



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

ITEM	DESCRIPTION	COMMITTEE TO (Note, Confirm, Decide)
Minutes of the meeting of the LHAAC held on Friday 8 December 2023 commencing at 1000 at Pagoda Resort Como		
1.0 Welcome and Apologies		
1.1	<u>Opening and Welcome:</u> Chairperson Emily Dunn opened the meeting formally at 10:07 AM and welcomed members. Quick introduction by members.	
1.2	<u>Attendance & Apologies:</u> Attendees: Cr Kate Barlow (KB) – Metropolitan LGAs Andrew Campbell (AC) – Non-Metropolitan LGAs Emily Dunn (ED) – Metropolitan LGAs Lauren McLeod (LM) – Metropolitan LGAs Pres. Paige McNeil (PM) – Metropolitan LGAs Ryan Quinn (RQ) – Metropolitan LGAs Cr Elizabeth Re (ER) – Metropolitan LGAs Sara Saberi (SS) – Non-Metropolitan LGAs Vic Andrich (VA) – DoH (Non-Voting) Ryan Janes (RJ) (LHAAC Coordinator) Apologies: Kim Frost (KF) – Metropolitan LGAs Sarah Upton (SU) – Non-Metropolitan LGAs Yashvee Manrakhan-Field (YMF) DoH (Non-Voting) <i>A – Account Authorisation F – Finance Sub Group S – Sampling Sub Group</i>	<u>Term</u> 25/03/21 – 24/03/24 10/02/23 – 09/02/26 09/10/21 – 08/10/24 19/06/23 – 18/06/26 19/06/23 – 18/06/26 10/02/23 – 09/02/26 19/06/23 – 18/06/26 05/09/22 – 04/09/25 S, F, A F S, F, A S S A, F
2.0 Minutes of the Meeting Held 8 September 2023		
	Any amendments to the Minutes – NO	
	MOTION: The Minutes of the Meeting held 8 September 2023 be adopted as a true and correct record. (Moved KB; Seconded ED)	In Favour (6*-0) = PASSED *at this point only 6 members were present
2.1	REPORTING OF OUT OF SESSION MOTIONS: <u>2.1.1 Election of new Chairperson Ryan Quinn</u> Proposed 13 Nov 2023. MOTION: The LHAAC agrees to recommend Ryan Quinn for the LHAAC Chairperson position, for appointment by the Minister for Health effective 1st January 2024. Proposed: ED; Moved: RQ; Seconded: SS	In Favour (10-0) = PASSED

	<p><u>2.1.2 LHAAC Records Management System</u> Proposed 22 Nov 2023</p> <p>MOTION: The LHAAC authorises the Coordinator to proceed with purchase of M Files RM product and training via Ellyard Pty Ltd to ensure implementation of RM program at the beginning of 2024 in time for the end of year audit.</p> <p>Proposed: RQ; Moved: AC; Seconded: ED.</p>	In Favour (10-0) = PASSED
3.0	PARTNERSHIPS	
3.1	<p><u>Department of Health Report</u></p> <ol style="list-style-type: none"> 1. VA advised that at Health Excellence Awards, EHD's Foodborne Illness Reduction Strategy won an award in a Health category. Campylobacter Reduction Strategy to be nominated for similar award next year. 2. DoH development a working arrangement with LHAAC. Will formalise arrangement between organisations to be reviewed by the Committee. 3. World Congress of Env Health held in Perth 20-24 May 2024. LHAAC keynote sponsor and will be attending as Speaker and Workshop provider. 4. DoH has also been increasing the compliance efforts on vaping, nicotine and tobacco products in WA. 	<u>For Information</u>
4.0	LHAAC SAMPLING SCHEME	
4.1	<p><u>Sampling expenditure to date</u> Members acknowledged paid analyst fees from July 2023 to date.</p>	<u>For Information</u>
4.2	<p><u>Monthly Report by contracted Analysts</u> Members acknowledged receipt of analyst reports to date.</p> <p>Action: RJ to compile all received monthly reports from Analysts for inclusion in future meeting documents.</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>Committee noted CSP topics for 2024:</p> <ol style="list-style-type: none"> 1. First CSP of 23-24: campylobacter in RTE chicken products. Opened in November and will continue until February. 2. Second CSP of 23-24: environmental microbial investigation at skin penetration businesses (beauticians, tattoo parlours, nail salons, hairdressers?). Proposed to open between Mar-May 2024. <p>Next meeting to be in February 2024 prior to the CSP.</p> <p>Action: RJ to include evaluation of CSPs as part of the reporting process. Include Exec Summaries in meeting documents for discussion.</p>	<u>For Information</u>
4.4	<p><u>Outstanding CSP Reports</u> 3 Casual Research Officers employed for 12 month term and are working on CSP data analysis and report writing. Outstanding CSP reports due to be completed before Christmas 2023.</p>	<u>For Information</u>

	Action: RJ to include 1 page infographic for LGAs as part of reporting process and discussion at meetings.	
5.0	LEADERSHIP	
5.0.1	<p><u>LHAAC Coordinator Report</u> Update on standard work items and current priorities.</p> <p>Priority projects for completion are: Outstanding CSP reports Strategic & Business Plan update Communication Strategy draft Stakeholder map Finalise DoH-LHAAC working agreement Business case for Admin Officer Finalise updated LHAAC Terms of Reference Review of policy and procedures manual</p> <p>Website changes – identify format for inclusion of infographics and summaries of CSP reports and other research.</p> <p>ACTION: RJ to investigate tax exemption for LHAAC</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></p> <p>MOTION: That the accounts listed in Attachment 6.1, with the amendment of additional information for any payment including the word “reimbursement”, in the sum of \$250,841.52 are acknowledged as paid and approved by the Committee. Moved: ER, Seconded: ED</p>	<u>In Favour: (8*-0) = PASSED</u> *at this point 8 members were present
6.2	<p><u>Daily Operating Account Summary (Attachment 6.2)</u></p> <p>MOTION: The Daily Operating Account Summary is received and noted. Note – Term Deposit accounts to be reviewed by the Finance Sub Group at the next meeting, with advice from P&N Bank. Moved: PM, Seconded: KB</p>	<u>In Favour: (8-0) = PASSED</u>
6.3	<p><u>Current Investments (Attachment 6.3)</u></p> <p>MOTION: The Summary of Current Investments is received and noted. Moved: ER, Seconded: KB</p>	<u>In Favour: (8-0) = PASSED</u>
6.4	<p><u>Finance sub group</u> 6.4.1 Review of LHAAC Fees. PM suggested that max cap is not introduced as we are also trying to encourage LGs to increase expenditure. Instead introduce other value for money options and other means to increase competitiveness among LGAs.</p> <p>6.4.2 24/25 year CPI increase. AC noted that LHAAC ensures Perth CPI rate is used and also applied for the right term (Mar-Mar)</p>	<u>For Information</u>

	<p>6.4.3 LHAAC Operational Budget. Further discussion at sub-group on determining the operational budget.</p> <p>6.4.4 Finance Sub Group next Meeting to be late January, or early February 2024. Via Teams or in person at City of Armadale.</p> <p>ACTION: RJ to ensure explanatory detail is included for reimbursements across all financial records.</p> <p>ACTION: PM to join the Finance sub group.</p> <p>ACTION: Sub group to review the entire financial framework, adhere to State Govt requirements and propose best investment options for LHAAC – is there a need for so many term deposit accounts? ER suggested P&N Bank also provide us some options through business banking.</p> <p>ACTION: Sub group to review LHAAC budget and include allocation for professional development of Coordinator, with easier approval pathway for RJ to attend PD opportunities.</p>	
7.0	ANY OTHER BUSINESS	
7.1	<p><u>LHAAC Research Grant</u> Still in progress. RJ in discussions with ECU about student sponsorship vs research grant.</p>	<u>For Information</u>
7.2	<p><u>EH Analysis Group</u> Meeting set for 6 March 2024 at City of Kalamunda</p> <p>ACTION: RJ to circulate proposed meeting agenda and list of possible names for group to vote on.</p>	<u>For Information</u>
7.3	<p><u>LHAAC Records Management</u> Progressing with M Files through Ellyard Pty Ltd. Production to begin from 8 January 2024, subsequent rollout to occur from February.</p>	<u>For Information</u>
7.4	<p><u>P/T Admin Officer</u> AC suggested that there is likely the business case to support a longer term contract for an Admin Officer role. Other member concurred that Admin Officer will be critical to enable Coordinator to work on high priority strategic duties.</p> <p>MOTION: Committee approves Coordinator to recruit P/T Admin Officer for a term of up to 6 months, to be reviewed by the Committee going forward. Moved: AC, Seconded: KB</p> <p>ACTION: RJ to confirm previous pay rate for P/T Admin Officers. RJ to then prepare the business case including position description, and circulate for Committee comment.</p>	<p><u>For Information</u></p> <p><u>In Favour: (8-0) = PASSED</u></p>
7.5	<p><u>LHAAC Terms of Reference</u> LHAAC to update Terms of Reference and Code of Conduct documents.</p> <p>ACTION: RJ to update both ToR and Code of Conduct documents and circulate for out-of-session to review.</p>	<u>For Information</u>

7.6	<p><u>LHAAC Christmas closure</u> Committee acknowledges LHAAC Office closure between 25 December 2023 – 2 January 2024</p>	<u>For Information</u>
7.7	<p><u>Regional EH Group attendance</u> No recent attendance at these meetings.</p> <p>ACTION: RJ to develop a 1 page infographic or similar visual to promote the LHAAC and circulate this through our networks including the Regional EH Groups.</p>	<u>For Information</u>
7.8	<p><u>LHAAC Workshops</u> Committee acknowledged recent successful training workshops and request from DoH to collaborate on Asbestos Awareness workshop for 2024.</p>	
7.9	<p><u>AIFST membership</u> Committee acknowledged RJ's membership and encouraged to attend professional development opportunities.</p> <p>ACTION: RJ to circulate information for Committee to approve attendance at AIFST Conference 13 & 14 March 2024 in out-of-session.</p>	
7.10	<p><u>Members' discussion points</u> AC advised unsure of availability to attend meetings in 2024 due to increased LGA commitments, however will provide input and attend where possible.</p> <p>ER may be an apology for 8 March 2024 meeting. Suggested Committee write to Hannah Beasley as Min for LG, to introduce LHAAC and some light PR. Consider liaison and PR with Water Corp as well. Possible opportunity for collaboration with DFES/DoH around heatwave events and power outages, i.e. food spoilage, wastage, etc.</p>	
	<p><u>Perceived Conflict of Interest</u> ER noted that some Committee Members were also involved in the EHA Conference Committee for the IFEH World Congress (May 2024) and therefore should not participate in voting on Motions related to the IFEH World Congress.</p>	
8.0	Other Business	
	Strategic Planning discussion following this meeting.	
9.0	Date of Next Meeting	
	<p>The next meeting will be held on <u>Friday 8 March 2023</u> at Town of Cambridge offices.</p> <p>The last standard meeting for 23/24 will be Friday 14 June 2024, via Teams (TBC).</p> <p>ACTION: RJ to circulate year's calendar of meetings in advance.</p>	<u>For Information</u>
10.0	Closure	
	<p>There being no further business Ms Dunn thanked members for their participation.</p> <p>ED closed the meeting at 12:09PM</p>	

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

Signed: _____

Name: _____

Dated: _____