

**CULTURAL FACILITIES CORPORATION  
Canberra Museum and Gallery (CMAG)**

**Subsidised usage of CMAG venues Policy**

Authorised by :

*Hawtcher CFO*

~~Sophie Chessell  
A/g Director, CMAG  
Cultural Facilities Corporation~~

Date endorsed : *w.e.f.* October 2020

*(Approved by CFC  
Board at October  
2020 meeting)*

Date for review : October 2025

Version : Version 2.0



**ACT**  
Government



**CULTURAL  
FACILITIES  
CORPORATION**



**DOCUMENT PROPERTIES**

**Schedule of Amendments**

<b>New features (insertions)</b>	<b>Date</b>
<b>Enhancements (changes)</b>	<b>Date</b>
Criteria 4 – updated in line with the Board Charter.	October 2020
Edited 'general policy' to 'policy'	October 2020
<b>Deletions</b>	<b>Date</b>

**Amendment History**

<b>Version No.</b>	<b>Issue Date</b>	<b>Author</b>
Version 1.0	April 2016	Shane Breynard
Version 2.0	October 2020	Sophie Chessell

**Details**

Area responsible for Policy/Plan/Program/Guideline	CMAG
Stakeholders	All Cultural Facilities Corporation Staff
Document location	<u>G:\CFC\Staff\Documents\CMAG\CMAGSubsidisedusageofCMAGvenuespolicy.pdf</u>
Record number and name	
Strategic Plan aligned	Checked by Sophie Chessell
<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)



## **Background**

This policy has been developed to clarify the circumstances in which subsidised usage of CMAG venues will be considered.

This will allow a transparent and consistent approach to such usage.

## **General Policy**

CMAG will charge, at published hire rates, for all usage of its venues.

These venues comprise :

- the CMAG Foyer;
- the CMAG Theatre;
- the Public Meeting Room; and
- the Boardroom.

## **Reasons for the Policy**

The reasons for this policy are as follows.

1. CMAG is a venue that needs to charge for venue hire in order contribute to the annual revenue targets of the Cultural Facilities Corporation, which are audited by the Auditor-General.
2. Venue hire charges provide income that covers utilisation costs and contributes to programming activity, for the benefit of the ACT community and visitors to Canberra.
3. Where CMAG commits to providing access to a venue at a subsidised rate, particularly for a date or dates far in the future, this may prevent usage of the venue at full hire charge.
4. CMAG already provides various forms of support to the community including :
  - a subsidised venue hire rate accessible to not-for-profit community groups;
  - subsidised venue hire through the development of partnerships where cultural events are co-presented with CMAG;
  - the presentation of exhibitions in partnership with community groups and individuals at minimum charge.
5. Other, external forms of support exist which may be more appropriate to support community and charitable causes e.g. access to grants programs.

## **Exceptions to the Policy**

The Director CMAG has the discretion to determine levels of subsidy for the usage of CMAG venues for the following reasons and in the following circumstances.

1. For cultural events where the usage meets one or more of the following criteria :
  - it is expected to significantly contribute to CMAG's aims as articulated in the Corporate Plan and is complimentary to existing exhibition or programming activity.



- it is expected to contribute to the overall diversity of programming provided by the CMAG;
  - it supports local creative development; and
  - it is undertaken in the context of a creative partnership between CMAG and another party.
2. For community and charitable uses - where the usage will raise funds for a major international, national or local disaster or emergency e.g. bushfires.
  3. For major public events – where the usage is of broad community interest e.g. the funeral service of a major public figure.
  4. For public service usage – where the usage reflects the CMAG’s role within the broader ACT Government Service.
  5. For other uses that advance the profile or status of CMAG.

**Criteria to be taken into account in providing subsidised usage**

In considering whether to provide subsidised usage of CMAG venues in the above circumstances, the Director CMAG will take the following into account.

1. How far in advance the usage is booked – for example, usage at short notice may be preferable, where there is capacity in the venue, rather than booking further out from the date, which may preclude other, fully paid uses.
2. The day of the week of the usage : for example, subsidised usage on a Monday or Tuesday may be preferable to a usage later in the week, which tends to be more popular for fully paid bookings.
3. The need to ensure that all actual costs incurred by the venue (staffing costs etc.) are covered.
4. The requirement, under Clause A2.2 (h) of the Board Charter, that Board approval must be sought for any subsidised venue usage that represents a substantial financial benefit to the organisation, and a strategic benefit to the CFC. A substantial financial benefit is defined as one valued at more than \$30,000 per annum.

