



Advisory Committee Minutes

Meeting of the HM Information Clearinghouse Advisory Committee

6th June 2013

At 2.30 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
	Candice Ungaro (<i>CU</i>)	DoHA
	Hayley Brooks (<i>HB</i>)	PDC NSW
	Nicholas Loder (<i>NL</i>)	Housing NSW
	Susan Dinley (<i>SD</i>)	DVA
	Annette Hanly (<i>AH</i>)(phone in)	SCOPE Access
Apologies	David Gonzalez	Lifetime Care
	Jordana Goodman	PDC NSW
	Lesley Radbron	Lifetime Care
	Lisa Langley	COTA NSW
	Lucy Moore	ADHC
	Margaret Kay	LGA
	Ruth Robinson	PDC NSW
	Sandi Lightfoot	HMMS
	Vanessa D'Souza	DoHA
	Wendy Noller	ADHC
	Greg Killeen	SCIA
Chair	A/P Catherine Bridge (<i>CB</i>)	
Note taker	Joanne Quinn (<i>JQ</i>)	

Notes

Actions

Welcome, introduction & apologies

A/Professor Catherine Bridge (CB) opened the meeting at 2.30 p.m.

Apologies were noted.

Minutes from the last meeting were accepted without alteration.

Clearinghouse Updates

1. Webstats

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

- Total Page Views to Date: 826,783
(increase of from 15,789 last meeting total 810,994)
- Total Visitors to Date: 239,397
(increase of 3294 from last meeting total 236,103)
- Total Registered Users: 938 (net increase of 84 from last meeting total 854)
Registered users are Home Mods service workers and OTs, and receive additional level of service: newsletters, training alerts, access to specialised List serv. They can also upload relevant material to the website.
Consumers are unregistered users and have access to all other information on the website.
- List serv members: 502 (members at last meeting unavailable)
Listserv for OTs and Home Mods service workers to discuss Home Mod. issues, without these discussions being available publicly.

WebStat and Google Analytics reports on website visitors since last report included: number of visitors and visits; returning visitors (generally this is the community of frequent website users) and new visits; duration and pages accessed per visit; visitors by country, region and city; and mode of access (traditional, mobile devices, social media).

The full reports were included in the document package.

Notes

Actions

Top 10 HMinfo Publications Downloaded since last report

Rank	Publication Title	Reads
1	Home Modifications in Aboriginal Housing	503
2	Summary Bulletin: Environmental Assessment & Modification for Australian Occupational Therapists	455
3	Landscape Modification: an alternative to residential access ramps and lifts	355
4	Follow-up efficacy post environmental modifications; a guide for clinical practice.	328
5	Electrical Safety in the Bathroom - SUMMARY BULLETIN	275
6	Home Smoke Alarms: Hard Wired and Battery-Powered Systems - SUMMARY BULLETIN	197
7	Dementia Design Guidelines: Home and Community Care Capital Works Program 2nd Edition	186
8	Home Water Management: Summary Bulletin	159
9	Stairs - A Summary Bulletin	146
10	Orientation: Evidence Based Research: Effectiveness of Grabrail Orientations During the Sit-to-Stand Transfer	144

CB noted that the top report in the last quarter was the new publication on Aboriginal Housing. This report has received very good feedback.

Top 10 HMinfo Publications Downloaded

Rank	Publication Title	Reads
1	Consumer Factsheet Series: - Arranging Home Modifications in state / territory	8617
2	Home Smoke Alarms: Hard Wired and Battery-Powered Systems - Summary Bulletin	3891
3	Dementia Design Guidelines: Home and Community Care Capital Works Program 2nd Edition	3384
4	Stairs - A Summary Bulletin	2890
5	Industry Factsheet: Designing home environments for people with problems with cognition who display aggressive or self-injurious behaviour	2557
6	Electrical Safety in the Bathroom - Summary Bulletin	2683
7	Industry Checklist: Designing home environments for people with problems with cognition who display aggressive or self-injurious	2462
8	Gardening at Home: Summary Bulletin	2411
9	Orientation: Evidence Based Research: Effectiveness of Grabrail Orientations During the Sit-to-Stand Transfer	2292
10	The Effectiveness of Ceiling Hoists in Transferring People with Disabilities - A systematic review	2197

Notes

Actions

2. Website

• **Accessibility Audit - results and response**

CB provided an overview of the Accessibility audit of new HMinfo website, which was commissioned with Vision Australia in April 2013, noting HMinfo's commitment to full accessibility in the website.

The HMinfo website was assessed against the Web Content Accessibility Guidelines [WCAG] 2.0 specification. The website complied with the majority of WCAG 2.0 criteria. There were issues with 13 of the criteria, raised in the audit. These issues have now been addressed or are in the process of being addressed. The HMinfo website will be periodically re-audited.

As part of the action plan with DoHA, HMinfo are also committed to usability testing of the website. This will require ethics approval; recruitment of participants through the Physical Disability Council; and their testing of the website, in one of the UNSW computer labs.

Usability testing would involve 3-10 participants with disabilities. The website would also be tested by other key stakeholder groups in home mods services, including builders and occupational therapists. There would be at least three trials.

- HB mentioned that they have a number of members who would be interested in this type study

HB to follow up on potential participants

3. 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.

• **Aboriginal housing**

The report has been published on the website. Feedback has been positive.

Notes

Actions

- **Landscape Modification**

Consumer/Industry factsheets completed and are to be uploaded to website June 11th 2013. At the last meeting, these documents were undergoing peer-review. HMinfo documents are peer reviewed by our review panels. This is a public peer review, not a blind peer review. Review panel members are listed on our website and the reviewers are cited in the acknowledgements section of the document.

The industry factsheets would be used by service providers initially, to gain an overview of the information. Then with sufficient knowledge, the industry checklists could be used for each job. These documents were included in the document package.

- *NL* mentioned that when referring AS1428.1 for accessibility requirements in domestic housing, it should be noted that this Standard is used for guidance only, as AS1428.1 does not apply to a class 1 building.

HMinfo to address in factsheets

- **Reeded Decking**

The project has shown there is a lot of new material available since the previous publication, as well as new decking processes. A copy of this document was circulated during the meeting.

- *JQ* (undertaking research on this project) outlined the NZ Building Code requirements for reeded decking, and the increase in use of composite timber decking with associated slip-resistance testing, compared to natural timber. Though there has been testing of decking, there is a general lack of information on this testing. There is also considerable confusion in industry regarding the role of reeding in decking: whether it should be facing upward for slip resistance or downward for ventilation and drainage.

Recommendations varied among timber industry groups, and among timber suppliers. Additional research, and information on slip-resistance and testing, will be needed for this document prior to sending for peer review.

- *CB* gave overview of slip-resistance testing, and the potential need for another research project.

- *BM* noted that reeding facing downward to dry out the decking is common in the building industry and some timber decking manufacturers specify this for their product.

- *General discussion* on issues with decking, including slip-resistance, fire resistance, environmental and climatic impact, maintenance, and alternative materials.

JQ to ensure these issues addressed in the document

Notes

Actions

- **Electrical Safety in Bathrooms**

The document is currently being reviewed by the specialist review panel. New line drawings have been added. Future HMinfo documents will also have this style of illustration. The document was included in the document package.

- *General discussion* on issues with the Standard – using the fixed plumbing connection in the shower as the water source, when a handset on a hose could relocate the water source beyond the shower area; and the use of a shower curtain as the barrier.

- **Walk-in Baths consumer fact sheet**

This project is a new project model: partnering with an organisation (Blue Care Qld) undertaking funded research. Walk-in baths are an issue due to new products on the market and some home-modification services cutting down baths to make them 'walk in'. This document is intended to provide information for the consumer, to assist them in assessing the suitability of these products for themselves.

A draft version of this document was included in the document package.

- **Protocol for using images from SAI Global**

A new protocol for reproducing images from Australian Standards in HMinfo research publications, has been negotiated with SAI Global Copyright division. An annual license fee will be paid.

This will be very useful, as many consumers will not easily be able to access these Standards.

Notes

Actions

4. Events & Training

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

• **Professor Satoshi Kose**

Professor Satoshi Kose, as a guest of the Faculty of the Built Environment, will be speaking at the Utzon Lectures on 6th November. Professor Kose will be speaking on housing; he is largely responsible for the change in building regulations in Japan, for the 'Heartfelt Building Law'. This lecture is free and open to all (though Professor Kose is also speaking at the Access Conference, that is a paid event).

An information sheet was included in the document package.

There is the possibility of having another event with Professor Kose the day before or after, if there is interest to do so.

HB - notice on PDC website

Advisory committee - to inform CB if they are interested in attending the dinner following the lecture

Advisory committee - to inform CB if they are interested in another event.

• **OT presentation**

Lyndal Millikan presented to St George area OTs on the website and HMinfo (5/6/2013).

5. Changes to Admin/Governance new reports

• **DoHA reporting requirements**

CU provided an overview of new DoHA reporting requirements following the transition from ADHC to DoHA, including the financial reports.

CB mentioned that HMinfo had been allocated \$40,000 in recent transition funding round.

• **HMinfo new administration documents**

An updated HMinfo document table and administration documents were included in the document package.

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Other Funded Projects

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

- **AHURI – Downsizing and Older People**

The final report for this project has been delivered to AHURI and is currently being peer-reviewed.

- **ARC Linkage: Livable Bathrooms**

The Livable Bathrooms project is a 3-year ARC Linkage project with Caroma. The current main project is a mail survey of a stratified random sample of 16,524 older people Nationally.

- **Community Resilience and Good Ageing: Doing better in bad times (CRESA)**

The 'Community Resilience and Good Ageing: Doing better in bad times' project is funded by CRESA in New Zealand. CB is involved with this project. The project is ongoing.

- **Research into Maximising Life Choices of People with a Spinal Cord Injury (SPRC)**

CB provided expert advice on environmental components for this project. This project has now been completed and published. See http://www.sprc.unsw.edu.au/media/File/FINALreport_maximising_life_choices_Jan_2013v2.pdf.

Grant Applications

CB provided the following overview of current research grant applications.

- **Evaluation framework for Livable Housing Australia**

An application was made for this project. It has yet to be determined.

Notes

Actions

• **Regional Town Centres for Older People, Stage 2**

This first stage of this project was funded through ADHC in 2010. An iPad application was developed for older people to assess the age-friendliness of their regional town centres. The draft report, due for peer review, presents the outcomes of the initial research on two regional town centres, providing perspectives of the older users and Local Government organisations involved. A copy of the draft report was included in the document package.

We are currently working with the Office of Ageing and NSW Transport to develop Stage 2 of the Regional Town Centres Project. 80 local government associations have expressed interest in the iPad app.

We will meet with City of Sydney regarding their current project, next week.

CB - to follow up with CoS

HB mentioned the smart phone survey with PWD members, undertaken with City of Sydney, is approaching completion.

CB noted NSW Transport's white paper on Walkability, part of the Pedestrian Access and Mobility Plan [PAMP] policy, is due to be released.

• **DIY Home Modifications: Point of Sale Support for People with Disability and their Carers**

This is a project for ADHC related to the NDIS. We have been granted that project. The project will run from July 2013 to June 2014.

Any input from advisory committee for this project should be emailed to *CB*.

Advisory committee - to contact CB.

• **Ongoing Maintenance of Home Modifications: Research project proposal**

This is a project with Lifetime Care and DVA. There has not been a response to the proposal as yet.

CB – to follow up with DVA

- *SD* discussed DVA's interest in this project, being the longest-running funding department for home modifications. The major issues regarding maintenance were outlined.

- *General discussion* on maintenance issues with home modifications, including handrail coating issues, structural maintenance and aesthetic maintenance, funding for maintenance.

- *CB* noted the role and importance of the HMinfo Listserv to examine maintenance issues, get industry and expert input, and identify the need for future research.

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Actions

Other Business

• **Welcome Bryan Molan - HMMS State Council**

BM outlined the relocation and restructure of the HMMS State Council. Relocation to new offices in Sydney in July.

HMMS State Council is moving towards becoming a national body.

• **Home Modification Review and NCIS.**

HB provided an overview of the Home Modification Review being conducted through National Aged Care Alliance [NACA]. Information is contained on NACA website.

CB mentioned other unfunded work being undertaken through Enabling Environments: 'Waged Care Substitution', a PHD research project with SCOPE Access and a health economist; and a Masters Research project on 'Home Modification Follow-up'.

General discussion on home modifications and maintenance of home modifications, and the implications of funding changes and the NDIS. Also potential issues regarding building quality, responsibility for maintenance of modifications, and the effect on mortgage providers, strata corporate bodies, and public/private landlords.

Uncertainties on details of NDIS and home modifications, were raised. Some information available on Disability Care Australia website.

CB to contact
Dougie Herd

• **Set date for Strategic Planning Day.**

The suggested days were August 29 12-4 or September 19th 12-4pm.

September 19th was confirmed as the preferred date.

Next Advisory Committee Meeting

Meeting closed at 4.35pm.

The next meeting will be held on Thursday the 5th September 2013 at the Faculty of The Built Environment, University of NSW at 2.30pm.