



LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE MINUTES

ITEM	DESCRIPTION	COMMITTEE TO (Note, Confirm, Decide)	RESP:
	Minutes of the meeting of the LHAAC held on Friday 17 August 2018 commencing at 1000 at Edith Cowan House, ECU Campus, Joondalup		
1.0	Welcome and Apologies		
1.1	<p><u>Nomination of Chairperson</u> Given the appointment of David Wilson to the position of Chairperson had not been formally approved by the Minister as yet, nominations to Chair the meeting were invited.</p> <p>David Wilson was nominated to Chair the meeting.</p>	Carried Unanimously	
1.2	<p><u>Opening and Welcome:</u> Chairman Rob Boardman opened the meeting formally at 1025 due to some late arrivals, and welcomed attendees to the meeting.</p>		
1.2	<p><u>Attendance & Apologies:</u> Attendees: Joseph Zappavigna Metropolitan LGAs David Wilson – City of Joondalup (Metro LGAs) Jason Jenke – City of South Perth Kim Frost – City of Mandurah (Non Metro LGAs) Sarah Upton City of Bunbury (Non Metro LGAs) Vic Andrich – D of Health (Non-Voting) Trevor Chapman -LHAAC Coordinator</p> <p>Apologies: Freya Ayliffe Metropolitan LGAs Graeme Blakey Greg Ducas Metropolitan LGAs</p> <p>NOTE: Due to there not being a quorum of attendees the meeting was allowed to continue but no motions were adopted.</p>	<p style="text-align: center;"><u>Term</u></p> <p>Jan 2020 Jan 17 to Jan 20 Jan 2020 Mar 18 to Mar 21 Mar 18 – Mar 21 Ex Officio Officer</p> <p>Mar 18 to Mar 21 Jan 2020 Jan 2020</p>	
2.0	Minutes of the Meeting Held 15 June 2018		
2.1	<u>MOTION: (Zappavigna/Frost)</u>	In Favour	

4.3	<p><u>The Sampling Sub Group</u></p> <p>DW and TC have met to discuss the first CSP for 2018/19 and this will be advised in early September/ in the avid 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>		
5.0	LEADERSHIP		
5.1	<p><u>LHAAC Coordinator Report</u></p> <p>The Coordinator expanded on his written report and identified some of the key activity areas over the last two months.</p>	<u>For Information</u>	
5.2	<p><u>LHAAC Membership</u></p> <p>We are still waiting for endorsement of the last WALGA nomination for the remaining Metropolitan Local Government representative and the approval of David Wilson as Chairperson.</p>	<u>For Information</u>	
6.0	FINANCIAL SUSTAINABILITY		
6.1	<p><u>Accounts Passed for Payment since the last meeting (Attachment 6.1)</u></p> <p>MOTION: (Wilson/Zappavigna) That the accounts listed in Attachment 6.1 in the sum of \$171,893.94 are acknowledged as paid and approved by the Committee.</p>	<u>In Favour: (8-0)</u>	
6.2	<p><u>Daily Operating Account Summary (Attachment 6.2)</u></p> <p>MOTION: (Wilson/Zappavigna) The Daily Operating Account Summary is received and noted.</p>	<u>In Favour: (8-0)</u>	
6.3	<p><u>Current Investments (Attachment 6.3)</u></p> <p>MOTION: (Wilson/Zappavigna) The Summary of Current Investments is received and noted.</p>	<u>In Favour: (8-0)</u>	
7.0	ANY OTHER BUSINESS		
7.1	<p><u>Development of a Strategic Plan/Business Plan</u></p> <p>The Coordinator reported that three submissions were received and these were circulated to LHAAC Members. An Evaluation Matrix was provided to members and based on the member responses received, and the additional investigations and discussions conducted by the LHAAC Coordinator, the following motion was adopted.</p> <p><u>MOTION: (Zappavigna/Frost)</u></p> <p>LHAAC appoint Belay Consulting to undertake the Strategic Planning Process and the development of a Strategic Plan for LHAAC at a base price of \$20,240. The LHAAC to determine the full scope of the Strategic Planning process based on the Belay submission (this includes personality</p>	<u>In Favour: (8-0)</u>	

	profiling at \$1,110 and a possible LGA Survey costing up to \$1,500). Total Potential Cost of \$22,850 (excl GST).		
7.2	<p><u>Copyright Registration of LHAAC Logo</u> Bennett & Co have submitted the registration application and prepared a Draft Confirmatory Deed of Copyright Assignment between LHAAC and Fiona Devine (Graphic Designer). The registration searches can take up to nine months.</p> <p>TC will periodically update the LHAAC on progress.</p>		
7.3	<p><u>HR Policy Development</u> The Coordinator has had two meetings with the HR Consultants, Cornerstone, and is now in receipt of the latest draft. Once these have been edited, TC will forward them to the Committee members for approval.</p>		
7.4	<p><u>Member Items of Business</u> KF outlined a project MEHMG is undertaking (with the Shire of Serpentine Jarrahdale as lead LGA) looking at the effectiveness and reliability of Secondary Treatment Units (ATUs).</p> <p>Kim asked if it was the type of project LHAAC might consider giving funding assistance and/or project management assistance to.</p> <p>KF was asked to provide a copy of the written proposal to both DW and TC for initial consideration before wider discussion with the LHAAC members.</p>	<u>For Action: KF</u>	
7.5	<p><u>Appointment of Research Assistant</u></p> <p>At the June 2018 LHAAC meeting a quite lengthy debate occurred regarding the June 2018 MEHMG meeting, and the discussion which occurred at that meeting on the role of LHAAC, the effectiveness of the LHAAC Sampling Scheme and the future role of LHAAC as articulated by Department of Health representatives (Jim Dodds and Stan Goodchild). A number of initiatives were raised at LHAAC about increasing and improving communications with Local Governments, MEHMG and the Department of Health; more informative reporting on CSPs; making greater use of the LHAAC website to communicate with stakeholders; researching food safety trends in Australia and overseas etc. TC agreed to find out more about the engagement of Research Assistants from ECU University. Tis are typically Masters or PhD students who can demonstrate extensive research experience, report writing and investigative skills.</p> <p>TC outlined the concept in more detail to LHAAC members in attendance and presented costings ranging from \$9,235 to \$9,851 depending on pay scale used.</p> <p>DRAFT MOTION: (Zappavigna/Frost)</p>		

	LHAAC appoint a Part Time (one day per week) Research Assistant via the ECU Recruitment Program for Research Assistants at an initial maximum cost of \$10,000, and for an initial period of six months.	<u>In Favour (8-0)</u>	
8.0	Date of Next Meeting		
	The next meeting will be held on Friday 12 October 2018 at 1000 at Edith Cowan House, ECU Joondalup.		
9.0	Closure		
	There being no further business Mr Wilson closed the meeting at 1245.		

I certify that these Minutes are a true and accurate record of the LHAAC meeting held on 17 August 2018.

Signed: _____

Name: _____

Dated: _____

