Advisory Committee Minutes

**Meeting of the HMinfo Advisory Committee
4 Dec 1014, At 2.00 p.m.**

Dean's Meeting Room, Level 5,
Red Centre West Wing,
The Faculty of the Built Environment,
University of NSW

Agenda Item and Notes

Welcome, Introduction & Attendance

A/Professor Catherine Bridge (CB) opened the meeting at 2.00.

Apologies were noted.

Present

	Annette Hanly (AH)	SCOPE Access
	Bryan Molan (BM)	KeyStone HMM service
	Greg Killeen (GK)	SCIA
	David Gonzalez (DG)	LTCS
	Nicholas Loder (NL)	Land and Housing
	Lisa Lanley	COT.A NSW
	Susan Dinley (SD)	DVA
	Teresa Petric (TP)	FACS-ADHC
	Hamish Murray (JG)	ILC NSW
	Jordana Goodman (JG)	PDC NSW
	Serena Owens (SO)	PDC NSW
Apologies	Robyn Chapman	ILC NSW
	Michael Bleasdale	NSW HMMS State Council
	Lesley Radbron	LTCS
	Ruth Robinson	PDC NSW
	Phil Endean	HMMSC
	Kathy Taylor	DSS/HACC
	Margaret Kay	Local Govt
Chair	A/P Catherine Bridge *(CB)*	
Note taker	Michelle Svenger (MS)	

Approval of Minutes of last Meeting

The Minutes from September 2014 Meeting have been approved.

Matters arising from last Meeting:

1a. Website - Regarding labelling Fact Sheets: - Issues re website - best ways to manage labelling and naming fact sheets. Two members gave suggestions to label by room or type of dwelling labelling. **1d. Case Studies as PDF's?** – Currently we don't create pdfs of these as the concern is that it would be difficult to make these types of files accessible which is hard to rationalise when we don't know what the demand would be, but can relook at this after June.	FactSheets - We will look at presenting proposed plan regarding this to be raised at next meeting

HMinfo

8e. Maintenance and repair of building work

SCIA and ILC NSW does not provide home mods and maintenance and therefore has no policy on this issue. As LTCSA provides a "no-fault" insurance model for the life of the participants, SCIA believes the LTCSA is responsible for the ongoing maintenance and repair relating to providing access.

1 HMinfo Website

1a) Stats Report

The full reports were included in the AC Members' document package

- CB outlined the quarterly WebStats and Google Analytics reports, including:
- **Total Page Views to Date:** 931,941
  (Increase of 18,614 from last meeting's total: 913,327)
- **Total Visitors to Date:** 270,368
  (Increase of 5,954 from last meeting's total: 264,414)
- **Total Registered Users:** 1118
  (Net increase of 23 from last meeting total: 1095)
- **OT Mailing List members: (mailing list)**: 607
  (net increase of 8 from 599)

Top 10 HMinfo Publications Downloaded Since Last Report

Rank	Publication Title	Downloads
1	Summary Bulletin: Home Smoke Alarms: Hard Wired and Battery-Powered Systems	4339
2	Dementia Design Guidelines: Home and Community Care Capital Works Program	4296
3	Stairs - A Summary Bulletin	3552
4	Summary Bulletin: Gardening at Home	3209
5	Orientation: Evidence Based Research: Effectiveness of Grabrail Orientations During the Sit-to-Stand Transfer	3125
6	The Effectiveness of Ceiling Hoists in Transferring People with Disabilities - A systematic review	3117
7	Industry Factsheet: Designing home environments for people with problems with cognition who display aggressive or self-injurious behaviour	2946
8	Industry Checklist: Designing home environments for people with problems with cognition who display aggressive or self-injurious	2827
9	Landscape Modification: an alternative to residential access ramps and lifts	2821
10	Follow-up efficacy post environmental modifications; a guide for clinical practice.	2613

1. HMinfo Website

Website Progress Report – in pack

CB explained the major upgrades that the website has undergone since the last ACM:

The website has undergone the following major upgrades since the last report:

1a) Colour Contrast Changes

Background and foreground colours have been adjusted across the website to ensure that the websites contrast ratios pass Level AAA requirements of the Web Content Accessibility Guidelines (WCAG) for small and large font sizes. Background images were adjusted where necessary to remove patterns which disrupt contrast ratios.

1b) ZoomText Rendering Options

ZoomText is a screen magnifier application which allows users to enlarge images and text on their desktop.

According to Vision Australia, the average magnification level is 400% and the most commonly used screen magnifier in Australia is ZoomText..

1c) Forum Search

A keyword based search was added to each Forum section on the website to enable users to conveniently find conversations.

1d) Calendar Enhancements

The HMinfo websites calendar strongly relied on pop-up windows to display event information. This has been replaced with whole pages on same page so people can read them without leaving the page.

1e) Mega Menu Enhancements

Previous enhancements to the Mega Menu addressed issues which would be experienced by keyboard-only users. The latest enhancements are aimed at addressing issues which were experienced by users of assistive technology such as turbo-mice.

Additional Administrator Interface Features
A number of upgrades to the administrator interface were developed to improve productivity in regards to the management of website content.

- Record ID Search

- Publication List Export

  Newsletter Recipient Exclusion Field

2. Publications and Research Activities

- CB provided the following update on the following current HMinfo research projects and activities. Printed reports (as indicated for each project update) were included in the AC Members' document package.

2a) Summmary Bulletin: Fire Safety - Smoke Alarms – Joanne Quinn – sent with agenda **Status:** in review; obtaining permission for use of AS/BCA material NL said better off with advisory info. All agreed it's good to have easily digestable info. Ie: Brief sheet or fact sheet. Concern was raised re backup generators re power cuts.	NL's: The Home Modification Information Clearinghouse document is a good summary of the various smoke alarm options. Various States have made decisions independent of other states. Blanket decisions are not preferred.	NL By Feb 1

2b) Summary Bulletin: Slip Resistance - Joanne Quinn
- in package
Status: review Jan-Feb 2015
The report has been updated to include the new material from *SA HB 198:2014* and *ABCB Advisory Note 2014-1 Slip Resistance for Stairways, Landings and Ramps.*

2c) Consumer Factsheet: Managing Water in the Bathroom 2nd ed. - Joanne Quinn
(Consumer Factsheet: Showering over the bathroom floor drain 2nd ed.) - in package
Status: emended following review; one reviewer needed
In response to two reviews, the title was changed and emendations made. Awaiting acceptance of a Consumer reviewer so final review can be undertaken.

2d) ADHC "DIY Home Modifications: Point-of-Sale Supports for People with disability and their Carers" - Nicole McNamara, Sophie Maalsen & Catherine Bridge - Positioning Paper circulated at previous meeting **Status:** emended following review; one reviewer needed Planning on Industry Forum in Feb with industry next year to discuss what can be made available to people at POS, eg QR codes and what is already avail. We have 3 yrs data of increase of 12-14% (13mill) . Grabrails, hand held showers, hand rails, threshold ramps and gutter drains. Will provide fact sheets at forum to discuss.	Need feedback on who you think should attend forum and members to confirm if they would attend.	All Members By Feb 1
2e) Annual Report - Draft Circulated at meeting.	Feedback regarding the Annual Report is welcome	All Members By Feb 1
2f) Set: Fire Safety (in pack) Hamish MacLennan (adjunct) is progressing in research on home fire safety. He has contacted specialist reviewers in building code certfication and fire safety for reviewing.	Last minute feedback regarding the Fire Safety set is welcome NL: The Fire Safety booklet is an excellent resource.	All Members By Feb 1

Note: ***HB 46-2010 Fire Safety in the Home*** addresses concerns with Home fire sprinklers (circulated in meeting) or http://bit.ly/1vLGTeb to download.

3. Community Engagement

3a) Listing on the Centre for Applied Disability Research website (CADR). **3b) Discussion with OT Australia: Advisory Committee representation and MoU.** Katy reported that Linda Ford had contacted her and Georgia was invited.to be the NSW Health Representative and anticipate she might attend the March meeting next year.	We are currently negotiating a 3 way MoU between the HMinfo, Home Mods State Council (MOD.A) and OT Ausralia	HMinfo

4. Events and Training

CB provided the following update on recent and upcoming events and training and on liaison with industry, consumer and research stakeholders:

- Walk21 Conference – Sydney (CB)
- Keynote Speaker at the Resilient Communities Summit – New Zealand (CB)
- Universal Design Conference – Tokyo (PC) (CB), awarded "Best Paper"
- Symposium on trends in Universal Design 2014: Tourism

for the Ageing Population – KL

Upcoming conferences:

MOD.A – Home Mods Conf (7-9th October 2015)

5. Governance & Administration

5a Protocol for HMinfo Research by External Authors – Joanne Quinn *(Guide to Summary Bulletin in package)* **Status:** in progress Publication guides for external authors are being developed **5b) Specialist Review Panel Membership** We are recruiting new members of our Specialist Review Panels to : • Replace members who have left their previous role/organisation • Ensure national representation (and where relevant, international representation) • Reflect changes to the Home Modifications environment	Call for any nominations you may think of that are suitable to be peer reviewers.	All Members By Feb 1

6. Non-HMinfo Funded Projects:

CB provided the following update on other research projects undertaken by EBEP, but relevant to HMinfo:

6a) ARC Linkage: Livable Bathrooms - Designing out dependence in activities of daily living

This research is nationally significant and aims to establish the criteria needed for the development of more flexible, innovative and safer bathroom fixtures and domestic bathroom environments for older Australians. Bathrooms are for people, yet there is a lack of reliable and valid data to guide product innovation and the spatial envelopes required for efficient and effective bathroom design.

6b) City of Sydney – Liveability app.

The UNSW Liveability application is a tool that can be used on mobile devices, such as iPads, iPhones and Android phones, to collect audio, text, visual and image data about people's perceptions of their town centre.

6c) Literature Review: Mapping the evidence base on home modification outcomes - Phillippa Carnemolla

  Status: The literature review has begun and research has been mapped onto a systematic Matrix. Evidence base is currently being analysed. .

6d) ACA - Building criteria, vision and luminance contrast

The project examines how people with normal and impaired vision with their physical characteristics identify and rate building elements possessing various luminance and chromatic contrasts in terms of their appearance and functionality.

7. Grants and Applications

7a) IRT Research Fund – application in partnership with the Community Housing Federation of Australia to look at home modifications in community housing using the Illawarra as the sample area.

Just missed out, came fourth, but didn't get the grant. But since then have been talking to South Australia and possibly applying there for a larger grant.

7b) DSS Healthy Ageing and Service Improvements Grants – application to research and develop an evidence-based assessment and screening tool to assess the home environment of aged care consumers.
Status - Still awaiting approval – early next year

7c) DSS Healthy Ageing and Service Improvements Grants – application for ongoing funding to run HMinfo
Status - Still awaiting approval – early next year

7d) DSS Housing and Homelessness Grants – application to develop an evidence base and Smartphone app to assist home modification providers and young people with disability (YPD) and their families to determine whether assistive technology (AT) or home modifications (HM) would enable secure accommodation options that provide the best long term support to minimise YPD's ongoing care costs and maximise their independence and community engagement.
Status - Still awaiting approval – early next year

8. Other Business

8a) Home and Building Insurance – website statement, potential publication

HMinfo has put a statement on our website, plus are currently collating a list of insurance companies for future publications.

8b) Potential (HMinfo website) publication: Elimination Steps – HMinfo Team (JQ Proposal)

Committee Members start a list of ways small steps with lips under 20mm are resolved in practice.

Hamish mentioned how builders often dictate how to solve issues for clients that are not practical and that the building footprints should be changed from day one. Eg: plan wider doorways to begin with. Council regulations have stipulations that are inflexible on changing their rules.

Should we be looking at changing this publicaton? The reply was no, it's industry driven.

8c) Project requests from Advisory Committee Nut out a strategy to discuss housing guidelines, adaptability and building guidelines. Could be on our agenda to identify cases which require changes to legislation There is a need for education and making people aware of these needs. New house construction is only 3% but home mods is the majority area. There's a greater need for both builders and consumer education. Suggestions were also made in response to the previous Minutes to inform consumers with factsheet/guidelines. NC: in a) for consumers to select builders who are wheelchair access competent, b) that guidelines like the Livable Housing Australia's Design Guidelines are available to the new home buying public, and c) to educate small home builders the design changes to their project homes that will economically accommodate access in new homes. Finally, with the Access to Premises Standards now incorporated in the NCC/BCA,new residential flat buildings now have disability access to common areas. Together with lifts new residential flat buildings are providing higher level of access than single cottages.	Organise a joint meeting with Home Mods State Council and PDC to nut out a strategy for this.	PDC By Feb 1
8d) AC Members to please join/update details on our website asap.	AC Members to update and add phone numbers etc to their contact details AC Members required to register on our Website to receive News, Events and Newsletters	Annette Jordana David Lesley Teresa Michael Robyn

Meeting closed at 4.40pm.

Next Advisory Committee Meeting

The next meeting will be held on **5th March 2014** at the Faculty of the Built Environment, University of NSW at 2.00pm.

Post Meeting Discussion

Nicholas was asked to report on an NDIS focused architectural competition auspiced by the National Affordable Housing Consortium. Four Universities were asked to submit new housing designs for an infill site in Brisbane and an large site in Melbourne.

Nicholas and Catherine provided housing and disability design advice to the UNSW submission teams.

Postscript: UNSW was informed that the UNSW submissions had won first place for both sites.

Greg mentioned repair kit – call centre? We can do a news item about it. Faqs and questions.	Send Michelle link and blurb to put on our News items.	GK asap
There will also be a blog soon available - assistive technology that enhances peoples' lives.	Also assistive tech blog link.	
Hamish mentioned that lift design standards may need review (?) to operate with the increasing weight and sizes of larger wheelchairs and wheelchair users		