

Roles and responsibilities

You and/or your representatives

- Meet at your home to talk about your home modification needs
- If your modifications will cost more than \$50,000 you will be asked to sign a legal contract called a **Capital Services Agreement**
- Work with your **project manager** and **occupational therapist** to develop and review the final designs for your home modifications
- Sign a **building contract**
- Meet at your home for a final inspection when your home modifications are complete to make sure the changes are consistent with your identified needs and goals

TAC home modification representative

Your **TAC home modification representative** is your main point of contact for your home modifications. They will work with you to:

- Arrange a referral for an **occupational therapist** with experience in home modifications to visit your home,
- Arrange meetings to talk about options for your home modifications,
- Review all relevant information, including the **occupational therapist's** report, and send a referral to a project manager,
- Pay for temporary accommodation while your home is modified (if required),
- Review and approve your home modifications.

Occupational therapist

An **occupational therapist**, with experience in home modifications, will assess you and your home and recommend the changes you need because of your accident injuries. They may also support you to:

- Consult with your treating **occupational therapist**,
- Complete a report for the TAC and attend meetings when asked to by the TAC,
- Review your home modification designs,
- Attend the final inspection (if required).

Project manager

Your **project manager** has expertise in the building industry and is qualified to manage your home modifications. They will work with you to:

- Complete the designs of your home modifications and choose a suitable builder,
- Make sure the finished work complies with the **occupational therapist's** report, the approved **scope of works** and your final designs,
- Keep you up to date with how the work is going.

Definitions

Capital Services Agreement

Under the *Transport Accident Act*, the TAC needs you (and the home owner if you don't own it) to sign a contract called a **Capital Service Agreement** if the modifications will cost more than \$50,000.

The **Capital Service Agreement** outlines your entitlements and responsibilities and provides information on maintenance of the modifications, subsequent modifications, frequency of modifications and changes to ownership.

Building contract

Modifications more than \$10,000 require a building contract to be signed before work can begin, as per the Victorian Building Authority regulations.

A building contract outlines the work to be done, yours and the builder's rights and responsibilities, any special conditions and payment.

Your **project manager** will make sure that a building contract is signed before the work starts.

Home modifications timeline

