



Meeting Minutes

HMinfo Advisory Committee Meeting

10 December 2020

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
Frank Riggio (FR)	A1 Building Solutions NSW
Christa Roessler (CR)	Enable NSW
Douglas McDonald (DM)	National Disability Information Agency (NDIA)
Greg Killeen (GK)	Spinal Cord Injuries Australia (SCIA)
Steve Pretzel (SP)	Technology for Ageing and Disability WA (MOD.A)
David Sinclair (DS)	Assistive Technologies Suppliers Australia (ATSA)
Andrew Chia (AC)	Assistive Technology Australia (ATA)
Julian Werrett (JW)	3 Bridges Community
David Clarke (DC)	Paraquad
Irene Stein (IS)	National Seniors Australia (NSA)
Agnieszka Kuna (AK)	Domiciliary Equipment Services South Australia (DES SA)

Apologies

Anthony Ryan (AR)	Young Care (YC)
Susan Dinley (SD)	Department of Veteran Affairs (DVA)
Karen Appleby (KA)	Council on Ageing NSW (COTA)
Lyndal Millikan (LM)	iCare
Hayley Stone (HS)	Physical Disability Council of NSW (PDCN)
Angela Peri (AP)	Wesley Mission
Suzette Skobier (SS)	Australian Government Department of Health (DOH)

Chair

Konstantina Vasilakopoulou (KV) Home Modification Information Clearinghouse (HMinfo)

Minute Taker

Vincent D'Cruz (VC) Home Modification Information Clearinghouse (HMinfo)

Approval of Minutes of Last Meeting

The Minutes from 10 September 2020 Meeting were approved by CB and accepted by NL.

Follow up actions from 10 December 2020 meeting:

- (i) KV to send NL for review, a copy of the updated Consumer Factsheet – Fire Safety Escape.
- (ii) KV to send AC for review, a copy of the new publication on Assistive technology.
- (iii) KV to draft news item about NDIA's new BRM model for home modifications quoting \$30K and above that will be vetted by DM and then posted in HMINFO website as well as OTA website.

1. HMinfo Website

Action

1.1 HMinfo Website Report

The Team undertook audit on email bounce back over a 2 year period from registered OT users to find out the reason. Investigations revealed some OTs retired, some discontinued subscription, some retired from profession, many moved to a different organization and failed to update their email address, and quite a number cannot be tracked down. As a result, there were a number of accounts deactivated / closed.

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.

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.

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. These panels are comprised of three regular panels of four to seven members: the Consumer Panel, Industry Panel, and Research Panel. The panels provide specialist advice and represent the viewpoint of a wide range of stakeholders. Accordingly, panel membership aims to include members with various backgrounds and experiences

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.

2. Publications and Research Activities

Action

2.1 HMinfo Publications

a) Current

- (i) **PDF Accessibility Report:** The purpose of this report is to highlight the accessibility issues found in PDFs hosted on four different organisations' websites and what these issues mean for users with disabilities.
- (ii) **Web Accessibility Audit:** The aim of this audit is to evaluate the websites of four different organisations in terms of web accessibility.
- (iii) **Web Accessibility Guide:** This guide aims to provide a useful tool to allow web designers and owners to evaluate their websites for accessibility and explains many of the common pitfalls with respect to web accessibility.
- (iv) **Writing Accessible PDFs using Word:** This guide to writing accessible PDFs in Microsoft Word is provided to give users the tools to make their documents accessible to a wider audience

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 (update)

KV send to AC for review
KV send to NL for review

2.2 Grant Applications

Previous grant submissions made:

- a) Information Linkage and Capacity Building (ILC): Individual Capacity Building Grant Round 2019-2020- Submitted on 22 April 2020 – Unsuccessful

No new grant applications were made in the last quarter.

3. Events & Training

Action

- a) UNSW Ageing Futures Institute webinar – assistive technologies and smart environments

4. Governance & Administration

Action

4.1. Governance

University Shutdown 19th Dec 2020 to 3rd Jan 2021.

4.2 HMinfo Annual Report July 2019-June 2020

Published online and hardcopies.

5. EBEP Funded Projects

5.1 Australian Research Council's (ARC) LIEF scheme

Finalised all documents and guides for project closure.

5.2 GWA / Caroma: Under basin clearances for wheelchairs

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

5.3 AHURI – AT for ageing and disabled housing

Final report submitted and project due for closure.

6. Other Business

6.1 Presentations and feedback from Prof Bridge

- a) NCC Consultation Regulatory Impact Statement for an access standard for housing - CB was contacted by the Centre for International Economics to further discuss on: who is likely to benefit from each design feature and what benefits we could attribute to each feature.
- b) NSW Disability Inclusion Plan Consultation Survey.
- c) Centre for Growth and Translational Research (CGTR) in South Australia, conducted a survey about how the CGTR could assist the aged care sector to better embed research findings into workforce training and care provision.
- d) CB presented at the National Assistive Technology Alliance members meeting with a focus on home modifications on 24 November 2020.
- e) CB presenting a webinar in February 2021 on 'Designing for inclusion' for the Green Building Council of Australia.
- f) Aged Care Royal Commission Report due on 26 February 2021 - CB mentioned it was unclear how they are gathering data from various States. Insufficient information and data in relation to home modification for the royal commission consideration. No public reports for home modification numbers since 2016.

6.2 My Aged Care website

Our application to place HMinfo website as link in My Aged Care website was rejected because we failed to meet their criteria for listing in terms of being government funded and for government subsidised information and services only.

6.3 Award presentation

CB received the Trevor Parmenter CDS Excellence in Universal Design Award from the Centre for Disability Studies.

6.6 Scheduled meetings for 2021

- 11th March
- 10th June
- 9th September
- 9th December

6. Reports from Committee Members

Action

DM

- DM informed the committee that building works Project Manager (construction background) needs to be independently appointed when works are about to commence for projects costing above \$30K. All relevant stakeholders need to be aware of their roles and responsibilities in relation to home modifications and contract scope. Redefine the service by introducing a Building Relationship Manager (BRM) when works are about to commence. Benefits outweigh cost and most importantly the end consumer gets what they require and mitigate any risk to them. Operational by the middle of 2021 as pilot in VIC, NSW and QLD. Any enquiries can be forwarded to designated email address - Home.modifications@ndis.gov.au

KA

- Campaign by the Summer Foundation – building better homes <https://www.buildingbetterhomes.org.au/>
- New COTA Victoria Assistive Technology For All (ATFA) Facebook Group. Through this campaign, hoping to advocate for the establishment of a national assistive technology program to provide equitable support to people with disability who are excluded from the NDIS. Just launched a Facebook Group to support the work of the campaign and are calling on anyone who is affected by this issue to get involved. ATFA Facebook <https://www.facebook.com/groups/assistivetechforallatfa/>

NL

- NSW Disability Inclusion Plan and related Consultation Paper, for which the Action Plan needs to be NDIS facing.
- NSW Department of Community and Justice will now be the lead agency home modification work.

JW

- Business as usual and every client wants their work to be completed as soon as possible. So, have to manage everyone's expectations.

AK

- Domiciliary equipment loan services is winding down and will be completed by February 2021.
- Will be leaving the organisation and stepping down from ACM. Will nominate another representative from South Australia.

FR

- Workload has been busy these past few months in community housing. A1 Building Solutions is new to undertaking work for NDIS and as such there is quite a substantial amount of paperwork that needs to be completed.

SP

- Trying to promote a culture of sharing knowledge to help fellow professionals grown and develop in the industry, especially work revolving around home modifications for elderly people and people with a disability.
- Expressed DIY videos for home modifications which actually requires an OT assessment e.g. grab rail installation, to understand the functional requirements.
- MODA seeking more block funding into this space as well as trying to develop a national framework for home modification that provides information to all relevant stakeholders on what, how, why, etc info.
- Need to introduce industry standard and best practice which involves consultation with all relevant stakeholders. Also be able to influence regulations in relation to work undertaken in this area, especially in training accreditation and courseware.

CR

- NSW Health funding where there is gap for people with no funding options. Those who are 65 years and under and have been rejected by NDIS e.g. cancer, morbid obesity.
- Currently at two and half years of the three years funding program, up to June 2021. Continue to provide feedback to the NSW Ministry of Health.
- Trying to secure ongoing funding under SASH Program because of demand for those who can't access NDIS funding. So far, Enable NSW had assisted over 600 people.

GK

- Preparing report in relation to Advocacy for NSW Government funding of \$30M over the next three years.

AH

- High demand from consumers have kept SCOPE busy possibly due to increased confidence of accepting input due to low covid19 community transmission cases (in areas covered by SCOPE).
- Awaiting news on continued funding and flexibility on CHSP ruling beyond 30 June 2021.
- New assistive technologies templates for OT published by NDIA which covers minor home mods, expended from 9 pages to 17 pages.

DH

- OT Australia has been focused on independent assessors with NDIS.
- Anita Volket who is driving the home modifications policy side of things for OTs is currently residing in Scotland. She is the driving force behind the think tank for policies. Anita was also looking into consistency of accredited training across Australia.

Close

Konstantina closed the meeting at 5.12pm.

Next Advisory Committee Meeting 11 March 2021