



Advisory Committee Meeting Minutes

Meeting of the HMinfo Advisory Committee

22 June 2017

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

Max Bosotti	Paraquad
Annette Hanly	NSW HMMS SCOPE Access
Serna Ovens	PDC NSW
Arabella Peterson	PDC NSW
Teresa Petric	FACS-ADHC
Hamish Murray	Assistive Technology Australia
Deborah Hammond	Occupational Therapy Australia

via Polycom

Susan Dinley	Department of Veterans Affairs NSW State office
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Apologies

Ron Rademaker	NSW Statewide Level 3 Project
Greg Killeen	Spinal Cord Injuries Australia
Bryan Molan	NSW HMMS – 3 Bridges Community
Lisa Langley	COTA NSW
Lee Davids	NDIA
Irene Stein	National Seniors Australia
David Gonzalez	Lifetime Care & Support Authority
Nicholas Loder	NSW Land & Housing Corporation
Charles Gwynn	DSS-HACC
Michael Bleasdale	MOD.A

Chair

Associate Professor Catherine Bridge (CB)

Minute Taker

Judy Lim (JL)

Approval of Minutes of Last Meeting

The Minutes from March 2017 Meeting were approved.

Matters Arising from Last Meeting

Action

1. HMinfo Website

a. HMinfo Website Report

Period: March 1, 2017 to May 31, 2017

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

Total Page Views to Date: 1,091,242

(Increase of 21,775 from last meeting's total: 1,069,467)

Total Visitors to Date: 328,302

(Increase of 7,286 from last meeting's total: 321,016)

Total Registered Users: 1,797

(Net increase of 36 from last meeting total: 1,761)

Listserv (OT Mailing List) members: 641

(net increase of 17 from 624)

b. HMinfo Website Progress

- Increased site-wide navigation speed to improve the websites usability
 - Achieved by optimising processes that consumed a large portion of computational resources, leading to an increase of available resources for computing user requests
- Video streaming capability to host videos for the DIY app
 - Videos are tracked and download links provided for users who wish to keep an offline copy
 - Video functionality not limited to DIY app content – it is possible to host other home modification videos in the future

Upcoming tasks:

- Device resolution responsiveness added to the website to improve usability on non-desktop devices such as mobiles and tablets
- Discuss possible improvements to the website search control

c. New HMinfo Website Layout

- Final layout changes have been completed
 - Tabbed menu layout to help users identify menu navigation controls and layout
 - Website breadcrumbs to aid users navigate the website
 - Larger default font sizes across the website to

Action

2 Questions to ask Helmut:

In the 'Visitors By Country', what does it mean for row 3, 'not set'.

In the 'Visitors by Region', England was listed as row 6, but United Kingdom was not shown in 'Visitors By Country'.

Action

improve legibility

- Website content update for new landing pages to guide users through the variety of resources provided by the website
- Improved page nesting for better visibility of information

2. Publications and Research Activities

Action

a. DIYmodify Factsheets – Gillian Barlow & Catherine Bridge

STATUS: Published 18 May 2017

- 21 DIYmodify factsheets developed in conjunction with the DIY app
- Benefits for App
 - Provides a means for rapid update of information for particular home modifications e.g. changes in best practice, changes in Australian Standards, changes in Fair Trading regulation/guidelines, new publications and processes, etc.

Benefits for HMinfo website:

- New consumer information for website users, on most prevalent home modifications
- DIYmodify Factsheets published on APPS section of HMinfo website under DIY app., and also listed under HMinfo consumer factsheets in RESOURCES
- Factsheets in similar style/layout to HMinfo consumer factsheets

3. Events & Training

Action

a. Plea 2017 Edinburgh Conference

- 3rd to 5th July 2017

b. Home Modifications Australia (MOD.A) National Conference

- 14 to 15 August, ANZ Stadium, Sydney Olympic Park.

c. Vivid - Cushman & Wakefield

- 13th June 2017

d. Inaugural Access Awards

- 21st June 2017, hosted by UNSW Built Environment

4. Governance & Administration

Action

a. Website Feedback collection

- Review of feedback & complaints is now a regular item on ACM agenda for our quality improvement system
- Last quarter:
 - Complaints = 0
 - Feedback: HMinfo Publication = 1
 - positive – Colour Consumer Factsheet
 - Feedback: DIYmodify = 1
 - positive for launch & enquiry on service
 - Enquiries: Home Modifications information
 - new OT needing advice
 - Enquiries: website use = 1
 - assistance with updating registration
- OT Forum - issues:
 - New thread on NDIS and Home Modifications

5. Non-HMinfo Funded Projects

Action

a. DIY Home Modification Stage 2

- App launched 19th May
- 600+ downloads of App
- Project completed end June

b. ABCB ramp performance

c. ABCB stairs performance

6. Other Business

a. NDIS

Invite NDIS representative to be HMinfo advisory committee member

Close

Associate Professor Catherine Bridge closed the meeting at 4:00pm.

Next Advisory Committee Meeting

21 September 2017

UNSW Built Environment at 2.00pm