

Building  
a sustainable  
future



# GREEN STAR - PERFORMANCE TECHNICAL WORKING GROUP AND TECHNICAL EXPERT EXPRESSION OF INTEREST

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Date Issued: December 2010

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# TABLE OF CONTENTS

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INTRODUCTION	4
THE DEVELOPMENT PROCESS	6
APPENDIX A – Terms of Reference Technical Working Group	7
APPENDIX B – Green Star – Performance Technical Working Group Nomination Form	11
APPENDIX C – Confidentiality Undertaking	14

## VERSION CONTROL

Version	Release Date	Description of Changes
1.0	December 2010	First release

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# INTRODUCTION

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The Green Building Council of Australia (GBCA) is developing a new rating tool to evaluate the environmental impacts of operational buildings. Green Star – Performance will allow building managers to assess the environmental impacts of their buildings using a wide range of criteria. As with the Green Star rating tools developed to assess the environmental impacts of buildings at the Design and As Built stages, Green Star – Performance will include credits assembled under nine separate categories including Management, Indoor Environment Quality, Energy, Transport, Water, Materials, Land Use & Ecology, Emissions and Innovation.

A Scoping Paper has been prepared as a first step in the development of Green Star – Performance. 'Existing buildings' in the context of this paper refer to many building types and uses, not only commercial office buildings.

In addition to supporting the overall objectives of the GBCA, this project's key objective is to provide a holistic sustainability rating system for existing buildings in Australia - a gap in the market identified by stakeholders. More specifically, stakeholders have identified that Green Star - Performance should:

- address holistic operational performance of buildings that currently have a Green Star rating; and
- allow buildings that don't currently have a Green Star rating to assess their sustainability performance holistically; and
- allow stakeholders to compare Green Star designed buildings with non-Green Star designed buildings in operation, providing better understanding of holistic sustainability performance in the market.

Stakeholders have indicated that this project should focus on assessing existing buildings based on their operational impacts on the environment and on their occupants. Feedback has also suggested that ideally there would be no duplication of measurements or benchmarks where widely accepted market practices exist, such as NABERS Energy and NABERS Water in the commercial office market. Green Star-specific credits will be developed to address other operational environmental impacts not addressed by other tools.

The major features of the proposed assessment methodology will be explored during the tool development process and include:

## Individual building assessments:

- (a) Non-certified assessments - self-assessments, allowing buildings to set sustainability performance targets, inform investment decisions, etc.
- (b) Certified assessments - a certified Green Star rating. Buildings that currently have a Green Star rating (Design and/or As Built) AND buildings that currently do not will be eligible for a certified assessment.

A proposal to be explored during the tool development phase includes that certified ratings may be valid for a limited period of time such as 3 years. Annual 'desktop audits' of 'big ticket items' may be used to keep the certified rating current during years 2 and 3. This may be done with a NABERS Energy certificate, a NABERS Water certificate and some occupant satisfaction proxy. Certified assessments may be available for all star levels, from 1 to 6 stars.

**Portfolio assessments:** self-assessments and certified ratings, following the individual assessment of buildings within a portfolio.

**Guidance / diagnostics:** links to external resources on how to improve the sustainability performance of existing buildings would be referenced and presented as features.

**Sustainability Categories & Impacts:** the assessment methodology will maintain a holistic approach by addressing all current Green Star categories: Management, Indoor Environment Quality, Energy, Transport, Water, Materials, Land Use & Ecology, Emissions and Innovation. Keeping all the Green Star categories also assists with maintaining the credibility associated with the other Green Star rating tools.

**Target building types:** education facilities, healthcare facilities, industrial buildings,

commercial offices, retail centres and public buildings. Supermarkets and ‘big box’ retailers are also to be explored.

**Target users:** this assessment methodology would be of interest to a large stakeholder audience (institutional investors, building occupants and consultants); however the main target users are believed to be facility managers, including maintenance professionals; building owners; portfolio managers; and government organisations.

**Delivery mechanism and cost:** the assessment methodology for existing buildings could be delivered as an online tool. An online platform would be user-friendly, cost effective and easy to update and upgrade. It may be too soon to have a proper sense of cost-benefit relating to the assessment methodology. Its ‘perceived value’ in the market, for instance, is a crucial question to be explored.

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## THE DEVELOPMENT PROCESS

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# Phase 1

The development process for Green Star - Performance will be broken down into two separate but integrated phases, as described below.

The GBCA, in conjunction with other key stakeholders, has developed the concept for an assessment methodology that addresses the operational performance of existing buildings, Green Star - Performance. The Green Star – Performance Scoping Paper is one of the main outcomes of Phase 1 of the development process.

The draft Scoping Paper has been made available for public comment until 25 February 2011. Feedback collected during the public comment period will be incorporated into the final paper as appropriate. During the public comment period, ‘Expressions of Interest’ to participate in the process as part of a Technical Working Group will also be collected.

# Phase 2

There will be a number of issues to be resolved during Phase 2, including:

- design the specific credits within the assessment methodology (build the assessment methodology itself);
- build the online tool and related resources;
- define the certification process;
- develop Green Star training material;
- address other outstanding items.

During this phase of the rating tool development process, individual credits will be developed within the appropriate categories concentrating on operational issues, including performance benchmarking and maintenance related items. International precedents, such as 'LEED Existing Buildings: Operations and Maintenance' and 'BREEAM in Use' will be explored during the credit development phase of the project.

These issues, and others that emerge throughout Phase 2, will be addressed by GBCA staff and the Technical Working Group (TWG).

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# APPENDIX A

## Terms of Reference

### Technical Working Group

#### 1. General

The Green Star – Performance Technical Working Group (TWG) will assist the Green Building Council of Australia (GBCA) with the development of the Green Star – Performance rating tool.

The TWG is appointed by the GBCA and includes professionals selected for their technical expertise, industry knowledge, commercial acumen and complementary skill sets. The TWG will include representatives from sponsor organisations.

The TWG shall provide to the GBCA information, support and recommendations in relation to the development of the rating tool.

TWG members may also be requested by the GBCA to assist in any review of the rating tool during the 6-12 month period after the release of the PILOT rating tool.

The TWG does not have any authority to act or speak on behalf of the GBCA.

The GBCA may remove or appoint a TWG member at any time without prior notice.

Expectations of TWG members are more fully set out in the following sections.

#### 2. The TWG Scope

Experienced professionals with a working background in the operation and maintenance of existing buildings are encouraged to express interest in participating as a member of the TWG.

It should be noted that the Green Star – Performance rating tool will focus on the operational performance of a wide range of buildings and space types. Individuals with specific expertise with office buildings, education buildings, retail buildings and healthcare buildings are encouraged to apply.

#### 3. Responsibilities of the TWG

TWG members will actively participate in the development of the Green Star – Performance rating tool by:

- Joining at least one TWG subcommittee developing credits within specific categories;
- Attending and actively participating in weekly TWG teleconferences and/or meetings;
- Attending up to five (but typically 2) all-day workshops in Sydney;
- Reviewing, editing, and drafting Green Star credits;
- Researching benchmarks, standards, and international examples of best practice;
- Reviewing, providing comments, and in some cases integrating stakeholder feedback into the rating tool;
- Reviewing and providing comment on the PILOT and Version 1 formats of the rating tool prior to release; and
- Reporting to the GBCA's Technical Steering Committee at its meetings or as otherwise necessary or desirable on matters relating to the rating tool and its application.



Those nominating for Subgroup Chair positions will be required to perform a suite of additional tasks, including:

- Chair weekly meetings of the subcommittee;
- Participate in fortnightly teleconferences with other Subgroup Chairs to ensure integration of requirements/issues/style across the categories;
- With the Green Star – Performance Project Leader and monitor progress of the subcommittee against the Project Plan;
- Work with the Green Star – Performance Project Leader to coordinate reporting requirements;
- Identify gaps in skills/knowledge of the subcommittee and provide recommendations to the Green Star – Performance Project Leader on necessary technical expertise and support;
- Seek decisions of the subcommittee through rigorous debate and simple majority resolution; and
- Monitor and identify potential personal or other conflicts of interest of subcommittee members; they will ensure anyone with such a conflict does not participate in any decision or proceedings of the subcommittee where such conflict exists.

#### 4. Estimated time commitment for TWG members

*This section of the EOI document is based upon a number of assumptions that could change. TWG nominees should consider this as information rather than a confirmed time commitment.*

The anticipated time frame for the development of the Green Star – Performance PILOT rating tool is estimated to be approximately 6-8 months commencing April 2011. This program also includes the time for the GBCA to undertake technical reviews and perform consistency checks, tool construction and technical manual developments and adhere to approval processes. As such, the TWG will not be required to participate continuously for the entire duration.

It is proposed that the TWG will commence its activities with an all-day inception meeting in Sydney. This meeting will address the following items:

- confirm terms of reference;
- TWG structure and subcommittee membership;
- communication protocols;
- review of the Green Star – Performance Scoping Paper and stakeholder feedback;
- presentation of Project Plan (milestones and outputs); and,
- presentation of initial credit ideas.

After this inception meeting the subcommittees will undertake a first phase of credit development which will involve identifying, reviewing and developing an initial set of proposed criteria. Each subcommittee will hold a weekly 1hr teleconference during this first phase. Subgroup Chairs will hold an additional fortnightly teleconference to maintain integration across the subcommittees.

Work completed by subcommittees will then be submitted to the GBCA for review and consistency checks.

A second all-day workshop will then be conducted to undertake a collaborative review of all credits developed so far and testing against real projects. This workshop will identify gaps to be addressed and other issues that require action.

Subcommittees will then undertake a second phase of credit development and refinement, the duration of which will be determined following the second workshop. This second phase of credit development will be part of the PILOT rating tool preparation which the GBCA is seeking to release in the second half of 2011.

Subsequent to the development of the PILOT rating tool, there will be a further 6 to 12 month period during which the rating tool will be revised and updated from PILOT to Version 1. TWG members may be called upon from time to time during this period to provide input to this process.

## 5. Terms of Engagement

TWG members must be employed by GBCA member organisations.

Each member of the TWG must sign a confidentiality agreement in a form required by the GBCA.

Any conflict of interest or perceived conflict of interest must be communicated to the GBCA prior to appointment to the TWG.

The term of appointment to the TWG will be determined by the GBCA on a case by case basis.

The estimated time commitment for TWG members will be as set out in Section 4 above.

TWG members who miss more than 3 consecutive subcommittee teleconferences will have their positions reviewed.

Members of the TWG acknowledge that the GBCA owns all copyright, intellectual property rights and other proprietary rights in the rating tool.

Members of the TWG are expected to act in a professional manner and with a high level of personal integrity.

Members will not be remunerated for their time. Subject to approval on a case by case basis, the GBCA will provide members of the TWG with reasonable travel and accommodation expenses as necessary in the performance of their services.

## 6. Meetings and Communication

All administration, meetings and communication requirements of the TWG will be organised and overseen by the Green Star - Performance Project Leader.

The TWG is expected to convene for a minimum of two full day workshops. Additional workshops or meetings may be convened throughout the Period of Engagement. A two-thirds majority of TWG members must be present for a meeting to commence. GBCA staff may attend meetings as required.

All (relevant) decisions of the TWG shall be made by majority resolution.

Meeting logistics shall be arranged by the GBCA after consultation with members of the TWG, and communicated no later than one to two weeks in advance.

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

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

The reports and/or recommendations of the TWG will be provided to the Green Star – Performance Project Leader.

**These terms of reference for the TWG may be reviewed by the GBCA and are subject to change.**



# APPENDIX B

## Green Star – Performance

### Technical Working Group Nomination Form

The Green Building Council of Australia (GBCA) appoints practitioners to the Technical Working Group (TWG) based on technical expertise, industry knowledge, commercial acumen and complementary skill sets.

Members of the TWG must acknowledge and commit to the obligations set out in the Terms of Reference and Confidentiality Agreement, copies of which are included in the TWG EOI Pack.

Should you wish to nominate for membership to the TWG for the Green Star – Performance rating tool, please complete this form and return it to the Green Star – Performance Project Leader Robert Milagre via email at performance@gbca.org.au.

**Please return by: COB Friday 25th February 2011**

Applicant name: .....

Organisation: .....

Address: .....

Position: .....

Email: .....

Phone: .....

Mobile: .....

Please tick the position(s)\* you are nominating for:

Technical Working Group Member       Subgroup Chair       Technical Expert

Area of expertise: .....

.....

.....

\*Note: applicants may nominate for more than one TWG position, however it is not guaranteed that all or any positions will be offered.

Please answer **(yes/no)** to the following questions:

- I am an employee of a GBCA member organisation .....
- I have been involved in Stage 1 of the Green star - Performance project ..... (if yes, please list in Item 4)
- I have the ability to represent a professional/industry body ..... (if yes, please list in Item 4)

Please list any previous experience with Green Star (eg. Green Star Accredited Professional; previous Green Star project experience, sponsor, previous working group or expert panel):

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Please describe any technical expertise you have that may contribute to the TWG (eg. knowledge of a particular Green Star category, particular Green Star credit, or specific industry sector. Please list any previous involvement in the Green Star – Performance project (eg. briefing, meeting, workshop, committee) and any professional/industry bodies you may represent:

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Please attach a brief (no more than 5 pages) and current CV relevant to the position you are nominating for on the TWG:

I have read the Terms of Reference and Confidentiality Agreement and acknowledge the obligations required of a TWG member as set out in those documents.

**Signature of Applicant** .....

**Date** .....

# APPENDIX C

## Confidentiality Undertaking

GREEN BUILDING COUNCIL OF AUSTRALIA  
TECHNICAL WORKING GROUP (TWG) MEMBER

### CONFIDENTIALITY UNDERTAKING

Deed dated ..... 201 .....

BY: ..... (Full Name)

of .....

.....

..... (Address)

(the “TWG Member”)

**AND IN FAVOUR OF: GREEN BUILDING COUNCIL OF AUSTRALIA ACN 100 789 937**, a company taken to be registered in the Australian Capital Territory of Level 15, 179 Elizabeth Street, Sydney, New South Wales, 2000 (the “GBCA”).

### RECITALS

- A. The “Green Star” – rating tools have been, and continue to be, developed by the GBCA to evaluate the environmental initiatives of buildings.
- B. From time to time the GBCA establishes a Technical Working Group (“TWG”) to assist with the development of its rating tools. A TWG has been established for the Green Star – Performance rating tool (the Rating Tool).

- C. The GBCA has requested the TWG Member to accept engagement by the GBCA in accordance with the Terms of Reference attached to this Deed.
- D. The TWG Member, in the course of undertaking the task put forward by the GBCA to the TWG, may be provided with Confidential Information relating to the Rating Tool and/or the GBCA and may also have access to Intellectual Property owned by the GBCA.
- E. The TWG Member is willing to protect the confidentiality of the Confidential Information, in consideration of its disclosure by the GBCA, in compliance with this Deed.

## THIS DEED WITNESSES:

### 1. INTERPRETATION

Meanings shall apply to capitalised terms used in this Deed as specified in this provision, unless the context otherwise requires:

“**Associate**” has the meaning given in the Corporations Act 2001 (Cth);

“**TWG Member**” means each of:

- (a) the TWG Members;
- (b) each Related Body Corporate of the TWG Member;
- (c) each Associate company of the TWG Member; and
- (d) any person to whom the TWG Member owes an obligation of confidentiality;

“**TWG**” means each TWG Member separately and all TWG Members collectively;

“**Confidential Information**” means confidential information which at any time is in the knowledge, possession or control of the TWG, or any officer, employee or agent of the TWG, relating to the Rating Tool or to the business, operations or affairs of the GBCA;

“**Disclosure Purpose**” means the disclosure of the Confidential Information by the TWG and/or the GBCA for the purpose of the TWG providing to the GBCA its report and/or recommendations on the Rating Tool;

“**Rating Tool**” means the rating tool described in Green Star - Performance Scoping paper;

“**Related Body Corporate**” has the meaning given in the Corporations Act 2001 (Cth);

“**Representative**” of a person includes an employee, agent, officer, director, adviser, partner, joint venturer or sub-contractor of that person or of a Related Body Corporate of that person; and

“**Trade Mark**” means the GBCA’s trade mark or marks, including all star variants and any associated logos.

## 2. DISCLOSURE CONFIDENTIALITY

### 2.1 Positive Undertakings

Subject to clause 3, the TWG Member shall at any time from the date of this Deed:

- (a) (confidentiality purpose): use all Confidential Information exclusively for the Disclosure Purpose; and
- (b) (confidentiality retention): keep all Confidential Information fully confidential whether or not any Confidential Information has been specified as confidential.

### 2.2 Negative Undertakings

Subject to clause 3, the TWG Member shall not at any time from the date of this Deed, directly or indirectly, without the prior written consent of the GBCA:

- (a) (unauthorised disclosure): disclose any Confidential Information to any person except to the extent that disclosure is strictly necessary to perform any duty connected with the Disclosure Purpose; and
- (b) (unauthorised purpose): disclose or use any Confidential Information for any purpose, except the Disclosure Purpose.

## 3. PERMITTED DISCLOSURE

The provisions of this Deed shall not apply to any Confidential Information which:

- (a) (specific consent): is disclosed by the TWG Member with the prior written consent of the GBCA (in relation to Confidential Information of the GBCA), in full compliance with the provisions of that consent;
- (b) (public access): is or becomes generally available to the public in printed publications in general circulation in Australia or over or through the internet through no action, or default under or breach of this Deed by the TWG Member;
- (c) (court proceedings): is disclosed by the TWG Member in compliance with any binding judicial order of any court or governmental agency or under any procedure for discovery in any legal action in or before any court or governmental agency;
- (d) (legal compliance): is disclosed by the TWG Member in compliance with any law; or
- (e) (independent development): has been separately and independently created by or on behalf of the TWG Member, his or her employer or company, or any related body corporate or controlled entity.

#### 4. CONFIDENTIALITY SECURITY

The TWG Member shall at any time from the date of this Deed:

- (a) (separate storage): keep all Confidential Information, and information produced or generated based on or derived from the Confidential Information, separate from all business records and other documents of the TWG Member; and
- (b) (copies): make any copy or take any extract of any of the Confidential Information only if strictly necessary for the Disclosure Purpose.

#### 5. INFORMATION REDELIVERY

The TWG Member shall upon request by the GBCA and without release of the TWG Member from any liability under this Deed:

- (a) (redelivery): return and deliver to the GBCA all documents and other materials in his or her possession containing or incorporating any Confidential Information, except to the extent that the GBCA directs the destruction of those documents or materials; and
- (b) (computer deletion): delete or erase any Confidential Information stored by the TWG Member in any computer or electronic information retrieval system, records or database.

#### 6. INTELLECTUAL PROPERTY

All the legal interest in any intellectual property of the GBCA comprised in the Confidential Information shall be retained by and remain vested in the sole, exclusive, absolute and entire beneficial ownership of the GBCA.

#### 7. NO CONFLICT

The TWG Member will immediately notify the GBCA in the event of any conflict of interest or perceived conflict of interest arising in relation to his/her appointment to the TWG.



**EXECUTED** as a deed.

**TWG Member:**

**SIGNED** by

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TWG Member: .....

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)

)

Full Name: .....

in the presence of

Witness: .....

Full Name: .....