



Nationwide House Energy Rating Scheme (NatHERS)

Technical Advisory Committee (TAC) Terms of Reference

2020

<p>Governance</p>	<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>
<p>Directive</p>	<p>The TAC was 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"> • Technical matters related to NatHERS software tools and the Scheme. • Current and emerging technical matters affecting the maintenance, development and improvement of NatHERS software tools or the Scheme more broadly. • Identifying and prioritising the research to achieve technical functionality improvements to NatHERS software tools. • Research tasks, addressing software modelling issues and reviewing commissioned research and technical papers. • Chenath Engine updates and interface developments. • The technical merits of specific fixed product applications being reviewed for inclusion in the NatHERS software tools. • Any other technical matters sought from the NatHERS Administrator.

	<ul style="list-style-type: none"> The NatHERS Administrator scheduled tasks relevant to software and TAC. <p>The role does not include:</p> <ul style="list-style-type: none"> The development of policy. Policy discussions should be brought to the attention of the TAC Chair for offline discussion and directed through the NatHERS Stakeholder Consultative Group. Advice on operational matters may be specifically requested by the NatHERS Administrator.
Committee Establishment date	December 2011
Chair	Director, Your Home and NatHERS Operations, Residential Energy Efficiency Branch, Commonwealth Department of the Environment and Energy.
Secretariat	<p>Managed within the Your Home and NatHERS Operations, Commonwealth Department of the Environment and Energy.</p> <p>The TAC Secretariat can be contacted at admin@nathers.gov.au.</p> <p>The Secretariat will be responsible for administration matters, including the development and circulation of the agenda, meeting papers and meeting minutes.</p>
Membership	<p>Consists of industry representatives and technical experts in the areas of:</p> <ul style="list-style-type: none"> NatHERS software tools NatHERS assessor operations and processes building physics glazing fixed appliances including but not limited to: <ul style="list-style-type: none"> space heating and cooling hot water solar PV lighting pool heating and pumps <p>Additional technical experts, members or observers may be invited on an 'ad hoc' basis to provide input when required by the NatHERS Administrator.</p> <p>Membership period</p> <p>TAC membership 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 through the application for membership process outlined below.</p> <p>Applications for membership</p> <p>Expression of Interest process</p> <p>Individuals and organisations may apply for membership by submitting an 'Expression of Interest' to admin@NatHERS.gov.au. This should include the nomination of two representatives where possible (the second being a proxy who would not attend meetings without prior agreement). The application should include:</p> <ul style="list-style-type: none"> Statement of skills: an outline (no more than one page) by the nominating person providing reasons for the nomination and the specific skill set they think they could contribute to the TAC.

	<ul style="list-style-type: none"> • CV: a CV (no more than two pages) to provide further details of previous experience. • Declaration of interest: the Confidentiality, Privacy and Conflict of Interest Deed requires applicants to declare any conflicts of interest, whether real or perceived, agree to a range of privacy and confidentiality provisions in relation to their duties as a member of the TAC. <p>The intention of the EOI process is to ensure the TAC remains representative of a broad range of perspectives and to ensure the membership has the capacity and capability to provide a high level of expertise and advice to the NatHERS Administrator, on relevant topics.</p> <p>Appointment Process</p> <p>The NatHERS Administrator will review all the EOI and successful applicants will be informed that, subject to the appointment being approved by the EEAT NatHERS Steering Committee and the signing of a Confidentiality, Privacy and Conflict of Interest Deed, they will be accepted as a full member of the TAC.</p> <p>The EEAT NatHERS Steering Committee comprises Commonwealth and state and territory government officials with policy responsibility for NatHERS. The NatHERS Administrator reports to the EEAT-NatHERS Steering Committee in all aspects of the operation and administration of NatHERS.</p>
Accountability	<p>The TAC reports 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>TAC members will not be able to attend a meeting unless the confidentiality, privacy and conflict of interest 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"> • 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 prior to the commencement of a meeting. If this is not possible, then the Chair must, on opening a meeting, request any members to declare whether they have a potential or actual conflict of interest, and that shall be noted in the minutes. The member may also be requested to step out of the meeting as required, until the issue surrounding the conflict of interest is resolved. • To respond to any recommendations or requests of the EEAT-NatHERS Steering Committee, NatHERS Administrator or TAC Secretariat; and • Abide by the provisions of the <i>Privacy Act 1988</i> (Cth).
Confidential Information	<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"> • 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

	<ul style="list-style-type: none"> 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 TAC meetings, members are, of course, encouraged to share this with other industry representatives or members of their own organisation. It is the responsibility of the TAC member representing their organisation/industry to seek the advice of their organisation’s technical group and provide their organisation/industry’s feedback when requested.</p>
Resourcing	<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>
Meetings	<p>The TAC will meet three (3) times per year via teleconference however the frequency may vary in response to NatHERS requirements.</p> <p>The TAC 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 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>
Review of TAC TOR	<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>



Australian Government

Department of the Environment and Energy

CONFIDENTIALITY, PRIVACY AND CONFLICT OF INTEREST DEED

In relation to duties to be performed as a member of the NatHERS Technical Advisory Committee (TAC)

[Insert name of Confidant] (Confidant)

Confidant

[Insert name of Confidant (and ABN, if applicable)] of [insert address] (the Confidant, I, me and my).

Recitals

- A. The Commonwealth of Australia represented by the Department of the Environment and Energy ABN 34 190 894 983 (**Department**) requires the provision of technical guidance duties (the Duties).
- B. The Confidant provides the undertakings set out below in respect of duties to be performed, and information to be acquired, directly or indirectly in connection to membership to the NatHERS Technical Advisory Committee (TAC).

Agreed terms

1. Definitions

Confidential Information

means information that is by its nature confidential; and

- (a) is identified as part of the Duties as confidential; or
- (b) a party knows or ought to know is confidential;

but does not include:

- (c) information that is or becomes public knowledge other than by breach of this deed or any other confidentiality obligation.

Conflict of Interest

any circumstance in which the Confidant has an interest (whether financial or non-financial) or an affiliation that is affecting, will affect, or could be perceived to affect, the

Confidant's ability to perform the Duties or work associated with Duties fairly and independently.

Personal Information has the meaning it has in section 6 of the *Privacy Act 1988* (Cth).

2. Access

I understand that in the course of performing Duties as part of membership to NatHERS TAC, I may have access to Personal Information and Confidential Information.

3. Non-disclosure

- (a) I will treat as secret and confidential all Personal Information and Confidential Information to which I have access or which is disclosed to me.
- (b) If the Department grants its consent for me to disclose Personal Information or Confidential Information, it may impose conditions on that consent. In particular, the Department may require that I obtain the execution of a deed in these terms by the person to whom I propose to disclose the Personal Information or Confidential Information.
- (c) My obligations under this deed will not be taken to have been breached where I am legally required to disclose the Personal Information or Confidential Information.

4. Restriction on use

- (a) I will use the Personal Information or Confidential Information only for the purpose of serving the Duties for the Department (whether directly or indirectly).
- (b) I will not:
 - (i) copy, reproduce or disclose the Personal Information or Confidential Information without the written approval of the Department: and
 - (ii) will not allow any other person outside the Department access to the Personal Information or Confidential Information,except where the Department grants its consent in writing for me to do so. In such cases I will comply with the conditions of any such consent.
- (c) I will take all necessary precautions to prevent unauthorised access to or copying of the Personal Information or Confidential Information in my control.

5. Powers of the Department

- (a) Immediately on request by the Department, I agree to deliver to the Department all documents in my possession or control containing Personal Information or Confidential Information (including any copies of such documents).
- (b) If at the time of a request under clause 5(a) I am aware that documents containing Personal Information or Confidential Information are beyond my possession or control, then I agree to provide full details to the Department of where the documents containing the Personal Information or Confidential Information are, and the identity of the person who has control of them.

6. Privacy Act obligations

I agree to abide by the provisions of the *Privacy Act 1988* (Cth), including the Australian Privacy Principles set out in that Act, in respect of both Personal Information and Confidential Information, whether or not I am legally bound to comply with that Act and as if the definition of Personal Information in that Act includes Confidential Information.

7. Conflicts of Interest

- (a) I warrant, to the best of my knowledge, that as at the date of this deed, no Conflict of Interest exists or is likely to arise in my performance of the work associated with the Duties except in relation to the following:

Insert details of any Conflict of Interest or otherwise insert 'Not applicable'. Attach additional pages if needed.

- (b) If a Conflict of Interest arises during the course of my work associated with the Duties, or appears likely to arise, I agree to:
 - (i) immediately notify the Department in writing of the Conflict of Interest making a full disclosure of all relevant information relating to the Conflict of Interest and setting out the steps I propose to take to resolve or otherwise deal with the Conflict of Interest; and
 - (ii) take such steps as the Department may reasonably require to resolve or otherwise deal with that Conflict of Interest.
- (c) I acknowledge that if a Conflict of Interest cannot be resolved or otherwise dealt with, my role in performing the Duties may be limited or I may be excluded from voting and providing recommendations as part of the Duties (at the discretion of the Department).

8. Survival

This deed will survive the termination or expiry of any contract in relation to the Duties between the Department and me, my employer, or any other organisation with which I am engaged or involved.

9. Applicable law

This deed will be governed by, and construed in all respects in accordance with, the law of the Australian Capital Territory and I agree to submit to the applicable jurisdiction of the Courts of that Territory in respect of all matters arising under, or in relation to, this deed.

Execution of

Confidentiality, privacy and conflict of interest deed

In relation to duties to be performed as a member of the NatHERS Technical Advisory Committee (TAC)

EXECUTED by deed poll

SIGNED by

in the presence of

Name of Confidant (print)

Name of witness (print)

Signature of Confidant

Signature of witness

Date

Date