

Trial Assessor Code of Practice.

Section 1

By submitting this of expression of interest I understand and acknowledge that if I am successful in the next stage of the application process, I will be required to provide the following information:

1. a certified copy of a photo ID issued by a Commonwealth, state or territory authority e.g. driver's license, passport.
2. a National Police Check (no older than four weeks). Applicants with disclosable court outcomes that indicate a history of dishonesty or that present a risk of significant harm to householders may not be eligible to participate.

I will also be required to complete relevant training. Once the training is completed, I will be required to submit:

1. a copy of my Statement of Attainment of completed relevant training
2. a Certificate of Completion of the NatHERS Existing Homes Training Module
3. evidence of completed software training
4. my Privacy and Data Incident Response Protocol (*template to be provided*).
5. an example Health and Safety risk assessment and treatment plan relevant to a NatHERS for existing homes assessment (*template to be provided*).
6. a certificate of currency for Public Liability Insurance (**minimum cover of 10 million dollars**). If I am covered by my employer's insurance, I will also provide a letter from my employer confirming this, in addition to the certificate of insurance.

Section 2

I agree that if I am chosen to participate in the NatHERS Trial, I will at all times:

1. Uphold the reputation and integrity of NatHERS and not bring the scheme into disrepute.
2. Exercise due skill, care, and diligence in the performance of all my duties.
3. Be responsible for ensuring that the data compiled and input into software is an accurate representation of all characteristics relevant to the energy performance of the building and is supported by evidence and other information in accordance with the requirements in the NatHERS Technical Note, to enable verification in any subsequent monitoring or quality assurance processes.
4. Engage with householders in a respectful, professional, and ethical manner.
5. Operate in compliance with all applicable laws and regulations of their jurisdiction.
6. Not publish any information obtained or misleading information in relation to NatHERS Assessments, the Trial Service Provider, the NatHERS Administrator or NatHERS in general.
7. Act in accordance with this Code of Practice and any other term of engagement.
8. Hold and maintain a valid public liability insurance policy with a minimum cover of 10 million dollars. **If I cease to be covered by my employer's public liability insurance policy, I will notify the Trial Service Provider immediately and not undertake any further trial assessments until I obtain the necessary insurance coverage.**
9. Inform the Trial Service Provider of any change in my personal circumstances that I reasonably believe is relevant or may affect my ability to participate (e.g. a conflict of interest).
10. Not promote myself in any way as being an Accredited NatHERS Assessor (other than if officially accredited under NatHERS for new homes); or affiliated in any other way with NatHERS or NatHERS products or services.

11. Not use or disclose any information, collected by, or provided to me, for any purpose. It is acknowledged that CSIRO and the NatHERS Administrator will maintain ownership of all information and materials produced by Trial Assessors.
12. Not use the information provided/collected to generate NatHERS Certificates outside of the trial of NatHERS for existing homes.
13. Not use or disclose any information to a party not affiliated with the trial of NatHERS for existing homes.
14. Provide feedback to the Trial Service Provider and any other relevant party when requested in a timely manner.
15. Provide any information to the Trial Service Provider, the NatHERS Administrator (or any other relevant party) that may assist in improving NatHERS for existing homes.
16. Notify the Trial Service Provider of any mistakes made to ensure accuracy of NatHERS Assessments and allow for quality control.
17. Take all necessary steps to keep data and information private and confidential.
18. Adhere to the Privacy Act 1988 (Cth) and all other relevant information, data, and privacy laws.
19. Carry a government issued form of photo identification (e.g. driver's license, passport, proof of age card) when attending a dwelling and show the ID to the client/occupant upon arrival.
20. Not attend a private dwelling unless an appointment has been made and agreed to by all parties. If householders are present at the dwelling, a responsible adult over the age of 18 years will be present for the duration of the assessment. No minors or vulnerable people may remain in the dwelling without a responsible adult present.
21. Comply with risk management obligations and take all reasonably necessary steps to manage the safety of all people present during the assessment.
22. Take sole responsibility for my conduct and compliance with obligations under relevant workplace health and safety laws.
23. Only use NatHERS Trademarks where authorised and required to undertake my responsibilities.

I declare that all the information in this form, and accompanying documents, is true and correct.			
Signature:			
Name:		Date:	D D / M M / 2 0 2 4