

Terms of Reference

Green Star Homes Advisory Panel

1. Purpose

The Green Building Council of Australia (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).

The Green Star Homes Advisory Panel (the Group) is established to assist the Committee in fulfilling its responsibilities by receiving and making recommendations on the Green Star Homes standard (the Homes standard) and its operation, and by providing insight into industry activity and trends.

2. Responsibilities

The Group is charged with assisting GBCA in ensuring that the Homes standard will drive sustainable outcomes, enable market transformation and be valued by the housing industry.

The responsibilities of the Group include:

- overseeing the development of the Homes standard;
- making recommendations on the certification process for the Homes standard;
- ensuring a balance is maintained between best practice benchmarks, feasibility and technical rigour in the development of both the Homes standard and the certification process;
- ensuring there is sufficient and appropriately targeted engagement with industry and other relevant stakeholders in the development of the Homes standard and certification process;
- ensuring mechanisms are in place to receive stakeholder feedback;
- reviewing recommendations to address stakeholder feedback;
- such other matters as may be referred by the Green Star Advisory Committee.

In discharging their responsibilities, Group 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 Group will consist of a minimum of five and maximum of seven members.

Desirable attributes for Group members include:

- being, or being part of, a GBCA member organisation;
- influence and networks in the residential sector;
- knowledge of standards, rating systems and verification methods and the role they play in driving change towards a more sustainable built environment;
- understanding of the drivers for investment in and consumer demand for sustainable housing; and
- understanding of the environmental, social, economic or governance issues relevant to transforming the built environment towards more sustainable outcomes.

All appointments to the Group shall be approved by the Committee.

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

The term of appointment to the Group will be for two years with the possibility of reappointment.

4. Meetings

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

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

Meetings of the Group 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 chair will communicate the deliberations and recommendations of the Group to the Committee after each meeting within a reasonable period.

5. 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 Committee and may be published on the GBCA website.

6. Code of conduct

Group 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.

7. Voting

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

8. Review of terms of reference

The Group will review its terms of reference annually to provide assurance that it remains consistent with GBCA's strategy and objectives.

The Committee approves or further reviews the terms of reference.

Approved by Green Star Advisory Committee at its meeting on 16 June 2020