



**LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE
MINUTES OF THE MEETING HELD FRIDAY 10 DECEMBER 2021**

ITEM	DESCRIPTION	COMMENTS (Note, C)
	Minutes of the meeting of the LHAAC held on Friday 10 December 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 1010 and welcomed members.	
2	<u>Attendance & Apologies:</u> Attendees: David Wilson – Metropolitan LGAs (CHAIRMAN) Andrew Campbell – Non-Metropolitan LGAs Ryan Quinn – Metropolitan LGAs Tsyr Chiat Chew – Metropolitan LGAs (arrived 1025) Kim Frost – Non-Metropolitan LGAs Sarah Upton – Non-Metropolitan LGAs Emily Dunn – Metropolitan LGAs Hannah Santoso – Metropolitan LGAs Vic Andrich - D of Health (Non-Voting) Trevor Chapman (LHAAC Coordinator) Apologies: Cr Kate Barlow (Town of Cambridge) Metropolitan LGAs Ellie Robinson – Metropolitan LGAs	Jan 20 to Jun 20 to Feb 20 to Feb 20 to Mar 21 to Mar 21 to Oct 18 to Feb 20 to Maternity
2.0	Minutes of the Meeting Held 10 September 2021	
2.1	<u>MOTION: (Quinn/Wilson)</u> The Minutes of the Meeting held 10 September 2021 be adopted as a true and correct record.	<u>In Favour</u>
2.2	<u>Endorsement of Motion circulated by email 16 Nov 2021 regarding Keynote Speaker Sponsorship of \$2200 for the 2022 EHA Conference</u> Supported Unanimously. Declarations of Interest declared by ED, KF, SU (EHA Conference Committee members).	<u>In Favour</u>

3.0	PARTNERSHIPS	
3.1	<p>Vic Andrich reported briefly on the following matters:</p> <ul style="list-style-type: none"> • In staffing news Vic reported that Stan Goodchild will resign at the end of the calendar year. His position has been advertised. • The DoH were still in the process of conducting interviews for Food Officer positions. • The DoH is looking at historical LGA Annual Reports with the view to establish a baseline to help identify emerging issues in public health. • The Food Act Review consultation has commenced. Details are on the DOH website. 	<u>For Infor</u>
4.0	SCIENCE BASED SCHEME	
4.1	<p>TC reported that Mari Horvat has left Agrifood Technology and Sharon Moieni has taken over as Analyst.</p> <p>Coordinated Sampling Projects CSP 33 is going very well and due to an inability to report on Sulphur Dioxide levels, EARL had to decline to participate in this CSP. Consequently, all samples are to be sent to Agrifood Technology for this CSP. They are handling the volume of samples well and Turnaround Times are good.</p> <p>Total Expenditure on Sampling to date is \$157,855 an increase of \$48,000 on the same stage last year.</p>	<u>For Infor</u>
4.2	<p><u>Monthly Report by contracted Analysts</u></p> <p>Members acknowledged receipt of the Agrifood reports for September to November 2021. EARL will circulate their November Monthly Report w/c 13 December 2021.</p>	<u>For Infor</u>
4.3	<p><u>The Sampling Sub-Group</u></p> <p>Jeremy Yu is still working on several CSP reports following changes requested by stakeholders. An improved template for future CSPs will emerge from this extensive editing process.</p> <p>Identification of the second CSP project for 2021/22 has been confirmed. LHAAC will undertake a third Local Goods CSP, which will be released late December 2021 or early January 2022 and will run for three months.</p>	<u>For Infor</u>
5.0	LEADERSHIP	
5.1	<p><u>LHAAC Coordinator Report</u></p> <p>The Coordinator reported that the workload continues to be plentiful. Much of his time had been spent on assisting with CSP reporting, changes to the website, summarising sampling results, reconciling with the two contracted Analysts and looking at an implementation strategy for the Records Management Plan.</p> <p>TC was pleased to report some progress has been made on the implementation of the Records Management Plan and archiving and disposal processes have commenced. He was hopeful of doing more over the final weeks of 2021 year and the start of 2022, as some elements of the LHAAC work reduce December through January.</p> <p>There had been some technical failings with the LHAAC website and further investigations have been conducted to determine the cause and a solution implemented (see Item 7.2).</p> <p>TC again acknowledged the excellent work of Zhijian (Jeremy) Yu in assisting with the CSP reporting and data analysis tasks.</p>	<p><u>For Infor</u></p> <p><u>Action: T</u></p>

5.2	<p><u>LHAAC Membership</u>, Emily Dunn has had unofficial communication suggesting her position on LHAAC has been renewed but we await formal advice from either WALGA or the Minister's office.</p> <p>Ellie Robinson is still on Maternity Leave and is due to return early in the new year.</p>	For Infor
6.0	FINANCIAL SUSTAINABILITY	
6.1	<p><u>Accounts Passed for Payment since the last meeting (Attachment 6.1)</u></p> <p>MOTION: (Upton/Wilson) That the accounts listed in Attachment 6.1 in the sum of \$177,809.41 are acknowledged as paid and approved by the Committee.</p>	In Favour Unan
6.2	<p><u>Daily Operating Account Summary (Attachment 6.2)</u></p> <p>MOTION: (Upton/Wilson) The Daily Operating Account Summary is received and noted.</p>	In Favour Unan
6.3	<p><u>Current Investments (Attachment 6.3)</u></p> <p>MOTION: (Upton/Wilson) The Summary of Current Investments is received and noted.</p>	In Favour Unan
7.0	ANY OTHER BUSINESS	
7.1	<p><u>Presentation by Edmore Masaka</u> Edmore is a Lecturer and Unit Coordinator in the School of Medical and Health Sciences at ECU and has just completed a PhD. He presented to LHAAC on his study of Water Misting Systems and outlined the major findings of his study.</p>	
7.2	<p><u>Review of Analyst Performance</u> Improvements have been observed in the Turnaround Times for Agrifood although there was a still a concerning number of food complaints that seem to be taking a long time to process. TC is to investigate examples of this further,</p>	Action: T
7.3	<p><u>Upgrade of LHAAC Website</u> TC spoke briefly on website issues. Robyn Walters of WestAust Net Services has undertaken some support work on our site and has rebuilt the site using Divi on the most up to date version of Wordpress. She has also completed some much-needed maintenance on unnecessary and potentially troublesome Plug-Ins. The changes and upgrades ran very smoothly and were much less expensive than the estimated \$1500 previously advised.</p>	Action: T
7.4	<p><u>Member Items of Business</u></p> <p>D of H Review of Food Act Some members of LHAAC felt LHAAC should make a submission to the D of H on the Food Act Review. It was agreed we should, and the Coordinator would speak to members and coordinate a submission.</p> <p>Information on Sampling Numbers In regards to the work D of H are doing on trends in Annual Report writing VA asked if LHAAC could provide stats on sampling numbers completed each year.</p>	Action: T
8.0	Date of Next Meeting	
	<p>The next meeting will be held on Friday 11 March 2022 at 1000 at ECU Joondalup. Room location to be advised.</p>	Action: T

9.0	Closure
	There being no further business Mr Wilson thanked members for their participation. DW closed the meeting at 12.10

I certify that these Minutes are a true and accurate record of the LHAAC meeting held on 10 December 2021

Signed: _____

Name: _____

Dated: _____