



Advisory Committee Minutes

Meeting of the HMinfo Advisory Committee

06 03 2014

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

Greg Killeen (<i>GK</i>)	SCIA
Annette Hanly (<i>AH</i>)	Scope Access
Margaret Kay (<i>MK</i>)	LGNSW
Bryan Molan (<i>BM</i>)	KeyStone
Nicholas Loder (<i>NL</i>)	NSW Lands Department
Teresa Petric (<i>TP</i>)	ADHC
Lisa Rankin (<i>LR</i>)	ADHC
Sue Dinley (<i>SD</i>)	DVA
Michael Bleasdale (<i>MB</i>)	NSWHMMS
David Gonzalez (<i>DG</i>)	Lifetime Care and Support

Apologies

Lesley Radbron (<i>LR</i>)	Lifetime Care and Support
Vanessa D'Souza (<i>VD</i>)	Department of Social Services
Ruth Robinson (<i>RR</i>)	PDC NSW
Sandi Lightfoot (<i>SL</i>)	NSW Health
Jordana Goodman (<i>JG</i>)	PDC NSW
Robyn Chapman (<i>RC</i>)	ILC NSW

Chair

A/P Catherine Bridge (*CB*) HMinfo

Note taker

Alice McNamara (*AM*) HMinfo

Notes

Actions

Welcome, introduction & apologies

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

Apologies were noted.

Minutes from the last meeting were accepted without alteration.

Actions Outstanding:

Outstanding actions from the 06/12/2013 meeting were discussed, these included:

- Slip-resistance project contacts.
- Home Design for Carers project
- Specialist Review process contact.
- Outcomes of the Strategic Planning Day – ADHC: Strategic Plan approved by ADHC, workplan finalised and awaiting approval; - DoSS: feedback not received until 26/2/14. Strategic Plan appears to have been accepted, but major changes required to Workplan to remove all reference to new research activities.

HMinfo (JQ) to contact *NL* regarding Slip Resistance

HMinfo (Laura) to contact *SD* regarding assistance with project on Home Design for Carers

HMinfo will circulate final workplans ASAP

Clearinghouse Updates

1. Annual Report

CB addressed the Annual Report.

- Hard copies were distributed in the meeting. Soft copy has been emailed to DoSS.

2. Website Stats Report

CB outlined the quarterly WebStats and Google Analytics reports, including:

- Total Page Views to Date: 871,451 (Increase of 12,503 from last meeting's total: 858,948)

Notes

Actions

- Total Visitors to Date: 251,610 (Increase of 3,892 from last meeting's total: 247,718)
- Total Registered Users: 1013 (Net increase of 52 from last meeting total: 961)
- Listserv (mailing list) members: 576 (net increase of 24 from 552)
- The largest browser still used to access the website is Internet Explorer.
- Over half of the visits to the website are returning users.

The full reports were included in the document package and 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	241
2	A user appraisal of the contribution of built environment factors to the independence and wellbeing of older people in two NSW regional town centres	233
3	Summary Bulletin: Environmental Assessment & Modification for Australian Occupational Therapists	195
4	Demountable ramps: A qualitative assessment of value for people with mobility impairments.	191
5	Home Modifications in Aboriginal Housing	165
6	Follow-up efficacy post environmental modifications; a guide for clinical practice.	127
7	Reeded: Industry Factsheet Reeded (Ribbed) Timber for Decks, Ramps and Pathways	123
8	Stairs - A Summary Bulletin	113
9	Diameter: Evidence Based Research: Selecting Diameters for Grabrails	113
10	Orientation: Evidence Based Research: Effectiveness of Grabrail Orientations During the Sit-to-Stand Transfer	97

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

2. Website Progress Report

CB provided an overview of the website progress report.

- HMinfo commissioned Vision Australia to conduct an Accessibility Audit of the website in 2013. At present the accessibility upgrades are at 82% compliance and HMinfo is still working on tasks.
- The Physical Disability Council of NSW has been contracted to conduct a useability test on the website in the first quarter of 2014 and provide a report to HMinfo.
- CB noted that HMinfo has implemented a new Bounce-back Management process to reduce staff having to manually filter and take action upon receiving a bounce-back. Email handling of such has now been automated.
- Website source tracking has been implemented.

3. Publications & Research Activities

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

i. Advisory Committee Terms of Reference

Committee discussed additions and amendments to the HMinfo AC ToR. Proposed amendments include:

- amending organisations represented by AC members to ensure appropriate national representation
- add definition of research
- amend representative organisation list to include Local Government NSW, Lifetime Care & Support Authority (LTCS) and Spinal Cord Injuries Australia (SCIA). Invite suggestions from AC members of other suitable organisations not already on the list
- clearly distinguish different types of research publications in section on P6.
- ensure any related policies are updated to match any changes to ToR.

HMinfo to run publication past DoSS.

HMinfo to update AC representative organisations list as indicated.

AC members to provide feedback on ToR ASAP.

ii. Summary Bulletin: Electrical safety in bathrooms

- Graphics are being re-negotiated with Standards Australia regarding copyright clearance. Negotiations with SAI Global for an overarching licence for HMinfo publications are underway.
- Committee discussed the legalities and regulations around electrical standards and the implications for OTs and trades people:
 - whether safety switches need to be installed when OTs install shower hoses;
 - OTs should advise clients to have a safety switch installed;
 - tradespeople should install the appropriate safety switches or move power points to outside the shower room/bathroom when contracted to install a detachable shower head or similar;
 - building a cupboard around the power points an option; and
 - what a handy man can do vs what a licenced tradesperson should do.

CB to ask Jo about new electrical standards and relevance to project.

HMinfo to post announcement about new ES online once reviewed.

iii. Summary Bulletin: Gardening at Home

- CB referred to document in pack and informed to AC that the project is under review with publication scheduled for April 2014.

iv. Summary Bulletin: Slip-resistant floor surfaces

- CB referred to document on slip resistant floor surfaces in pack and informed the committee that the project is in progress but was on hold due to other priorities.

v. Summary Bulletin: Installing grabrails into walls in new-built homes and existing homes

- On hold because NM has been working on DIY project.

vi. Evidence Based Research: Use of reeded (ribbed) timber for decks, ramps and path

- Awaiting modification to fit with the new summary bulletin on slip-resistant floor surfaces, papers will be released in tandem.

vii. Evidence Based Research: Selecting coatings for tiled floors

- On hold due to delay on Slip-resistant floor surfaces.

viii. Occasional Paper: Home Design For Carers

CB referred to copy in pack and asked committee to provide comments.

Committee to review and provide comments by next meeting.

ix. Arranging Home Modifications – factsheets re-write

- New Arranging Home Modifications Factsheet currently being developed. Will be circulated to AC as soon as possible.

Committee to review and provide comments by next meeting.

x. DIY Home Modifications project

The project, funded by ADHC, addresses the issue of people opting to undertake home modification projects in a do-it-yourself (DIY) manner. The research aims to establish why and how people are undertaking home modifications DIY, with a view to developing information resources for consumers to be available at the Point of Sale (POS) and online.

CB spoke about the progress of the project including:

- Survey about to launch with ethical approval received already – draft handed out for committee to discuss – survey contents and process explained by CB.
- CB informed the committee that interviews are in progress with staff from Bunnings and Mitre 10.

MB talked about Bunnings visit and the availability of products in the Easy Living section – shower chairs and the like.

4. Events & Training

CB provided the following update on recent and upcoming events and training.

i. ACT & NSW Occupational Therapy Conference, Sydney – March

- HMinfo asked to be on a Home Modifications panel for the ACT & NSW Occupational Therapy Conference.

ii. International Federation on Ageing, Hyderabad, India – June

- Abstract accepted.

iii. Universal Design Conference, Lund, Sweden – June

- Three papers accepted (Universal Design with Vision Impairment, DIY, Valuing Home Mods).

iv. Universal Design Conference, Sydney – August

- Formal notification for DIY paper only, but three accepted in total.
- GK discussed the Utzon Symposium that CB and GK will present a paper at on the 7th March.

5. Governance & Administration

i. Staff News

- Michael Bleasdale moved from HMinfo to NSWHMMS.
- Michelle Svenger started with HMinfo.

ii. Work plans

- CB explained that the work plans are part of the new contracting requirements.
- Committee confirmed understanding.

iii. Quarterly Reporting and Contracting Acquittals

- CB mentioned the telephone log and discussed the increase in information line type phone calls with NM and the committee since – since the My Age Care website launched.
- CB has written to My Age Care to address this.

iv. External website listings

- Listed on ADHC as an ADHC Supplier.
- CB informed that HMinfo are currently listed with the My Aged Care portal and are currently receiving calls and emails from the portal.
- Listed with Service NSW as well.
- Trouble with NDIS website directory being a free service, HMinfo following this up.

v. NDIA

- NDIS funding issue raised and discussed. CB has met with Bruce Bonahady and written to him.

*Report on
outcome to be
provided at next*

- MB discussed talks had with NDIA regarding housing availability and commissioning paper. | *meeting.*

vi. Move towards semi-paperless meetings?

- Committee decided to continue with paperless meetings.

Other Funded Projects

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

6. ARC Linkage: Livable Bathrooms

- CB announced that the laboratory is ready to be opened (first laboratory of its type in Australia).
- Novel equipment purchased with grant received from UNSW.
- CB commented on the capabilities of the equipment and work with Livable Housing Australia.

7. City of Sydney – Liveability app (update)

- Working with CoS on upgrade of Crown St, first walk and talk on 21st Feb, two more to go.
- CB mentioned that a number of local councils have already downloaded the City of Sydney app (Kiama, Mossman, Liverpool councils).
- Issue of outdoor seating at Sydney cafes raised as something else CoS want to address.
- Parramatta Council mentioned as one Council which is doing a good job of outdoor seating.

8. HACC Home Modifications History

- KPMG reviewed of the HACC Home Modification services. To inform the review, HMinfo developed a *Highlights of HACC Home Modification Service Type*. It seems that HMinfo may now be the only organisation which has all the relevant documents.
- CB mentioned the usefulness of doing something similar for Home Modifications history in DVA, LTCS and Housing NSW. Liaison has already commenced with DVA on this issue.

AC to provide feedback ASAP.

HMinfo will provide update next meeting.

Other Business

- Committee discussed new possible ACM meeting date to accommodate all members. | *AC to decide on new date (Monday or*

*Tuesday)
HMinfo to email
committee to
take a vote.*

Meeting closed at 4:30pm.

Next Advisory Committee Meeting

The next meeting will be held in June – date TBC; at the Faculty of the Built Environment, University of NSW at 2.00pm.