



## Advisory Committee Meeting Minutes

Meeting of the HMinfo Advisory Committee

22 September 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

Jordana Goodman (JG)	PDC NSW
Bryan Molan (BM)	HMMS
Ron Rademaker (RR)	HMMSC
Michael Bleasdale (MB)	MOD.A
Hamish Murray (HM)	ILC NSW
David Gonzalez (DG)	Lifetime Care & Support
Annette Hanly (AH)	SCOPE Access

#### Apologies

Susan Dinley	DVA
Greg Killeen	SCIA
Nick Proud	Livable Housing Australia
Lisa Henderson	Lifetime Care
Nicholas Loder	Land & Housing Corporation
Lisa Langley	COTA NSW
Max Bosotti	Paraquad
Charles Gwynn	DSS-HACC
Lee Davids	National Disability Insurance
Teresa Petric	FACS-ADHC
Jan Herbert	National Seniors

#### Chair

Associate Professor Catherine Bridge (CB)

#### Minute Taker

Judy Lim (JL)

## **Approval of Minutes of Last Meeting**

The Minutes from June 2016 Meeting were approved.

## **Matters Arising from Last Meeting**

### **Action**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• HMinfo: Website Priority Plan to be presented for review at next ACM</li><li>• AC members: please let us know of any potential sources for de-identified home modification case studies</li><li>• HMinfo to draft letter outlining issue with ramp slip resistance in NCC 2016 for discussion at next ACM</li></ul> | <p>These were addressed in September meeting</p> |
|---|--|

## 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: 1,030,460**

(Increase of 6,178 from last meeting's total: 1,024,282)

**Total Visitors to Date: 304,454**

(Increase of 2,377 from last meeting's total: 302,077)

**Total Registered Users: 1,722**

(Net increase of 28 from last meeting total: 1,694)

**Listserv (OT Mailing List) members: 603**

(net increase of 4 from 599)

### b. HMinfo Website Plan

#### (i) Website User Manual

- CB showed on computer screen
- Developed by Helmut – accessed through HMinfo fileservers and provides guidance on website operation to all HMinfo staff
- eg. SCROLL DOWN TO **CONTENT**  
SELECT **PUBLICATIONS**

#### (ii) Website Plan 2016-2017 (DRAFT)

- Plan assembled from:
  - HMinfo Website Action Plan,
  - items remaining on
  - HMinfo website team meeting
- The plan is categorised by website feature, with approx. costs for programming (to be confirmed by quotes). Additional cost will be incurred for HMinfo admin staff resources, for text development, text entry, page layout etc.
- Website development will be undertaken *by project*. This will assist us to:
  - better prioritise website development tasks
  - develop a specification for each task, to best balance cost and functionality
  - ensure website enhancements fit with a long-term website plan
- The website features and development tasks have been prioritised (DRAFT)

AC members please send any feedback/top 3 priorities, JL send reminder in 1 week & collect AC members feedback in 2 weeks

## 2. Publications and Research Activities

Summary Bulletin: Slip Resistant Floor Surfaces

- Incorporates content of Ramps Industry Bulletin

Consumer Factsheet: Slip Resistant Floor Surfaces

Industry Factsheet: Slip Resistance of Ramps 2<sup>nd</sup> ed  
- STATUS: published in July, with updated list of material examples

Summary Bulletin: Regulatory Requirements for Controlling Water Temperature in Bathrooms 2<sup>nd</sup> ed

Evidence Based Practice Review: Use of Colour for Safe Movement 2<sup>nd</sup> ed.

Fire Safety and Independent Living – A Conundrum or not?

## Action

To be published in October

To be published in October with Summary Bulletin

HMinfo to send letter outlining issue with ramp slip resistance in NCC 2016, please send electronic signature for the letter

Finalising for publication

Finalising for publication

Being reviewed

### 3. Events & Training

- Older Peoples Housing Summit, 5-6 September 2016, Wellington, NZ
- IAUD, 9-11 December, 2016, Nagoya, Japan
- International Symposium on 'Housing Requirement for Ageing Community': 19 January 2017

### Action

CB will send a link to AC members regarding tool box for old people

Scientific paper being reviewed

### 4. Governance & Administration

#### a. NCC – slip resistance and ramps follow up letter

- suitability of content?

### Action

Approved and will be signed by HMinfo Director & Advisory Committee, please send Electronic signature to JL

#### b. NSW DSS - Gap Analysis

- Currently working on HMinfo internal assessment
  - a documented review of our Protocols against NSW DSS
  - adding/updating/modifying Protocol documents where needed
- Intend to undertake Third Party Gap Analysis in 3-4 weeks
  - this is to check we have a suitable quality system in place to meet the NSW DSS and identify any gaps prior to Third Party Verification
  - we will ask two shortlisted auditing organisations to provide current quotes
- During Gap Analysis, we will identify when we will be ready to undertake the Third Party Verification (ideally at end of 2016)

### 5. Non-HMinfo Funded Projects

#### a. DIY Home Modification: Stage 2

#### b. Summer Foundation for Scoping Literature Review & Environmental Scan of Housing for people with disabilities

### Action

Preparing for forum

Proposal submitted

### 6. Other Business

- Abstract reviewer for 21st IAGG World Congress of Gerontology and Geriatrics
- Full Scientific paper reviewer for the 6th International Conference for UD in Nagoya
- Invited Faculty Research presentation for potential collaborator on the Torch
- Invited member of the Disability Advisory Champions Group
- Foundation member of the UNSW Strategic Initiative for a Disability Studies Institute (DSI). This initiative is designed to position UNSW as an international leader in driving innovation and systemic change informed by people with disability and their

supporters

- Invited to participate on AHSP Ageing Clinical Stream

### **Close**

Associate Professor Catherine Bridge closed the meeting at 4:05pm.

### **Next Advisory Committee Meeting**

1 December 2016

UNSW Built Environment at 2.00pm