



NATIONWIDE HOUSE ENERGY RATING SCHEME
(NatHERS)
Stakeholder Consultative Group

TERMS OF REFERENCE

October 2018

Terms of Reference

Directive	The NatHERS Stakeholder Consultative Group (SCG) has been established by the NatHERS Administrator (on behalf of the NatHERS Steering Committee) to provide stakeholder and industry views on various aspects of the Nationwide House Energy Rating Scheme (NatHERS).
Objectives	To provide stakeholder and industry views on: <ul style="list-style-type: none"> • the strategic direction of NatHERS; • the NatHERS Strategic Plan; and • improvements to NatHERS.
Date of Establishment	03 October 2017.
Chair	Director, Residential Buildings Team, Commonwealth Department of the Environment and Energy.
Secretariat	Managed within the Residential Buildings Team, Commonwealth Department of the Environment and Energy. The SCG Secretariat can be contacted via email at admin@nathers.gov.au . The Secretariat will be responsible for administration matters, including the development and circulation of the Agenda, meeting papers and Meeting Minutes.
Membership	Consists of representatives from the building industry, Assessor Accrediting Organisations, Software Developers and other NatHERS stakeholders. Guest attendees may be invited to contribute to meetings from time to time, at the discretion of the Chair. Members are expected to respond to the NatHERS Administrator's requests in a timely manner. Where this is not possible, the SCG Secretariat should be notified so that alternative measures can be implemented. Membership of the SCG will be for a period of two years from the date of the first meeting.
Accountability	The SCG will report to the NatHERS Administrator. It has no executive power and functions as a consultative body to assist the NatHERS Administrator and NatHERS Steering Committee in their management of the Scheme. Where a conflict of interest arises from any matter before the SCG, the relevant SCG member will bring the conflict to the attention of the Chair. New SCG members will be required to sign a member declaration, which includes a disclosure of interest and an acknowledgement they will abide by a confidentiality clause (see <u>Attachment B</u>). SCG members will not be able to attend a meeting unless the declaration form has been signed and received by the NatHERS Administrator.

<p>Confidential Information</p>	<p>From time to time the SCG 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"> • respect the confidentiality of information provided by other participants to the consultation • engage in consultation in good faith and a transparent manner, demonstrating mutual respect for the expertise, contributions and role of other participants • 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. <p>When other information that is not in confidence is either discussed or provided at SCG meetings, members are, of course, encouraged to share this with other industry representatives or members of their own organisation.</p>
<p>Resourcing</p>	<p>The role of SCG members is honorary and there is no sitting fee for meetings. Members will cover the costs of their participation in the SCG.</p>
<p>Meetings</p>	<p>The SCG will meet at least two (2) times per year via teleconference. The SCG Secretariat will be responsible for meeting administration matters. This includes:</p> <ul style="list-style-type: none"> • Circulation of the Agenda and meeting papers at least one (1) week prior to the meeting. • Circulation of Meeting Minutes within four (4) weeks of a meeting. <p>The SCG 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>