



Advisory Committee Minutes

Meeting of the HMinfo Clearinghouse Advisory Committee
05 12 2013

At 2.00 p.m.

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

Present

Bryan Molan (<i>BM</i>)	HMMS State Council
Natasha Ramsey (<i>NR</i>)	NSW HMMSC
Nicholas Loder (<i>NL</i>)	Land and Housing
Sandi Lightfoot (<i>SL</i>) phone in	NSW Health
Susan Dinley (<i>SD</i>)	DVA
Teresa Petric (<i>TP</i>)	ADHC

Apologies

Annette Hanly (<i>AH</i>)	SCOPE Access
Candice Ungaro (<i>CU</i>)	DoHA/DoSS
David Gonzalez (<i>DG</i>)	Lifetime Care
Greg Killeen (<i>GK</i>)	SCIA
Jordana Goodman (<i>JG</i>)	PDC NSW
Lesley Radbron (<i>LB</i>)	Lifetime Care
Lisa Langley (<i>LL</i>)	COTA
Lisa Rankin (<i>LR</i>)	NSW ADHC
Margaret Kay (<i>MK</i>)	LGA
Steve Malvern (<i>SM</i>)	HMMSC
Ruth Robinson (<i>RR</i>)	PDC NSW
Vanessa D'Souza (<i>VDS</i>)	DoHA/DoSS

Chair

A/P Catherine Bridge (*CB*) UNSW

Note taker

Nicole McNamara (*NM*) UNSW

Notes

Actions

Welcome, introduction & apologies

A/Professor Catherine Bridge (*CB*) opened the meeting at 2.35 p.m.

Apologies were noted.

Minutes from the last meeting were accepted with one alteration - to add SD to the attendees list.

NM to rectify immediately

Actions Outstanding were carried out.

Actions Arising include:

Updating HMMSC member details on HMinfo website

HMinfo professionals forums follow up

Slip-resistance contacts

HMinfo to follow up with HMMSC – ask their members to update their details on the website

NR & *BM* joined the meeting at 2.40

CB noted a new draft document from HMMSC on Tiles for bathroom floors

General discussion of tiles, drains, falls to drains, slip resistance and R-rating and new technologies for bathrooms.

HMMSC & HMinfo to work on Professionals Forums
CB to put HMinfo staff in contact with NL re slip resistance

Notes

Actions

Clearinghouse Updates

1. Webstats

Website statistics were noted and accepted.

CB mentioned that the Accessibility updates are nearing completion and that HMinfo is developing a mail box bot to deal with HMinfo inbox bounces.

The full reports were included in the document package.

The reports include the following tables:

Top 10 HMinfo Publications Downloaded since last report

Rank	Publication Title	Reads
1	Landscape Modification: an alternative to residential access ramps and lifts	427
2	Follow-up efficacy post environmental modifications; a guide for clinical practice.	355
3	Home Modifications in Aboriginal Housing	326
4	Demountable ramps: A qualitative assessment of value for people with mobility impairments.	314
5	Summary Bulletin: Environmental Assessment & Modification for Australian Occupational Therapists	211
6	Dementia Design Guidelines: Home and Community Care Capital Works Program 2nd Edition	157
7	The Effectiveness of Ceiling Hoists in Transferring People with Disabilities - A systematic review	148
8	Reeded: Industry Factsheet Reeded (Ribbed) Timber for Decks, Ramps and Pathways	147
9	Stairs - A Summary Bulletin	147
10	A Guide to Landscape Modification: Industry Factsheet - Issue 4	140

Notes

Actions

Top 10 HMinfo Publications Downloaded

Rank	Publication Title	Reads
1	Consumer Factsheet: - Arranging Home Modifications in state/territory	9559
2	Home Smoke Alarms: Hard Wired and Battery-Powered Systems - SUMMARY BULLETIN	4005
3	Dementia Design Guidelines: Home and Community Care Capital Works Program 2nd Edition	3620
4	Stairs - A Summary Bulletin	3092
5	Electrical Safety in the Bathroom - SUMMARY BULLETIN	2829
6	Industry Factsheet: Designing home environments for people with problems with cognition who display aggressive or self-injurious behaviour	2680
7	Industry Checklist: Designing home environments for people with problems with cognition who display aggressive or self-injurious	2582
8	Gardening at Home: Summary Bulletin	2523
9	Orientation: Evidence Based Research: Effectiveness of Grabrail Orientations During the Sit-to-Stand Transfer	2499
10	The Effectiveness of Ceiling Hoists in Transferring People with Disabilities - A systematic review	2423

Notes

Actions

2. Publications and Research Activities

- CB provided the following update on current HMinfo research projects and activities.

Printed reports (as indicated for each project update) were included in the document package.

• DIY Home Modifications

The project, funded by ADHC, addresses the issue of people opting to undertake home modifications DIY, and purchasing the components from retail stores, catalogues or websites, where they are unlikely to receive information about the suitability of the products, how they are to be installed, or the warranties or ongoing maintenance that they will require. The research aims to establish why and how people are approaching these tasks DIY, with a view to developing information resources to be available at the Point of Sale (POS).

CB spoke about the progress of the project including:

Draft literature search/review nearing completion – this will also form the base of a research paper we are hoping to deliver at *Universal Design* Conference in Lund, Sweden in June 2014.

Phase 1 is nearing completion, with a range of key informant interviews conducted and transcribed, and others scheduled to occur prior to the holiday break. These interviews have been with organisations whose members include people with disability and carers, and all of those interviewed have committed to assist us with publicising the research to their members, with a view to us recruiting volunteers for interview in Phase 2 of the research. Two of the three government agencies have been interviewed, and these will also be complete prior to the break. Responses from retailers have been slower, with only one major retailer interviewed to date. This response has been very positive, and we are currently negotiating with them the release of a range of sales data about products which are linked to the modifications under study.

- *General discussion* of sales data and economic projections as well as 'hire a hubby' and DIY
- CB mentioned that the project would benefit from contact with Fair Trading

TP to give HMinfo a contact at Fair Trading

Notes

Actions

• **Electrical Safety in the Bathroom**

The update of the 2005 Summary Bulletin addresses changes in regulations and the prevalence of open-plan shower areas and hand-held showers, in both contemporary bathroom designs and in modified bathrooms. It examines the current regulations for electrical safety in the bathroom and the need for additional safety provisions when hand-held showers and open-plan shower areas are included. A wide range of approaches for increasing electrical safety are reviewed, including the use of safety switches; methods of preventing accidental water spray from showers, and methods of protecting electrical devices from accidental water spray.

The final draft document was included in the document package.

- *General discussion* of electrical safety in bathrooms, guidelines, Standards and discussion of the new drawings included in the document.
- Positive feedback from the Committee Members.

• **Gardening at Home**

This document has been re-written (originally published in 2007 by HMinfo) as services, technologies and evidence bases have developed and changed since its original publication. The document has been updated to include these changes.

The document is pending peer-review.

- One DRAFT copy supplied at the meeting.
- *General discussion* of raised garden beds and gradients.

• **Slip-resistant floor surfaces**

Same as at last meeting. The document will provide information on:

- the approaches for slip resistance flooring
- overview of regulations and standards related to slip-resistance
- reviews the advantages and disadvantages of various methods of providing and maintaining slip resistance of different flooring surfaces inside and outside the home

One DRAFT copy supplied at the meeting.

Notes

Actions

- *NL* recommended contacting a tile wholesaler for input
- *CB* requested Committee Members' feedback on the project

NL to provide contact details to *CB*
Committee members to provide feedback

• Use of reeded (ribbed) timber for decks, ramps and paths

Same as at last meeting.

- *CB* mentioned the paper outlines the advantages and disadvantages of reeded timber, and the emergence of new composite wood-type materials used in decking.

• Selecting coatings for tiled floors

The updated Review document has been restructured and reformatted. The new literature search has commenced, and includes the update period (2006-2013) as well as the period for the original review, due to major changes in databases.

• User appraisal of the contribution of built environment factors to the independence and wellbeing of older people in two NSW regional town centres

As part of a strategy to identify the most effective application of council resources to create age-friendly towns, this project developed a pilot system for auditing the built environment from the perspectives of older people. An iPad application was developed to allow people on the move to audit issues with the built environment when they are encountered, and collate the information for council action. This report outlines the new interactive system developed for auditing regional town centers and presents the results of audits and quality of life surveys piloted at Tweed Heads and Wollongong using this system.

- Published
- Positive feedback

Notes

Actions

• Home Design for Carers

This is an Occasional Paper rather than an Evidence Based Practice Review as it uses a thematic/exploratory literature review methodology rather than a systematic review methodology.

The literature search is complete and the review is underway.

- CB specified that the focus was on home design for carers caring in the home.
- SD offered assistance with the project

CB to put SD
in contact with
HMinfo team

3. Events & Training

CB provided the following update on recent events:

• International Federation of Ageing Conference, Turkey

CB gave a paper at the conference

• Age-Friendly Conference, Canberra

The conference was around building age-friendly environments and how government at local, state and federal levels are involved in this process.

• AHURI National Housing Conference, Adelaide

CB ran a one day workshop prior to the conference on housing for older people.

A Positioning paper is being drafted from this workshop which AHURI will publish.

- CB directed the Committee to the conference website for papers

NM to send
link to the
Committee

• Housing 2020 Workshop, Sydney

CB, MK & NL attended the workshop

Notes

Actions

NL provided an overview of the workshop and Liveable Housing Australia's (LHA) voluntary building codes. Spoke of choice in lifestyle and housing. Emphasised that about 95% of the population would want to stay at home and LHA's codes could help enable ageing-in-place.

NL will send outcomes of the workshop to the Committee
NM to check LHA docs are linked on website

- CB mentioned that the vast majority of existing housing would require modifications as they are not built to LHA codes.
- *General discussion* of the LHA Guidelines (Platinum, Gold and Silver) ageing-in-place, housing, affordability and the real estate market.

- CB mentioned that LHA is seeking feedback on a document around "Guidelines for Bathrooms" as this has proven to be contentious and people are seeking greater guidance in this area. The Draft is available for comment at http://livablehousingaustralia.org.au/wp-content/uploads/2013/11/131118_LHD-Guidelines_Bathroom_DRAFT_v2.pdf

NM to send this to the Committee and place on the HMinfo website

• Utzon Lecture: Professor Satoshi Kose

Professor Kose spoke at UNSW in November and the lecture received great feedback.

NM to send the link to this lecture to the Committee

Notes

Actions

4. Governance/Administration

• **Outcomes of the Strategic Planning Day**

CB provided information on the draft documents and the status of these documents.

Documents provided in draft hard copy at the meeting.

These documents are still awaiting approval from the funding bodies.

- SD asked after new National Committee Members
- CB requested feedback from the Committee Members.

CB to follow up with new Committee members in the new year.
Committee to provide feedback

• **Specialist Review Panels**

HMinfo has updated the Terms of Reference and Protocol for the Specialist Review Panels as well as the Review Feedback form.

Documents provided in draft hard copy at the meeting.

CB spoke of automating the review process (i.e. sending out emails to potential reviewers) using the HMinfo website in the near future.

• **Update of protocols**

The HMinfo team has been revising its protocol manual.

Copies of the Protocol titles were included in the document package in hard copy.

CB spoke of the importance of the Protocols (HMinfo's and the University's) to the everyday running of the Clearinghouse.

Notes

Actions

• New publication templates & re-printing HMinfo publications

The HMinfo team has recently updated the style of HMinfo publications. In early 2014, the HMinfo team will be reprinting a number of our existing publications in this new style with minor updates and editorial changes. The draft documents supplied at the meeting are in this new style.

• Staff News

HMinfo has recently appointed Dr. Hamish MacLennan as an Adjunct Associate Professor. Hamish has a PhD in Inclusive Design from the University of Salford, UK. He has 15 years' experience in the building and construction industries and over 30 years' experience in inclusive design, fire engineering, egress, and human factors and building design.

SD asked after the OT appointment in the HMinfo team – CB reported that there are two qualified OT's currently employed by the team and that there are discussions underway with the new OT to be appointed by the HMMS regarding much closer working arrangements including shared strategies and the commitment to embedding evidence in any HMMS publications.

Michael Bleasdale has joined the team as a Senior Research Officer (Policy) and is project managing the DIY Home Modifications project.

Other Funded Projects

CB provided the following update on other research projects, not funded by the HMinfo Clearinghouse.

• ARC Linkage

CB spoke of the progress on the Linkage project (Livable Bathrooms).

The livability lab has been set up on the UNSW Kensington campus and will be up and running 2014. The lab will collect anthropometric data on older Australians. This has never been done before in Australia.

- TP, NL & SD would like a tour of the Livability Lab.

HMinfo to put this on the agenda for next year

Notes

Actions

- **Livable Housing Australia**

Proposal is still with LHA.

General discussion about building certification

- **Livability Application**

The Livability application has been reviewed and updated following the pilots in Tweed Heads and Illawarra as well as feedback from others including Warringah and Kiama Councils.

Progressing the pilot with the City of Sydney. This small pilot will investigate people's perceptions of livability of a 600 meter length of Crown Street prior to and after street landscaping in February 2014. This is the first time the City has undertaken such a study. Newcastle City Council is also interested in developing a project as a result of the NDIS role out in the Hunter Region. Continuing to work with Councils such as Kiama and Warringah council who are trialling the application.

CB mentioned that is it from a user perspective

Other Business

- **HMMSC MOU**

NR spoke of plans to create an MOU with HMinfo.

The HMMSC and HMinfo will work together to ensure that content is not duplicated on both websites.

- **NDIA**

HMinfo has drafted a Discussion Paper to take to the NDIA about how HMinfo can assist the Authority to do with home modifications as the NDIS is rolled out.

A meeting will be arranged with the chair of the NDIA early in the new year.

Notes	Actions
<ul style="list-style-type: none">• COTA NSW pre-budget submission	
<p>COTA's pre-budget submission (provided by LL)</p>	
<p>The submission highlights age-friendly cities and communities as priorities for government.</p>	
<p>The submission makes numerous recommendations to the NSW government (including future housing needs, affordable housing, age-friendly housing and accessible housing needs).</p>	
<ul style="list-style-type: none">• New Zealand Disability access review	
<p>CB brought the Committee Members' attention to the Disability access review underway in New Zealand. [http://www.beehive.govt.nz/release/progress-disability-access-review]</p>	<p>NM to send a link to the NZ review to the Committee</p>
<p>General discussion of Building Codes and Standards in Australia and NZ.</p>	
<ul style="list-style-type: none">• Home Modifications in Strata Properties	
<p>A new research report published by the City Futures Research Centre at UNSW Australia.</p>	<p>NM to send a link to the report to the Committee</p>
<p>CB asked the Committee for feedback and comments</p>	
<ul style="list-style-type: none">- Positive comments from the Committee Members present	

Meeting Dates – 2014

<p>The proposed meeting dates for 2014 were agreed upon by the Committee Members present.</p>	<p>NM to set up dates</p>
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