



Stakeholder Membership of the NABERS National Steering Committee

Invitation to submit an Expression of Interest

Closing Date: 5pm AEST, 31 August 2026

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1.Expression of Interest

NABERS, the National Australian Built Environment Rating System, provides reliable and comparable sustainability measurement for commercial buildings. NABERS' mission is that all Australian buildings are healthy, comfortable and have zero environmental impact.

NABERS is administered by the NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW) and is overseen by a National Steering Committee. For more information on the scale and impact of NABERS ratings, see www.nabers.gov.au or the [NABERS 2024-2029 Strategic Plan](#).

DCCEEW is seeking relevant organisations to participate as Stakeholder Members of the NABERS Steering Committee for a three-year term from 01/01/27 to 31/12/29. Stakeholder Members are expected to largely include peak industry bodies representing relevant organisations or professionals. Non-industry organisations (such as associations of local governments) will also be considered.

To apply, 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.

1. The NABERS National Steering Committee

The NABERS National Steering Committee brings together Government and 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 who represent the States, Territories and the Australian Government, and have voting rights; and
2. Stakeholder Members are organisations which represent key groups of stakeholders for NABERS and the sectors they operate in, and do not have voting rights.

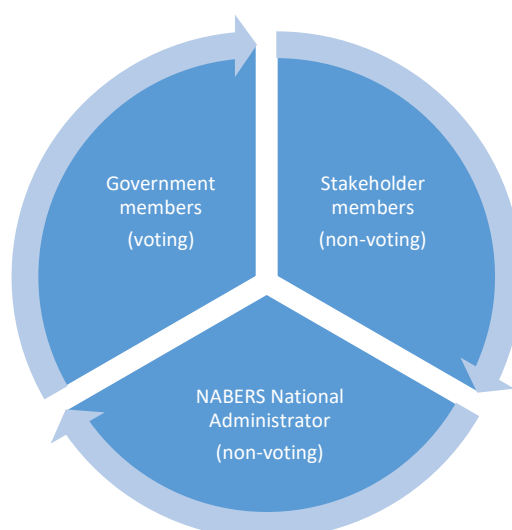


Figure 1: NABERS governance structure

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

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.

Stakeholder Members of the National Steering Committee are typically industry bodies and other groups who represent a wide range of stakeholders. Their role is to represent the views of a group of stakeholders in the NABERS Steering Committee.

2. Stakeholder Member Memorandum of Understanding and NSC 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. The MoU template is provided in Appendix A.

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

3. Selection Criteria

Applicants must address items listed under 4.1 and 4.2 in a written submission. The organisation selection criteria (4.1) should be no more than one page, and the CV of the representative no more than two pages. Please ensure that your submission addresses each of the criteria fully, using examples where appropriate.

NABERS strives to be an inclusive program. We recognise that we operate in a diverse community and welcome submissions which include a representative of any background. This includes any age or gender, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse groups, the LGBTIQ+ community and people with disabilities.

To be eligible to be selected as a Stakeholder Member, an organisation must be an industry body or a similar type of organisation representing a defined group of stakeholders. Individual people or companies are not eligible to be Stakeholder Members of the NABERS Steering Committee.

4.1 Organisation Selection Criteria

Item	Criteria	Assessment
1. Organisational relevance	Briefly describe your organisation's core mission and/or activities. Describe the stakeholders that your organisation represents, and the importance of NABERS to them. Stakeholder Members are expected to largely include peak industry bodies representing relevant organisations or professionals. Non-industry organisations (such as associations of local governments) will also be considered.	Submissions will be assessed on the relevancy of the organisation and the stakeholders it represents to NABERS' mission and strategic plan.
2. Professional Coverage and/or Industry Sector	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, Retirement Living and Healthcare • Data Centres • Warehouses • Cold Stores • Schools and Tertiary Education • HVAC and/or Building Services • Building Designers or Architects • Property or Facility Management • BMS data management • Embodied Carbon • Waste and Circular Economy • Other (please describe)	Information will be used to ensure representation from as many sectors as possible relevant to NABERS' rating types, building types and stakeholder roles.

4.2 Representative Selection Criteria

Item	Criteria	Assessment
1. Representative experience	Nominate an appropriate representative to attend the Steering Committee meetings on behalf of your organisation. Describe the representative's role in the organisation, their experience and	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

	understanding of NABERS and built environment sustainability issues. Outline their ability to provide feedback and advice on behalf of their members. Provide a copy of their curriculum vitae (no more than two A4 pages). NOTE: 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.	their members to elicit feedback and advice. NABERS may negotiate with successful organisations should the nominated representative be felt to have insufficient expertise or authority.
2. Attendance	Provide a commitment that the representative will attend four Steering Committee meetings a year, including two which may occur face to face in alternating cities. Organisations are permitted to provide a substitute representative in cases of illness or leave under the Steering Committee Terms of Reference. The Secretariat will track attendance and participation of Stakeholder Members. If Stakeholder Members do not regularly attend meetings, the Secretariat may contact the member to discuss their participation.	This is a minimum requirement. Organisations which cannot commit to regular attendance will not be considered for the Steering Committee.

4. Submitting an EOI

Please address the EOI to Carlos Flores (Director, NABERS), including it as a single attachment in an email to magali.wardle@nabers.gov.au. Please also copy in nabers.secretariat2@dcceew.gov.au.

The submission should include a one-page document that addresses the selection criteria in Section 4.1 as well as the curriculum vitae of the proposed representative as detailed in section 4.2.

Please ensure that your submission addresses each of the criteria fully, using examples where appropriate.

The deadline is: **5pm AEST, 31 August 2026**

5. Assessment Panel

A panel composed of NABERS Steering Committee Government Members and a representative of the National Administrator will be formed to assess the Expressions of Interest against the criteria above.

Applications will be assessed soon after the closing date. All applicants will be informed of the outcome by early October 2026, and successful applicants will be forwarded a Memorandum of Understanding (Appendix A) for signature.

6. Further information

If you require further information or have any questions, please contact Magali Wardle, Head of Market Development, NABERS.

email: magali.wardle@nabers.gov.au

Appendix A – Memorandum of Understanding

<name>
<position>
<organisation>
<address>
(<email>



XX 2026

NABERS Steering Committee Stakeholder Member – Memorandum of Understanding (MOU)

Dear <first name>,

Congratulations on your successful Expression of Interest to become a Stakeholder Member of the NABERS Steering Committee. The Department of Climate Change, Energy, the Environment and Water for and on behalf of the Crown in the right of the State of New South Wales (**NSW DCCEEW**) is pleased to be working with you as the nominated representative.

1. Purpose

This MOU identifies the working relationships between NSW DCCEEW and <organisation> as a Stakeholder Member of the NABERS Steering Committee.

2. Role of the NABERS Steering Committee

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

Stakeholder Members represent key groups of stakeholders for NABERS and the sectors it operates in. Refer to the Steering Committee Terms of Reference (Appendix 1) for further detail on the working arrangements of Stakeholder Members within the NABERS Steering Committee.

3. Duration of MOU

This MOU will commence on 1 January 2027 and is valid through to 31 December 2029. It can be modified by mutual consent of NSW DCCEEW and the <Organisation>. The MOU may be terminated prior to this date by either party in writing.

4. Meetings

Meetings are held up to four times per year; Stakeholder Members are expected to attend all meetings. An agenda and papers will be circulated to your representative at least 7 days before scheduled meetings; the representative must ensure they have read and undertaken any required consultation within your members prior to attending. It is expected that your representative will:

- Consult on the issues with the represented membership (if applicable);
- Sign a confidentiality undertaking acknowledging that they are bound by obligations with respect to confidentiality and privacy of content as a representative of the Stakeholder Member;
- Actively engage with and participate in the Steering Committee;
- Provide thoughtful and considered feedback; and
- Be constructive. All feedback (good and bad) is welcome, however it is expected to be respectful and constructive.

5. Funding and Remuneration

This MOU is not a commitment of funds with the exception that Stakeholder Members will each be responsible for the remuneration and expenses of their own representatives. (Refer section 14.3 of the Terms of Reference).

6. MOU not legally binding

This MOU is not legally binding and does not create or define legal obligations between the parties.

7. Contacts:

NSW DCCEEW

Name:

Position: Director, NABERS

Address: 4 Parramatta Square, 12 Darcy Street, Parramatta, NSW 2150

Email: nabers@environment.nsw.gov.au

<org>

Name:

Position:

Phone:

Email:

Execution

Stakeholder Member:

Authority:

Signed:

Signed:

Name _____

Name _____

Position: _____

Position: _____

Date: _____

Date: _____

Signed for and on behalf of the Crown in right of the State of New South Wales acting through the **Department** by its authorised signatory but not so as to incur personal liability:

.....
Signature of Authorised Signatory

Date

.....

Appendix B - Terms of Reference

Steering Committee Terms of Reference

This Terms of Reference (ToR) establishes the working arrangements of the NABERS Steering Committee. It outlines the purpose, structure, membership, roles and responsibilities. The ToR should be considered in conjunction with the Program Management Agreement (PMA) for Government Members, or the Memorandum of Understanding (MoU) for Stakeholder Members. These outline the financial and other terms specific to those membership groups.

This Terms of Reference is effective from 30 June 2026 and will be reviewed three years from this date.

Definitions

“Government Chair” means that party responsible for chairing the Steering Committee, in accordance with Schedule 5 of this Agreement, which for the Term will be the Commonwealth.

“Objectives” means the objectives of NABERS, which are to:

- Provide a trusted, reliable and easy to use metric of the actual environmental performance of a building that compares buildings on a like-for-like basis.
- Provide a realistic rating scale that recognises and rewards current performance, and encourages best practice.
- Provide a common language through which industry and government can communicate and improve building sustainability.
- Provide an independent benchmark to support industry and government decision making.

“Scope” means the scope of NABERS, which is to address environmental performance of buildings in the following sectors:

- (1) Commercial offices;
- (2) Hotels;
- (3) Shopping centres;
- (4) Data centres;
- (5) Hospitals;
- (6) Multi-unit residential apartment buildings;
- (7) Residential aged care and retirement living;
- (8) Warehouses and cold stores; and
- (9) Such other building types as the Steering Committee may agree in the future.

1. Governance Structure

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

The Steering Committee has two membership types:

3. Government Members: represent the states, territories and the Australian government, and have voting rights; and

4. Stakeholder Members: represent key groups of stakeholders for NABERS and the sectors it operates in, and do not have voting rights.

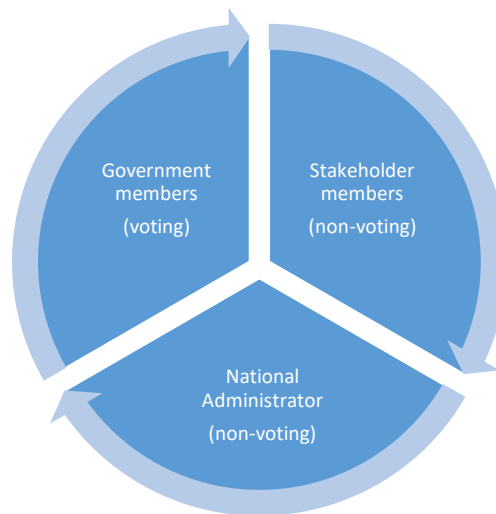


Figure 1: NABERS governance structure

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

2. Purpose

- 2.1** The purpose of the NABERS Steering Committee is to make decisions on major issues and provide strategic direction for NABERS.
- 2.2** The Steering Committee also plays a consultative role, providing feedback and advice to the National Administrator.

3. Accountability

- 3.1** Government members of the Steering Committee have voting rights. Government members must vote in the interest of NABERS and the Objectives, ahead of their background or other roles.

4. Government Membership

- 4.1** Government membership of the Steering Committee will be composed of Government Members. Government Members represent the states, territories and the Australian government and have voting rights. One representative must be appointed by each Government Member.
- 4.2** If more than one government agency from a state or territory wishes to be represented on the Steering Committee, the agencies will decide amongst themselves which party will be represented on the Steering Committee. The represented agency will keep the other agencies informed of the Steering Committee's progress and activities.

5. Stakeholder Membership

- 5.1** The National Administrator may appoint up to 20 Stakeholder Members representing key groups of stakeholders for NABERS and the sectors it operates in to be part of the Steering Committee. The number of Stakeholder Members may be expanded with Steering Committee approval. Stakeholder Members will not have voting rights on the Steering Committee. One representative must be appointed by each Stakeholder Member.
- 5.2** Stakeholder Members will be selected through an open Expression of Interest (EOI) process and will be appointed for a term of three years. The EOI process will include a set of merit criteria to demonstrate relevance of the organisation to the functions of the Steering Committee.

- 5.3** Stakeholder Members are expected to largely include peak-industry bodies representing relevant organisations or professionals. Submissions from non-industry organisations (such as associations of local governments) will also be considered.
- 5.4** EOI's will be assessed by a panel that includes the Government Chair, National Administrator, and at least one other Government Member. The panel will consider the relevance of the organisation and the optimum working size of the Steering Committee.
- 5.5** Additional Stakeholder Members can apply to join the Steering Committee outside the regular 3-year cycle. Such applications will be put to the Steering Committee for decision (vote).

6. Working Groups

- 6.1** From time to time smaller working groups of Steering Committee Members may be formed to facilitate discussion and investigation of specific issues. Working groups will be assisted by the National Administrator who will report recommendations or findings back to the wider Steering Committee through the Steering Committee meetings.

7. Technical Working Groups

- 7.1** From time to time Technical Working Groups will be established by the National Administrator to provide industry input and expert advice to support the development of NABERS. The National Administrator will liaise directly with Technical Working Groups to resolve technical issues.
- 7.2** The National Administrator will establish the Technical Working Groups by Expression of Interest to key stakeholders, technical experts, and Steering Committee Members.
- 7.3** The National Administrator will consider the feedback obtained from the Technical Working Groups when deciding technical modifications to NABERS.

8. Observer Membership

- 8.1** Key industry representatives or government organisations may be invited to act as Observer Members by majority agreement of Government Members. Observer Members do not have voting rights. One representative can be appointed by each Observer Member.
- 8.2** Observer membership is terminated by agreement of Government Members.

9. Government and Stakeholder Chairs

- 9.1** The Government Chair will chair the Steering Committee and meetings and will provide secretariat support, including scheduling meetings and distribution of papers and proceedings.
- 9.2** One representative from the Stakeholder Members will be elected by the Stakeholder Members to act as '**Stakeholder Chair**'.
- 9.3** A second representative from the Stakeholder Members will be elected by the Stakeholder Members to act as '**Deputy Stakeholder Chair**'.
- 9.4** The purpose of the Stakeholder Chair and Deputy Stakeholder Chair roles is to act as a trusted representative of Stakeholder Members. The Stakeholder Chair will be responsible for receiving feedback from Stakeholder Members, following up on actions and communications, and liaising with the Secretariat and National Administrator.

10. Member Representatives

- 10.1** Each Member must appoint an individual person to represent it on the Steering Committee ("Member Representative"). Members can negotiate with the Government Chair and National Administrator to have two Member Representatives attend meetings on a rotating basis.
- 10.2** Each Member may replace the Member Representative appointed by it. Replacement Member Representatives should be nominated in a timely manner to avoid periods where no Member Representative is available.
- 10.3** Each Member Representative is required to be authorised to represent the Member with respect to all notices and votes (where eligible) pertaining to NABERS.

11. Meetings of the Steering Committee

- 11.1** The Steering Committee will meet four times a year. One to two meetings will be face-to-face and the remainder via teleconference. The Government Chair will nominate the location of the meetings in consultation with Government Members, the Stakeholder Chair and Deputy Stakeholder Chair.
- 11.2** At least one of the four meetings will be dedicated to strategy and strategic projects.

- 11.3** Members are expected to attend all meetings. Substitute representatives will be allowed to attend on behalf of a Member if its Member Representative is unable to attend (for example due to illness or leave).
- 11.4** A meeting agenda and papers will be circulated by the Commonwealth at least seven (7) days prior to a scheduled meeting.
- 11.5** A quorum of three, or the majority of, Government Members, whichever is higher, including the Government Chair and National Administrator, excluding suspended Government Members or Government Members in caretaker mode, is required for a Steering Committee meeting to proceed and decisions to be made.
- 11.6** The National Administrator may communicate with Member Representatives in between meetings to discuss relevant issues that may arise.
- 11.7** Occasionally decisions may need to be deferred to an additional smaller meeting of the Government Members (for example if extra time or information was needed to make a final decision). Additional meetings may be called for by the Government Chair on agreement by the Government Members. Decisions made may include budget and financial decisions, such as funding arrangements for new projects.
- 11.8** A quorum of three, or the majority of, Government Members, whichever is higher, including the Government Chair and National Administrator, excluding suspended Government Members or Government Members in caretaker mode, is required for an additional meeting to proceed and decisions to be made.
- 11.9** In the event of additional meetings, the Stakeholder chair and Deputy chair will also attend and participate, to ensure the interests of stakeholder members are represented.

11.10 Additional meetings may occur in instances where an issue already discussed by the Steering Committee requires additional time or information, or an agreement was not reached and a decision is needed (dispute resolution). At least seven days' notice must be provided for additional meetings.

12. Decision making scope

12.1 The Steering Committee is charged with a range of decision making responsibilities. These are largely strategic rather than operational in nature.

12.2 Government Members are charged with:

- a) Approving annual updates to the five-year Strategic Plan, changes to the Government Member Steering Committee Fee, strategic policy and projects that affect the scale and reach of NABERS into the market;
- b) Approving new policies that provide long-term frameworks for program operation (for example consultation or auditing policies);
- c) Approving major changes to the program, including rulings that impact the strategic positioning of NABERS;
- d) Approving future changes to the governance structure;
- e) Approving development and innovation projects, including sector expansion and areas not currently administered by NABERS;
- f) Making decisions on the direction of the NABERS International Strategy; and
- g) Supporting NABERS' Strategic Plan by representing and promoting NABERS initiatives within their jurisdictions.

12.3 Stakeholder Members are charged with:

- a) Advising on the impact to industry of new policies that provide long-term frameworks for the program operation (for example consultation or auditing policies);
- b) Advising on changes to the program, such as rulings that impact the strategic positioning of NABERS, international strategy and licencing;
- c) Advising on implementation and operation of the governance structure;
- d) Providing input into development and innovation projects each year; and
- e) Raising issues from industry to be discussed and addressed.

12.4 The National Administrator is responsible for operating and managing the NABERS program, and is responsible for:

- a) Managing the day to day operation of NABERS;
- b) Providing high quality and equitable service levels to all stakeholders and jurisdictions across Australia;
- c) Approving the content of the annual report and the program's annual action plan and budget;
- d) Approving enhancements to existing NABERS tools, training and compliance activities;
- e) Managing all aspects of projects including new tool development and IT projects (for example a new website, major deployments);
- f) Approving the final release of new tools, products, or major revisions to existing tools and products, once the development process has been completed; and
- g) Reinvesting all revenue from NABERS fees and services into the NABERS program.

13. Voting

13.1 Each Government Member of the Steering Committee has one vote. Votes can be cast at the quarterly Steering Committee meetings, and at additional meetings as called by the Government Chair or out of session. Any out of session decisions must be observed by the Stakeholder Chair and Deputy Stakeholder Chair.

13.2 Government Members may abstain from voting during periods of caretaker mode.

13.3 Government Members cannot vote if they are suspended from the Steering Committee (per clause 14.2).

13.4 Subject to compliance by the Government Members with any Law binding that Government Member, the following matters require the approval of a majority of all Government Members, including the Government Chair and NSW Government Member (which excludes those who abstain whilst in caretaker mode, or who are suspended and cannot vote):

- a) Amendments to this Terms of Reference;
- b) Amendments to the Scope or Objectives of NABERS;

- c) Amendments to the five-year Strategic Plan, or role of the National Administrator which would change the Scope or Objectives of NABERS;;
- d) Alteration to the role of the National Administrator or the Government Member Steering Committee fees proposed by the National Administrator;
- e) Declaration that any proceedings, minutes or records of the Steering Committee are confidential;
- f) The commencement of any action or proceedings against the National Administrator;
- g) The introduction of new Government Members;
- h) The introduction of Observer Members; and
- i) All other decisions the Government Members are charged with approving under clause 12.2.

13.5 In the event of deadlock, the Government Chair has a casting vote.

14. Steering Committee funding and remuneration

14.1 Each Government Member is required to pay the applicable Steering Committee Fee, as calculated in accordance with the NABERS Program Management Agreement.

14.2 A Government Member failing to meet its prescribed financial contributions within thirty days of the amount falling due will be suspended from the Steering Committee until payment is made. A suspended Government Member is removed from the list of invitees to the quarterly Steering Committee meetings, but may still be invited as Observer Members to some meetings on a case by case basis as requested by other Government Members or the National Administrator.

14.3 Members will each be responsible for the remuneration and expenses of their own representatives.

14.4 The National Administrator will use its best endeavours to complete the approved development and innovation program and budget during the relevant financial year.

15. Jurisdictional Support for NABERS

15.1 In conjunction with their respective national responsibilities pursuant to NABERS as recorded in this Terms of Reference, each Government Member other than the Commonwealth is required to in its State or Territory jurisdiction:

- a) be responsible for building relationships with local supporters of NABERS and other stakeholders;
- b) provide support to the National Administrator with any local policy and accreditation issues, and advise the National Administrator of specific local issues arising relating to or which may impact on NABERS; and
- c) forward NABERS reports, publications and other collateral to relevant community and industry stakeholders.

16. Dispute Resolution

16.1 Members must attempt to resolve any dispute arising out of or relating to issues discussed in Steering Committee meetings, or decisions made by the Steering Committee, through negotiations between Member representatives.

16.2 Matters that are not resolved through negotiation will be referred to the Government Chair for a recommendation and then decision by a majority of

Government Members. All decisions made under this clause will be made in accordance with the recognised principles of natural justice.