



# NATIONWIDE HOUSE ENERGY RATING SCHEME

## TECHNICAL ADVISORY COMMITTEE

### TERMS OF REFERENCE

2018

<b>Governance</b>	<p>The Nationwide House Energy Rating Scheme (NatHERS) is administered by the Department of the Environment and Energy.</p> <p>The NatHERS Administrator acts on behalf of the NatHERS Steering Committee, who oversees NatHERS activities. The NatHERS Steering Committee consists of representatives from the Commonwealth Government and all state and territory governments.</p>
<b>Directive</b>	<p>The TAC has been established by the NatHERS Administrator (on behalf of the NatHERS Steering Committee) to provide stakeholder and industry technical advice on:</p> <ul style="list-style-type: none"> <li>• Technical matters related to NatHERS software tools and the Scheme.</li> <li>• Current and emerging technical matters affecting the maintenance, development and improvement of NatHERS software tools or the Scheme more broadly.</li> <li>• Identifying and prioritising the research required to achieve technical functionality improvements to NatHERS software tools.</li> <li>• Research tasks, addressing software modelling issues and reviewing commissioned research and technical papers.</li> <li>• Chenath Engine updates and interface developments.</li> <li>• The technical merits of new products applications.</li> <li>• Other matters referred to the TAC by the Steering Committee.</li> <li>• The NatHERS Administrator scheduled tasks relevant to software and TAC.</li> </ul> <p>The role does not include:</p> <ul style="list-style-type: none"> <li>• The development of policy. Policy issues related to TAC advice will be recorded by the TAC Chair and provided to the NatHERS Steering Committee for consideration.</li> <li>• Advice on operational matters. Unless specifically requested by the NatHERS Administrator.</li> </ul>
<b>Date of Committee Establishment</b>	December 2011
<b>Chair</b>	Director, Residential Buildings Team, Commonwealth Department of the Environment and Energy.
<b>Secretariat</b>	<p>Managed within the Residential Buildings Team, Commonwealth Department of the Environment and Energy.</p> <p>The TAC Secretariat can be contacted via email at <a href="mailto:admin@nathers.gov.au">admin@nathers.gov.au</a>.</p> <p>The Secretariat will be responsible for administration matters, including the development and circulation of the Agenda, meeting papers and Meeting Minutes.</p>
<b>Membership</b>	<p>Consists of technical experts in the areas of:</p> <ul style="list-style-type: none"> <li>• NatHERS software tools</li> <li>• NatHERS assessors</li> <li>• Building physics</li> <li>• Glazing</li> </ul> <p>Temporarily engaged experts, members or observers may be invited for a specific project or meeting.</p>

	<p><b>Time of membership</b></p> <p>Membership of the TAC is for a period of two years from the date of the first meeting of a new committee. Calls for a new committee occur every two years. During this period members and proxies can be replaced by way of the Application for membership process.</p> <p><b>Applications for membership</b></p> <p>Stakeholders will be required to submit applications to be on the TAC by way of an ‘Expression of interest’. The intention of this process is to assist the TAC to adapt and innovate over time through the consideration of multiple and new points of view, and to ensure the best available members are on the TAC.</p> <p><b>Application documents</b></p> <p>Each organisation is to propose by way of the completion of all of the application documents, two applicants (where possible). One applicant is to be nominated as the proxy.</p> <p>Documents that make up the Application for TAC Membership, which must be returned to the NatHERS Administrator, are:</p> <ul style="list-style-type: none"> <li>• <b>Expression of Interest.</b> This outline is to be written by the nominating person and is to be no more than 1 page. Please provide reasons for the nomination and the specific skill set the applicant thinks they could contribute to the TAC.</li> <li>• <b>CV.</b> A CV of no more than 2 pages, which provides further details of the applicant’s previous experience.</li> </ul> <p><b>Committee appointment decisions</b></p> <p>Appointment decisions will be made by the NatHERS Steering Committee in consultation with the NatHERS Administrator.</p> <p>As part of the offer of appointment, TAC members will be provided with a Deed of Confidentiality, Privacy and Conflict of Interest. This will need to be signed prior to the first TAC meeting.</p>
<p><b>Accountability</b></p>	<p>The TAC will report to the NatHERS Administrator. It has no executive power and functions as an advisory committee to assist the NatHERS Administrator and NatHERS Steering Committee in their management of the Scheme.</p> <p>NatHERS TAC members will be required to sign a Confidentiality, Privacy and Conflict of Interest Deed. TAC members will not be able to attend a meeting unless the deed has been signed and received by the NatHERS Administrator.</p> <p>All Committee members and Committee member organisations have the following accountability:</p> <ul style="list-style-type: none"> <li>• Where a perceived or actual conflict of interest, or confidentiality, or privacy breach or data breach occurs, a member must bring this to the attention of the TAC Chair and the Chair must advise the Secretariat. Please also refer to the relevant legislation as to all the actions that are required to be taken in such a circumstance; and</li> <li>• To respond to any recommendations or requests of the NatHERS Steering Committee, NatHERS Administrator or TAC Secretariat; and</li> <li>• The <i>Privacy Act 1988</i> (Cth).</li> </ul>

<p><b>Confidential Information</b></p>	<p>From time to time the TAC may need to deal with information that is confidential. Members will respect the confidentiality of materials and conversation for matters declared by the Chair to be 'not in the public domain'. This allows for a robust and frank discussion of issues.</p> <p>All participants in these consultations will:</p> <ul style="list-style-type: none"> <li>• respect the confidentiality of information provided by other participants to the consultation</li> <li>• engage in consultation in good faith and a transparent manner, demonstrating mutual respect for the expertise, contributions and role of other participants</li> <li>• disclose to the NatHERS Administrator any matters that could be perceived to be, or are, conflicts of interest - including actual or potential, direct or indirect effects on the participants themselves or their close associates or clients or business interests – noting this will be done without breaching client confidentiality, and that disclosure to other participants in the consultation committee or group may be warranted.</li> </ul> <p>When other information that is not in confidence is either discussed or provided at TAC meetings, members are, of course, encouraged to share this with other industry representatives or members of their own organisation.</p>
<p><b>Resourcing</b></p>	<p>The role of TAC members is honorary and there is no sitting fee for meetings. Travel is not expected.</p> <p>Members will cover the costs of their participation in the TAC.</p>
<p><b>Meetings</b></p>	<p>The TAC will meet at least three (3) times per year via teleconference.</p> <p>The TAC Secretariat will be responsible for meeting administration matters. This includes:</p> <ul style="list-style-type: none"> <li>• Circulation of the Agenda and meeting papers at least one (1) week prior to the meeting.</li> <li>• Circulation of Meeting Minutes within four (4) weeks of a meeting.</li> </ul> <p>The TAC may be asked to give out-of-session consideration to specific matters from time-to-time and will be offered at least one (1) week to respond to such matters.</p> <ul style="list-style-type: none"> <li>• At least two (2) weeks before a meeting, TAC can request agenda items and papers be added to the agenda that are consistent with this TAC TOR.</li> </ul>
<p><b>Review of TAC TOR</b></p>	<p>The TAC TOR and annexures will be reviewed each two (2) years prior to the expiry of a Committee and or where a directive, legislative, policy or guidance materials causes such a review.</p>