



Meeting Minutes

HMinfo Advisory Committee Meeting

17 September 2020

3-4 pm

Zoom

Welcome, Introduction, Attendance & Apologies

Professor Catherine Bridge opened the meeting at 3.00pm.

Attending via Zoom

Konstantina Vasilakopou (KV)	Home Modification Information Clearinghouse (HMinfo)
Nicholas Loder (NL)	NSW Land and Housing Corporation (LAHC)
Hayley Stone	Physical Disability Council of NSW (PDCN)
Susan Dinley (SD)	Department of Veteran Affairs (DVA)
Karen Appleby (KA)	Council on Ageing NSW (COTA)
Lyndal Millikan (LM)	iCare
David Sinclair (DS)	Assistive Technologies Suppliers Australia (ATSA)
Andrew Chia (AC)	Assistive Technology Australia (ATA)
Angela Peri (AP)	Wesley Mission
Julian Werrett (JW)	3 Bridges Community
Agnieska Kuna (AK)	Domiciliary Equipment Services South Australia (DES SA)

Apologies

Irene Stein (IS)	National Seniors Australia (NSA)
Donna Dives (DD)	National Disability Insurance Agency (NDIA)
Anthony Ryan (AR)	Young Care (YC)
Suzette Skobier (SS)	Australian Government Department of Health (DOH)
Greg Killeen (GK)	Spinal Cord Injuries Australia (SCIA)
Frank Riggio (FR)	Odyssey Builders Kuri Kuri Community
Annette Hanly (AH)	SCOPE Home Access
Deborah Hammond (DH)	Occupational Therapy Australia (OTA)
Steve Pretzel (SP)	Technology for Ageing and Disability WA (MOD.A)
David Clarke (DC)	Paraquad
Christa Roessler	Enable NSW

Chair

Prof Catherine Bridge (CB)	Home Modification Information Clearinghouse (Mino)
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Minute Taker

Vincent D'Cruz (VC)	Home Modification Information Clearinghouse (HMinfo)
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Approval of Minutes of Last Meeting

The Minutes from 18 June 2020 Meeting were approved by CB and accepted by NL.

Follow up actions from 17 September 2020 meeting:

- (i) CB to write to NDIA/Office of Fair Trading with regards to the following issues: (1) consistency in policy for home modifications costing above \$30K requiring a Project Manager (2) funding for follow through (3) no audit after which to verify whether the funds were utilised for the intended purpose (4) whether clients were informed that there is impact on their home insurance and that they needed to inform their insurance providers of the amendments made.
- (ii) KV to plan and organise virtual meeting with some committee members to brainstorm ideas for stimulating thread activities in the Built Environment Industry Professionals Forum.

1. HMinfo Website

Action

1.1 HMinfo Website Report

CB expressed concern about the Professional Builders Forum activity level and requested KV to organise a virtual brainstorming meeting with some committee members to seek their suggestions on how to improve threads.

KV

1.2 HMinfo Website Progress

Accessibility/Usability

A method to significantly improve the accessibility of PDFs hosted on the website was developed and documented in a draft guide and tested by staff. The guide aims to help staff overcome technical limitations that impede the generation of accessible PDFs from Microsoft Word. Feedback regarding the structure of the guide and minor wording issues was incorporated into an updated draft document. Estimated delivery: October 2020

Website Manual Update

The website manual was in the process of being updated to ensure that content is re-organised by staff role and to include technical information about the website such as third-party integrations and backup storage locations. New functionality provided by the peer review module will be added to the website manual upon completion of the ARC LIEF project. Estimated delivery: November 2020

1.3 Website Development

Peer Review Module

HMinfo practices a unique approach to peer review for published documents that uses multiple reviewers assigned to different panels known as Specialist Review Panels. The panels provide specialist advice and represent the viewpoint of a wide range of stakeholders. The module can assist staff in finding reviewers from multiple sources and automatically tracks peer review invitations and overdue submissions. Reviewers are able to accept/decline invitations using links provided in invitation emails and upload review submissions through an online form.

Estimated live date: 24th September 2020

Proposed strapline for HMinfo website landing page

The HMinfo website home page was updated based on feedback collected during consultation with the advisory committee. The majority of feedback suggested to implement the light banner design that was initially proposed.

2. Publications and Research Activities

Action

2.1 HMinfo Publications

a. Current

- (i) Consumer Factsheet: Home lighting
- (ii) Industry Factsheet: covid19

KV

b. Future

- (i) Evidence based review: Self-assessment tools of functional ability and the home environment
- (ii) Summary Bulletin and/or Industry Factsheet and/or Consumer Factsheet on Assistive Technology – Smart Controls
- (iii) Consumer factsheet: Fire Safety - Escape

2.2 Grant Applications

The following grant applications were made in the last quarter:

- a. Information Linkage and Capacity Building (ILC): Individual Capacity Building Grant Round 2019-2020- Proposal submitted.

3. Events & Training

Action

OT Exchange 15 September 2020 was an overall success.

4. Governance & Administration

Action

4.1. Governance

CHSP contract extension for 2020-2021 endorsed.

4.2 HMinfo Annual Report July 2019-June 2020

Report in progress.

5. EBEP Funded Projects

Action

5.1 Australian Research Council's (ARC) LIEF scheme

Develop methods to produce accessible PDFs and generating functional requirements for triple peer review module.

5.2 GWA / Caroma: Under basin clearances for wheelchairs

Recruitment ongoing to get more volunteers to participate.

5.3 AHURI – AT for ageing and disabled housing

After conducting focus sessions, next step is to analyse results for report. Report due by end of April 2020.

6. Reports from Committee Members

Action

AK

- Although Domiciliary Equipment Service is winding down, the DHS Equipment Program remains within government.
- A Tender has been released for the provision of commonly prescribed equipment, and further procurement activities will be completed for other services including home modifications, specifically the scoping, project management and provision of major home modifications. This function will work with OTs and the client within the Equipment Program eligibility and policy.

SD

- Across all funding bodies, there is evidence of double and triple-dipping, including home modifications. DVA is establishing a guideline to address this.
- Attended two x 2 hr SDA and SIL webinars, which is the accessible accommodation under the NDIS. Expressed concerns that the samples shown to DVA on accessible shared living, did not meet the standards in terms of toilet too high for commode, and hobless recess next to the door.
- DVA is continuing with telehealth until 31/3/2020.
- DVA has not suffered a huge impact of builders being able to finish or commence jobs for both minor and major. Victoria will obviously have had difficulty due to COVID and lockdowns, but otherwise home mods have been continuing for our veterans

LM

- iCare workers compensations scheme and executive recently in the media spotlight however no programs are at risk.
- Continuing with work during covid19 period utilising a combination of methods including car travel in lieu of air for regional and remote work etc ; telehealth not as effective as hoped for major modifications but a work in progress.
- Noted a reduction of incident rates as people continue to work from home; managed to gain approval for the install of a stairway/ lift combination unit for one of participants – will update on effectiveness item once installed.

KA

- Concurred with HS and JW in relation to NSW Housing Strategy, ABCB RIS and Diverse Housing SEPP.
- Conducting annual 50+ survey in the field that focuses on older peoples connection with their communities, how this has changed during the pandemic, the built environment and whether this hinders or assists with community involvement and their social interaction with others in their local area.

JW

- Extremely busy with minor mods, not sure if its due to covid19. Noted OT's trying to get all frail, aged clients out of hospital, or aged care.
- NDIA are now asking for a Project manager on jobs more than \$30K. But they don't seem to have a process, each job is different. Some jobs over \$30K have project managers, some don't. It is adding approx. 10% cost to the job. Not sure if NDIA factored this additional cost into their package, or if it comes out of existing allowance.

HS

- PDCN had provided a submission to the NSW Housing Strategy and drafted a submission to the Regulatory Impact Statement on mandatory accessibility provisions within the NCC.
- Had been consulting with PDCN members across a range of housing contexts and that the common themes noted were a holistic view of accessibility must be applied as opposed to implementing modifications on a piecemeal basis ; also the issues faced by those who rent in terms of accessing modifications and problems arising in terms of the interplay between the obligations of social housing providers in terms of mods verses NDIS funding.

NL

- CHPs undertaking disability modifications for both NDIS and non NDIS customers have their own budget limitations and may prefer to seek a tenant relocation over a modification.
- Mobility scooter enclosures are excluded from the LAHC/DCJ Disability modifications policy. Tenants may apply for permission as per the LAHC/DCJ 'Alterations to a Home' policy. LAHC has a mobility scooter factsheet currently in draft mode.

DS

- ATSA is collaborating with LaTrobe university, to investigate and identify what standards should be considered for autonomous vehicles to accommodate disability users.

AP

- WHMMS is continuing with business as usual with regards to CHSP and NDIA home mods funded services.
- Queries have arisen regarding the new CHSP guidelines which became effective from the 1st July 2020:
"Out-of-scope activities under this service type - General renovations of the home, Capital Works and Lifts in Houses are not in the scope of the CHSP"
- Current assumption is that this refers to vertical through floor lifts but need confirmation if this may also refer to other types of lifts such as stairlifts and platform lifts. Sought guidance from the Wesley Mission contracts manager who liaises with the department but have not heard back.

Close

Professor Catherine Bridge closed the meeting at 4.30pm.

Next Advisory Committee Meeting 10 December 2020