENT AUDITOR'S BALANCE DATE AUDIT MANAGEMENT LETTER FOR THE YEAR ENDED 30 JUNE 2024.

Author: Michael Livori

Ref: AF24/39

Summary

An EHA Management Representations Letter, an Independent Auditor's Report and an Independent Auditor's Balance Date Audit Management Letter relating to the financial year ending 30 June 2024 are required to be tabled and considered at an EHA Board of Management and Audit Committee meeting.

Report

On 1 October 2024, EHA provided Dean Newberry and Partners a Management Representations letter in relation to the External Audit for the Financial Year ended 30 June 2024 (attachment 1). The correspondence is required to be tabled at both a Board and Audit Committee meeting. The correspondence confirms a range of representations that were made by EHA Administration during the audit process.

On 14 October 2024, EHA received an Independent Auditor's Report and a Balance Date Audit Management Letter for the year ended 30 June 2024 from Dean Newberry and Partners (attachment 2). The correspondence confirms that an unqualified Auditor's Report in relation to the annual Financial Statements has been issued.

RECOMMENDATION

That:

The report regarding the Independent Auditor's Report and the External Audit Management Letter for the year ending 30 June 2024 is received.



101 Payneham Road,
St Peters SA 5069

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CONFIDENTIAL

1 October 2024

Samantha Creten
Director
Dean Newbery
PO Box 755
NORTH ADELAIDE SA 5006

Dear Samantha

Management Representations: External Audit, Financial Year Ended 30 June 2024

This Management Representation letter is provided in connection with your audit examination of the General Purpose Financial Report (**2024 Financial Report**) of **Eastern Health Authority ('the Authority')** for the financial year ended 30 June 2024.

We hereby confirm, at your formal request, that to the best of our knowledge and belief, the following representations relating to the 2024 Financial Report are correct.

In making these representations, we understand that they are provided to you in connection with your external audit of the Authority for the year ended 30 June 2024 as prescribed by the Local Government Act 1999, for the express purpose of your expressing an opinion as to whether the 2024 Financial Report is, in all material respects, presented fairly in accordance with all applicable standards and requirements, including statutory. In making these representations, we have read and understood the standard unqualified Audit Opinion that would be normally expressed to the Authority by you as is required under Section 129(3) of the Local Government Act 1999 for the financial year ended 30 June 2024. We therefore understand, without exception, the potential ramifications of making any representations to you that are not correct, to the best of our knowledge and belief as of the date of this letter.

We understand and acknowledge that it is the Authority management's responsibility for the fair presentation of the 2024 Financial Report and that management, as appropriate, have approved the Financial Report. Accordingly, management of the Authority are of the opinion that the 2024 Financial Report is free of material misstatements, including omissions.

1. Compliance with all Applicable Standards, including Statutory

The Financial Report of the Authority has been prepared so as to present a true and fair view of the state of affairs of the Authority as at 30 June 2024 and of the results of operations of the Authority for the financial year ended on that date, including for all post balance date matters, as applicable.

The accounting and financial management policies, practices and records of the Authority were at all times maintained in accordance with the requirements of the Local Government Act 1999, Local Government (Financial Management) Regulations 2011 and that the Financial Report was prepared in

accordance with the Local Government Act 1999, Local Government (Financial Management) Regulations 2011, Australian Accounting Standards, other authoritative pronouncements of the Australian Accounting Standards Board together with all other mandatory professional reporting requirements in Australia.

ASSETS

Cash and Cash Equivalents

- (1) Cash on hand at balance date was represented by cash floats reconciled and on hand as at 30 June 2024.
- (2) Cash at bank at balance date represented the reconciled operating account(s) of the Authority.
- (3) Short term deposits represented amounts held with the LGFA by the Authority.

Trade and Other Receivables

- (1) Current trade receivables at balance date represented all outstanding amounts owed by debtors.
- (2) Current other receivables at balance date represented all outstanding amounts owed by debtors.
- (3) Debts due at balance date that are known to be uncollectible have since been written-off and adequate provision has been made for impairment to cover allowances, discounts and losses that may be sustained by Authority in the collection of the debts.

Inventories

- (1) All inventories were the property of the Authority and have either been paid for or the liability has been brought to account.
- (2) All inventories have been physically counted and valued in accordance with the applicable Australian Accounting Standard.

Other Current Assets

- (1) Prepayments at balance date represented payments for goods and services to be received in the 30 June 2024 financial year.

Infrastructure, Property, Plant & Equipment and Depreciation

- (1) Infrastructure, property, plant and equipment at the 2024 balance date was represented by their fair values, cost, accumulated depreciation and carrying amounts for each class of asset.
- (2) The additions during the 2024 financial year to Infrastructure, property, plant and equipment general ledger control accounts and asset registers represents the cost of additions and or improvements to existing facilities or replacements thereof. All units of property which have been replaced, sold, dismantled or otherwise disposed of, or which are permanently unusable, have been removed from general ledger and applicable asset register. Adequate provision,

determined in a manner consistent with that of the preceding financial year, has been made to write-off depreciable assets over their useful economic working lives.

No circumstances have arisen which render adherence to the existing basis of depreciation misleading or inappropriate and that depreciation expense for the financial year ended 30 June 2024 is reliable.

- (3) All additions to depreciable assets represent actual additions or improvements of a capital nature, based on capitalisation thresholds consistently applied for the 2024 financial year and unchanged from the 2023 financial year.
- (4) Where the recorded carrying amount of any depreciable assets exceeds its recoverable amount as at 30 June 2024, that asset's recorded carrying amount has been written down to its recoverable amount.
- (5) Contractual commitments for capital expenditure(s) included in the Financial Report payable not later than one year are as described in the notes accompanying the Financial Report.
- (6) There are no deficiencies or encumbrances attaching to the title of the assets of the Authority at 30 June 2024 other than those reflected in the financial report and those are not greater than the value of the asset.
- (7) No Operating or Finance Lease commitments exist that have not been disclosed in the Financial Report. All Operating Lease expenses have been fully disclosed in the notes to the 2024 Statement of Comprehensive Income. Finance Leasing commitments have been fully disclosed in the notes to the 2024 Balance Sheet.
- (8) Depreciation expense reported in the 2024 Statement of Comprehensive Income is reliable, being based on reliable 'whole of life' asset management information for each class of depreciable non-current asset.

LIABILITIES – Current and Non-Current

- (1) All liabilities which have arisen or which will arise out of the activities of the Authority to the end of the 2024 financial year have been included in the 2024 Financial Report.
- (2) All outstanding trade payables at balance date have been taken up as at the 2024 balance date.
- (3) All applicable accrued wages and salaries and accrued employee entitlements at the 2024 balance date have been taken up.
- (4) All accrued interest at the 2024 balance date have been taken up.
- (5) All revenue received in advance as at the 2024 balance date have been taken up.

- (6) Provisions for employee benefits, inclusive of on-costs, all discounted as at the 2024 balance date representing long service leave benefits calculated for all valid employees (as at balance date) have been taken up.
- (7) Accrued employee benefits represent annual leave accrued for all valid employees as at the 2024 balance date.
- (8) There were no contingent liabilities including for:
- guarantees;
 - bills and accounts receivable discounted, assigned or sold and which are subject to recourse;
 - endorsements;
 - pending law suits, unsatisfied judgements or claims;
 - repurchase agreements; or
 - contractual disputes between the Authority and any contractor / service provider that may result in an increased liability as at 30 June 2024; which are not fully disclosed in the notes to the 2024 Financial Report.

EQUITY

- (1) There have been no adjustments to the Accumulated Surplus other than those allowable under the Australian Accounting Standards.

2024 STATEMENT OF COMPREHESIVE INCOME

- (1) Please find below a summary of all variations greater than 10% for all income and expense amounts (variances less than \$5,000 have been deemed immaterial and not included) disclosed in the 2024 Statement of Comprehensive Income, compared to 2023.

Statement of Comprehensive Income				
	2023/2024	2022/2023	Variation	Commentary
Income				
Statutory Charges	152,387	136,026	16,361	Increase in Food Inspection Income
User Charges	414,731	457,619	(42,888)	End of immunisation contract with Adelaide Hills Council
Grants and subsidies	249,436	230,170	19,266	SIP Programme additional income
Investment income	37,380	15,866	21,514	Increased investment income
Expenses				
Employee Costs	1,847,846	1,881,592	(33,746)	Periodic staff vacancies
Material, contracts and other expenses	636,970	571,267	65,703	Insurance, maintenance, electricity and vaccine increased costs.
Net Surplus/(Deficit)	122,120	25,383	102,024	

- (2) Depreciation expense for 2024 is in accordance with Authority's asset registers and has been determined on the same basis as for 2023.

- (3) Salaries and Wages expense disclosed in the 2024 Statement of Comprehensive Income reconciles to the last budgeted salaries and wage amount approved by Authority for 2024 annual budget funding purposes.

OTHER REQUIRED REPRESENTATIONS

- (1) No events have occurred (or are known to occur) subsequent to the 30 June 2024 that would require any consideration for adjustment to or additional disclosure in the 2024 Financial Report.
- (2) The Authority does not have any plans or intentions that may materially affect the carrying value or classification of all assets and liabilities as at 30 June 2024.
- (3) The Authority has complied with all aspects of contractual arrangements and agreements that would have a material effect on the 2024 Financial Report in the event of non-compliance.
- (4) There were no material commitments for construction or acquisition of property, plant and equipment or to acquire other non-current assets, other than those disclosed in the 2024 Financial Report.
- (5) There are no violations or possible violations of laws, compulsory standards or regulations whose effects should be considered for disclosure in the 2024 Financial Report or as a basis for recording as an expense or otherwise.
- (6) The methods, the data, and the significant assumptions used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.
- (7) The Authority has full title to all assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- (8) All details concerning related party transactions and related amounts receivable or payable (including sales, purchases, loans and guarantees) have been correctly recorded in the accounting records. All related parties have been identified and disclosed to you during your audit.
- (9) The Authority reviews, at least on an annual basis, the adequacy of insurance cover on all assets and insurable risks. This review has been consistently performed, and where it is considered appropriate, assets and insurable risks of the Authority are at all times adequately covered by appropriate insurance.
- (10) The minutes of all meetings of Authority and its Committees were made available to you and are complete and authentic records of all such meetings held during the 2024 financial year and to the date of this letter. All other statutory records were properly kept at all times during the year and have been made available to you for audit purposes.

- (11) All audit correspondence has been formally and promptly responded.
- (12) All audit correspondence has been referred to Authority and Authority's Audit & Risk.
- (13) Salaries and wages records together with records for the Goods and Service Tax were at all times fully maintained in accordance with the requirements of the Australian Taxation Office, as applicable.
- (14) All documentation relating to the capture of Related Party Disclosures and Transactions (AASB 124 Related Party Disclosures) including all authorised forms provided by the deemed Key Management Personnel, evidence of review of total related party transactions processed during the financial year by the Authority e.g. Transaction reports of payments made by Authority to related parties and any working papers of calculation methodologies for the disclosures in the 30 June 2024 financial statements have been made available to the auditors.
- (15) All deemed material transactions relating to Related Party Disclosures and Transactions (AASB 124 Related Party Disclosures) have been included and adequately disclosed in the 30 June 2024 financial statements.
- (16) Authority has formally in place and has at all times maintained an appropriate standard of accounting, internal control structure and framework, segregation of duties and risk management structure and framework across the entire organisation, including appropriate controls and mechanisms specifically designed to prevent and detect fraud and error. Further, we advise that there have not been any instances of fraud or error during the financial year ended 30 June 2024 or to the date of this letter. In addition, there are no matters that should be brought to your attention for the purposes of your making an assessment as to Sections 129(5) and 129(6) of the *Local Government Act 1999*
- (17) The 2024 Financial Report has been adjusted for all agreed audit adjustments for the year ended 30 June 2024.
- (18) Authority's Audit & Risk has addressed all of its prescribed responsibilities and no member of the Committee has undertaken other professional services for the Authority.
- (19) In our opinion, there are no grounds to believe that the Authority will not be able to pay its debts as and when they fall due, that assets will be at all time maintained to the service standards currently determined by Authority and accordingly, the Authority is long term financially sustainable

Yours sincerely



Michael Livori
Chief Executive Officer

14 October 2024

Cr Peter Cornish
Chairperson
Eastern Health Authority

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Dean Newbery
ABN: 48 007 865 081

Dear Cr Cornish

RE: Balance Date Audit Management Letter: Financial Year Ended 30 June 2024

We have recently completed our external audit of the Eastern Health Authority (the Authority) for the financial year ended 30 June 2024.

We issued our 2024 Audit Completion Report to the Authority's Audit Committee on 6 August 2024. This report contained key accounting and audit matters considered during the audit and matters to be addressed in future financial years. We met with the Authority's Audit Committee on 14 August 2024 where the matters raised in our Audit Completion Report were discussed.

Since our meeting with the Authority's Audit Committee we have issued an unqualified Auditor's Report on the annual Financial Statements.

I would like to thank the Authority's Administration for the assistance they provided during the course of our audit. If any additional information is required on any of the audit matters raised above, please feel free to contact me on the details provided above.

Yours sincerely
DEAN NEWBERY



Samantha Creten
Director

C. Chief Executive Officer
C. Chair Audit Committee

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Independent Auditor's Report

To the members of the Eastern Health Authority

Opinion

We have audited the accompanying financial report of the Eastern Health Authority (the Authority), which comprises the statement of financial position as at 30 June 2024, statement of comprehensive income, statement of changes in equity, the statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies and other explanatory information, and the Certification of the Financial Statements.

In our opinion, the financial report presents fairly, in all material aspects, the financial position of the Authority as at 30 June 2024, and its financial performance and its cash flows for the year then ended in accordance with the *Local Government Act 1999* and the *Local Government (Financial Management) Regulation 2011* and the Australian Accounting Standards.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described as in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Authority in accordance with the auditor independence requirements of the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110: *Code of Ethics for Professional Accountants (Including Independence Standards)* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Authority's Responsibility for the Financial Report

The Authority is responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations), the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* and for such internal control as the Authority determines is necessary to enable the preparation of the financial report to be free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Authority is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless the Authority either intends to liquidate the Authority or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Authority's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that the audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of financial report.

As part of an audit in accordance with the Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Authority.
- Conclude on the appropriateness of the Authority's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

DEAN NEWBERY



SAMANTHA CRETEN
Director

14 October 2024

8.1 ENVIRONMENTAL HEALTH ACTIVITY REPORT – 1 JULY 2024 TO 30 SEPTEMBER 2024

1.0 General Activity

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 reporting period. 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
1 July 2024 - 30 September 2024

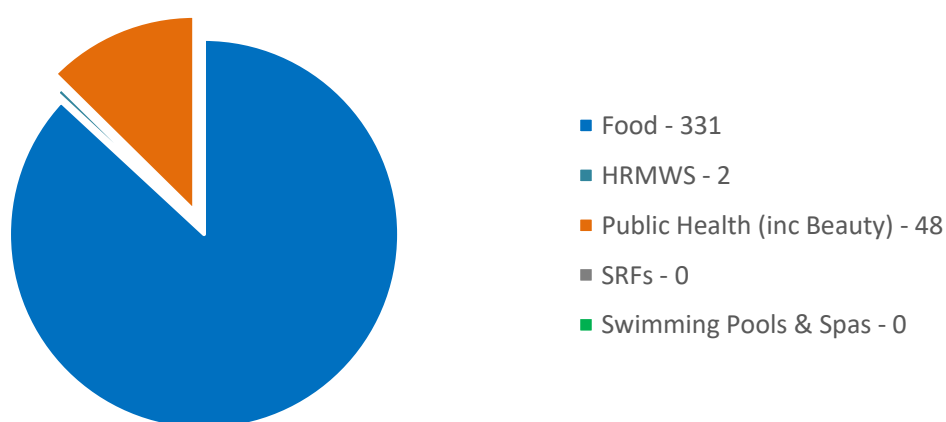


Table 1: Number of inspections conducted per category for the reporting period.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
Food	77	54	154	44	2	331
Beauty	3	2	2	0	0	7
HRMWS	0	2	0	0	0	2
Public Health Complaint	6	12	15	13	2	48
SRFs	0	0	0	0	0	0
Swimming Pools & Spas	0	0	0	0	0	0
Total	86	70	171	57	4	388

2.0 Food Safety

2.1 Food Premises Inspections

A total of 201 routine inspections of food businesses were undertaken and 94 follow-up inspections were required to ensure compliance with the Food Safety Standards. In total, 388 food premises inspections were completed during the reporting period.

As shown in Graph 2 the number of routine inspections and follow up inspections remained consistent with the previous year. There was a 33% decrease in the number of complaint inspections undertaken when compared to the previous year.

Graph 2: Two year comparison between total inspections for the reporting period

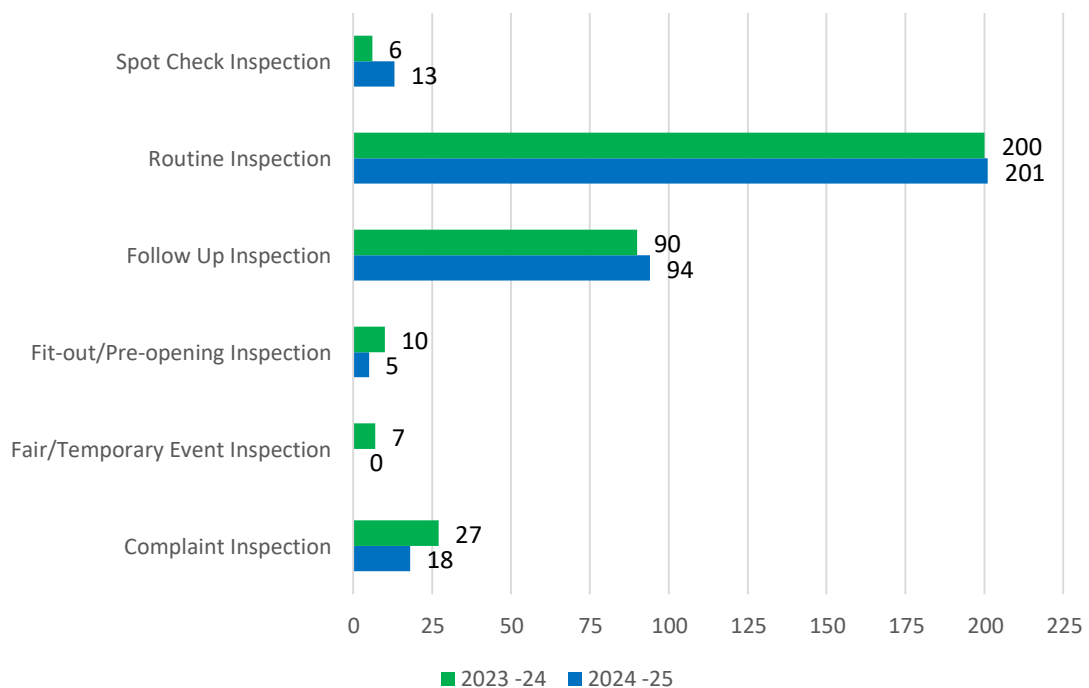


Table 2: Food premises inspections from 1 July 2024 to 30 September 2024

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
Routine Inspection	52	42	82	24	1	201
Follow up Inspection	19	7	53	15	0	94
Complaint Inspection	1	3	8	5	1	18
Fit-out/Pre-opening Inspection	1	2	2	0	0	5
Fair/Temporary Event Inspection	0	0	0	0	0	0
Spot Check Inspection	4	0	9	0	0	13
Total	77	54	154	44	2	331

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 only to P1 and P2 food service businesses 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. Observations are recorded when an item is not posing an imminent threat but may result in a future non-compliance. These are used as a tool to inform a business of their obligations before it poses a risk to public health.

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 the Food Safety Standards

EHO's identified a total of 1,040 observations and non-compliances with the Food Safety Standards (Table 3). Most non-compliances recorded were minor in nature, with 74% of the non-compliances captured within this category.

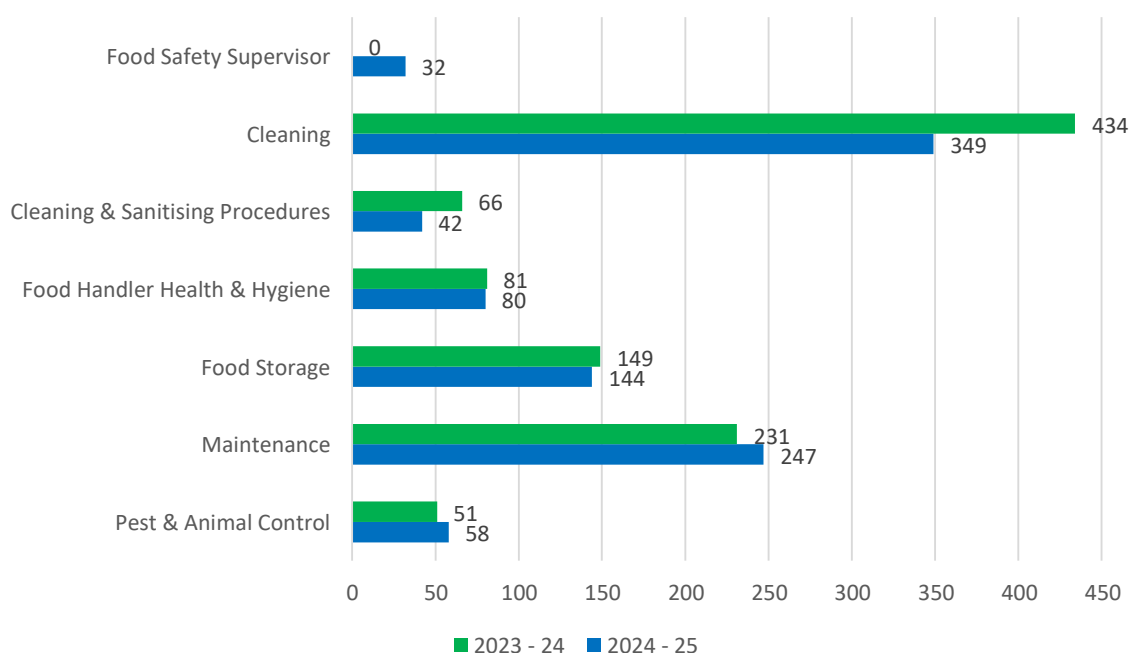
Table 3: Type and number of non-compliances identified at routine inspections from 1 July 2024 to 30 September 2024.

Type of non-compliance	Number of non-compliances
Observation	75
Minor	768
Major	147
Serious	50
Total	1,040

A poor standard of cleanliness, maintenance and unsafe storage of food accounted for the most common non-compliances identified during routine inspections (Graph 4). The number of non-compliances relating to food storage was comparable to the previous year, while cleaning non-compliance decreased by 20%. Non-compliances relating to poor maintenance increased slightly when compared to the previous year.

A new non-compliance item has been introduced since December 2023 regarding the requirement for a Food Safety Supervisor, this has increased since the last reporting period given that the change was implemented after the comparable reporting period for 2023-24 (Graph 3).

Graph 3: A two year comparison of non compliances per category identified during routine inspections for the reporting period.

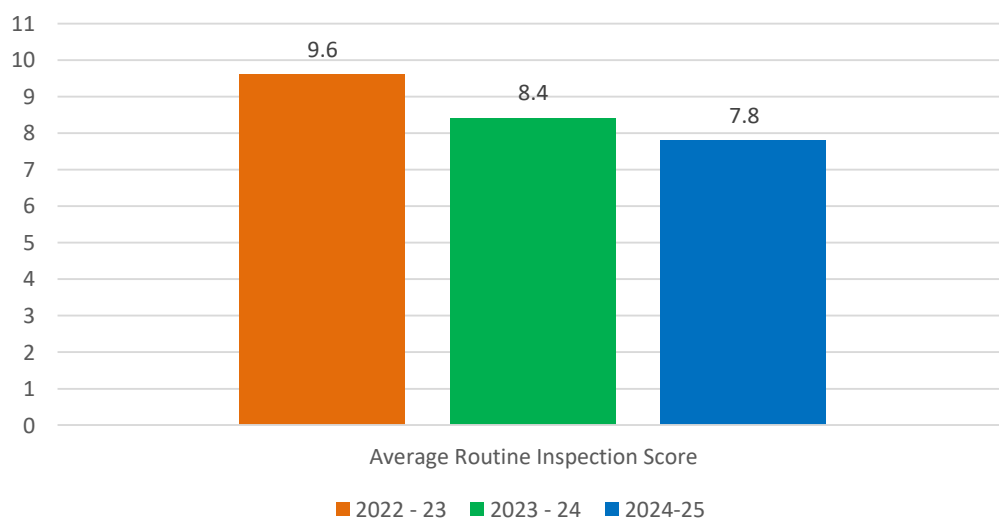


FSRS Score

In accordance with the FSRS EHO's calculate a score during the routine inspection based on how well the food business meets with the 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. The decrease in the average routine inspection score is a positive indication that food safety standards within businesses continues to improve. It should be noted that the 2024-25 figures relate to the period 1 July 2024 to 30 September 2024.

Graph 4: A three year comparison of average inspection score for the reporting period.



FSRS – Star Rating

A total of 134 food businesses were assessed within the scheme, 10 less than the comparable period for this quarter the previous year.

Tables 4 and 5 show a decrease in the total number of food businesses receiving a star rating. This is driven by an increase in the number of businesses receiving no stars. The increase in number of businesses receiving no stars is influenced by the number of premises who had not met the Food Safety Supervisor requirements and automatically awarded no stars.

Food businesses receiving a 5-star rating decreased from 33% to 28%, a 5% decrease compared to the previous year.

Table 4: A Two-Year comparison of the percentage of businesses receiving a Food Star Rating for the reporting period.

	2023-24	2024-25	Difference
5 Star	33%	28%	↓ 5%
4 Star	18%	23%	↑ 5%
3 Star	21%	17%	↓ 4%
Total number of businesses receiving a Star Rating	73%	66%	↓ 7%
No Star	27%	31%	↑ 4%

Graph 5: A two year comparison of Food Safety Rating Scheme Performance for captured inspections for the reporting period

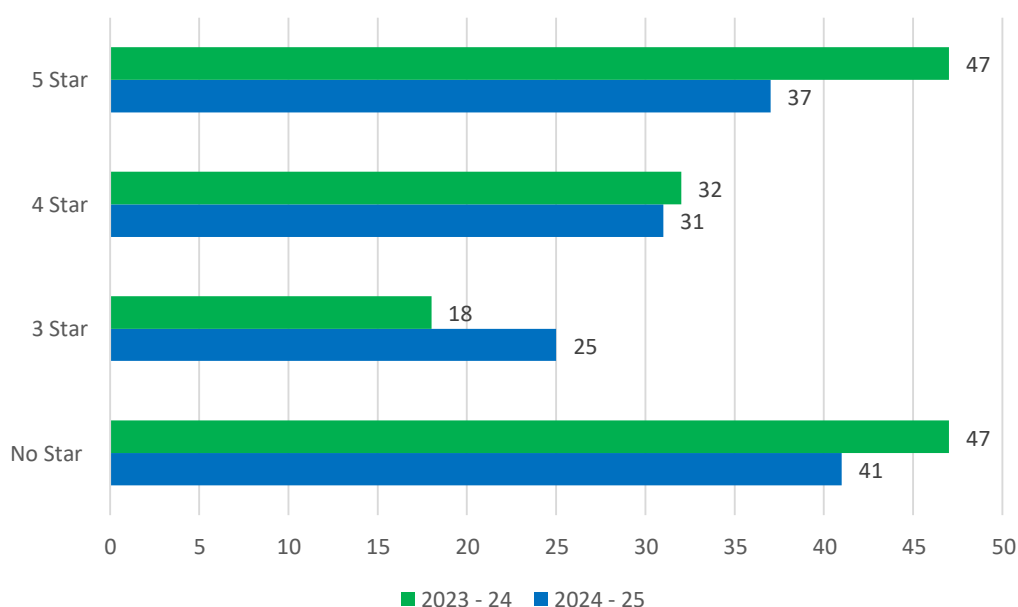


Table 5: Food Safety Rating Scheme performance per inspection from 1 July 2024 to 30 September 2024.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
5 Star (0 – 3 points)	16	10	7	4	0	37
4 Star (4 – 7 points)	7	5	16	3	0	31
3 Star (8 – 11 points)	4	3	14	4	0	25
No Star (12+ points)	11	6	18	6	0	41
Total	38	24	55	17	0	134

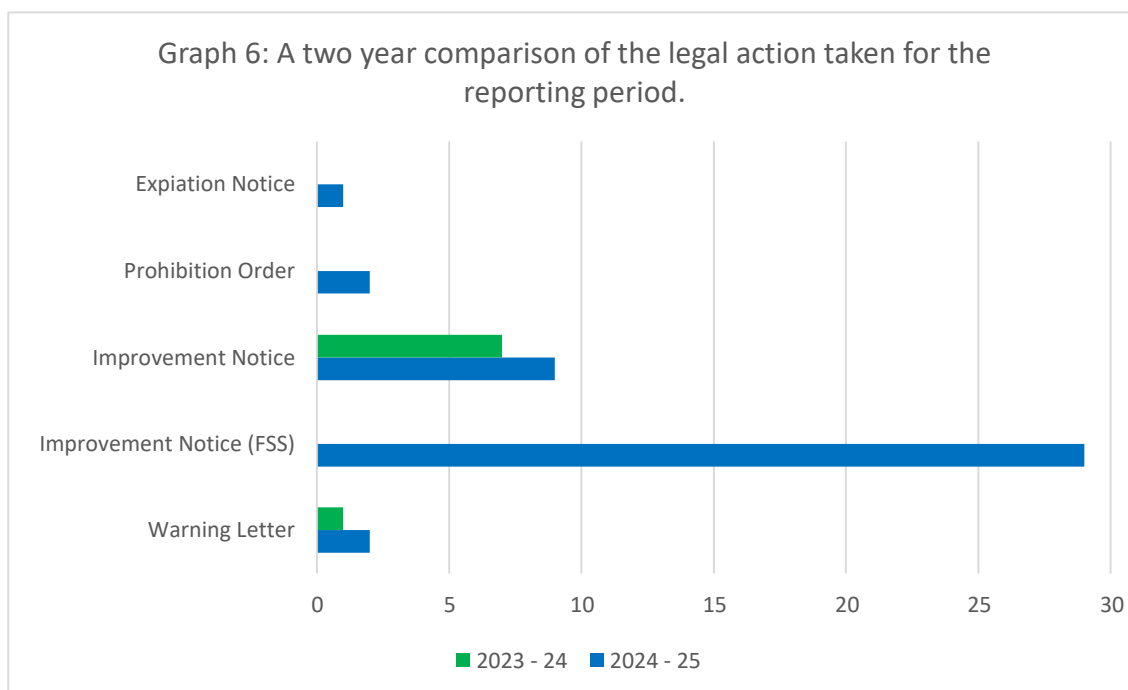
2.4 Legal Actions for Food Premises

A total of 38 Improvement Notices were issued. In Table 6, Improvement Notices for 'No Appointed Food Safety Supervisor' have been separately categorised to all general Notices issued. Two Prohibition Orders and one Expiation Notice were issued during the reporting period.

Table 6: Legal Action Taken From 1 July 2024 to 30 September 2024.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
Warning Letter	1	0	1	0	0	2
Improvement Notice	2	0	3	4	0	9
Improvement Notice (FSS)	5	5	15	3	1	29
Prohibition	0	0	0	2	0	2
Expiation Notice	0	0	1	0	0	1
Total	8	5	20	9	1	43

As shown in Graph 6 there has been an increase in the number of legal actions, specifically the number of Improvement Notices and Warnings Letters issued when compared to the same period in the previous financial year. The Expiation Notice that was issued during the reporting period was for poor standards of cleanliness.



Most food business requiring legal action were Priority 1 high risk businesses (Table 7). A total of 43 legal actions were required to be taken for food businesses during the reporting period.

Table 7: Legal action taken per food business risk classification from 1 July 2024 to 30 September 2024

Enforcement Type	P1	P2
Warning Letter	2	0
Improvement Notice	9	0
Improvement Notice (FSS)	24	5
Prohibition Order	2	0
Expiation Notice	1	0

2.5 Food Complaints

EHA received 22 complaints that were investigated under the *Food Act*. The complaints are shown by category in Graph 7 and by respective Constituent Council area in Table 8.

When compared to the same reporting period for the previous financial year there was a decrease in complaints relating to alleged food poisoning, poor personal hygiene/food handling practices. Conversely, there was an increase of complaints for unsafe/unsuitable food, refuse storage and unclean premises.

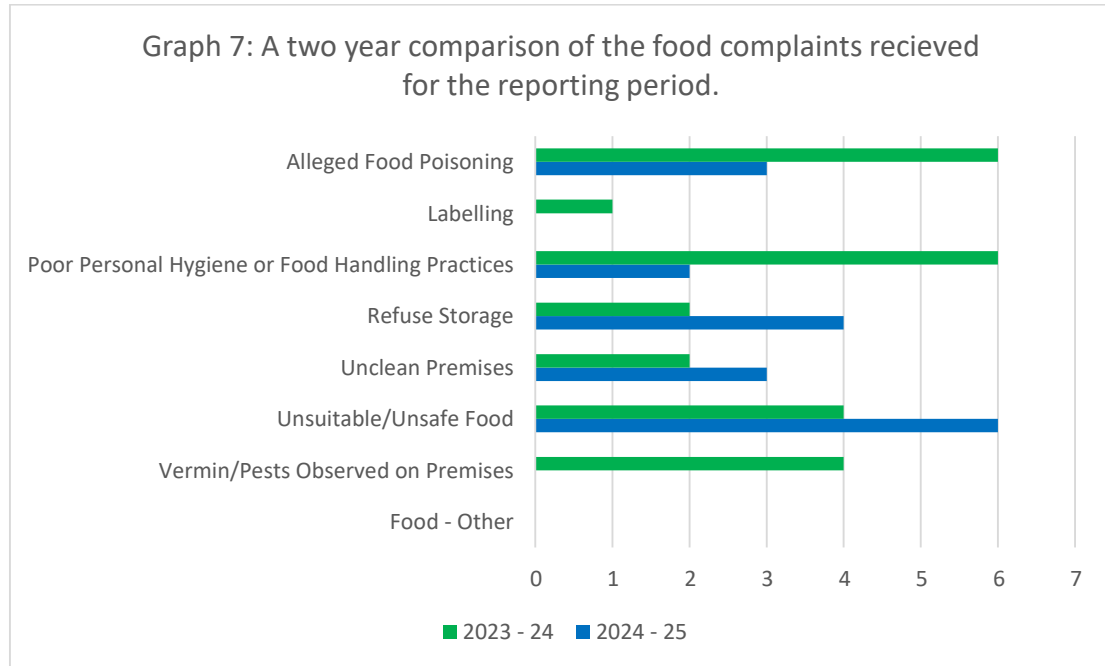


Table 8: Food complaints received by council area from 1 July 2024 to 30 September 2024.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
Alleged Food Poisoning	1	0	0	2	0	3
Food - Other	0	0	0	0	0	0
Poor personal hygiene or food handling practices	0	1	1	0	0	2
Refuse Storage	0	1	3	0	0	4
Unclean premises	0	0	1	2	0	3
Unsuitable/unsafe food	1	1	3	0	1	6
Total	3	4	9	4	2	22

2.6 Audits of Businesses that Serve Vulnerable Populations

A total 11 businesses within the Constituent Council boundaries and two 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.

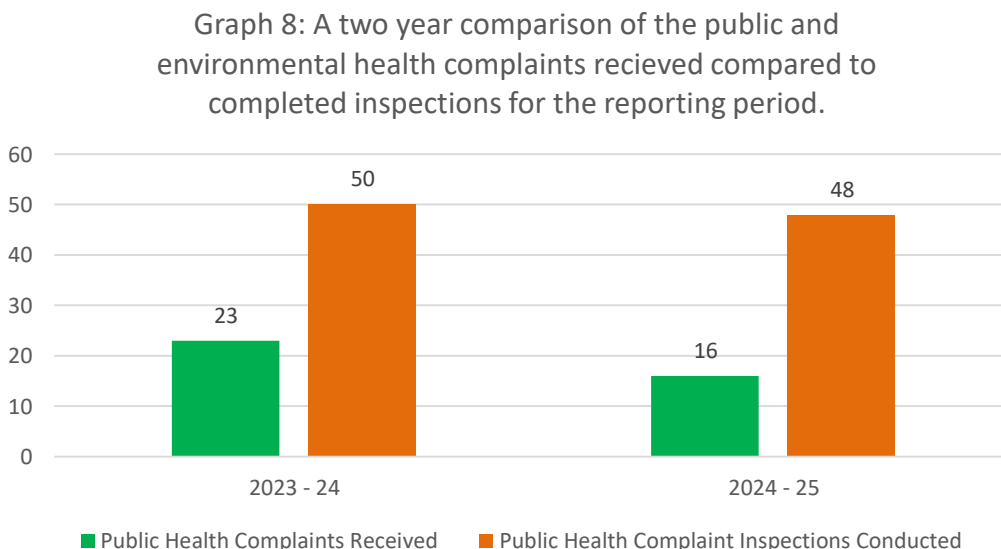
Table 9: Food audits completed for the period from 1 July 2024 to 30 September 2024.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Out of Council	Total
Audits	3	7	1	0	0	2	13
Follow-up audits	0	0	0	0	0	0	0
Total	3	7	1	0	0	2	13

3.0 Public Health

3.1 Public Health Complaints

As shown in Graph 8, 16 public health complaints were received, a 30% decrease compared to the same period in the previous year. A total of 48 inspections were undertaken to investigate these complaints. This equates to an average rate of three inspections required per complaint received, compared to 2.17 inspections required per complaint the previous year. This increase is explained by the additional inspections recorded for the duration of the Severe Domestic Squalor Action on Default that was undertaken in September.



Vector control and sanitation complaints account for the most common type of complaints over the past two years (Graph 9), accounting for 87.5% of the complaints received in the current reporting period.

The total number of public and environmental health complaints received for the reporting period are further broken down by Council area in Table 10.

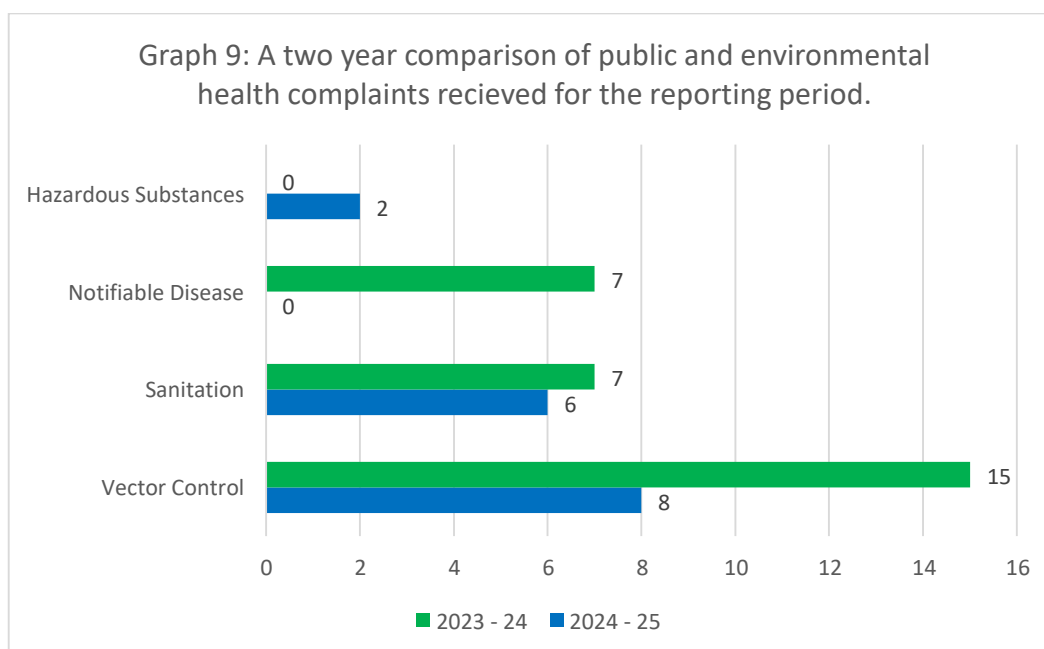


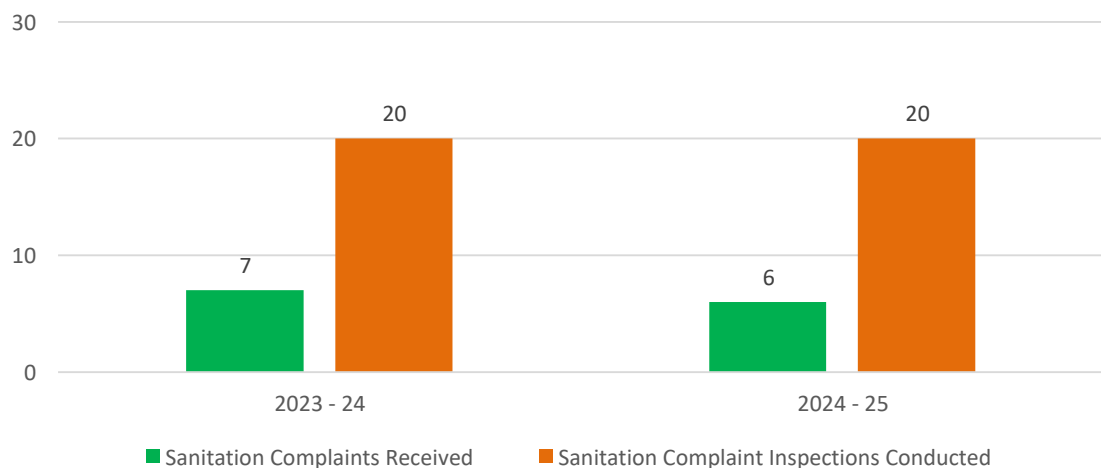
Table 10: Public and Environmental Health complaints for 1 July 2024 to 30 September 2024 by council area

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
Hazardous Substances	0	0	1	0	0	1
Sanitation	2	1	2	0	1	6
Vector Control	2	2	3	1	0	8
Total	4	3	6	1	1	15

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 are required to enable the complaint to be successfully addressed. Within the current reporting period there has been a total of 20 inspections completed for sanitation complaints.

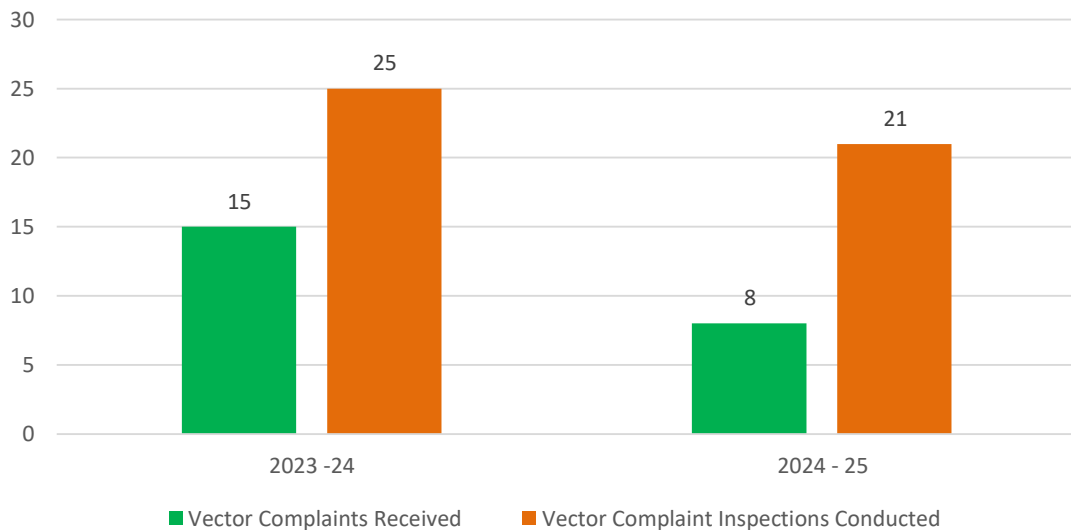
As shown in Graph 10, the number of sanitation complaints received is comparative over the past two years.

Graph 10: A two year comparison of sanitation complaints received compared to completed inspections for the reporting period.



A high proportion of vector control complaints relate to vermin activity which often involve multiple inspections, and these tend to require time for compliance between inspections. While vector control complaints received have decreased, the required inspections remained similar.

Graph 11: A two year comparison of the vector control complaints received compared to completed inspections for the reporting period.



3.2 Cooling Towers & Warm Water Systems

Two warm water systems inspections and no cooling tower inspections were conducted at two sites (Table 11).

Table 11: Cooling Tower and Warm Water System Inspections Conducted from 1 July 2024 to 30 September 2024.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
Routine Inspection	0	2	0	0	0	2
Total	0	2	0	0	0	0

3.3 Public Swimming Pools and Spas

No swimming and spa pool inspections were conducted given the seasonal inspection schedule. Inspections are intended to commence in the next reporting period when pools re-open for the summer season.

3.4 Personal Care and Body Art

There were five routine inspections required for Personal Care and Body Art premises during the reporting period.

Two complaint inspections were conducted at an unnotified beauty business.

Table 12: Personal care and body art premises inspections conducted between 1 July 2024 and 30 September 2024.

	Burnside	Campbelltown	NPSP	Prospect	Walkerville	Total
Routine Inspection	1	2	2	0	0	5
Complaint Inspection	2	0	0	0	0	2
Total	3	2	2	0	0	7

3.5 Wastewater

During the reporting period there was one application received which required an assessment in accordance with the requirements of the *SA Public Health (Wastewater) Regulations 2013*. This site also required an inspection.

Wastewater service reports are regularly received and monitored for compliance on an ongoing basis. A total of 15 service reports were received and assessed.

4.0 Health Care and Community Services - Supported Residential Facilities

Two dual licence and one pension only facility were licenced by Eastern Health Authority under the *Supported Residential Facilities Act 1992*. No audits or inspections were conducted and no complaints, licence transfers or requests for approval of manager were received. Structural audits are scheduled to be completed during the next reporting period.

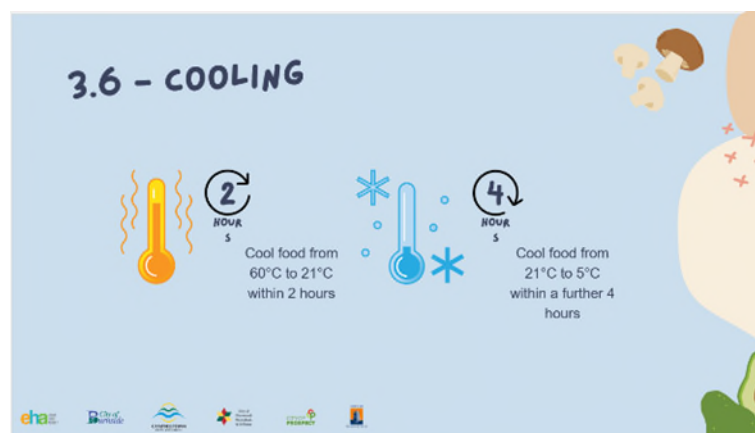
5.0 Environmental Health Education / Promotion

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 28 November 2024 two 'Food Safety Training' sessions are scheduled to be presented by EHA's officers. 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 across the year. EHA also offers onsite training for business within the area who have a large number of employees who wish to undertake the training.



RECOMMENDATION

That:

The Environmental Health Activity Report is received

8.2 IMMUNISATION ACTIVITY REPORT – 1 JULY 2024 to 30 SEPTEMBER 2024

2024 School Immunisation Program (SIP)

During the reporting period sixteen school immunisation visits were undertaken and a total of 3,681 vaccines were administered.

Four school immunisation visits remain and will be conducted between October and November. This will conclude the 2024 School Immunisation Program.

The Table below shows the total number of school vaccinations administered by vaccine during the reporting period.

Table 1: School vaccinations administered during July 2024 to September 2024.

Council	Human Papillomavirus (HPV)	Diphtheria Tetanus and Pertussis (dTpa)	Meningococcal (Men B)	(Men ACWY)	Total
Burnside	479	481	668	477	2,105
Campbelltown	55	58	193	2	308
NPSP	178	177	490	351	1,196
Prospect	0	0	0	0	0
Walkerville	0	0	70	2	72
Unley	0	0	0	0	0
Total	712	716	1,421	832	3,681

A total of 8,480 vaccines have been administered for the school year from January to September 2024 (see Table 2) which is a decrease of 6,657 (44%) when compared to the same period in 2023. As of 2024, the SIP program only applies to year 7 and 10 students. The Year 8 students are no longer part of the program.

Table 2: School vaccinations for calendar year to date – January to September 2024

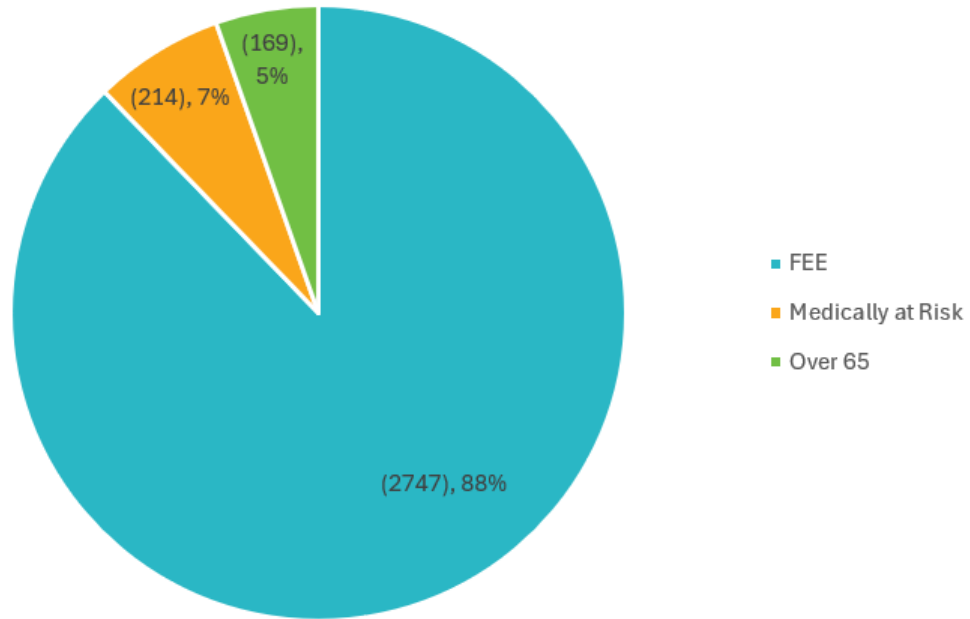
Council	Human Papillomavirus (HPV)	Diphtheria Tetanus and Pertussis (dTpa)	Meningococcal (Men B)	(Men ACWY)	Total
Burnside	769	775	1,031	786	3,361
Campbelltown	303	309	410	241	1,263
NPSP	465	467	694	577	2,203
Prospect	118	121	185	108	532
Walkerville	75	77	147	88	387
Unley	136	136	285	177	734
Total	1,866	1,885	2,752	1,977	8,480

Dates for the 2025 SIP program have been communicated to our schools and are due to be confirmed by the end of October. This will ensure the preparation for the SIP is underway prior to the Christmas break and beginning of the new school year.

Workplace Influenza Program

The Workplace Influenza program has been finalised with a total of 88 workplace visits conducted and 3,130 influenza vaccines delivered. The program was delivered to a wide range of businesses, which included people over 65-years-old and those Medically at Risk (MAR).

The graphs below provide a graphical representation of the influenza vaccines administered at workplaces during April – June 2024.



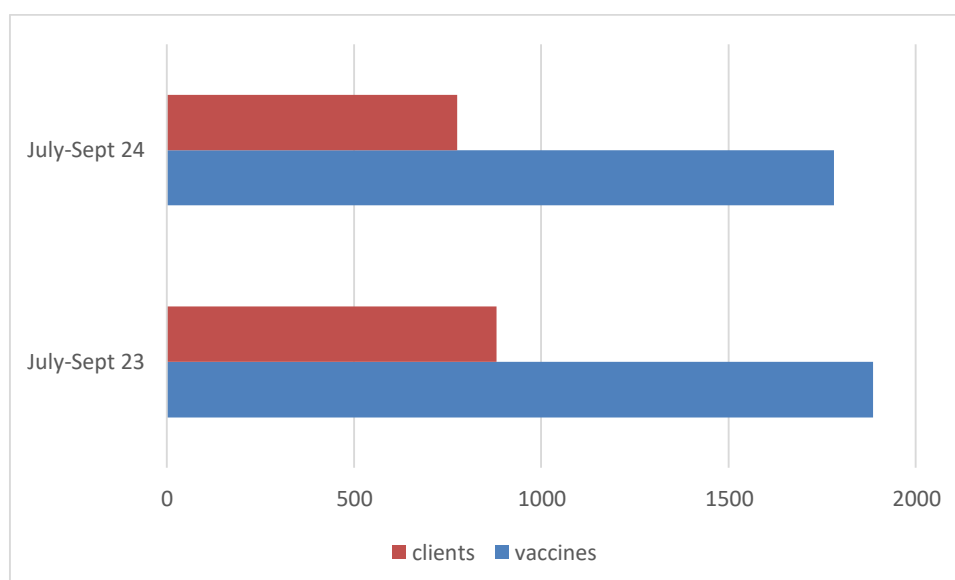
EHA has commenced the planning for the upcoming 2025 flu program which will commence on 1 April 2025. The workplace flu program will again run over a 13-week period, concluding around 30 June 2025.

Contact will be made with EHA's existing workplace clients via a bulk email. EHA staff will continue to focus on how we can improve on the delivery of the workplace influenza program and looking for opportunities to extend our client base.

Public Clinics

821 clients were vaccinated with 1,909 vaccines at EHA's public immunisation clinics. As represented in Graph 2 there was a slight decrease of 35 clients (-4%) vaccinated.

Graph 2: A two year comparison of the client numbers and vaccinations administered at public clinics between July to September 2024.



EHA's public immunisation clinics continue to be popular with some Constituent Council locations booked out in advance during the reporting period. Attendance at walk-in clinics also remained busy. Our popular on-line booking system accounting for 362 bookings.

EHA is currently working on finalising the 2025 Immunisation Public Clinic timetable with the printed timetable to be provided to all Constituent Councils over the coming months. A mail out to Stakeholders is scheduled for the first week of December 2024.

The table below 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 2024 – September 2024

Burnside Clinic				
Burnside Council - 2nd and 4th Monday of each month				
Client council of origin	July-Sept 24		YTD	
	Clients	Vaccines	Clients	Vaccines
Burnside	55	113	63	130
Campbelltown	22	50	24	58
NPSP	21	54	22	59
Prospect	3	7	3	7
Walkerville	4	6	5	11
Unley	4	16	4	16
Other	8	22	10	25
Clinic Total Number	117	268	131	306

Campbelltown Clinic				
The ARC - 1st and 3rd Wednesday of each month				
Client council of origin	July-Sept 24		YTD	
	Clients	Vaccines	Clients	Vaccines
Burnside	6	9	9	14
Campbelltown	42	86	54	108
NPSP	14	23	17	28
Prospect	0	0	0	0
Walkerville	1	4	2	7
Unley	1	3	1	3
Other	5	10	8	18
Clinic Total Number	69	135	91	178

Norwood Payneham & St Peters Clinic				
Weekly at EHA offices				
Client council of origin	July-Sept 24		YTD	
	Clients	Vaccines	Clients	Vaccines
Burnside	76	191	96	249
Campbelltown	128	319	162	403
NPSP	166	378	200	460
Prospect	36	96	43	114
Walkerville	11	20	14	29
Unley	30	68	36	83
Other	17	43	24	61
Clinic Total Number	464	1115	575	1399

Prospect Clinic				
Prospect Clinic - held at Prospect Town Hall Payinthei				
Client council of origin	July-Sept 24		YTD	
	Clients	Vaccines	Clients	Vaccines
Burnside	8	11	8	11
Campbelltown	1	1	1	1
NPSP	2	7	2	7
Prospect	22	51	31	85
Walkerville	1	2	2	6
Unley	0	0	0	0
Other	2	2	2	2
Clinic Total Number	36	74	46	112

Walkerville Clinic				
Walkerville Council - 1st Friday of each month				
Client council of origin	July-Sept 24		YTD	
	Clients	Vaccines	Clients	Vaccines
Burnside	2	9	4	13
Campbelltown	8	18	12	29
NPSP	3	10	3	10
Prospect	4	10	5	14
Walkerville	11	25	11	25
Unley	1	3	2	8
Other	2	6	3	10
Clinic Total Number	31	81	40	109

Unley Clinic				
Civic Centre - 3rd Wed, 4th Fri and 1st Sat of each month				
Client council of origin	July-Sept 24		YTD	
	Clients	Vaccines	Clients	Vaccines
Burnside	14	31	17	39
Campbelltown	12	28	17	34
NPSP	4	13	7	21
Prospect	2	3	5	6
Walkerville	0	0	0	0
Unley	49	107	59	131
Other	23	54	31	67
Clinic Total Number	104	236	136	298

Grand Total of all Clinic Sites				
Client council of origin	July-Sept 2024		YTD	
	Clients	Vaccines	Clients	Vaccines
Burnside	161	364	197	456
Campbelltown	213	502	270	633
NPSP	210	485	251	585
Prospect	67	167	87	226
Walkerville	28	57	34	78
Unley	85	197	102	241
Other	57	137	78	183
Clinic Total Number	821	1909	1019	2402

Continuing Professional Development & Affiliations

Over the coming months EHA will begin the planning for the annual CPR and training day which is scheduled for early 2025.

On the day Immunisation and Administration staff will receive a:

- Senior First Aid update
- Annual CPR update.

Our nursing team will also be attending the upcoming Vaccinology Conference scheduled for 1 November 2024. The nursing team have also been invited to attend the SIP online Forum (hosted at EHA) on 27 November 2024. An opportunity to meet new staff and receive communications relating to the upcoming immunisation program for 2025.

RECOMMENDATION

That:

The Immunisation Services Report is received.

CEO Indication under Clause 3.4(e) of the Eastern Health Authority Charter

Notice is hereby given in accordance with Clause 3.4(e) of the Eastern Health Authority Charter that the information and matters contained in the following documents related to item 9.1 'Use of the Eastern Health Authority Common Seal Report' may, if the Board of Management so determines, be considered in confidence under Clause 3.10(b) of the Eastern Health Authority Charter (with reference to the provisions of Part 3 of the *Local Government Act 1999*) at item 9.1 ('Use of the Eastern Health Authority Common Seal Report') of the Agenda for the Meeting of the Board on 6 November 2024 on the grounds set out at Section 93(3)(h) of the Local Government Act 1999.

A handwritten signature in black ink, appearing to read 'M. Livori', written in a cursive style.

MICHAEL LIVORI
CHIEF EXECUTIVE OFFICER

9.1 USE OF THE EASTERN HEALTH AUTHORITY COMMON SEAL REPORT

RECOMMENDATION 1

1. Pursuant to Clause 3.10(b) of the Eastern Health Authority (EHA) Charter (and with reference to Section 90 of the *Local Government Act 1999*) the Board of Management (Board) orders that all members of the public, except the Chief Executive Officer and Team Leader Environmental Health be excluded from attendance at the meeting for Agenda Item 9.1 – Use of The Eastern Health Authority Common Seal Report.
2. The Board is satisfied that, pursuant to Section 90(3)(h) of the *Local Government Act 1999*, the information to be received, discussed or considered in confidence is namely:
 - legal advice from the Authority's solicitors relating to the Supported Residential Facilities Act 1992
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.

RECOMMENDATION 3

That:

1. In accordance with Clause 3.11(c) of the Eastern Health Authority Charter, the Board of Management orders that the Report relating to Eastern Health Authority Common Seal Report, all the relevant documentation and the Minutes arising from the Report, having been considered by the Board in confidence under Clause 3.10(b) of the Eastern Health Authority Charter (by virtue of Section 90(3)(h) of the *Local Government Act 1999*), be kept confidential and not available for public inspection.
2. The Board authorise the Chief Executive Officer to disclose the contents of the Report relating to Eastern Health Authority Common Seal Report, the minutes in respect of this item, and such other information as necessary to give effect to the Board's decision.

10 Correspondence

Letter to City of Norwood Payneham and St Peters in relation to St Peters Complex lease agreement.

Ref: D24/13906

25 October 2024

Mr Mario Barone
Chief Executive Officer
City of Norwood Payneham & St Peters
175 The Parade
Norwood SA 5067

Dear Mario

RE: Lease Agreement for occupation at St Peters Town Hall Complex

Eastern Health Authority (EHA) was recently informed that the lease agreement for Eastern Health Authority's (EHA) tenancy of Unit 3 of the St Peters Town Hall Complex was considered by your Council.

EHA had requested a ten-year lease with a right of renewal for a further 10 years. The Council however, approved a five-year lease, noting that it is committed to EHA using the facilities into the future but seeks greater flexibility in the ongoing management of its community land. EHA, who have been a tenant at the St Peters Library complex for more than 22 years find this decision to be concerning and unexpected.

In 2012, when the St Peters Town Hall Complex was redeveloped, EHA expended considerable funds to fit-out the offices it now resides in within the complex. Negotiations with the council at that time resulted in a 10-year lease being granted with a right of renewal for a further 10 years. On this basis, the depreciation of the costs associated with the development of the EHA office space was based on a 20-year period. Due to administrative oversight, EHA was not offered the 10-year renewal, which was the original intent between the parties. This was extremely disappointing, however EHA were led to believe that this would be resolved by the issue of a new lease to cover the original commitment and provide for a further right of renewal.

EHA is a regional subsidiary established under the Local Government Act 1999 with the core purpose of "providing public and environmental health services to its Constituent Councils". Guided by the functions and powers outlined in the EHA Charter, EHA provides centralised service delivery and operates as the "combined environmental health department" of each Council in the region.

The important services EHA provides are undertaken to fulfill our constituent council's legislative obligations under the various legislations that we operate under. We see ourselves as a part of each of our constituent councils and do not believe that we should be equated to outside organisations that use community land.

The location at St Peters is central to the region we serve which assists in operational efficiencies for the services we provide to our Constituent Councils. Our popular immunisation services run its main clinic from the St Peters complex and its central location has seen the service become valued by the community, servicing 57% of all people attending EHA's public immunisation clinics.

EHA is well established as part of the St Peters Town Hall Complex and its location is well-known and provides accessible services to the citizens of the Constituent Councils.

We respectfully request that the Council consider the information contained within this correspondence, reconsider their decision, and provide EHA with a 10-year lease with a 10-year right of renewal.

If you would like to discuss any issue in relation this matter further, please contact me on telephone 8132 3611.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Michael Livori', with a stylized flourish at the end.

Michael Livori
Chief Executive Officer