



## 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 6 December 2019 commencing at 1000 in Room 21.548, ECU Campus, Joondalup</b>		
<b>1.0</b>	<b>Welcome and Apologies</b>		
1.1	<u>Opening and Welcome:</u> Chairman David Wilson opened the meeting formally at 1020 and welcomed attendees to the meeting.		
2	<u>Attendance &amp; Apologies:</u> <b>Attendees:</b> David Wilson – Metropolitan LGAs (CHAIRMAN) Emily Dunn – Metropolitan LGAs Jason Jenke – Metropolitan LGAs Greg Ducas – Metropolitan LGAs Kim Frost - Non Metropolitan LGAs Sarah Upton - Non Metropolitan LGAs Trevor Chapman -LHAAC Coordinator Vic Andrich - D of Health (Non-Voting) (Left 1200) Andrew Romeo ECU Research Officer <b>Apologies:</b> Graeme Blakey Metropolitan LGAs Freya Ayliffe – Metropolitan LGAs	<u>Term</u>  Jan 17 to Jan 20 Oct 18 to Oct 21 Jan 17 to Jan 20 Jan 17 to Jan 20 Jan 17 to Jan 20 Mar 18 to Mar 21 Mar 18 to Mar 21 LHAAC Officer Officer of D of H OBSERVER  Jan 17 to Jan 20 Mar 18 to Mar 21	
<b>2.0</b>	<b>Minutes of the Meeting Held 14 April 2019</b>		
2.1	<b><u>MOTION: (Dunn/Jenke)</u></b>  <b>The Minutes of the Meeting held 27 September 2019 be adopted as a true and correct record.</b>	<u>In Favour</u> <u>(6-0)</u>	
2.2	<b><u>Matters Arising</u></b> None		
<b>3.0</b>	<b>PARTNERSHIPS</b>		
3.1	<u>Report by Department of Health (Vic Andrich)</u>  Vic raised a couple of issues that were currently being looked at within D of H: <ul style="list-style-type: none"> <li>• The Department is looking at an increasing role for the Department in regards to cruise ships entering Fremantle.</li> </ul> There was a recent case of Salmonella which has prompted	<u>For Information</u>	

	<p>discussions and an increased investigative role for D of H.</p> <ul style="list-style-type: none"> <li>• The Department will look at the use of hemp as a food source following inquiries from several sources including some Local Governments. The D of may use budget set aside for the annual Fruit and Vegetable testing program to fund some investigations.</li> <li>• The Office of the Auditor General is conducting an audit of the regulation of consumer food safety. The Department of Health and local government entities are responsible for regulating consumer food safety in accordance with the <i>Food Act 2008</i> and food safety standards. Regulatory activities include the inspection of food businesses to assess compliance with legislation and standards. Ineffective regulation increases the risks of food not being safe for human consumption. The Department have been interviewed and a small number of LGAs will also be interviewed as part of the audit.</li> <li>• David Wilson reported that he and the LHAAC Coordinator met with the OAG on 28 September on the same issue.</li> <li>• VA reported that work is still ongoing on the development of a Mobile Food Register.</li> </ul>		
<b>4.0 SCIENCE BASED SCHEME</b>			
4.1	<p>TC reported that there has been a vibrant start to the year as regards sampling activity. Final figures for sampling expenditure for 2018/19 showed an increase of nearly \$100,000 on 2017/18 year. A health participation in CSPs was the main reason.</p> <p>Spending for the first quarter of 2019/20 is over double the expenditure for the same period in 2018/19.</p> <p>.</p>	<u>For Information</u>	
4.2	<p><u>Monthly Report by contracted Analysts</u> Members acknowledged receipt of Agrifood and ARL reports for September, October and November 2019.</p>	<u>For Information</u>	
4.3	<p><u>The Sampling Sub Group</u></p> <p>Thanks largely to the excellent work that Andrew Romeo has completed in his brief engagement with LHAAC, we are almost up to date with the analysis and reporting of completed CSPs, including their uploading to the LHAAC website.</p> <p>CSP 26 report was recently circulated and is ready to upload onto the website. CSP 25 (Imported Foods, specifically checking label issues and nutrition claims) and CSP 27 (Ready to Eat Meals) are just about completed and the reports will be circulated shortly.</p> <p>CSP 28 will look at Undeclared Allergens and will be released in January 2020.</p> <p>TC is meeting with staff of the Live Lighter section of the Cancer Council WA about doing follow up sampling of Slush Drinks and LHAAC's participation in that project.</p>	<u>For Information</u>	

	Vic mentioned D of H interest in the testing/analysis of Vapour products and suggested it might be a project LHAAC would like to participate in. DW asked for LHAAC to be kept informed of the progress.		
<b>5.0</b>	<b>LEADERSHIP</b>		
5.1	<u>LHAAC Coordinator Report</u> The Coordinator reported that it had been a busy couple of months with a lot of activity on CSPs; the attempts to finalise the Business Plan (which will complement the LHAAC Strategic plan 2019 – 2024); the production of the Annual Report; the completion of the audit of the 2018/19 financial statements and KPI Reporting; exploratory work with Andrew Romeo on the Digitisation of LHAAC Records; reconciliation of Sampling Reports for the two appointed Analysts; and the preparation of Expenditure to Date statements to all Local Governments.	<u>For Information</u>	
5.2	<u>LHAAC Membership</u> The nominations for the four vacant metropolitan members are still waiting on approval from the Minister for Health. The terms of Graeme Blakey, Greg Ducas, and Jason Jenke terminate on 23 January 2020. It was agreed that the Coordinator write to the Minister for Health, C/- System Performance Team (D of H) stressing the urgency of the nomination approval process to ensure new members are in place for the first meeting of 2020 on 6 March 2020. Both Greg Ducas and Jason Jenke agreed to stay on LHAAC for an additional 3 months (as permitted in the Act), if new members are not appointed prior to the March meeting. The Coordinator will speak with Graeme Blakey on this matter too. Chairman David Wilson made a short farewell speech thanking Graeme (in his absence), Greg and Jason for their contribution to LHAAC over the years and presented each with a Certificate of Appreciation.	<u>For Information</u>	
<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: (Upton/Dunn)</b> <b>That the accounts listed in Attachment 6.1 in the sum of \$224,673.08 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: (Upton/Dunn)</b> <b>The Daily Operating Account Summary is received and noted.</b>	<u>In Favour: (6-0)</u>	
6.3	<u>Current Investments (Attachment 6.3)</u> <b>MOTION: (Upton/Dunn)</b> <b>The Summary of Current Investments is received and noted.</b>	<u>In Favour: (6-0)</u>	
<b>7.0</b>	<b>ANY OTHER BUSINESS</b>		
7.1	<u>Consideration of Draft Business Plan</u> Members have been provided with a copy of the latest version of the Draft Business Plan, as amended by Trevor. It was agreed	<u>Action: TC</u>	

	<p>that the final date for comment or suggested changes should be Friday 20<sup>th</sup> December 2019.</p> <p>Any agreed amendments will be processed by the LHAAC Coordinator and forwarded to Maree Gooch.</p>		
7.2	<p><u>Presentation by Andrew Romeo</u></p> <p>The LHAAC Coordinator arranged for Andrew Romeo to give a brief presentation to the Committee and to offer summary of his time with LHAAC.</p> <p>Andrew gave a brief but informative presentation on his six months working with LHAAC as a Research Officer, on a one day per week basis. He outlined the work he had undertaken with LHAAC. Specifically this included his work on analysing and summarising Coordinated Sampling Projects and completing the final reports, which were subsequently uploaded to the LHAAC website. Andrew also was responsible for checking Sampling reports from ARL and Agrifood. Lastly Andrew conducted research on the requirements to digitise LHAAC records from our present paper based filing system. Andrew was also included in several smaller activities or meetings that may have occurred on the day he was present in an effort to maximise his exposure to the range of activities that LHAAC participate in.</p> <p>Andrew thanked the Committee members for the experience of working with LHAAC and stated that he had enjoyed his time immensely and felt he had learned a considerable amount about the role of EHOs in Local Government.</p>		
<b>8.0</b>	<b>Date of Next Meeting</b>		
	The next meeting will be held on Friday 6 March 2020 in Building 21, Room 524 at 1000 at Edith Cowan House, ECU Joondalup.		
<b>9.0</b>	<b>Closure</b>		
	There being no further business Mr Wilson closed the meeting at 1245. 30		

I certify that these Minutes are a true and accurate record of the LHAAC meeting held on 6 December 2019.

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

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

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