

CULTURAL FACILITIES CORPORATION (CFC)

ADVISORY COMMITTEES CHARTER

(updated as at May 2016)

1. Introduction

In accordance with Section 8(1)(a) of the Cultural Facilities Corporation Act 1997, the CFC has established the following Advisory Committees:

- Canberra Theatre Centre Advisory Committee;
- Canberra Museum and Gallery Advisory Committee; and
- Historic Places Advisory Committee.

The Advisory Committees play a significant role in the work of the CFC and make an important contribution to its functions and activities.

This Charter has been prepared to guide the work of the Advisory Committees.

2. Role of the Advisory Committees

The Advisory Committees are responsible to the Board of the CFC through the CFC's Chief Executive Officer (CEO).

The main role of the Advisory Committees is to provide the Board with expert strategic advice, within the context of the CFC's five-year Strategic Plan and its annual Corporate Plans.

This role encompasses the following responsibilities:

- participating in an annual briefing/issues workshop;
- participating in an annual corporate planning workshop;
- providing advice on matters relating to the Terms of Reference for the Committee – refer to Section 3 below; and
- providing advice on any matters specifically referred to the Committee by the Board or CEO.

3. Terms of Reference for the Advisory Committees

Canberra Museum and Gallery Advisory Committee

The Canberra Museum and Gallery (CMAG) Advisory Committee is responsible to the Board of the CFC, through the CFC's CEO, for providing expert strategic advice, primarily on collections development, acquisitions and exhibitions.

In this role, the Committee advises on how the CFC can provide cultural leadership, excellence and innovation in the presentation and interpretation of visual arts and social history through its collection and exhibition functions.

The Committee may be invited to provide advice about other aspects of CMAG's functions from time to time.

In performing the above role, the Committee serves as a valuable link between the CFC and the wider community.

Historic Places Advisory Committee

The Historic Places Advisory Committee is responsible to the Board of the CFC, through the CFC's CEO, for providing expert strategic advice on the conservation and interpretation of the Historic Places managed by the CFC. The Historic Places are : Lanyon; Calthorpes' House; and Mugga Mugga.

In this role, the Committee advises on how the CFC can provide cultural leadership, excellence and innovation in the conservation and interpretation of the Historic Places, in recognition of their cultural heritage significance.

The Committee may be invited to provide advice about other aspects of the functions of the Historic Places from time to time.

In performing the above role, the Committee serves as a valuable link between the CFC and the wider community.

Canberra Theatre Centre Advisory Committee

The Canberra Theatre Centre Advisory Committee is responsible to the Board of the CFC, through the CFC's CEO, for providing expert strategic advice in relation to theatre education and the engagement of young people in theatre.

The Committee may be invited to provide advice about other aspects of the functions of the Canberra Theatre Centre from time to time.

In performing the above role, the Committee serves as a valuable link between the CFC and the wider community.

4. Contact between the Board and the Advisory Committees

Contact between the Board and the Advisory Committees will be achieved by the following means :

- Board Members will be invited to the workshops for the Advisory Committees;
- Board Members may be invited to attend other meetings of the Advisory Committees;
- specific issues dealt with by an Advisory Committee may be the subject of a report to the Board;
- the Board will respond to any recommendations made to it by Advisory Committees;
- Advisory Committee members will be invited to events in their area of responsibility, such as theatre opening nights and exhibition openings, which will provide an opportunity for them to meet informally with Board members on these occasions; and
- the Board will host at least one function per year for Advisory Committee members, in recognition of their important contribution to the CFC.

5. Membership

The membership of each Advisory Committee will comprise :

- generally between six and eight members, including a Convenor and Deputy Convenor; and
- appropriate senior staff of the CFC as determined by the CEO, as ex officio members.

The overall membership profile for each Advisory Committee is set out below.

Canberra Theatre Centre Advisory Committee – a standing reference panel, with a focus on members who can advise on theatre education and the engagement of young people in theatre but could also include other areas of expertise or skills, such as theatre programming, business development and marketing, with particular reference to the use of social media.

Canberra Museum and Gallery Advisory Committee – an advisory group of subject matter experts to focus on collections development, acquisitions and exhibitions.

Historic Places Advisory Committee – an advisory group of experts to provide advice on the conservation and interpretation of the Historic Places.

6. Appointment process

The Board will appoint members of the Advisory Committees for a three-year term.

Following the completion of a term of appointment, a member may seek renomination for a further term.

Prior to the expiry of the terms of existing members, the CEO will :

- write to existing members, asking whether they wish to seek renomination for a further term;
- arrange for a public advertisement to be placed, calling for expressions of interest in becoming a member of one of the Advisory Committees; and
- directly approach people with the appropriate expertise, where this is considered necessary to ensure an appropriate range of expertise on each Advisory Committee.

The Board will make appointments after taking into account the nominations received through the above means, and so as to achieve an overall balance of expertise on each Committee.

Once the Board has determined the membership of an Advisory Committee, it will appoint a Convenor and Deputy Convenor for that Committee from amongst the membership.

Where casual vacancies in membership arise, the Board will make any necessary new appointments.

In determining membership of the Advisory Committees, the CFC will be guided by the following general principles –

- (a) that gender, age, and experience factors be taken into account in considering membership across the three Advisory Committees rather than within each Committee's membership;
- (b) that each Committee comprise generally between six and eight members, including the Convenor and Deputy Convenor;
- (c) that the contribution, attendance record, and the balance of skills and expertise on each Committee, be considered in determining the appointment of existing members who may have sought reappointment;

- (d) that respondents to public advertisements for expressions of interest in Advisory Committee membership, with appropriate skills and expertise, be considered for appointment; and
- (e) that individuals with appropriate skills and expertise be directly approached, where this is necessary to provide a balance on the Advisory Committees.

7. Sessions of the Advisory Committees

Advisory Committees will be expected to attend the following two plenary sessions each year, as follows.

Plenary Session 1 : Plenary briefing/issues workshop (to be held around September/October each year)

- This workshop will bring together members of the three Advisory Committees for a plenary session including briefings about the organisation from the Chairman and/or CEO and senior managers.
- The workshop will involve a breakout session, in which individual Advisory Committees will meet to discuss issues of particular relevance to that Committee, within the Terms of Reference for that Committee.

Plenary Session 2 : Plenary corporate planning workshop (to be held in late May/June each year)

- The Advisory Committees will come together again for a session in which they will contribute their views into the CFC's annual corporate planning exercise.

In addition to the two plenary sessions, the Advisory Committees will operate as follows.

Canberra Theatre Centre Advisory Committee – this will operate as a standing reference panel. As such, no formal meeting requirements apply other than attendance at the two plenary sessions each year, but members may be invited to participate in online discussions about certain issues or to attend one or more meetings on topics that fall within the Committee's Terms of Reference.

Canberra Museum and Gallery Advisory Committee – the Committee will have at least one individual meeting each year, in addition to the two plenary sessions, to address matters that fall within the Committee's Terms of Reference.

Historic Places Advisory Committee – the Committee will have at least one individual meeting each year in addition to the two plenary sessions, to address matters that fall within the Committee's Terms of Reference.

The Convenor will chair all individual sessions of the Committee where he or she is present. In the absence of the Convenor the Deputy Convenor will chair the session.

Sessions will normally be conducted in an informal manner, with decisions based on general agreement. A quorum at individual sessions is a majority of appointed members.

Visitors may be invited to individual sessions of Advisory Committees as necessary.

8. Responsibilities of Advisory Committee members for session attendance

To ensure a continuity of ideas and to gain the full benefit of the Advisory Committees' expertise, members are expected to attend each of the sessions scheduled throughout a 12 month period, unless exceptional circumstances arise.

A member may seek leave of absence from the Convenor if he or she expects to be unable to participate in the Committee for a period of time. Where a member fails to attend two consecutive sessions without leave of absence from the Convenor, the member's term of appointment ceases.

Where a member is unable to attend sessions for a lengthy period (for example, due to extended illness or overseas absence), the Board will, after consultation with the member, decide whether to conclude that member's term of appointment and make any necessary new appointment.

The CEO will make available secretariat services for the Advisory Committees.

9. Expenses

Participation in the Advisory Committees is on an unpaid basis. However, the CFC will meet all reasonable expenses incurred by members in attending sessions, provided that these are discussed with and agreed with the CEO in advance.

10. Confidentiality

Issues dealt with by the Advisory Committees may be confidential and if so, should not be discussed outside the session. The ex officio members of each Advisory Committee will advise members where any matter is confidential. In addition, a member may request that a particular item be discussed in confidence.

Advisory Committee members should not make public statements or media announcements about Advisory Committee matters unless authorised to do so by the CEO.

11. Conflict of interest and code of conduct

Members will be required to provide undertakings in relation to Code of Conduct matters, in accordance with the Report of the Committee of Inquiry Concerning Public Duty and Private Interest (the Bowen Committee), which has been adopted by the ACT Government for persons holding positions on Government bodies.

Where a member is aware that a matter under discussion at an individual session of an Advisory Committee could constitute an actual or perceived conflict of interest, the member should draw the matter to the attention of the Convenor (or Deputy Convenor, in the Convenor's absence) and leave the room while the matter is being discussed. All such occasions will be noted in the summary report of the session.

12. Special provisions regarding separate engagement of an Advisory Committee member in a paid capacity

It is anticipated that, in view of the expertise and skills of Advisory Committee members, the CFC may, from time to time, wish to engage a member in a paid capacity quite separately from his or her Advisory Committee membership.

For example, the CFC may wish to :

- commission an Advisory Committee member to undertake an expert consultancy;
- engage an Advisory Committee member to undertake a specific conservation project;
or
- purchase a work of art by an Advisory Committee member.

In such circumstances it is important both for the Advisory Committee member and for the CFC that there is no perception that the payment relates to membership of the Advisory Committee.

For this reason, the member who is being engaged in a paid capacity must either take leave of absence from Advisory Committee membership for the period of the paid engagement, or absent themselves from any part of a session during the period of the paid engagement that relates in any way to the subject matter of the paid engagement. Any period of absence taken in this way will count as approved leave of absence, for the purposes of Section 8 of this Charter.

These special provisions apply in addition to the general conflict of interest and code of conduct provisions set out in Section 11 of this Charter.

13. Donations to the CFC by an Advisory Committee member

Any potential conflicts of interest regarding donations made to the CFC by an Advisory Committee member will be referred to the CEO for consideration and resolution.

14. Review of this Charter

This Charter will be reviewed during 2018-19 to allow consideration of the future direction of the Advisory Committees at that time and prior to the expiry of the terms of Committee members on 30 June 2019.

15. Conclusion

The CEO can provide advice with any queries relating to this Charter.