



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

Project Advisory Committee

Thursday, 20th of November, 2003

At 3.00 p.m.

Level Two Meeting Room J Block

Cumberland Campus,

The Faculty of Health Sciences,

The University of Sydney

Present

Ms Jane Bringolf (Independent Living Centre of NSW)
Mr Ian Maxwell (Orange HMMS)
Ms Anne Reeve (Illawarra HMMS)
Mr Mark Nutting (Housing Policy NSW)
Mr Peter Phibbs (Faculty of Architecture, University of Sydney)

Apologies

Mr Noel Baum (Local Government Association of NSW and Shires Association of NSW)
Mr Alan Meldrum (NSW Statewide Home Modification Service)
Ms Brenda Bailey (Council On The Ageing)
Mr Mark Flynn (Dept of Ageing, Disability and Home Care)
Ms Rebecca Rodgers (Department of Veterans Affairs NSW State Office)
Mr Bob Champion (Health & Community Care Branch, Health Department of NSW)
Mr Dinesh Wadiwel (NCOSS)

Chair

Ms Catherine Bridge (Faculty of Health Sciences, University of Sydney)

Note taker

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

Notes

Actions

1 Welcome, introduction & apologies

Katy opened the meeting by welcoming all attendants and calling for any apologies to be tabled.

No action required

2 Minutes from the last meeting

Ian Maxwell moved that the minutes from the meeting of 28 August be accepted as a true and correct record.

No action required

3 Clearinghouse website expansion / knowledge developmet

Jane offered a vote of thanks and congratulations to the HMMInfo Clearing House team on the successful website launch held 6 November in Manning House at Sydney University.

No action required

The status of ongoing Systematic Reviews by the Clearinghouse team was discussed. This included

- Delayed completion of the grab rail diameter review due to preparations for the website launch. The revised date for issue to the Specialist Review Panels is earlier December.
- Reviews on alarm systems for hearing impairment and slip resistant coatings for tiles are now underway by the team's two new Honours Students.
- Meagan Dewitt, a student from University of Florida, will be working with the HMMInfo Clearinghouse as part of formal exchange program. It is anticipated that Meagan will also undertake another systematic review

Completion of first draft and issue to Review Panels. **JC**

Ongoing supervision of students **KB**

Ongoing planning and communication with Meagan **KB**

Webstats, the website usage monitoring program utilized by HMMInfo, has demonstrated a steep increase in the website usage since August

No action required

4 Clearinghouse Sector Training

Sector training has commenced with planning for further training underway. Training focuses on familiarization with the website and effective and efficient use of the website

Completed and planned training programs include

- HMS level 2 and 3 was held 7 November as part of their annual conference.

Feedback through Anne from staff member who attended the initial training was that entering his own rather than 'theoretical' cases would have been more meaningful

Notes

- All level 2 services have been emailed requesting planned regional meeting dates for 2004. It is suggested that website training be integrated with the regional meetings.

Ian suggested that the training also include local OTs.

Anne suggested Illawarra and Queanbeyan be grouped together for training i.e. incorporated in the Southern Region meeting.

Katy suggested that the HMMInfo team would develop and provide a handbook to accompany future training programs.

Anne suggested a glossary be included for those who not familiar with IT jargon.

Ian continued that the handbook should be uploaded onto the website under a 'help' menu. Reference to the handbook should also be included in the 'Tour'.

5 Clearinghouse Promotion

Attendants reviewed the handout on website promotion. This was followed by a discussion on additional promotional strategies.

Suggestions included

- Representation to relevant groups such as
 - Consumer advocacy groups
 - DVA van network
 - Regional HACC forums. It was noted that some peak bodies such as Carer Respite and Carer Networking are represented at HACC forums
 - Commonwealth Care Link
 - Community Broadcasting Association of Australia (radio)
- Pensioners and Superannuates Association Production and issue of flyers to
 - Council libraries where seniors can then use library computer if don't own one
 - Disability Information Network, a librarians' information service that meets at the NSW State Library

Actions

Follow up phone calls to level 2 services **JC**

Produce handbook **KB, PP, JC**

Contact of relevant organisations and development of flyer included in strategic plan **KB, PP, JC**

Notes

- RISETEC and Assets management, Department of Housing
- Commonwealth Rehabilitation Scheme
- Workcover
- NSW Community Housing Federation via their training link
- Aboriginal Housing Office

6 Other Business

Katy met with Sue Slattery from ILC in relation to grab rail information on 18 November. The ILC is running a workshop for OTs on grab rail issues. The workshop is sponsored by Lenlok.

Katy and Julie met with Bill Reynolds from Lenlok on 18 November in relation to possible research collaboration.

- Ian Maxwell pointed out that the new textured finishes grab rail suppliers were producing become increasingly hazardous overtime. He queried if there was a possible avenue of communication to the suppliers through the Clearinghouse to support evidence based production of new grab rail products.
- Anne asked if it is possible to commission a specific grab rail, possibly with State Council backing / support due to the potential advantage of group buying for all HMS. HMMInfo Project could 'signoff' on several good rail designs. Ian stated some group buying already exists
- The HMMInfo Strategic Plan is currently being written. The Plan will be presented at next Advisory Committee meeting
- Jane stated ILC Kitchen and Bathroom books will be made available to all HMS in the Resource Library 'Private Area' on the HMMInfo website. Katy suggested that additional comments requesting feedback on these publications might be useful.
- As the Project Advisory Committee Terms of Reference were accepted they are now available on the website in the Administration Library.
- The Committee agreed to meet quarterly in 2004 on the third Thursday. Dates for 2004 Project Advisory Committee meetings are 19 February, 20 May, 19 August, 14 November.

Actions

Complete plan **KB, PP, JC**

Upload publications **JC**

Upload document **JC**

No action required

Notes

- Expansion of membership for the Project Advisory Committee was discussed. Anne and Ian suggested construction industry sector representatives such as Master Builders Association, Housing Industry Association be included. Also representation by Commonwealth Rehabilitation Services may be appropriate. The recommended approach to candidates included an invitation to the May Advisory Committee meeting. In addition the HMMInfo team should consider the potential benefits to *the candidates* rather than focusing on benefits to the project.
- Jane asked if Adaptable Housing issues were relevant to HMMInfo project. She asked who keeps a register of where and what Adaptable Housing is available? Peter and Ian informed the attendants that Councils keep a record of 'approved' adaptable houses. Furthermore under the new title system Council's are using, post adaptation drawings are a required component of relevant Development Applications. There is a 3 year sunset clause before this system is mandatory. Currently it is self regulating.
- Anne asked for feedback on a question posed by a client: Have 'Choice' ever done review of home modifications? Attendants were not aware of any review to date. However, a review of assistive technology had been completed in collaboration with the ILC.

A review of home modification was generally considered a useful idea as a future article or special issue on home modifications. Choice published an article on hidden traps and costs relating to retirement villages.

7 Next Working Group Meeting

3:00 pm 19 February 2004 FArch

Meeting closed at 4:35pmm

Actions

Identify and contact relevant candidates
JC

No action required

Representation to Choice magazine **KB, PP**