

# CULTURAL FACILITIES CORPORATION

## Freedom of Information



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The [ACT Freedom of Information Act 1989](#) requires ACT Government Directorates and agencies to make available information about their functions and about the documents they hold. These are known as Section 7 and 8 statements.

### **Section 7 Statement - Organisation, Function and Decision-Making Powers**

#### **Functions and Operations**

The Cultural Facilities Corporation (CFC) was established under the [Cultural Facilities Corporation Act 1997](#) (the CFC Act), which came into operation as from 1 November 1997. The functions of the CFC, as set out in the CFC Act (Section 6) are:

- to manage, develop, present, coordinate and promote cultural activities at designated locations and other places in the ACT;
- to establish and research collections;
- to conserve and exhibit collections in the possession or under the control of the CFC;
- to undertake activities, in cooperation with other people if appropriate, to exercise its other functions; and
- to exercise other functions given to the CFC under this Act or another Territory Law.

The CFC Act (Section 7) requires that the CFC, in exercising its functions, must consider :

- any cultural policies or priorities of the Executive known to the CFC; and
- other cultural activities in the ACT.

The CFC is responsible for:

- the Canberra Theatre Centre;
- the Canberra Museum and Gallery (CMAG);
- the Nolan Collection Gallery@CMAG; and
- three Historic Places : Lanyon, Calthorpes' House and Mugga-Mugga.

The CFC's functions therefore include the performing arts, the visual arts, social history and cultural heritage management. The organisation delivers a range of cultural services to the community by providing activities such as theatre presentations, exhibitions, and education

and community programs, and through conserving and presenting significant aspects of the ACT's cultural heritage.

Additional information about the CFC can be found at the following websites:

- [www.canberratheatrecentre.com.au](http://www.canberratheatrecentre.com.au) covering the Canberra Theatre Centre;
- [www.cmag.com.au](http://www.cmag.com.au) covering CMAG and the Nolan Collection Gallery@CMAG; and
- [www.historicplaces.com.au](http://www.historicplaces.com.au) covering the Historic Places.

### **Methods for Public Consultation**

The CFC Act (Section 8) requires the CFC to set up advisory committees to assist it in the exercise of its functions. The CFC has set up the following three advisory committees:

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

In appointing members to these committees, the CFC arranges for advertisements inviting members of the public to express their interest in becoming a committee member.

The CFC continually seeks to improve customers' satisfaction with their visit to, and experience of, the ACT Museums and Galleries and the Canberra Theatre Centre venues. Customer satisfaction surveys were conducted throughout the year and reported as part of the CFC's yearly Statement of Performance. Information gained from the surveys is used in future planning to improve facilities and services.

### **Categories of Documents**

Documents readily available to the community include brochures giving details of public performances, exhibitions, and programs of events at CFC venues; and other reports prepared by the CFC and tabled in the ACT Legislative Assembly in accordance with legislative requirements.

Documents which may be made available include agendas for, and minutes of, CFC, and advisory committee meetings; persons appointed to the Board of the CFC; persons appointed to advisory committees established by the CFC; personnel, accounting and administrative records; theatrical performance and exhibition records; and records of box office transactions. The above are subject to normal commercial-in-confidence and privacy considerations.

Other documentation and material include computer software and hardware, operational manuals, films, slides, photographs, drawings, and posters.

## **Public Access**

Brochures and publicity material free to the community are available from:

Cultural Facilities Corporation  
Administration Office  
North Building, Canberra City  
CIVIC SQUARE ACT 2608  
Telephone: (02) 2607 3963

The CFC is located in the centre of the city with close access to public transport. The CFC has wheelchair access and disabled parking is available.

Requests for access to other documents or material or further information should be made in writing to:

Chief Executive Officer  
Cultural Facilities Corporation  
PO Box 939  
CIVIC SQUARE ACT 2608

## **Section 8 Statement – Index of Documents**

### **Governance Charter**

The CFC's Governance Charter is available online at [www.culturalfacilities.act.gov.au](http://www.culturalfacilities.act.gov.au) and includes the following documents:

- Governance Framework;
- Board Charter;
- Board Code of Conduct;
- Audit Committee Charter; and
- Advisory Committees Operating Guidelines and Terms of Reference.