



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

Advisory Committee Minutes

Meeting of the HMM Information Clearinghouse Advisory Committee

24 February 2005

At 3.00 p.m.

**Dean's Meeting Room,
The Faculty of Architecture
University of Sydney**

Present

Mr Ian Maxwell (Orange HMMS)
Ms Jane Bringolf (Independent Living Centre of NSW)
Ms Terry Kouros (Health & Community Care Branch, NSW Department of Health)
Ms Melinda Paterson (HACC Development Officer, Sutherland)
Ms Catherine Bridge (Faculty of Health Sciences, University of Sydney)
Ms Rebecca Rogers (NSW Department of Veterans Affairs)
Mr Darrell Meredith (Motor Accident Authority)
Ms Anne Reeve (Illawarra HMMS)
Mr Mark Flynn (DADHC)
Mr Mark Nutting (Department of Housing)
Assoc Prof Peter Phibbs (Faculty of Architecture, University of Sydney)

Apologies

Mr Phil Endean (NSW State Wide Home Modification Service)
Brenda Bailey from COTA has left a replacement will be organised for our next meeting.

Chair

Assoc Prof Peter Phibbs

Note taker

Ms Catherine (Katy) Bridge

Notes

Actions

1. Welcome, introduction & apologies

Peter opened the meeting at 3.00 p.m. Apologies were noted. Peter welcomed Terry Kouros and invited her and all the other committee members to introduce themselves. The sadness of Alan Meldrum's passing and the significance of his contribution to Home Modification and Maintenance knowledge was also noted.

2. Minutes from the last meeting

The minutes of the previous meeting of 25th of November 2004 were accepted as a true and accurate record. Corrections had previously been noted from Jane and minutes amended.

3. Clearinghouse update

Staffing Changes:

Katy circulated list of new staff and their roles. Julie Cameron left our project at Christmas to take up another research position within the Faculty of Health Sciences. Julie's position has been replaced with a job sharing arrangement with the ILC-NSW designed to further integrate information operations. Our new appointee is Lara Oram (3 days a week). Our original librarian Kamala resigned in February after organising and training a replacement. Our new part-time librarian is Katrina Chaudhary who continues to work at the Health Sciences library. Two additional part-time people have also been employed, a senior researcher (Dr Anita Lundberg) employed to develop external funding grants and Praveen Gopalan a statistician to assist with HACC MDS secondary data analysis required by DADHC.

See attached contact list

Webstats:

Katy provided a summary of the webstats for the period from 10 November till 23rd of February. The number of page views to date is 30,941, whilst Total Visitors numbers are 3,712. In the period Nov 20, 2004 to Mar 03, 2005 there was 584 visitors from 15 countries. Nevertheless 91% of visitors over this period were Australian, with the breakdown as follows: New South Wales accounting for (70%) Victoria (15%) Queensland (3%), South Australia (2%) & other (10%). The only state in Australia not represented was the Northern Territory.

See attached report

HSNet:

Katy reported that there had been no further action on this since the last advisory meeting. Darrell then reported that the MAA had contracted to participate and HS-NET was going to be hosting their website, however there had been some unanticipated delays which may have slowed down the website acquisition process across the NGO sector overall. The committee reconfirmed that this was a direction worth pursuing.

Continue negotiations with HSNet
KB

Standards Australia:

Ian Maxwell reported that the NSW Home Modification and Maintenance State Council had agreed to fund the online license and was still deliberating on which of the additional standards they wanted. Following the meeting an annotated list of standards considered useful for residential housing had been compiled by Julie Cameron and forwarded to Mark Flynn and State Council for consideration as an appendix to the basic BCA and Standards package. Katy reported that she had prepared and sent a draft letter to DADHC asking for a fees waiver from the ABCB for the BCA component. Mark Flynn asked if a letter from DADHC was necessary for the BCA fees waiver. There was general consensus that this was required and would be beneficial.

Systematic Review Update:

Katy reported that she had contacted David Feather in the US the international expert on anthropometrics and disability as Julie had raised the issue of the validity of palmar measurement. David had confirmed that 1: that whilst disability posed a number of issues for validity of any form of grasp measurement that palmar measurement was probably more valid than other forms of measurement; 2: he confirmed that additional material on grasp was available and should be sought.

Katy reported that the slip resistant coating and alternatives to auditory doorbell studies were both complete. Both were written up as honours theses and were currently in examination.

Hot Topics:

Rebecca mentioned that there was a new tempering value on the market and that it had more capabilities than those listed. Melinda also commented that the Hot Water regulation products listed didn't all have any disadvantages listed. There was some discussion around maintaining currency of information and the importance of disclaimers. Rebecca pointed out that it was impossible to keep all information absolutely current and that she didn't know of any website which didn't hold outdated materials. Katy pointed out that to some extent we rely on our AC. expert review panels and users to notify us of incorrect and outdated materials.

New hot topics suggested were:

- ▶ Electrical Standards in bathrooms
- ▶ Lever taps
- ▶ Induction hot plates
- ▶ Kitchen benches

Katy asked everyone to have a look at the new Residential Lift Bulletin. All lift suppliers in NSW had been contacted but only one response had been received. Melinda noted a typo in the Residential lift draft and that the orientation was still landscape. Katy requested all committee members notify any feedback or changes ASAP.

IM to report back about additional standards selection at next meeting.
MF to send letter to ABCB asking from waiver.

KB to add new material and send these documents to a professional editor for advice on simplification prior to publishing on the website next month.

KB to organise for these to be rewritten as clearinghouse publications and for the Industry and Consumer versions to be reviewed.

RR to supply info re new HW product

KB to organise updating of HW bulletin.

Everyone to alert the project re any new products or change in practice etc.

KB to organise new Hot Topic for May release.

KB to make changes as noted and bulletin to be posted by next Friday.

MBA Roadshow

Katy reported that there in December discussions with Home Modification and Maintenance State Council and the ILC-NSW occurred following receipt of an invitation from the MBA to participate in their 2005 Statewide roadshow. State Council and the ILC both agreed in principle to collaborate on this project. State Council felt that the RTO's were the most appropriate representatives for the Home Modification and Maintenance Services regionally. Ian was delegated the task of contacting the RTO's however RTO involvement was put on hold and RTO representation was referred back to the March State Council meeting to resolve as Ron Rademaker of Fusion HMMS raised the issue of a pre-existing MOU with the HIA that might potentially prohibit involvement. Mark indicated that this was of community significance; Rebecca, Darrell and Mark supported this position. Anne reported that pending further discussion at State Council since the Roadshow was slated to commence on the 28th of February, interim arrangements had been made directly with the local South Coast Scheme for representation at two of the four South Coast presentations. Katy reported that the Clearinghouse and the ILC produced a 10 minute PowerPoint presentation and three question and answer segments of relevance to residential contractors and the MBA has agreed to present this if representation from HMMS services was not forthcoming.

CaseStudies Usability:

Katy reported that she had met with Rebecca, Jane and had feedback from Ann, Spastic Centre and Sandi-Lightfoot Collins re the CaseStudies questionnaire. There are issues with the login, number of clicks, client consent and the interface. Sandi-Lightfoot Collins has said she will send some cases for the clearinghouse to put up.

Events & Training pages:

Katy reported these had been updated by Lara and now include information from the Occupational Therapy Association, ILC-NSW, MBA, HIA etc. Ian suggested that Pam Tobbin be contacted to obtain all the Regional HMMS meeting dates for NSW.

Katy mentioned that two HMMS had contacted the clearinghouse requesting website training. Mark said this should be organised in conjunction with regional meetings where possible.

Rebecca mentioned that DVA was having an Occupational Therapy training day and asked if the clearinghouse could participate

KB & JB to continue collaboration with MBA

KB to write to HIA to offer same materials.

AC to report back about local builder involvement.

IM to compile contact list for RTO's and to report back from State Council re strategy for HMMS involvement for rest of NSW.

KB to collate information and report back at next meeting with and upgrade strategy.

IM to send Regional meeting information to us.

KB to organise regional website training.

KB to present at DVA training day

4. Clearinghouse Projects

Timber Slip Resistant Forum

Peter stated that a one-day research forum was run with a number of forestry organisations including 'Outdoor Structures' and the 'Timber Development Association' and the CSIRO re scoping of an ARC linkage grant. Outdoor Structures has agreed to fund a three year PhD scholarship to look at COF of timber for people with disabilities.

KB to try for additional industry support from IAG.

Consequently it is intended that an Industry collaborative grant be submitted to the ARC for funding in the April linkage round.

Sensor Research Project

Peter reported that there was currently no further news about this project.

PP to follow up with the Baptist Church.

Accessible Housing Tender:

Katy reported that a tender had been written in collaboration with The Disability Studies and Research Institute (DSaRI), Amelia Starr (access advisory resource centre) and Dr Simon Darcy (University Of Technology, Sydney) this was submitted in December but we were notified by the ABCB the tender was unsuccessful in late January. So far no feedback from the ABCB has been forthcoming and the status of the project is unknown.

5. Other business

Dissatisfaction of level 1 Home Modification and Maintenance Services:

Anne raised the fact that at the last Home Modification and Maintenance State Council meeting it was reported that several of the level 1 services felt that the clearinghouse was not meeting their needs. Ann reported that some services were concerned about accessibility and relevancy. Jane stated that contractors require small bites of information. Ian said that there were issues for some HMMS in terms of time pressures so limited time available to search for information. Melinda asked if there were issues in terms of roles and access to the internet within some HMMS auspices. Rebecca said she found it hard to believe that grabrails, hot water tempering valves and decking were not relevant to Level 1 HMMS. Jane wondered if HMMS were concerned about funding and maybe didn't realise how little the clearinghouse actually receives in DADHC funding.

KB to organise to email all Hot topic and any publication updates directly to all HMMS

KB to request State Council to endorse Clearinghouse annual Business Plan.

Home Modification and Maintenance State Council's Executive Officer Position:

Melinda asked about where this position would be situated and what role the new person would have. Anne reported that Age Concern would host it and that the position was currently being advertised. Katy suggested that those interested watch the website as the job details were advertised there.

KB to contact Paul Sadler at Age concern to formally offer to support this position.

Change in Occupational Therapy positions:

Anne reported that new Occupational Therapy positions are being allocated and filled directly within HMMS. This provided a point of expertise and a point of contact for disseminating information.

TK compile list of Occupational Therapy HMMS experts imputing to level 2 jobs



Next Advisory Committee Meeting

The next meeting will be held on the 19th May 2005 at the Faculty of Health Science, University of Sydney.

Meeting closed at 5.05 p.m.