



**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 12 June 2020 commencing at 1000 in Room 21.429, 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 1010 and welcomed attendees to the meeting. He gave a special welcome to our four new members representing Metropolitan LGAs.		
2	<u>Attendance &amp; Apologies:</u> <b>Attendees:</b> David Wilson – Metropolitan LGAs (CHAIRMAN) Emily Dunn – Metropolitan LGAs Hannah Robinson – Metropolitan LGAs Ryan Quinn – Metropolitan LGAs TsyrChiat Chew – Metropolitan LGAs Trevor Chapman (LHAAC Coordinator)  <b>By Video:</b> Freya Ayliffe – Metropolitan LGAs Kim Frost – Non-Metropolitan LGAs Sarah Upton – Non-Metropolitan LGAs (joined 1120) Ellie Robinson – Metropolitan LGAs Vic Andrich - D of Health (Non-Voting)	<u>Term</u>  Feb 20 to Feb 23 Oct 18 to Oct 21 Feb 20 to Feb 23 Feb 20 to Feb 23 Feb 20 to Feb 23  Mar 18 to Mar 21 Mar 18 to Mar 21 Mar 18 to Mar 21 Feb 20 to Feb 23 Officer of D of H	
<b>2.0</b>	<b>Minutes of the Meeting Held 7 March 2020</b>		
2.1	<u><b>MOTION: (Frost/Wilson)</b></u>  <b>The Minutes of the Meeting held 7 March 2020 be adopted as a true and correct record.</b>	<u>In Favour (8-0)</u>	
2.2	<u><b>Matters Arising</b></u> None		

<b>3.0</b>	<b>PARTNERSHIPS</b>		
3.1	<p>Vic Andrich provided a brief report on behalf of the Department of Health Food Unit:</p> <ul style="list-style-type: none"> <li>• WA food monitoring program surveys currently suspended, likely restart from July 2020.</li> <li>• Foodborne illness reduction strategy survey being drafted, prevalence of Campylobacter and Salmonella from poultry boning rooms.</li> <li>• National Australian Total Diet Study sampling completed, phase 1 results to be communicated soon.</li> <li>• National Hemp Seed Food Compliance survey, phase 1 completed (questionnaire to industry and regulators), phase 2 being proposed (product testing).</li> </ul>	<u>For Information</u>	
<b>4.0</b>	<b>SCIENCE BASED SCHEME</b>		
4.1	<p>TC reported that despite the impact of Covid-19, particularly in the months of March to May, the year to date spending to May 2020 is still 93% of the total at the same stage of 2018/2019. As CSP 29 submissions are still being receive until mid-June, the totals for the year should be very similar.</p>	<u>For Information</u>	
4.2	<p><u>Monthly Report by contracted Analysts</u> Members acknowledged receipt of Agrifood and ARL reports for March, April and May.</p>	<u>For Information</u>	
4.3	<p><u>The Sampling Sub Group</u></p> <p>A third CSP for 2019/20, CSP 29, was released to LGAs at the beginning of May initially with a closing date of 29 May, but this has been extended to 19 June.</p> <p>DW suggested the Sampling Sub Group meet with officers of the D of H Food Unit to discuss CSP ideas for 2020/21. He also advised new LHAAC members that they were welcome to submit suggestions to the Coordinator so ideas can be investigated.</p> <p>DW advised that City of Joondalup had done a number of water samples in public buildings after a period of Covid_19 related closures. He suggested a broad water sampling project might make a worthwhile CSP and offered to take this to our next meeting with D of H Food Unit staff.</p>	<u>For Information</u>	
<b>5.0</b>	<b>LEADERSHIP</b>		
5.1	<p><u>LHAAC Coordinator Report</u> The Coordinator reported that it had been a busy couple of months with a lot of work on a Records Management Strategy for LHAAC, preparations for the 2019/20 audit process commencing early and a review and re-write of some parts of the LHAAC Resource Kit.</p>	<u>For Information</u>	

5.2	<p><u>LHAAC Membership</u></p> <p>Approvals of the four nominations submitted for the vacant metropolitan positions have been received from the Minister for Health and all four - Ellie Robinson, Hannah Robinson, TsyrChiat Chew and Ryan Quinn were appointed on three-year terms to 9 February 2023. The appointment of the vacant Non-Metro position is still requiring some clarification.</p> <p>All new members were welcomed to the Committee by Chairman, David Wilson.</p>	<u>For Information</u>	
<b>6.0 FINANCIAL SUSTAINABILITY</b>			
6.1	<p><u>Accounts Passed for Payment since the last meeting (Attachment 6.1)</u></p> <p><b>MOTION: (Dunn/Wilson)</b></p> <p><b>That the accounts listed in Attachment 6.1 in the sum of \$120,125 are acknowledged as paid and approved by the Committee.</b></p>	<u>In Favour: (8-0)</u> <u>Unan</u>	
6.2	<p><u>Daily Operating Account Summary (Attachment 6.2)</u></p> <p><b>MOTION: (Dunn/Wilson)</b></p> <p><b>The Daily Operating Account Summary is received and noted.</b></p>	<u>In Favour: (8-0)</u> <u>Unan</u>	
6.3	<p><u>Current Investments (Attachment 6.3)</u></p> <p><b>MOTION: (Dunn/Wilson)</b></p> <p><b>The Summary of Current Investments is received and noted.</b></p>	<u>In Favour: (8-0)</u> <u>Unan</u>	
6.4	<p><b>NOTE: Sarah Upton joined the meeting at this stage:</b></p> <p>LHAAC resolved at the 6 March 2020 meeting that it would apply a 1% increase on fees imposed on Local Governments for 2020/21. Since then, the impact of Covid-19 has had a marked operational and financial impact on LGAs. In light of this, it was proposed that the Committee reconsider the fee structure for 2020/21.</p> <p>After a detailed discussion the following motion was unanimously adopted.</p> <p><b>MOTION: (Wilson/Dunn)</b></p> <p><b>1. That LHAAC:</b></p> <ul style="list-style-type: none"> <li>a) <b>offer a 50% discount on fees payable to LHAAC by Local Government Authorities for the 2020/21 financial year.</b></li> <li>b) <b>The shortfall in income collected as a result of this discount fee structure is to be met from LHAAC Reserve Funds;</b></li> <li>c) <b>The Coordinator to investigate how best to implement this fee discount after speaking with LGAs, the Department of Treasury and Chatto Business Systems.</b></li> </ul>	<u>Carried 9-0</u> <u>(Unan)</u>	

	<p><b>2. Form a Finance Sub Committee consisting of Emily Dunn, Tsyrc Chiat Chew and Trevor Chapman to investigate the following:</b></p> <p><b>a. Optional formulas for calculating LHAAC fee structure for LGAs in future years;</b></p> <p><b>b. Options for ongoing use of Reserve Funds;</b></p> <p><b>c. Addressing other financial issues impacting on LHAAC operations.</b></p>		
<b>7.0</b>	<b>ANY OTHER BUSINESS</b>		
7.1	<p><u>Records Management Strategy</u></p> <p>This item was covered in the Coordinator's report to the Committee and is progressing very well.</p>	<u>Action: TC</u>	
7.2	<p><b><u>City of Perth Sampling Allocations</u></b></p> <p>The Coordinator reminded the Committee members of the special provision in the Sampling Scheme for City of Perth to be allocated up to 7.5% of the Sampling Allocation budget. The City of Perth is responsible for a huge number of food premises relative to its rather small population (c. 29,000). This special provision was implemented in recognition of their special role as a Capital city.</p>	<u>For Information</u>	
7.3	<p><u>Member Items of Business</u></p> <p>Vic Andrich asked if LHAAC could consider including a summary of sampling usage by each LGA, as a proportion of their sampling allocation, in the LHAAC Annual Report for 2019/20 and each year ongoing.</p> <p>TC agreed to investigate this further and report back to LHAAC.</p>	<u>For Action: TC</u>	
<b>8.0</b>	<b>Date of Next Meeting</b>		
	The next meeting will be held on Friday 11 September 2020 at 1000 at ECU Joondalup. Location to be advised.		
<b>9.0</b>	<b>Closure</b>		
	There being no further business Mr Wilson closed the meeting at 1200.		

I certify that these Minutes are a true and accurate record of the LHAAC meeting held on 12 June 2020.

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

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

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