

Hazelwood Health Study

Scientific Reference Group Meeting

Friday 27th February 2015, 2:30-4:30pm AEDT

Board Room 1 Level 6, Alfred Centre, AMREP and by Zoom Video Conference

| | MINUTES | ACTION |
|---|---|--------|
| 1 | <p>Welcome and Introductions</p> <p>The Chair (Michael Abramson) welcomed all participants to the inaugural Scientific Reference Group (SRG) meeting. Introductions were made and each participant gave an overview of their areas of expertise and experience.</p> <ul style="list-style-type: none"> JW raised that the new Hazelwood Project Manager should be added to the SRG membership list and act as Secretary to the SRG. <p>Action: It was agreed to invite Gillian Ormond (Project Manager) to the next SRG meeting.</p> | NIL |
| 2 | <p>Attendees Michael Abramson (Chair) (MA), Judi Walker (JW), Ross Coppel (RC), Sandy McFarlane (SF), Christine Roberts (CR), Rory Wolfe (RW), John McNeil (JMcn), Michael Keating (MKeating) , Melita Keywood (MKeywood)</p> <p>Apologies Professor Brian Priestly Dr Rebecca Kippen</p> <p>Meeting Minutes: Kerrie Lawrence (KL)</p> | NIL |
| 3 | <p>Conflicts of Interest</p> <p>3 potential conflicts of interest were declared.</p> <ul style="list-style-type: none"> MA declared he has ongoing research grants associated with Pfizer and Boehringer Ingelheim. RC declared he has an association with Pfizer also. MKeywood declared she will be conducting the Hazelwood Metadata Analysis for the EPA. | |
| 4 | <p>Confidentiality agreements – necessary or not?</p> <ul style="list-style-type: none"> The need for members to sign confidentiality agreements was discussed. JW raised that members of the Community Advisory Committee were asked to sign confidentiality agreements and all agreed to do so. It was noted that Monash staff, under the conditions of their employment, have already signed a confidentiality clause. Considering that there are also participants external to Monash on | RC |

| | | |
|----------|---|----------------------|
| | <p>the SRG, RC offered to follow up with Monash Legal Counsel to determine if there is a legal requirement for SRG members to sign confidentiality agreements.</p> <p>Action: SRG member consensus was that signing confidentiality agreements was not required. This decision will stand unless advised otherwise by USO.</p> <ul style="list-style-type: none"> • Potential Freedom of Information (FOI) associated with project data was discussed. How the SRG should handle such requests in the future was discussed. <p>Action: RC to follow up & report back to SRG on how FOI requests should be handled.</p> | <p>RC</p> |
| <p>5</p> | <p>Terms of Reference The specific roles of the SRG are to:</p> <ol style="list-style-type: none"> 1. Assist the academic leads and stream leaders develop their research plans 2. Monitor the progress of the study’s research activities 3. Provide the academic leads and stream leaders with ongoing advice 4. Review protocols and adherence 5. Function as a data monitoring and safety board in the event of adverse responses or complaints <ul style="list-style-type: none"> • JW reported that a few complaints have already been received but none of them need referring to the SRG for resolution. <ol style="list-style-type: none"> 6. Consider proposals for new research activities or streams 7. Identify potential new collaborations and recruits 8. Provide guidance on the annual review of research activity, and consider and endorse the review report. <p>Action: Terms of Reference were endorsed.</p> <ul style="list-style-type: none"> • It was discussed that the “Project Plan” (part 2) would be a useful document for SRG members to have access to as it is relevant to the Terms of Reference. <p>Action: MA to follow up with Gillian Ormond to investigate how best to make the documents available to all SRG members.</p> | <p>NIL</p> <p>MA</p> |
| <p>6</p> | <p>Study Overview</p> <ul style="list-style-type: none"> • MA & JW presented an over view of the Hazelwood Study. Power point presentation to be attached to meeting minutes. • MA discussed difficulty in gaining an appointment with Ying Chen, Health Strategy Productivity and Analytics, System Intelligence and Analytics, Department of Health, to discuss linkage with the Victorian Admitted Episodes and Emergency Minimum Datasets. | <p>MA/KL</p> |

| | | |
|----|---|----|
| 7 | <p>Approach to air pollution modelling – Melita Keywood</p> <ul style="list-style-type: none"> • MKeywood presented “The Hazelwood Fire Estimating Population Exposure model”. • MKeywood agreed to have PowerPoint presentation attached to meeting minutes. • The first CSIRO Report on the Air Pollution Modelling is due to be presented to the project steering committee by 31st March 2015. | MK |
| 8 | <p>Perinatal data linkage – Christine Roberts</p> <ul style="list-style-type: none"> • CR discussed data linkage bringing together (health) information that relates to the same individual from different databases (perinatal is an exception). Perinatal record linkage schema was discussed. • The meeting agreed that data linkage was more advanced in NSW than Victoria • JMcN suggested talking with Helena Teede • CR agreed to have PowerPoint presentation attached to meeting minutes. | |
| 9 | <p>Sample size refinement – Rory Wolfe</p> <p>RW discussed the general principles of refining the sample size and that the project should be aiming for at least a 70% participation rate.</p> | |
| 10 | <p>Use of demographic data – Rebecca Kippen</p> <p>RK’s report was tabled in her absence. Report to be attached to meeting minutes.</p> | |
| 11 | <p>Other Business</p> <ul style="list-style-type: none"> • JW raised the project title has been modified by the Community Advisory Committee. Changed from <u>Hazelwood Mine Fire Study</u> to <u>Hazelwood Study</u>. • The meeting noted that a number of key appointments were underway | |
| 12 | <p>Next Meeting:</p> <p>To be held when a draft of the interim report is available.</p> | |