

# TERMS OF REFERENCE BUILDING PHYSICS LEADERSHIP COMMITTEE

## Purpose:

The Building Physics Leadership Committee is dedicated to assembling the foremost experts in building physics to ensure the Australian market attains the highest quality outcomes. The committee is entrusted with identifying crucial areas of education essential for membership, developing and offering support on technical issues, and collecting and analysing data. Membership eligibility requires certification and regular preparation of Passivhaus (PH) modeling.

## Responsibility:

The committee will be responsible for delivering the following outcomes:

- Develop technical guidance
- Develop policy positions on technical issues APA we will be seeking guidance from the technical committee to establish this position. After this position is
- Condensation research- such as post-occupancy assessments of certified Passivhaus buildings to showcase effective moisture management within Passivhaus structures.
- Development of condensation assessment process: Create a systematic process that supports the wider industry in conducting condensation assessments, with a specific focus on Passivhaus standards.
- Thermal bridging guidance: Offer expert guidance and support, potentially adapting and repurposing established standards, such as the New Zealand model, to cater specifically to the unique requirements of Passivhaus detailing.
- Thermal bridging library: Develop and maintain a comprehensive library of resources and information related to thermal bridging, ensuring its relevance and accuracy.
- Detailing library: Establish a library of best practices and resources for detailing in building physics, regularly reviewing and updating its content to reflect current industry knowledge and standards.
- Review of existing detailing: Review the existing detailing and performance solutions held by the Australian Passivhaus Association (APA) to assess its relevance and effectiveness in meeting current industry needs.

In discharging their responsibilities, the Committee members have a duty to act in the best interests of the APA as a whole, irrespective of personal, professional, commercial or other interests, loyalties or affiliations.

## Composition and the Term

The Committee will consist of a minimum of 15 and a maximum of 20 members,

Committee members should possess the following desirable attributes:

- Expertise in building physics: A strong understanding of building physics principles, including heat and moisture transfer, ventilation, and thermal performance.

- Passivhaus certification: Holding relevant certifications in Passivhaus design or consulting, demonstrating a commitment to energy-efficient building practices.
- Sustainability advocacy: A passion for sustainable construction methods and a dedication to promoting energy-efficient building design.
- Technical proficiency: Strong technical and analytical skills for assessing building performance and conducting energy modeling.
- Collaborative approach: The ability to work effectively in a team, collaborate with diverse stakeholders, and foster consensus-driven decisions.
- Innovative thinking: A capability to propose innovative solutions to building physics challenges and stay updated on industry advancements.

All appointments to the committees shall be approved by the APA CEO. A member of the Committee will act as the chair of the Committee.

The term of appointment to the Committee will be for 3 years

- The Committee will hold monthly meetings and additionally as considered necessary.
- Members of the Committee who do not attend two consecutive meetings will have their positions reviewed.
- Members of the Committee will be invited to disclose conflicts of interest at the commencement of each meeting.
- Each member of the Committee acknowledges that the legal interest in any intellectual property in material developed by the Committee will vest in the APA
- The Committee 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 chairperson will communicate the deliberations and recommendations of the Committee to the CEO after each meeting within a reasonable period.
- The Committee will keep written records of its proceedings and provide these to the APA CEO.

### 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

Committee members are expected to:

- 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 committee will be subject to periodic review and adaptation to ensure alignment with APA strategic goal, the evolving needs within the Passivhaus community.

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

### Our Governance Structures

