

# Terms of Reference

## Green Building Council of Australia State Industry Groups

### Background

Launched in 2002, the Green Building Council of Australia (“GBCA”) is a national, not-for-profit organisation that is uniquely supported by both industry and governments across the country. Its mission is to develop a sustainable property industry for Australia and drive the adoption of green building practices through market-based solutions.

The GBCA State Industry Groups (“SIGs”) act as a useful way of keeping key industry participants updated as well as help to guide the direction of certain GBCA activities. Stakeholder engagement is critical to GBCA to help develop Green Star rating tools and to guide its activities. This engagement is further enhanced through the SIGs.

### The role of the SIG

The SIG is an advisory group which will have two main functions:

1. To receive information and updates on key GBCA activities, and then disseminate this information through the networks of SIG members.
2. Provide the GBCA with relevant industry information and feedback to assist the GBCA in delivering outcomes in accordance with its strategic priorities.

The SIG will be appointed by the GBCA following an Expressions of Interest (“EOI”) process, with applications open to any employee of a member organisation. The SIG will include members from across a broad range of representation within industry and government.

The GBCA will appoint a chairperson to each SIG.

A GBCA staff member will be appointed to provide administrative support to the SIG.

The SIG is an advisory group of the GBCA and does not have any decision-making role. The SIG does not have any authority to act or speak on behalf of the GBCA.

NOTE: The SIG is not a Green Star technical working committee or group. The SIG may be asked from time to time to provide feedback on strategic issues relating to the Green Star rating tools, but it is not a forum for technical feedback on Green Star. Other forums exist for those purposes.

### Terms of Engagement

- There will be 8-15 members on each SIG.
- The period of tenure on a SIG is 12 months (per financial year).
- Each SIG will meet 2 times a year at a SIG member’s office, or at an alternative venue if required.
- Any conflict of interest or perceived conflict of interest must be communicated to the GBCA prior to appointment to the SIG.
- Each member of the SIG acknowledges that the legal interest in any intellectual property in material developed by the SIG will vest in the GBCA.
- Members of the SIG are expected to act in a professional manner and with a high level of personal integrity.

## **Meetings and communication**

All administration, meetings and communication requirements of the SIG will be organised and overseen by a GBCA representative.

The Chair will determine the meeting requirements, however, it is expected that the SIG will convene two times a financial year, each meeting being 2 hours in length. Whilst the GBCA does not anticipate there to be any further meetings beyond these meetings, teleconferences and other activities may be facilitated should the GBCA and SIG agree.

Attendance at meetings may be by teleconference.

GBCA staff members may attend meetings as required.

The preferred method of communication is email. Members of the SIG must commit to be responsive to email communication.

Minutes of all meetings will be taken by a GBCA representative, approved by the Chair and circulated by the GBCA.

**These terms of reference for the SIG may be reviewed by the GBCA and are subject to change without notice.**