

Terms of Reference

Green Star Technical 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).

To assist the Committee in its functions, a Green Star Technical Advisory Group (TAG) has been created to assist in the development of Green Star; to report and make recommendations on matters relating to rating tool development; and to address and report on stakeholder comments on Green Star.

RESPONSIBILITIES

TAG is charged with ensuring that Green Star remains technically rigorous, flexible and relevant to industry.

TAG will provide support to GBCA staff and the Committee in developing appropriate technical guidance and direction for current and future rating tools and other initiatives.

The responsibilities of TAG include:

- Ensuring there is robust engagement with industry experts on technical issues as part of the Green Star development process;
- Ensuring the accuracy of Green Star benchmarks for best practice and world leadership;
- Ensuring a balance is maintained between benchmarks requirements and feasibility;
- Providing technical direction on the long term trajectory of the building industry towards more sustainable outcomes and on mechanisms needed to assist in such a trajectory;
- Reviewing and recommending amendments to Green Star; and
- Assisting in working with domestic and global rating tools and reporting schemes to achieve alignment and common goals.

In discharging their responsibilities, TAG 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

TAG should be representative of the areas of focus of Green Star.

TAG will have a minimum of 5 and a maximum of 9 members.

It is expected that members of TAG will hold senior positions in organisations associated with the design, construction, leasing, management, or operations of buildings or fitouts in all sectors, the planning and delivery of master planned communities and precincts, or with the supply chain.

Desirable attributes for Applicants include:

- Be, or be part of, a member of the GBCA.
- Have a detailed understanding of the property and development industry.
- Have experience in advocating for sustainability in the built environment.

- Have strong technical understanding of the environmental, social, economic, governance, or design issues relevant to transforming the built environment towards more sustainable outcomes.
- Have knowledge of the Green Star certification process and the role third party verification plays as a market driver.
- Have experience in receiving and addressing stakeholder feedback.

All appointments to TAG shall be approved by the Committee.

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

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

MEETINGS

TAG will hold meetings at least four times each year and additionally as considered necessary. Members of TAG 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 TAG will be invited to disclose conflicts of interest at the commencement of each meeting.

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

Meetings of TAG 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.

TAG 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.

The chairperson will communicate the deliberations and recommendations of TAG to the Committee after each meeting within a reasonable period. TAG will keep written records of its 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 board and may be published on the GBCA website.

CODE OF CONDUCT

TAG 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

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