

## **Community Advisory Committee (CAC)**

### **Meeting 2/2018**

**Wednesday 11<sup>th</sup> April 2018**

**6:00 – 8:00 pm**

**Tutorial Room 2 and 3**

**Monash Rural Health**

**Latrobe Regional Hospital campus and via teleconference and videoconference**

### **Meeting Notes**

#### **1. Welcome and Apologies**

**Chair:**

Ms Carolyne Boothman

**Community members:**

Ms Vicki Hamilton OAM, Mr Ron Ipsen, Mr Shane Wilson, Mr Geoff Duffell

**Organisational representatives:**

Ms Chelsea Caple, Mr John Guy OAM, Associate Professor Kate Moore, Dr Glenys Butler

**Ex Officio:**

Professor Malcolm Sim (Acting Principal Investigator – videoconference)

**Hazelwood Health Study Personnel:**

Dr Jill Blackman (Senior Project Manager – videoconference), Dr Matthew Carroll (Psychological Impacts Stream Leader – videoconference), Mr Shaun Mallia (Communications and Engagement Adviser), Dr Yuming Guo (Hazelinks Stream Leader – videoconference)

**Observer:**

Juliana Betts (Public Health Registrar - videoconference)

**Apologies:**

Mr Bill Redmond, Professor Charles Guest, Ms Ellen-Jane Browne, Professor Judi Walker, Cr Kellie O'Callaghan, Ms Marg Harty, Professor Michael Abramson, Ms Ruth Churchill and Ms Tracie Lund

#### **2. Declaration of Potential Conflicts of Interest**

No new member conflicts of interest were noted.

#### **3. Confirmation of draft minutes from meeting held 14 February 2018**

The notes of Meeting 1/2018, held on 14 February 2018, were endorsed as a true and accurate record by those members who had been present.

**Action: Endorsed meeting notes to be uploaded to the Hazelwood Health Study website**

#### **4. Dissemination of findings**

##### **4.1. Hazelinks Medicare Benefits Schedule and Pharmaceutical Benefits Scheme Anonymous Data Extraction Report**

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Dr Yuming Guo joined the meeting via videoconference for this item and provided a presentation on the findings from the recently released report, which had been circulated to members. This report found that coal mine fire-related air pollutants, based on concentrations of fine air particulate matter with a diameter of 2.5 thousandths of a millimetre or less (PM<sub>2.5</sub>), were associated with increased health service use and increased rates of dispensing prescription medications in the Latrobe Valley area.

The CAC engaged with Dr Guo and Professor Sim about the report and provided several questions which were responded to. Professor Sim noted that research is ongoing. As more datasets become available, researchers will be able to use this information to provide a more detailed time series analysis of individuals' exposure to PM<sub>2.5</sub>.

#### **4.2. Dissemination of Findings Timetable**

Dr Matthew Carroll joined the meeting via videoconference for this item and gave a brief overview on the timetable for dissemination of findings, noting that the document was a work in progress and would be regularly updated. Members thanked the research team for circulating the Hazelinks MBS and PBS time series research summary prior to its public dissemination, and requested the abstract submitted for an upcoming presentation to the Thoracic Society be circulated to the Committee.

***Action: An electronic version of the abstract to be presented at the Thoracic Society be made available to members prior to that presentation.***

#### **5. Study Status Report**

Drs Jill Blackman and Matthew Carroll presented Power Point slides which summarised HHS Stream progress to date. Copies of the slides were included with the meeting papers circulated to CAC meeting participants.

#### **6. Ministerial Advisory Committee/Governance Update**

Dr Carroll informed the committee of the meeting with the Ministerial Advisory Committee, which included discussion of the study responses to a list of questions provided by the MAC to the study prior to their meeting. The questions related to governance, methodology and communication. Dr Carroll noted that the discussion focussed on how best to support the study in responding to its core research questions.

#### **7. Selection Criteria for new members**

One of the items arising from the MAC discussion was the selection process for CAC members. The possibility of introducing an independent person to the selection committee was discussed, with the committee agreeing that this would strengthen the recruitment process for new members.

The structure of the Expression of Interest form for CAC membership was also discussed, with the committee agreeing that the focus on previous experience with health research or community reference groups could dissuade some people from applying. However, the committee still felt that this information on the background of potential members was valuable

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and agreed that these questions still be asked but that it be made clear in marketing and messaging of the recruitment process that all interested people should apply and that we are keen to maximise the diversity of the groups including people from different cultural and age groups.

**Action: Proposals for an independent member to be added to the CAC membership selection committee to be circulated to the CAC.**

**Action: The materials associated with the Expression of Interest round for new members to be updated to encourage a greater diversity of responses.**

## 8. Communications and Engagement

### 8.1. Date change for the community engagement session

Mr Shaun Mallia led a discussion about moving the date of the Community Engagement Sessions (CES) from mid-October to mid-August to take advantage of the expected release of the Interim Report at that time. The committee agreed to move the date forward. The 2018 community engagement session will follow the same format as the 2017 session in Morwell. Following lower than expected numbers at the Sale CES last year, Mr Mallia discussed approaching a community group, with a large membership, with the request that we present progress of the study at one of their regular meetings, rather than holding a separate scheduled event. Committee member Dr Glenys Butler supported this idea and provided suggestions on community groups with large memberships in Sale, such as the U3A.

### 8.2. Newsletter

Mr Mallia presented a draft newsletter to the committee for feedback. The committee responded very positively to the prospect of a bi-monthly newsletter and requested a copy of the draft newsletter be circulated to the committee for additional feedback.

**Action: An electronic copy of the draft of the initial newsletter be emailed to committee members.**

### 8.3. General updates

Mr Mallia briefed the committee on past and upcoming media engagement opportunities, including a potential feature on ABC's 7.30. The committee requested a list of recent media interest in the study.

**Action: A list of all recent media coverage to be emailed to the Committee.**

Over the past month, Mr Mallia has operated from three key sites across Morwell for one day a week: the Latrobe Health Assembly, Morwell Neighbourhood House and ReActivate Latrobe. The committee agreed that this had been an excellent opportunity for the community to meet with Shaun and have their questions answered about the study.

## 9. Other Business

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### **9.1. Using HHS findings to advocate for change**

Community representative Vicki Hamilton raised the possibility of using the study results as an opportunity for health advocacy in the region, especially regarding the need for a respiratory specialist in the area. Dr Carroll noted that advocacy is more properly the role of the Latrobe Health Assembly and the Latrobe Health Innovation Zone, with the study providing an important source of information to inform the actions of these other bodies. It was suggested this item be brought to the Clinical Reference Group for discussion.

#### ***Action: Raise this item for discussion in the Clinical Reference Group***

[Post note – this matter was raised with the CRG on 18 April and the Gippsland Primary Health Network committed to providing a listing of available respiratory specialist support. This information will be forwarded to the CAC and included on the agenda for the next meeting between the study and the Latrobe Health Assembly and Latrobe Health Innovative Zone.]

### **9.2. Communications and Engagement Position**

Mr Mallia informed the committee that from 1 May, he will be taking up a new position as Social Marketing Coordinator for the Latrobe Health Innovation Zone. Mr Mallia expressed his thanks to the committee for their tireless work during his tenure.

The committee thanked Mr Mallia for his commitment and dedication to the study. The committee expressed concern over the vacant position, as they believe this to be a key position integral to the workings of the study.

### **10. Date next meeting**

The next meeting will be held on Wednesday 13<sup>th</sup> June, 2018, 6:00pm – 8:00pm.

Meeting closed at 8:00pm.

**Hazelwood Health Study  
 Community Advisory Committee  
 Action Items – 2018**

14 February 2018	26	<i>Declaration of Interests Register to be emailed to members.</i>	SM	Completed
14 February 2018	27	<i>Endorsed meeting notes to be uploaded to the Hazelwood Health Study website.</i>	SM	Completed
14 February 2018	28	<i>Members to provide feedback on the 2018 Engagement Plan.</i>	All	Completed
14 February 2018	29	<i>Study Status Report to be provided to CAC Members.</i>	SM	Completed
14 February 2018	30	<i>CAC members to suggest venues for pop-up stalls</i>	All	Completed
14 February 2018	31	<i>List of potential data linkages to be forwarded to the Hazelinks team</i>	MC	Completed
11 April 2018	32	<i>Endorsed meeting notes to be uploaded to the Hazelwood Health Study Website</i>	MP	Completed
11 April 2018	33	<i>An electronic version of the abstract to be presented at the Thoracic Society be made available to members on request</i>	MP	Completed
11 April 2018	34	<i>Proposals for an independent member to be added to the CAC selection committee to be considered at the next CAC meeting</i>	MC	Completed
11 April 2018	35	<i>Material associated with the CAC membership expression of interest round to be updated to maximise diversity of responses</i>	MC	Completed
11 April 2018	36	<i>An electronic copy of the draft of the initial newsletter be emailed to committee members.</i>	SM	Completed
11 April 2018	37	<i>A list of all recent media coverage to be emailed to the Committee.</i>	SM	Completed
11 April 2018	38	<i>Seek feedback from CRG re availability of specialist respiratory services in the region</i>	SM/MC	Completed