Advisory Committee Meeting Minutes

Welcome, Introduction, Attendance & Apologies

Associate Professor Catherine Bridge opened the meeting at 2.30pm.
Apologies were noted.

Attending

Nicholas Loder	NSW Land & Housing Corporation
Bryan Molan	NSW HMMS – 3 Bridges Community
Arabella Peterson	PDC NSW
Teresa Petric	FACS-ADHC
Deborah Hammond	Occupational Therapy Australia
Greg Killeen	Spinal Cord Injuries Australia

via Polycom

Annette Hanly	NSW HMMS SCOPE Access

Apologies

Susan Dinley	Department of Veterans Affairs NSW State office
Robyn Chapman	Assistive Technology Australia
Max Bosotti	Paraquad
Lyndal Millikan	icare
Lisa Langley	COTA NSW
Karen Hargans	NDIA
Lee Davids	NDIA
Charles Gwynn	DSS-HACC
Michael Bleasdale	MOD.A
Irene Stein	National Seniors Australia

Chair

Associate Professor Catherine Bridge (CB)

Minute Taker

Judy Lim (JL)

Approval of Minutes of Last Meeting

The Minutes from June 2017 Meeting were approved.

Matters Arising from Last Meeting   **Action**

Two questions to ask Helmut:

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

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

Answers:

1. Visitors by Country
Not set means that Google Analytics could not determine the location of the user from their IP address.
Sometimes a user's location is masked by their browser, network or device setup.
Example scenario: The user is browsing the website using Opera Mini, a fairly popular browser that typically mask a user's location due to the manner in which it loads website resources.

2. Visitors by Region
The order of regions and countries do not always match since Google may not always be able to locate a user's region even when it has detected their country.

If the discrepancies are sufficiently large, they can result in a region falling from the top 10 (e.g. to 11th place) while the country remains in the top 10 country list.

1. HMInfo Website

a. HMinfo Website Report

Period: June 1, 2017 to August 31, 2017

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

Total Page Views to Date: 1,108,910
(Increase of 17,668 from last meeting's total: 1,091,242)

Total Visitors to Date: 333,701
(Increase of 5,399 from last meeting's total: 328,302)

Total Registered Users: 1,834
(Net increase of 37 from last meeting total: 1,797)

**Listserv (OT Mailing List) members: 670
(net increase of 29 from 641)**

b. HMinfo Website Progress

Improvements on HMinfo website have been limited during this period due to web development resources being largely allocated to another project (Liveability).

- **Altmetrics**

  - Integrating the website with Altmetrics to increase publication ranking on the Altmetrics platform.
  - First phase of the integration requires the HMinfo website to generate DOI's (Digital Object Identifiers) for uploaded publications by using ANDS (Australian National Data Service) machine-to-machine interface.
  - Integration will be achieved by using a custom built website plugin to communicate between the HMinfo website and ANDS systems.
  - Development and testing of the plugin has been completed and it is ready for installation on the HMinfo website. Before plugin can be installed, the website will need to undergo upgrades to make use of the plugin. For instance, an interface for administrators to prepare and review DOI requests is required.
  - Upcoming tasks:
    Upgrade HMinfo website administrator interface to include DOI generating tools and settings

- **Liveability Website and Mobile Applications**

  - The Liveability website and collected data has been extracted from the original infrastructure and upgraded to run on newer frameworks.
  - The iPhone/iPad application was also upgraded to use

Action

Suggested to add no. of apps.download in the website report

3

- current frameworks.
- During the upgrade, many critical bugs were fixed, but most adjustments were actioned to comply with the latest Apple framework requirements.
- Upgraded website is ready to deploy live and the app is ready to be submitted to Apple for review

c. HMinfo Website Planning   **Action**
- HMinfo service for NDIS participants

2. Publications and Research Activities   **Action**

a. HMinfo Publication Plan 2017-2018

STATUS: review by Advisory Committee
- Two publication planning documents circulated with Agenda:
- ***2017-2018 Publications Planning – DRAFT***, showing the status of all HMinfo publications on the HMinfo website
- ***HMinfo Publication Plan - 2017-2018_DRAFT***, showing our proposed publication for 2017-2018
- In the Publication Plan:

    - items in grey from 2016-2017 are being completed or are on hold
    - items in green are planned for 2017-2018 at times shown
- **Questions for Advisory Committee**:
    1. Any HMinfo publications from the website (in *2017-2018 Publications Planning – DRAFT)* that need to be added to Publication Plan?
    2. Any other critical Home Modification issues need to be considered for research publications during 2017-2018?
    3. Does the roll out of the NDIS require changes to existing HMinfo publications or new publications?

b. Slip resistance

STATUS: Summary Bulletin - final review & AS approval for publication
- Draft publication was reviewed last year, had substantial changes due to new slip resistance requirements in NCC 2016, then on hold whilst Industry Factsheet: Slip resistance of ramps, Consumer Factsheet: Slip resistance, and other colour & contrast and hot water safety publications were published

- Available for final review by Advisory Committee

c. Hot Water Safety in Bathrooms

STATUS: Consumer Factsheet - ready for Specialist Review

- Consumer Factsheet to accompany *Summary Bulletin: Regulatory Requirements for Controlling Water Temperature in Bathrooms* (2016)

- This publication will complete the hot water safety research project.

d. Designing ramps for wheelchairs

STATUS: Summary Bulletin – commencing

- Developed following research being undertaken for ABCB and Hamish MacLennan's doctoral research.

3. Events & Training   Action

a. 2017 ACCAN National Conference
- Attended by KW, thanks to GK

b. ACCESS Consultants Conference
- Brisbane, 18-20 October 2017
- HM attending

c. CWUAAT Conference
- Cambridge, 9-11 April 2018
- CB presenting a paper

4. Governance & Administration   Action

a. HMinfo Advisory Committee membership changes

- Lyndal Millikan replaced David Gonzalez from icare

- Robyn Chapman replaced Hamish Murray (Assistive Technology Australia)

- Ronald Rademaker (KKCC) retired in August 2017. Invite sent to Phil Endean.

- Invited new AC members;
    1. Matthew Massy-Westropp from Domiciliary Equipment Service, SA (invitation has been sent on 4/10)

    2. Representative from Technology Assisting Disability Western Australia (invitation has been emailed to enquiries@tadwa.org.au) on 4/10

    3. Representative from liveBetter, QLD (invitation has been emailed to info@livebetter.org.au) on 4/10

b. HMinfo Annual Report

- Draft being completed, awaiting financial acquittals

- green text needs check/review, yellow text needs text

added

c. **HMinfo service – feedback**
   - 8 x enquiries/ feedback

5. Non-HMinfo Funded Projects   Action

a. **DIY Home Modification**

b. **ABCB ramps - Access01/Ramps1, Ramps 2**

c. **ABCB stairs - Stairs1, Stairs 2**

d. **Washbasins**

6. Other Business

a. MODA (office closed on 29-9-2017, but still operating by volunteers)

b. Consultation paper about Dementia Consumer Supports

c. Legislative Reviews of Aged Care

Close

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

Next Advisory Committee Meeting

7 December 2017

UNSW Built Environment at 2.00pm