

TERMS OF REFERENCE

1. Membership of PPA Committee

- The PPA Committee will comprise a Chair (Dr Ahmed Imran), a Deputy Chair, up to five Fair Canberra Inc general members and at least two members of the Executive Committee.
- The Executive Committee appoints all members of the Committee.
- The Committee's members must, between them, bring together the qualifications and experience considered by the Executive Committee to be necessary to enable it to discharge its responsibilities competently and to a high standard.
- The PPA Committee may however from time to time recommend to the Executive Committee that one or more additional members with appropriate experience and expertise be co-opted on an ad-hoc basis for providing specific strategic inputs /perspectives as considered necessary to its work agenda. The co-opted members do not have voting rights on PPA Committee business.

2. Meeting and Proceedings of the PPA Committee

- The Committee must meet at least four times a year to consider programs, policy and advocacy proposals.
- The PPA Committee will also normally meet immediately prior to Executive Committee meetings. The PPA Committee Chair may schedule additional meetings at their discretion.
- The Committee may conduct its meetings in such manner as it considers necessary to ensure the orderly and competent discharge of the business to be dealt with at each meeting.
- The Committee must ensure that an adequate record of each of its meetings is kept and submitted to the Executive Committee at its next available meeting for the Executive Committee's information or action (in the case of recommendations put forward).

3. Roles and Responsibility of the PPA Committee

The roles of the PPA Committee are:

1. To assist the Executive Committee to effectively discharge its responsibilities to the general membership and broader ACT community.
2. To develop or design programs, policy and advocacy proposals or strategies consistent with Fair Canberra Inc objectives (contained in its Constitution) for approval by the Executive Committee.
3. To recommend, monitor and report to the Executive Committee on the implementation of programs, policy and advocacy activities and strategies (the PPA Committee may provide exception report/s to the Executive Committee on emerging issues or risk management issues as necessary).

4. To assist the Executive Committee to identify any potential opportunities, issues and/or risks that may impact on the delivery of program, policy and advocacy proposals or strategies and
 5. To provide background briefing and recommendations to the Executive Committee on any decisions requiring Executive Committee approval.
4. In order to carry out its roles the PPA Committee may:
1. Review the existing programs, policies and advocacy strategies on an annual basis in conjunction with the Executive Committee and consulting Fair Canberra Inc general membership.
 2. Monitor implementation of programs, policies and advocacy strategies effectiveness measures.
 3. Liaise with general membership of Fair Canberra Inc on emerging issues and concerns within the confines of Fair Canberra Inc objectives.
 4. Monitor the risk profile and recommend any mitigation measures and
 5. Utilise their networks within community, business and professional sectors to further the work of Fair Canberra Inc and to support its program, policy and advocacy activities or initiatives.
5. Roles and Responsibility of the PPA Committee

The Committee will report to the Executive Committee of Fair Canberra Inc as required through the Chair and Executive Committee representatives. If necessary or requested, the Committee will provide the Executive Committee with more frequent updates electronically with regard to its work. The Committee will also prepare and present an overview/report to the Fair Canberra Inc general membership at its Annual General Meeting.

6. Review

The effectiveness and membership of the Committee will be reviewed jointly by the Executive Committee of Fair Canberra Inc and the Committee after 12 months from the date that the Committee becomes operational.

7. Amendment of the ToR

Any subsequent amendments to these ToR will be decided by a meeting of the Executive Committee of Fair Canberra Inc and communicated to members of the Committee.