

Green Star Technical Advisory Group

Terms of Reference

Purpose

The 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).

To assist the Committee in its functions, a Green Star Technical Advisory Group (the Group) has been created to assist in the development of Green Star; to report and make recommendations on matters relating to rating tool development; and to address and report on stakeholder comments on Green Star.

Responsibilities

The Group is charged with ensuring that Green Star remains technically rigorous, flexible and relevant to industry.

The Group will provide support to GBCA staff and the Committee in developing appropriate technical guidance and direction for current and future rating tools and other initiatives.

The responsibilities of the Group include:

- Ensuring there is robust engagement with industry experts on technical issues as part of the Green Star development process;
- Ensuring the accuracy of Green Star benchmarks for best practice and world leadership;
- Ensuring a balance is maintained between benchmarks requirements and feasibility;
- Providing technical direction on the long term trajectory of the building industry towards more sustainable outcomes and on mechanisms needed to assist in such a trajectory;
- Reviewing and recommending amendments to Green Star; and
- Assisting in working with domestic and global rating tools and reporting schemes to achieve alignment and common goals.

In discharging their responsibilities, the 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.

COMPOSITION AND TERM

The Group should be representative of the areas of focus of Green Star.

The Group will have a minimum of 5 and a maximum of 9 members. Representatives from NZGBC and GBCSA may also be present as additional members of the group.

It is expected that members of the Group will hold senior positions in organisations associated with the design, construction, leasing, management, or operations of buildings or fitouts in all sectors, the planning and delivery of master planned communities and precincts, or with the supply chain.

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

Desirable attributes for Applicants include:

- Have a detailed understanding of the property and development industry.
- Have experience in advocating for sustainability in the built environment.
- Have strong technical understanding of the environmental, social, economic, governance, or design issues relevant to transforming the built environment towards more sustainable outcomes.
- Have knowledge of the Green Star certification process and the role third party verification plays as a market driver.
- Have experience in receiving and addressing stakeholder feedback.

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 usually be for two years with the possibility of an extension. Meetings

The Group will hold meetings at least four times each year and additionally as considered necessary. During rating tool development periods, the number of meetings usually increases.

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 Group may invite other people to attend as they see fit and consult with other people or seek any information considered necessary to fulfil their responsibilities including from GBCA's expert reference panels or members thereof.

The chairperson will communicate the deliberations and recommendations of the Group to the Committee after each meeting within a reasonable period. The Group will keep written records of its proceedings and provide these to the Committee.

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.

Code of conduct

The 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.

Voting

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

Review of charter

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

The Committee approves or further reviews the charter.

Green Star Technical Advisory Group Terms of Reference approved by Green Star Advisory Committee September 2018.

Amended for the 2021 call for nominations on February 2021

Our governance structure

