

Terms of Reference

Green Star Industry Advisory Group

PURPOSE

The GBCA board created the Green Star Advisory Committee (the Committee) to assist and advise the GBCA executive and the GBCA board on all matters relating to the development of the Green Star rating system (Green Star).

The Industry Advisory Group (the Group) is established to assist the Committee in fulfilling its responsibilities by receiving and making recommendations on industry feedback on the Green Star rating tools and the certification process, and by providing insight into industry activity and trends.

RESPONSIBILITIES

The Group is charged with assisting the GBCA in ensuring that Green Star remains relevant and valued by industry.

The Group will provide support to GBCA staff and the Committee by providing insight into industry activity and trends and making recommendations to increase the adoption of Green Star.

The Group is also charged with assisting in identifying amendments to service delivery strategies.

The responsibilities of the Group include:

- Ensuring there is broad engagement across the relevant sectors of the built environment in Green Star development activities;
- Assisting with the development of strategies to improve the uptake of Green Star;
- Providing advice on how to communicate the value of Green Star;
- Providing recommendations to improve the useability of Green Star;
- Ensuring a balance is maintained between best practice benchmarks and feasibility in the development of Green Star;
- Assisting in working with domestic and global rating tools and reporting schemes to achieve alignment and common goals;
- Providing feedback on proposals with a focus on the market acceptance of such proposals.

In discharging their responsibilities, Group 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.

COMPOSITION AND TERM

The Group should be representative of the areas of focus of Green Star.

The Group will have a minimum of 5 and maximum of 9 members.

It is expected that members of the Group will hold senior positions in organisations associated with the leasing, ownership, planning, investment or development of buildings, fitouts, communities or precincts. Desirable attributes for Applicants include:

- Be, or be part of, a member of the GBCA.
- Have a strong influence in the property and development industry.

- Have experience in advocating for sustainability in the built environment.
- Have a strong understanding of the environmental, social, economic or governance issues relevant to transforming the built environment towards more sustainable outcomes.
- Have an understanding of the Green Star certification process and the role third party verification plays as a market driver.

All appointments to the Group shall be approved by the Committee.

A member of the Committee will act as the chair of the Group.

The term of appointment to the Group will usually be for two years with the possibility of a further two year term.

MEETINGS

The Group will hold meetings at least four times each year and additionally as considered necessary by the chair. Members of the Group who do not attend two consecutive meetings will have their positions reviewed.

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

Members of the Group will be invited to disclose conflicts of interest at the commencement of each meeting.

Each member of the Group acknowledges that the legal interest in any intellectual property in material developed by the Group will vest in the GBCA.

Meetings of the Group 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 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 including from GBCA's expert reference panels or members thereof.

At different times, small subgroups may be formed to address some issues, these may meet between meetings as required. Participation in project specific subgroups is not required, but appreciated.

The chair will communicate the deliberations and recommendations of the Group to the Committee after each meeting within a reasonable period. The Group will keep written records of their proceedings and provide these to the Committee. Written records will be made publicly available at the GBCA website.

SECRETARIAL DUTIES

The Head of Market Transformation 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 Committee and may be published on the GBCA website.

CODE OF CONDUCT

Group 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; and
- act responsibly in relation to confidential information.

VOTING

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

REVIEW OF CHARTER

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

The Committee approves or further reviews the charter.

Green Star Industry Advisory Group Terms of Reference approved by Green Star Advisory Committee September 2018