

Facilities Management Governance Group Terms of Reference

CONTEXT

Across Government Facilities Management Arrangements (AGFMA) was approved by Cabinet in 1998 to reduce the government workforce and achieve cost efficiencies through economies of scale, packaging of the services and central management of service providers.

In 2015, the governance committee was renamed to the Facilities Management (FM) Governance Group (FMGG).

PURPOSE

The purpose of the FM Governance Group is to:

1. Contribute to the development of across government strategies and approaches relating to facilities management and asset management;
2. Consider matters put before it from a whole-of-government perspective;
3. Provide oversight of the:
 - a. Financial and technical performance of the FM Service Providers (currently DPTI Facilities Services and Spotless Facilities Services Pty Ltd [Spotless])
 - b. Work Health and Safety strategy, performance and issues relating to the delivery of the services
 - c. Services and outcomes of the AGFMA
4. Make recommendations to DPTI (the Contract Administrator) relating to the contract administration;
5. Measure and ensure value for money is achieved in the provision of facilities management services, and mechanisms for the FM Service Providers to reduce costs to AGFMA participating agencies;
6. Ensure Government policies are implemented through the FM Service Provider's performance or through the Facilities Management and Asset Management strategies and operations of the agencies;

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7. Identify and support benchmarking exercises to improve Facilities Management and Asset Management practice in Government or for the FM Services Provider performance; and
8. Provide advice to Government on the AGFMA and emerging 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 the Executive Director, Across Government Services or in absence by proxy Manager, AGFMA.

All agencies participating in the AGFMA are to be invited to attend.

For agencies with an aggregate annual spend of >\$1m per annum through the arrangement membership is compulsory. For agencies with an aggregate annual spend <\$1m membership is optional.

Members will hold Executive positions and have control of resources relating to the facilities management and/or asset management function within their respective agencies.

Member proxies may be lower in classification but should be an appropriate manager or senior representative involved in asset/facilities management, with authority to represent the Agency.

Members and their proxies must attend an FMGG Governance induction process.

Observers and presenters can be invited to the meetings. Observers and presenters do not have voting rights and are not counted in the quorum.

GOVERNANCE

Agencies can submit Agenda items and Papers.

Papers submitted by agencies for consideration at meetings are to be submitted to the Executive Officer 14 working days prior to the scheduled meeting. Agenda items or Papers will be considered by the Chair for inclusion or otherwise in the meeting. The Chair may consider that the agenda item is included or referred to another forum or process.

Agenda and Papers will be issued 5 working days prior to the scheduled meeting.

Minutes of meetings shall be distributed to members within 10 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, 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;
2. The decision shall be made by more than 50% of members voting to accept or reject the proposal/recommendation/advice; and
3. If 80% of Chief Executives nominees (as opposed to proxy nominees) are not present at a particular meeting then decisions may be made out of session via prompt e-mail response from Chief Executives to the FM Governance Group chairperson.

FREQUENCY OF MEETINGS

Meetings will be scheduled every three months.