



The University of Sydney

Faculties of Health Sciences and Architecture

**Home Modification & Maintenance:
Information Clearing House Project**

Advisory Committee Minutes

Meeting of the HMM Information Clearinghouse Advisory Committee

20 May 2004

3:00pm

**Level 2 J Block Meeting Room,
The Faculty of Health Sciences,
The University of Sydney**

Present

Mr Ian Maxwell (Orange HMMS)
Ms Jane Bringolf (Independent Living Centre of NSW)
Mr Alan Meldrum (NSW Statewide Home Modification Service)
Ms Anne Reeve (Illawarra HMMS)
Mr Mark Nutting (Housing Policy NSW)
Mr Ray Loveridge (Housing Industry Association)
Mr Darrell Meredith (Motor Accident Authority)
Ms Megan Witte (College of Public Health and Health Professions, University of Florida)
Ms Kamala Jegaraj (Faculty of Health Sciences, University of Sydney)
Ms Catherine Bridge (Faculty of Health Sciences, University of Sydney)

Apologies

Mr Patrick Dunn (CGU)
Mr Paul Lawrence (Master Builders Association)
Ms Brenda Bailey (Council On The Ageing)
Ms Rebecca Rodgers (Department of Veterans Affairs NSW State Office)
Mr Mark Flynn (DADHC)
Mr Bob Champion (Health & Community Care Branch, Health Department of NSW)
Ms Christine Regan (NCOSS)

Chair

Assoc Prof Peter Phibbs (Faculty of Architecture, University of Sydney)

Note taker

Ms Julie Cameron (Faculty of Health Sciences, University of Sydney)

Notes

Actions

1 Welcome, introduction & apologies

Meeting opened with a welcome to visitors. Apologies were noted.

2 Minutes from the last meeting

The minutes for meeting of 19 February were accepted as true and accurate record.

3 Business Arising

Website upgrade: The website upgrade is underway. The consultant estimates completion of upgrade to take ±40hours.

Monitor upgrade
JC

Timber slip resistance: Negotiations re ARC submission are continuing with the timber industry, CSIRO, Richard Bowman HMMInfo project. A stakeholders meeting relating to ARC submission is to be arranged for September or October.

Continue negotiations **KB, PP**

Discussion included

- The benefits of identifying the timber industry funding cycle
- Implications of recent ABCB health and safety study report
- Lack of research into the slip resistance of timber
- Future research opportunities with Richard Bowman and timber industry
 - slip resistance of applied coatings
 - slip resistance of honeycomb matting
 - Use of timber ramps in ice / frost prone areas. Currently all measures to minimise ice / frost on ramps, such as covered ramps, are high cost solutions.
 - Regulation relating to CCA treated timber. Many builders are concerned that new treatment methods do not afford the same longevity as CCA.
- Clients frequently reject alternatives to timber ramp eg metal temporary ramps for aesthetic reasons.

Sensor research project: Recent changes in senior management at Dept of Housing have delayed negotiations.

Continue negotiations **PP, KB**

Grabrail diameter systematic review: Progress report was presented to the committee. See attachment

Complete amendments and fact sheets. Issue to Review Panels.
JC

Website Promotion & Training: Progress report was presented to the committee. See attachment. Committee agreed DADHC be requested to approach Lane Cove Community Aid, auspice body for Lower North Shore HMS, regarding internet access. Internet access is required for reporting MDS in addition to HMMInfo website.

Liaise with DADHC
KB, PP

Correspondence regarding negotiations with Standards Australia and use of HMMInfo has been sent to State Council. See attachments:

Follow up response **KB, PP**

Strategic Planning: HMMInfo team have had two meetings re 5-year plan. The Strategic Plan will be presented at the next Advisory Committee meeting.

Complete strategic plan **PP, KB, JC**

Listserv Hot Topics: No responses have been received from the survey was distributed at the Coffs Harbour conference.

Follow up with Pam Tobin re feedback on surveys **JC**

4 Clearing House sector training / promotion

State Council biennial conference: The conference was held 3 – 4 May. The offered a broad range of presentations to meet the needs of a diverse group of attendants. Participants include tradesperson, management, consumer representatives and sector representatives. Feedback forms will be reviewed the next State Council meeting 7 – 8 June. Informal feedback includes the opportunity afforded to network with peers.

No action required

Industry sponsorship of website was again discussed. Committee noted that sponsorship for core business was not consistent with Sydney University policy. However, sponsorship for specific events was acceptable.

Committee agreed to provide links to supplier websites and approach industry suppliers to provide HMMInfo link on their websites. Current upgrade of search and sorting facility on HMMInfo should be adapted to include supplier information.

Identify and contact relevant suppliers **JC**

5 Clearing House update

Webstats report: see attachment . A short survey will be uploaded onto website regarding use of HMMInfo website and information needs of the website user.

No action at this time

Future Projects: DADHC has approached HMMInfo to manage a literature review project to develop models and policy innovation that encourages developers and new home builders to incorporate disability access into new homes.

Liaison continuing
KB, PP

ABCB Consultation: Katy has been invited to advise on a consultation to examine the supply and demand for accessible housing, implications for the future and recommended short, medium, and long term strategies.

Position accepted
KB

The project outcomes are broader than Building Code of Australia (BCA) or regulatory solutions. General discussion around US rating for accessible housing. The importance of clarity and consistency in terminology was considered. Currently there appears to be some confusion within the industry regarding adaptable, accessible and adjustable. The implications of this misconception was considered in relation to builder's liability

Builders have two distinct legal obligations – BCA requirements and contractual obligations: Where completed works meet BCA compliant specifications, the builder liability for consequent injury is minimised. It was noted that BCA sets out minimum requirements. Education of both builders and consumers is required to move outcomes beyond minimum requirements.

Training: Committee agreed HMMInfo discuss collaborative representation to DADHC with State Council funding for training education program. The advantages and limitations of a national or state approach were considered. It was noted that DADHC is a state funded body while HACC partially funded Federal government.

For further consideration **PP, KB, JC**

The relevance of this research and education to other industries such as the insurance industry was considered.

Committee representatives from Dept of Housing, Motor Accident Authority and Housing Industry Association were encouraged to provide a link to HMMInfo on the organisation's website

6 Other Business

**No action
required**

Advisory Committee meeting schedules: The committee consider the benefits and limitations of quarterly and half yearly meetings. The committee agreed quarterly meetings were most appropriate due to the rate of project development and as the existing meeting schedule coincided with State Council meeting schedule.

Notify all Advisory Committee members **JC**

It was agreed future committee meetings be held 11am to 1pm to accommodate members travelling from outside Sydney.

**No action
required**

Housing Industry Association and Motor Accident Authority representatives were invited to join the HMMInfo Advisory Committee. As HIA is a national body contribution to policy development was considered more appropriate than committee membership. HIA representative will discuss opportunities for future collaboration between HMMInfo and HIA with colleagues.

Liaison continuing
JC

MAA representative will discuss ongoing committee membership with colleagues at the injury prevention management team as HMMInfo is very relevant at number of levels.

Complete
newsletter **JC**

Information on green, sustainable development and HIA website to be included in the next newsletter

7 Next Advisory Group Meeting

19 August, Faculty of Architecture, Darlinghurst

Meeting closed at 5:10pm

ATTACHMENTS

EVIDENCE BASED PRACTICE PROGRESS REPORT

19 May 2004

Background

The systematic review of grabrail diameters was completed and issued to the research specialist review panel in February 2004. The HMMInfo protocol for issue to the review panels states that the evidence based practice paper, Industry fact sheet and consumer fact sheet will be issued simultaneously. However, errors in the methodology or interpretation of the data by the research review panel would demand reworking of the research. Accordingly, the decision was taken to issue the evidence based practice paper first.

The review panel was asked to respond within three weeks. Four of the five panel members provided feedback. The one panel member not responding was on extended leave during the review process. Of the responses received, none were within the three week period. The last response was received 6 weeks after the requested date.

Recommendations

No limitations in the research methodology were noted. The review panels recommendations included

Improved clarity of presentation

Additional background information justifying the research question

More critical analysis of the results

Highlight implications for practice

Proposed actions

HMMInfo believes that consistency in the presentation and framework of the project's systematic reviews is critical. Within this constraint, the paper will be reworked with additional diagrams, figures and explanatory notes.

Additional background information to the research question will be added.

The results will be reconsidered by the team.

A section on implications for practice will be added with reference made to HMMInfo Industry and Consumer fact sheets.

Timeframe

- Reworking of the evidence based practice paper is estimated at one month
- Both fact sheets to be completed within the following three weeks
- Final drafts due within 12 weeks

HMMInfo Website Promotion Strategy

18 May 2004

Consistent with the agreed HMMInfo Website Promotion Strategy dated 13 November 2003, the project team has implemented the following activities.

1. HMM Service Providers

Level 2 / 3 annual conference

Training for level 2 and 3 HMS was held on 6 November 2003 at the Faculty of Architecture, University of Sydney. Approximately 18 people attended the training.

The training followed the protocol set out in the HMMInfo website training handbook.

Level 2 Regional meetings

Metropolitan North	29 January 2004
Familiarisation session in the training handbook	
Western Region, Riverina Murray services	24 February 2004
Familiarisation session in the training handbook	
Metropolitan Southeast and Southwest	26 February 2004
Familiarisation session and Modules 1 -5	
Northern Region, New England services	12 March 2004
Familiarisation session and Modules 1 -5	
Northern Region, Far North Coast & Coffs Harbour services	16 March 2004
Familiarisation session	
Western Region, Orana Far West and Central West service	25 March 2004
Familiarisation session and modules 1 -5	
Southern Region, Illawarra and Southern Highlands	26 March 2004
Familiarisation session and Modules 1 -5	
Kurri Kurri Service	15 April 2004
Familiarisation session and Modules 1 -5	

Level 1 HMM Service Providers

Ryde Hunters Hill Service (Metro North)	1 March 2004
Hornsby Ku-ring-gai Service (Metro North)	10 March 2004
Sutherland Shire Service (Metro Southeast)	29 March 2004
Leichhardt Service (Metro Southwest)	30 March 2004

Follow up required

Bankstown Service (Metro Southwest)
Fairfield Service (Metro Southwest)
Liverpool Service (Metro Southwest)
Wesley Service (Metro Southwest)
Woollhara / Waverly Service (Metro Southeast)
Macarthur Service (Metro Southwest)
Berrima Service (Metro Southwest)
Fusion (Metro Southwest)
Auburn/Parramatta/Holroyd HMMS (Metro Southwest)
Blue Mountains HMMS (Metro Southwest)
Byron-Ballina HMMS (Northern Region)
Casino/Kyogle HACC (Northern Region)
Clarence Valley HMMS (Northern Region)
Gloucester Home (Northern Region)
Goori HMMS (Northern Region)
Great Lakes HMS (Northern Region)
Hastings HMMS (Northern Region)
Lismore HMMS (Northern Region)
Macleay HMMS (Northern Region)
Mid Richmond (Northern Region)
Nambucca/Bellingen HMMS (Northern Region)
Manning HMMS (Northern Region)
Tweed River HMMS (Northern Region)
Rivernina Murray Level 1 Services (Western Region)

Other

Lower North Shore (Metro North) service coordinator advises that the service does not have access to the internet although the internet is available within the auspice body, Lane Cove Community Aid. HMMInfo wrote to the managing director of the auspice body regarding access to the internet for the HMS. The request was denied.

Randwick (Metro Southeast) service was unable to attend the regional meeting and training held 26 February. Randwick Council, the auspice body, requires all council employees seek permission in writing to attend seminars, workshops etc. HMMInfo has written to Council's General Manager requesting permission for the service coordinator to attend. To date the GM has not responded.

2. Home Modification Service Providers

Relevant organisations

Paraquad 31 March 2004
Familiarisation session

To confirm dates for presentation with
Spastic Centre
Independent Living Centre
Department of Veterans' Affairs

Identify and contact other relevant organisations.

OT dept & teaching hospitals

Greater Murray Area Health Service Occupational Therapy Regional Meeting
Familiarisation session

Industry Forums

HMMInfo quarterly newsletter continues to be issued to selected industry groups including National and State Occupational Therapy Association, Royal Institute of Architects, Master Builders Association, Housing Industry Association, Australian Institute of Building.

AHURI Housing Futures annual conference	27 November 2003
Presentation: Overview of website	
Northern Region HACC forum	10 December 2003
Familiarisation session	
State Council biennial conference	3-4 May 2004
Presentation: Overview of website development	
NSW Assoc of Occupational Therapy annual conference	21-22 Oct 2004
Presentation: HMMInfo use in Evidence Based Practice	

Follow up required

15 Area Health Services Occupational Therapy Regional Meetings
Regional and sub regional HACC Forums

3. Policy / Legislation

Regional Organisations of Councils

All Regional Organisations of Councils have been contacted. Only Southwest Sydney ROC and Western Sydney ROC have dedicated Access Forums.

- Presentation at SSROC 5 February 2004
- Letter of introduction and recommendation for presentation sent to WSROC. No response received to date.
- Contact other ROC re general presentations to relevant Council staff
- Local Council Access Committees

4. Consumers

nil contacted to date



Ron Rademaker
Fusion Home Modification & Maintenance Service
PO Box 220
ST MARYS NSW 1790

18 May 2004

Dear Ron

As you are aware, the HMMInfo Clearinghouse project was funded to support the HACC funded home modification services (HMS) in NSW. Recently, the HMMInfo Advisory Committee considered options for providing greater support to the HMS. It was agreed that a closer and more visible partnership between the Clearinghouse and HMS would be beneficial. A stronger partnership would enable State Council to represent more directly the HMS needs to the Clearinghouse. Consequently, the Clearinghouse would be able to address the current needs of HMS more efficiently.

The development of generic forms for HMS by State Council was discussed at the advisory committee meeting of 19 February 2004. The committee suggested that inclusion of the HMMInfo Clearinghouse logo on these forms could be a clear demonstration of the partnership between HMS and HMMInfo Clearinghouse. Accordingly, we propose a meeting between HMMInfo's directors and representatives of State Council to explore the possibility of incorporating the HMMInfo Clearinghouse logo onto the forms.

We look forward to developing this concept with you further.

Sincerely

Catherine Bridge
Director
HMMInfo Clearinghouse
University of Sydney

Peter Phibbs
Director
HMMInfo Clearinghouse
University of Sydney



Ron Rademaker
Fusion Home Modification & Maintenance Service
PO Box 220
ST MARYS NSW 1790

18 May 2004

Dear Ron

The HMMInfo team has been exploring ideas to offer additional support to the HACCC funded Home Modification Services (HMS) in NSW. During the website training program, a number of the HMS commented on the expense and difficulty in maintaining current Australian Standards. Australian Standards' web-based site licensing provides up to date and immediate access to current published Australian standards and draft standards.

Access to current standards offers the potential for HMS to provide better outcomes for clients with maximum efficiency and reduced costs. Accordingly, we propose HMMInfo directors and representatives of Standards Australia, DADHC, and State Council meet to discuss the requirements and implications of providing site license access to HMS.

We look forward to discussing this proposal with you.

Sincerely

Catherine Bridge
Director
HMMInfo Clearinghouse
University of Sydney

Peter Phibbs
Director
HMMInfo Clearinghouse
University of Sydney

WEBSTATS SUMMARY

Data Summary for period from launch till May 20th 2004

- 1,713 unique visitors since August last year.
- Average 48 unique visitors a day to the website
- 19,787 page views with an average 452 page views per day
- 19 Countries including 50 visitors from North America
- 159 Website referral from four web search engines; Google (88%), Ninemsn (5%), Netscape (4%), Yahoo (3%).

Referring WebPages

<http://www.ot.fhs.usyd.edu.au/projects.html> (12) OLS

<http://www.library.usyd.edu.au/subjects/healthsciences/occdatabases.html> (6) Health Sciences library

http://www.cca.org.au/content.asp?p=357#australian_wide_agencies (9) Crippled Children's Association of SA

http://www.clininfo.health.nsw.gov.au/Allied_Health (10)

http://www.ciap.health.nsw.gov.au/Allied_Health (3) Clinical Information Access Program (CIAP) Allied Health

<http://www.easternsuburbsbec.com.au/esbec/TrainingCalendar> (3) Eastern Suburbs Business Enterprise Centre

<http://www.spinalcordinjuries.com.au/publications> (1) Spinal Cord Injuries Australia—Community Survival Kit

Listserve Statistics

Registered users: 78

Conferences: 4

- Access and Egress: Issues relating to the provision of accessible entries and exits in houses. For example this may include design / redesign, maintenance or safety issues.
- General: Use this conference if the other conferences are not relevant to your question
- Grabrails and handrails: Information relating to selection, installation, research and maintenance of grabrails (grab bars), support rails and handrails for persons with disabilities and their carers to enhance function
- Legislation, Building Codes and Australian Standards Issues relating to interpretation or application of regulatory documents relevant to home modification. This may include draft documents or enacted legislation.