

Community Advisory Committee (CAC)

Meeting 1/2018

Wednesday 14 February 2018

6:00 – 8:00 pm

Conference room 1

Monash Rural Health

Latrobe Regional Hospital campus and via teleconference and videoconference

Meeting Notes

1. Welcome and Apologies

Interim Chair:

Dr Fred Edwards acted as Interim Chair until the election of a new Chair.

Community members:

Ms Vicki Hamilton, Mr Geoff Duffell, Mr Ron Ipsen, Ms Carlyne Boothman, Mr Shane Wilson, Mr Bill Redmond and Ms Marg Harty.

Organisational representatives:

Ms Ellen-Jane Browne, Ms Chelsea Cagle, Ms Ruth Churchill, Cr Kellie O'Callaghan, Mr John Guy OAM, Associate Professor Kate Moore, Dr Glenys Butler (Videoconference).

Ex Officio:

Professor Michael Abramson (Principal Investigator – videoconference).

Hazelwood Health Study Personnel:

Mr Shaun Mallia (Communications and Engagement Adviser), Dr Matthew Carroll (Acting Senior Project Manager), Dr Amanda Wheeler (ELF stream researcher - teleconference).

Observer:

Juliana Betts (Public Health Registrar - videoconference).

Apologies:

Professor Charles Guest, Ms Tracie Lund, Dr Jill Blackman and Professor Judi Walker.

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

Introductions were made by each committee member. Interim Chair Dr Fred Edwards moved a motion to thank outgoing Chair Tracie Lund. This motion was carried by the CAC.

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

Nominations were held for a new Chair. Ms Carlyne Boothman and Mr Shane Wilson nominated for the position of Chair. It was agreed that the nominee with the second highest votes would become Deputy Chair. A secret ballot, with Interim Chair Dr Fred Edwards acting as Returning Officer, was held. The two members unable to be in the room participated by SMS. Ms Carlyne Boothman was declared Chair and Mr Shane Wilson Deputy Chair.

3. Declaration of Potential Conflicts of Interest

3.1. Register

It was decided that the Declaration of Interests Register form be emailed to all members to complete out of session and return before the next meeting.

3.2. This Meeting

It was noted Ms Vicki Hamilton is the president/secretary of the Asbestos Council of Victoria/Gippsland Asbestos Related Diseases Support group.

Action: Declaration of Interests Register to be emailed to members.

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

The notes of Meeting 6/2017, held on 1 November 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.

5. HHS Performance Review of the operations of this committee

Dr Matthew Carroll provided a breakdown of the review and responded to feedback. The review, completed by 9 members of the committee, assessed a number of areas focusing on committee effectiveness. The responses of members were overwhelmingly positive. There was some feedback regarding the need to involve additional perspectives on the committee. However, it was mentioned that the addition of two new CAC members would help offer a broader perspective. It was acknowledged that the openness of the feedback was appreciated and the review would continue on an annual basis.

6. Communications and Engagement

6.1. Media report

Mr Shaun Mallia reported the success of the Latrobe Early Life Follow-up Cohort Study media drive. Not only had all local media reported findings accurately, but it also attracted the interest of state-level media – ABC Melbourne and ABC Statewide Drive Victoria.

6.2. 2018 Engagement Plan

Mr Shaun Mallia provided a breakdown of the 2018 Engagement Plan that will be used to guide community engagement. Elements of the plan include community group presentations, establishing multiple connection points within the Latrobe Valley to provide visibility and accessibility to the study and the introduction of a newsletter. Committee members provided feedback, specifically on hosting 'Pop-up' stalls at markets, libraries and events to promote the study. Special mention was made on maintaining close ties with the Latrobe Health Assembly (LHA). It was reported that the Assembly will provide an office one day per fortnight for Shaun to operate from to help strengthen the HHS/LHA relationship.

Action: Members to provide further feedback on the 2018 Engagement Plan

7. University of Tasmania – The Latrobe Residential House Dust Study

Dr Amanda Wheeler gave an overview of The Latrobe Residential House Dusty Study completed by the University of Tasmania, which is separate from the HHS research program. The study was completed late last year. Dr Wheeler said homes in Sale were not impacted by the Hazelwood mine fire, while Morwell homes closer to the mine fire were more impacted. She said 18 homes had elevated levels of the compounds studied. The CAC engaged with Dr Wheeler about the report and provided several questions which were responded to.

8. Study Status Report

Dr Matthew Carroll gave a verbal update on the status of the study's research streams. Dr Amanda Wheeler provided a verbal update on the status of the Latrobe Early Life Follow-up Study.

Action: Study Status Report to be provided to CAC members

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9. Dissemination of findings

9.1. 2018 Timetable for dissemination

Dr Matthew Carroll provided an update on the Timetable for Dissemination. While it was recognised that the release dates are only indicative, members were impressed at the array of outputs planned for this year.

9.2. Latrobe Early Life Follow-up Cohort Study

The first major output from the ELF study was noted and a Research Summary provided to committee members.

9.3. Hazelinks Medicare Benefits Schedule and Pharmaceutical Benefits Scheme Data: Time Series Analysis

Professor Michael Abramson provided a brief overview of this analysis on health care services and medications, which is due to enter the public domain shortly.

9.4. Schools Study – draft journal article on perception of school personnel

Dr Matthew Carroll provided a brief overview of the outcomes of the small study completed as part of the larger Schools Study.

10. Other business

Committee member Bill Redmond acknowledged the need to involve the community in the work of the study as much as possible, specifically through the interactions of the Communications and Engagement Adviser. He also stressed the need for the committee to provide ideas to the study regarding where pop-up stalls should be situated.

Action: CAC members to suggest venues for pop-up stalls

Committee member Ruth Churchill provided a list of community and outpatient datasets which may be able to be accessed as part of the Hazelinks program.

Action: List of potential linkages to be forwarded to the Hazelinks team

11. Date next meeting

The next meeting will be held on Wednesday 11 April 2018 6pm to 8pm.

Meeting closed at 8:00 pm

**Hazelwood Health Study
Community Advisory Committee**

Action Items – 2017

6 September 2017	20	<i>Copy of Dust Study report by UTAS to be forwarded to CAC members when available.</i>	SM	Completed
1 November 2017	21	<i>Conflict of interest register to be updated.</i>	SM	Completed
1 November 2017	22	<i>Endorsed meeting notes to be uploaded to the Hazelwood Health Study website.</i>	SM	Completed
1 November 2017	23	<i>Calendar invitation to be sent to CAC members for 'ELF Thank You Party' event.</i>	KS	Completed
1 November 2017	24	<i>Members to provide feedback on the Community Engagement Sessions</i>	All	Completed
1 November 2017	25	<i>Secretariat to arrange call for Expressions of Interest for community membership of the CAC.</i>	KS & SM	Completed
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