



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

ITEM	DESCRIPTION	COMMITTEE TO (Note, Confirm, Decide)	RESP:
	<b>Minutes of the meeting of the LHAAC held on Friday 10 September 2021 commencing at 1000 in Room 21.548, 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 both members attending physically and those participating via Teams.		
2	<u>Attendance &amp; Apologies:</u> <b>Attendees:</b> David Wilson – Metropolitan LGAs (CHAIRMAN) Ryan Quinn – Metropolitan LGAs Tsyr Chiat Chew – Metropolitan LGAs (arrived 1025) Cr Kate Barlow (Town of Cambridge) Metropolitan LGAs Trevor Chapman (LHAAC Coordinator) <b>By Video:</b> Sarah Upton – Non-Metropolitan LGAs Emily Dunn – Metropolitan LGAs Vic Andrich - D of Health (Non-Voting)  <b>Apologies:</b> Kim Frost – Non-Metropolitan LGAs Hannah Robinson – Metropolitan LGAs Ellie Robinson – Metropolitan LGAs Andrew Campbell – Non-Metropolitan LGAs (Technical Issues with Teams prevented)	<u>Term</u>  Jan 20 to Jan 23 Feb 20 to Feb 23 Feb 20 to Feb 23 Mar 21 to Mar 24  Mar 21 to Mar 24 Oct 18 to Oct 21  Annual Leave Annual Leave Maternity Leave June 20 to Feb 23	

	participation.)		
<b>2.0</b>	<b>Minutes of the Meeting Held 11 December 2020</b>		
2.1	<b><u>MOTION: (Barlow/Quinn)</u></b>  The Minutes of the Meeting held 16 April 2021 be adopted as a true and correct record.	In Favour (6-0)	
2.2	<b><u>Endorsement of Motion covering financial matters 6.1 to 6.4 of meeting held 16 April 2021 circulated for email approval (Barlow/Quinn)</u></b>  Adopted	In Favour (9-0)	
<b>3.0</b>	<b>PARTNERSHIPS</b>		
3.1	Vic Andrich reported briefly on the following matters:  <ul style="list-style-type: none"> <li>• Kim Unwin had provided LHAAC with proposed activity under the WAFMP including Survey plans. Happy to receive comments from LHAAC.</li> <li>• In staffing news Vic reported that Billy McMullan was taking up a new position in DPIRD</li> <li>• The Food Unit were currently in the process of conducting interviews for Food Officer positions.</li> <li>• The DG and CHO have endorsed a proposed mandatory Continuous Professional Development (CPD) framework for authorised officers appointed under the <i>Public Health Act 2018</i> and <i>Food Act 2006</i>. Consultation on the initiative should be out in the next month or two. There is an opportunity for LHAAC training to be part of CPD.</li> </ul>	<u>For Information</u>	
<b>4.0</b>	<b>SCIENCE BASED SCHEME</b>		
4.1	TC reported that sampling numbers and spending rose significantly in the final quarter, particularly for Eurofins ARL.  Coordinated Sampling Projects CSP 30, 31 and 32 were all well supported CSP projects.  Total Samples for the year was 2355 compared to 2366 in 2019/20.  Preparation of the Annual Report for 2020/21 was almost complete. This showed 88% of Routine Samples (DS) were completed withing the contract specified Turnaround Time	<u>For Information</u>	



<b>6.0</b>	<b>FINANCIAL SUSTAINABILITY</b>		
6.1	<u>Accounts Passed for Payment since the last meeting (Attachment 6.1)</u> <b>MOTION: (Quinn/Upton)</b> <b>That the accounts listed in Attachment 6.1 in the sum of \$85,352.26 are acknowledged as paid and approved by the Committee.</b>	<u>In Favour: (6-0)</u> <u>Unan</u>	
6.2	<u>Daily Operating Account Summary (Attachment 6.2)</u> <b>MOTION: (Quinn/Upton)</b> <b>The Daily Operating Account Summary is received and noted.</b>	<u>In Favour: (6-0)</u> <u>Unan</u>	
6.3	<u>Current Investments (Attachment 6.3)</u> <b>MOTION: (Quinn/Upton)</b> <b>The Summary of Current Investments is received and noted.</b>	<u>In Favour: (6-0)</u> <u>Unan</u>	
<b>7.0</b>	<b>ANY OTHER BUSINESS</b>		
7.1	<u>Review of Analyst Performance</u> A brief discussion occurred on the performance of the two contracted Analysts as we look to commence the tender process, with the assistance of the state Department of Finance.	<u>Action: TC</u>	
7.2	<u>Upgrade of LHAAC Website</u> TC spoke briefly on Agenda Item 7.2 which he had prepared for the meeting. Robyn Walters of WestAust Net Services has been supporting the site for 3 years now and recommended a site rebuild and a possible upgrade from Jupiter to Jupiter X. Estimated cost is less than \$1,500.  Sarah Upton had a close contact who is a website developer and offered to obtain advice on behalf of LHAAC, so they had a second opinion.	<u>Action: TC and SU</u>	
7.3	<u>Member Items of Business</u>  <b>EHO Assistance</b> David Wilson said he was receiving an increasing number of calls from rural based EHOs seeking advise on sampling issues, novel foods, interpretation of Food Standards Code and other similar issues. Whilst DW is happy to assist it is becoming quite time consuming and he suggested maybe staff at the D of H could offer some assistance or help LHACC with some written documentation.	<u>Action: TC</u>	

	<p>TC agreed to do some follow up calls to D of H and liaise with DW.</p> <p><b>Finance Sub Committee</b>  Ryan and Chiat inquired about the progress with the establishment of a Finance Sub Committee. TC apologised for the lack of progress and said he would follow up on this issue as a matter of urgency.</p>		
<b>8.0</b>	<b>Date of Next Meeting</b>		
	<p>The next meeting will be held on Friday 10 December 2021 at 1000 at ECU Joondalup. Room location to be advised.</p> <p>TC to liaise with SU, KF and AC about options for End of Year Review on the same day.</p>		
<b>9.0</b>	<b>Closure</b>		
	<p>There being no further business Mr Wilson thanked members for their participation.</p> <p>DW closed the meeting at 11.55</p>		

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

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

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

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

