



## LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE MINUTES

ITEM	DESCRIPTION	COMMITTEE TO (Note, Confirm, Decide)	RESP:
	<b>Minutes of the meeting of the LHAAC held on Friday 15 June 2018 commencing at 1000 at Edith Cowan House, ECU Campus, Joondalup</b>		
<b>1.0</b>	<b>Welcome and Apologies</b>		
1.1	<u>Opening and Welcome:</u> Chairman Rob Boardman opened the meeting formally at 1015 and welcomed attendees to the meeting. He gave a special welcome to Sarah Upton and Freya Ayliffe who were both attending their first meeting of LHAAC.		
1.2	<u>Attendance &amp; Apologies:</u> <b>Attendees:</b> Rob Boardman (Chairman) – Metro LGAs Joseph Zappavigna (City of Fremantle) David Wilson – City of Joondalup (Metro LGAs) Graeme Blakey (City of Melville) Jason Jenke – City of South Perth Phill Oorjitham – City of Cockburn (Metro LGAs) Greg Ducas – City of Stirling Kim Frost – City of Mandurah (Non Metro LGAs) Sarah Upton City of Bunbury (Non Metro LGAs) Freya Ayliffe – Town of Cottesloe (Metro LGAs) (Arr'd 1030) Vic Andrich – D of Health (Non-Voting) Trevor Chapman -LHAAC Coordinator  <b>Apologies:</b>  Kim Unwin (Dept of Health)	<u>Term</u>  Apr 15 to Apr 18 Jan 2020 Jan 17 to Jan 20 Jan 2020 Jan 2020 Apr 15 to Apr 18 Jan 2020 Mar 18 to Mar 21 Mar 18 – Mar 21 Mar 18 to Mar 21 Ex Officio Officer   Ex Officio	
<b>2.0</b>	<b>Minutes of the Meeting Held 13 April 2018</b>		
2.1	<b><u>MOTION: (Jenke/Zappavigna)</u></b> <b>The Minutes of the Meeting held 13 April 2018 be adopted as a true and correct record.</b>	<u>In Favour: 9-0</u> Freya Ayliffe absent.	
2.2	<b><u>Matters Arising</u></b> None		

3.0	PARTNERSHIPS	
3.1	<p><u>Report by Department of Health (Vic Andrich)</u></p> <ul style="list-style-type: none"> <li>• Tarun Weeramanthri leaves the Department on 15 June. Dr. Andrew Robertson will be Acting Chief Health Officer until an appointment is made.</li> <li>• Vic spoke of the Departmental Restructure. Vic is Team Leader of the Operations and Compliance Unit.</li> <li>• Department staff will vacate Grace Vaughan House (GVH) around September/October 2018 and move to Department of Health Head Office in Royal Street, East Perth.</li> <li>• GVH is likely to be taken over by Shenton College.</li> <li>• Vic reported that the Department is interested in developing an MOU with LHAAC and creating a larger role for LHAAC. This could include assuming responsibilities for Discretionary microbiological sampling currently submitted via PathWest. Vic could not give any indication of volume or monetary value of the PathWest MB sampling program but committed to try and ascertain more information which he will provide to LHAAC.</li> <li>• It was also requested of Vic that he provide details of what types of MB sampling activities the D of H will still conduct and fund from 2018/19 onwards.</li> <li>• LHAAC may also be asked to undertake some sampling with, or on behalf of, the Department of Health as part of the National Implementation Sub Group program of coordinated project.</li> <li>• The Department will offer technical assistance and assistance with report writing for Coordinated Sampling Projects to LHAAC as part of this transfer of responsibilities.</li> <li>• Department of Health members Jim Dodds and Stan Goodchild attended the 13 June 2018 meeting of MEHMG and outlined to members some of their future vision for LHAAC.</li> <li>• LHAAC Coordinator Trevor Chapman felt it would have been beneficial and courteous to have had himself and/or the LHAAC Chairman at that meeting to aid discussions.</li> <li>• The LHAAC Coordinator emphasised the urgency of receiving this information given LHAAC are in the process of finalising the 2018/19 budget and 2018/19 fees and charges to LGAs for participation in the LHAAC Sampling Scheme.</li> <li>• It was agreed that Jim Dodds and Stan Goodchild be asked to attend the August 2018 meeting of LHAAC.</li> <li>• It was also agreed that the LHAAC Chair and LHAAC Coordinator should arrange to meet with Jim Dodds and Stan Goodchild as soon as possible to discuss some of the issues raised at the MEHMG meeting.</li> <li>• In light of some of the comments reported from the MEHMG meeting it was suggested that LHAAC c.c. the Department of Health, EHA and MEHMG in on</li> </ul>	<p><u>For Information</u></p> <p><u>For Action: VA</u></p> <p><u>For Action: VA</u></p> <p><u>For Action: TC</u></p> <p><u>For Action: TC</u></p> <p><u>For Action: TC</u></p>

	distributed communications to LGAs. This includes completed reports, summaries of sampling activity, LHAAC Updates etc.		
<b>4.0</b>	<b>SCIENCE BASED SCHEME</b>		
4.1	<p>TC reported that sampling activity for 2017/18 still remains a little low but the last two months have both shown increased activity. CSP 21, 22 and 23 helped boost sampling levels. Overall sampling spending for 2017/18 is sitting around 70% of budget with a few invoices still to be presented. However, if we add the spending on CSP20 (Antibiotic and Heavy Metal Residue in Seafood Product) invoiced to ChemCentre in August 2017, it is over 90%. The last three years have been 75%, 79% and 85% respectively</p> <p>Results for CSP 21, 22 and 23 have been received from the Analysts and will be summarised and circulated as quickly as possible.</p>	<u>For Information</u>	
4.2	<p><u>Monthly Report by contracted Analysts</u> Members acknowledged receipt of Agrifood and ARL reports for February and March 2018.</p>	<u>For Information</u>	
4.3	<p><u>The Sampling Sub Group</u></p> <p>Members of the MFG were asked to submit ideas for a Microbiological CSP at the meeting on 8 June attended by both David Wilson and the Coordinator.. Hopefully we will receive some worthwhile suggestions.</p> <p>In the meantime, David and Trevor will meet to discuss a sampling program for the next three years and also liaise with the D of H about our likely involvement in microbiological sampling.</p>		
<b>5.0</b>	<b>LEADERSHIP</b>		
5.1	<p><u>LHAAC Coordinator Report</u> The Coordinator expanded on his written report and identified some of the key activity areas over the last two months.</p> <p>Much of this is covered in items 8.1 to 8.5</p>	<u>For Information</u>	
5.2	<p><u>LHAAC Membership</u></p> <p>The appointments of Freya Ayliffe, Kim Frost and Sarah Upton have been approved by the Minister for Health (effective 25 March 2018 for three year terms). A nomination for the final Metropolitan member was endorsed by WALGA and is now with the Minister for Health for approval. A person has also been identified for the remaining Non-Metro position and we are awaiting a formal application.</p> <p>Both Rob and Phill complete their extended term (3 months additional) on 29 July 2018 so this will likely be their last formal meeting of LHAAC. Both Rob and Phill were warmly thanked</p>	<u>For Information</u>	

	for their long and committed service to LHAAC. A special note of thanks was given to Rob in recognition of his 21 years as a member with over six years as Chairman.		
<b>6.0</b>	<b>FINANCIAL SUSTAINABILITY</b>		
6.1	<u>Accounts Passed for Payment since the last meeting (Attachment 6.1)</u> <b>MOTION: (Jenke/Oorjitham)</b> <b>That the accounts listed in Attachment 6.1 in the sum of \$66,230.14 are acknowledged as paid and approved by the Committee.</b>	<u>In Favour: (10-0)</u>	
6.2	<u>Daily Operating Account Summary (Attachment 6.2)</u> <b>MOTION: (Jenke/Oorjitham)</b> <b>The Daily Operating Account Summary is received and noted.</b>	<u>In Favour: (10-0)</u>	
6.3	<u>Current Investments (Attachment 6.3)</u> <b>MOTION: (Jenke/Oorjitham)</b> <b>The Summary of Current Investments is received and noted.</b>	<u>In Favour: (10-0)</u>	
<b>7.0</b>	<b>LHAAC BUDGET AND FEES TO LGAS</b>		
	The Coordinator referred to documents previously circulated to members and expanded on some of the logic and assumptions in regard to options for the 2018/19 Budget. After further discussion concerning the potential impact of additional sampling requirements of LHAAC as outlined by the Department of Health earlier in the meeting (Item 3.1) the Committee recommended Option 1 be adopted.  <b>MOTION: (Blakey/Upton)</b>  <b>Budget Option One is adopted as presented, incorporating a 0.9% CPI increase where relevant (as per the ABS March 2017 to March 2018 All Groups CPI for Perth) and population changes to each Local Government Authority (as used in the Fee Calculation to each LGA , and as reported in ABS Table 3218.0 for 30 June 2017).</b>	<u>Action: TC</u>  <u>In Favour (10-0)</u>	
<b>8.0</b>	<b>ANY OTHER BUSINESS</b>		
8.1	<u>Development of a LHAAC Business Plan</u>  The Coordinator reported that since we were now in the process of appointing consultants to undertake the revisions to our Strategic Directions Framework we should prepare the Business Plan at the same time given the two documents complement each other and sit side by side in our document structure.  <b>MOTION: (Blakey/Frost)</b>  <b>The Business Plan be developed as part of the Strategic Planning process.</b>	<u>In Favour: (10-0)</u>	

8.2	<p><u>Revisions to LHAAC Strategic Direction Document</u></p> <p>Three Consultants had been identified and each of them invited to submit an EOI and indication of cost. The Coordinator did ask each consultant to try and submit their proposal in time to be considered at the meeting, but only one of them managed to do so.</p> <p>It was agreed that once all three are received, the Coordinator will circulate copies of each submission to the members with a summary matrix. Members can then select a consultant 'out of session' to enable the process to commence.</p>	For Action: TC	
8.4	<p><u>Copyright of LHAAC Logo</u></p> <p>The Coordinator reported that Kott Gunning did not have a Copyright lawyer in the company so instead referred him to David Stewart of Bennett &amp; Co. Details of his observations and recommendations were forwarded to the Committee members in the days prior to the meeting for consideration.</p> <p><b>MOTION: Upton/Ayliffe</b></p> <ol style="list-style-type: none"> <li><b>1. LHAAC engage the services of David Stewart of Bennett and Co to register the LHAAC logo as a trademark at a cost of approximately \$1,650, plus approximately \$990 Government Filing Fees.</b></li> <li><b>2. David Stewart develop a Deed of Copyright Agreement between LHAAC and the Graphic Designer, Fiona Devine, at an estimated cost of \$880.</b></li> </ol>	In Favour (9-1) Opposed: PO	
8.5	<p><u>HR Policy Development</u></p> <p>The Coordinator had circulated the submissions received with the agenda papers, giving members some days to consider this matter.</p> <p><b>MOTION: Oorjitham/Ducas</b></p> <p><b>LHAAC appoint Cornerstone HR Consultants to draft a suite of HR Policies as per their Expression of Interest dated 11 May 2018 at an estimated cost of \$4,050.</b></p>	In Favour (10-0)	
8.3	<p><u>Nomination of Chairman</u></p> <p>As this was the last meeting for Rob Boardman this creates a vacancy for the position of Chairman. The outgoing Chairman sought nominations for the positions of Chairman. Rob Boardman nominated David Wilson. No other nominations were received.</p> <p>David thanked the Committee for the gesture of faith in him and accepted the nomination.</p> <p><b>MOTION: Blakey/Frost</b></p> <ol style="list-style-type: none"> <li><b>1. David Wilson is nominated for the position of Chairman of LHAAC.</b></li> <li><b>2. Approval of the appointment be sought from the Minister for Health as required under Section 247A</b></li> </ol>	In Favour (10-0)	

	<p align="center"><b>(4) of the Health (Miscellaneous Provisions) Act 1911.</b></p> <p>In light of Rob Boardman no longer being a member of LHAAC and no longer able to serve as an Authorised Officer to the Committee or in regard to LHAAC banking procedures with Bankwest, a third account signatory is required to provide cover to Trevor and Graham Blakey.</p> <p>NOTE: Greg Ducas, Jason Jenke and Joseph Zappavigna left the meeting at this stage.</p> <p><b>MOTION: Wilson/Frost</b></p> <p><b>Sarah Upton be appointed as the third account signatory for Bankwest authorisations. The LHAAC Coordinator to organise any procedures with Bankwest and Sarah.</b></p>	<p align="center"><u>In Favour (7-0)</u></p>	
8.6	<p><u>Member Items of Business</u></p> <p><b>Video Training:</b> Trevor reported that he had commenced discussions with staff of ECU about developing an online training video on how to participate in the LHAAC Food Sampling Program.</p> <p>Freya Ayliffe offered assistance and also suggested TC talk to a Video Production company.</p> <p><b>LHAAC Communications:</b></p> <p><b>MOTION: Ayliffe/Frost</b> <b>TC draft a letter to MEHMG on the reported issues raised at their 13 June meeting. TC to circulate the letter to LHAAC members for comment before sending it.</b></p> <p>TC briefly outlined discussions he had had with ECU staff about the possible employment of a Research Assistant on a one day per week basis for six months. The RA could undertake research on future sampling programs, interpret sampling results, assist with CSP reports (professional and academic standard and format for reporting), assist with website development and investigate trends and current issues from other Public Health agencies.</p> <p>TC to prepare a written brief and circulate to members Out of Session.</p> <p><b>EHA Conference:</b> Some further discussion occurred on TC involvement in the EHA Conference and whether LHAAC should have a display booth. TC to speak with Julianne at EHA to discuss options and also about including LHAAC promotional material in conference satchels etc. Also, TC to investigate whether there could be a speaking opportunity at the EHA Conference where he could address some of the issues raised at MEHMG.</p>	<p align="center">In Favour (7-0)</p> <p align="center">For Action: TC</p> <p align="center">For Action: TC</p>	
<b>9.0</b>	<b>Date of Next Meeting</b>		

	The next meeting will be held on Friday 17 August 2018 at 1000 at Edith Cowan House, ECU Joondalup.		
<b>10.0</b>	<b>Closure</b>		
	There being no further business Mr Boardman closed the meeting at 1325.		

I certify that these Minutes are a true and accurate record of the LHAAC meeting held on 15 June 2018.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Dated: \_\_\_\_\_