

# Green Building Council of Australia (GBCA)

## Green Star Advisory Committee charter

### 1. PURPOSE

The GBCA board wishes to record the terms of its delegation of the development and operation of the Green Star rating system (Green Star) to the Green Star Advisory Committee (the committee) and its advisory groups.

The GBCA board is ultimately responsible for Green Star and the role of the committee is to assist and advise the GBCA executive and the GBCA board on all matters relating to the development of Green Star.

### 2. RESPONSIBILITIES

The committee is charged with ensuring the Green Star rating system and certification process remains rigorous, market relevant and valued by industry. The committee must ensure that a consensus process continues to be used to evolve Green Star in accordance with the mission and strategic plan of the GBCA.

The responsibilities of the committee include:

- oversee the implementation of GBCA's strategy relating to Green Star
- oversee the development of Green Star rating tools and certification processes
- ensure mechanisms are in place to receive industry feedback on Green Star
- receive and make recommendations to address feedback from industry on the Green Star rating tools
- ensure a balance is maintained between best practice benchmarks, feasibility and technical rigour in the development of Green Star rating tools
- establish and oversee the work of advisory groups to the committee including an industry advisory group and a technical advisory group
- ensure that GBCA policies and procedures in relation to Green Star are being regularly reviewed and are followed
- such other matters as may be referred by the GBCA board.

In discharging their responsibilities, committee 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.

### 3. COMPOSITION AND TERM

The committee will consist of a minimum of five and maximum of seven members.

The chair will be a member of the GBCA board.

It is expected that committee members will have one or more of the following attributes:

- skills relevant to identifying how to evolve Green Star rating tools and processes
- understanding of certification models and the role played by independent certification in driving change towards a more sustainable built environment
- experience in receiving and addressing stakeholder feedback
- experience in governance

All appointments to the committee shall be approved by the Nomination & Governance Committee of the board.

Appointment to the committee will be for two years with the possibility of reappointment for up to a further two years.

#### **4. MEETINGS**

The committee will hold meetings at least four times each year and additionally as it considers necessary.

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

Committee members will be invited to disclose conflicts of interest at the commencement of each meeting.

Meetings of the committee 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 committee may invite other people to attend as it sees fit, and consult with other people or seek any information it considers necessary to fulfil its responsibilities.

The chair will communicate the decisions of the committee to the board after each meeting within a reasonable period.

#### **5. SECRETARIAL DUTIES**

The Company Secretary 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.

#### **6. CODE OF CONDUCT**

Committee members are expected to:

- prepare appropriately for meetings;
- act responsibly in meetings;
- strive for consensus whenever possible;
- behave in an ethical manner;
- exercise independent judgment;
- act responsibly in relation to confidential information; and
- avoid conflicts of interest.

#### **7. ADVISORY GROUPS**

The committee is charged with establishing and continuing advisory groups to assist it in fulfilling its responsibilities.

Initially there will be two advisory groups with the following functions:

- Industry advisory group: to receive and make recommendations on industry feedback on the rating tools and the certification process; to provide insight into industry activity and trends.
- Technical advisory group: to assist in the development of rating tools; to report and make recommendations on matters relating to rating tool development; to address and report on stakeholder comments on the rating tools.

Other advisory groups may be established as deemed necessary by the committee.

Membership of the advisory groups will be by appointment by the committee following an expression of interest process.

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

The chair of each advisory group will be a committee member.

The advisory groups will keep written records of their proceedings and provide these to the committee.

GBCA will provide secretariat support to the advisory groups.

Each advisory group is responsible to and will report to the committee.

#### **8. VOTING**

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

#### **9. REVIEW OF CHARTER**

The Nomination & Governance Committee of the board reviews the charter annually.

*Green Star Steering Committee charter approved by Nomination & Governance Committee 2  
December 2014*

*Amended by Nomination & Governance Committee by circular resolution 11 March 2015*

*Amended by GBCA board on 28 November 2017*