



LEGISLATIVE ASSEMBLY FOR THE AUSTRALIAN CAPITAL TERRITORY

SELECT COMMITTEE ON ESTIMATES 2022-2023

Mr James Milligan MLA (Chair), Mr Andrew Braddock MLA (Deputy Chair),
Dr Marisa Paterson MLA

ANSWER TO QUESTION ON NOTICE

Elizabeth Lee MLA: To ask the Minister for the Arts

In relation to: CFC COS Role

For the role of Chief of Staff to the CEO of the Cultural Facilities Corporation (CFC) advertised in January 2022, please advise:

1. The number of applications received in total, and the date on which each application was received.
2. Please provide a copy of the Chief of Staff position description.
3. Please advise how and by whom the duties of the current Chief of Staff were delivered prior to the establishment of the role.
4. Which member/s of the leadership team were on the selection panel?
5. Which member/s of the board were on the selection panel?
6. Did you seek any advice regarding the length of time the role was advertised for?
 - a. Please provide a copy of any advice received, and any other related documents
 - b. Who did you seek advice from?
 - c. On what date was advice sought?
 - d. On what date was advice received?
7. Please provide the date for when:
 - a. The assessment of each application was finalised
 - b. The list of shortlisted candidates was finalised
 - c. Each shortlisted candidate was contacted with regard to attending an interview
 - d. Each candidate was interviewed
 - e. The successful candidate was offered the role
 - f. The successful candidate accepted the role
 - g. The successful candidate commenced the role at the CFC
 - h. The Chief of Staff position was made permanent.
8. Did the CEO of the CFC have any communication with the successful applicant about the Chief of Staff role before the position was advertised? If so:
 - a. When did this communication take place?
 - b. How did this communication take place?

- c. What was the nature of the communications?
9. Did the CEO of the CFC have any communication with the successful applicant about the Chief of Staff role during the time the role was advertised? If so:
 - a. When did this communication take place?
 - b. How did this communication take place?
 - c. What was the nature of the communications?
 10. Please outline the ACTPS processes that are required to be followed when reclassifying a role from temporary to permanent.
 - a. Was this permanent position advertised in accordance with these processes? If so, when, and where? If not, why not?
 11. Please provide copies of any conflict-of-interest documentation (including, but not limited to, disclosure forms) that were completed by each member of the panel with regard to any applicants that applied for the Chief of Staff role.
 12. How long has the CEO of the CFC known the successful applicant in any context?

Ms Tara Cheyne MLA: The answer to the Member's question is as follows:

The Cultural Facilities Corporation, an independent body with a governing board, advises:

1. Seven applications were received in total.
 - 1 application was received on 16/01/2022
 - 2 applications were received on 17/01/2022
 - 1 application was received on 18/01/2022
 - 3 applications were received on 19/01/2022
2. A copy of the Position Description is at Attachment A.
3. Specific principal responsibilities are:
 - provide high level, accurate, evidence-based advice, briefings, reports and correspondence in support for the CEO and the Board.
This is a new responsibility
 - collaboratively develop CFC business areas and develop the CFC's operations as a single unified organisation, through leading and establishing improved ways of thinking, engaging, co-operating and delivering.
This is a new responsibility reflecting a new organisational priority of collaborative approaches across the CFC
 - assist leaders to identify key priorities, acting as a central thought partner, inspiring trust in and across the workplace so that people are encouraged to improve business results and enhance organisational culture.
This is a new responsibility, partially performed previously by the CEO

- lead and oversee the Corporate/ HR section of the CFC so that the organisation can achieve objectives in line with the CFC Strategic and Business Plans.
This was previously performed by the CFO
- provide high level support to the Chief Executive Officer, as required, on strategic projects including a range of corporate projects and corporate governance responsibilities.
This is largely a new responsibility, partially performed previously by the CFO. Further details of strategic projects directed by the CEO in consultation with the Board are outlined below
- provide high level support for the CEO in meeting preparation and planning for the CFC Board, as well as documentation as required for the Minister for the Arts and their responsibilities to the ACT Legislative Assembly, including briefing material and speech presentation.
This was previously performed by the CFO, and the Executive Assistant to the CEO

Strategic Projects as new priorities of the COS position

- Strategic Collaboration between the CFC as a whole and external organisations, including expanded stakeholder engagement and partnership opportunities
- Increased engagement by the CFC in support of Visitor Economy recovery and growth
- Organisational strategic communications development
- Leadership on new activations and events

4. The CFC CEO and CFO were on the selection panel.
5. Ms Genevieve Jacobs was the CFC Board member on the selection panel.
6. The Cultural Facilities Corporation was responsible for handling the recruitment process.
 - a. N/A
 - b. N/A
 - c. N/A
 - d. N/A
7.
 - a. Assessments were finalised on 20/01/2022
 - b. The list of shortlisted candidates was finalised on 20/01/2022
 - c. Shortlisted applicants were called on 20/01/2022. A confirmation email was sent on 24/01/2022
 - d. Interviews were conducted on 25/01/2022
 - e. A Letter of Offer was emailed to the successful applicant on 27/1/2022
 - f. The offer was accepted on 27/1/2022
 - g. The applicant commenced the role on 14/02/2022
 - h. The Chief of Staff position was created as a permanent position on 12/01/2022

8. There was no communication between the CEO and the successful applicant about the Chief of Staff position before the position was advertised.
 - a. N/A
 - b. N/A
 - c. N/A

9. There was no communication between the CEO and the successful applicant about the Chief of Staff position during the time the position was advertised.
 - a. N/A
 - b. N/A
 - c. N/A

10. ACTPS processes for recruitment of temporary and permanent positions are available in the ACTPS Recruitment Policy and Guidelines, which is published by CMTEDD at: <https://www.cmtedd.act.gov.au/employment-framework/for-employees/a-z>
 - a. The Chief of Staff position was created, advertised, and filled as a permanent position. The position was advertised through Jobs ACT and was gazetted on 12/01/2022.

11. Copies of the signed Selection Committee Declaration forms are at Attachment B. Email correspondence between the CEO and CFC Board Chair in relation to the declarations is at Attachment C. Attachment C has been redacted to remove private information.

12. Approximately 18 years.

Approved for circulation to the Select Committee on Estimates 2022-2023

Signature:



By the Minister for the Arts, Tara Cheyne MLA

Date:

