

Community Advisory Committee (CAC)
Meeting 4/2017
Wednesday 5 July 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, Mr Ron Ipsen, Ms Tracie Lund, Mr Bill Redmond, and Mr Shane Wilson.

Organisational representatives:

Ms Ruth Churchill, Mr Ian Gibson, Mr John Guy, and Mayor Kellie O'Callaghan.

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

Observers: Ms Ellen-Jane Browne (videoconference), Dr Matthew Carroll and Ms Kylie Sawyer (Secretariat).

Apologies: Dr Jill Blackman, Dr Glenys Butler, Professor Charles Guest, Ms Marg Harty, Associate Professor Kate Moore, and Dr Iain Nicolson.

Ms Ellen-Jane Browne (Principal Advisor, Latrobe Health Innovation Zone) was welcomed to the Community Advisory Committee as replacement for Dr Tim Owen, DHHS (Regional Office) observer.

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

2. Declaration of Conflicts of Interest

2.1. Register

It was noted Mayor Kellie O'Callaghan is no longer Chair, Latrobe Regional Hospital Board / Executive Member, Latrobe Health Assembly.

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

Action: Register to be updated.

2.2. This Meeting

No member conflicts of interest were noted.

Professor Judi Walker, and Dr Matthew Carroll informed the members of their recent adjunct appointments with Federation University.

3. Confirmation of draft meeting notes from meeting held 3 May 2017

The meeting notes of Meeting 3/2017, held on 3 May 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. Study Status Report/Third Interim Report

Dr Matthew Carroll gave a verbal update on the status of the study's research streams. The third interim report was submitted to the DHHS in mid-June and has been accepted. Included with the report were research summaries of the initial cross-sectional analyses from the Adult Survey comparing responses from Morwell and Sale, two Hazelinks reports on baseline cancer incidence and on hospital emergency presentations and admissions analysis, and analysis from the Schools Study on key findings from the survey and NAPLAN analyses.

An update on stream activities was provided with ELF expected to close clinical data collection this month and the adult respiratory and cardiovascular streams gearing up to commence clinical assessments. Community wellbeing and older people streams will be merging to facilitate the analysis of the data collected to date. Community wellbeing is preparing a Future Morwell exhibit for November at Switchback gallery in Churchill with the intention of rotating to other venues. A video report highlighting the media analysis is nearing completion and will be made available on the HHS website in due course.

5. Draft Dissemination Plans

Dr Matthew Carroll and Professor Michael Abramson gave brief overviews of the Dissemination Plans. The members were encouraged to offer feedback for each plan. The need for brief accessible fact sheets was highlighted (in addition to access to more detailed reporting for those wanting more detail).

5.1. Adult Survey Vol 1 – Comparison of Morwell and Sale

First round of analyses comparing Morwell and Sale participants in terms of their responses to the Adult Survey.

5.2. Hazelinks – Cancer Incidence Analysis

A snapshot of the background incidence of cancers in the Latrobe Valley between 2009 and 2013. The report includes a comparison with rural/regional Victoria for the same time period. This data will provide the pre-mine fire baseline against which future cancer linkage data will be compared.

5.3. Hazelinks – Emergency Presentations and Hospital Admissions Analysis

Changes in hospital emergency presentations and admissions following the fire, taking into consideration other factors such as seasonality. This analysis builds on the ambulance call out analysis released last year.

5.4. Community Wellbeing

Release of a video on the media analysis conducted by the stream which will be featured on the HHS website once the video is finalised.

6. Communications and Community Engagement Strategy

Mr Shaun Mallia provided an overview of his activities to date including engaging with the community through media coverage for both ELF and Schools Study streams, and the rolling launch of the HHS social media streams. The HHS Facebook page has already shown a positive

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response from the community, and the Twitter stream will open in coming weeks. The agenda materials for the meeting included the Communications and Community Engagement Strategy and members were encouraged to offer feedback to Mr Mallia.

7. Timetable for Dissemination of Findings 2017

Professor Judi Walker briefed the members on the timetable. It was noted that the findings associated with the third interim report will now be disseminated to the community over the coming weeks. The need for an orderly dissemination of findings was discussed, so that important findings are not overshadowed by other activities in the Latrobe Valley. The CAC members discussed report releases and it was suggested it may be appropriate to conduct some releases in parallel with relevant community events.

8. Dates and Venues for Annual Community Briefings – Morwell and Sale

The members discussed the Annual Community Briefings and how best to engage with the community. It was agreed that a mid-October date would be best and presentations in both Morwell and Sale were required (given the release of Adult Survey findings for Sale).

It was decided that a small working community group be formed to assist with organisation of the events, including the location, timing, and format. Ms Tracie Lund, Ms Carlyne Boothman, and Mr Shane Wilson volunteered to participate in the group with a member from Sale to be included in the discussions to ensure appropriate dissemination and engagement with the Sale community – particularly with the release of the Adult Survey data and roll out of the clinical streams.

Action: *Working Group to be established to progress plans for the Annual Community Briefings.*

9. Ministerial Advisory Committee/Governance update

Professor Judi Walker gave a brief update on the Ministerial Advisory Committee, noting that the recommendation for chair will be placed with Cabinet in two weeks' time. The purpose of this committee will be to advise the Minister directly and will include a mixture of members from the local community and specialist advisors. CAC members will be updated when new information arises.

10. Other business

10.1. Explanatory Statements

Professor Michael Abramson provided an overview of the Explanatory Statements for the cardiovascular and respiratory clinical assessments. Copies were distributed to the CAC members for review and an electronic copy will be emailed after the meeting.

Action: *Members to provide feedback on Explanatory Statements for the Cardiovascular and Respiratory stream clinical assessments to Acting Senior Project Manager, Dr Matthew Carroll.*

10.2. Name tags

A suggestion was made to use name tags for meetings.

10.3. Intersection between the HHS and the Health Assembly and other activities

Ms Ellen-Jane Browne noted that there are regular meetings between the HHS and Regional DHHS personnel and the Health Assembly Executive Officer – as well as two

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CAC members also being members of the Health Assembly. The need for ongoing interconnections was stressed.

It was noted that Deloitte Access Economics have been contracted to develop a framework for evaluation of the outcomes arising from Health Innovation Zone. Concern regarding this selection was raised by some members. It was noted that the evaluation framework will be developed using co-design principles and members were encouraged to participate in the discussions.

11. Date next meeting: Wednesday 6 September 2017 5-7pm

Next meeting will be held on Wednesday 6 September 2017 at 5:00 – 7:00 pm.

Meeting closed at 7:10 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>		Completed
3 May 2017	10	<i>Members to forward on suggestions for administration staff for clinical assessments during June to December.</i>		Completed
5 July 2017	11	<i>Circulate Explanatory Statements for the Cardiovascular and Respiratory clinical assessments.</i>	MC	
5 July 2017	12	<i>Register to be updated.</i>	KS	
5 July 2017	13	<i>Endorsed meeting notes to be uploaded to the Hazelwood Health Study website.</i>	KS	
5 July 2017	14	<i>A working group to be established to progress plans for the Annual Community Briefings.</i>	SM	
5 July 2017	15	<i>Members to provide feedback on Explanatory Statements for the Cardiovascular and Respiratory clinical assessments.</i>	All	