



Advisory Committee Meeting Minutes

Meeting of the HMinfo Advisory Committee

3 September 2015

At 2.00 p.m.

Dean's Meeting Room

Level 5, Red Centre West Wing,

UNSW Built Environment

Welcome, Introduction, Attendance & Apologies

Associate Professor Catherine Bridge opened the meeting at 2.40pm.

Apologies were noted.

Attending

Michael Bleasdale (MB)	MOD.A
Jordana Goodman (JG)	PDC NSW
Greg Killeen (GK)	SCIA
Bryan Molan (BM)	HMMS
Hamish Murray (HM)	ILC NSW
Teresa Petric (TP)	FACS-ADHC

Apologies

Max Bosotti	Paraquad
Robyn Chapman	ILC NSW (Hamish Murray attending in place)
Susan Dinley	DVA
Annette Hanley	Scope Home Access
Margaret Kay	LGNSW
Nicholas Loder	Land & Housing Corporation
Kathy Taylor	DSS

Chair

Associate Professor Catherine Bridge (CB)

Minute Taker

Joanne Quinn (JQ)

Approval of Minutes of Last Meeting

The Minutes from June 2015 Meeting were approved.

Matters Arising from Last Meeting

- Meeting for discussion on Professionals listserv
- Feedback on 'Consumer Factsheet: Fire Safety – Smoke Alarms'
- Potential reviewers for HMinfo Specialist Review Panel
- Assistance regarding recruitment of participants aged 85+ for Livable Bathrooms study
- Upload DIY Project videos to HMinfo website
- Need for Strategic Planning Meeting

Action

- Addressed at Strategic Planning Meeting
- No further feedback from Advisory Committee after the Specialist Review
- No Nominations received.
- GK provided advice on recruitment - passed on to study coordinator
- Planned in conjunction with publication of DIY project final report
- Meeting undertaken on August 3, 2015

1. HMinfo Website

Action

a. HMinfo Website Report

The HMinfo Website Report was included in the Advisory Committee members' document package. CB outlined the key statistics, noting increases in page views, visitors, registered users and mailing list members:

Total Page Views to Date: 979,863

(Increase of 17,821 from last meeting's total: 962,042)

Total Visitors to Date: 285,704

(Increase of 11,338 from last meeting's total: 274,366)

Total Registered Users: 1180

(Net increase of 20 from last meeting total: 1160)

Listserv (OT Mailing List) members: 599

(Net decrease of 1 from 600)

CB noted that Visitor numbers were down slightly during last quarter, and the possible effect of recent changes to My Aged Care and HMinfo's reclassification as 'Sector Support'. As there is limited information on home modification services in the My Aged Care website, CB is working to raise and maintain awareness of HMinfo services through the transition period. Regional Assessment Services for aged care are being contacted.

Suggestions for raising awareness among other major home modification providers, such as Lifetime Care, were received from Advisory Committee

- HMinfo contacting Regional Assessment Services
- MB to forward details of person to assist

1. HMinfo Website (continued)

Action

b. HMinfo Website Progress

CB gave an overview of progress on the HMinfo website during the last quarter, and outlined upcoming developments.

- **OT Mailing List (listserv):**
 - New single-step process for subscribing to OT mailing list via HMinfo website registration
 - Automated 'by date' reporting of OT Mailing List membership
- **Website**
 - FAQ section has been categorised to help users find information relevant to a particular topic.
 - New search function added for news and events
 - Improvements in internal reporting of website statistics, including enabling Google Analytics
 - Ongoing accessibility upgrades - now 98% complete
- **Website Development next 3 months**
 - Continuation of screen reader testing and related website adjustments
 - Continuation of website modifications detailed in the HMinfo Website Action Plan
 - Further website integration with the HMinfo OT Mailing List (listserv)

2. Publications and Research Activities

Action

CB gave overview of research projects, noting that reduced staffing during the last quarter had an impact on activities. Additional research and website staff would be in place shortly.

a. Fire Safety – smoke alarms

- To be uploaded on HMinfo website

b. Slip resistance

- Will be going out to review

3. Events & Training

Action

a. Conferences

Recently in Australia:

- The Royal Australasian College of Surgeons, Melbourne
 - CB invited to present

Recently in Europe, CB attended conferences and undertook work that will contribute to HMinfo work in home modification information services:

- Design4Health, Sheffield Hallam University, UK
 - CB presented paper on Livable Bathrooms project
- International Conference on Engineering Design, Milan
 - CB presented paper on Livable Bathrooms project
- National Disability of Ireland - Galway & Dublin City Councils
 - CB invited to work with councils on shared space, with the Livability app and local communities

Upcoming:

- ACAA Conference, Melbourne
 - Aldy (EBEP doctoral candidate) presenting paper
- Claiming Full Citizenship: Self Determination, Personalization and Individualized Funding, Vancouver
 - CB and MB have papers on housing, to be presented as part of a housing panel by MB
- IAGG Conference, Chiang Mai
 - CB & Phillippa presenting paper on PhD research on home modification.
- International Conference on Universal Design, Malaysia
 - CB invited to present keynote paper

b. Presentations

Recent:

- ACAA: Luminance Contrast presentation by Aldy (EBEP doctoral candidate)
 - HM attended presentation and noted the important finding - 45% luminance contrast being the minimum required.
 - Safety implications with luminance contrast and issues with Australian Standards were discussed. Problems with overuse of tactile indicators also raised.

Upcoming:

- Community Stroke Forum – CB presenting on DIY Home Modifications

3. Events & Training

Action

c. Events

- Stroke Awareness Week – Morning Tea at Government House – CB invited to attend

d. Meetings

- CRESA - Meeting on AHURI project (yet to be funded): Development of calculator for housing decisions: 'stay and modify, or go', Wellington
- CB and Bruce Judd invited to meet with CRESA, regarding their research in this field

- CB to update Advisory Committee when notified about funding

Advisory Committee discussed the problems with lack of suitably designed housing for people with disabilities - 'where do they go?', and the need for work in this area.

4. Governance & Administration

Action

a. HMinfo 2015-2018 Strategic Plan

Draft Strategic Plan sent with Agenda and circulated in meeting. CB thanked Advisory Committee for attending Strategic Planning meeting. The Draft Strategic Plan was accepted.

The accessibility requirements in granny flats was raised, and the difficulties in ensuring 'accessible' homes are step-free, was discussed.

b. Updated HMinfo protocols

CB and JQ gave overview of HMinfo protocols being updated during last quarter. Development of protocols and related templates is initially time consuming but this quality system provides consistency and efficiency for HMinfo processes.

c. DSS one-off funding to manage reclassification as sector support

- CB reported receipt of small grant to assist with HMinfo transition to sector support

5. Non-HMinfo Funded Projects

Action

CB gave overview of projects:

a. ARC Linkage: Livable Bathrooms

- Due for completion in September. Developing new proposal.

b. DIY Home Modifications: Point of Sale Support for People with Disability and their Carers

- Project complete, final report being finalised.

c. City of Sydney – Liveability app.

- Project completed
- Additional work with Galway and Dublin (see Conferences)

d. Moving to my home: housing aspirations, transitions and outcomes of people with disability report (AHURI)

- Report published - can be downloaded from AHURI website

6. Other Business

Action

a. Aged Care Portal

CB advised that HMinfo is not listed on My Aged Care, having been reclassified as sector support.

Advisory Committee discussion followed, regarding need for information on the process for home modifications and OT assessment, the importance of on-site assessment, and issues in the process for home modifications and maintenance: referral, assessment and works.

It was agreed that HMinfo Advisory Committee should write to DSS regarding additional home modification information that could be included on website.

- CB to write letter to DSS on behalf of HMinfo Advisory Committee

b. Register of Accessible and Adaptable Housing

GK raised the need for database showing location of Accessible and Adaptable housing, suggesting this type of database could be modelled on the process used for the Accessible Toilet Map. This process involves registration of accessible toilets on the toilet map as part of the local council's building certification process.

Advisory Committee discussion followed, with agreement on the longstanding need for a register showing the location of Accessible and Adaptable housing, and the feasibility of registration as part of the local government certification process. It was noted that requirements for Adaptable housing varies considerably among LGAs eg. 50% in one LGA, 10-30% in others, or instead, a requirement for 100% Livable Housing.

Action? Develop a business case?

CB advised that EBEP-HMinfo would be happy to manage this type of database.

Close

Associate Professor Catherine Bridge closed the meeting at 4.30pm.

Next Advisory Committee Meeting

03 December 2015

UNSW Built Environment at 2.00pm