



**LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE
MINUTES OF THE MEETING HELD FRIDAY 11 MARCH 2022**

ITEM	DESCRIPTION	COMMITTEE TO (Note, Confirm, Decide)	RESP:
	Minutes of the meeting of the LHAAC held on Friday 11 March 2022 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 1020 and welcomed members		
2	<u>Attendance & Apologies:</u> Attendees: David Wilson – Metropolitan LGAs (CHAIRMAN) Cr Kate Barlow – Metropolitan LGAs (Teams Participant) Ryan Quinn – Metropolitan LGAs Tsyr Chiat Chew – Metropolitan LGAs (Teams Participant) Sarah Upton – Non-Metropolitan LGAs (Teams Participant) Emily Dunn – Metropolitan LGAs Vic Andrich - D of Health (Non-Voting) (Teams Participant) Trevor Chapman (LHAAC Coordinator) Apologies: Kim Frost – Non Metropolitan LGAs Ellie Robinson – Metropolitan LGAs Andrew Campbell – Non Metropolitan LGA	<u>Term</u> Jan 20 to Jan 23 Mar 21 to Mar 24 Feb 20 to Feb 23 Feb 20 to Feb 23 Mar 21 to Mar 24 Oct 18 to Oct 21 Mar 21 – Mar 24 Maternity Leave Jun 20 – Feb 23	

2.0	Minutes of the Meeting Held 10 December 2021		
2.1	<p><u>MOTION: (Quinn/Upton)</u></p> <p>The Minutes of the Meeting held 10 December 2021 be adopted as a true and correct record.</p>	In Favour (6-0)	
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 has now left the Department. His replacement is Dr Peter Gray who will commence on 21 March 2022. • Vic will remain the main contact officer for LHAAC. • Vic also suggested if a D of H officer was required for the Tender Evaluation process it is likely to be him. 	<u>For Information</u>	
4.0	SCIENCE BASED SCHEME		
4.1	<p>Coordinated Sampling Project CSP 34 (Local Goods III) is proceeding well, and sample submissions will continue until Friday 25 March 2022.</p> <p>Total Expenditure on Sampling to 28 Feb is \$203,250 an increase of \$53,130 on the same period last year.</p>	<u>For Information</u>	
4.2	<p><u>Monthly Report by contracted Analysts</u></p> <p>Members acknowledged receipt of the Agrifood reports for December 2021 and January and February 2022.</p>	<u>For Information</u>	
4.3	<p><u>The Sampling Sub-Group</u></p> <p>Jeremy Yu is in the final stages of summarising analytical data for CSP 30 and 32, and assisting the Coordinator in preparing Summary Reports for several CSP projects. The reports are also being peer reviewed by the Chairman and two LHAAC members.</p>	<u>For Information</u>	

	<p>CSP 28, 29 and 31 were recently uploaded to the LHAAC website.</p> <p>CSP 33 is in Draft Form and out to members for comment.</p> <p>CSP 34 remains active.</p>		
5.0	LEADERSHIP		
5.1	<p><u>LHAAC Coordinator Report</u> The Coordinator again reported a busy quarter. Much of his time had been spent on assisting with CSP reporting, summarising and recording sampling results, liaising with Department of Finance officers over the development of a Request for Tender document and trying to spend some time on the archiving of LHAAC record and general correspondence.</p> <p>TC again acknowledged the excellent work of Zhijian (Jeremy) Yu in assisting with the CSP reporting and data analysis tasks.</p>	<u>For Information</u>	
5.2	<p><u>LHAAC Membership,</u> Emily Dunn has still had no letter confirming her renewal of her position on LHAAC.</p> <p>Hannah Santoso has left her position with City of Perth and joined Department of Health. As her position was one of representing Metropolitan Local Governments, she had to resign from LHAAC. WALGA advertised the vacancy December through to February, using their normal method for Board and Committee members, but without success. WALGA will repeat the process through March and April.</p> <p>Ellie Robinson is still on Maternity Leave and is due to return in May 2022.</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> MOTION: (Dunn/Quinn) That the accounts listed in Attachment 6.1 in the sum of \$72,310.35 are acknowledged as paid and approved by the Committee.</p>	<p><u>In Favour: (6-0)</u> Unan</p>	
6.2	<p><u>Daily Operating Account Summary (Attachment 6.2)</u> MOTION: (Dunn/Quinn) The Daily Operating Account Summary is received and noted.</p>	<p><u>In Favour: (6-0)</u> Unan</p>	
	<u>Current Investments (Attachment 6.3)</u>		

6.3	<p>MOTION: (Dunn/Quinn) The Summary of Current Investments is received and noted.</p>	<p><u>In Favour: (6-0)</u> <u>Unan</u></p>	
6.4	<p><u>Budget 2022/23</u> The Coordinator had prepared and summarised three options for 2022/23, those being a zero increase on fees, a 2.5% increase on fees, and a 5% increase. He spoke briefly on the merits and challenges of each.</p> <p>There was lively discussion on the unique financial issues facing Local Government again in 2022/23, and possibly beyond, as we continue to tackle the impact of Covid across the nation. Recent events in Europe may also affect basic elements such as fuel costs, house prices, food prices and availability, transport costs, supply availability and so on.</p> <p>In this kind of economic environment, and with a healthy level of reserve funds, members felt LHAAC should hold back on imposing any fee increases and leave the fees at the current level.</p> <p><u>Action:</u> Since there were three members who were not present, it was agreed that the Coordinator speak with each of them about the feelings of the rest of the Committee and seek their views via email input and then formulate a motion reflecting the agreed outcome.</p>	<p><u>Action: TC</u></p>	
7.0	<p>ANY OTHER BUSINESS</p>		
7.1	<p><u>Use of Non-Contract Analysts to provide alternative forms of sampling.</u> Several recent examples of LGAs enquiring if LHAAC will fund forms of analysis not usually offered by LHAAC, or not normally provided by the contracted Analysts, has raised an issue about fairness and consistency. A draft policy was circulated to members and discussed. There was general agreement that a policy was required to ensure consistency and fairness but there were several suggested changes to the draft. The Coordinator was therefore requested to speak with the three non-attendees to seek their views. A revised draft of the proposed policy would then be circulated.</p>	<p><u>Action: TC</u></p>	
7.2	<p><u>Access to CSP Raw Data</u> Ryan Quinn asked if it would be possible for him to receive examples of the raw data provided at the conclusion of a CSP as he would like to see some changes in the way the reports are presented – particularly in regard to unsatisfactory samples. TC will liaise with Jeremy Yu to arrange for the release of this information in a usable format.</p>	<p><u>Action: TC</u></p>	

7.3	<u>Initiatives to help LGAs participate in Sampling Activity by offering financial assistance</u> Members were supportive of a proposal by Vic Andrich to assist LGAs participate in the LHAAC Sampling Scheme by meeting the costs of items such as courier fees and container costs to store samples. The Coordinator was asked to research previous efforts in this area and to develop some of the suggestions This might lead to smaller LGAs, with very small Sampling Fund Allocations, participating in the Scheme.	<u>Action: TC</u>	
8.0	Date of Next Meeting		
	The next meeting will be held on Friday 10 June 2022 at 1000 at ECU Joondalup. Room 21.467.		
9.0	Closure		
	There being no further business Mr Wilson thanked members for their participation. DW closed the meeting at 12.00		

I certify that these Minutes are a true and accurate record of the LHAAC meeting held on 11 March 2022

Signed: _____

Name: _____

Dated: _____

