



Advisory Committee Meeting Minutes

Meeting of the HMinfo Advisory Committee

24 March 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

Ron Rademaker (RR)	HMMSC
Nicholas Loder (NL)	Land & Housing Corporation
Susan Dinley (SD)	DVA
Michael Bleasdale (MB)	MOD.A

via Polycom

Annette Hanly (AH)	SCOPE Access
Greg Killeen (GK)	SCIA

Apologies

Teresa Petric	FACS-ADHC
Nick Proud	Livable Housing Australia
Hamish Murray	ILC NSW
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
Jordana Goodman	PDC NSW

Chair

Associate Professor Catherine Bridge (CB)

Minute Taker

Judy Lim (JL)

Approval of Minutes of Last Meeting

The Minutes from December 2015 Meeting were approved.

Matters Arising from Last Meeting

Matters Arising from Last Meeting	Action
• Occasional Paper; DIY – 1 peer review to still be received	Published 4 th April
• Home modifications & care – UNSW 2015 Phillippa Camemolla Three Minute thesis to be uploaded to HMinfo website	Uploaded to news and youtube on 21 st March 2016
• International JUDBE - Journal of Universal Design in the Built Environment launched in November 2015	Keynote paper to be published in the next edition of JUDBE
• Teresa Petric mentioned about enablement support project in the Hunter	JL emailed TP, waiting for her reply.

1. HMinfo Website

Action

a. HMinfo Website Report

The HMinfo Website Report was included in the Advisory Committee Members' document package. Catherine Bridge outlined the key statistics, including:

Total Page Views to Date: 1,005,467
(Increase of 10,374 from last meeting's total: 995,093)
Total Visitors to Date: 294,961
(Increase of 3,893 from last meeting's total: 291,068)
Total Registered Users: 1210
(Net increase of 10 from last meeting total: 1200)
Listserv (OT Mailing List) members: 598 (net decrease of -1 from 599)

b. HMinfo Website Progress

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

- Webstats Reports Automation
- User Registration Wizard Upload Facility
- Newsletter PDF Automation

All accessibility upgrades have been completed.

Webstats Reports Automation

The ability to collect website statistics and generate report content has been added to the website to streamline the compiling of our Webstats reports. The website outputs charts, tables and figures that administration staff can easily insert into quarterly and annual reports.

Starting on the 1st of July 2016, the website statistics reports will be based on data collected from Google Analytics

At present, website statistics data is collected from Webstats.

User Registration Wizard Upload Facility

A review of the National Regulation and Accreditation Scheme (NRAS) recognised that there are unintended consequences of registration where non-regulated Allied Health Professionals are treated differently to regulated professions.

Alternative registration now available on request with proof of education qualification.

Newsletter PDF Automation

Newsletters generated on the website can now be automatically converted into Word and PDF format.

All PDF documents generated by the website are now accessible.

Website Development next 3 months

- Upgrades to improve rankings in Altmetrics

Continuation of website modifications detailed in the HMinfo Website Action Plan

2. Publications and Research Activities

- Occasional Paper: DIY Home Modifications
- Summary Bulletin: Slip Resistant Floor Surfaces
- Consumer Factsheet: Slip Resistant Floor Surfaces
- HMinfo Publications 2016-2017

Action

Waiting for final reviewers as there are multiple authors, this paper will be published in the website next week

Request feedback from Advisory Committee members for occasional paper, summary bulletin and consumer factsheet

JL sent email to all Advisory Committee members feedback due on 11th April 2016

3. Events & Training

Action

- Home Modifications Australia (MOD.A), National Conference (Canberra) 28-29 April 2016
- Assoc Prof Bridge was invited to be an international expert judge for the Universal Design Grand Challenge (UDGC) Student Awards 2016 by the Centre for Excellence in Universal Design, National Disability Authority in Ireland
- International Federation on Ageing 13th Global Conference (Brisbane) will be on 21-23 June 2016
- Novel - ESM 2016, Lisbon, Portugal. 27-30 July 2016

4. Governance & Administration

Action

- Revised Protocol Manual – Protocols and templates
- Reviewing complete manual due to updated processes (especially website) and staff changes. Recent updates include:
 - Protocol & Template for Website Report
 - Protocol for Electronic Document Storage
 - Protocol for HMinfo Website, Mailing List & Social Media and associated email templates for website users
 - Protocol & Template for Evidence Based Practice Review

Protocols had been updated by Joanne Quinn

Quality Standards

- HMinfo need to meet the quality requirements of the ADHC Funding Agreement 2015-2018 for Disability Service Providers. The quality requirements are in the NSW Disability Service Standards (DSS).
- As HMinfo are classified as 'Providers of Non-Direct Client Supports' (without direct client contact), only some of the practice requirements of the NSW DSS are applicable.
- HMinfo is required to undertake Third Party Verification of the quality of their service performance against the NSW DSS, by 2018.
- We already have our quality processes in the EBEP Protocol Manual, so are currently doing a self-assessment of our processes against NSW DSS. Funding is then available to subsidise a Gap Assessment and the Verification by Third Part Verifier.
- Subsidy applications close mid-May 2016.

5. Non-HMinfo Funded Projects

Action

ARC Linkage: Livable Bathrooms

- The project completed in September 2015
- Caroma's project has been successfully extended for another year

Building Criteria

- Stage 1 has been finished
- Stage 2 will be finished early February 2016

6. Other Business

DIY Home Modifications: Stage 2

Suggestion to invite Lee Davis from NDIA as Advisory Committee Meeting member

SD gave us Lee's number and JL to follow up

Close

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

Next Advisory Committee Meeting

30 June 2016

UNSW Built Environment at 2.00pm