



**LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE
MINUTES**

ITEM	DESCRIPTION	COMMITTEE TO (Note, Confirm, Decide)	RESP :
	Minutes of the meeting of the LHAAC held on Friday 6 March 2020 commencing at 1000 in Room 21.524, ECU Campus, Joondalup		
1.0	Welcome and Apologies		
1.1	<u>Opening and Welcome:</u> Chairman David Wilson opened the meeting formally at 1030 after a delay due to parking limitations, 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 Greg Ducas – Metropolitan LGAs Kim Frost – Non-Metropolitan LGAs Sarah Upton – Non-Metropolitan LGAs Graeme Blakey Metropolitan LGAs Freya Ayliffe – Metropolitan LGAs Trevor Chapman -LHAAC Coordinator Apologies: Vic Andrich - D of Health (Non-Voting) (Left 1200) NOTE: (*) Under the provisions of the Health (Miscellaneous Provisions) Act 1911, Graeme Blakey, Greg Ducas, Jason Jenke and David Wilson agreed to serve an additional three months on LHAAC given there was no new members appointed prior to Jan 20, 2020.	<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 Jan 17 to Jan 20 (*) Mar 18 to Mar 21 LHAAC Officer Officer of D of H	
2.0	Minutes of the Meeting Held 6 Dec 2019		
2.1	<u>MOTION: (Upton/Jenke)</u> The Minutes of the Meeting held 6 December 2019 be adopted as a true and correct record.	<u>In Favour</u> <u>(8-0)</u>	
2.2	<u>Matters Arising</u> None		

2.3	<p><u>Activation of Optional One-Year Extension on LHAAC Contract for Analytical Services</u> The current contract for the Provision of Analytical Services commenced on 1 Aug 2017 and expires on 31 July 2020 but has two one-year extension options. The first of these options to extend has been communicated to the two appointed contractors, Agrifood Technology and ARL (WA).</p> <p>The Coordinator reported that this communication had been completed and both analysts had agreed to a one year extension.</p> <p>MOTION: (Wilson/Frost) LHAAC invite both Agrifood Technology and ARL (WA) to extend the current Contract for the Provision of Analytical Services for a further twelve months commencing on 1 August 2020.</p>	Endorsed following email approval (Unan 8-0)	
2.4	<p><u>Sponsorship of EHA State Conference 2020</u> LHAAC have once again been invited to sponsor the EHA State Conference in 2020. After some discussion it was decided LHAAC should sponsor as an Exhibitor, meaning the Coordinator will be present for the whole of the Conference and managing the booth. Other LHAAC members offered to assist in this task.</p> <p>MOTION: (Wilson/Ducas) That LHAAC support the 2020 EHA Conference in August as an Exhibitor at a cost of \$2,000 (excl GST).</p> <p>NOTE: Members Ayliffe, Dunn, Frost and Upton expressed a possible Conflict of Interest given they are on the EHA Conference Committee.</p>	Endorsed following email approval (Unan 8-0)	
2.5	<p><u>Australian Trademark Registration – LHAAC Logo</u> The Coordinator circulated members regarding additional work that needs to be undertaken by Bennett & Co (solicitors) in regard to the Trademark Registration. This may also incur additional expenditure (estimated at \$1,100).</p> <p>MOTION: (Wilson/Upton) The Committee approve the ongoing involvement of Bennett & Co as legal advisers in the Trademark Registration process of the LHAAC logo and acknowledge costs to date of \$5,181. The Coordinator is asked to monitor the costs involved and advise the Committee if Bennett & Co indicate further costs are anticipated.</p>	Endorsed following email approval (Unan 8-0)	
2.6	<p><u>Purchase of LHAAC Polo Shirts for all members</u> The possible purchase of LHAAC Polo Shirts for each member of the Committee was discussed at the December 2019 meeting and afterwards between the Coordinator and members and shirts were duly ordered, It will be good to promote the LHAAC and or use the shirts at the EHA Conference and other such events when members are helping to promote LHAAC.</p> <p>MOTION: (Dunn/Frost)</p>	Carried Unan (8-0)	

	LHAAC purchase Polo Shirts embroidered with the LHAAC logo for all members of the Committee.		
3.0	PARTNERSHIPS		
3.1	There was no report from the Department of Health as Vic Andrich was unable to attend.	<u>For Information</u>	
4.0	SCIENCE BASED SCHEME		
4.1	TC reported that the positive start for the first six months of the sampling year has continued with strong support for both CSPs and Discretionary sampling activity. Spending is up about 20% on the same period last year.	<u>For Information</u>	
4.2	<u>Monthly Report by contracted Analysts</u> Members acknowledged receipt of Agrifood and ARL reports for December, January and February.	<u>For Information</u>	
4.3	<u>The Sampling Sub Group</u> David reported that CSP 27 and CSP 28 were now complete and in the reporting stage. A third CSP for 2019/20 will be released in the next month and likely to be another microbiological project. Discussions are also ongoing with Vic Andrich (D of H) regarding the testing/analysis of Vapour products and a possible project on Salmonella.	<u>For Information</u>	
5.0	LEADERSHIP		
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 a Records Management Strategy for LHAAC and an attempt to finalise the Business Plan (which will complement the LHAAC Strategic plan 2019 – 2024).	<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, although we were advised by D of H staff the process is almost complete. The terms of Graeme Blakey, Greg Ducas, Jason Jenke and David Wilson were extended to 20 April 2020 as permitted under the Health (Miscellaneous Provisions) Act 1911. Hopefully the new members will be approved before then. Chairman David Wilson made a short farewell speech thanking Graeme Blakey for his contribution to LHAAC over the last six years and presented Graeme with a Certificate of Appreciation.	<u>For Information</u>	
6.0	FINANCIAL SUSTAINABILITY		
6.1	<u>Accounts Passed for Payment since the last meeting (Attachment 6.1)</u> MOTION: (Frost/Blakey) That the accounts listed in Attachment 6.1 in the sum of \$57,260.63 are acknowledged as paid and approved by the Committee.	<u>In Favour: (8-0)</u> <u>Unan</u>	

6.2	<p><u>Daily Operating Account Summary (Attachment 6.2)</u> MOTION: (Frost/Blakey) The Daily Operating Account Summary is received and noted.</p>	<p><u>In Favour: (8-0)</u> <u>Unan</u></p>	
6.3	<p><u>Current Investments (Attachment 6.3)</u> MOTION: (Frost/Blakey) The Summary of Current Investments is received and noted.</p>	<p><u>In Favour: (8-0)</u> <u>Unan</u></p>	
6.4	<p><u>Budget for 2020/21</u> LHAAC agreed some years ago to try and have the LHAAC Operational Budget or, more specifically, likely increases in fees to LGAs, determined by March each year, to enable LGAs to incorporate any increase into their own budget process. For a number of years now LHAAC have applied CPI based increases to our annual fee and this has served LHAAC well in terms of maintaining a prudent fiscal policy on fees.</p> <p>It is proposed that given the Business Plan is not formally adopted yet, and indeed is still under review, and this contains several potential areas of spending, the following motion is adopted.</p> <p>MOTION: (Blakey/Ducas) 0</p> <ol style="list-style-type: none"> 1. Any additional areas of spending, not normally included in the LHAAC budget, but approved as part of the Strategic Plan or Business Plans (2019-2024), be funded through Reserve Funds. 2. The General Operational Budget allows for an increase of 1% on LGA fees for service (INCOME). 3. A full Income & Expenditure budget be presented at the June 2020 LHAAC meeting 4. LHAAC investigate different financial sustainability models to determine and manage a more effective and appropriate level of reserve funding. 	<p><u>Carried 8-0</u> <u>(Unan)</u></p>	
7.0	ANY OTHER BUSINESS		
7.1	<p><u>Consideration of Draft Business Plan</u></p> <p>The Chairman and Coordinator were working together to try and bring the Business Plan to completion and have it adopted by LHAAC. The Chairman and Coordinator outlined some suggested changes re dates, wording and projected costs and agreed to take on board any comments from members and make the necessary changes to the document. A revised version, ready for adoption, will be circulated in April, when the Coordinator returns from an absence of sick leave.</p>	<p><u>Action: TC</u></p>	

7.2	<p><u>Records Management Strategy</u> The Coordinator has had several telephone and email based discussions and a formal meeting with Gail Murphy of Information Enterprises Australia Pty Ltd to discuss LHAACs current and future record management policies.</p> <p>Gail has prepared a strategy to take LHAAC forward which was circulated to members prior to the meeting and discussed in more detail at the meeting. MOTION: Wilson/Frost) LHAAC appoint Information Enterprises Australia Pty Ltd to develop a complete Records Management Strategy for LHAAC, including a Record Keeping Plan as required by the State Records Office. Estimated Price is a maximum of \$15, 840 (incl GST) as outlined in their written quotation dated 20 February 2020.</p>	Carried Unan (8-0)	
7.3	<p><u>Provision of Labels for Sample Submissions</u> MOTION: (Upton/Wilson) That LHAAC purchase the labels and any special packaging for all LGAs and supply it to them at no cost.</p> <p>PLEASE NOTE: Graeme Blakey and Greg Ducas left the meeting at this point (1235).</p>	Carried Unan (8-0)	
7.4	<p><u>Cover for LHAAC Coordinator during Sick Leave</u> Trevor has to go into hospital on Monday 9 March to have an operation and will be incapacitated for at least two weeks. He will then be on restricted duties for a further 4-8 weeks. It is proposed Andrew Romeo is allowed to come into the LHAAC office and assist the Coordinator by typing emails, summarising reports, maintaining Sample Submission and Sample Reporting records etc. It may be up to two days per week at a gross hourly rate of \$36 per hour.</p> <p>MOTION: (Ayliffe/Dunn) LHAAC engage Andrew Romeo on the terms outlined for the period of the Coordinator's restricted capacity.</p>	Carried (6-0)	
8.0	Date of Next Meeting		
	The next meeting will be held on Friday 12 June 2020 at 1000 at ECU Joondalup. Location to be advised.		
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 6 March 2020.

Signed: _____

Name: _____

Dated: _____