

Community Advisory Committee (CAC)

Meeting 1/2017

Wednesday 8 February 2017

5:00 – 7:00pm

Boardroom

Monash School of Rural Health

Latrobe Regional Hospital campus

Meeting Notes

1. Welcome & Apologies

Committee:

Tracie Lund (Chair), Professor Michael Abramson, Dr Glenys Butler, Ruth Churchill, Alda Dunlop, Cr Graeme Middlemass (proxy for Cr Dale Harriman), Deborah Sykes (proxy for Professor Charles Guest), Professor Judi Walker, and Associate Professor Wendy Wright.

Observers:

Dr Matthew Carroll (Investigator), Susan Denny (Recruitment and Engagement Coordinator), Dr Michelle Duffy (Presenter), and Kylie Sawyer (Meeting Notes).

Apologies:

Dr Jill Blackman, Carolyne Boothman, Ian Gibson, Professor Charles Guest, John Guy, Cr Dale Harriman, Dr Iain Nicolson, and Dr Tim Owen.

2. Declaration of Conflicts of Interest

There were no declared conflicts of interest.

3. Confirmation of minutes from meeting held 23 November 2016

The minutes of Meeting 4/2016, held on 23 November 2016, were endorsed by the CAC and confirmed as a true and accurate summary.

Actions: *Minutes of CAC Meeting 4/2016 to be uploaded to the website*
Update Action Items

4. Membership, Terms of Reference, Election of Independent Chair.

As membership terms for a number of community members were expiring in March 2017 a call for Expressions of Interest in serving on the CAC would be required. The process and timelines for were discussed and agreed as follows:

<i>Advertise call for EOI for community members</i>	<i>13 February closing 24 February</i>
<i>Shortlisting / Interviews</i>	<i>Week of 27 February</i>
<i>Advise outcomes / media release</i>	<i>6 March</i>

HHS will contact the six organisational members asking for their 2017 nomination of representative by 27 February.

Profs Michael Abramson and Judi Walker had met with Prof John Catford, Chair, Latrobe Health Assembly who was keen to align the HHS CAC membership with membership of the Assembly.

Action: *EOI Flyer to be circulated to Health Assembly membership via DHHS.*

The CAC resolved that:

- *CAC meetings will be held monthly in 2017*
- *Reference to 'Latrobe Valley' to be replaced with 'Latrobe City'*
- *Community membership will be increased from Latrobe City - 6 max; 3 min and from Sale 4 max; 2 min*
- *Process for election of the Chair to take place at the March meeting*
- *The next meeting of the CAC will be on Wednesday 8 March*

Action: Amend Terms of Reference and forward to Project Steering Committee for endorsement

5. Government's response to the Deloitte Report

The Government's response was discussed. It was noted that the advice from the CAC and the CRG not to merge the two committees as recommended by Deloitte had been taken into account. The Government's response aimed at strengthening the study was fully supported and the process for appointment to the Ministerial Advisory Committee was noted. The CAC supported the study's intention to appoint a high level Communications and Engagement Coordinator to coordinate communications including media releases, the website and relevant social media channels, as well as work with the CAC, the CRG, the Health Assembly and a range of health and other stakeholders to increase the community's engagement with the study and its findings as they are rolled out.

6. Study Status Report

The Project Monthly Status Report was made available for members to read over and members were encouraged to ask questions.

7. Hazelwood Health Study Year 3

The Hazelwood Health Study (HHS) will be undertaking clinical assessments for selected participants in the Adult Survey (respiratory and cardiovascular) and the Early Life Follow-Up child health study and non-diagnostic assessment of the psychological impacts of the mine fire event on selected adult participants and school aged children. This study will also be systematically releasing the study results to the community from all research streams.

A relationship has been formed with Latrobe Community Health Service to use their clinic rooms in Morwell and Sale for clinical assessments to promote a community health approach to the study. CAC advice will be important for the best ways to approach and recruit adult participants to the clinical streams.

8. Older People Policy Review: Dissemination Plan

Prof Judi Walker and Dr Matthew Carroll provided a summary of the research and its findings. CAC members received the Dissemination Plan and discussed the processes for release of study findings to the community.

The Committee endorsed the plan.

The initial media release will be forwarded to CAC members prior to release. The full report as well as the Policy Brief will be uploaded to the HHS website.

9. CSIRO Air Quality Modelling of Smoke Exposure from the Hazelwood Mine Fire: Dissemination Plan

Prof Michael Abramson provided an overview of CSIRO's summary report and explained that the full report had not yet been finalised. Given the need for transparency the summary will be released through the HHS website and further promotion of the report will be undertaken

once the full report has been received from CSIRO.

CAC members provided initial advice on nomenclature.

The Committee endorsed the plan.

10. Community Wellbeing Stream

Dr Michelle Duffy, Lead, Community Wellbeing research stream addressed the CAC to seek advice from members on appropriate groups and organisations to be engaged for the stream's 'What I Like About Morwell' participatory action research project. The Community Wellbeing stream is investigating community perceptions of the mine fire's impact on community wellbeing, the effectiveness of community rebuilding activities and the elements needed for effective communication during and after an event such as the mine fire. The aim of this project is to foster community recovery and wellbeing.

Members provided advice on community organisation to be included in focus groups and recommended particularly organisations and activities involving younger people.

11. Meeting Dates

Next CAC monthly meeting will be held on Wednesday, 8 March.

Meeting closed at 6.40 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	
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

Endorsed