

POLICY ADVISORY GROUP CHARTER

Objective

The Policy Advisory Group (PAG) provides expert advice to the Facility Management Association of Australia (FMA Australia) via the National Policy Advisor.

Responsibilities

- Respond to requests to comment on submissions or papers where possible
- Participate as requested and where appropriate in Special Projects on an ad hoc basis
- Provide advice to the Chief Executive Officer (CEO) via the National Policy Advisor

Membership

- Membership on the PAG is open to FMA Australia financial members only
- PAG members may be appointed at anytime by FMA Australia
- PAG members may resign at anytime by notifying the CEO in writing
- FMA Australia reserves the right to terminate any membership of the PAG

Terms of reference

Members of the PAG:

- Must inform FMA Australia of their 'areas of expertise' relating to facilities management;
- Will generally not be required to meet face to face (in the event that such meetings are required, FMA Australia will meet the expenses in accordance with its travel policy);
- Should be available for contact by the National Policy Advisor to provide advice for use in preparing policy documents/position statements and submissions;
- Should be aware that due to the nature of responding to government calls for submission, timelines are often quite short. Turnaround times may be as little as 24 hours.

FMA Australia reserves the right to request comment only from those members it deems appropriate at any given time. **When contacted, a PAG member is requested to respond, but responses are not mandatory** as FMA Australia understands that members will not always be able to meet deadlines especially short ones. From time to time FMA Australia may choose to convene a Special Project Team, from within the PAG membership, to work on a particular project. FMA Australia reserves the right to determine membership of Special Project Teams.

Confidentiality

Individuals invited to join the PAG will be required to participate at the highest level of ethical standards and confidentiality.

For more information please contact Matthew Trigg, National Policy Advisor, FMA Australia. Phone (03) 8641 6601 or email mt@fma.com.au