

Green Building Council of Australia (GBCA)

Green Star Steering Committee charter

1. PURPOSE

The GBCA board wishes to record the terms of its delegation of the development and operation of the Green Star rating system (Green Star) to the Green Star Steering Committee and its advisory groups.

The GBCA board is ultimately responsible for Green Star and the role of the Green Star Steering Committee (the committee) is to assist and advise the GBCA executive and the GBCA board on all matters relating to Green Star.

2. RESPONSIBILITIES

The committee is charged with ensuring the Green Star rating system and certification process remains rigorous, market relevant, and valued by industry. The committee must ensure that a consensus process continues to be used to evolve Green Star in accordance with the mission and strategic plan of the GBCA.

The responsibilities of the committee include:

- assist in the formulation of strategy relating to Green Star
- guide the GBCA in the prioritisation of Green Star projects and related activities
- receive and make recommendations to address feedback from industry on the Green Star rating tools and the certification process
- oversee the work of the GBCA in relation to the development of the Green Star rating tools
- ensure a balance is maintained between best practice benchmarks, feasibility, technical rigour and marketability in the development of Green Star rating tools
- establish and oversee the work of three advisory groups to the committee: an industry advisory group, a technical advisory group and a certification advisory group
- ensure that GBCA policies and procedures are being followed in the development, publication and application of the Green Star ratings tools
- review and make recommendations in relation to Green Star guiding principles
- make recommendations to the GBCA on the release and adoption of new and revised rating tools
- provide guidance on education offerings and marketing materials relating to Green Star
- make recommendations in relation to the use of Green Star outside Australia
- assist with the development of strategies to ensure the adoption of Green Star as a key metric by the financial and investment markets

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

3. COMPOSITION AND TERM

The committee will initially consist of a minimum of five and maximum of seven members, and include the CEO of the GBCA.

It is expected that committee members will hold senior management positions and have one or more of the following attributes:

- strong influence in the property and development industry
- experience in advocating for sustainability in the built environment
- skills relevant in identifying how to evolve Green Star rating tools and processes
- understanding of the mechanisms required to create incentives to drive sustainable outcomes for the built environment
- understanding of certification models and the role played by independent certification in driving change towards a more sustainable built environment
- detailed understanding of the key market drivers for the uptake of demand for Green Star certification
- understanding of international valuation mechanisms and ratings for green building
- experience in receiving and addressing stakeholder feedback

The CEO of the GBCA will be the interim chair of the committee.

All appointments to the committee shall be approved by the Nomination & Governance Committee of the board.

Appointment to the committee will be for two years with the possibility of reappointment for up to a further two years.

4. MEETINGS

The committee will hold meetings at least four times each year and additionally as it considers necessary.

A quorum will be the smallest number greater than half the members.

Committee members will be invited to disclose conflicts of interest at the commencement of each meeting.

Meetings of the committee may be held face-to-face or through any technological means by which members can participate in a discussion.

The notice and agenda of meetings will include relevant supporting papers, as appropriate.

The committee may invite other people to attend as it sees fit, and consult with other people or seek any information it considers necessary to fulfil its responsibilities.

The chair will communicate the decisions of the committee to the board after each meeting within a reasonable period.

5. SECRETARIAL DUTIES

The Executive Director- Green Star or another delegated GBCA officer undertakes the duties of secretariat.

Proceedings of all meetings are minuted and ratified by members in attendance.

Minutes of all meetings are provided to the board and may be published on the GBCA website.

6. CODE OF CONDUCT

Committee members are expected to:

- prepare appropriately for meetings;
- act responsibly in meetings;
- strive for consensus whenever possible;

- behave in an ethical manner;
- exercise independent judgment;
- act responsibly in relation to confidential information; and
- avoid conflicts of interest.

7. ADVISORY GROUPS

The committee is charged with establishing and continuing advisory groups to assist it in fulfilling its responsibilities.

There will be three advisory groups with the following functions:

- Industry advisory group: to receive and make recommendations on industry feedback on the rating tools; to make recommendations on tool development; to provide insight into industry activity and trends.
- Technical advisory group: to assist in the development of rating tools; to report and make recommendations on matters relating to rating tool development; to address and report on stakeholder comments on the rating tools.
- Certification advisory group: to receive and make recommendations on industry feedback on certification related issues; to report and make recommendations on all matters relating to the certification process; to provide guidance on certification initiatives.

There will be up to fourteen members of each advisory group including at least one committee member. Membership of the advisory groups will be by appointment by the committee following an expression of interest process.

The term of appointment to the advisory groups will usually be for one year with the possibility of up to two further one year terms.

The chair of each advisory group will be a committee member.

Each of the advisory groups will meet at least twice each year.

The advisory groups will keep written records of their proceedings and provide these to the committee.

GBCA will provide secretariat support to the advisory groups.

Each advisory group is responsible to and will report to the committee.

8. VOTING

Any matters requiring a decision will be decided by a majority of votes of members present.

9. REVIEW OF CHARTER

The committee will review its charter annually to provide assurance that it remains consistent with the GBCA's strategy and objectives.

The Nomination & Governance Committee of the board approves or further reviews the charter.

*Green Star Steering Committee charter approved by Nomination & Governance Committee 2
December 2014*