



**UNSW**  
AUSTRALIA



*home and community care*  
Funded by the Australian Government  
Department of Social Services



**Family &  
Community Services**  
Ageing, Disability & Home Care

# Advisory Committee Terms of Reference

Authored by

The Home Modification Information Clearinghouse

**6<sup>th</sup> ed. June 2014**

ISBN: 978-0-7334-3388-7



[www.homemods.info](http://www.homemods.info)

## Publication History

1st edition by C. Bridge, published June 2002.

2nd edition by L. Oram, published July 2007.

3rd edition by M. Porter, published 2008.

4th edition by L. Millikan, published September 2011.

5th edition by C. Bridge, published September 2012.

## Acknowledgements

This material has been published by the Home Modification Information Clearinghouse within the City Futures Research Centre, Faculty of the Built Environment, University of New South Wales.

This material was produced with funding from the Australian Department of Social Services (DoSS), and Ageing, Disability & Home Care (ADHC), a part of the NSW Department of Family and Community Services (FACS).

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Home Modification Information Clearinghouse (2014). Title 6<sup>th</sup> ed. Sydney: Home Modification Information Clearinghouse, UNSW Australia (University of New South Wales). (July) [online]. Available from [www.homemods.info](http://www.homemods.info)

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## Introduction

HMinfo's Mission is to collate, review, develop and disseminate evidence-based home modification knowledge in order to enhance the independence and wellbeing of older people and of young people with disability, provide safe working environments for their carers and careworkers, and promote evidence-based best practice among home modification practitioners and prescribers. Its key tasks are:

1. The collection and critical review of relevant national and international literature; and
2. The dissemination of findings in accessible and multiple formats, including knowledge translation, to the community, industry and other key stakeholders, to enable consumers and their carers to make informed choices and access evidence-based interventions.

HMinfo also undertakes research into home modification and enabling environments issues which impact older people and young people with disability where commissioned to do so.

Home Modifications have a major impact on older people, young people with disability and carers by providing the following:

- A home environment which is enabling rather than disabling and supports enhanced independence and quality of life;
- Reduced risk of injury to the older person, or person with disability and their carers and careworkers; and
- Potential reduction in ongoing care costs.

The expertise and experience of the HMinfo Advisory Committee support HMinfo to achieve these goals.

## Role and Responsibilities of the HMinfo Advisory Committee

The HMinfo Advisory Committee provides guidance in establishing HMinfo strategic, research and work priorities. It is not a management committee.

The Committee positions are associated with a specific stakeholder organisation or representative group, not an individual, and the relevant organisation nominates a member as their representative. Should a member cease to be employed by or associated with that organisation, or change their role, then the organisation will be asked to appoint a new delegate to be the member representing that organisation or group.

The HMinfo Advisory Committee supports the HMinfo research team in achieving HMinfo's primary objective: to improve outcomes relating to design / redesign of the home environment for older people and for people with disability as implemented through the key tasks listed above.

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 Director and project team to ensure consistency, validity, and reliability of HMinfo deliverables. As such, where agreement within the Committee is not achieved, final decisions lie with the HMinfo Director in collaboration with the City Futures Research Centre Director, and in accordance with HMinfo funding contracts and UNSW Australia research requirements.

## Composition of the HMinfo Advisory Committee

In line with the Aged Care Reforms and the roll out of the National Disability Insurance Scheme as national, rather than state-based, programs, the membership of the HMinfo Advisory Committee will be gradually moved to a national representation, rather than a state (NSW) based one. This is consistent with the fact that HMinfo provides its services on a national basis through its website and by telephone.

HMinfo Advisory Committee members will be drawn from among the following stakeholder groups:

1. Government stakeholders, which includes:
  - funding agencies for HMinfo (mandatory)
  - agencies which implement programs for older people or for young people with disability
  - agencies which plan for the housing and communities in which older people and young people with disability live;
2. Consumer stakeholders:
  - Consumer organisations for older people
  - Consumer organisations for young people with disability
  - Consumer organisations for the carers of older people or young people with disability;
3. Industry stakeholders:
  - Building industry organisations

- Home modification industry organisations
  - Occupational Therapy organisations
  - Aged care industry organisations
  - Disability care industry organisations;
4. Research stakeholders
- UNSW research units of relevance to enabling built environments/home modifications and/or the support of older people or young people with disability
  - Other researchers specialising in enabling built environments and home modifications for older people or for young people with disability.

The inclusion of the research stakeholder group in the Advisory Committee is optional and it may be more appropriate to access their expertise on specific issues only.

## Conditions of HMinfo Advisory Committee Membership

Initial terms will be for a three-year period or the length of the funding contracts for HMinfo, whichever is the shorter. To facilitate the building and sharing of knowledge and expertise over time, each member's appointment to the HMinfo Advisory Committee continues automatically when HMinfo funding contracts are renewed. All members' appointments are terminated when HMinfo funding contracts are completed.

The HMinfo Director reserves the right to request the resignation of any Advisory Committee member should the following occur:

1. The member is absent for three (3) consecutive quarterly meetings without nominating a suitable replacement; or
2. The member is convicted of a relevant offence; or
3. A complaint is filed by a member of the general public or by other committee members about the actions of the member which brings the Advisory Committee of HMinfo into disrepute.

If a complaint is made about a member:

- The Director of HMinfo shall communicate the specifics of the complaint to the Committee member against whom the complaint. Such notice shall be in writing and shall advise the Committee member of his/her opportunity to respond to the complaint.
- The Committee member against whom a complaint has been made shall have five working days to notify her/his wish to be heard regarding the complaint.

- The complaining party shall receive notice of the fact that the Committee member has been advised of a date and time to resolve the complaint.
- Both parties shall be held responsible for presenting facts to support their position.

## HMinfo Advisory Committee Meeting Frequency

HMinfo 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 Events Calendar at HMinfo website [homemods.info](http://homemods.info). The meeting venue is in the UNSW Built Environment Faculty.

Members who have special access or parking requirements should advise the secretariat in advance and arrangements will be made.

## HMinfo Advisory Committee Meeting Proceedings

### The Agenda

The draft meeting Agenda and a meeting reminder is forwarded to each Advisory Committee member via email two weeks prior to the scheduled meeting. Members may ask for amendments or additions to the agenda.

The final meeting Agenda is sent to Committee members on the day prior to the meeting.

Relevant documentation is provided to Committee members, either in print format at the meeting, or emailed in PDF format beforehand. Feedback on documentation is requested within two weeks of the Advisory Committee meeting.

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

- strategic planning and the HMinfo Annual Report;
- research publications in relation to the readability and usefulness of the information and the methodology of the research;
- other research documentation, such as Specialist Review Panels;
- HMinfo website structure and content;
- ongoing monitoring and evaluation of the HMinfo website; and

- annual re-evaluation of the Specialist Review Panel process.

The HMinfo team reviews all comments received and documentation is amended as required. However, the HMinfo Director makes the final decision relating to document amendments.

## **Attendance**

Meeting dates are advised to members in advance for the whole calendar year. All members are expected to put meeting dates for the year in their calendar in advance. Where a member cannot attend a particular meeting in person, they have three options:

- Advise that they can attend via teleconference or Skype and arrangements for that will be made; or
- Nominate another person representing their organisation/group to attend as their delegate; or
- Send their apologies in advance to the Director or meeting organiser.

## **The Minutes**

The draft Minutes of each HMinfo Advisory Committee Meeting are prepared using the Template for HMinfo Advisory Committee Minutes and sent to members within 5 working days of the meeting. Members are asked to provide amendments to the Minutes as soon as possible.

The final draft Minutes will be presented at the next HMinfo Advisory Committee Meeting for approval. Minutes of HMinfo Advisory Committee Meetings are published on the HMinfo website at <http://www.homemods.info/about-us/advisory-committee/meeting-minutes>