

Expert Reference Panels

Terms of Reference

What you need to know

- We rely on Expert Reference Panels to ensure that the Green Star rating system (Green Star) is technically robust and promotes best practice.
- Expert Reference Panels report to the Executive in charge of Green Star, or a delegated member of the Market Transformation Senior Team. The panels support the activities of the Green Star Advisory Committee, the Technical Advisory Group, the Industry Advisory Group and the Homes Advisory Panel.
- Expert Reference Panels are comprised of industry professionals with expertise in issues relevant to the ongoing or future development of Green Star.

Background

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

Our Green Star Advisory Committee provides governance oversight and is supported by our Industry Advisory Group, Technical Advisory Group and Homes Advisory Panel. The Committee and its advisory groups help us ensure that Green Star reflects best practice and leads to world leading outcomes.

We rely on Expert Reference Panels to support the work of the Green Star Advisory Committee and its advisory groups by addressing specific issues relevant to the ongoing management or future development of Green Star.

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 representatives from GBCA member organisations with experience and expertise on the relevant topic. At our request, the Expert Reference Panel will be asked to:

- Provide specialist reviews and technical advice 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 Green Star.

Other than in exceptional circumstances, participants must be part of a member organisation.

If you consider yourself an expert in the built environment, or a specific topic related to sustainability, we encourage you to apply. The following Expert Reference Panels are proposed:

- Energy and carbon
- Resilience

- Health and people
- Nature and biodiversity
- Place making
- Sustainable precincts
- Performance and building operations
- Products and materials

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 invite both experienced professionals and our Future Green Leaders to nominate. We welcome professionals with Aboriginal and Torres Strait Islander background to join us.

We support efforts to increase the gender diversity of our industry; we aim to have no more than 60% of a panel 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. We will provide secretarial services.

Recommendations by an Expert Reference Panel will be presented to the Executive in charge of Green Star or delegated member of the Market Transformation Senior Team.

Each 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. A GBCA staff member will attend meetings.

Meetings will be via teleconferencing or in person. Meeting logistics will be arranged by us in advance.

GBCA cannot cover any costs for time or travel.

Email may 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 GBCA's 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 us. 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 appointing you, not your company, and while we may accept replacements from your company, you need to ask first, and we reserve the right to say no.

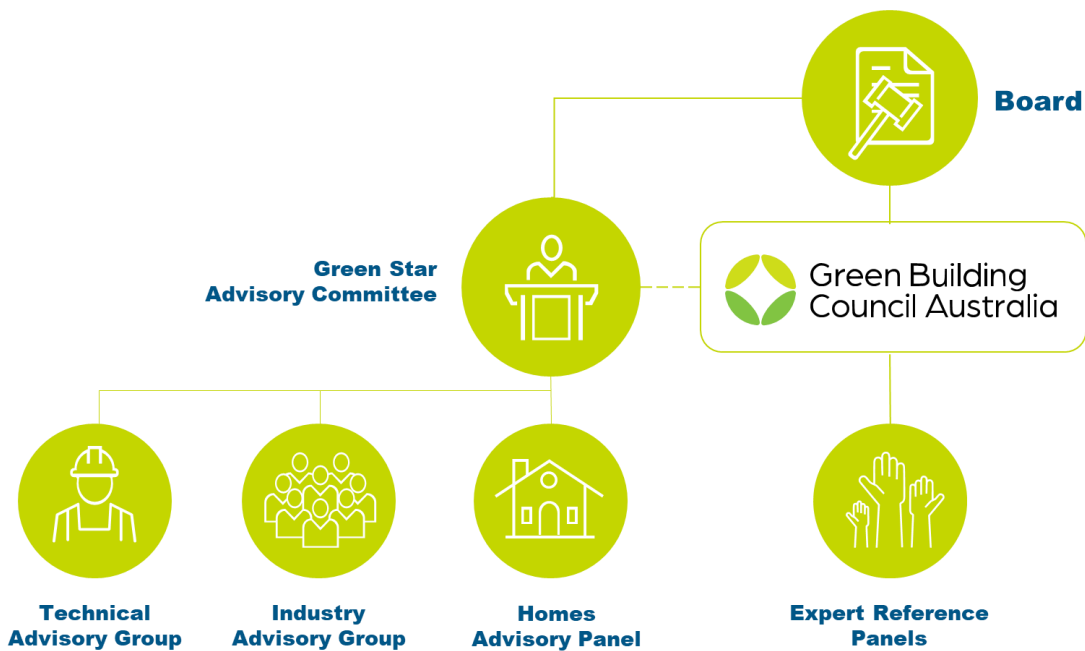
Nominating to an Expert Reference Panel

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 LinkedIn page.

You must be part of a GBCA member company to nominate to be part of an Expert Reference Panel. In exceptional cases, 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

Amended for the 2021-2022 Expert Reference Panel period on February 2021.