



# **NATIONWIDE HOUSE ENERGY RATING SCHEME (NatHERS)**

## **NatHERS SOFTWARE**

### **TECHNICAL ADVISORY COMMITTEE (TAC)**

#### **TERMS OF REFERENCE (TOR)**

**November 2015**

## 1.0 Function and role

The NatHERS Software Technical Advisory Committee (TAC) is a sub-committee established by the National Administrator (on behalf of the Steering Committee) consisting of NatHERS industry, research and government stakeholders. The TAC provides expert advice on NatHERS software issues to the National Administrator and Steering Committee.

The role of the NatHERS Software Technical Advisory Committee (TAC) is to provide input on current and emerging technical matters affecting the maintenance, development and improvement of NatHERS software tools.

## 2.0 Scope

The Steering Committee overseeing NatHERS is the Energy Working Group (EWG). EWG comprises representatives from all states and territories.

The EWG provides policy direction on NatHERS and tasks the Buildings Committee (BC) (a sub-committee of EWG) to develop and implement improvements to the Scheme. The TAC provides guidance on a range of technical issues that aim to improve the Scheme.

In respect of software development, TAC advice will be sought on:

- 2.1 Areas of improvement to the technical functionality of the software tools
- 2.2 Identifying and prioritising the research required to achieve technical functionality improvements
- 2.3 Specifying research tasks, addressing NatHERS software modelling issues and reviewing commissioned research and technical papers
- 2.4 Chenath engine updates in accordance with the NatHERS Software Accreditation Protocol ([www.nathers.gov.au](http://www.nathers.gov.au)) and
- 2.5 The technical merits of specific new product applications as outlined in Information Note 1 'Process for including (the properties) of new materials into NatHERS accredited software' ([www.nathers.gov.au](http://www.nathers.gov.au))

The TAC may also be requested for advice on operational matters relevant to the NatHERS Scheme, such as training and products.

## 3.0 Membership of the NatHERS Software Technical Advisory Committee

The NatHERS Software TAC will be Chaired by the NatHERS Administrator (NA) and comprise:

- 3.1 Representatives from the NA (Commonwealth)
- 3.2 Representatives from the EWG Buildings Committee (BC)
- 3.3 Technical and industry experts including
  - 3.3.1 a representative of CSIRO (with a technical knowledge of Chenath)
  - 3.3.2 a representative from each of the accredited NatHERS tool providers
  - 3.3.3 academic researchers with knowledge of thermal modelling – CRC may be approached to nominate appropriate candidates
  - 3.3.4 representatives from NatHERS assessor accrediting organisations

- 3.3.5 a representative/s from the Building Industry
- 3.4 Additional temporary members or observers may be invited to specific meetings as needed

Membership of the TAC will be for a period of two years from the date of the first meeting.

The Department of Industry, Innovation and Science will perform the Secretariat function for the TAC.

## **4.0 Accountability**

The TAC will report to the NA. It has no executive power and functions as an advisory body to assist the NA and Steering Committee in their management of the scheme.

Where a conflict of interest arises from any matter before the TAC, the relevant TAC member will bring the conflict to the attention of the Chair. New TAC members will be required to sign a member declaration that includes a disclosure of interest and an acknowledgement that they will abide by a confidentiality clause. (See Attachment B).

TAC members will not be able to attend a meeting or vote unless that declaration form has been signed and received by the NA.

## **5.0 Criteria for prioritising projects**

A set of criteria for prioritising software development projects has been agreed by the BC. See attachment A for details.

The TAC will take into consideration the total cost and funding available for making proposed changes.

## **6.0 Meetings**

The TAC will meet up to 4 times a year (quarterly) generally by teleconferences. The TAC meetings will be scheduled to occur prior to Buildings Committee meetings. The Secretariat will be responsible for meeting administration matters, in particular the circulation of the Agenda and Items at least one (1) week prior to the meeting. Meeting Minutes will be collated and circulated by the NA.

The TAC may be asked to give out-of-session consideration to specific technical matters.

## **7.0 Travel and Remuneration**

Attendance for all committee members will be at their own expense.

The role of committee members is honorary and there is no sitting fee for meetings. Travel is not expected as part of the committee's membership but if it is required it may be reimbursed at 'economy' rates at the discretion and approval in advance by the NA.

**Attachments:**

Attachment A – Criteria for prioritisation of software development projects

Attachment B – Member Conflict of Interest Declarations

## Attachment A

### CRITERIA FOR PRIORITISATION OF SOFTWARE DEVELOPMENT PROJECTS

The following criteria have been agreed to assist the NatHERS TAC in the deliberations when recommending proposed development of NatHERS software. The final decision on prioritisation of proposed work rests with the NatHERS Steering Committee.

- **Evidence**

Projects which address a known issue that is supported by independent verified evidence will be of higher priority than those which investigate a suspected issue.

- **Anticipated outcomes**

Projects which can improve the quality and consistency of NatHERS assessments will be prioritised.

- **Risks**

Projects which address very high or extreme risks will be prioritised. Where identified, risks, with proposed solutions, should be clearly articulated to the BC for decision on whether work should proceed. These may include impacts on business, consumers, or other policies or programs.

- **Equity**

As NatHERS is a national scheme, proposed improvements will maintain and enhance the creditability of the Scheme. It may adopt a utilitarian approach to prioritising EWG funded research and development with the aim of 'the greatest good for the greatest number'.

- **NatHERS Tools**

Projects which address an issue common to the Chenath engine will be prioritised. Issues with individual tools will be the responsibility of that software tool developer.

- **Government policy**

Projects which specifically address or support government policy commitments or agreed BC / EWG priorities or requirements will be prioritised.

The TAC will take into consideration the potential cost and funding available for making suggested changes.

**NatHERS Software Technical Advisory Committee (TAC)**

**Member Declarations**

**1.0 Disclosure of conflicts of interest**

As a member of the NatHERS Software Technical Advisory Committee (TAC) you warrant that, to the best of your knowledge after making diligent inquiry, at the date of making this declaration no conflict of interest exists or is likely to arise in the performance of your obligations and duties as a member on the TAC. If during your term as a member on the TAC a conflict of interest arises or appears likely to arise, you must:

- Immediately notify the chair of the TAC that you have a conflict of interest;
- Make full disclosure of all relevant information relating to the conflict of interest; and
- Take such steps as the chair requires to resolve, or otherwise deal with the conflict of interest.

If the chair of the TAC deems that you have a real or apparent conflict of interest you may be asked not to participate in the business of the TAC.

A real or apparent conflict of interest will exist if you have a personal, private or professional interest that conflicts or might reasonably be thought to conflict with, or to influence improperly, the discharge of your responsibilities and obligations as a member of the TAC.

No interests, or

Declared interests (as noted below)

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## 2.0 Declarations

I am fully aware of the terms and conditions of my appointment as a member of the Committee as outlined in the TAC Terms of Reference dated November 2015.

I am fully aware of my obligation in carrying out my duties as a member of the Committee to avoid conflicts of interest.

I am fully aware of my obligation to ensure that information that I acquire in performing my duties as a TAC member is maintained as confidential information.

I acknowledge that any Commonwealth material given to me as a member of this committee is to be treated as confidential.

Name	Signature	Date