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# 3 – Study Population and Recruitment

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## Appendix 3A : Letter of support from the Minister for Defence



Dear

I am writing to you to invite you to participate in the Study of Health Outcomes in Aircraft Maintenance Personnel (SHOAMP).

The study is being undertaken to further the work of the Royal Australian Air Force Board of Inquiry (BOI) into F-111 (Fuel Tank) Deseal/Reseal (DSRS) and Spray Seal Programs which delivered its report into the safety aspects of the programs last year. As a result of the findings of the BOI an interim Health Care Scheme has been established to address the immediate health concerns of serving and former DSRS workers.

The Study of Health Outcomes will add to our understanding of any health effects that may be related to DSRS and will address the question *“Is there an association between adverse health status and an involvement in F-111 DSRS activities? If so, what is the nature and strength of those associations?”* The study will enable the Government to properly assess the need for continued support in the areas of health care and compensation for former and current workers.

The study will also add to our knowledge of the health of members of the Australian Defence Force, specifically within the Air Force and will help shape a safer working environment in regard to aircraft maintenance activities. The study has the full support of the ex-Service community, and of the Australian Defence Force, particularly the Chief of Air Force.

For the study to be successful, as many individuals as possible need to participate. This includes those who feel that they enjoy good health, as well as those who may be unwell, those who were involved in the DSRS activities and those who were not. A high participation rate is required in order to obtain useful results. In order to get those results, the health of former and current DSRS workers will be compared to a group of non-maintenance workers from Amberley and a group of maintenance workers from Richmond.

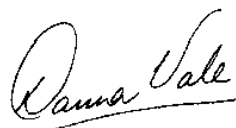
Appendix 3A continued...

If you decide to participate in the Study of Health Outcomes you will be provided with an assessment of your current health. The Department of Defence, through the Department of Veterans' Affairs, will meet expenses associated with the study including your travel expenses and any loss of earnings. Serving members will be considered "on duty" for the time involved with the medical examination.

An independent research team headed by the Centre for Clinical Epidemiology and Biostatistics (a research unit attached to the University of Newcastle) will conduct the study. The records will be subject to the provisions of the *Privacy Act 1988*, which regulate their use, storage and disclosure. Long-term storage of the data collected will be undertaken by the Australian Institute of Health and Welfare, while the Royal Australian Air Force Association will hold codes linking individuals to the data. Ethics Committees have approved this study on the proviso that the Departments of Veterans' Affairs or Defence will not use your results for any purpose without your written consent. On the other hand, you may use the information concerning yourself any way you see fit.

This study is important for persons who are, and have been, involved with the DSRS programs and other members of the Australian Defence Force.

Yours sincerely

A handwritten signature in cursive script that reads "Danna Vale". The signature is written in black ink and is positioned above a thin horizontal line.

DANNA VALE MP

## Appendix 3B : Letter of support from the Consultative Forum

Dear Potential Study Participant

The Study of Health Outcomes in Aircraft Maintenance Personnel (SHOAMP) Consultative Forum was formed to act as a bridge between the team responsible for the Study and participants in the Study. The Forum is composed of representatives of many veteran and Service organisations. On your behalf, we have been involved in the development of the Study.

We support the research question set for the Study which seeks to establish whether there is any association between adverse health and an involvement in F-111 Deseal Reseal (DSRS) activities.

An issue of concern that has been raised on a number of occasions within the Forum is the privacy of individual medical data recorded for the Study. Care has been taken to ensure confidentiality for all participants – whether they are still members of the Defence Force, retired personnel or civilian workers. As a minimum the provisions of the *Privacy Act 1988* will apply to all areas of the study and, subject to its successful passage through Parliament, a new set of laws aimed at providing specific protection for medical data collected during the course of a health study will also be in place.

The material contained with this and the Minister's letter of invitation, talk about the safeguards that have been put in place to ensure that the data relating to you as an individual will remain private during the course of the Study. Arrangements are also in hand to provide for the ongoing storage and security of the medical data to be undertaken by the Australian Institute of Health and Welfare. Data will be stored on a de-identified basis and the Royal Australian Air Force Association will be responsible for separately storing a coded key that will match data to an individual. Any future release of individual data will be dependent on your written consent.

The Study is very important, not only to those involved with the DSRS activities, but also to serving and former personnel involved in aircraft maintenance and support activities.

The success of the Study is entirely dependent on the numbers who volunteer to participate.

Yours sincerely



Peter Hall  
Warrant Officer  
Air Force



Ian Fraser  
President  
DSRS Support Group



Ron Usher  
Secretary  
RAAF Association

Organisations represented on the SHOAMP Consultative Forum:

- Australian Veterans and Defence Services Council
- Royal Australian Air Force Association
- Regular Defence Force Welfare Association
- Armed Forces Federation of Australia
- Office of the F-111 Advocate
- Defence Community Organisation
- Returned and Services League
- F-111 Deseal Reseal Support Group Inc.
- SERCO Defence Services
- Australian Defence Force
- Department of Veterans' Affairs

## Appendix 3C : Information and invitation statement for the General Health and Medical Study

### STUDY OF HEALTH OUTCOMES IN AIRCRAFT MAINTENANCE PERSONNEL

### GENERAL HEALTH AND MEDICAL STUDY

#### STUDY INFORMATION AND INVITATION LETTER

The General Health and Medical Study forms part of the wider "Study of Health Outcomes in Aircraft Maintenance Personnel" (also known as SHOAMP). The Study aims to investigate the health of individuals who perform technical work duties such as aircraft maintenance, compared with individuals who carry out non-technical work duties that do not involve aircraft maintenance. Within this broad framework, the Study will also be investigating whether there is an association between health status of personnel carrying out aircraft maintenance duties in general, with those who were involved in F-111 Deseal/Reseal activities. The Study involves people who are past or current serving members of the Australian Defence Force (specifically the Royal Australian Air Force - RAAF), and Civilian workers who may have assisted with RAAF work activities at some stage.

The Study of Health Outcomes in Aircraft Maintenance Personnel is a collaborative study involving researchers from the Hunter Medical Research Institute, who conduct the Study on behalf of the Department of Veterans' Affairs and the Department of Defence. The main project office for the Study is located at the Centre for Clinical Epidemiology & Biostatistics, part of the Faculty of Health at The University of Newcastle, NSW.

The Study is investigating the health of people who have carried out aircraft maintenance activities. In order to better understand the health of aircraft maintenance workers, we have also recruited a comparison group of similar people who have not done aircraft maintenance. Both groups of people will be sent a Postal Questionnaire to gather data about their general health and quality of life. They will also receive a full health examination which covers areas such as vision, hearing, cardiovascular health, health behaviours (ie: smoking), medications, memory, feeling down or anxious and overall well being.

The Department of Veterans' Affairs, on behalf of the Department of Defence, has sent this package to you on behalf of the study team. The research team has not had access to any of your personal information (name, address etc), and will only learn these details if you choose to participate in the Study. **Your privacy is a primary consideration of this Study**, and all project protocols have been considered and granted approval by Human Research Ethics Committees from the Australian Defence Department, the Department of Veterans' Affairs and The University of Newcastle.



## What will the Study Involve?

Participants who choose to take part in the Study will be asked to do four things:

1. Fill out a Postal Questionnaire (enclosed with this Information Sheet);
2. Accept the offer of a comprehensive health examination, that will be conducted by Health Services Australia, who are an independent organisation contracted to carry out such tests;
3. Allow us to take a sample of your blood (approximately 10-20mls), and store a small amount of that blood for future testing;
4. *For past or current members of the Defence Force*, you will be asked for your consent to allow the research team to get some information on past medical and psychological tests you have had during your enlistment in the Air Force (from your records held by the Department of Defence).

You may agree to give your consent to all of these parts of the Study, or only some. We will now briefly describe each of these activities, and why we think that they are important.

### 1. The Postal Questionnaire

This includes questions on your gender, date of birth, marital status, education, military and civilian occupation history, symptoms and diagnosed medical conditions, hospitalisation, medications, family medical history, alcohol consumption, smoking, quality of life (SF36), sexual health, and details of routine health care provider to provide results of health assessments. We think that it is important to have some basic information about you, and the types of work that you have done. We are also interested in how you have been feeling recently. We ask that you complete the Postal Questionnaire and **bring the entire booklet with you** when you go to the Health Services Australia Office to have your health examination.

Within the mail-out package sent to males, there will also be one separate sealed questionnaire, which asks about reproductive history of female partners. It will be the choice of the male participant to pass this questionnaire onto a past and/or present female partner. Also, it will be entirely the female partner's choice as to whether or not she completes and returns the questionnaire to the research team. Additional questionnaires may be requested.

### 2. The Health Examination

The health tests will include assessment of hearing, vision, skin analysis, weight and height, blood pressure, pulse rate, balance, breast / lymph examination, respiratory function, and a variety of other tests including memory, anxiety and depression. In addition, a sample of blood will be taken from an arm vein, and urine tests will be conducted. We think these are important because they MAY be affected by duties that you have undertaken for the Air Force as part of aircraft maintenance, or they are recommended tests as part of a general medical examination. We expect that the health tests will take approximately 4 hours in total. The Health Services Australia staff are specially trained to conduct these tests for this study, and will do everything in their power to make the tests as easy as possible for all participants. You will be provided with refreshments during the test session and you can stop the testing at any

## Appendix 3C continued...

time. If you choose to consent to take part in the Study, DVA will arrange an appointment for you at the closest Health Services Australia Office available.

### **3. Storage of Blood**

There are some tests available now that involve analysing DNA to see if people have a particular disease or condition. This area of research is quite new, and is developing very quickly. We think that some tests might be developed in the future which would be important for participants of this Study. We are therefore asking you if we can keep a small sample of your blood, so that if any relevant new tests become available we can do these tests without going back to you and getting another blood sample. Any further testing will **only** be done under the approval of the DVA, Department of Defence and University of Newcastle Ethics Committees. It is a requirement that these Committees approve any research conducted as part of this Study.

If you agree, we will keep your samples for a maximum of 50 years. While we would like to store the blood for 50 years, it is difficult for an organisation to commit to storing the blood on our behalf for that length of time. Therefore, Queensland Medical Laboratories (QML) has agreed to store the blood for an initial 15 years, with the possibility of extension. Approaching the 15 years, we will contact you to advise you where your blood sample will be stored beyond that time and to seek your consent for its continuing storage. As with other external service providers, QML will enter into a specific contract with DVA to ensure the future security and safety of all samples. If at any time you decide that you want your own sample to be destroyed, you can contact us and we will ensure that this is done.

We assure you that if it is necessary at any time to change any of the arrangements for storage of your blood sample, you will be contacted and your consent sought before any such change is made.

### **4. Access to your military medical and psychological testing results**

For those who have previously served, or are currently serving, in the Australian Defence Force, you may remember having had several different tests as part of your enlistment. Some of these would have been medical or health tests and some would have been psychological tests. We think that having access to some of the results from these tests could be very helpful, to allow a comparison with the results of tests that Health Services Australia conduct as part of this study.

## **How to take part in the Study?**

If you are interested in participating in the General Health and Medical Study, please call this free-call number at DVA to leave your details with a staff member, and to discuss making a Health Services Australia appointment –

**Please Call 1800 502 302 to register with the General Health and Medical Study**

## Appendix 3C continued...

Please use this number in conjunction with the enclosed Consent Form. You can use this number to register your interest in any or all aspects of the Study. If you consent to all parts of the Study, please bring your Consent Form (together with your Postal Questionnaire in the booklet) with you to the medical appointment with Health Services Australia. If you wish to complete the Postal Questionnaire only, please indicate this on your Consent Form and return both in the booklet, using the reply paid envelope provided. You may also call this number to register your refusal. If you do so, we will endeavour to ensure you do not receive any postal or telephone reminders or further correspondence regarding the Study.

It is important that you have read this information letter thoroughly and understand what you would have to do, before you register for the Study. DVA staff will then organise an appointment time for your health examination. You will receive a confirmatory letter and phone call before the tests to remind you of the appointment. If required, DVA can help to organise transport to the appointment.

Also, we can reassure current serving ADF members that agreeing to participate in this Study means you are still covered by Defence for any adverse events because you are considered "on duty", whether you choose to participate during work hours or elsewhere outside of usual work hours.

### **Confidentiality and Privacy**

Any information you provide for this Study will remain completely confidential. Your data will be entered on a computer and will be identified by a study number only – your names will not be on the same file as your survey or health test data. No individual information will be reported – results will only be reported for groups of participants. Your name and contact details will be stored separately, and will be used only to provide you with results of the study. This will also be the case for any work conducted by Ms Maya Guest, who has commenced her PhD studies with the SHOAMP team. Ms Guest's work is being supervised by Dr Brown and Dr D'Este (both investigators of this Study) and explores the issue of defining and assessing exposures.

At the end of the study, the file of all postal questionnaire and medical test data will be stored in a de-identified format by the Australian Institute of Health and Welfare. A separate de-coding "key" will be safe guarded by the National President and National Secretary of the Royal Australian Air Force Association. This file will only be able to be unlocked if you decide at some time that you want access to your own personal information, or if the research team finds some information that we think you should know about.

Paper copies of surveys and de-identified records will be kept in locked filing cabinets during the Study, and security systems will be established for electronic data. All staff involved in the Study are required to sign a confidentiality agreement, and the provisions of *the Privacy Act 1988* guarantee your privacy.

Taking part in any part of the "Study of Health Outcomes in Aircraft Maintenance Personnel" is purely voluntary. If you choose not to participate there will be no detriment to your career or future health care.

### Having your say about the Study

The research team will be evaluating the mail-out and health examination processes that make up the Study of Health Outcomes. As well as feedback from the administrative staff and health professionals who are responsible for your registration, appointments and health assessment, it is very important for each Study participant to have the opportunity to express their feelings about the Study, either in a general sense, or to talk about particular aspects (whether good or bad).

At the back of this booklet there is a "Have Your Say" section. If you choose to complete the Postal Questionnaire only, you may fill out part of the form and return with this booklet in the reply-paid envelope provided. Or, if you are taking part in a health examination with Health Services Australia, please bring this complete booklet with you, and make your comments after your assessment if you wish. It is entirely your choice whether you complete and send back the "Have Your Say" form.

**The SHOAMP Coordinating Committee thanks you for your cooperation. We look forward to your participation.**

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Dr John Attia  
Senior Lecturer in Epidemiology  
Centre for Clinical Epidemiology & Biostatistics,  
School of Medical Practice and Population  
Health  
The University of Newcastle

---

Dr Catherine D'Este  
Associate Professor in Biostatistics  
Centre for Clinical Epidemiology & Biostatistics  
School of Medical Practice and Population  
Health  
The University of Newcastle

---

Associate Professor Julie Byles  
Director  
Centre for Clinical Epidemiology & Biostatistics,  
School of Medical Practice and Population  
Health  
The University of Newcastle

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Dr Anthony M Brown  
Director of Population Health and Planning  
Macquarie Area Health Service  
Conjoint Associate Professor  
Environmental and Occupational Health  
The University of Newcastle

### Contact Details for the Study of Health Outcomes

For questions about SHOAMP in general, the best initial contact is –

**Ms Meredith Tavener**

Project Manager  
The University of Newcastle  
Level 3, David Maddison Building  
Royal Newcastle Hospital  
Newcastle NSW 2300  
Telephone: (02) 49236200  
Free call number: 1800 025 430  
Email: meredith.tavener@newcastle.edu.au

If you are a serving member and wish to speak with a member of the Defence Force who has an understanding of F-111 DSRS, and the need for temporary release from duties to take part in the Study, please contact the Chief of Air Force's Advocate –

**Warrant Officer "Blu" Hind**

RAAF Base Amberley  
Phone: (07) 5461 4516  
Free call number : 1800 558 022  
Email: F111Advocate@drnex.defence.gov.au

### If you have concerns or complaints about any part of the Study

If you wish to speak with an independent person regarding any aspect of the Study or this letter, you may contact the following people -

**Ms Sue O'Connor**

Ethics Officer  
Human Research Ethics Officer  
Research Office  
The University of Newcastle  
Callaghan NSW 2308  
Phone: (02) 49216333  
E-mail: Susan.O'Connor@newcastle.edu.au

**Ms Vicki Whitehorn**

Ethics Committee Coordinator  
Department of Veterans' Affairs  
13 Keltie Street  
Philip ACT 2606  
Phone: (02) 62896122  
E-mail: ethics.committee@dva.gov.au

**Dr Rosemary Landy**

Executive Secretary  
Australian Defence Human Research Ethics Committee  
CP2-7-066  
Department of Defence  
Canberra ACT 2600  
Phone: 02 62663807  
E-mail: ADHREC@defence.gov.au

## Appendix 3D : Informed consent statement for the General Health and Medical Study

### STUDY OF HEALTH OUTCOMES IN AIRCRAFT MAINTENANCE PERSONNEL

#### General Health and Medical Study

#### Informed Consent Statement for Participants

I agree to take part in the General Health and Medical Study, part of the wider "Study of Health Outcomes in Aircraft Maintenance Personnel". In signing this consent form I declare that I have read and understand the information about the Study and have had the opportunity to ask questions about any aspect of the Study and my own participation. I also understand that I will need to devote time to completing the various parts of the Study, to which I give my consent.

I agree to cooperate in this project on condition that -

- Any information I provide, and any results of my assessments, will be kept confidential and only used for the purposes of this Study;
- Research reports from this Study will be made available to me at my request;
- My participation in all or any part of this Study is purely voluntary, and that I can withdraw from all or any part, at any time. This withdrawal will be without penalty or detriment to my career or hindrance to future medical care; and
- Any published reports of this study will contain anonymous group data only.

This Informed Consent Statement is divided into three (3) sections. Please ensure you have provided your consent preferences for each of the three sections. Section 1 is below. Sections 2 and 3 are on the other side of this form.

#### INFORMED CONSENT - SECTION 1

1 I agree to complete the Postal Questionnaire, which asks questions about the types of jobs I have worked on and questions about my general health and wellbeing.

2 I agree to take part in a Health Examination, to be conducted by specially trained professionals at Health Services Australia. I understand that I will undergo a number of different general health, medical and psychological tests. I understand that I will have blood taken for testing, that will include cholesterol, glucose, liver function, potassium and calcium levels, indicators of cardiac disease risk factors and bio-markers for cancer (a bio-marker can act like an early warning system for occupational exposures from a variety of sources).

I understand that there are some inconveniences and potential risks involved in participation, which could include feeling upset or anxious after answering questions about work duties or life experiences. I understand I may also experience mild discomfort associated with procedures such as a breathing test and blood sampling.

I understand that if any medical condition, requiring further investigation or treatment, is found as a result of the Health Examination, appropriate feedback will be provided to me and/or to my nominated medical practitioner.

I consent to points ..... above.

Name.....

Signed..... / /



**STUDY OF HEALTH OUTCOMES IN AIRCRAFT MAINTENANCE PERSONNEL**  
**General Health and Medical Study**  
**Informed Consent Statement for Participants**

Continued .....

**INFORMED CONSENT - SECTION 2**

**3** I agree to having a small amount of my blood stored (for a period of 50 years) for further research pertaining to this same Study only.

**4** I agree to having my results, for any part of the Study, stored in a de-identified format by the Australian Institute of Health and Welfare in Canberra. I also agree to a list of codes being stored by the Royal Australian Air Force Association (RAAFA), which can link each individual back to their de-identified data. I understand that the de-identified file will only be able to be accessed if I decide to access my own information, or if the research team finds some information that I should know about.

I consent to points ..... above.

Name..... Signed..... \_\_\_/\_\_\_/\_\_\_

**INFORMED CONSENT - SECTION 3**

**5** I also agree that the researchers may obtain my Australian Defence Force medical, psychological and physical fitness testing results.

I DO / DO NOT consent to point 5 above (please cross out the one that does not apply).

Name..... Signed..... \_\_\_/\_\_\_/\_\_\_

*If you **are** taking part in a health assessment with Health Services Australia, please bring your entire Booklet with you (including Postal Questionnaire, Informed Consent Form, and the tear-out pages for your contact details and Have Your Say page).*

*If you are **not** having a health assessment, please send back your Postal Questionnaire, Informed Consent Form (for any part of the Study), and other tear-out contact pages IN THIS BOOKLET, using the reply-paid envelope provided.*

## Appendix 3E : Australian Defence Force Human Research Ethics Committee "guidelines to volunteers"

Tel: 02 62663837  
Fax: 02 62664982



ADHREC  
CP2-7-66  
Department of Defence  
CANBERRA ACT 2600

### AUSTRALIAN DEFENCE HUMAN RESEARCH ETHICS COMMITTEE GUIDELINES FOR VOLUNTEERS

Thank you for taking part in Defence Research. Your involvement is much appreciated. This pamphlet explains your rights as a volunteer.

#### What is ADHREC?

- ADHREC is the Australian Defence Human Research Ethics Committee. It was established in 1988 to make sure that Defence complied with accepted guidelines for research involving human beings.
- After World War II, there was concern around the world about human experimentation. The Declaration of Helsinki was made in 1964, and this declaration provided the basic principles to be followed wherever humans participated in research projects.
- The National Health & Medical Research Council (NHMRC) in Australia published the *National Statement on Ethical Conduct in Research Involving Humans* in 1999. This Statement describes how human research should be carried out.
- ADHREC follows both the Declaration of Helsinki as amended, and the NHMRC Statement.

#### What ADHREC approval means

- If you are told that the project has ADHREC approval, what that means is that ADHREC has reviewed the research proposal and has agreed that the research is ethical.
- ADHREC approval does not imply any obligation on Commanders to order or encourage their Servicemen or women to participate, or to release them from their usual workplace to participate. Obviously, the use of any particular personnel must have clearance from their Commanders but Commanders should not use ADHREC approval to pressure personnel into volunteering.

#### Voluntary Participation

- As you are a volunteer for this research project, you are under no obligation to participate or continue to participate. You may withdraw from the project at any time without detriment to your military career or to your medical care.
- At no time must you feel pressured to participate or to continue if you do not wish to do so.
- If you do not wish to continue, it would be useful to the researcher to know why, but you are under no obligation to give reasons for not wanting to continue.

## Appendix 3E continued...

### Informed Consent

- Before commencing the project you will have been given an information sheet which explains the project, your role in it and any risks that you may be exposed to.
- You must be sure that you understand the information given to you and that you ask the researchers about anything that you're not sure of.
- If you are satisfied that you understand the information sheet and agree to participate, you should initial every page of the information sheet and keep a copy.
- Before you participate in the project you should also have been given a consent form to sign. You must be happy that the consent form is easy to understand and spells out what you are agreeing to. Again, you should keep a copy of the signed consent form.

### Tracing of Research Participants

- Media reports of human experimentation during times of conflict, eg. WWII, Vietnam, have raised the issue of being able to trace study participants some time in the future should any problems arise that may be related to the research conducted.
- To facilitate this, ADHREC requires that the researcher provide a nominal roll of study participants for safekeeping by ADHREC, where the study is a clinical trial (eg. When the researchers are trialling a new treatment or device). We need to know who you are, only so that we can find you in the future if there is any suggestion that the research may have been associated with the development of any health problems. **Please note: a health study is not a clinical trial, and as such does not require the researcher to provide ADHREC with a nominal roll.**
- This is consistent with current Occupational Health and Safety and Health Surveillance practices, and is encouraged under the NHMRC Statement.
- All ADHREC protocol files are secured in a locked filing cabinet and only the Secretariat has access to these. If you do need to be traced in the future, ADHREC will do this. ADHREC will not pass your contact information to a third party without your permission.
- These records will not be used to consider your medical employment standard or for compensation purposes.

### Complaints

- If at any time during your participation in the project you are worried about how the project is being run or how you are being treated, then you should speak to the researchers.
- If you don't feel comfortable doing this, you can contact the Executive Secretary of ADHREC. Contact details are:

**Executive Secretary**  
**Australian Defence Human Research Ethics Committee**  
**CP2-7-66**  
**Department of Defence**  
**CANBERRA ACT 2600**  
**Ph: 02 62663837      Fax: 02 62664982**  
**E-mail: ADHREC@defence.gov.au**

### More Information

- If you would like to read more about ADHREC, you can look up the following references:
  - DI(G)ADMIN 24-3 Function, Structure and Procedures for Obtaining Clearance for Research from ADHREC
  - HPD 205 Australian Defence Medical Ethics Committee

Or, visit our web site at <http://defweb2.cbr.defence.gov.au/dpedhs/defaultinfocentre.htm>

## Appendix 3F : Reminder card sent to all non-respondents

### Study of Health Outcomes in Aircraft Maintenance Personnel General Health and Medical Study

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By now you would have received your invitation to participate in the Study of Health Outcomes in Aircraft Maintenance Personnel (SHOAMP). The Study aims to investigate the health of individuals who perform technical work duties such as aircraft maintenance, compared with individuals who carry out non-technical work duties that do not involve aircraft maintenance. Within this broad framework, the Study will also be investigating whether there is an association between health status of personnel carrying out aircraft maintenance duties in general, with those who were involved in F-111 Deseal/Reseal activities.

If you have already returned your consent form to take part in the Study, and/or called the Department of Veterans' Affairs to register your participation, **thank you!** If you have not yet registered for the Study, or would like to learn more, it is **not** too late.

**To take part in the Study of Health Outcomes in Aircraft Maintenance Personnel – contact the Department of Veterans' Affairs on free call number 1800 502 302.** You can choose to take part in all aspects of the Study, or only some. Specially selected staff from the Department will also try to contact some people by telephone if no response has been received.

If you have any questions about the Study of Health Outcomes in Aircraft Maintenance Personnel, you are also welcome to speak with a member of the research team, or an independent representative from either The University of Newcastle Ethics Committee or the Australian Defence Human Research Ethics Committee. All contact details are provided on the reverse of this card.

***We would appreciate your participation. Thank you.***

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#### If you would like to know more ...

For questions about the Study in general, please contact -

Meredith Tavener  
Project Manager  
Centre for Clinical Epidemiology & Biostatistics  
C/- David Maddison Building  
Royal Newcastle Hospital  
Newcastle NSW 2300  
Phone: 02 49236200  
Free call number: 1800 025 430  
Email: [mtavener@cceb.newcastle.edu.au](mailto:mtavener@cceb.newcastle.edu.au)

If you are a serving member and wish to speak with a member of the Defence Force who has an understanding of F-111 DSRS, and the need for temporary release from duties to take part in the Study, please contact the Chief of Air Force's Advocate –

Warrant Officer "Blu" Hind  
Phone: 07 5461 4516  
Free call number : 1800 558 022  
Email: [F111Advocate@drnex.defence.gov.au](mailto:F111Advocate@drnex.defence.gov.au)

If you would prefer to speak with an independent person, you may contact -

**The University of Newcastle**  
Sue O'Connor  
Human Research Ethics Officer  
Research Branch  
The University of Newcastle  
Callaghan NSW 2308  
Telephone: (02) 49216333

**Australian Defence**  
Executive Secretary  
Australian Defence Human Research Ethics Committee  
CP2-7-66  
Department of Defence  
Canberra ACT 2600  
Telephone: (02) 6266 3807  
E-mail: [ADHREC@defence.gov.au](mailto:ADHREC@defence.gov.au)

**Department of Veterans' Affairs**  
Vicki Whitehorn  
Ethics Committee Coordinator  
13 Keltie Street  
Philip ACT 2606  
Telephone: (02) 6289 6179  
E-mail: [ethics.committee@dva.gov.au](mailto:ethics.committee@dva.gov.au)

## Appendix 3G : Letter confirming the HSA health examination appointment

[name ]  
[address ]

Ref: [study number]

Dear [name field]

Thank you for agreeing to participate in the Study of Health Outcomes in Aircraft Maintenance Personnel (SHOAMP).

Your participation in the Study involves completing a postal questionnaire and attending for a detailed medical examination.

As discussed, your medical examination will be conducted by staff at Health Services Australia (HSA). Our office is located at **[Location from sales office in ELMA, in bold]**. A location map is enclosed.

**Your appointment time is on [fields for day of week, date, month, year] at [time field].**

Please allow **three to four hours** for your complete medical examination, including breaks.

A **postal questionnaire** was included in the original mail-out documentation for the Study. This may take an hour and a half or more to complete. Please do your best to complete all sections **PRIOR** to your appointment with HSA and bring the questionnaire with you to the appointment.

Please read the instruction sheets relating to the study that accompanied your invitation to participate before attending your appointment. If, for any reason, you are unable to attend at the arranged time please telephone us immediately on **1800 502 302**.

The Department of Veterans' Affairs will reimburse you for any reasonable travel, or accommodation expenses, that you incur in attending for this appointment. Please find enclosed a DVA **Claim for Travelling Expenses** form. Your claim can include parking fees, reimbursement for use of a private vehicle, public transport fares and so on. If you require more information please call the DVA Repatriation Travel Unit on **1800 555 323**. This is a free call from anywhere in Australia. If you need to travel by air please phone the Repatriation Travel Unit, on the above number, before making any bookings.

Some participants, who are not serving members, may be eligible to claim for **Loss of Earnings**. A claim form for this purpose is enclosed. If you have any queries please call **1800 502 302**.

We look forward to your involvement in this very important Study.

Very best regards

On behalf of the Study of Health Outcomes in Aircraft Maintenance Personnel team

[date field]

*4<sup>th</sup> Floor, Casselden Place, 2 Lonsdale Street, MELBOURNE VIC 3000; GPO Box 9821, MELBOURNE VIC 3001  
Telephone: 03 9224 8334 Facsimile: 03 9224 8330 Email: hsa.vic@healthoz.com.au*

## Appendix 3H : Guidelines to health examination participants

### STUDY OF HEALTH OUTCOMES IN AIRCRAFT MAINTENANCE PERSONNEL

#### GENERAL HEALTH AND MEDICAL STUDY

#### Health Services Australian health examination appointment “Guidelines For Participants”

##### In the week (or two) prior to your medical appointment at Health Services Australia (HSA) –

- Please take the time to read through and COMPLETE the **Postal Questionnaire and Consent Form**. Both are in the ring-bound Booklet that you received with the invitation to take part in the Study. If you have any questions about completing any part of your Postal Questionnaire, please do not hesitate to contact Meredith Tavener, the Project Manager for the Study on free call number 1800 025 430.

##### In the four days prior to your appointment with HSA –

- Please avoid, if possible, the use of anti-histamine based medications typically used for cold, flu and hayfever symptoms. For example – Sinutab, Codral, Demazin, Sudafed.
- Expect to receive a phone call from staff at the Department of Veterans' Affairs to confirm your appointment details. If you have any questions about your appointment, please take this opportunity to ask them.

##### On the day of your appointment with HSA –

- Please avoid, if possible, drinking any alcohol, or using recreational drugs (ie: marijuana).
- Please avoid, if possible, the use of asthma medications. For example – Ventolin, Bricanyl, Serevent.

#### IMPORTANT MESSAGE

*It is important that you do **NOT** endanger your health in any way by with-holding these medications. Please do not hesitate to use any medications if you experience symptoms which make it necessary.*

##### In the hour prior to your appointment at HSA –

- Please avoid, if possible, drinking coffee and smoking cigarettes or other nicotine containing products.

##### When attending your appointment at HSA –

- Please wear clothing and shoes that are comfortable to you. Your health examination can take approximately 4 hours.
- Please bring your completed **Postal Questionnaire and Consent Form** in the ring-bound Booklet (do not tear out).

You are **NOT** required to fast prior to you appointment.

## Appendix 3I : Travel claim form for health examination participants



### Study of Health Outcomes in Aircraft Maintenance Personnel Claim for Travelling Expenses

**Use this form only for**

travel relating to participation in a medical examination for the Study of Health Outcomes in Aircraft Maintenance Personnel (SHOAMP).

**Information**

For information call 1800 555 323

**Filling in your claim**

Details provided on this form must only relate to travelling expenses claimed in relation to participation in a medical examination for the SHOAMP.

Claims in relation to entitlements under the *Veterans' Entitlements Act 1986* or the MCRS must be made on another form.

PLEASE write in BLOCK letters with a blue or black pen when filling in this form.

**Claim period**

To receive payment for travelling expenses associated with a medical examination on this form, you must lodge the form within 28 days of your examination. The form must be lodged with the Repatriation Transport Unit, GPO Box 651, Brisbane QLD 4001.

**Privacy**

The information provided is required to assess your claim for travelling expenses in regard to the SHOAMP. We may disclose some of the information provided on this form to your doctor or health provider, or to the Health Insurance Commission in order to verify your claim. We may also provide information to the Department of Finance and Administration to facilitate payment of your claim.

**Applicant to complete and sign**

Your surname

Given name(s)

Service number (if applicable)

Home address

Postcode

Contact phone number

**Declaration**

I declare that the details I have provided in this form are correct to the best of my knowledge.

I have attached all required receipts to this form.

YOUR SIGNATURE

Date

**Bank account details for direct deposit**

Account number

Name of financial institution (e.g. bank, credit union)

BSB number

**Remember!**

- Attach** all required receipts.
- Lodge** your form as soon as possible after the travel you are claiming for.

- Complete, sign and date** the section above.
- Provide** your bank account details so payment can be directly deposited.

Effective 01/09/2002

**Applicant to complete**

**Give details of all transport and parking used (total there and back)**

Private vehicle  km

Public transport  \$

Taxi  \$

Parking fees  \$

Arranged by DVA

• Public transport = bus, tram, train, ferry  
 • Arranged by DVA = air travel supplied by DVA. For air travel contact 1800 555 323

Attach receipts

---

**Accommodation used**

Number of nights

• Hotel, motel etc.

• Private accommodation

Attach receipts

---

**Transport payments**

Applicants need to be aware that reimbursement will only be made at the following rates:

Type of expense claimed	Amount
Private vehicle kilometre allowance (per kilometre)	24 cents/km
Accommodation, non-capital city (per night)	\$99.00
Accommodation, capital city (per night)	\$117.70
Private accommodation (per night)	\$30.90
Meal allowance for travel under 400 kilometres	\$9.90
Meal allowance for travel over 400 kilometres (per day)	\$19.90

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**Certification by Health Services Australia (HSA)**

Date of medical examination  /  /

Indicate any special requirements due to applicant's medical condition

Attendant medically required

Name/title

HSA authorised officer

---

**HSA Clinic details**

Address at which examination occurred

STAMP OR PRINT

Suburb/town

Postcode

Contact phone

Medical examination completed?

Yes

No



**Send this completed form to:**

Repatriation Transport Unit  
 Department of Veterans' Affairs  
 GPO Box 651  
 Brisbane QLD 4001

Effective 01/09/2002



## Study of Health Outcomes in Aircraft Maintenance Personnel (SHOAMP) Certification by Employer

### PART B - to be completed by employer

**Details of Absence from Occupation**

1. Name of employee/applicant
2. State periods of absence from the occupation in which employee/applicant is engaged in employment
 

*From*

am/pm
on
/ /

*To*

am/pm
on
/ /

*From*

am/pm

*To*

am/pm
3. State employee/applicant's normal hours of business during the above periods
 

*From*

am/pm

*To*

am/pm
4. State employee/applicant's normal work days during this period (*please tick appropriate boxes*)
 

S

M

T

W

T

F

S
5. How much per day has the employee lost in salary, wages or earnings by being absent from work during the period(s) specified in Question 2?
 

\$

**Certification**

6. I certify that the employee does not receive and is not entitled to receive, payment by way of compensation, gratuity, or payment under contract, arrangement or agreement (including a contract of insurance) in respect of loss of remuneration during the period specified at Question 2.  
  
The employee is therefore entitled to receive payment for loss of remuneration during the period specified at Question 2. of the following amount  
  

\$

7. Business name
8. Business address Postcode
9. Position of person supplying information
10. Signature of person supplying information / /
11. Contact phone number (*include STD code*) (   )

## Study of Health Outcomes in Aircraft Maintenance Personnel (SHOAMP) Claim for Loss of Earnings

### PART C - to be completed by Self-employed Person

**Details of Absence from Occupation**

1. Your name
2. Business name
3. Contact phone number (include STD code)
4. State periods of absence from the occupation in which you are engaged in employment  
 From  am/pm on  /  /   
 To  am/pm on  /  /
5. State your normal hours of business during the above periods  
 From  am/pm To  am/pm
6. State your normal work days during this period (please tick appropriate boxes)  

S	M	T	W	T	F	S
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. How much per day have you lost in salary, wages or earnings by being absent from your occupation during the period(s) specified at Question 4.

**Declaration**

8. I declare that I am a self-employed person conducting business as (state occupation)   
 at (state address of business)   

Postcode

and that I would have continued to engage in that business during the period of absence specified in Question 4.

I further declare that I do not receive and am not entitled to receive, a payment by way of compensation, gratuity, or payment under a contract, arrangement or agreement (including a contract of insurance) for loss of remuneration during the period specified in Question 4.

9. If you are entitled to receive a payment as described above from another source, please provide details

I understand that giving false or misleading information in support of a claim for loss of earnings is a serious offence, or to obtain a payment of a benefit by means of a false or misleading statement, or impersonation, or a fraudulent device.

I declare the information I have provided in this statement is true and correct in every respect.

Applicant's signature

Date

/  /

## Appendix 3K : "Flyer" sent to non-respondents

### STUDY OF HEALTH OUTCOMES IN AIRCRAFT MAINTENANCE PERSONNEL

#### General Health and Medical Study

#### **PARTICIPANTS URGENTLY REQUIRED**

The Study of Health Outcomes in Aircraft Maintenance Personnel is a collaborative study involving researchers from the Hunter Medical Research Institute and The University of Newcastle Research Associates (TUNRA Ltd), who conduct the Study on behalf of the Department of Veterans' Affairs (DVA) and the Department of Defence. DVA has sent this letter to you on behalf of the study team, as the Investigators do not have access to any of your personal information.

The Study seeks to answer important questions about the health of aircraft maintenance personnel generally and the impact of involvement in the F-111 Deseal / Reseal activities.

If these questions are to be answered, we need the participation of more past and present personnel **regardless of their direct involvement** in fuel tank maintenance programs at RAAF Base Richmond or RAAF Base Amberley. Personnel who were not directly involved in these functions make up a very important "comparison" group, whose health information is just as important to the Study as those directly involved in fuel tank maintenance.

The Study is well under-way, however we urgently need more participants. You were specifically selected to take part in the Study, and may have received an invitation package and / or reminder card from us already.

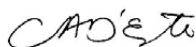
We understand that the decision about participation can be a difficult one and we encourage you to call the Contact and Recruitment team with any questions you may have. Every effort will be made to ensure that participation is as convenient to you as possible. If you are not able to participate in the entire study you may still be able to take part in some smaller component. Again, you can discuss these options with a member of the Contact and Recruitment team. It would be helpful if we could hear from you, even if you choose not to participate in any way.

#### Please note

- **Loss of income or travel and accommodation expenses incurred as a result of participation in the Study can be reimbursed.**
- **All data obtained in this Study will be treated with strict confidence.**
- **These results will not have any adverse effect upon any benefits you have received or have applied for, through the Department of Veterans' Affairs.**

**Please contact the Contact and Recruitment team on 1800 502 302.**

Thank you, again, for considering our invitation to participate in this important Study.



Associate Professor Catherine D'Este  
Investigator, SHOAMP



**Appendix 3L : Round Two and Round Three recruitment into health examinations at Health Services Australia according to date and postcode**

HSA Clinics	Start	Finish	Appointment open	Potential participants	Postcodes	Territory
<b>Brisbane</b>	29-11-02	30-09-03	1074	58	2448 to 2489	Nambucca Heads to Nth Tweed
				574	4000 to 4299	Brisbane and suburbs
				285	4500 to 4805	Nth Brisbane to Mackay
				1	4825	Mt Isa
<b>Ipswich</b>	29-11-02	29-04-03	480	694	4300 to 4499	Ipswich to West of Brisbane
<b>Townsville</b>	13-01-03	22-01-03	120	140	4805 to 4820	Bowen to Charters Towers
				45	4852 to 4882	Wongaling Beach to Tolga
<b>Parramatta</b>	06-02-03	10-09-03	513	157	2000 to 2257	Sydney to Umina
				38	2500 to 2541	Wollongong to Nowra
				18	2560 to 2577	Campbelltown to Moss Vale
				263	2745 to 2899	Glenmore Park to Norfolk Island
<b>Newcastle</b>	06-02-03	31-03-03	342	268	2258 to 2444	Palmdale to Port Macquarie
<b>Canberra</b>	06-02-03	28-02-03	162	3	2548 to 2550	Merimbula to Numbugga
				7	2580 to 2586	Goulburn to Boorowa
				170	2600 to 2720	Canberra to Cooma
				80	2902 to 2914	Kambah to Amaroo

Appendix 3L continued...

HSA Clinics	Start	Finish	Appointment open	Potential participants	Postcodes	Territory
Adelaide	06-02-03	12-03-02	96	257	5000 series	Whole State
Melbourne	11-02-03	28-03-03	198	316	3000 series	Whole State
Darwin	17-03-03	04-04-03	90	111	0800 series	Whole State
Perth	19-03-03	14-05-03	168	234	6000 series	Whole State
Hobart	31-03-03	04-04-03	30	52	7000 series	Whole State
		<b>TOTALS</b>	<b>3273</b>	<b>3771</b>		

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for formatting purposes*