



## Advisory Committee Meeting Minutes

Meeting of the HMinfo Advisory Committee

01 December 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	Physical Disability Council of NSW
Bryan Molan	NSW HMMS – 3 Bridges Community
Annette Hanly	NSW HMMS SCOPE Access
Max Bosotti	Paraquad
Irene Stein	National Seniors Australia

#### via Polycom

Michael Bleasdale	MOD.A
-------------------	-------

#### Apologies

Hamish Murray	Assistive Technology Australia
David Gonzalez	Lifetime Care & Support Authority
Susan Dinley	Department of Veterans Affairs NSW State office
Ron Rademaker	NSW Statewide Level 3 Project
Greg Killeen	Spinal Cord Injuries Australia
Nicholas Loder	NSW Land & Housing Corporation
Lisa Langley	COTA NSW
Charles Gwynn	DSS-HACC
Lee Davids	NDIA
Teresa Petric	FACS-ADHC

#### Chair

Associate Professor Catherine Bridge (CB)

#### Minute Taker

Judy Lim (JL)

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

The Minutes from September 2016 Meeting were approved.

## **Matters Arising from Last Meeting**

- HMinfo: Website Priority Plan for review

### **Action**

AC members to send any feedback/top 3 prioritise

- HMinfo to send letter outlining issue with ramp slip resistance in NCC 2016

Collect AC members electronic signature and send letter to ABCB

## 1. HMinfo Website

## Action

### a. HMinfo Website Report

**Period:** September 01, 2016 to November 29, 2016

The HMinfo Website Report was included in the Advisory Committee Members' document package. The key statistics, include:

**Total Page Views to Date: 1,030,460**

(no change from last meeting)

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

(no change from last meeting)

**Total Registered Users: 1,738**

(Net increase of 16 from last meeting total: 1,722)

**Listserv (OT Mailing List) members: 614**

(net increase of 11 from 603)

### b. HMinfo Website Progress

#### (i) Website Development Plan progress

Website Development Plan 2016-2017 and associated website development contract has been drafted according to feedback from the previous Advisory Committee meeting.

- If approved, the first few tasks in the plan include:
  - o Online forms to allow users to anonymously submit feedback regarding HMinfo publications
  - o Faster service directory loading times to improve the websites usability
  - o Device resolution responsiveness added to the website to improve usability on non-desktop devices such as mobiles and tablets

Suggestion: enlarge 'search' function

#### (ii) DIY Website Development Plan

- A separate website development plan for changes relating to the DIY project has been prepared and included in the draft website development contract
- The tasks in this plan focus on establishing 2-way communication between the DIY app and the HMinfo website for data sharing purposes

## 2. Publications and Research Activities

## Action

- a) Slip Resistance & Slip Resistance of ramps - ABCB
  - Letter to ABCB re. ramps in NCC 2016 signed by AC members and sent
  - ABCB sent response
  - Letter from AIA representative (summary bulletin and consumer factsheet to be published)
- b) Summary Bulletin: Regulatory Requirements for Controlling Water Temperature in Bathrooms 2nd ed (published October 2016)
- c) Evidence Based Practice Review: Use of Colour for Safe Movement 2<sup>nd</sup> ed.
  - SUMMARY BULLETIN (published October 2016)
  - CONSUMER & INDUSTRY FACTSHEETS, INDUSTRY CHECKLIST
    - Consumer Factsheet (draft)
    - Industry Factsheet (draft)
    - Industry Checklist (draft)
    - (all in draft format, ready for internal review, then specialist review in January)

### 3. Events & Training

### Action

- IAUD, 9-11 December, 2016, Nagoya, Japan
- Symbiotic Life TECH Institute, Korea, International Symposium on 'Housing Requirement for Ageing Community': 19 January 2017  
(scientific paper being reviewed)

### 4. Governance & Administration

### Action

#### a. Annual Report 2015-2016

- Submitted to Department on October 31 2016
- On website

#### b. NSW DSS - Gap Analysis & Third Party Verification (TPV)

HMinfo's NSW DSS Third Party Verification – on website news

- **Gap Analysis** - 17 November 2016  
- advised we could proceed to TPV
- **TPV**- 28 November 2016  
- Achieved verification and auditors commended us on our quality processes  
- Thank you to AC members who participated in interviews, and to the additional AC members who offered to participate

#### a. New Protocol documents

- Protocol for Evidence Based Practice Reviews  
- Developed to follow the updated systematic review process used for *Evidence Based Practice Review: Use of Colour for Safe Movement 2nd ed*

#### b. HMinfo - EBEP Team Strategic Planning Day

- **Strategic Planning Day for HMinfo and EBEP team** - 10 January 2017 (UNSW Red Centre Room 2001), the planning day will be facilitated by Toni Adams

Invite AC members to attend

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

## **Action**

### **DIY Home Modification: Stage 2**

- Co-design workshop – 28 September 2016
- App in progress
- Next co-design workshop – 2 December 2016

## **6. Other Business**

- a. UNSW Strategic Initiative for a Disability Studies Institute (DSI)
  - Successful in getting funding
- b. AHSP Ageing Clinical Stream

## **Close**

Associate Professor Catherine Bridge closed the meeting at 3:45pm.

## **Next Advisory Committee Meeting**

Suggest dates in 2017:

- 23 March 2017
- 22 June 2017
- 21 September 2017
- 7 December 2017  
(UNSW Built Environment at 2.00pm)