



**LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE
MINUTES OF THE MEETING HELD FRIDAY 16 APRIL 2021**

ITEM	DESCRIPTION	COMMITTEE TO (Note, Confirm, Decide)	RESP:
	Minutes of the meeting of the LHAAC held on Friday 16 April 2021 commencing at 1000 in Room 21.467, ECU Campus, Joondalup		
1.0	Welcome and Apologies		
1.1	<u>Opening and Welcome:</u> Chairman David Wilson opened the meeting formally at 1015 and welcomed attendees to the meeting. He introduced Cr Kate Barlow as a new member attending her first LHAAC meeting.		
2	<u>Attendance & Apologies:</u> Attendees: David Wilson – Metropolitan LGAs (CHAIRMAN) Ryan Quinn – Metropolitan LGAs Tsyr Chiat Chew – Metropolitan LGAs (arrived 1025) Andrew Campbell – Non-Metropolitan LGAs Cr Kate Barlow (Town of Cambridge) Metropolitan LGAs Vic Andrich - D of Health (Non-Voting) Trevor Chapman (LHAAC Coordinator) By Video: Hannah Robinson – Metropolitan LGAs Sarah Upton – Non-Metropolitan LGAs Apologies: Kim Frost – Non-Metropolitan LGAs Emily Dunn – Metropolitan LGAs Ellie Robinson – Metropolitan LGAs	<u>Term</u> Jan 20 to Jan 23 Feb 20 to Feb 23 Feb 20 to Feb 23 June 20 to Feb 23 Mar 21 to Mar 24 Officer of D of H Feb 20 to Feb 23 Mar 21 to Mar 24 Mar 21 to Mar 24 Maternity Leave Maternity Leave	

2.0	Minutes of the Meeting Held 11 December 2020		
2.1	<u>MOTION: (Campbell/Quinn)</u> The Minutes of the Meeting held 11 December 2020 be adopted as a true and correct record.	In Favour (7-0)	
2.2	<u>Matters Arising</u> None		
3.0	PARTNERSHIPS		
3.1	VA announced there was still restructuring occurring within the D of H which included the Food Section and System Performance team. For the time being VA would continue to support LHAAC meetings and Kim Unwin would attend the MFG meetings. Stan Goodchild will be retiring probably at the end of the year and his position and others will be advertised. VA advised he was still keen to coordinate a Vaping Research project and would seek the assistance of LHAAC. The Telethon Institute are currently conducting tests to identify the top 10 chemicals present in vaping products which will help identify test criteria for a future project on vaping products. VA also advised that it was likely the Chemical Residue on Fruit & Vegetables survey would resume next financial year and D of H would seek the support of LGAs in gathering samples.	<u>For Information</u>	
4.0	SCIENCE BASED SCHEME		
4.1	TC reported that sampling numbers and spending are still are a little lower than at the same stage last year (-14%), but there was a busy March and April due to CSP projects. March was the highest level of analysis for 18 months. CSP 31 resulted in over 140 sample submissions. Asbestos sampling remains very popular.	<u>For Information</u>	
4.2	<u>Monthly Report by contracted Analysts</u> Members acknowledged receipt of Agrifood and ARL reports for December to March.	<u>For Information</u>	

4.3	<p><u>The Sampling Sub-Group</u></p> <p>As reported above, CSP 31 concluded at the end of March and the Sub-Group is working on the next CSP for release before the financial year end. This will feature processed meats. The directions for Local Government will be released in the next two weeks.</p> <p>Hannah Robinson agreed to join the Sampling Sub-Group to assist David and Chiat.</p>	<u>For Information</u>	
5.0 LEADERSHIP			
5.1	<p><u>LHAAC Coordinator Report</u></p> <p>The Coordinator reported that the quarter had been very busy and much of his time had been spent on implementing the Records Management Strategy for LHAAC and trying to complete a number of outstanding CSP Reports.</p> <p>TC again acknowledged the excellent work of Zhijian (Jeremy) Zu in assisting with the CSP reporting and data analysis tasks.</p> <p>TC also reported that the LHAAC Coordinator contract negotiations had occupied a substantial portion of his time but was pleased to report a successful conclusion and his re-appointment for a two-year period on a 4 day per week contact. The contract will expire in March 2023.</p>	<p><u>For Information</u></p> <p><u>Action: TC</u></p>	
5.2	<p><u>LHAAC Membership,</u></p> <p>TC reported a full Committee following the re-appointment of Kim Frost and Sarah Upton in March 2021 for a three-year term and the new appointment of Cr Kate Barlow as the replacement Metropolitan member for Freya Ayliffe. Emily Dunn and Ellie Robinson remain on Maternity Leave.</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></p> <p>MOTION: (Upton/Campbell)</p> <p>That the accounts listed in Attachment 6.1 in the sum of \$79,754.51 are acknowledged as paid and approved by the Committee.</p>	<p><u>In Favour: (7-0)</u></p> <p><u>Unan</u></p>	
6.2	<p><u>Daily Operating Account Summary (Attachment 6.2)</u></p> <p>MOTION: (Campbell/Chew)</p> <p>The Daily Operating Account Summary is received and noted.</p>	<p><u>In Favour: (7-0)</u></p> <p><u>Unan</u></p>	

6.3	<p><u>Current Investments (Attachment 6.3)</u> MOTION: (Campbell/Chew) The Summary of Current Investments is received and noted.</p>	<p><u>In Favour: (7-0)</u> <u>Unan</u></p>	
6.4	<p><u>Budget 2021/22</u> Discussion occurred on the possible options for the 2021/22 Budget. It was agreed unanimously that LHAAC should return to a full fee-based budget for the coming year. It was also agreed to establish a Sub-Group containing Tsyrr Chiat Chew, Sarah Upton, Ryan Quinn and the Coordinator to review optional fee models for 2022/23 and beyond to compliment the sample program that will emerge from the 2022 Tender Process. MOTION: (Quinn, Chew) LHAAC revert to a full fee budget for 2021/22 with no discount, but maintaining fees at the full 2020/21 level (as per 2019/20 fee).</p>	<p><u>Action: TC/SU/TCC/RQ</u></p> <p><u>In Favour: (7-0)</u> <u>Unan</u></p>	
7.0	ANY OTHER BUSINESS		
7.2	<p><u>LHAAC Coordinator Contract of Employment</u></p> <p>The Chairman and Coordinator advised the Committee that the Sub Group had successfully completed the negotiation for a new contract and this was signed on 25 March 2021 by both parties. The two-year contract commenced on Monday 29 March 2021.</p> <p>Note: SU and HR left the meeting at 1145.</p>	<p><u>For Information</u></p>	
7.3	<p><u>Business Plan Priorities for 2021</u></p> <p>Time precluded a full discussion on this issue but TC was to continue with the review of a communications strategy (see December 2020 Minutes) and also look at reviewing the agenda format so it more accurately reflects the current Strategic and Business Plan structure and includes a discussion item at each meeting of the Committee.</p>	<p><u>Action: TC</u></p>	
7.4	<p><u>Member Items of Business</u></p> <p>None</p>		
8.0	Date of Next Meeting		
	<p>The next meeting will be held on Friday 2 July 2021 at 1000 at ECU Joondalup. Room location to be advised.</p>		

9.0	Closure		
	There being no further business Mr Wilson thanked members for their participation.		
	DW closed the meeting at 11.55		

I certify that these Minutes are a true and accurate record of the LHAAC meeting held on 16 April 2021

Signed: _____

Name: _____

Dated: _____

ATTACHMENT 5.1.1
LHAAC CURRENT ACTIVITIES UPDATED AS AT 1 APRIL 2021

PROJECT	TASK	DUE DATE
Sampling Scheme Management	Ongoing management of contract and analysts	ONGOING
Agrifood and ARL Contract Management	Weekly liaison re management of contact	ONGOING
	Checking of Sample Report Forms against costs	ONGOING
	Checking and payment of invoices	ONGOING
LHAAC Financial Management Issues	Day to day management of finances	ONGOING
	Payment of invoices	ONGOING
	Provision of BAS information to Chatto BS	ONGOING
	Monitoring of financial information required for audit	ONGOING
	Management of LHAAC Term Deposits	ONGOING
	Monitor spending on sampling by each LGA and prepare monthly advices to LGAs	ONGOING
	Prepare Budget for 2020/21	COMPLETED
	Issue Invoices and collect Fees 2019/20	COMPLETED
	Prepare for /Participate in 2019/20 Audit Tasks	COMPLETED
LHAAC Membership	Monitor membership terms	ONGOING
	Provision of information to members	ONGOING
	Liaison with D of H Legal and WALGA re Nomination Process	ONGOING
	Liaison with D of H Food Unit staff	ONGOING
Coordinated Sampling Project Activity 2019/20	Need to finalise o/s CSP reports and load to LHAAC website	COMPLETED. OUT FOR EDIT
	Upload completed CSP reports to LHAAC website	DONE
	Monitoring of sampling usage by month	MONTHLY
	Advise LGAs of usage	MONTHLY
	Attended Regional Meetings as required	AS NEEDED
LHAAC Sampling Scheme Management	Updates to LHAAC Website	AS NEEDED
	Day to Day inquiries and liaison with LG members	ONGOING
Metropolitan Food Group	Completed meeting of 2 SEPT 2020. Notes of Meeting Circulated.	COMPLETED
	Next meeting to be held April 20 2021 at City of Cockburn	SCHEDULED
Strategic/Business Plan Implementation	Both Plans completed and approved. Need to devise framework for consideration of content at LHAAC meetings. Need to set key activities for 2021.	ONGOING FOR ACTION
Record Keeping Strategy	Investigatory work has commenced on what is required to digitise LHAAC records and develop a Record Keeping Plan for LHAAC as outlined in the State Records Act 2000. RKP submitted for approval by SRO. RKP approved. TC collating records to archive.	ONGOING.
Coordinator Contract	Help revise Employment Contract for Feb20 21 to Feb 2023	COMPLETED

ATTACHMENT 5.1.2

2020/21 PAYMENTS TO CONTRACTED ANALYSTS

AMOUNT PAID TO AGRIFOOD 2020/21 \$	AMOUNT PAID TO ARL 2020/21 \$	TOTAL \$	MONTH	AMOUNT PAID TO AGRIFOOD 2019/20 \$	AMOUNT PAID TO ARL 2019/20 \$	TOTAL 2019/20 \$
4,161	8,380	12,541	JULY	8,316	8,796	17,112
6,254	7,581	13,835	AUG	8,583	21,581	30,164
4,318	11,923	16,241	SEPT	5,883	9,145	15,028
11,366	25,450	36,816	OCT	38,491	31,469	69,960
8,583	21,810	30,393	NOV	2,638	12,866	15,504
597	12,231	12,828	DEC	9,510	15,803	25,313
746	11,875	12,621	JAN	3,521	3,646	7,166
2,359	12,486	14,845	FEB	14,323	21,682	36,005
17,521	35,668	53,189	MAR	7,763	12,955	20,718
			APR	1,915	12,294	14,209
			MAY	16,672	16,497	33,169
			JUNE	6,632	34,540	41,172
	TO DATE	203,309	TOTAL	124,247	201,274	325,521

ATTACHMENT 6.1

ACCOUNTS PASSED FOR PAYMENT (1 DEC 2020 TO 31 MAR 2021)

OBB	PAYEE	DETAILS	AMOUNT
			\$
OBB 971	ATO	BAS Oct 2020	4,015.00
OBB 972	Jeremy Yu	ECU Research Officer to LHAAC	448.00
OBB 973	Trevor Chapman	Reimbursement of Strategic Planning Lunch	341.00
OBB 974	ATO	BAS Nov 2020	2,348.00
OBB 975	AT Nov	Analyst Fees	8,583.18
OBB 976	EARL Nov	Analyst Fees	21,810.43
OBB 977	Trevor Chapman	Reimb for Stationery	22.33
OBB 978	ECU	Annual Parking Fee TC	160.70
OBB 979	Jeremy Yu	ECU Research Officer to LHAAC 3 weeks	784.00
OBB 980	Chatto BS	CFO Services Oct to Dec	2,100.00
OBB 981	ATO	Super Guarantee Payment	3,066.77
OBB 982	EARL Dec	Analyst Fees	12,230.57
OBB 983	AT Dec	Analyst Fees	596.65
OBB 984	Jeremy Yu	ECU Research Officer to LHAAC	228.00
OBB 985	DPIRD	Analyst Fees	97.49
OBB 986	Jeremy Yu	ECU Research Officer to LHAAC	352.00
OBB 987	Jeremy Yu	ECU Research Officer to LHAAC	366.00
OBB 988	ATO	BAS Dec	2,512.00
OBB 989	EARL Dec	Analyst Fees	11,875.27
OBB 990	AT Dec	Analyst Fees	746.05
OBB 991	Jeremy Yu	ECU Research Officer to LHAAC	282.00
OBB 992	Trevor Chapman	Mileage Aug 19 to March 21	675.22
OBB 993	Trevor Chapman	Mobile Phone Q1 and Q2	300.00
OBB 994	Austral Risk	WC Cover	1,650.00
OBB 995	ATO	BAS Jan	2,548.00
OBB 999	Trevor Chapman	Manual Pay last week of old contract	1,615.85
		TOTAL	\$79,754.51

ATTACHMENT 6.2

DAILY OPERATING ACCOUNT SUMMARY 1 DEC 2020 TO 31 MAR 2021

DATE	DETAILS	AMOUNT	BALANCE
1 Dec 2020	Opening Balance B/F		\$161,345
	ADD:		
	Estimated Income 1 Dec to 31 Dec	\$1,636	
	Estimated Income 1 Jan to 31 Jan	\$9,080	
	Estimated Income 1 Feb to 28 Feb	\$299	
	Estimated Income 1 Mar to 31 Mar	\$655	
	Term Deposit Surrenders	\$0	
	Sub Total (1)	\$11,670	\$173,015
	LESS:		
	Account Expenditure 1 Dec to 31 Dec	\$44,045	
	Account Expenditure 1 Jan to 31 Jan	\$25,416	
	Account Expenditure 1 Feb to 28 Feb	\$10,032	
	Account Expenditure 1 Mar to 31 Mar	\$41,149	
	Sub Total (2)	\$120,642	\$120,642
31 Mar 2021	Closing Balance (1) – (2)		\$52,373

ATTACHMENT 6.3

SUMMARY OF CURRENT LHAAC INVESTMENTS

DATE	ACCOUNT	ACTION
30 Mar 2021	BANKWEST 089-355939-3	\$50,000 Term Deposit RENEWED for 4 months at 0.35%
30 Mar 2021	BANKWEST 089-355942-4	\$50,000 Term Deposit RENEWED for 4 months at 0.35%
30 Mar 2021	BANKWEST 089-355943-2	\$50,000 Term Deposit RENEWED for 4 months at 0.35%
30 Mar 2021	BANKWEST 089-355944-0	\$50,000 Term Deposit RENEWED for 4 months at 0.35%
30 Mar 2021	BANKWEST 089-355945-8	\$50,000 Term Deposit RENEWED for 4 months at 0.35%
30 Mar 2021	BANKWEST 089-355946-6	\$50,000 Term Deposit RENEWED for 4 months at 0.35%
30 Mar 2021	BANKWEST 089-355947-4	\$50,000 Term Deposit RENEWED for 4 months at 0.35%
30 Mar 2021	BANKWEST 089-355948-2	\$50,000 Term Deposit RENEWED for 4 months at 0.35%
23 Mar 2021	BANKWEST 089-364141-7	\$50,000 Term Deposit RENEWED for 3 months @0.35%
23 Mar 2021	BANKWEST 089-364143-3	\$50,000 Term Deposit RENEWED for 3 months @0.35%
23 Mar 2021	BANKWEST 089-364144-1	\$50,000 Term Deposit RENEWED for 3 months @0.35%
14 April 2021	BANKWEST 162-117086-2	\$50,000 Term Deposit RENEWED for 4 months @ 0.35%
14 April 2021	BANKWEST 162-117087-0	\$50,000 Term Deposit RENEWED for 4 months @ 0.35%
14 April 2021	BANKWEST 162-117088-8	\$50,000 Term Deposit RENEWED for 4 months @ 0.35%
14 April 2021	BANKWEST 162-117089-6	\$50,000 Term Deposit RENEWED for 4 months @ 0.35%
14 April 2021	BANKWEST 162-117090-1	\$50,000 Term Deposit RENEWED for 4 months @ 0.35%
14 April 2021	BANKWEST 162-117092-7	\$50,000 Term Deposit RENEWED for 4 months @ 0.35%
20 Dec 2020	BANKWEST 089-370223-5	\$50,000 Term Deposit Renewed for 4 months @0.35%
20 Dec 2020	BANKWEST 089-370224-3	\$50,000 Term Deposit Renewed for 4 months @0.35%
20 Dec 2020	BANKWEST 089-370225-1	\$50,000 Term Deposit Renewed for 4 months @0.35%
20 Dec 2020	BANKWEST 089-370226-9	\$50,000 Term Deposit Renewed for 4 months @0.35%
23 Feb 2021	BANKWEST 162-158152-6	\$50,000 Term Deposit Renewed for 3 months @0.35%
23 Feb 2021	BANKWEST 162-158153-4	\$50,000 Term Deposit Renewed for 3 months @0.35%
23 Feb 2021	BANKWEST 162-158154-2	\$50,000 Term Deposit Renewed for 3 months @0.35%
23 Feb 2021	BANKWEST 162-158155-0	\$50,000 Term Deposit Renewed for 3 months @0.35%

NOTE:

As at 1 Apr 2021 LHAAC has \$1,250,000 in term deposit principal amounts.
Accumulated interest is paid into Operating Account.

ANNUAL BUDGET 2021/22 – DISCUSSION PAPER

ISSUE:

The Committee historically agrees a budget at the March or April meeting to advise LGAs prior to the commencement of the next financial year of any substantial changes to fee structure.

BACKGROUND:

It is proposed to defer any significant changes to fee structure until 2022/23, to coincide with the negotiation of a new Contract for Analytical Services (see Draft Motion circulated 7 April 2021). The other components of the budget are quite straight forward and relatively consistent year to year.

It is proposed LHAAC defer a final decision on whether we leave fees the same as last year (discounted by 50% to help offset the Covid impact) until we receive the March 2020 to March 2021 All Prices Index which shows CPI rate for WA. We can also consider the response of WA Local Governments on rate increases or subsidies in our discussion.

LHAAC has sought interest from members in establishing a Finance Sub Committee. The Sub Committee members will bring new or different ideas to the table and help the Coordinator and Chairman understand and manage financial matters more comprehensibly. Other potential tasks to consider include:

- Setting and managing annual operating budget
- Refining the fee structure to more effectively incorporate small, medium, large and super LGAs
- Considering options for the effective utilisation of reserve funds
- Possible development and implementation of a LHAAC based grant program
- Consideration of some of the more adventurous proposals outlined in the LHAAC Business Plan 2019-24 e.g. funding and development of Advanced Research Projects.

FINANCIAL IMPLICATIONS:

Repeating the gesture of July 2020 when LHAAC subsidised annual fees by 50%, at a cost of \$336,000, would be a welcome gesture greatly appreciated by LGAs. LHAAC has a more than adequate level of reserve funds and special project funds to support this financial gesture, but the fact remains a total cost over the two years of some \$672,000 is a substantial portion of LHAAC reserve funds.

Repeating it will possibly make reverting back to a full cost scenario, as per 2019/20 and prior, much more difficult for LGAs to revert to. If the LGA pays 50% discount rate two years running, will they ever find 100% fee levels again?

Whilst there were some in the industry who felt an entity such as LHAAC should not be offering 50% discounts along the lines of a major retailer, most LGAs welcomed the arrangement

Trevor Chapman
LHAAC Coordinator
8 April 2021