



## 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 14 December 2018 commencing at 1000 at Edith Cowan House, ECU Campus, Joondalup</b>		
<b>1.0</b>	<b>Welcome and Apologies</b>		
1.1	<u>Nomination of Chairperson</u> Given the absence of David Wilson, Trevor Chapman invited nominations to chair the meeting. <b>MOTION: (Upton/Frost)</b> <b>Joseph Zappavigna is nominated to Chair the meeting.</b>	Carried Unanimously	
1.2	<u>Opening and Welcome:</u> Chairman Joseph Zappavigna opened the meeting formally at 1040 due to some late arrivals, and welcomed attendees to the meeting.		
1.2	<u>Attendance &amp; Apologies:</u> <b>Attendees:</b> Emily Dunn – Metropolitan LGAs Freya Ayliffe - Metropolitan LGAs Graeme Blakey Metropolitan LGAs Joseph Zappavigna - Metropolitan LGAs 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  <b>Apologies:</b> David Wilson - Metropolitan LGAs Greg Ducas - Metropolitan LGAs Jason Jenke - Metropolitan LGAs	<u>Term</u>  Oct 18 to Oct 21 Mar 18 to Mar 21 Jan 17 to Jan 20 Jan 17 to Jan 20 Mar 18 to Mar 21 Mar 18 to Mar 21 Ex Officio Officer   Jan 17 to Jan 20 Jan 17 to Jan 20 Jan 17 to Jan 20	
<b>2.0</b>	<b>Minutes of the Meeting Held 17 August 2018</b>		
2.1	<b><u>MOTION: (Upton/Frost)</u></b>  <b>The Minutes of the Meeting held 17 August 2018 be adopted as a true and correct record.</b>	<u>In Favour</u> (6-0)	

2.2	<b><u>Matters Arising</u></b> None		
<b>3.0</b>	<b><u>PARTNERSHIPS</u></b>		
3.1	<u>Report by Department of Health (Vic Andrich)</u> <ul style="list-style-type: none"> <li>• VA spoke more on the Departmental Restructure.</li> <li>• Department staff will now vacate Grace Vaughan House (GVH) around April 2019 and move to Department of Health Head Office in Royal Street, East Perth.</li> <li>• Allison Christou has been appointed as manager System Performance.</li> </ul>	<u>For Information</u>	
<b>4.0</b>	<b><u>SCIENCE BASED SCHEME</u></b>		
4.1	TC reported that sampling activity for 2018/19 has had its usual slow start for the financial year. The recent implementation of CSP 24 (Microbial Study of Sushi and Rice Paper product) has seen an increase in activity with approximately 320 sample submissions from 40 participating LGAs. It is hoped to release a second CSP early in 2019.	<u>For Information</u>	
4.2	<u>Monthly Report by contracted Analysts</u> Members acknowledged receipt of Agrifood and ARL reports for Aug, Sep, Oct and Nov 2018.	<u>For Information</u>	
4.3	<u>The Sampling Sub Group</u>  DW and TC to meet early in 2019.		
<b>5.0</b>	<b><u>LEADERSHIP</u></b>		
5.1	<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.	<u>For Information</u>	
5.2	<u>LHAAC Membership</u>  Ministerial approval has been received from the Minister for Health so Emily Dunn is now a fully appointment member representing the Metropolitan area. The one remaining vacancy for a Non Metro representative will be advertised in the first round for 2019.	<u>For Information</u>	
<b>6.0</b>	<b><u>FINANCIAL SUSTAINABILITY</u></b>		
6.1	<u>Accounts Passed for Payment since the last meeting (Attachment 6.1)</u> <b>MOTION: (Blakey/Ayliffe)</b> <b>That the accounts listed in Attachment 6.1 in the sum of \$152,827.57 are acknowledged as paid and approved by the Committee.</b>	<u>In Favour: (6-0)</u>	
6.2	<u>Daily Operating Account Summary (Attachment 6.2)</u> <b>MOTION: (Blakey/Ayliffe)</b>	<u>In Favour: (8-0)</u>	

	<b>The Daily Operating Account Summary is received and noted.</b>		
6.3	<u>Current Investments (Attachment 6.3)</u> <b>MOTION: (Blakey/Ayliffe)</b> <b>The Summary of Current Investments is received and noted.</b>	<u>In Favour: (8-0)</u>	
<b>7.0</b>	<b>ANY OTHER BUSINESS</b>		
7.1	<u>Progress Report on Strategic Plan/Business Plan</u>  The Coordinator reported that work is progressing on the development of a new Strategic Plan and Business plan via Maree Gooch Consulting. A very successful Strategic Planning Workshop was conducted on Tuesday 20 November at Mandurah. TC once again thanked members for their enthusiastic and positive contributions on the day.  Maree Gooch is now working on the survey to LGAs and the one on one interviews with key stakeholders. Maree is aiming for a draft being available for the Committee in February 2019.		
7.2	<u>HR Policy Development</u> The Coordinator has had several meetings with the HR Consultants, Cornerstone, and there have been numerous changes and edits to draft policies developed. Some members preferred a little more time to consider the policies and given there were three members absent from this meeting it was agreed to allow the extra two months for members to review the policies with a view to adopting them at the February 2019 LHAAC meeting. In the meantime and require changes should be put to the LHAAC Coordinator.  TC will also look through the policies for examples of errors from 'cutting and pasting' certain elements.		
7.3	<u>Secondary Treatment Units</u> LHAAC were requested at the August 2018 meeting to investigate possible funding assistance to some LGAs looking at the effectiveness and reliability of Secondary Treatment Units (lead LGA is Shire of Serpentine Jarrahdale). DW and TC undertook to obtain more information for subsequent consideration by LHAAC members. Given David Wilson was absent from the meeting there was no project update provided.  TC agreed to discuss the progress made with DW and report back to members prior to the next LHAAC meeting.	<u>For Action: TC</u>	
7.4	<u>Payment for Other Forms of Analysis not Provided by Contract Analysts</u> TC circulated a proposal from Neil Harries, City of Swan, regarding analysis not performed by Agrifood or ARL being met from LHAAC funds. Neil further proposed that such sampling should be submitted to either of the two contracted analysts so if		

	<p>they cannot perform the desired analysis they can source an analyst who can and charge an administration fee for providing such service. The analyst gets a fee and the LGA are allowed to use the LHAAC funds to cover the cost. NH felt it was particularly frustrating for LGAs with a significant LHAAC fee commitment, who were not fully using their LHAAC allocation for sampling, and had to meet the cost of non-contract forms of sampling from their own funds, even when they have unspent funds in their LHAAC allocation.</p> <p>TC was asked to look into this further and examine the following:</p> <ul style="list-style-type: none"> <li>• Indicative costs of such a change to the Scheme;</li> <li>• Discuss the concept with contracted analysts;</li> <li>• Look at a simple ProForma Application Form to be submitted by the requesting LGA and which could collect relevant data enabling LHAAC to consider each request on merit;</li> <li>• The members felt that each case should be assessed on merit rather than offering ‘blanket approval’.</li> </ul>	<p><u>For Action: TC</u></p>	
7.5	<p><u>Nutritional Analysis of Conventional v Non-Conventional Farm Produce</u></p> <p>TC advised the members of a request he had received from ECU Professor of Public Health and Nutrition, Amanda Devine (AD), regarding the claimed nutritional value of conventional farm produced foods and non-conventional (organic or regenerative farming techniques).</p> <p>AD has been working with academics from other universities and with staff of Perth Natural Resource Management and members of the Regenerative Farming fraternity. Their members are interested in the nutritional value of their foods as against conventional farming techniques and analysis which proves the nutritional and phytochemical composition. The Regenerative Farmers currently send their produce for testing to the Eastern States and are keen to start testing it here in WA.</p> <p>Members had a number of reservations about the role LHAAC should and could play on this project and asked TC to investigate further, with the assistance of Research Assistant, Hannah Robinson, and reporting back at or before the Feb 2019 LHAAC meeting.</p>		
<b>8.0</b>	<b>Date of Next Meeting</b>		
	<p>The next meeting will be held on Friday 8 February 2019 at 1000 at Edith Cowan House, ECU Joondalup.</p> <p>There was a quite lengthy discussion on the number of meetings LHAAC should hold each year and it was suggested that TC investigate this further with members and report back at the next meeting. Could we reduce the number of meetings to four, or even five, allowing for an extra one at budget or audit time for</p>		

	example. For further consideration.		
<b>9.0</b>	<b>Closure</b>		
	There being no further business Mr Zappavigna closed the meeting at 1250.		

I certify that these Minutes are a true and accurate record of the LHAAC meeting held on 14 December 2018.

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

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

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