

# Green Star Expert Reference Panels: Terms of Reference

## What you need to know

- We rely on Expert Reference Panels to ensure Green Star is technically robust and promotes best practice.
- Expert Reference Panels report to the Senior Manager and Executive in charge of Green Star. They also support the activities of the Green Star Advisory Committee, the Technical Advisory Group, and the Industry Advisory Group.
- Expert Reference Panel members are composed of industry professionals with expertise in issues relevant to the ongoing or future development of Green Star.
- We are refreshing all Expert Reference Panels and are seeking nominations from interested parties.
- Nominations close April 02 2018.

## Background

Green Star is an internationally recognised rating system that delivers independent verification of sustainable outcomes throughout the life cycle of the built environment. There are four Green Star rating tools.

- New master-planned precincts (Green Star – Communities)
- Building design and construction (Green Star – Design & As Built)
- Building operations (Green Star – Performance)
- Fitout design and construction (Green Star – Interiors)

Green Star's success is predicated on your support. Our Green Star Advisory Committee provides governance oversight and is supported by our Technical Advisory Group and Industry Advisory Group. They ensure Green Star reflects best practice and world leading outcomes in the built environment. We also rely on Expert Reference Panels to address specific issues relevant to the ongoing management or future development of the rating system.

## What is the role of the Expert Reference Panels?

Expert Reference Panels assist with a defined topic of engagement. Panels are appointed by us and made up of GBCA members with experience and expertise on the relevant topic. At our request, the Expert Reference Panel will be asked to

- Provide specialist technical advice and review to us related to Green Star or other matters
- Assist with the development and review of thought leadership papers in line with our vision and strategy
- Evaluate the views of stakeholders as provided to us as part of the stakeholder consultation process.

## What are we looking for?

We are looking for individuals with deep experience on areas relevant to the rating system. Individuals must be from GBCA member organisations.

If you consider yourself an expert in the built environment, or a specific topic related to sustainability, we encourage you to apply as we are looking at creating additional Expert Reference Panels. We are also looking for expertise in the following topics:

- Greenhouse gas emissions, energy, electricity, electricity markets, etc.
- Life cycle assessments and embodied carbon
- Resilience to climate change impacts, environmental, social, economic, etc
- Placemaking, urban environment, planning, etc.
- Human rights, modern slavery, supply chain issues, etc.

- Ecology, biodiversity, natural habitats, etc.
- Development of buildings, contracts, operations, facility management, etc.
- Community planning, engagement, design, implementation, etc.

Expert Reference Panels work best when they offer diverse opinions and distinct points of view. We want a mix of backgrounds, locations, and ages. We are seeking experienced professionals, and our Future Green Leaders to participate. In recognition of our reconciliation efforts, we welcome professionals with Aboriginal and Torres Strait Islander background to join us.

We support efforts to increase the gender diversity of our industry; no more than 60% of a panel can be from a single gender. We strongly encourage women to apply.

## Being part of an Expert Reference Panel

The term of appointment of each Expert Reference Panel will be determined on a case by case basis.

Each Expert Reference Panel will have an appointed chairperson to facilitate the ERP process. We will provide secretarial duties. Recommendations by an Expert Reference Panel will be presented to the Senior Manager or Executive in charge of Green Star.

The Expert Reference Panel is expected to convene for a minimum of one meeting a year, and a maximum of 8. The frequency will be determined on a case by case basis. A majority of Expert Reference Panel members and the Chair must be present for a meeting to commence. Our staff will attend meetings.

Meetings will be via teleconferencing or in person if you are available. Meeting logistics shall be arranged by us in advance. We cannot cover any costs for time or travel.

Email will also be used to seek consensus from time to time. You must commit to be responsive to email communication.

We will prepare and circulate meeting minutes to the Chair for approval, and then to the rest of the group. We reserve the right to publish all meeting minutes on our website.

The Expert Reference Panels are not a formal committee and only provide recommendations to us. Expert Reference Panel members agree to represent the consensus of the group and not individual opinions. The Expert Reference Panel members do not have any authority to act or speak on our behalf.

We may remove or appoint an Expert Reference Panel member at any time.

## What is expected of you

You agree to work towards consensus. You will work with your other panel members to seek resolution and look for common ground. Consensus means most people in the group agree and there is no sustained, strong opposition; it does not mean unanimous agreement.

You are expected to act in a professional manner and with a high level of personal integrity. Any conflict of interest or perceived conflict of interest must be communicated to us prior to your appointment.

You must sign a confidentiality agreement in a form required by our legal team. You are not allowed to share discussions or information to parties outside your Expert Reference Panel without our approval.

You acknowledge that legal interest in any intellectual property developed by the Expert Reference Panels will vest with us.

We reserve the right to review your appointment to an Expert Reference Panel if you do not attend or provide feedback on more than two occasions.

Being part of an Expert Reference Panel does not preclude you from being part of an Advisory Group. You can also be part of multiple Expert Reference Panels. We are also appointing you, not your company, and while we can accept replacements on your behalf, you need to ask first, and we reserve the right to say no.

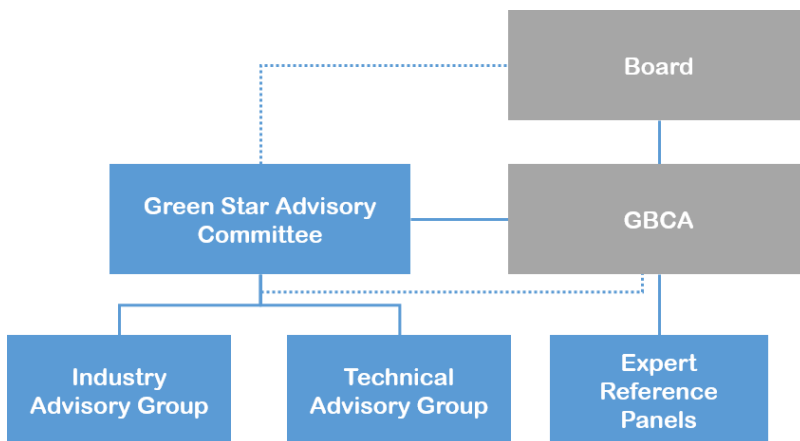
## Nominating to an Expert Reference Panel

If you wish to nominate to an Expert Reference Panel, please follow the following [link](#) and provide all details through the survey. You will need to provide us with your contact details, some additional details and a copy of your CV or LinkedIn page.

You must be part of a GBCA member company to nominate to be part of an Expert Reference Panel. We may waive this requirement at our sole discretion to bring in additional or relevant expertise.

**We may review these terms of reference for the Expert Reference Panels from time to time.**

## The role of Expert Reference Panels in our governance structure



### Summary of changes

6/03/2018 – The governance diagram was redrawn to better reflect reporting lines.