

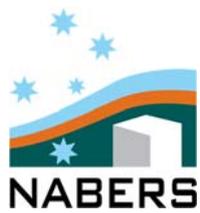
NABERS

Steering Committee  
Stakeholder Member

Expression of Interest

**Closing Date:**

**Extended to 5pm Friday, 2<sup>nd</sup> February 2018**



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## 1. Expression of Interest

The Office of Environment and Heritage (OEH) as the National Administrator of NABERS is seeking relevant organisations to participate as Stakeholder Members of the NABERS Steering Committee.

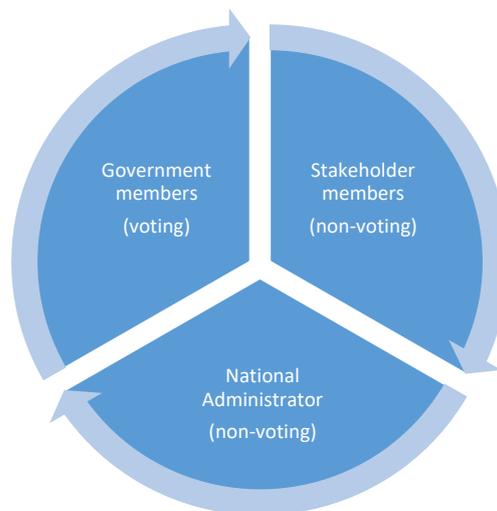
Organisations need to nominate a suitably experienced individual who has the authority to consult with and provide feedback on behalf of the organisation and its members.

## 2. The NABERS Steering Committee

The NABERS Steering Committee brings together Government and Industry Stakeholder members who have relevant experience and knowledge to guide the strategic direction of the NABERS program.

The Steering Committee has two membership types:

1. Government members: which represent the States, Territories and the Australian Government, and have voting rights; and
2. Stakeholder members: which represent key groups of stakeholders for NABERS and the sectors they operate in, and do not have voting rights.



*Figure 1: NABERS governance structure*

The National Administrator is responsible for the day-to-day operational management of NABERS and does not have voting rights.

The NABERS Steering Committee is accountable to the NSW Minister for the Environment.

Stakeholder Members of the National Steering Committee will be selected every three years through an Expression of Interest (EOI) process. These members will offer valuable advice and insights to help shape the future direction of NABERS.



Up to 15 Stakeholder Members representing the various stakeholders actively participating in NABERS and building sustainability will be appointed to the Steering Committee.

### 3. Stakeholder Member Memorandum of Understanding and Steering Committee Terms of Reference

Successful organisations will be required to sign a Memorandum of Understanding (MoU) to confirm their commitment over the three-year period and outline their responsibilities as Steering Committee Stakeholder Members.

Applicants should refer to the NABERS Steering Committee Terms of Reference for further detail on the working arrangements of the NABERS Steering Committee. The Terms of Reference outlines the purpose, structure, membership, roles and responsibilities of the Steering Committee.

See the Appendix one for a copy of the draft MoU and Terms of Reference.

### 4. Selection Criteria

Applicants must address items listed under 4.1 and 4.2 in a written submission to OEH. The organisation selection criteria (4.1) must not exceed 1 A4 page, and the CV of the representative must not exceed 2 A4 pages. Please ensure that your submission addresses each of the criteria fully, using examples where appropriate. Do not simply restate the criteria.

#### 4.1 Organisation Selection Criteria

Item	Criteria	Assessment
<b>1. Organisational relevance</b>	Describe the stakeholders that your organisation represents and the importance of NABERS to them.	Submissions will be assessed on how active or relevant the stakeholders represented by the organisation are, or could potentially be for NABERS.
<b>2. Professional Coverage and/or Industry Sector</b>	Nominate from the following list the area(s) of professional coverage or industry sector coverage that your members operate in: Commercial buildings (Offices, Hotels, Retail) Residential Apartments Aged care and Health Data Centres Industrial buildings HVAC and/or Building Services Building Designers or Architects Property or Facility Management BMS data management Other (please describe)	This will be used to ensure representation from as many sectors that NABERS operates in as possible.



## 4.2 Representative Selection Criteria

Item	Criteria	Assessment
<b>3. Representative experience</b>	<p>Nominate an appropriate representative to attend the Steering Committee meetings on behalf of your organisation.</p> <p>Describe the representative’s role in the organisation, their experience and understanding of NABERS and built environment sustainability issues. Outline their ability to provide feedback and advice on behalf of their members.</p> <p>Provide a copy of their Curriculum Vitae (no more than 2 A4 pages).</p> <p>If the nominated representative leaves the organisation during the three-year term, the Stakeholder Member will need to provide a new representative. The new representative will be assessed for suitability by the Steering Committee against the criteria in this EOI.</p>	<p>Submissions will be assessed on the suitability of the representative, as based on their experience and understanding of NABERS, sustainability and the built environment, and their ability to consult with their members to elicit feedback and advice.</p> <p>OEH may negotiate with successful organisations should the nominated representative be felt to have insufficient expertise or authority.</p>
<b>4. Attendance</b>	<p>Provide a commitment that the representative will attend four Steering Committee meetings a year, including two which occur face to face in alternating cities.</p> <p>Organisations are permitted to provide a substitute representative in cases of illness or leave under the Steering Committee Terms of Reference.</p> <p>The Secretariat will track attendance and participation of Stakeholder Members. If Stakeholder Members are not regularly attending meetings, the Secretariat will contact the member to discuss their participation.</p>	<p>This is a minimum requirement. Organisations which cannot commit to regular attendance will not be considered for the Steering Committee.</p>



## 5. Submitting an EOI

OEH must receive your EOI addressing each of the selection criteria in writing before the closing date and time: **5pm Friday, 2 February 2018.**

Submissions and any attachments must be emailed to: [alberta.mcateer@environment.nsw.gov.au](mailto:alberta.mcateer@environment.nsw.gov.au)

## 6. Assessment Panel

A panel of government representatives will be formed to assess the Expressions of Interest.

Applications will be assessed soon after the closing date. Successful applicants will be informed in mid-February and forwarded a Memorandum of Understanding (Appendix 1) for signature.

## 7. Further information

If you require further information or have any questions please contact:

Alberta McAteer

Creative Content and Strategy - NABERS

email: [alberta.mcateer@environment.nsw.gov.au](mailto:alberta.mcateer@environment.nsw.gov.au)

Phone: 02 9995 5407

## 8. Appendix One - Memorandum of Understanding and Terms of Reference