

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 25 June commencing at 6:30pm.

MEMBERS PRESENT:

| | |
|---------------------------|--|
| Cr M Daws | Burnside |
| M Hammond, Cr M Noble | Campbelltown |
| Cr K Barnett, Cr T Nguyen | Prospect |
| Cr J Nenke | Corporation of the Town of Walkerville |

In attendance:

| | |
|----------|---------------------------------------|
| M Livori | Chief Executive Officer |
| A Fahey | Manager Administration and Compliance |
| N Conci | Manager Environmental Health |
| M Gibbs | Senior Environmental Health Officer |

1 OPENING:

The meeting was declared open by the M Livori at 6:30pm.

In accordance with clause 2.6 of EHA's Charter, and clause 5.4 of the EHA Meeting Procedure Policy, in circumstances where both the Chair and Deputy Chair are absent from a meeting, the Chief Executive Officer will initially take the chair and preside over the meeting until the Board Members present formally resolves to appoint a Presiding Member.

In accordance with clause 5.4 of the EHA Meeting Procedure Policy, Board Members were requested to nominate for the position of President Member.

The CEO called for nominations for a member to preside for the meeting. Cr J Nenke subsequently nominated. As no further nominations were received, the Board subsequently confirmed Cr J Nenke's nomination via resolution.

Cr K Barnett moved:

That:

The Board appoint Cr J Nenke as Presiding Member to chair the meeting.

Seconded by Cr T Nguyen

CARRIED UNANIMOUSLY

1: 062025

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 Heath 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 P Cornish | Burnside |
| Cr K Moorhouse, Cr C Granozio | Norwood, Payneham & St Peters |
| Cr J Allanson | Corporation of the Town of Walkerville |

5 CONFIRMATION OF MINUTES:

Cr M Noble moved:

The minutes of the meeting of the Board held on 14 May 2025 be taken as read and confirmed.

Seconded by M Hammond

CARRIED UNANIMOUSLY

2: 062025

6 MATTERS ARISING FROM THE MINUTES:

Nil

7 ADMINISTRATION REPORT

7.1 FINANCE REPORT

Cr T Nguyen moved:

That:

1. The Finance Report and Budget Review Report for 2024/2025 be received.

Seconded by Cr M Noble

CARRIED UNANIMOUSLY 3: 062025

7.2 ADOPTION OF ANNUAL BUSINESS PLAN AND BUDGETD FINANCIAL STATEMENTS FOR 2025/2026

Cr K Barnett moved:

That:

1. The report regarding the adoption of the Eastern Health Authority Annual Business Plan and Budgeted Financial Statements for 2025/2026 is received.
2. The Eastern Health Authority Annual Business Plan and Budget for 2025/2026 provided as attachment 1 to the report is adopted.
3. A copy of the Eastern Health Authority Annual Business Plan 2025/2026 incorporating the Budget are provided to the Chief Executive Officer of each Constituent Council within five business days.

Seconded by Cr M Noble

CARRIED UNANIMOUSLY 4: 062025

7.3 REVIEW OF THE PROCUREMENT POLICY

M Hammond moved:

That:

1. The report regarding the Procurement Policy is received.
2. The Procurement Policy marked attachment 2 to the Procurement Policy report is adopted.
3. It was agreed that the Procurement Policy will be reviewed and presented to the Audit Committee and Board in 12 months.

As part of the review, the following key areas are to be considered:

- Credit Cards – review practices and controls to ensure consistency and alignment with current policies and procedures.
- Delegation Approvals – Consider the introduction or revision of delegated financial authority for procurement transactions exceeding \$50,000.
- Policy Scope – Review to ensure the policy comprehensively covers all relevant procurement activities, roles, and responsibilities.

Seconded by Cr M Noble

CARRIED UNANIMOUSLY 5: 062025

Cr T Nguyen left the meeting at 7:12pm

Cr T Nguyen returned to the meeting at 7:16pm

7.4 REVIEW OF FOOD BUSINESS INSPECTION FEE POLICY

Cr M Daws moved:

That:

1. The report regarding the review of the Food Business Inspection Fee Policy is received.
2. The Policy entitled Food Business Inspection Fee Policy, marked attachment 2 to this report, is adopted.

Seconded by Cr T Nguyen

CARRIED UNANIMOUSLY 6: 062025

7.5 FOOD BUSINESS AUDIT FEE POLICY

Cr M Noble moved:

That:

1. The Food Business Audit Fee Policy report is received.
2. The Food Business Audit Fee Policy, marked attachment 2 to this report, is adopted.

Seconded by Cr K Barnett

CARRIED UNANIMOUSLY 7: 062025

7.6 CODE OF CONDUCT FOR EASTERN HEALTH AUTHORITY BOARD MEMBERS

Cr T Nguyen moved:

That:

1. The Code of Conduct for Eastern Health Authority Board Members Report is received.
2. The Revised Code of Conduct for Eastern Health Authority Board Members as amended marked as attachment 2 to this report is adopted.

Seconded by Cr K Barnett

CARRIED UNANIMOUSLY 8: 062025

7.7 EHA EMPLOYEE CODE OF CONDUCT

Cr M Daws moved:

That:

1. The Eastern Health Authority Employee Code of Conduct report is received.
2. The Eastern Health Authority Employee Code of Conduct marked attachment 2 to the report dated 25 June 2025 is adopted.

Seconded by M Hammond

CARRIED UNANIMOUSLY 9: 062025

7.8 SUPPORTED RESIDENTIAL FACILITY LICENSING REPORT

Cr M Daws moved:

That:

1. The Supported Residential Facilities 2024-2025 Licensing Report is received.
2. The applicants detailed below be granted a licence to operate a Supported Residential Facility for a period of 12 months from 1 July 2025 to 30 June 2026 under the provisions of the *Supported Residential Facilities Act 1992* subject to conditions as detailed:

| Applicant | Premises |
|--|---|
| Magill Lodge Supported Residential Care Pty Ltd | Magill Lodge Supported Residential Care 524 Magill Road Magill SA 5072 |
| Conditions | |
| <ol style="list-style-type: none"> 1. Ensure that Residents' contracts are required to be signed either by the resident themselves or by a designated representative. Each signature must include the date it was executed. 2. Ensure that the facility and all the furniture, fixtures and fittings are maintained in a clean, safe and hygienic condition. Maintain and retain records of cleaning and maintenance activities undertaken at the facility in accordance with the approved cleaning and maintenance schedules. 3. If there are 30 or more residents of the facility – ensure that the staff includes both a cook and a cleaner in addition to the members of staff who provide personal care services to residents of the facility; and in any case – ensure that the facility is staffed so as to ensure, at all times, the proper care and safety of residents. 4. Comply with the requirements of Section 157 of the <i>Planning and Development and Infrastructure Act, 2016</i> in relation to Fire Safety by maintaining all Essential Safety Provisions as required under the relevant schedule of options listed in the Ministerial Building Standard (MBS 002 – Maintaining the performance of essential safety provisions) for the premises. | |
| Applicant | Premises |
| Palm Gardens Consolidated Pty Ltd | Magill Estate Retirement Village 122 Reid Avenue Magill SA 5072 |
| Conditions | |
| <ol style="list-style-type: none"> 1. Comply with the requirements of Section 157 of the <i>Planning and Development and Infrastructure Act, 2016</i> in relation to Fire Safety by maintaining all Essential Safety Provisions as required under the relevant schedule of options listed in the Ministerial Building | |

| | |
|--|---|
| Standard (MBS 002 – Maintaining the performance of essential safety provisions) for the premises. | |
| Applicant | Premises |
| Bellara Aged Care Village Pty Ltd | Bellara Village 98 Newton Road Campbelltown SA 5074 |
| Conditions | |
| <ol style="list-style-type: none"> 1. If there are 30 or more residents of the facility – ensure that the staff includes both a cook and a cleaner in addition to the members of staff who provide personal care services to residents of the facility; and in any case – ensure that the facility is staffed so as to ensure, at all times, the proper care and safety of residents. 2. Comply with the requirements of Section 157 of the <i>Planning and Development and Infrastructure Act, 2016</i> in relation to Fire Safety by maintaining all Essential Safety Provisions as required under the relevant schedule of options listed in the Ministerial Building Standard (MBS 002 – Maintaining the performance of essential safety provisions) for the premises. | |

Seconded by Cr K Barnett

CARRIED UNANIMOUSLY 10: 062025

8 INFORMATION REPORTS

8.1 ENVIRONMENTAL HEALTH ACTIVITY REPORT

M Hammond moved:

That:

1. The Environmental Health Activity Report is received.

Seconded by Cr M Noble

CARRIED UNANIMOUSLY 11: 062025

8.2 IMMUNISATION ACTIVITY REPORT

Cr M Daws moved:

That:

1. The Immunisation Services Report is received.

Seconded by Cr T Nguyen

CARRIED UNANIMOUSLY 12: 062025

9 CORRESPONDENCE

10 CLOSURE OF MEETING:

The Presiding Member Cr J Nenke, declared the meeting closed at 8:33pm.

The foregoing minutes were printed and circulated to EHA Members and member Councils on 27 June 2025.

Presiding Member