

Terms of Reference

Council on Federal Financial Relations

Chair	Commonwealth Treasurer
Council Established	1 July 1999
Secretariat	Commonwealth Treasury
Terms of Reference Updated	December 2022
Review	As determined by CFFR

Membership

1. The Council on Federal Financial Relations (CFFR) comprises the Commonwealth Treasurer and the Treasurer of each state and territory.

Purpose and scope

2. CFFR is a partnership between the Commonwealth and the states and territories, established to improve national economic and fiscal outcomes, and the wellbeing of all Australians.
3. CFFR progresses fiscal and economic reforms in areas of national significance, including productivity, at National Cabinet's direction and on its own initiative.
4. CFFR is responsible for Commonwealth-state funding agreements under the Federation Funding Agreements Framework, and oversees the operation of the Intergovernmental Agreement on Federal Financial Relations (IGA FFR).
5. CFFR operates according to a work program of substantive and achievable reforms that is agreed by members and reviewed annually.
6. CFFR can commission relevant work and advocate for cross-cutting reforms.
7. CFFR reports to National Cabinet as requested, including annually on its work plan and productivity priorities.

Operations

Meetings

8. CFFR will meet approximately every three [3] months, and/or as necessary.
9. CFFR's discussions and documents are confidential, unless otherwise agreed.

Shared agendas

10. Agendas are based on CFFR's work program, items nominated by members in consultation with the Chair, or by agreement of a majority of members.
11. The Chair approves meeting agendas.
12. An agenda should be distributed by the CFFR Secretariat to members five [5] business days before the CFFR meeting.

Papers

13. Papers must be approved by the sponsoring CFFR member or the Chair.

14. Papers should be distributed by the CFFR Secretariat to members no later than three [3] business days before the CFFR meeting.

Decision-making

15. CFFR will make decisions by consensus, unless otherwise specified in the IGA FFR.
16. Where necessary, the principle of one vote per jurisdiction will apply.
17. Where consensus cannot be achieved, the position of dissenting jurisdictions will be noted and reflected in the Record of Meeting.

Record of Meeting

18. CFFR's decisions must be recorded.
19. A Record of Meeting will be presented to CFFR at its next meeting for formal approval.

Out-of-session processes

20. CFFR can conduct business out-of-session without meeting.
21. The out-of-session process should be used only where the urgency of the matter requires it to be finalised before the next scheduled meeting, or the matter is so routine in nature that dealing with it out-of-session is most efficient.
22. The CFFR Secretariat will coordinate out-of-session processes.

Attendance

23. Members, when absent, can be represented in a CFFR meeting only by another Minister who is acting in that member's position as Treasurer, or by a senior official (in the capacity of an observer) during that jurisdiction's caretaker period.
24. Treasurers can be accompanied by up to three [3] additional attendees. This includes their Secretary/Under Treasurer and no more than two other officials or advisers (for example, a Deputy Secretary/Deputy Under Treasurer and that Treasurer's Chief of Staff/Adviser).
25. At the invitation of the Chair, other Ministers or expert advisers can be invited to inform specific CFFR meetings or parts of meetings.
26. A representative of local government will be invited to attend one CFFR meeting per year, as required by National Cabinet.

Caretaker conventions

27. CFFR can meet or conduct out-of-session business in accordance with the caretaker conventions of relevant jurisdictions.
28. CFFR will continue to meet through state and territory caretaker periods.