

Community Advisory Committee (CAC) Meeting 3/2016

Wednesday 14 September 2016

5:00 – 7:00pm

Meeting Notes

1. Welcome & Apologies

Attendees: Andrew Wood (Chair), Glenys Butler, Alda Dunlop, Ian Gibson, Charles Guest, John Guy, Dale Harriman, Wendy Wright, Alistair Edgar (proxy for Tim Owen)

Observers: Matthew Carroll (Investigator), Jill Blackman (Senior Project Manager), Susan Denny (Recruitment and Engagement Coordinator), Shona Anderson (Administrative Assistant)

Apologies: Michael Abramson (Principal Investigator), Carlyne Boothman, Ruth Churchill, Iain Nicolson, Tim Owen, Judi Walker (Principal co-Investigator Gippsland)

Welcome to new participants: The committee welcomed Professor Charles Guest, the new Victorian Chief Health Officer, to his first CAC meeting. The committee also welcomed Shona Anderson who has taken up a position providing administrative support to the study.

2. Declaration of Conflicts of Interest

There were no declared conflicts of interest.

3. Confirmation of minutes from meeting held 29 June 2016

The notes of the meeting held 29 June 2016 were endorsed by the committee and confirmed as a true and accurate summary. CAC meeting notes are available on the HHS website.

Action: Meeting notes for the June CAC meeting to be uploaded to the website.

4. Actions arising

Action item 18 relating to the CAC Chair holding discussions with the Primary Health Network has not been progressed because the discussion related to whether the PHN should be invited to participate in the CAC or the Clinical Reference Group (CRG) and one of the recommendations of the Deloitte Access Economics review was that these groups should be merged. It was agreed that the discussions would be deferred until a decision is made regarding changes to the study governance structure

5. Guidelines for the dissemination of findings to the community

Study team members thanked CAC members for their detailed feedback on the previous version of the guidelines with the final version having been revised in line with feedback from the CAC and the Clinical Reference Group (CRG). Members were satisfied with the final version of the guidelines.

It was agreed that a summary of these changes be provided to the CAC.

Action: A summary of the changes made to the dissemination guidelines to be provided to CAC members

5.1. Ambulance attendance data dissemination plan

The study team outlined the actions taken to disseminate the findings from the analysis of ambulance data, noting that the process was rushed and the members were only provided with minimal time to comment.

Members were very supportive of the release of preliminary data, noting the balance needed between releasing information to the community in a timely fashion and ensuring that the information which is released is robust. The need to maintain trust with the community and ensure that they are provided with results as they become available was reinforced.

5.2. Evaluation of the process

Notwithstanding the short time timelines, members were satisfied with materials that were provided and were pleased to have the opportunity to respond and to have their feedback incorporated. It was noted that the ABC

radio interview featuring Dr Martine Dennekamp was accessible and tempered, as was the Latrobe Valley Express newspaper story which featured CAC member Carlyne Boothman.

Jill Blackman noted that the study team had learnt a lot from this first public release and that dedicated templates would be developed to speed the production of dissemination plans and fact sheets.

5.3. Annual community briefings

It was noted that the study will be holding an annual briefing before the end of the year. The timing has not been determined and CAC members will be consulted to maximise their availability to participate and to ensure there are no conflicts with other activities. The need to consult with other agencies (state and local government and other stakeholders), many of whom are engaged in activities related to the Hazelwood mine fire, was highlighted with a view to combining activities where possible and to reducing “consultation fatigue”.

Action: CAC members to be consulted regarding the timing of the upcoming annual community briefing in Morwell and Sale.

5.4. Timetable 2016/2017

The timetable for further release of study data was discussed with the study team noting that there were a number of study streams likely to release data in the coming months. This includes:

- The Hazelinks stream will be revising the ambulance data analysis once the CSIRO smoke modelling is completed. In addition, further analysis will take place looking at hospital emergency and admissions data to better understand the outcomes of ambulance call outs as well as other presentations to hospital during the mine fire event.
- The Community Wellbeing stream is preparing to release information on the analysis of media, including social media, during the smoke event.
- The Older People Policy Review is nearing completion.
- The Schools Study analysis of the first year of data collection is nearing completion.

Dissemination plans will developed for each release of study data, with those with higher clinical or community significance requiring a more nuanced plan, engaging CAC, CRG and other key stakeholders in the release of the data.

6. Adult Survey: progress & issues arising to date – for advice

Jill Blackman gave an overview of Adult Survey recruitment progress, noting that approximately 30% of Morwell residents approached to date have completed the survey (40% for those with a listed phone number but considerably less for those where no phone number is available). As expected, takeup in Sale is lower because the invitations have been out in the field for less time and the community has less of a connection to the mine fire event with around 11% completing the survey to date.

Jill noted that the team are now looking at alternative strategies to engaging with the community and making it easier to complete the survey. This includes a very successful session at the Morwell Mid Valley shopping centre on the previous weekend and an upcoming session at a Morwell play centre. The team is also looking at leaving invitation packs with paper surveys at major organisations including major employers like police, council, Federation University etc as well as community connect locations like GP offices, leisure centres etc. CAC members gave a number of useful suggestions of organisations to target.

7. Deloitte Review recommendations

The recommendations of the Deloitte Review were discussed, focusing on the proposed changes to the study governance structure including the establishment of a Hazelwood Health Study Board and the merging of the CAC and CRG.

Members were unclear as to the purpose of the proposed new Board and what value it would add to the study governance, but expressed concern regarding whether there was any opportunity for their feedback to be considered as part of the deliberation process being undertaken by the government. Professor Guest and study team members assured members that their feedback was welcomed as they are well placed to comment.

Members focused particularly on the proposal to merge the CAC and the CRG. While it was agreed that there is overlap between the two groups (as the CAC involves some health stakeholders and the CRG clinicians are primarily local residents so invested in the communities they live in), it was felt that the two groups were distinct in terms of the aims outlined in their terms of reference. As the roll out of results increase, the CRG will be required to provide advice on the clinical implications of the findings and how to respond to them, whereas the CAC is focussed on ensuring the study addresses the concerns of the community and supports community engagement with the project. In addition, it was noted that merging the two groups would result in a large group which could be challenging to manage and reduce opportunity for individual members to engage in the discussion.

CAC members preference was for the groups to remain separate. There was support, however, for the suggestion from the CRG that one or two CRG members should be invited to participate in the CAC and vice versa in order to ensure coordination and communication between the two groups.

Action: The position of CAC members to be summarised and sent round the group for clarification and refinement prior to be submitted to government to be incorporated into the deliberation regarding the Deloitte recommendations.

8. Other business

Andrew Wood was thanked for stepping into the chairing role at the last minute. No other business was raised.

9. 2016 Meeting Dates

The next meeting date is 23 November

Meeting closed at 6.30 pm