

Hazelwood Mine Fire Health Study Community Advisory Committee Meeting 5/2015

Wednesday 2 December 2015

5:00 – 7:00pm

Meeting Notes

1. Welcome & Apologies

Attendees: Judi Walker (Principal co-Investigator Gippsland - Chair), Dale Harriman, John Guy, Ruth Churchill, Marylyn Mathieson, Tim Owen, Alda Dunlop, Tracie Lund, Glenys Butler, Andrew Wood, Michael Ackland,Carolyn Boothman, Michael Abramson (Principal Investigator)

Observers: Matthew Carroll (Investigator), Susan Denny (Recruitment and Engagement Co-ordinator), Jill Blackman (Senior Project Manager), Josephine Slifirski (Schools Study Summer Scholarship Student), Stephanie Van Boxtel (Schools Study Summer Scholarship Student), Cathy Ward (Meeting Notes)

Apologies:

Kellie O'Callaghan, Wendy Wright

2. Declaration of Conflicts of Interest

- The Chair circulated a Declaration of Interests register and asked committee members to list any appointments that may be considered a conflict of interest.

3. Confirmation of notes of meeting held 16 September 2015

- It was noted that Andrew Wood was an apology.
- Subject to this amendment the notes of the CAC meeting held 16 September 2015 were confirmed as a true and accurate summary.

4. Actions arising

- The meeting noted that all actions were complete or ongoing.

4.1 Conflict Resolution process

- Kellie O'Callaghan had provided a number of documents to inform the discussion around the conflict resolution process. It was agreed that a draft would be developed in consultation with the incoming Independent Chair (as per 5.2 below)

4.2 Promotion of CAC in Sale

- The Chair thanked Ruth Chapman and Glenys Butler for assisting with the call for expressions of interest for CAC membership from Sale.

5. Terms of Reference

5.1 Review and Term of Membership

- The Chair noted that there was a clause in the Terms of Reference to review the membership of the Community Advisory Committee at the end of each 12 months.
- The following were **agreed** by the Committee:
 - community members to be invited to continue for another 12 months or 24 months (with staggered terms to allow for good continuity)
 - a letter to be written to organisations to ask if their representatives will remain on the Committee or be replaced
 - Judi Walker and Michael Abramson to become ex-officio members.

5.2 Appointment of Independent Chair

- The meeting considered the option of either appointing an independent Chair or electing a chair from amongst the Committee members
- The meeting discussed how an independent Chair would be appointed including consultation with the Australian Institute of Company Directors
- The meeting agreed that an independent Chair should demonstrate an interest in the project, have no affiliations with power or mining companies, and be able to commit adequate time to being Chair.

Actions:

- **Individual members to provide advice to the current Chair**
- **Draft a role statement for distribution and consideration by the Committee out-of-session**

6. Study Update

6.1 Annual Report

- The Executive Summary and Project Monthly Status Report were tabled. The latter will be circulated by email each month to members of the CAC, Clinical Reference Group (CRG) and Scientific Reference Group (SRG).
- A full copy of the annual report will be placed on the Hazelwood Health Study website.

6.2 Schools Study

- This study is part of the Psychological Impacts Stream.
- The Schools Study had approached all schools in Morwell with some schools from Moe, Traralgon, Churchill and smaller towns also participating.
- Some members, as parents, commented on the high level of promotion of the study through their children's schools.
- The overall participation rate was currently around 20% with the major challenge being to get parents to return the consent form. The team had attended parent-teacher nights,

presented at assemblies, presented to classes, and had an interview on WIN TV with a Principal interviewed as part of this news story. The schools have undertaken follow-up phone calls to remind parents to respond to the study.

- The Schools Study team had discussed the response rates with the other stream leaders. There may be barriers specifically related to the Hazelwood Mine Fire event rather than general reticence to participate in research.
- Some schools will be followed up with data collection early next year due to a late start in term 4.

6.3 Older People Stream

- The stream is mid-way through collecting data from older people and the data collection should be completed by the end of the first quarter of 2016.
- The size of the focus groups had been smaller than expected and there will be a targeted approach to relevant groups in February and March.
- Tracie Lund had assisted with provision of a venue for focus groups.

6.4 Community Wellbeing Stream

- This stream has conducted focus groups and is now conducting interviews with key stakeholders which will be finished by the end of the year.
- The meeting noted that an expression of interest form for participation in relevant components of the study will be provided to the LCHS Mine Fire Health Clinic for people who feel that their health problems were attributed to the Mine Fire event.

6.5 Early Life Follow-up (ELF) Stream

- The ELF study is targeting a cohort of 500 children across the Latrobe Valley.
- The study was progressing well and assistance of the Latrobe City Council was noted.
- Equipment for this stream had been purchased in readiness for data collection later in 2016.

6.6 Adult Survey

Action: Committee members to highlight in relevant community discussions that the Adult Survey is only one component of the overall study

- The support of Susan Denny and Kristen Benke in piloting the Adult Survey was noted.
- The Hunter Research Foundation had been appointed to undertake the telephone interviews.
- The Committee noted that the Adult Survey was behind schedule due to difficulties in accessing the electoral roll despite submissions over the last 6 months to the Victorian Electoral Commission.
- The proposed recruitment process was outlined.
- Members discussed the value of face-to-face contact and a large presence in the media and noted the possibility of focussing a door knock in certain areas.

6.7 Hazelinks

- Anonymised data linkage will be undertaken to investigate potential long term health effects from the Mine Fire by linking consenting participants' information from the Adult Survey to relevant health databases.
- Formal requests have been sent to the custodians of relevant health databases – Committee members to refer to Executive Summary for further information.

7 Adult Survey – Inclusion of non-resident workers: scientific issues

- Concerns had been expressed about people who worked in the mine and emergency responders but did not live in Morwell not currently being included in the study.
- The research team would like to be able to include the emergency responders but that this was outside the terms of the Contract. If resourced, the study team could conduct a separate study of fire-fighters and mine-workers (with the cooperation of GDF Suez).
- Of the people who worked in Morwell, about 25% lived in Morwell, about 25% in Traralgon, about 15% in Churchill and about 10% in Moe and Newborough, based on 2011 census data.
- Victoria Police had expressed considerable interest in participating in the study. There were 150 officers based in Morwell at the time of the smoke event.
- The EPA had provided a list of their staff who worked but did not live in Morwell during the smoke event.
- Any study of emergency responders would need to be a separate Occupational Health Study as, for example, of the 2000 firefighters who worked in the mine during the event, only 10 lived in Morwell.
- The meeting noted that a study to include other workers who worked in Morwell but lived elsewhere would need to be a different study to the currently funded project.
- The meeting noted that Hazelinks will report on outcomes for the whole community so will capture the health trajectories of people living in the broader region.
- The meeting noted that the response rate for the Adult Survey will be important to provide valid results that could be applied to those people who worked but didn't live in Morwell during the smoke event and therefore had lower exposure levels.

8 Recruitment and engagement strategies

- A discussion paper and maps of Sale and Morwell were tabled.
- The maps indicated how a staggered recruitment approach might work within Morwell and Sale.
- Members suggested that information tables could be set up in the shopping centres, including MidValley and at Centre-link during the recruitment phase.
- The meeting noted that it would be critical in Sale to explain "what's in it for me".
- There will be a layered approach for recruitment including newsletters and posters.
- The meeting discussed the use of non-written approaches due to low literacy skills, confidence around literacy or a background where English is not their first language in the community with the telephone assisted interviews playing a key role.

- The meeting noted that Latrobe City Council was using hubs in different locations in Morwell to provide one-on-one support to assist with the completion of council surveys.
- There was considerable discussion about recruitment areas and potential hub sites.

Action: Recruitment and Engagement Coordinator to work with Morwell and Sale CAC representatives on identification of areas for a staggered recruitment approach.

9. Other business

9.1 Availability of meeting records on the website

- Members agreed that the minutes of this meeting can be placed on the website.

9.2 Information sheet

Action: Members to review the information sheet for the Adult Survey and provide feedback to the Senior Project Manager.

9.3 Retirement of the Acting Chief Health Officer

- Members noted that Professor Ackland would be retiring at the end of January.

9.4 Cathy Ward

- Members expressed thanks to Cathy Ward for her assistance to the Schools Study, Project Steering Committee, Project Management Committee and Community Advisory Committee.

9.5 Dust Study

- The separately funded Dust Study was in progress.
- They have completed data collection in Sale and are completing collections in Churchill, Morwell and Moe.

9.6 Community Champions

Action: Members to identify potential community ambassadors/champions who could be approached to provide a letter of endorsement for the study and/or participate in local media activities

10. 2016 Meeting Dates

- A poll for suitable timings and dates will be distributed for meeting dates in 2016.

Meeting closed at 7pm

Hazelwood Health Study Community Advisory Committee Action items

Date Raised	Action Number	Description	Person responsible	Status
17 June 2015	1	Draft Community Advisory Committee Code of Conduct	GO	Completed
17 June 2015	3	Email Gill with ideas / suggestions as to media people to be contacted and with contact details of those who have moved on.	CAC	Completed
17 June 2015	4	Amend the wording of the traumatic stress questions	MC	Completed
17 June 2015	5	All CAC members were asked to email head shots to Gill for inclusion on the website	CAC	Completed
17 June 2015	6	Investigate the availability of Kernot Hall for the mid year briefing.	LA	Completed
17 June 2015	2	Encourage media people to register interest in participating in the study through the website	CAC	Ongoing
16 Sept 2015	7	Develop a process for conflict resolution in the event that the Chair and Advisory Committee cannot agree.	MC / KO'C	Ongoing
16 Sept 2015	8	Provide information to CAC members to promote the CAC in Sale	MC / JW	Ongoing
2 Dec 2015	9	Individual members to provide advice to the current Chair on an independent chair	JW	
2 Dec 2015	10	Draft a role statement for distribution and consideration by the Committee out-of-session	JW	
2 Dec 2015	11	Committee members to highlight in community discussions that the Adult Survey is only one component of the overall study	ALL	
2 Dec 2015	12	Recruitment and Engagement Coordinator to work with Morwell and Sale CAC representatives on identification of areas for a staggered recruitment approach	SD	
2 Dec 2015	13	All to review the information sheet for the Adult Survey and provide feedback to the Senior Project Manager	ALL	
2 Dec 2015	14	Members to identify potential community ambassadors/champions who could be approached to provide a letter of endorsement for the study and/or participate in local media activities	ALL	