

# Facilities Management Governance Group – Terms of Reference



## CONTEXT

In late 2014 Cabinet were advised of the ongoing coordination of Across Government Facilities Management Arrangements (AGFMA) through the renamed FM Governance Group.

## PURPOSE

The purpose of the FM Governance Group is to:

1. Contribute to across government strategies and approaches to facilities management;
2. Provide oversight of services and outcomes of the AGFMA;
3. Provide oversight of the financial and technical performance of the FM Service Providers (currently DPTI Facilities Services and Spotless Facility Services Pty Ltd [Spotless]);
4. Measure and ensure value for money is achieved in the provision of facilities management services, including the development of incentives and mechanisms for the FM Service Providers to reduce costs to AGFMA participating agencies;
5. Make recommendations to DPTI (the Contract Administrator);
6. Identify for benchmarking other service delivery requirements, e.g. risk management and liability management;
7. Consider matters put before it from a whole-of-government perspective; and
8. Provide advice to Government on the AGFMA and associated risks and opportunities.

The FM Governance Group does not have authority to approve financial impacts on participating agencies. Any such approval must be secured by individual agencies in accordance with agency authorities and delegations.

## MEMBERSHIP

The FM Governance Group will be chaired by a Senior Executive of DPTI. All agencies participating in the AGFMA are to be represented. Members will hold Executive positions within their respective agencies. Member proxies may be a lower classification but should be an appropriate manager or senior representative involved as asset/facilities management.

## **GOVERNANCE**

Papers submitted by agencies for consideration at meetings are to be submitted to the DPTI AGFMA Section 25 working days prior to the scheduled meeting. Minutes of meetings shall be distributed to members within 5 working days of the meeting being held.

Items of Any Other Business are to be raised prior to the meeting, unless they are of the utmost urgency.

## **DECISION PROCESS**

Where the FM Governance Group is required to make decisions, make recommendations to DPTI or provide advice to Government on the AGFMA and associated risks and opportunities, the following process shall be followed:

1. A quorum of 80% of members nominated by the Chief Executive of their agency (as opposed to proxy nominees) are to be present at the meeting in which the decision is to be made; and
2. The decision shall be made by more than 50% of members voting to accept or reject the proposal/recommendation/advice.

## **FREQUENCY OF MEETINGS**

Meetings will be scheduled each two months.