

Community Advisory Committee (CAC)
Meeting 3/2017
Wednesday 3 May 2017
5:00 – 7:00 pm
Conference room 1
Monash School of Rural Health
Latrobe Regional Hospital campus and via videoconference

Meeting Notes

1. Welcome and Apologies

Community members:

Ms Carolyne Boothman, Ms Marg Harty, Mr Ron Ipsen, Ms Tracie Lund, Mr Bill Redmond, and Mr Shane Wilson.

Organisational representatives:

Dr Glenys Butler, Ms Ruth Churchill, Mr John Guy, Associate Professor Kate Moore, and Mayor Kellie O'Callaghan.

Ex Officio:

Dr Jill Blackman (Senior Project Manager – videoconference), Mr Shaun Mallia (Communications and Engagement Adviser), and Professor Judi Walker (Principal Co-Investigator).

Observers:

Dr Matthew Carroll (Investigator) and Ms Kylie Sawyer (Secretariat).

Apologies:

Professor Michael Abramson, Mr Ian Gibson, and Dr Iain Nicolson.

A revised copy of the agenda and attached documents were circulated prior to the meeting.

It was noted that Professor Charles Guest had been inadvertently omitted from the meeting invitation and he would be updated out of session.

2. Declaration of Conflicts of Interest

2.1. Register

CAC members were asked to pass on any changes to the Secretariat.

2.2. This Meeting

No conflict of interest was noted.

3. Confirmation of draft minutes from meeting held 8 March 2017

Amendment: Apologies to include Professor Charles Guest.

The minutes of Meeting 6/2016, held on 8 February 2017, as amended, were endorsed as a true and accurate record by those members who had been present.

Endorsed meeting notes to be uploaded to the Hazelwood Health Study website.

3.1. Action List

It was noted that the exposure assessment animations have been uploaded to the Hazelwood Health Study website, under Research Areas and Air Quality Assessment.

The extract from Latrobe Health Assembly's draft Constitution and the CARC Report on Neighbourhood House were made available to members.

Dr Jill Blackman also informed the members that the ELF roof cavity dust study report was not yet completed. Members discussed the confusion associated with the dust studies because there are three separate studies, two of which involve HHS researchers but are not funded as part of the HHS program and the third commissioned by the State Government. It was suggested once all three have been completed a combined briefing document be prepared to outline the three studies and provide combined results.

4. Presentation – *Communication in future disaster events: best practice policy for older people*

Professor Judi Walker provided a brief overview of the PowerPoint presentation to be presented to the Australian & New Zealand Disaster & Emergency Management Conference on the Gold Coast on 22-23 May. Members provided feedback.

Action: *An electronic version of the presentation to be made available to members on request.*

5. HHS Study Status Report

Dr Jill Blackman gave a verbal report on the status of the study's research streams. The cleaning of the data from the Adult Survey is progressing with work underway to select sub-cohorts for the clinical streams and are hoped to commence in June. It was suggested the Clinical Streams' assessments would start in Sale, as the ELF clinical assessments already underway may need to continue until end June at the LCHS Morwell site.

Dr Matthew Carroll provided an update on the Community Wellbeing and Psychological Impacts streams, including the Schools Study. Community Wellbeing is conducting interviews and focus groups with key local groups as well as with local media personnel and is working towards an exhibition in October which will involve the community groups providing images of their vision of a future Morwell. The Psychological Impacts stream is gearing up for the next round of data collection for the Schools Study as well as a round of interviews with adults selected from the Adult Survey participants in Morwell.

A Clinical Stream information pack was provided to members and briefly discussed. Members were invited to supply feedback on the documentation across the following week. In addition to the specialist staff required for the respiratory and cardiovascular testing, it is likely the Clinical Stream will require administrative support for the purpose of recruitment and to make bookings. CAC members were asked to forward suggestions of any people who might be interested in some administrative work between June and December.

Dr Blackman discussed the issue of appropriate reimbursement for Clinical Stream participants. The burden of participation will be high, with the Respiratory testing taking 2 1/2 hours and the Cardiovascular testing taking 1 1/2 hours. Most appointments will have to be within usual business hours because the LCHS does not open on weekends and is only open past 5.30 pm on one weeknight. Dr Blackman proposed the Respiratory Stream participants be offered a \$50 voucher for their time and inconvenience, whilst the Cardiovascular Stream participants could be offered a \$30 voucher. The discussion closed with a general acceptance that these reimbursement amounts were reasonable.

Meeting Notes CAC Meeting 3/2017	3 May 2017	Version: 1.0
Contact: Kylie Sawyer		Page 2 of 4

6. HHS Study Recruitment Report 2

The members were provided with the Executive Summary of the Recruitment report, no questions arose.

7. HHS Communication and Engagement Advisor – Shaun Mallia

Mr Shaun Mallia provided an overview of his role and what could be achieved in collaborating with members, highlighting the importance of building connections within the community. Networking with the Latrobe Health Assembly was noted and members were asked to contact Shaun with any ideas regarding engaging the community.

8. HHS Timetable for Dissemination of Findings 2017

Dr Matthew Carroll 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 asked to be informed of reports prior to being released.

9. Any other business

No other business was reported.

10. CAC Meeting Schedule: Wednesdays 5-7pm

Members agreed upon proposed meeting schedule for the remainder of the year. Meeting dates for 2017: July 5, September 6, and November 1.

Diary invitations will be sent as a confirmation of these meeting dates.

Additional meetings to be factored in as required - Wednesdays 5-7 pm.

Meeting closed at 7:00 pm

**Hazelwood Health Study
Community Advisory Committee
Action Items – 2017**

8 Feb 2017	1	<i>Minutes of CAC Meeting 4/2016 to be uploaded to the website Update Action Items</i>	KS	Completed
8 Feb 2017	2	<i>EOI Flyer to be circulated to Health Assembly membership via DHHS.</i>	JW	Completed
8 Feb 2017	3	<i>Amend Terms of Reference and forward to Project Steering Committee for endorsement</i>	JW	Completed
8 March 2017	4	<i>Exposure assessment animations to be uploaded to the HHS website</i>	MC	Completed
8 March 2017	5	<i>Circulate Latrobe Health Assembly's Terms of Reference</i>	KS	Completed
8 March 2017	6	<i>Roof cavity dust study report to be circulated to CAC members when completed</i>	KS	Completed
8 March 2017	7	<i>Copy of the CoRRC report on the Morwell Neighbourhood House to be forwarded to CAC members</i>	KS	Completed
3 May 2017	8	<i>Communication in future disaster events: best practice policy for older people PowerPoint slides to be circulated to CAC members upon request</i>	KS	
3 May 2017	9	<i>Members to provide feedback on Clinical Stream information pack</i>		
3 May 2017	10	<i>Members to forward on suggestions for clinicals staff during June to December</i>		