



LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE MINUTES

ITEM	DESCRIPTION	COMMITTEE TO (Note, Confirm, Decide)	RESP:
	Minutes of the meeting of the LHAAC held on Friday 7 June 2019 commencing at 1000 at Edith Cowan House, ECU Campus, Joondalup		
1.0	Welcome and Apologies		
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 & Apologies:</u> Attendees: David Wilson – Metropolitan LGAs (CHAIRMAN) Emily Dunn – Metropolitan LGAs Jason Jenke – Metropolitan LGAs Joseph Zappavigna – Metropolitan LGAs Kim Frost - Non Metropolitan LGAs Sarah Upton - Non Metropolitan LGAs Freya Ayliffe – Metropolitan LGAs Trevor Chapman -LHAAC Coordinator Vic Andrich - D of Health (Non-Voting) (Left 1200) Apologies: Graeme Blakey Metropolitan LGAs Greg Ducas – 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 Mar 18 to Mar 21 Mar 18 to Mar 21 Mar 18 to Mar 21 Officer Officer of D of H Jan 17 to Jan 20 Jan 17 to Jan 20	
2.0	Minutes of the Meeting Held 14 April 2019		
2.1	<u>MOTION: (Wilson/Frost)</u> The Minutes of the Meeting held 14 April 2019 be adopted as a true and correct record.	<u>In Favour</u> (7-0)	
2.2	<u>Matters Arising</u> None		
3.0	PARTNERSHIPS		
3.1	<u>Report by Department of Health (Vic Andrich)</u> VA acknowledged the participation of many LGAs in two recent D o H food monitoring projects.	<u>For Information</u>	

	<p>The Department is very supportive of the Strategic Plan being prepared for LHAAC. Having seen the first Draft the D of H feel this will be a very positive step forward for LHAAC.</p> <p>The Mobile Food Van Register will progress shortly with a handful of LGAs requested to trial the database by submitting their own details. Other LGAs will then be asked to participate as the database is more fully developed.</p> <p>More staff have been employed in the Systems Performance area of D of H. Health Managers are also to be employed to assist with improving technological areas.</p> <p>DW commented that the attendance of John Coles at the recent MFG meeting was very well received and members appreciated the presentation he made to the Group. The Group is looking forward to Enita Ostojic presenting at the next MFG meeting.</p> <p>Mark Fallows has left the D of H to join City of Vincent. The D of H will be advertising the position shortly.</p>		
4.0	SCIENCE BASED SCHEME		
4.1	TC reported that sampling activity for 2018/19 has remained steady as we head towards the financial year end. The two recent CSPs (CSP 25 and CSP 26) have both been well supported by LGAs.	<u>For Information</u>	
4.2	<u>Monthly Report by contracted Analysts</u> Members acknowledged receipt of Agrifood and ARL reports for April 2019.	<u>For Information</u>	
4.3	<u>The Sampling Sub Group</u> CSP 25 (Imported Foods, specifically checking label issues and nutrition claims) is now complete. CSP 26 (microbial testing on the use of Cold Wells) has been circulated to LGAs and there is a good level of early interest in participating.	<u>For Information</u>	
5.0	LEADERSHIP		
5.1	<u>LHAAC Coordinator Report</u> The Coordinator has been away on sick leave for much of the last month which has affected progress on some projects but day to day tasks have been managed through part time attendance and working from home. TC reported that he is now back at work full time. TC thanked members of the Committee for their support and flexibility during his absence and in particular thanked David Wilson and Andrew Romeo (LHAAC Research Officer) for their support in this period. TC also acknowledged the support received from both Analysts.	<u>For Information</u>	
5.2	<u>LHAAC Membership</u>		

	<p>Nominations for the final remaining vacancy for a Non Metropolitan member have now closed. WALGA considered the nominees and have made a recommendation to the Minister for Health. We now await the outcome of that action.</p> <p>Joseph Zappavigna announced that he is leaving City of Fremantle in July 2019 and has already submitted his resignation.</p> <p>As this may be Joseph's last LHAAC meeting, DW thanked Joseph for his excellent service and commitment to LHAAC, on behalf of all Committee members, and wished Joseph success and happiness for the future.</p> <p>On an administrative note, Mr Chapman was asked to contact the City of Fremantle and ask if they wish to provide an alternative member until January 2020 when the term of JZ's appointment officially ends. Failing that the Coordinator should liaise with WALGA and the Legal and Compliance section of the Department of Health for guidance on recommended procedure.</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> MOTION: (Jenke/Ayliffe) That the accounts listed in Attachment 6.1 in the sum of \$62,120.98 are acknowledged as paid and approved by the Committee.</p>	<u>In Favour: (7-0)</u>	
6.2	<p><u>Daily Operating Account Summary (Attachment 6.2)</u> MOTION: (Jenke/Ayliffe) The Daily Operating Account Summary is received and noted.</p>	<u>In Favour: (7-0)</u>	
6.3	<p><u>Current Investments (Attachment 6.3)</u> MOTION: (Jenke/Ayliffe) The Summary of Current Investments is received and noted.</p>	<u>In Favour: (7-0)</u>	
6.4	<p><u>Sampling Overspend</u></p> <p>A number of LGAs have requested small overspends for 2018/19 to cover participation in CSPs as well as discretionary sampling. Whilst many were smaller LGAs there has also been requests from some of the larger LGAs who have made a concerted effort to increase sampling activity.</p> <p>The matter was raised by the LHAAC Coordinator who felt there ought to be a more formal policy in place. Currently LGAs submit an email request to the Coordinator to exceed their spending and the Coordinator says yes or no with discretionary approval for up to \$2,000 per LGA. A more formal process might be more appropriate.</p>		

	<p>MOTION: (Zappavigna/Upton)</p> <ol style="list-style-type: none"> The LGA wishing to secure an additional allocation of funds for sampling should email the request to the LHAAC Coordinator. If the Coordinator feels the request is fair and justified, and funds are available (based on spending to date and projected spending to financial year end) approval can be given for up to \$2,000 (incl of GST) or 10% of the current year's Proportional Allocation of Sampling Expenditure (incl of GST) – whichever is the greater. 	<p><u>In Favour (7-0)</u></p>	
7.0	ANY OTHER BUSINESS		
7.1	<p><u>Items Circulated for a Decision Out of Session (April to June 2019)</u></p> <p>Due to the lack of a quorum for the April 2019 meeting, two items were circulated to members for Out of Session Approval as follows:</p> <p><u>Request for Funding – Water Misting Systems</u> LHAAC received a request for funding support from Edmore Masaka, a LGA Environmental Health Officer and PhD student with ECU University. Edmore is conducting a study into Water Misting Systems used as a cooling intervention in public places. Specifically he is looking at their potential to be colonised by opportunistic premise plumbing pathogens such as Legionella spp., Pseudomonas spp., Mycobacterium spp., Acanthamoeba spp., and Naegleria fowleri.</p> <p>Mr Masaki is requesting \$7,140 from each of three potential project sponsors (ECU University, Department of Health and LHAAC). Department of Health and ECU University are both supportive of the project aim.</p> <p>MOTION: (Zappavigna/Ayliffe) LHAAC support the project to be undertaken by Edmore Masaki and contribute \$7,140 towards sampling costs.</p> <p><u>Sponsorship of State Environmental Health Conference</u></p> <p>LHAAC were invited to support the 73rd WA State Environmental Health Conference as we have for the last ten years or so now.</p> <p>MOTION: (Jenke/Dunn) LHAAC supports the State EHA Conference as Keynote Speaker Sponsor at \$2000 (plus GST)</p>	<p><u>In Favour (9-0)</u></p> <p><u>In Favour (9-0)</u></p> <p><u>Members Ayliffe, Frost, Upton and Zappavigna declared an interest as members of the EHA Conference Planning Committee.</u></p>	
7.2	<p><u>Member Items of Business</u></p> <p>None.</p>		

7.3	<p><u>Consideration of Draft Strategic Plan</u></p> <p>Members went through the latest Draft Strategic Plan, prepared by Maree Gooch of Belay Consulting.</p> <p>Agreed amendments will be processed by the LHAAC Coordinator and forwarded to Maree Gooch.</p>	<u>Action: TC</u>	
8.0	Date of Next Meeting		
	The next meeting will be held on Friday 9 August 2019 at 1000 at Edith Cowan House, ECU Joondalup.		
9.0	Closure		
	There being no further business Mr Wilson closed the meeting at 1450.		

I certify that these Minutes are a true and accurate record of the LHAAC meeting held on 7 June 2019.

Signed: _____

Name: _____

Dated: _____