



**The University of Sydney**

Faculties of Health Sciences and Architecture

**The Home Modification:  
Information Clearinghouse Project**

## Project Advisory Committee Terms of Reference

**Prepared by:**

**The Home Modification Information Clearinghouse Project  
Team**

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## Overview

The Home Modification Information Clearinghouse Project Advisory Committee provides guidance in establishing research and management priorities for the HMinfo project. At the inaugural meeting, 13 June 2002, the committee agreed that, as the primary target group, consultation and representation of the Home and Community Care (HACC) funded Home Maintenance and Modification (HMM) Service providers was critical. Accordingly, the committee voted to include two additional HMM providers.

The current committee structure recognises twelve positions in addition to the two HMinfo project directors. The Committee positions are associated with a specific organisation, not an individual, with the organisation nominating a delegate.

The Committee membership represents a cross section of the HMinfo target groups including HMM services, government agencies, consumer peak bodies, and key collaborators. The collective membership brings extensive experience and a broad perspective in relation to the provision of home modification services optimising the efficacy and credibility of decision-making by the HMinfo team.

During conceptualisation, it was agreed that the role, membership, and effectiveness of the Project Advisory Committee would be reviewed in June 2003 following its first full year of operation.

## Objectives

The HMinfo Project Advisory Committee supports the HMinfo team in achieving the project's primary objective: to improve outcomes relating to design / redesign of the home environment for older people and people with a disability. In addition, the Committee process maximises the credibility and transparency of the HMinfo team's decision-making. Discussion and debate within the Committee process aims to be cooperative and collaborative. However, it is the responsibility of the HMinfo Clearinghouse project team to ensure consistency, validity, and reliability of HMinfo products. As such, where agreement within the Committee is not achieved, final decisions lay with the project team directors.

All proposed HMinfo project actions are tabled at the Advisory Committee meetings for consideration and comment. This includes but is not limited to:

- Research publications in relation the readability and usefulness of the information not methodology of the research
- Other documentation such as Specialist Review Panels Terms of Reference and the Annual Report
- HMinfo website training package
- Ongoing monitoring and evaluation of the HMinfo website
- Annual re-evaluation of the Specialist Review Panel process

The HMinfo project team recognises that each of the target groups has differing information needs. The HMinfo target groups include:

- HACC funded HMM Service Providers
- Consumers or end users of the home modification
- Human services sector, such as occupational therapists, architects, designers and the construction industry
- Social development sector including researchers, housing and building policy makers

To optimise the usefulness of HMinfo products to all target groups, selection of candidates for the Project Advisory Committee ensured representation across all target groups.

The Project Advisory Committee positions include

- NSW Department of Ageing, Disability and Home Care
- The Independent Living Centre, NSW
- NSW Statewide Home Modification Service
- Home Modification Service
- Home Modification Service
- Health Department of NSW
- Housing Policy, NSW
- Physical Disability Council of NSW
- Council on the Ageing
- NSW Council of Social Service
- Local Government Shires Association of NSW
- Department of Veteran's Affairs NSW State Office

At the inaugural committee meeting of 13 June 2002, Committee members agreed to consider the inclusion of other potential stakeholders, such as insurers and financial organisations, following the official launch of the website.

All current Project Advisory Committee members are acknowledged on the HMinfo website.

## Meetings

Project Advisory Committee Meetings are held quarterly. Dates for the four committee meetings are determined by January each year with committee members notified at the February meeting. These dates are also listed on the HMinfo website's 'Events Calendar'.

The meeting venue alternates between the Faculty of Architecture at Darlington Campus, University of Sydney, and the Faculty of Health Science at Cumberland Campus, University of Sydney.

## Procedure

A meeting reminder is forwarded to each committee member via email two weeks prior to the scheduled meeting. An agenda and any relevant documentation are forwarded by post and email one week prior to the meeting.

Feedback on documentation is requested within 21 days of the committee meeting. The project team reviews all comments received and documentation is amended as required. However, HMinfo directors reserve the right for final decision relating to document amendments.

The minutes for each committee meeting are issued within one week of the meeting.

### **Duration of term**

The inaugural term for Committee membership is 18 months. Subsequent terms will be a 3 year period.

The HMinfo Clearinghouse Team reserves the right to remove membership privileges where an individual's performance is not satisfactory.