

CULTURAL FACILITIES CORPORATION
Agency Consultancy Committee

Terms of Reference

Authorised by :



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ACT
Government



**CULTURAL
FACILITIES
CORPORATION**

DOCUMENT PROPERTIES

Schedule of Amendments

New features (insertions)	Date
Enhancements (changes)	Date
New Format	November 2019
Deletions	Date

Amendment History

Version No.	Issue Date	Author
Version 1.0	May 2017	Ian Tidy
Version 2.0	October 2020	Ian Tidy

Details

Area responsible for Policy/Plan/Program/Guideline	CFC Corporate Finance
Stakeholders	All Cultural Facilities Corporation Staff
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<i>Freedom of Information Act 2016</i> compliant	Document linked to the Open Access Information website? No <input type="checkbox"/> (the document is not appropriate for public viewing) Yes <input checked="" type="checkbox"/> (the document is appropriate for public viewing)

1. Establishment of an Agency Consultative Committee

The CFC Agency Consultative Committee (ACC) is established in accordance with Clause G1.5 of the ACT Public Sector Cultural Facilities Corporation Enterprise Agreement 2018 - 2021.

2. Purpose of the ACC

Key purpose of the ACC is to:

- monitor the operation and implementation of the Enterprise Agreement (Clause G1.6.1);
- consider any proposed new or proposed significant changes to CFC policy statements and guidelines that relate to the provisions of the Enterprise Agreement (Clause G1.6.2); and
- consult on workplace matters significantly affecting employees (Clause G1.6.3).

4. Meetings

The ACC will meet within two months of the commencement of this Agreement and agree on the terms of reference, which will include the consultative structure to operate during the term of this Agreement (Clause G1.7).

The ACC will meet no less than once in any twelve-month period thereafter, unless a different period is agreed in the Terms of Reference (Clause G1.7.1).

Additional meetings of the ACC may also be convened if requested by any member of the ACC, or as determined by the Terms of Reference (Clause G1.7.2).

The ACC will be consultative in nature and will have no deliberative powers. It is not the intention of the ACC to replace local working and consultative groups. The ACC encourages workplace/group consultation at the local business unit level, in the interests of workplace issues being progressed as efficiently as possible.

3. Membership of the ACC

The ACC shall consist of staff, management and union representatives and an agreed Chairperson. The CFC will provide secretariat support.

Unions

Each of the unions who are a party to the Enterprise Agreement may be represented on the ACC, through direct representation and/or by nomination of a staff union member representative. The respective Union will advise of their representation.

Management

Management representation will be at the executive or senior management level. There will be four management representatives (in addition to the Chief Executive

Officer), as nominated by the CEO. Apart from these four representatives, the Human Resources Adviser will attend ACC meetings as a management representative and the Corporate Officer will attend ACC meetings in a secretariat role.

Staff

The three Business Units (ACT Historic Places, Canberra Museum and Gallery (including Corporate), and Canberra Theatre Centre, within the CFC may be represented by up to two staff members, who shall be chosen by the business unit they are representing. Representatives do not need to be union members. In selecting representatives, self-nominations are acceptable. If more than two nominations are received from within the same business unit, an election will be conducted, or the nominees may elect to take on the role in alternate capacity. The Secretariat will make any necessary arrangements for an election to take place.

Chairperson

The role of the Chairperson will alternate between CFC management and the Unions who are a party to the Agreement.

Secretariat

The CFC will provide secretariat support to the ACC through :

- preparation of agenda and notification of venue for each meeting;
- distribution of papers for the meeting in accordance with agreed timeframes;
- recording and circulating draft minutes for each meeting to the ACC; and
- distributing the agreed minutes of each meeting to all CFC staff.

4. Variation of Representatives

Union, management, and staff will make every effort to attend the ACC meetings. Parties may, however, nominate an alternative representative to act as their proxy on occasions where it is not possible for the nominated representative to attend.

5. Exempt Matters

The following matters do not fall within the scope of the ACC, and are therefore not for discussion in the ACC forum :

- matters affecting an individual employee; and
- current and ongoing industrial disputes. (Industrial matters are to be dealt with through the normal Union/Management procedures, as detailed in the Enterprise Bargaining Agreement.)

6. Timing and Conduct of ACC Meetings

Timing of Meetings

Meetings shall occur by agreement of the ACC, with the aim to meet at least once a year. Meetings will be scheduled to occur during normal working hours. During peak consultative periods and where there are changes in the workplace, it is likely that meetings will be held more frequently.

Union/Staff Liaison

For the purposes of the ACC, the union may caucus with staff representatives for 30 minutes immediately prior to each meeting should those representatives wish to attend. Should 30 minutes be considered inadequate, the union will approach the Chief Executive Officer to request an extension to this period.

Sensitive Matters

Some matters may hold sensitivity and need to be treated as confidential. If the majority of ACC members agree that confidentiality is required, all parties attending the meeting must abide by the confidentiality of that meeting, or withdraw from the meeting while the matter is discussed.

Similarly, if the proponent of an agenda item requests confidentiality and this is not agreed to by the majority of ACC members present, the member may withdraw that item from the agenda.

Quorum

A meeting will not be held without a quorum of at least five members or the alternative representatives nominated as a proxy. To be a valid quorum there must be present at least :

- two management representatives, or the management representative proxies; and
- at least three staff or union representatives, or their proxies.

7. Review of Terms of Reference

These Terms of Reference will be for the period of the Enterprise Agreement and shall be reviewed upon the commencement of any subsequent Enterprise Agreement.