



**LOCAL HEALTH AUTHORITIES ANALYTICAL COMMITTEE  
MINUTES OF THE MEETING HELD FRIDAY 8 SEPTEMBER 2023**

ITEM	DESCRIPTION	COMMITTEE TO (Note, Confirm, Decide)
<b>Minutes of the meeting of the LHAAC held on Friday 10 March 2023 commencing at 1000 in Room 21.467, ECU Campus, Joondalup</b>		
<b>1.0 Welcome and Apologies</b>		
1.1	<u>Opening and Welcome:</u> Ms Dunn opened the meeting formally at 10:24 and welcomed members.	
1.2	<u>Attendance &amp; Apologies:</u> <b>Attendees:</b> Cr Kate Barlow – Metropolitan LGAs Cr Elizabeth Re – Metropolitan LGAs Emily Dunn – Metropolitan LGAs Lauren McLeod – Metropolitan LGAs Sara Saberi – Non-Metropolitan LGAs Sarah Upton – Non-Metropolitan LGAs Kim Frost – Metropolitan LGAs  Vic Andrich - D of Health (Non-Voting) Ryan Janes (LHAAC Coordinator) Trevor Chapman (ex LHAAC Coordinator)  <b>Apologies:</b> Andrew Campbell – Non-Metropolitan LGAs Cr Paige McNeil – Metropolitan LGAs Ryan Quinn – Metropolitan LGAs  A – Account Authorisation F – Finance Sub Group S – Sampling Sub Group	<u>Term</u>  25/03/21 – 24/03/24 19/06/23 – 18/06/26 09/10/21 – 08/10/24 19/06/23 – 18/06/26 05/09/22 – 04/09/25 25/03/21 – 24/03/24 05/03/21 – 24/03/24           10/02/23 – 09/02/26 19/06/23 – 18/06/26 10/02/23 – 09/02/26
<b>2.0 Minutes of the Meeting Held 30 June 2023</b>		
2.1	Any amendments to the Minutes – NO	
2.2	<b>MOTION: (KB/SU)</b> <b>The Minutes of the Meeting held 30 June 2023 be adopted as a true and correct record.</b>  <b>*RQ also confirmed the accuracy of the minutes out-of-session on 11 Sept 2023.</b>	<u>In Favour (6*-0)</u>
2.3	<b>REPORTING OF OUT OF SESSION MOTIONS:</b>  <u>Financial Motions:</u>  1. Approves the motion to proceed with the creation of a business transaction account with P&N Bank; and agrees with the nominated signatories to the account/s.	In Favour (7-0)           Unam.

	<p>2. Agreement also given to allowing the current Term Deposits to remain with Bankwest until the end of the terms at which point these will be transferred to new TD accounts with P&amp;N Bank.</p> <p>Proposed: ED; Seconded: SS; In favour (7-0)</p>	
<b>3.0</b>	<b>PARTNERSHIPS</b>	
3.1	<p><u>Department of Health Report</u></p> <ol style="list-style-type: none"> <li>1. VA advised that Environmental Health Directorate (EHD) is renewing its involvement with LHAAC. System Performance Team will coordinate involvement and bring in expertise from other teams as needed. Will work with LHAAC Coordinator on an Agreement for agency cooperation.</li> <li>2. Yashvee Manrakhan-Field is our main contact at EHD and will process payments for LHAAC elected members.</li> </ol>	<u>For Information</u>
<b>4.0</b>	<b>LHAAC SAMPLING SCHEME</b>	
4.1	<p>The Coordinator reported that contract agreement turnaround times have been clarified – 7 days for non compliance (NC), 14 days for coordinated sampling projects (CSP), 14 days for discretionary samples (DS).</p> <p><u>Sampling expenditure to date</u> Members acknowledged paid analyst fees for July and August 2023.</p>	<u>For Information</u>
4.2	<p><u>Monthly Report by contracted Analysts</u> Members acknowledged receipt of the Agrifood reports for July and August 2023.</p> <p><b>Action: RJ to arrange quarterly catch ups with contracted Analysts</b></p>	<u>For Information</u>
4.3	<p><u>The Sampling Sub-Group</u> Kim Frost to be part of this sub group.</p> <p>RJ suggested that two CSP topics be aimed for during 23-24. Members agreed with suggested topics:</p> <ol style="list-style-type: none"> <li>1. 'Unsafe' food risks – microbial contamination of RTE fruits and veg or Campylobacter risk in RTE/par-cooked and reheated chicken products</li> <li>2. 'Unsuitable' food risks – level of trans fats currently in various food products (declared or undeclared). See email attachment for Dept Health &amp; Aging consultation paper on Improving the composition of the food supply in relation to industrially-produced trans fats</li> <li>3. 'Non-food' risks – lead levels in public drinking water sources or air quality at petrol stations.</li> </ol> <p><b>Action: LHAAC Coordinator to arrange teams meeting for sub group. Further discussion of CSP topics deferred to this meeting.</b></p>	<u>For Information</u>

4.4	<p><u>Outstanding CSP Reports</u> The Committee agreed to the recruitment of ECU students to fill the Casual Research Officer role/s.</p> <p><b>Action: LHAAC Coordinator to include ‘outcome based’, ‘demonstrated reporting writing and research skills’, and ‘completion within the agreed timeframe’ into research officer’s JDF.</b></p> <p><b>LHAAC Coordinator to draft casual employment contract document and work with Chairperson ED to approve.</b></p> <p><b>To set CSP due date for early-mid December 2023. Further CSPs can be due in early 2024.</b></p>	<u>For Information</u>
<b>5.0 LEADERSHIP</b>		
5.0.1	<p><u>LHAAC Coordinator Report</u> Update on standard work items and current priorities</p> <p>Priority projects for completion are: 22-23 Audit Process (completed) Business banking change to P&amp;N (ongoing) Metro Food Group meeting planning (ongoing) Records Management procurement (ongoing) Strategic Planning Dec 2023 (ongoing) LHAAC Survey results (ongoing)</p> <p>Strategic planning review and update – further discussion at LHAAC Dec meeting. Review of policy and procedures manual.</p> <p>Website changes – Investigate an archive page for old content, search function by topic or LGA and to include attachments</p>	<u>For Information</u>
<b>6.0 FINANCIAL SUSTAINABILITY</b>		
6.1	<p><u>Accounts Passed for Payment since the last meeting (Attachment 6.1)</u></p> <p><b>MOTION: (moved ER/ seconded ED)</b> <b>That the accounts listed in Attachment 6.1 in the sum of \$87,279.44 are acknowledged as paid and approved by the Committee.</b></p>	<u>In Favour: (7-0)</u> <u>Unan</u>
6.2	<p><u>Daily Operating Account Summary (Attachment 6.2)</u></p> <p><b>MOTION: (moved ER/ seconded ED)</b> <b>The Daily Operating Account Summary is received and noted.</b></p>	<u>In Favour: (7-0)</u> <u>Unan</u>
6.3	<p><u>Current Investments (Attachment 6.3)</u></p> <p><b>MOTION: (moved ER/ seconded ED)</b> <b>The Summary of Current Investments is received and noted.</b> <b>ER suggested multiple investment banks depending on rates etc? This will be investigated as current BW deposits end, to aim for best rates at the time.</b></p>	<u>In Favour: (7-0)</u> <u>Unan</u>
6.4	<p><u>Finance sub group</u> Wyalkatchem (and other LGAs yet to pay) can be reminded at the WALGA conference 17-20 Sept.</p>	<u>For Information</u>

	<p><b>Action: LHAAC Coordinator to arrange teams meeting for sub group. Further discussion of CSP topics deferred to this meeting.</b></p> <p><b>ACTION: RJ to draft letter requesting reminder to LGA CEOs and elected members advising to pay LHAAC fees - for ED to sign. Can address to Karen Chappel or possibly have Andrew Campbell introduce/support?</b></p>	
<b>7.0</b>	<b>ANY OTHER BUSINESS</b>	
7.1	<p><b><u>ECU Office lease</u></b> – potential conflict of interest for RJ’s private contact. Committee to assess from a comparison list.</p> <p><b>Action: RJ to compile list of office leases and circulate for Committee consideration.</b></p> <p>Discussion around other options – ECU CBD or Mt Lawley campuses. Ensure that working relationship with ECU can be maintained.</p>	<u>For Information</u>
7.2	<p><b><u>LHAAC Research Grant</u></b> Discussion around options for Grant creation.</p> <p><b>Action: RJ to talk to Vic for DoH assistance with contacts who have set up similar existing grants e.g. Healthways etc, and possibly align with EHA.</b></p> <p><b>Action: RJ to send around Amanda Devine’s email (ECU options – student sponsorship etc).</b></p> <p><b>RJ to begin development of Grant Criteria – eligible to LG/EHOs/EHA members etc.</b></p>	<u>For Information</u>
7.3	<p><b><u>Metro Food Group</u></b> Meeting set for 4 Oct at City of Belmont.</p> <p><b>Action: RJ to circulate proposed meeting agenda. Committee to provide ideas for potential new group titles – e.g. Public Health Analysis Group</b></p>	<u>For Information</u>
7.4	<p><b><u>LHAAC Records Management</u></b> Discussion and questions around - Data ownership, What if we aren’t satisfied – what happens, Insurance and assurance if something happens at their end?</p> <p><b>Action: RJ to contact other users of Ellyard for testimonials and recommendation. Provide answers to above questions. Committee to decide in Out of session motion.</b></p>	<u>For Decision</u> Committee agree in principle that RM Software is required.
7.5	<p><b><u>Regional EH Groups</u></b> Nil recent attendance.</p> <p><b>Action: RJ to obtain Regional EH Group listing from EHA and include in future agendas.</b></p>	<u>For Information</u>
7.6	<p><b><u>LHAAC training workshop</u></b> Discussion about workshop content and timing for initial half</p>	<u>For Information</u>

	<p>day workshop in Oct/Nov/Dec; then full day workshop at World Congress.</p> <p>Inclusion of case study in content – outbreak sampling? Date to consider after 21 Oct.</p>	
<b>8.0</b>	<b>Other Business</b>	
<b>8.0</b>	<p><b>Motion – LHAAC agrees to fund up to \$1200 for the catering/food items to cover cost of food items for members, based on:</b></p> <ul style="list-style-type: none"> <li>• recognition of long period of service for Trevor</li> <li>• welcome to new members and</li> <li>• introductory strategic planning discussions for 23-24.</li> </ul> <p><b>Moved ER/KB</b></p>	<p><u>In Favour: (7-0)</u> <u>Unan</u></p>
<b>9.0</b>	<b>Date of Next Meeting</b>	
	<p>The next meeting will be held on <b><u>Friday 8 December 2023.</u></b></p> <p>Venue TBC and will include a Christmas lunch function and introductory strategic planning discussion. Committee to propose venues for consideration.</p>	<p><u>For Information</u></p>
<b>10.0</b>	<b>Closure</b>	
	<p>There being no further business Ms Dunn thanked members for their participation.</p> <p>ED closed the meeting at 12:17PM</p>	

I certify that these Minutes are a true and accurate record of the LHAAC meeting held on 8 September 2023.

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

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

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