

Community Advisory Committee (CAC)

Meeting 6/2017

Wednesday 1 November 2017

5:00 – 7:00 pm

Conference room 1

Monash Rural Health

Latrobe Regional Hospital campus and via teleconference and videoconference

Meeting Notes

1. Welcome and Apologies

Community members:

Ms Carolyne Boothman, and Ms Marg Harty.

Organisational representatives:

Ms Ruth Churchill, Ms Ellen-Jane Browne, and Mayor Kellie O’Callaghan (teleconference).

Ex Officio:

Professor Michael Abramson (Principal Investigator – videoconference), Mr Shaun Mallia (Communications and Engagement Adviser), and Professor Judi Walker (Principal Co-Investigator).

Observers:

Dr Matthew Carroll (videoconference), Ms Marita Dalton (ELF Project Manager – videoconference), Ms Kylie Sawyer (Secretariat), and Professor Malcolm Sim (Cancer Stream lead - videoconference).

Apologies:

Dr Jill Blackman, Dr Glenys Butler, Professor Charles Guest, Mr John Guy, Mr Ron Ipsen, Ms Tracie Lund (Chair), Associate Professor Kate Moore, Dr Iain Nicolson, Mr Bill Redmond, and Mr Shane Wilson.

Given the Chair’s late apology, Professor Judi Walker acted as Chair.

Dr Matthew Carroll attended as acting Senior Project Manager and Secretary to the CAC.

2. Declaration of Conflicts of Interest

2.1. Register

CAC members were asked to forward any changes to the Secretariat.

2.2. This Meeting

It was noted Ms Carolyne Boothman is now a member of the Latrobe Health Innovation Zone Advisory Group.

Action: Register to be updated.

3. Confirmation of draft notes from meeting held 6 September 2017

The notes of Meeting 5/2017, held on 6 September 2017, 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. Report: Hazelinks Cancer Incidence Analysis (first data extraction)

Professor Malcolm Sim provided an overview of the recently released report, which had been made available to members. An anonymised data extract from the Victorian Cancer Registry for the period 1 January 2009 to 31 December 2013 was analysed to set the baseline for future cancer linkages in year 9 of the study and beyond. Results from this extract showed similar overall cancer incidence in the Latrobe Valley and combined surrounding areas when compared with the rural and regional Victorian population. However there was an excess of mesothelioma among men. The identified cancer linkage of the Adult Survey participants over time will further examine the cancer incidence in the Latrobe Valley and will be able to take into account the exposure from the Hazelwood mine fire and relevant confounders.

5. Study Status Report

Dr Matthew Carroll gave a verbal update on the status of the study's research streams. The Project Status Report (1 November 2017) is attached to these meeting notes.

Professors Judi Walker and Michael Abramson briefed the Ministerial Advisory Committee at their October meeting and discussed the Hazelwood Health Study's engagement with the MAC's term of reference.

They also met with Professor John Catford, the chair of the Latrobe Health Assembly to discuss their presentation to the Assembly on 14 November 2017.

6. Respiratory and Cardiovascular streams – clinical testing updates

Respiratory clinical testing started in Morwell in August and 223 participants had completed testing to date with a further 46 booked until mid-November. Sixty-five invitees had declined. If abnormal results are found, a letter is sent to the participants as per the guidelines established by the Clinical Reference Group.

The Cardiovascular stream starting in Sale has taken longer to roll out, but there has been a good response with 73 participants booked in, starting with 14 in the last week of October.

CAC members queried participants' reasons for declining. These included work schedules and feeling unwell. Members commented that the fact sheets were easy to engage with. Frequently Asked Questions are now located on the HHS website.

7. Latrobe Early Life Follow-Up Stream (ELF)

Ms Marita Dalton, Project Manager – ELF, gave a brief overview of the Latrobe ELF stream. Clinical testing was completed at the end of July with 263 children having participated, including 120 ultrasounds. Five hundred surveys had been completed and 77 dust and soil packs returned. Parents were asked to complete an ongoing monthly short survey about their children's respiratory symptoms. To encourage continuing participation a 'Thank You Party' has been organised on 24 November for participating parents and their children.

Action: *Calendar invitation to be sent to CAC members for 'Thank You Party' event.*

8. Communications and Engagement

Mr Shaun Mallia reported the success of the Community Engagement Sessions in Morwell and Sale. Both events were well received and valuable feedback given for further improvement in 2018. Advice was provided by members about a series of community group visits to assist the HHS in engaging with the community to remain visible as the study progresses. Mr Mallia will continue briefing the media on study updates.

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Members provided advice to Professors Judi Walker and Michael Abramson's on their forthcoming meeting with the Latrobe Health Assembly.

Action: Members to provide feedback on the Community Engagement Sessions HHS Years

9. Years 4 and 5 – Project plan

Members discussed the project plan for Years 4 and 5 in the context of the 10 plus year study. The study will have the opportunity to collaborate with research groups nationally and internationally.

10. CAC membership 2018

A number of community members' terms are scheduled to expire at the end of the year. Expression of Interests will be called in December and expiring members were encouraged to re-apply. A selection committee including current CAC members will assess all Expressions of Interest received.

Organisation represented on the CAC will be contacted and asked for their nominees for the next 12 months.

The CAC will convene in February 2018, when the independent chair will be elected from the community members.

Action: Secretariat to arrange call for Expressions of Interest for community membership of the CAC

11. Other business

11.1. Annual Evaluation

Members were encouraged to provide feedback about the CAC's terms of reference and performance. A brief survey will be emailed to members in due course.

12. Date next meeting: confirm dates for 2018

Dates and start time for 2018 meetings were discussed and it was decided meetings will be held on the second Wednesday of the second month, starting February. Meetings to start at 6pm.

Meeting closed at 6:30 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	Completed
3 May 2017	9	<i>Members to provide feedback on Clinical Stream information pack.</i>	All	Completed
3 May 2017	10	<i>Members to forward on suggestions for administration staff for clinical assessments during June to December.</i>	All	Completed
5 July 2017	11	<i>Circulate Explanatory Statements for the Cardiovascular and Respiratory clinical assessments.</i>	MC	Completed
5 July 2017	12	<i>Register to be updated.</i>	KS	Completed
5 July 2017	13	<i>Endorsed meeting notes to be uploaded to the Hazelwood Health Study website.</i>	KS	Completed

5 July 2017	14	<i>A working group to be established to progress plans for the Annual Community Briefings.</i>	SM	Completed
5 July 2017	15	<i>Members to provide feedback on Explanatory Statements for the Cardiovascular and Respiratory clinical assessments.</i>	All	Completed
6 September 2017	16	<i>Endorsed meeting notes to be uploaded to the Hazelwood Health Study website.</i>	KS	Completed
6 September 2017	17	<i>Dr Jill Blackman to report on participants' reasons for declining to participate in respiratory clinical testing at next meeting.</i>	JB	Completed
6 September 2017	18	<i>Copy of the article 'How People Affected by Disaster Use the Internet' to be forwarded to CAC members.</i>	KS	Completed
6 September 2017	19	<i>Members to email any questions about the Timetable to Professor Judi Walker.</i>	All	Completed
6 September 2017	20	<i>Copy of Dust Study report by UTAS to be forwarded to CAC members when available.</i>	SM	
1 November 2017	21	<i>Conflict of interest register to be updated.</i>	KS	
1 November 2017	22	<i>Endorsed meeting notes to be uploaded to the Hazelwood Health Study website.</i>	KS	
1 November 2017	23	<i>Calendar invitation to be sent to CAC members for 'Thank You Party' event.</i>	KS	
1 November 2017	24	<i>Members to provide feedback on the Community Engagement sessions HHS Years</i>	All	
1 November 2017	25	<i>Secretariat to arrange call for Expressions of Interest for community membership of the CAC.</i>	KS & SM	