

TERMS OF REFERENCE ENERPHIT/PH RETROFIT TASKFORCE

Purpose

The EnerPHit/PH Retrofit Taskforce was established with the primary objective of increasing industry awareness and education about EnerPHit standards and practices. The Taskforce aims to encourage clients and stakeholders to actively seek EnerPHit services, thereby fostering the adoption of energy-efficient retrofit measures.

Responsibilities

The Taskforce is responsible for delivering the following key initiatives:

- Producing guidance material for the Australian market to adopt passivhaus retrofit.
- Development of research and reports to demonstrate the benefits of passivhaus retrofit
- Development of policy positions and statements to support passivhaus retrofit
- Developing materials and educating key stakeholders about the benefits of EnerPHit retrofit solutions, empowering them to make informed decisions regarding energy-efficient upgrades to their buildings.
- Establishing a stakeholder map to ensure a focus is placed on all activities to impact those identified in the mapping process.

Composition & Term

The task force will have maximum of 15 members.

The EnerPHit/PH Retrofit Taskforce will consist of a diverse task force of experts and stakeholders within the building industry, including architects, engineers, builders, sustainability consultants, and representatives from local government agencies.

Desirable attributes for applicants include:

- Passivhaus knowledge: A strong understanding of Passivhaus principles, including energy-efficient building design and retrofit strategies is essential.
- Experience in retrofit projects: Experience in managing or working on retrofit projects, especially those involving EnerPHit standards,
- Certifications and training: Certified Passivhaus Designer or Consultant or Trade, will have a strong advantage.
- Building science expertise: Individuals with expertise in building science, such as architects, engineers, or building physicists, will be valuable assets to the taskforce.
- Local knowledge: Familiarity with local building codes, regulations, and climate conditions in Australia, as well as knowledge of available incentives and financing options for energy-efficient retrofits, will be advantageous.
- Collaborative Approach: The ability to work collaboratively with diverse stakeholders, including architects, builders, energy consultants, and clients, is essential for effective teamwork and project success.

All appointments to the taskforce shall be approved by the APA CEO. A member of the task force will act as the chair of the task force.

The term of appointment to the Task force will be for 3 years, At this stage it will be reviewed and recommendations will be made to the board around its appointment.

- The task force will hold monthly meetings and more if considered necessary.
- Members of the task force who do not attend two consecutive meetings will have their positions reviewed.
- Members of the task force will be invited to disclose conflicts of interest at each meeting.
- Each member of the task force acknowledges that the legal interest in any intellectual property in material developed by the Task force will vest in the APA
- The Task force may invite other people to attend as they see fit and consult with other people or seek any information considered necessary to fulfil their responsibilities
- The Task force will keep written records of its proceedings and provide these to the CEO.

The chairperson will communicate the deliberations and recommendations of the Task force to the CEO after each meeting within a reasonable period.

Secretarial Duties

- The secretarial duties of the Committee will be performed by a designated APA admin officer.
- Meeting proceedings will be documented in minutes and approved by attending members.
- Minutes of all meetings will be provided to the APA CEO

Code of Conduct

- Prepare appropriately for meetings
- Avoid conflicts of interest
- Act responsibly and respectfully in meetings
- Strive for consensus whenever possible
- Behave in an ethical manner
- Exercise independent judgment
- Act responsibly in relation to confidential information

Review and Adaptation

The terms of reference & review of this EnerPHit/PH Retrofit Taskforce will be subject to periodic review and adaptation to ensure alignment with APA strategic goals, the evolving needs within the Passivhaus community.

The APA CEO approves or further reviews the charter as necessary.

APA Governance Structure

GOVERNANCE AND STRUCTURE

The Australian Passivhaus Association is governed by its Constitution which depicts the rules by which the organisation will operate and the restrictions, powers and duties of its directors and board members.

The Australian Passivhaus Association are required to observe the requirements of incorporation, fundraising and tax office status.

