



## Meeting Minutes

### HMinfo Advisory Committee Meeting

11 March 2021

3-4 pm

Zoom

### Welcome, Introduction, Attendance & Apologies

Konstantina Vasilakopoulou opened the meeting at 3.00pm.

#### Attending via Zoom

Prof Catherine Bridge (CB)	Home Modification Information Clearinghouse (HMinfo)
Nicholas Loder (NL)	NSW Land and Housing Corporation (LAHC)
Deborah Hammond (DH)	Occupational Therapy Australia (OTA)
Annette Hanly (AH)	SCOPE Home Access
Karen Appleby (KA)	Council on Ageing NSW (COTA)
Christa Roessler (CR)	Enable NSW
Douglas McDonald (DM)	National Disability Information Agency (NDIA)
Greg Killeen (GK)	Spinal Cord Injuries Australia (SCIA)
Melanie Robertson (MR)	Assistive Technologies Suppliers Australia (ATSA)
Susan Dinley (SD)	Department of Veteran Affairs (DVA)
Julian Werrett (JW)	3 Bridges Community
Hayley Stone (HS)	Physical Disability Council of NSW (PDCN)
Cheryl Slade (CS)	Lifetime Support SA

#### Apologies

Anthony Ryan (AR)	Young Care (YC)
Lyndal Millikan (LM)	iCare
Matthew Hilder (MH)	Wesley Mission
Steve Pretzel (SP)	Technology for Ageing and Disability WA (MOD.A)
George Latter (GL)	Bunnings
David Clarke (DC)	Paraquad
Irene Stein (IS)	National Seniors Australia (NSA)
Frank Riggio (FR)	A1 Building Solutions NSW
Suzette Skobier (SS)	Australian Government Department of Health (DOH)
Andrew Chia (AC)	Assistive Technology Australia (ATA)

#### Chair

Konstantina Vasilakopoulou	Home Modification Information Clearinghouse (HMinfo)
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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 10 December 2020 Meeting were approved by KV and accepted by DH.

### Follow up actions from 11 March 2021 meeting:

- (i) VDC will circulate the drafted NDIS document about the upcoming changes to the Complex Home Modifications implementation process and the role of the Building Relationship Manager (BRM) to all committee members for feedback by middle of April.

## 1. HMinfo Website

## Action

### 1.1 HMinfo Website Report

Statistics all point to a positive outcome for each category. We need to use our Google Ad Grant to generate downloads for our Apps by creating a more effective campaign and using high quality keywords.

### 1.2 HMinfo Website Progress

#### Google Ad Strategy

A strategy to improve website user acquisition by using our Google Ads Grant was developed and documented. The strategy document provides guidance to research and administration staff in order to ensure that Consumer Factsheets are advertised in Google search results when the target audience conducts a relevant search.

#### 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. The update was reprioritised since the recently launched peer review functionality will need to be added to the manual contents and there is a possibility that an imminent upgrade to Drupal 9.

### 1.3 Website Development

#### Drupal 9 Upgrade

The HMinfo website will be migrated to Drupal 9 in stages over approximately 3 months since it consists of a wide range of connected components. Upgrading to Drupal 9 will ensure that HMinfo remains up-to-date with major Drupal releases and thus remains well supported by Drupal in the long-term. Estimated delivery: July 2021.

#### Real time report progress

Website reports require a few minutes to generate but currently do not provide an indication of progress to staff, such as a progress bar or status text.

#### Top Referrers for Advisory Committee Meeting Reports:

An upgrade to the website's reporting functionality to allow the website's top 10 referrers to be output for a given date range.

## 2. Publications and Research Activities

Action

### 2.1 HMinfo Publications

#### a) Current

- (i) **Consumer Factsheet:** Self Assessment Tools of functional ability and the home environment.
- (ii) **Consumer Factsheet:** Home Safety Resources for Older People

#### b) Future

- (i) **Summary Bulletin and/or Industry Factsheet and/or Consumer Factsheet:** Assistive Technology – Smart Controls
- (ii) **Consumer factsheet:** Fire Safety – Escape (update)

### 2.2 Grant Applications

- (a) Information Linkage and Capacity Building (ILC): Age and Ageing Clinical Academic Group Funding for translational research - submitted an EOI for developing a holistic person-environment fit self-assessment tool (Unsuccessful).
- (b) National Environmental Science Program (NESP2) - “The effect of high-density urban environments on the daylight availability in homes and the sleep of older people”.
- (c) NHMRC Special Initiative in Human Health and Environmental Change.
- (d) CHSP 2021-22: Building Excellence in Support and Training.

## 3. Events & Training

Action

- (a) UNSW Green Building Council Webinar – insights into inclusive design.
- (b) World of Care and Repair Annual Conference.
- (c) Build Better Home Campaign

## 4. Governance & Administration

Action

### 4.1. Governance

NIL

## 5. EBEP Funded Projects

Action

### 5.1 GWA / Caroma: Under basin clearances for wheelchairs

New contract awarded from 1 July 2020 to 30 June 2021.

### 5.2 AHURI – AT for ageing and disabled housing

Final report submitted and project due for closure.

## 6. Reports from Committee Members

## Action

### DM

- Elaborated on the risk-based approach for home modifications for more than \$30K projects which resulted in the development of a BRM. Soft launch of this initiative on 30 June 2021. NDIA have consulted MODA and OTA to seek feedback on the design of the BRM model. In the meantime, NDIA will be engaging with relevant stakeholders to inform them through workshops and other events. Comments from the Advisory Committee and relevant stakeholders on the proposed BRM can be submitted either directly to NDIA via email or through MODA or OTA by the middle of April 2021. Interested parties can register with the Commission and online training will be provided to those wanting to undertake the BRM role.

### GK

- Surveyed SCIA members to focus on three key areas for the next 1-2 years (1) accessible and affordability accommodation (2) Assistive Technology (3) for people above 65 seeking funding packages.
- Partnering with UTS to collect data for research purposes.

### CR

- Still pursuing for ongoing funding into the next financial year. Assisted 200 people with home modifications since August 2020 who were unsuccessful in securing NDIA funding.

### CS

- Introduced herself and organisation with regards to home modifications in South Australia.

### Close

Konstantina closed the meeting at 4.30pm.

### Next Advisory Committee Meeting 10 June 2021