Advisory Committee Meeting Minutes

Meeting of the HMinfo Advisory Committee
6 December 2018
At 2.30 p.m.

Deans Office Board Room, L5, Red Centre West Wing, BE Faculty, UNSW

Welcome, Introduction, Attendance & Apologies

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

Attending in person

Bryan Molan (BM)	MODA and 3 Bridges Community
Nicholas Loder (NL)	NSW LAHC
Hamish replace Robyn (RC)	AT Australia
Lyndal Millikan (LM)	iCare
Max Bosotti (MB)	Paraquad
Ellen Small (ES)	PDCN
Konstantina Vasilakopou (KV)	HMinfo

Attending via Zoom

Karen replace (MH)	NDIA
Steve Pretzel (SP)	TADWA
Susan Dinley (SD)	DVA
Agnieska Kuna (AK)	DES SA
Angela Peri (AP)	Wesley Mission

Apologies

Megan Roach (MR)	Australian Government Department of Health
Lee Davids (LD)	National Disability Insurance Agency
Deborah Hammond (DH)	OT Australia
Teresa Petric (TP)	FACS-ADHC
Irene Stein (IS)	National Seniors Australia
Anthony Ryan (AR)	YoungCare
Greg Killeen (GK)	SCIA
Karen Appleby (KA)	COTA
Annette Hanly (AH)	SCOPE

Chair

Prof Catherine Bridge (CB)	HMinfo

Minute Taker

Vincent D'cruz (VD)	HMinfo

Approval of Minutes of Last Meeting

The Minutes from 20 September 2018 Meeting were approved with one amendment suggested by NL as follows:

6(a) For the NCC 2019 consultations, besides CB, there were others Advisory Committee members who attended such as DH and NL.

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: 1,191,555

      (Increase of 16,405 from last meeting's total: 1,175,150)

      Total Visitors to Date: 363,037

      (Increase of 6,649 from last meeting's total: 356,388)

      Total Registered Users: 1,975

      (Net increase of 21 from last meeting total: 1,954)

      Listserv (OT Mailing List) members: 745

      (Net increase of 49 from 696)

      Total **DIYmodify Publications Downloads**: 12,228

      (Net increase 2,719 from last meeting total 9,509)

      Total DIYmodify for Android (Google Play) Downloads: 354

      (Net increase of 11 from last meeting total: 343)

      Total DIYmodify for Apple (iOS) Downloads: 3,542

      (Net increase of 23 from last meeting total: 3,519)

      For more details, please refer to the HMinfo Website Report

- Based on the website report – visitors by region and city, CB highlighted that the Western and South Australia states had very low numbers, and enlisted AK's assistance in promoting HMinfo to these places. LM enquired whether it was possible to track referrals from other website, for which CB responded by stating that with Google Analytics tracks incoming referrals to the HomeMods website and provides acquisition reports.

- AK will assist in promoting HMinfo on DES SA website
- VD to inform HMinfo Website Manager to incorporate tracking function

1. HMinfo Website	**Action**

b. HMinfo Website Progress

• CB gave an overview of progress on the HMinfo website during the last quarter's developments which included – responsive (mobile) website, Google $10k Ad grants for service improvements, Design Professionals Forum, SEO improvements, report upgrades, event reminders, Google calculated metrics, formatting issue checker, and newsletter wizard upgrade. Upcoming developments would include ensuring accessibility / usability adjustments for new website, for which PDCN and Vision Australia will be involved.	• HMinfo Website Manager to liaise with PDCN and Vision Australia to undertake accessibility and usability testing
• SD enquired whether it was feasible for users to cross over between OT Forum and the newly developed Design Professionals Forum. CB responded that both OT's and construction professionals were more likely to engage and to have open discussions amongst like users and would feel safer with reduced privacy concerns if they could only access one forum. CB went on to say that she open to users in deciding on the structure of conversations in the new forum. NL suggested developing marketing collateral for the Design Professionals Forum, and to include testimonials from active OTs in the OT Forum to state the success and benefits of a forum.	• CB to write to Mark Relf, Diane Jones and Guy Luscombe to enlist their support in encouraging their network to sign up as a user in Design Professionals Forum
• With regards to the new enhancements, LM suggested that with the events reminder function, there is a link to sync with the user's calendar. LM also suggested giving each download document to the user's local drive be allocated a limited life span, so upon expiry date, the document will be automatically removed.	• VD to discuss the proposed features with the HMinfo Website Manager

1. HMinfo Website	**Action**
c. Website Development next 3 months	• VD to seek quotes from PDCN and Vision Australia to undertake accessibility / usability requirements report
• As there were no further feedback from committee members in relation to the newly developed responsive website for mobile devices, HMinfo team will then proceed to engage PDCN and Vision Australia to undertake testing the new responsive HMinfo website to ensure its compliance in addressing accessibility and usability issues. Estimated time to complete these tasks would be 3 months and to be completed by April 2019.	
• The upcoming enhancements to the HomeMods website include – developing tools to identify email bounce back issues. New projects will be identified in February 2019.	• HMinfo Website Manager to complete all projects by March
• The new HMinfo responsive website for desktop / laptop, tablet and mobile phones, will be launched on 25th January 2019. Amendments to the new website to comply with PDCN and Vision Australia's recommendations will be incorporated in April 2019.	
d. Promote HMinfo DIYModify App at Bunnings	• MB to get the senior staff in Westfarmers / Bunnings to contact VD for discussions on the display of the app
• MB mentioned that he could recommend a key staff member in Westfarmers / Bunnings whom we could discuss in relation to the proposal to have HMinfo's DIYModify app logo displayed at the check-out counter of Bunnings stores so that customers would be aware of this app. VD had already written to Adam Furtner, State Marketing Services Manager at Bunnings to enlist his assistance in this matter. BM indicated he didn't have any contacts at a senior level in Bunnings. CB mentioned that since Bunnings was involved in the team to develop the app, it made sense for them to be supporting HMinfo in this matter.	
• LM suggested that HMinfo also consider smaller establishments besides Bunnings to seek co-operation in displaying the DIYmodify app.	• VD to identify smaller set-ups and contact them

	Action
2. Publications and Research Activities	

a. Evidence based research: Lighting your way through home modifications Ed 2

STATUS: Currently being reviewed for publication by year end.

- CB informed the committee that KV is undertaking a systematic practice review of lighting which has changed over the years, to assist people with visual impairment. This would tie in with the AHURI grant that looks into AT for public housing for people with disabilities. This would include looking into Phillips smart bulbs, sensor and cloud application.
- LM recommended establishing a MOU between HMinfo and iCare, as a conduit to sharing of non-identifiable information. LM will raise this matter with senior management in iCare.

Action:
- LM to discuss with iCare management and revert with response

b. Publications for 2019
- CB provided a list of existing publications and proposed publications titles for voting. Due to lack of resources and the extensive work required, the committee had to choose 4 publication titles to be prioritized for 2019.
- LM offered assistance by engaging two past students in updating the 2011 publications on Home Modifications for Australian Occupational Therapists. The plan is to have a draft review by June 2019.

Action:
- KV to send out an online survey form to obtain committee member's top 4 choices.

3. Events & Training

a. Conferences / Symposiums / Congress
- Whitby, M. & Bridge, C. Cardsort a technique for understanding the complexity of lived experience when designing for neurodiversity. Workshop at UDHEIT conference. 1st November 2018, Dublin, Ireland. [Abstract available online, p182]

c. Meetings / Presentation
- CB informed the committee that there was a government delegation visit from Singapore comprising of the Minister of State – Ministry of Foreign Affairs and Social and Family Development, Director for Disability Office and Social Policy from Ministry of Social and Family Development, and Nominated Member of Parliament. They were keen to learn about the HomeMods model and have it replicated in Singapore. They would revert for potential collaboration,

4. Governance & Administration	**Action**

a. Governance

- The draft Annual Report 2017-18 has been sent for print.

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- VD to send for print

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5. Non-HMinfo Funded Projects

a. Australian Research Council's (ARC) Linkage Infrastructure, Equipment and Facilities (LIEF)

- CB informed the committee that the accounts have been established and commencement of work will occur in January 2019. CB informed the committee that the project could offer funding to link HomeMods to centralise the database for grey literature nationally.

b. GWA / Caroma: Washbasin clearances for wheelchairs

- CB informed the committee that the work is being undertaken that would involve a group of wheelchair to be recruited with the assistance of Paraquad and SCIA. The project looks into clearances under the basin in public spaces for wheelchair users. In view of volunteers seeking compensation for their time and effort in assisting research, CB mentioned that HMinfo will have to factor this cost in future grant applications.

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- Kim Andersen from EBEP to liaise with MB and GK in relation to arranging test volunteers

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c. ABCB – Wayfinding Handbook Stage 2

- CB informed the committee that ABCB Stage 2 of the Wayfinding Handbook has been completed and report submitted. It is currently being reviewed and edited for finalisation.

d. AHURI – Assistive Technologies for Ageing and Disabled Housing

- CB informed the committee that EBEP had been successful in securing an AHURI grant that looks into impacts of new and emerging assistive technologies for ageing and disabled housing.

e. Research Infrastructure Scheme (RIS) – Livability Lab: Fit out and upgrade

- CB informed the committee that this funding is meant for upgrades to existing software utilised in the Livability Lab. The new software will provide greater functionality over the previous version – decreased processing times for data, improved / simplified work flows in post-processing of data.

6. Other Business

a. Capacity Building Grants

- CB enquired from Karen Hargans (who is sitting in for MH) NDIA, as to whether the NDIS could provide funding so that HMinfo can employ people with disability to work on projects under the Information Linkages and Capacity Building (ILC) funding scheme.

b. Scheduled Advisory Committee Meetings for 2019

- Scheduled dates for meetings in 2019 are – 21 March, 20 June, 19 September and 5 December.

c. Potential collaboration

- Besides the interest shown by the Singapore delegation in HomeMods, CB informed the committee that on her recent trip to UK, the Irish government had also expressed interest in Universal Design and there was an opportunity for collaboration on projects. China was also a potential collaboration partner in view of their one child policy and the upstream ageing population

Close

- Professor Catherine Bridge closed the meeting at 4.30pm.

Next Advisory Committee Meeting 21 March 2019

Action

- Karen will inform MH to follow up on request

- VD will send out email meeting invites for all the scheduled meeting dates