



Advisory Committee Minutes

Meeting of the HMinfo Advisory Committee 4 Sept 1014, At 2.00 p.m.

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

Agenda Item and Notes

Welcome, Introduction & Attendance

A/Professor Catherine Bridge (CB) opened the meeting at 2.00.

Apologies were noted.

Present

Annette Hanly (AH)	SCOPE Access
Bryan Molan (BM)	KeyStone HMM service
Greg Killeen (GK)	SCIA
Brian Molan (BH)	Master Builders
David Gonzalez (DG)	LTCS
Michael Bleasdale (MB)	NSW HMMS State Council
Nicholas Loder (NL)	Land and Housing
Jordana Goodman (JG)	PDC NSW
Sue Dinley (SD)	DVA
Teresa Petric (TP)	FACS-ADHC
Robyn Chapman (RC)	ILC NSW

Apologies

Margaret Kay	LGSA NSW
Brent Davis	Master builders
Candice Ungary & Kathy Taylor	HACC
Phil Endean	Statewide
Lesley Radbron	LTCS
Lisa Langley	COTA NSW

Chair A/P Catherine Bridge (CB)

Note taker Michelle Svenger (MS)

1 HMinfo Website

1a) 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: 913,327**
(Increase of 21,917 from last meeting's total: 891,410)
 - **Total Visitors to Date: 264,414**
(Increase of 6,682 from last meeting's total: 257,732)
 - **Total Registered Users: 1095**
(Net increase of 31 from last meeting total: 1064)
 - List serv (mailing list) members: 599 (net increase of 16 from 583)
 - **OT Mailing List members:**
 - › currently 601, (583 members at last AC meeting, an increase of 18 members)

Top 10 HMinfo Publications Downloaded Since Last Report

Rank	Publication Title	Downloads
1	Landscape Modification: an alternative to residential access ramps and lifts	1342
2	Home Modifications in Aboriginal Housing	1025
3	Demountable ramps: A qualitative assessment of value for people with mobility impairments.	998
4	A user appraisal of the contribution of built environment factors to the independence and wellbeing of older people in two NSW regional town centres	909
5	Follow-up efficacy post environmental modifications; a guide for clinical practice.	831
6	Consumer Factsheet: Arranging Home Modifications	790
7	Summary Bulletin: Environmental Assessment & Modification for Australian Occupational Therapists	778
8	Summary Bulletin: Electrical Safety in Bathrooms 2nd ed.	728
9	The Effectiveness of Ceiling Hoists in Transferring People with Disabilities - A systematic review	599
10	Dementia Design Guidelines: Home and Community Care Capital Works Program	582

1. HMinfo Website

Website Progress Report – in pack

CB explained the major upgrades that the website has undergone since the last ACM:

The website has undergone the following major upgrades since the last report:

- Increased Navigation Speed - Website-wide optimisations were made to decrease processing speeds and thus improve the user experience, particularly in the Service Directory. Loading time was reduced by approximately 7.5 seconds.
- Font Resizing – was demonstrated on screen during the meeting: Modifications were made to the HMinfo website to allow its layout to adjust according to font sizes, eliminating the limitations inherent in fixed layouts combined with variable font sizes. CB explained the toolbar featuring keyboard shortcuts added to the header of the website to provide accessible font resizing controls.
- The ongoing accessibility upgrades are 94% complete at the time of writing.
This period included the completion of the HMinfo Website Action Plan report.

1a. HMinfo Website – Discussion about best way to manage labelling or naming fact sheets or papers under group headings. E.g. Bathrooms –“ Electrical safety in the bathroom”

As consensus wasn't reached, individual members are to propose preferred solutions

All members
19th Sept

1b. HMinfo Website – Research indicates that 94% of websites are not fully “accessible” e.g. Trade Build website: <http://tradebuild.com.au/search/> HMinfo links to many websites and CB stated it's out of scope in our current work plan to address this. The agreed action was that HM info will write to linked services re accessibility. CB also said if funding can be available and there is sufficient interest, HMinfo could facilitate a workshop for construction building companies on how to make their websites more accessible.

HM info to write to all linked websites on our service user page explaining usability and accessibility.

We will add a disclaimer on our website that we are not responsible for other providers

HMinfo
10th Oct
HMinfo
10th Oct

1c. HMinfo Website – RC asked if HMinfo website was luminence contrast tested.

usability and
accessability

HMinfo will review report from Vision Australia to ascertain if luminence contrast was tested and report back at next meeting

HMinfo
10th Oct

1d. HMinfo Website – Should we make case studies downloadable as a pdf from our website? Is there any benefit/advantage or disadvantage to doing this? Case studies were not originally designed as pdfs. Currently, if needed, people can currently screen capture any page and save as a jpg.

Committee Members are to indicate if there is any evidence supporting benefits to downloading case studies as pdf files or not.

All
members
10th Oct

2. Publications and Research Activities

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

2a) Occasional Paper: Caring for the Carer (not in pack)

A copy of the document was circulated in the meeting. Document is complete and online.

2b) Summary Bulletin: Fire Safety: Smoke Alarms (in pack)

See 2b&2c)
below

Document included in the AC Members' document package.

During the process of reprinting HMinfo documents, it was clear this publication required a more substantial, and immediate, update. The first edition in 2006 followed the introduction of NSW legislation for battery-powered smoke alarms in all housing. It was quite explanatory (e.g. What is a smoke alarm? Why are smoke alarms important?), for an audience that had limited knowledge. The situation has changed substantially:

- the audience for this Summary Bulletin is now far more knowledgeable
- there have been substantial advances in both smoke alarms products and research
- there was a change to BCA 2014, requiring linked smoke alarms in all new dwellings

The result is a completely new and more comprehensive edition.

There was discussion of :

- How many smoke alarms are inappropriately positioned or not the correct type used (e.g. Heat detecting ones for kitchens),
- building constructors cutting costs and using cheaper incorrect versions
- Smoke alarms so sensitive they off at the “drop of a hat” and users covering them with shower caps – defeating the purpose of having them

2c) Set: Fire Safety (in pack)

4 proposals in the AC Members' document package.

The new edition of the Summary Bulletin on Smoke Alarms, and the planned update of the Summary Bulletin on Fire Egress, has led to the proposal for a 'Fire Safety' set.

These Summary Bulletins could be compiled into a book or ISSN Serial on fire safety, which can potentially be listed in Scopus in 2015 (**dependent on funding**). It would consist of:

- Overview of Fire Safety in the Home (new in 2015)
- Smoke Alarms (new edition)
- Emergency Egress (new edition)
- Fire Sprinklers (new – by Adjunct)
- Bushfire Safety (new – by Adjunct)

There was discussion of :

How sprinklers can cause a lot of unnecessary damage when they come on if the system is overly sensitive

2d) Summary Bulletin: Slip-resistant floor surfaces (in pack)

Status: final AS updates, then specialist review

Standards Australia's HB197:1999, the handbook that is the main source of guidance for the flooring industry, and a major reference for this Summary Bulletin, has been replaced. The new HB 198:2014 was released in mid-June. The draft Summary Bulletin is currently being updated to reflect the changes, then will go to specialist review.

Any known examples of poor outcomes from sprinklers for older people. People with disabilities that might need to be discussed in their deployment.

LifetimeCare or SD – DVA
10th Oct

2e) Consumer Factsheet: Managing Water in the Bathroom (in pack)

Status: in revision – specialist review

This 2nd edition was to be reviewed by the same review panel as the original publication. One member of the panel provided a review and revisions are being made to the paper. Alternative reviewers were sought, one accepted and is currently reviewing.

At least one more consumer reviewer needed – additional consumer reviewers are currently being added to the review panel.

Provide papers for Peer Review in both word and pdf formats for review editing

For all papers – provide both pdf & word docs for peer reviews

HMinfo to add to protocol

10th Oct

2f) Consumer Factsheet: Walk-in Baths (external project) – Dianna Campbell (circulated last meeting - June)

Status: in progress

The proposed document content was in a form that was too comprehensive for a Consumer Factsheet, and too brief for a Summary Bulletin. The author is modifying the content to fit a Consumer factsheet.

The proposed document content was reformatted into the new Consumer Factsheet template, and sent to the author with information on our protocol for Consumer Factsheets (June 2014). Author advised (late August 2014) that the document is being further developed in coming weeks.

3. Community Engagement

3a) HMinfo response to the Key Directions for the Commonwealth Home Support Programme Discussion Paper

3b) Response to KPMG Report: Review of home Modifications and Home Maintenance Service Types under the Commonwealth HACC Program

4. Events and Training

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

- International Federation on Ageing Global Conference – India
- International Conference on Universal Design “UD2014” – Sweden,
- European Network for Housing Research (ENHR) Conference – Scotland
- National Disability Authority – Ireland
- The Universal Design Conference – Sydney

5 Governance & Administration

5a) Advisory Committee Terms of Reference

5b) Protocol for HMinfo Research by External Authors

(Proposal Form, Protocols for Summary Bulletin and Consumer Factsheet in pack) **Status: in progress**

The proposed Protocol was shown in the June ACM. A new electronic proposal form for research by HMinfo/EBEP authors and external authors has been developed. It is being trialled internally before being published on the HMinfo website.

Protocols for each type of HMinfo publication are being written. These will be developed into publication guides for external authors.

5c) Specialist Review Panel Membership

We are recruiting new members of our Specialist Review Panels to :

- Replace members who have left their previous role/organisation
- Ensure national representation (and where relevant, international representation)
- Reflect changes to the Home Modifications environment

e.g. NDIS, Universal Design etc.

6. Non-HMinfo Funded Projects:

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

6a) ARC Linkage: Livable Bathrooms - Designing out dependence in activities of daily living

This research is nationally significant and aims to establish the criteria needed for the development of more flexible, innovative and safer bathroom fixtures and domestic bathroom environments for older Australians. Bathrooms are for people, yet there is a lack of reliable and valid data to guide product innovation and the spatial envelopes required for efficient and effective bathroom design.

6b) DIY Home Modifications: Point of Sale Support for People with Disability and their Carers

Status: Part one – the positioning paper is complete and published. You can download it [here](#).

Part Two – still ongoing.

Outline: The project, funded by ADHC, addresses the knowledge gap in home modifications research by investigating home modifications that are done outside of government-subsided schemes. It aims to address 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 goal is to develop information resources to be made available at the Point of Sale (POS) and online for consumers to assist decision making about DIY home modification projects.

- Two surveys are currently running, one for Consumers and one for Industry members. At the time of writing 43 consumer surveys have been completed and 15 industry surveys. We aim to get 15 more industry surveys.

6c) City of Sydney – Liveability app.

The UNSW Liveability application is a tool that can be used on mobile devices, such as iPads, iPhones and Android phones, to collect audio, text, visual and image data about people's perceptions of their town centre. The application (app) is a simple, low-cost method of participatory planning for LGAs that actively engages community members. Using this app, people can rate the features and services of the town centre on their 'liveability', that is, the degree to which the built environment supports the community from a pedestrian mobility perspective.

6d) Literature Review: Mapping the evidence base on home modification outcomes - Phillippa Carnemolla

Status: The literature review has begun and research is currently being mapped onto a previously designed Matrix.

MB Explained that MOD.A had commissioned a systematic evaluation based review for HMinfo

7. Grants and Applications

7a) IRT Research Fund – application in partnership with the Community Housing Federation of Australia to look at home modifications in community housing using the Illawarra as the sample area.

This grant has been declined

CB to follow up with Barbara Squires at IRT. She is working with Centre for Housing, Urban and Regional Planning (CHURP)

CB

7b) DSS Healthy Ageing and Service Improvements

Grants – application to research and develop an evidence-based assessment and screening tool to assess the home environment of aged care consumers.

Status - Still awaiting approval

7c) DSS Healthy Ageing and Service Improvements

Grants – application for ongoing funding for HMinfo

Status - Still awaiting approval

7d) DSS Housing and Homelessness Grants – application to develop an evidence base and Smartphone app to assist home modification providers and young people with disability (YPD) and their families to determine whether assistive technology (AT) or home modifications (HM) would enable secure accommodation options that provide the best long term support to minimise YPD's ongoing care costs and maximise their independence and community engagement.
Status - Still awaiting approval

8. Other Business

8a) Home and Building Insurance – website statement, potential publication

HMinfo has put a statement on our website, plus are currently collating a list of all insurance companies for future publications

Still collating list of Insurers for publications HMinfo 10th Oct

8b) Potential (HMinfo website) publication: Elimination Steps – HMinfo Team (JQ Proposal) (Proposal form in document pack)

Committee Members start a list of ways small steps with lips under 20mm are resolved in practice, for instance, BM indicated that uild up under carpet near bathrooms was a preferred options by clients but could potentially cause them to trip if using a walker. We need:

1. A list of solutions used that you are already aware of.
2. Pros and cons of these solutions

Photos of solutions (not showing people's faces) Also photos must be accompanied by a photo release form if they are private residences - available here. (Page 3 of Guide to HMinfo Case Studies)

All ACM members to email HMinfo with their suggestions All Members 10th Oct

8c) Upcoming Conference Paper Presentations by CB

Universal Design Conference – Tokyo
Keynote Speaker at the Resilient Communities Summit – New Zealand
Walk 21 Conference – Sydney

Additional items mentioned:

8d) National Toilet Map (GK)

Greg mentioned that Spinal Care Aust. has taken on 2 people to help update the National Toilet

8e) maintenance and repair of building work

SD raised the issue re – who is responsible? Should there be a fixed timeframe? It is becoming a problem for lifetime care, it was standardised once but each funder has different policies and each intervention has different requirements. If HMinfo is to consolidate advice in a FAQ or other communication we need to know what this is.

- Each representative of a funding body or peak such as HMMS, DVA, FACS, Spinal Injuries, ILC, DSS and Lifetime Care etc. to provide HMinfo a copy of all its relevant advice for consumers, policy and guidelines if none exist then an email to state this is required.
- All members

8f) Accessible BBQ (SD)

Sue asked members if they knew of plans for an accessible BBQ to either purchase or build. CB indicated there were some guidelines available.

HMinfo to review and post update

Next Advisory Committee Meeting

Meeting closed at 4.50pm.

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