

Financial Motions:

1. That LHAAC approves the casual employment of staff for LHAAC for administration support. This casual position is to be limited to a maximum of 20 hours per week for 4 weeks, followed by a maximum of 10 hours per week for an additional 4 weeks, from the commencement date. Remuneration to be as per previous casual staff employment in 2022.
2. That LHAAC agrees to extend the LHAAC Coordinators present contract which is due to end on the 24th of March 2023, up until the 30th September 2023, or earlier if determined by the Coordinator, with the existing terms and entitlements, with one amendment to the contract: Amending '38' hours to specify '*a minimum of 7.6, to a maximum of 38*' hours per week as approved by the LHAAC Chair.
3. That LHAAC agrees to advertise the fulltime LHAAC Coordinator Position via the assistance of a recruitment agency, with a position salary of \$112,000 – \$120,000 + 10.5% Super (or as required) + Benefits (inc \$600 phone allowance per annum, \$200 parking allowance per annum and motor vehicle allowance [as per current ATO rate]). All Allowances are to be paid via the payroll.
4. LHAAC agrees to engage Cornerstone HR for assistance in the recruitment of the new LHAAC Coordinator.

Moved By: Emily Dunn
Seconded by: Andrew Campbell
Supported by: Sarah Upton, Sara Saberi, Tsy Chiat Chew, Cr Kate Barlow, Ryan Quinn and Kim Frost.

Later amendment to #4 reads:

4. LHAAC agrees to engage Cornerstone HR for assistance in the recruitment of the new LHAAC Coordinator, with an indicative cost of up to \$5,500 + GST for Cornerstone HR fees and an additional spend of up to \$3,000 + GST for advertising.

Seconded by: Andrew
Supported by: Sarah, Chiat – *then raised by Sara and determined it was a minor amendment needing no further support. No objections to this decision.*

3.0	PARTNERSHIPS		
3.1	<p><u>Department of Health Report</u></p> <p>1. Peter Grey is interested in attending June 2023 LHAAC Meeting to touch base with the committee and see how DOH Food Unit and LHAAC can engage in greater collaboration;</p>	<u>For Information</u>	
4.0	SCIENCE BASED SCHEME		
4.1	<p>The Coordinator reported that sampling expenditure to 31 January was down on the previous year by a little over \$84,000. This is presumed to be due to Eurofins ARL not being approved as a supplier on the panel in the first seven months of the contract.</p> <p>The good news for LGAs is that contract issues have now been resolved and Eurofins ARL have joined Agrifood Technology on the panel for the Contract for Analytical Services effective 7 March 2023. Chem Centre is also on the panel providing a range of water sampling only. All LGAs in WA have been advised of this change.</p> <p>It is hoped the Sampling Sub can facilitate another CSP project in the 2022/23 operational 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 2022 and January 2023.</p>	<u>For Information</u>	
4.3	<p><u>The Sampling Sub-Group</u></p> <p>Due to the Coordinator being away on a long period of sick leave during January and February a meeting with Jeremy Yu has not been possible. LHAAC will try and engage another Research Assistant to complete outstanding CSP reporting requirements.</p>	<u>For Information</u>	
5.0	LEADERSHIP		
5.1	<p><u>LHAAC Coordinator Report</u></p> <p>The Coordinator apologised to the Committee for not completing several tasks due to an unusually high level of sick leave he has taken over the last three months or so.</p> <p>The Coordinator committed to completing as many outstanding tasks as possible before his retirement.</p> <p>Priority projects for completion are: Project management of the recruitment process for a new LHAAC Coordinator; Completion of Outstanding CSP reports; Written Procedures for weekly, monthly, quarterly and annual tasks;</p>	<u>For Information</u>	

	Record Management Process more fully implemented; Finance Sub Group up and running;		
5.2	<u>LHAAC Membership</u> Ellie Putland and Tsy Chiat Chew did not re-nominate for positions on LHAAC, although Chiat agreed to stay on for up to three months or until we fill the position. There is currently a nomination process ongoing for three Metropolitan positions that remain outstanding. Nominations have been received. And will be presented to the Minister for Health for consideration.	<u>For Information</u>	
6.0	FINANCIAL SUSTAINABILITY		
6.1	<u>Accounts Passed for Payment since the last meeting (Attachment 6.1)</u> MOTION: (Quinn/Barlow) That the accounts listed in Attachment 6.1 in the sum of \$58,288.42 are acknowledged as paid and approved by the Committee.	<u>In Favour: (6-0)</u> <u>Unan</u>	
6.2	<u>Daily Operating Account Summary (Attachment 6.2)</u> MOTION: (Quinn/Barlow) The Daily Operating Account Summary is received and noted.	<u>In Favour: (6-0)</u> <u>Unan</u>	
6.3	<u>Current Investments (Attachment 6.3)</u> MOTION: (Quinn/Barlow) The Summary of Current Investments is received and noted.	<u>In Favour: (6-0)</u> <u>Unan</u>	
7.0	ANY OTHER BUSINESS		
7.1	<u>Recruitment Process for LHAAC Coordinator</u> TC and ED outlined the proposed timetable and the process for the Recruitment of a new LHAAC Coordinator. Trevor's proposed retirement on Friday 24 March 2023 has been postponed given the lengthy period of sick leave TC has experienced in recent months. TC has agreed and the Committee have accepted that he continues to work in the position until a replacement is appointed and adequately trained by TC to undertake the role independently. A LHAAC Sub Group consisting of ED, RQ and TC was established to drive the process of recruiting the new Coordinator. Christine Howitz from Cornerstone Consulting has been engaged to provide HR advice on the project.		
7.2	<u>Appointment of Sub-Group to Review LHAAC Fee Process</u> No progress on this project due to the absence of TC on Sick Leave.		
7.3	<u>Member Items of Business</u> None		
8.0	Date of Next Meeting		
	The next meeting will be held on Friday 9 June 2023 at 1000 at ECU Joondalup. Room 21.467. Annual Strategic Review and Lunch will follow the meeting. Lunch details to follow.		

9.0	Closure		
	There being no further business Ms Dunn thanked members for their participation. ED closed the meeting at 11.50		

I certify that these Minutes are a true and accurate record of the LHAAC meeting held on 10 March 2023.

Signed: _____

Name: _____

Dated: _____

ATTACHMENT 5.1.1
LHAAC CURRENT ACTIVITIES UPDATED AS AT 1 MARCH 2023

PROJECT	TASK	DUE DATE
Sampling Scheme Management	Ongoing management of contract and analysts	ONGOING
Tender Process	Tender completed. Three suppliers nominated as Preferred Suppliers. Some delay on implementation due to contract conditions dispute. TC to update members.	
Preferred Suppliers 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 2022/23	COMPLETED
	Issue Invoices and collect Fees 2022/23	ONGOING
	Prepare for /Participate in 2020/21 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	Need to finalise o/s CSP reports and load to LHAAC website	ONGOING
	Upload completed CSP reports to LHAAC website	COMPLETED
	Monitoring of sampling usage by month	MONTHLY
	Advise LGAs of usage	MONTHLY
	Attended Regional Meetings as required	AS NEEDED
LHAAC Sampling Scheme Management		ONGOING
Metropolitan Food Group		COMPLETED
	Next meeting to be held second quarter of 2023. Venue TBD	ONGOING
Strategic/Business Plan Implementation	Both Plans completed and approved. Need to devise framework for consideration of content at LHAAC meetings.	ONGOING
	Need to set key activities for 202to 2024.	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.

ATTACHMENT 5.1.2

2021/22 PAYMENTS TO CONTRACTED ANALYSTS

AMOUNT PAID TO AGRIFOOD 2021/22 \$	AMOUNT PAID TO EARL 2021/22 \$	TOTAL \$ 2021/22	MONTH	AMOUNT PAID TO AGRIFOOD 2020/21 \$	AMOUNT PAID TO EARL 2020/21 \$	TOTAL 2020/21 \$
6,547	26,592	33,139	JULY	4,161	8,380	12,541
17,808	21,555	39,363	AUG	6,254	7,581	13,835
7,135	19,036	26,171	SEPT	4,318	11,923	16,241
5,655	10,680	16,335	OCT	11,366	25,450	36,816
11,125	31,722	42,847	NOV	8,583	21,810	30,393
12,195	3,454	15,649	DEC	597	12,231	12,828
3,346	11,275	14,621	JAN	746	11,875	12,621
4,099	11,035	15,134	FEB	2,359	12,486	14,845
10,707	2,741	13,448	MAR	17,521	35,668	53,189
13,339	12,058	25,397	APR	7,296	18,786	26,082
3,370	4,426	7,796	MAY	27,390	21,689	49,079
22,444	29,313	51,757	JUNE	5,248	27,243	32,491
117,770	183,887	301,657	TOTAL	95,839	215,122	310,961

2022/23 PAYMENTS TO CONTRACTED ANALYSTS

AMOUNT PAID TO AGRIFOOD 2022/23 \$	AMOUNT PAID TO EARL 2022/23 \$	TOTAL \$ 2022/23	MONTH	AMOUNT PAID TO AGRIFOOD 2021/22 \$	AMOUNT PAID TO EARL 2021/22 \$	TOTAL 2021/22 \$
6,041	14,705	20,746	JULY	6,547	26,592	33,139
5,829	5,150	10,979	AUG	17,808	21,555	39,363
11,218	0	11,218	SEPT	7,135	19,036	26,171
6,232	0	6,232	OCT	5,655	10,680	16,335
12,317	0	12,317	NOV	11,125	31,722	42,847
35,574	0	35,374	DEC	12,195	3,454	15,649
6,631	0	6,631	JAN	3,346	11,275	14,621
			FEB	4,099	11,035	15,134
			MAR	10,707	2,741	13,448
			APR	13,339	12,058	25,397
			MAY	3,370	4,426	7,796
			JUNE	22,444	29,313	51,757
			TOTAL	117,770	183,887	301,657

LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE MEMBERSHIP POSITION

AS AT 10 MARCH 2023 (ATTACHMENT 5.2.1)

NAME	REPRESENTING	TERM COMMENCING	TERM ENDING	STATUS
Cr Kate Barlow	METRO	25 March 2021	24 March 2024	OK TO March 2024
Tsyr Chiat Chew	METRO	10 February 2020	9 February 2023	Did not renominate. Staying on for March 2023 Meeting
Emily Dunn	METRO	9 October 2021	8 October 2024	OK to Oct 2024
Ryan Quinn	METRO	10 February 2020	9 February 2023	Ryan Quinn re-appointed to Feb 2026
Sara Saberi	METRO	5 Sept 2022	4 Sept 2025	OK to 2025
3 x Position Vacant	METRO	Feb 2023	Feb 2026	Going out to Nomination Process Feb 2023
Kim Frost	NON METRO	25 March 2021	24 March 2024	OK to 2024
Sarah Upton	NON METRO	25 March 2021	24 March 2024	OK to 2024
Andrew Campbell	NON METRO	June 2020	9 Feb 2023	Andrew Campbell Re-appointed to Feb 2026
Vic Andrich; OR	D of H	N/A	N/A	

NOTE:

Three nominees from the February round of nominations were all put forward to the Minister for consideration.

ATTACHMENT 6.1

ACCOUNTS PASSED FOR PAYMENT (Dec 2022 to 28 Feb 2023)

OBB	PAYEE	DETAILS	AMOUNT
			\$
1137	Agrifood	Analyst Fees NOV	\$12,317.37
1138	Trevor Chapman	Meeting and Catering Expenses	\$130.80
1139	ATO	November BAS	\$3,484.00
1140	ChemCentre	Analytical Fees DEC	\$136.40
1141	EHA WA	Sponsorship of 78 th State Conference	\$2,750.00
1142	ATO	ESG Super	\$3,719.81
1143	ECU	Semester Parking	\$87.34
1144	Agrifood	Analyst Fees DEC	\$35,574.22
1145	Officeworks	Stationery	\$88.48
		TOTAL	\$58,288.42

ATTACHMENT 6.2

DAILY OPERATING ACCOUNT SUMMARY 1 DEC 2022 TO 28 FEB 2023

DATE	DETAILS	AMOUNT	BALANCE
1 DEC 2022	Opening Balance B/F		\$549,887
	ADD:		
	Estimated Income 1 Dec to 31 Dec	\$1,128	
	Estimated Income 1 Jan to 31 Jan	\$0	
	Estimated Income 1 Feb to 28 Feb	\$14,200	
	Sub Total (1)	\$15,328	\$565,215
	LESS:		
	Account Expenditure 1 Dec to 31 Dec	\$26,290	
	Account Expenditure 1 Jan to 31 Jan	\$13,284	
	Establishment of 6 x \$50,000 TD's	\$300,000	
	Account Expenditure 1 Feb to 28 Feb	\$42,564	
	Sub Total (2)	\$382,138	
28 FEB 2022	Closing Balance (1) – (2)		\$183,077

ATTACHMENT 6.3
SUMMARY OF CURRENT LHAAC INVESTMENTS AS AT 30 NOV 2022

DATE	ACCOUNT	ACTION
01 Aug 2022	BANKWEST 089-355939-3	\$50,000 Term Deposit RENEWED for 6 months at 3.30%
01 Aug 2022	BANKWEST 089-355942-4	\$50,000 Term Deposit RENEWED for 6 months at 3.30%
01 Aug 2022	BANKWEST 089-355943-2	\$50,000 Term Deposit RENEWED for 6 months at 3.30%
01 Aug 2022	BANKWEST 089-355944-0	\$50,000 Term Deposit RENEWED for 6 months at 3.30%
01 Aug 2022	BANKWEST 089-355945-8	\$50,000 Term Deposit RENEWED for 6 months at 3.30%
01 Aug 2022	BANKWEST 089-355946-6	\$50,000 Term Deposit RENEWED for 6 months at 3.30%
01 Aug 2022	BANKWEST 089-355947-4	\$50,000 Term Deposit RENEWED for 6 months at 3.30%
01 Aug 2022	BANKWEST 089-355948-2	\$50,000 Term Deposit RENEWED for 6 months at 3.30%
23 Dec 2022	BANKWEST 089-364141-7	\$50,000 Term Deposit RENEWED for 6 months @3.20%
23 Dec 2022	BANKWEST 089-364143-3	\$50,000 Term Deposit RENEWED for 6 months @3.20%
23 Dec 2022	BANKWEST 089-364144-1	\$50,000 Term Deposit RENEWED for 6 months @3.20%
16 Feb 2023	BANKWEST 162-117086-2	\$50,000 Term Deposit RENEWED for 6 months @ 3.30%
16 Feb 2023	BANKWEST 162-117087-0	\$50,000 Term Deposit RENEWED for 6 months @ 3.30%
16 Feb 2023	BANKWEST 162-117088-8	\$50,000 Term Deposit RENEWED for 6 months @ 3.30%
16 Feb 2023	BANKWEST 162-117089-6	\$50,000 Term Deposit RENEWED for 6 months @ 3.30%
16 Feb 2023	BANKWEST 162-117090-1	\$50,000 Term Deposit RENEWED for 6 months @ 3.30%
16 Feb 2023	BANKWEST 162-117092-7	\$50,000 Term Deposit RENEWED for 6 months @ 3.30%
24 Feb 2023	BANKWEST 162-158152-6	\$50,000 Term Deposit Renewed for 6 months @3.40%
24 Feb 2023	BANKWEST 162-158153-4	\$50,000 Term Deposit Renewed for 6 months @3.40%
24 Feb 2023	BANKWEST 162-158154-2	\$50,000 Term Deposit Renewed for 6 months @3.40%
24 Feb 2023	BANKWEST 162-158155-0	\$50,000 Term Deposit Renewed for 6 months @3.40%
14 Feb 2023	BANKWEST 412-000577-2	\$50,000 Term Deposit Established 6 months @ 3.30%
14 Aug 2022	BANKWEST 412-000578-0	\$50,000 Term Deposit Established 6 months @ 3.30%
14 Aug 2022	BANKWEST 412-000579-8	\$50,000 Term Deposit Established 6 months @ 3.30%
14 Aug 2022	BANKWEST 412-000580-3	\$50,000 Term Deposit Established 6 months @ 3.30%
17 Dec 2022	BANKWEST 412-196521-3	\$50,000 Term Deposit Established 6 months @3.30%
17 Dec 2022	BANKWEST 412-196522-1	\$50,000 Term Deposit Established 6 months @3.30%
17 Dec 2022	BANKWEST 412-196525-5	\$50,000 Term Deposit Established 6 months @3.30%
17 Dec 2022	BANKWEST 412-196526-3	\$50,000 Term Deposit Established 6 months @3.30%
17 Dec 2022	BANKWEST 412-196524-7	\$50,000 Term Deposit Established 6 months @3.30%
17 Dec 2022	BANKWEST 412-196523-9	\$50,000 Term Deposit Established 6 months @3.30%

NOTE:

As at 28 Feb 2023 LHAAC has \$1,550,000 in term deposit principal amounts.
Accumulated interest is paid into Operating Account.