

Hazelwood Mine Fire Health Study Community Advisory Committee Meeting 2/2015

Wednesday 1st April 2015
5:00 – 7:00pm
Conference Room 1,
School of Rural Health Latrobe Valley
Latrobe Regional Hospital

Attendees: Judi Walker (Chair) (JW), Michael Ackland (MA), Carlyne Boothman (CB), John Guy (JG), Tracie Lund (TL), Tim Owen (TO) , Andrew Wood (AW), Wendy Wright (WW), Gillian Ormond (Secretary) (GO)

Observers: Matthew Carroll (MC) – Senior Research Fellow, David O’Keeffe (DOK) – Recruitment Coordinator

Apologies: Michael Abramson, Dale Harriman, Kellie O’Callaghan

1 Welcome and Apologies:

- JW welcomed the group to the meeting and noted all apologies.

2 Confirmation of Minutes from meeting held 26 February 2015

- The minutes of the first meeting were confirmed.
- The process to monitor the effectiveness of communications will be an agenda item at the next meeting (TOR 4).

Action: Agenda item for next meeting (GO)

3 Terms of Reference (ToR)

- The following amendments to the ToRs were endorsed.
 - CAC to provide advice to the Project Steering Committee and the Project Management Group
 - ToRs and membership of the group will be reviewed every 12 months.

4 Study Logo

- Four logos were provided to the group for comment.

Action: Additional comments on the logos to be emailed to GO

5 Adult and Child Development Surveys

- JW provided an update on the development of the Adult Survey and noted this had been submitted to the Monash University Human Research Ethics Committee (MUHREC).

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Contact: Gillian Ormond	Page 1 of 3

- A draft of child health and development survey is nearing completion and the child psychology study will commence in May. All surveys will be rolled out at different times.
- Members of the committee were invited to assist with feedback on the child health and development draft survey.
- All members contributed to pre-testing the Adult Survey and subsequent discussion.

Action: MC to contact CAC members re review of the Child health and development survey

6 Recruitment Strategies

- MC and JW presented the proposed phases of the recruitment strategies (Slide 13 of attached presentation)
- Members of the committee supported a 'Recruitment Strategy Think Tank' with key community members to be held after Easter to brainstorm recruitment strategies
- A discussion ensued on potential issues with recruitment which included:
 - households which are living at the addresses now but were not present during the event
 - people who worked in Morwell during the mine fire but lived elsewhere
 - households which have relocated since the mine fire
 - cross referencing names with the death register
 - Accessing people when not all have a fixed line or mobile phone – essential to find other methods to recruit them
- While Computer Assisted Telephone Interview (CATI) will be a key survey administration instrument some participants may prefer to complete the survey online
- The CSIRO exposure modelling report will assist with making decisions on the cut-off boundaries for specific areas and to identify the control population.

Action: Organisation of Recruitment Strategy Think Tank (GO)

7 Media Response Protocol

- No CAC members were contacted after the committee membership media release.
- Members noted the media response protocol.
- A log of FAQs will be placed on the study website.

Action: CAC members to send community comments to GO for the FAQ log

8 Study Website

- JW enquired if the members of the committee were amenable to have their photos on the study website.

Action: GO to contact members individually.

9 Other business

- It was noted CAC members for the Department of Health to provide a proxy if Professor Ackland was unable to attend a meeting and that videoconferencing or teleconferencing facilities were available for meetings.

10 Schedule of meeting dates

- Suggested dates for meetings are:
 - Tues 16th or Wed 17th June 1700 – 1900
 - Tues 15th or Wed 16th Sept 1700 – 1900
 - Wed 2nd December 1700 – 1900

Action: GO to send a doodle poll of dates.

HAZELWOOD MINE FIRE HEALTH STUDY

Community Advisory Committee

TERMS OF REFERENCE

Background

Monash University has been contracted by the Victorian Department of Health to undertake a comprehensive study of the long-term health of Morwell residents following exposure to the smoke from the Hazelwood coal mine fire. Researchers from the School of Public Health and Preventive Medicine (SPHPM) and School of Rural Health (SRH) will lead the project, in collaboration with researchers from elsewhere in Monash as well as Federation University, University of Tasmania, University of Adelaide, and CSIRO.

The project's governance structure comprises a Community Advisory Committee, Project Steering Committee, Scientific Reference Group and Clinical Reference Group (**Figure 1**).

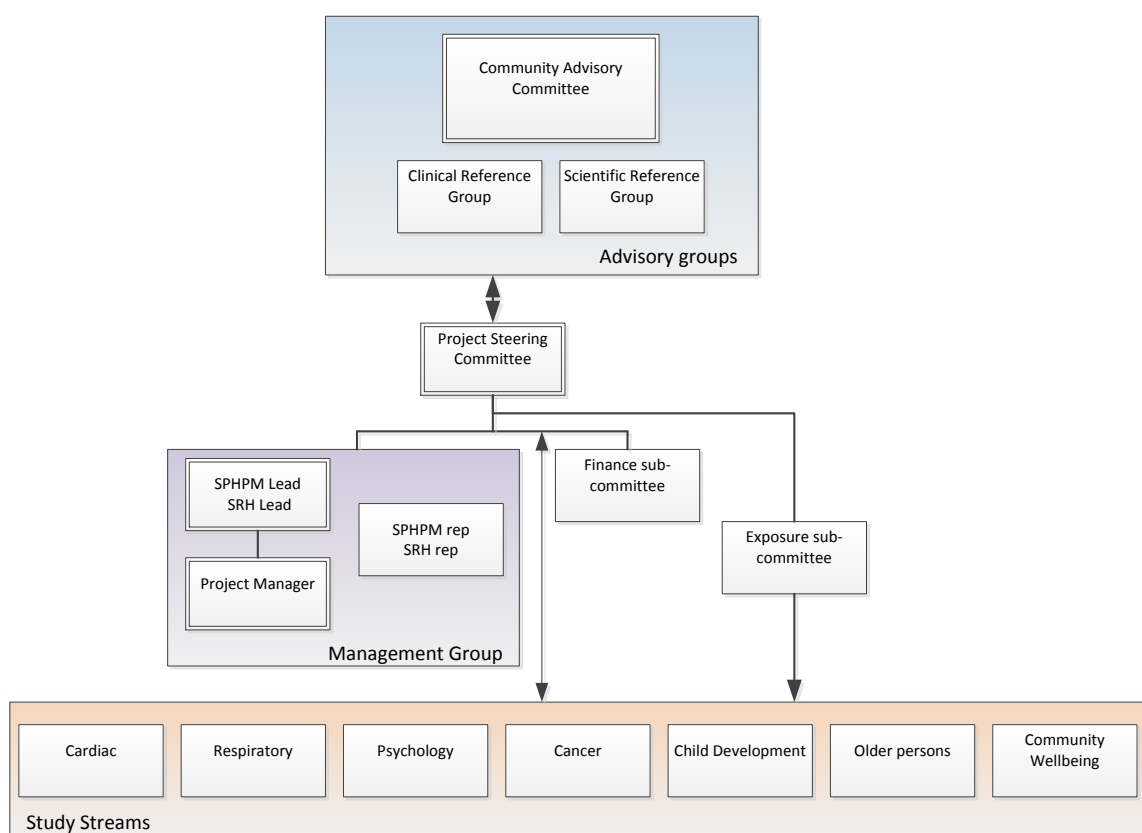


Figure 1: Hazelwood Mine Fire health study governance structure. Double-ended arrows depict communication lines, solid lines depict reporting.

Community Advisory Committee

Preamble

The Community Advisory Committee (CAC) is the project's primary advisory body.

The purpose of the CAC is to ensure that the study hears directly from and works in partnership with Latrobe Valley community members, health and community service providers and local government in undertaking the research program and ultimately to improve health services and health outcomes for the local community.

Meetings and Membership

Meeting on a quarterly basis from 2015, the Committee will have 10 members reflecting the diversity of stakeholder groups. The CAC will always convene in the Latrobe Valley. Meetings will be minuted.

Membership of the CAC will include 3 community members selected through a call for Expressions of Interest (EOI) through the auspices of the Latrobe Valley Express. Selection will be at the discretion of the Co-Principal Investigators to ensure equitable membership across the CAC including gender balance.

Membership of the CAC is:

1. Victorian Chief Health Officer
2. A member of the Latrobe City Council
3. Professor Michael Abramson, Monash University
4. Professor Judi Walker, Monash University (Chair)
5. A representative of Federation University (Gippsland campus)
6. A representative of the Latrobe Regional Hospital Board
7. A representative of the Latrobe Community Health Service Ltd Board
8. Three community members

The Project Manager, Monash University will act as Secretary to the CAC.

Terms of Reference

The specific roles of the CAC are to:

1. Discuss and advise on community perspectives in proposed new research/clinical/engagement activities, plans and projects as presented by the study's academic leads.
2. Ensure the study is widely known to people in its catchment.
3. Provide advice to the Project Steering Committee and Management Group on engagement and communication issues including the optimal communications plan.
4. Monitor the effectiveness of communication processes.
5. Provide feedback on the study's proposed recruitment protocols, and thus maximise the enrolment of study participants to the Project Steering Committee and Management Group.
6. Participate in evaluating the impact of the study in the region.
7. Be involved in education and training of field staff and clients when requested by the project's academic leads.
8. Undertake any other activities that contribute to the realisation of the study objectives.

Membership of the CAC will be for the duration of 12 months in the first instance. These Terms of Reference will be revised and updated annually.

Anyone who expresses an interest in the study as part of the EOI process is encouraged to become part of an extensive community database being compiled for the purpose of communication dissemination as part of an effort to directly communicate with concerned community members.



MONASH University



Medicine, Nursing and Health Sciences

Hazelwood Mine Fire Health Study

Community Advisory Committee Meeting 2 – 1 April 2015





Agenda:

1. Welcome and apologies
2. Confirmation of Minutes from meeting held 26 Feb 2015
3. Terms of Reference
4. Study logo
5. Adult and Child Development Surveys
6. Recruitment strategies
7. Media response protocol
8. CAC members' photos on the website
9. Other business
10. Schedule of meeting dates



1. Welcome and apologies

- Professor Michael Ackland – Chief Health Officer
- New study personnel
 - Gill Ormond – Project Manager
 - David O’Keeffe – Recruitment Coordinator



2. Confirmation of minutes

–For endorsement



3. Terms of Reference

–Changes as per discussion last month

- 12 month term in first instance
- Project Steering Committee and Management Group confirmed as the key connect points

–For consideration and endorsement

4. Study Logo

Hazelwood Health study - Initial concept presentation

- Needs to communicate - trust, independence, scientific rigor, credibility, community connection & positive emotion.
- Concepts might lean more strongly towards particular messages.
- The following 4 logos have been developed by a graphic designer and reviewed by the management group

4.1 Study Logo – cont.



This concept represents the voices of the community as well as references the environment and smoke haze. It has a rational, honest feel that encourages discussion.

4.2 Study Logo – cont.



This concept references land, sky and haze. The overall feeling is calm, honest and sympathetic to the environment and the community.

4.3 Study Logo – cont.



This concept represents the many layers of community voice and opinion. Cool blue calms and gives a feeling of rationality and trust. Font is authoritative, trustworthy and straight to the point.

4.4 Study Logo – cont.



This concept represents a healthy environment and the layered colouring gives subtle clues to the haze issue as well as the multi-faceted study. The feeling is positive and the use of a more futuristic/scientific font brings credibility and trust.

5. Adult and Child Development Surveys

- Paper copies of the Adult Survey provided for all members to review and provide feedback
- Those members of the committee with young children will be asked to comment of the Child Development Survey (a separate time will be arranged individually)



6. Recruitment strategies

- Preparing the cohort
(proposal to establish a working group)
- Launching the survey
- Recruiting the community (see next slide)

6.1 Recruitment strategies – cont.

The recruitment of the study population will be through successive phases:

- Phase 1: mail-out will be done to all residential addresses in Morwell with letter, explanatory statement and consent form inviting them to do a phone interview. People who worked in Morwell during the smoke event but resident elsewhere will also be approached.
- Phase 2: Potential participants who do not opt out and cannot be contacted by phone will be invited to complete a hardcopy of the questionnaire (a mailing house will be engaged) or to participate online.
- Phase 3: For those who have not responded to phase 2, a reminder card will be sent to return completed questionnaires in business reply envelope
- Phase 4: Door knocking of final non-respondents who have not opted out at any phase for face to face interview.



7. Media response protocol

- Draft provided to members following the last meeting and updated in line with feedback
- For further consideration and endorsement



8. Inclusion of photos on website

- For discussion



9. Other business

- For discussion



10. Schedule of meeting dates

–Tues 16 or Wed 17 June

–Tues 15 or Wed 16 September

–Wed 2 December

(All 5-7pm here)