Advisory Committee Meeting Minutes

Meeting of the HMinfo Advisory Committee
30 June 2016
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 2.30pm.
Apologies were noted.

Attending

Teresa Petric (TP)	FACS-ADHC
Jordana Goodman (JG)	PDC NSW
Jan Herbert (JH)	National Seniors
Nicholas Loder (NL)	Land & Housing Corporation
Susan Dinley (SD)	DVA
Michael Bleasdale (MB)	MOD.A
Hamish Murray (HM)	ILC NSW
David Gonzalez (DG)	Lifetime Care & Support

via Polycom

Greg Killeen (GK)	SCIA

Apologies

Ron Rademaker	HMMSC
Nick Proud	Livable Housing Australia
Bryan Molan	HMMS
Lisa Henderson	Lifetime Care
Kim Nguyen	Hunter New England Local Health District
Lisa Langley	COTA NSW
Max Bosotti	Paraquad
Charles Gwynn	DSS-HACC
Annette Hanly	SCOPE Access
Lee Davids	National Disability Insurance

Chair
Associate Professor Catherine Bridge (CB)
Minute Taker
Judy Lim (JL)

Approval of Minutes of Last Meeting

The Minutes from March 2016 Meeting were approved.

Matters Arising from Last Meeting	Action
• Occasional Paper; DIY	
• Summary Bulletin: Slip Resistant Floor Surfaces	Finalising for publication
• Consumer Factsheet: Slip Resistant Floor Surfaces	Finalising for publication
• Invite Lee Davids from NDIA as Advisory Committee Meeting member	Lee accepted 23.05.2016

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, including:

Total Page Views to Date: 1,011,013
(Increase of 5,546 from last meeting's total: 1,005,467)

Total Visitors to Date: 296,749
(Increase of 1,788 from last meeting's total: 294,961)

Total Registered Users: 1,694
(Net increase of 485 from last meeting total: 1,209)

Listserv (OT Mailing List) members: **599**
(net increase of 1 from 598)

b. HMinfo Website Progress

Following completion of website accessibility upgrades in early 2016, the focus has been:

- Upgrades to improve rankings in Altmetrics

- Continuation of website modifications detailed in the HMinfo Website Action Plan

- Completion of new edition of the HMinfo Website Manual, incorporating all upgrades to website functionality. This Website Manual is a critical part of HMinfo's Protocol Manual, ensuring all current and new team members can use all website functions (even those that are not part of their usual work role) if required.

Starting on the 1st of July 2016, the data collection from Webstats will cease and website statistics reports will be based on data collected from Google Analytics and our own content management system.

Upcoming Development

In September we will review the HMinfo Website Action Plan and future website needs, to set priorities for the website over the next 12 months. Major inclusions:

- Professional's forum

- Online journal module

- Home modification case studies

HMinfo: Website Priority Plan to be presented for review at next ACM

AC members: please let us know of any potential sources for de-identified home modification case studies

2. Publications and Research Activities	**Action**
• Summary Bulletin: Slip Resistant Floor Surfaces - Changes to slip resistance for ramps in NCC 2016 being incorporated.	Finalising for publication
• Consumer Factsheet: Slip Resistant Floor Surfaces - Changes to slip resistance for ramps in NCC 2016 being incorporated	Finalising for publication

• Industry Factsheet: Slip Resistance of Ramps
  Published with list of materials examples in response to changes in slip resistance for ramps in NCC 2016. Introduction of deemed-to-satisfy slip resistance classifications for class 1 buildings has been met with industry concern and need for information. No indication that higher slip resistance classifications for new ramps in houses would be in NCC 2016 until it was released on 30 May 2016.
  Materials commonly used in outdoor ramps would not meet new requirements and many floor materials have not yet been tested.
  Introduction of maximum 1:8 ramp gradient could lead to 1:8 ramps being common in housing, this rise to run ratio is as steep as that used for public threshold ramping and unsuitable for many people with disabilities.
	HMinfo to draft letter outlining issue with ramp slip resistance in NCC 2016 for discussion at next ACM

• Summary Bulletin: Temperature limiting devices for hot water 2nd ed.	Has gone to peer review, final artwork still to be inserted.
• Evidence Based Practice Review: Use of Colour for Safe Movement 2nd ed.	Draft
• HMinfo Publications 2016-2017	To be amended to remove any new editions of Reeded Decking publications, as timber decking would be unlikely to meet the current NCC 2016 requirements. Current editions to remain on HMinfo website as archived publications.

3. Events & Training   **Action**

- Novel - ESM 2016, Lisbon, Portugal. 27-30 July 2016

- Universal Design York 21-24 August

- IAUD, 9-11 December, 2016, Nagoya, Japan

4. Governance & Administration   **Action**

a. Quality Standards NSW DSS

Protocols had been updated by Joanne Quinn

- Requirement of our ADHC Funding Agreement 2015-2018 is that we have a quality management system in place, we need to comply with the NSW Disability Services Standards (NSW DSS), and undertake a Third Party Verification (TPV) of the quality of our service performance against the NSW DSS.

- HMinfo applied, and were approved, for a max. $5000 NDS subsidy for the cost of Third Party Verification of our quality processes.

- HMinfo obtained two quotes for TPV gap analysis and audit (both > $5000), and submitted $5000 invoice to NDS

- Internal review of quality processes against NSW DSS has been undertaken and preparation for TPV gap analysis is now underway

b. Protocol Manual

- *Protocol for Feedback & Complaints* is a new protocol being developed for NSW DSS (we already have most processes in place but now documenting this in a stand-alone policy)

- *Protocol for Website & Social Media Management* being revised in response to our development of new social media strategies

- New Digital Object Identifier (DOI) process and ROS/UNSW works process to be added to publishing protocols. A *digital object identifier* (*DOI*) is a unique alphanumeric string assigned by a registration agency (the International *DOI* Foundation) to identify content and provide a persistent link to its location on the Internet. (A Pilot DOI registration scheme was recently launched by UNSW with the Faculty of Arts and Social Sciences. HMinfo have been invited to participate in the scheme which will enable us to retrospectively assign DOIs and ongoing add them to all of HMinfo publications.

5. Non-HMinfo Funded Projects   **Action**

a. ARC Linkage: Livable Bathrooms

- The project will be completed in September 2016, it was extended by Caroma's project by another year in order to add in a handrail extension study.

b. Building Criteria

- This project is now in final analysis and write-up.

c. DIY Home Modification: Stage 2

- The first of three co-design workshops will be run in September

6. Other Business

- Nicholas Loder spoke about the NSW Land and Housing Corporation's Home Modification Guidelines. The Guidelines were developed for LAHC's asset staff to assess Occupational Therapists' reports for NDIS funded home modifications on NSW social housing properties. The Guidelines are not yet publicly available, however if committee members wish to view a copy, they are welcome to contact Nicholas on Nicholas.loder@facs.nsw.gov.au

- The Scoping review on Best Practice for Home Modifications Service Delivery released in March for ILC WA by Curtin University was briefly discussed.

- Teresa Petric overviewed the ADHC NDIS transition plans and process currently underway.

Close

Associate Professor Catherine Bridge closed the meeting at 4:40pm.

Next Advisory Committee Meeting

22 September 2016
UNSW Built Environment at 2.00pm