Advisory Committee Minutes

2) Welcome, Introduction & Attendance

A/Professor Catherine Bridge (CB) opened the meeting at 2:30pm

Apologies were noted.

Present

Annette Hanly (AH)	SCOPE Access
Bryan Molan (BM)	KeyStone HMM service
Greg Killeen (GK)	SCIA
Jordana Goodman (JG)	PDC NSW - via phone (02) 9441 2802
David Gonzalez (DG)	Lifetime Care and Support
Lisa Rankin (LR)	FACS-ADHC
Margaret Kay (MK)	LGNSW
Michael Bleasdale (MB)	NSW HMMS State Council
Nicholas Loder (NL)	Land & Housing Corporation
Susan Dinley (SD)	DVA

Apologies

Vanessa D'Souza (VDS)	DoSS
Candice Ungaro (CU)	DoSS
Lesley Radbron (LR)	Lifetime Care and Support
Steve Malvern (SM)	HMMSC
Robyn Chapman (RC)	ILC NSW
Lisa Langley (LL)	COTA NSW
Sandi Lightfoot (SL)	NSW Health
Ruth Robinson (RR)	PDC NSW
Teresa Petric (TP)	FACS-ADHC

Chair	A/P Catherine Bridge *(CB)*
Note taker	Alice McNamara (AM)

3) Approval of Previous Minutes and Matters Arising

Minutes from the last meeting were accepted with amendments.

Amend minutes: AM

CB updated the committee on the publications that have been completed since the last meeting as follows:

DG present at last ACM

RC absent at last ACM

- Occasional Paper: Home Design for Carers
- Arranging Home Modifications factsheets re-write
- Summary Bulletin: Electrical Safety in bathrooms

Matters arising which are not a separate agenda item for this meeting.

- Paper on housing has not been released yet: CB has written to Bruce Bonahady to follow up.
- HACC Home modifications history has been provided to DSS and KPMG: review is in process.
- Advisory Committee Terms of Reference: no feedback from DSS at this stage.

4) HMinfo Website and HMinfo Forums and OT Mailing List

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: 891,410 (Increase of 19,959 from last meeting's total: 871,451)
- Total Visitors to Date: 257,732 (Increase of 6,122 from last meeting's total: 251,610)
- Total Registered Users: 1064 (Net increase of 51 from last meeting total: 1013)
- Most common browser used to access the website: Internet Explorer

Top 10 HMinfo Publication Reads Since Last Report

Rank	Publication Title	Reads
1	Landscape Modification: an alternative to residential access ramps and lifts	294
2	Consumer Factsheet: Arranging Home Modifications	294
3	A user appraisal of the contribution of built environment factors to the independence and wellbeing of older people in two NSW regional town centres	237
4	Home Modifications in Aboriginal Housing	223
5	Demountable ramps: A qualitative assessment of value for people with mobility impairments.	148
6	Summary Bulletin: Environmental Assessment & Modification for Australian Occupational Therapists	144
7	Orientation: Evidence Based Research: Effectiveness of Grabrail Orientations During the Sit-to-Stand Transfer	133
8	The Effectiveness of Ceiling Hoists in Transferring People with Disabilities - A systematic review	115
9	Diameter: Evidence Based Research: Selecting Diameters for Grabrails	112
10	Follow-up efficacy post environmental modifications; a guide for clinical practice.	111

Listserv

OT Mailing List members: 583 (net increase of 7 from 576)

5) Website Progress Report

CB explained the major upgrades that the website has undergone since the last ACM:
- Improved Navigation
- Link Management
- Search Engine Optimisation
- Versioning System

Ongoing accessibility upgrades are 91% complete at time of ACM.
CB referred to the PDCN accessibility test and summary of preliminary results provided in the AC document pack.

6) Publications & 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 AC Members' document package.

a) *Summary Bulletin: Electrical Safety in Bathrooms (Complete)*

The documents were included in the AC hard copy and electronic document pack.

b) *Summary Bulletin: Gardening at Home (Complete)*

The documents were included in the AC hard copy and electronic document pack.

c) *Summary Bulletin: Slip-resistant floor surfaces*

Four copies of the documents were circulated in the meeting.

d) *Evidence Based Research: Use of reeded (ribbed) timber for decks, ramps and path (Progress update)*

The documents were not included in AC document pack.

e) *Evidence Based Research: Selecting coatings for tiled floors (Progress update)*

The documents were not included in AC document pack.

f) *Occasional Paper: Home Design for Carers (Complete)*

The documents were included in the AC hard copy and electronic document pack.

Change subtext to define what is meant by 'young people' - a description such as 'for carers of people under 65 with a disability' was suggested.   HMinfo

g) *Consumer Factsheet: Managing Water in the Bathroom 2nd ed. (Progress update)*

The draft documents were included in the AC hard copy and electronic document pack.
AC suggested modifying title to specify wetness/ water spray.

h) *Consumer Factsheet: Walk-in Baths (New Protocol and Progress update)*

The draft Protocol for HMinfo Publications by External Authors was circulated in meeting.

i) *Reprinting Consumer Factsheets, Industry Factsheets, Industry Checklists, Summary Bulletins, etc. (Progress report)*

A bibliographic list of documents was included in the AC hard copy and electronic document pack.

7) Community Engagement

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

a) NDIA - NDIS

- Met with NDIA OT, Jackie Hiller-Broughton. To date they have focused on Assistive Technology (AT) rather than Home Modifications (HM). Jackie will be turning NDIA's attention to HM.

- HMinfo have written to NDIA to invite them to nominate a representative to the Advisory Committee consistent with more national focus of HMinfo.

b) DSS

- Met with Ben Vincent and key policy makers from CHSP.

- They are particularly interested in issues around HM, including UD and training for building and design professionals.

- Suggested HMinfo look at applying under the Service Improvement and Healthy Ageing Grants fund (due out 19/6/14) and HMinfo are currently designing a proposal.

- CB discussed the reporting requirements of HMinfo.

i. Aged Care Reforms

- Changes to Acts and Principles will move all HCP to CDC.

- AACQA now monitors HACC as well as Aged Care services.

- Only mention in the Home Care Package Guidelines of HM is as part of Support Services: "modifications to the home, such as easy access taps, shower hose or bath rails".

- No environmental assessment tools for MyAgedCare or assessors to use.

ii. Commonwealth Home Support Program

- Discussion paper released.

- HMinfo/EBEP will put in a submission on the paper and its implications for HM as well as write separately to the relevant Director to expand on the issues.

- Awaiting publication of the KPMG Review of Service Group 5.

- The old HACC non-output service type is now called Sector Support and more focussed on workforce training and development, including volunteers.

c) FACS-ADHC

- HMinfo met with Chris Chippendale et al to discuss opportunities going forward.

- CCSP funding extended to 30 June 2016.

d) External website listings update

- No new listings since previous AC meeting. Awaiting responses from NDS, OTA and ILCA.

8) Events/Training/Liaison Title

CB provided an update on upcoming conferences and events that HMinfo are participating in.

a) *Occupational Therapy Australia's ACT & NSW Conference "Occupational Therapy: A Life Practice", Friday 28th March and Saturday 29th March 2014, Australian Technology Park, Sydney.*

b) *Spinal Cord Injuries Australia's "SCIA Independence Expo", Saturday 5th April 2014, Technology Park, Sydney.*

c) *Akolade's 2nd Annual Managing Design for Success "Repurposing existing buildings from an inclusive design/ end-user perspective", Thursday 8th May 2014 at the Radisson Blu Sydney.*

d) *DSS Aged Care Reform Briefing 3 June 2014*

e) *The International Federation on Ageing's 12th International Federation on Ageing Global Conference "Health, Security and Community" Tuesday 10th June to Friday 13th June, HICC Hyderabad, India.*

f) *International Conference on Universal Design "UD2014", Monday 16th June to Wednesday 18th June 2014, Lund University, Lund, Sweden*

g) *National Disability Authority Ireland – June.*

h) *European Network for Housing Research (ENHR) Conference "Beyond Globalisation: Remaking Housing Policy in a Complex World", Tuesday 1st July to Friday 4th July 2014, Edinburgh University, Edinburgh, Scotland.*

i) *Australian Universal Design Conference "Creating inclusive and liveable communities for all Australians", Wednesday 20th August and Thursday 21st August 2014, Sydney Town Hall, Sydney.*

j) *The International Association for Universal Design 5th International Conference for Universal Design 2014, Tuesday 11th November to Thursday 13th November 2014, Tokyo International Exchange Center, Japan.*

9) Governance & Administration

a) Staff News

- Laura Davy has left to complete her PhD

Nicole McNamara will be departing at the end of June to commence her PhD

Progress against Work Plans

- HMinfo Finances

b) *Quarterly Reporting and Contracting Acquittals*

c) *HMinfo Advisory Committee Draft Terms of Reference*
d) *The draft documents were included in the AC hard copy and electronic document pack for the AC to review and endorse.*

AC members to report back to committee.	*AC*
HMinfo to clarify definition of young people with a disability in Draft Terms of Reference.	*HMinfo*

e) *Assessment of usability of homemods.info website (see plan proposal and preliminary summary in pack)*

The draft documents from the pdcn were included in the AC hard copy and electronic document pack and addressed at the beginning of the meeting.

f)

g) *Protocol Manual*

The draft documents were shown to the AC in the meeting.

10) Non-HMinfo Projects

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

a) *ADHC "DIY Home Modifications: Point-of-Sale Supports for People with Disability and their Carers"*

The draft documents were included in the AC hard copy and electronic document pack.

b) ARC/Caroma "Livable bathrooms for older people: Designing out dependence in activities of daily living"

c) KPMG "Review of Home Modifications and Maintenance Department of Health and Ageing"

d) City of Sydney "Crown Street Livability Project"

e) AHURI "Accommodating NDIS: maximising housing choice in a reformed disability sector"

11) Other Business

CB provided the following update on other business relevant to HMinfo.

a) Evidence-base for Home Modification Practice

In progress

b) RSL Design of Scooter Blocks

HMinfo looking at getting funding from RSL's

c) An investigation of the IRT retirement community landscape

d) Updated individual photos required for the Annual Report

AC members please provide AM with new photos for the Annual Report

e) New committee member required

As per item 7 a) HMinfo have written to NDIA to invite them to nominate a representative to the Advisory Committee consistent with more national focus of HMinfo.

CB provided the opportunity for each committee member to raise any other business.

HMinfo to include a statement on website notifying people when to inform their home insurer during a home modification.

12) Next Advisory Committee Meeting

Meeting closed at 4:30pm

The next meeting will be held on 4 September 2014 at the Faculty of the Built Environment, University of NSW at 2.00pm.