

TERMS OF REFERENCE STANDARDS, CODES, LEGISLATION ADVOCACY WORKING GROUP

Purpose:

Standards, Codes, Legislation Advocacy Working Group is established with the primary purpose of addressing critical issues related to standards and codes that impact the delivery of Passivhaus (PH) principles. This purpose aligns with the overarching goal of supporting advocacy efforts designed to educate the marketplace, influence change, and alleviate roadblocks within the built environment sector.

The Working group is responsible for providing insights, formulating policy positions, developing comprehensive documentation, and actively engaging with stakeholders to promote the integration of PH principles within relevant standards and codes.

The ultimate aim is to empower & assist the Passivhaus Association (APA) executive and its staff members to effectively advocate for and implement PH principles, creating a more sustainable, energy-efficient, and environmentally responsible built environment.

Responsibilities

The group will provide support to APA Staff by providing insight into industry activity and trends and making recommendations, Policy position to increase the adoption of Passivhaus Standard

- Develop and present well-researched policy positions related to the National Construction Code (NCC), NABERS, and other relevant standards and codes. These policy positions should outline advocacy goals and strategies to promote the integration of Passivhaus (PH) principles. The Working group will actively engage with regulatory bodies, government agencies, and industry stakeholders to advocate for these policy positions.
- Create comprehensive documentation that not only educates APA members but also serves as a valuable resource for the wider industry. This documentation should clearly articulate how Passivhaus principles align with the identified standards and codes, providing practical guidance on their implementation.
- Develop and maintain a stakeholder map that identifies key individuals and organizations within the industry who can influence and effect change. The Working group will work closely with these stakeholders, seeking their support in advancing PH principles within standards and codes.
- Provide active support to APA staff in engaging with key stakeholders, both within and outside the organization. This support involves advocating for change, sharing insights, and influencing decision-makers to align with Passivhaus goals.
- Identify opportunities to impart knowledge to APA members and support them in overcoming challenges related to standards and codes. The Working group will actively share information, best practices, and resources to assist members in navigating and implementing PH within the identified frameworks.
- Develop a comprehensive guideline that outlines pathways for the inclusion of Passivhaus principles in planning processes, emphasizing collaboration with

relevant standards and codes. The Working group will ensure that this guideline serves as a valuable reference for APA members and the industry at large.

In discharging their responsibilities, group 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 Term:

The Working group will consist of members with expertise in standards, codes, advocacy, and the built environment. Working group Membership will be open to APA members, industry professionals, and experts in the field.

The Working group will have a minimum of 15 and a maximum of 20 members.

Desirable attributes for Applicants include:

- Have expertise in industry standards, codes, and legislation.
- Have experience in advocacy for sustainable building practices & Proficiency in understanding sustainability issues.
- Familiarity with the PH certification process.
- Industry influence and presence.
- Commitment to balancing best practices and feasibility.
- Ability to use market data and member insights.
- Commitment to ethical conduct and responsible decision-making.
- Strong communication and educational skills.

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

The term of appointment to the group will be one year with renewals allocated by the CEO.

- The group will hold monthly meetings, and more frequently as deemed necessary to achieve its objectives
- All work undertaken by the committee will be within an approved workplan
- The group 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
- Meetings may be held in person or through virtual means to facilitate participation.
- Meeting notices and agendas will include relevant supporting documents.
- Each member of the group acknowledges that the legal interest in any intellectual property in material developed by the Committee will vest in the APA
- Group members will disclose any conflicts of interest at the beginning of each meeting.
- Members of the Committee who do not attend two consecutive meetings will have their positions reviewed.
- 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 group 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.

APA Governance Structures

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.

