

CULTURAL FACILITIES CORPORATION FUNCTIONAL STATEMENT



Freedom of Information Act 2016
In accordance with Part 4 - Open access information



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;
- Canberra Museum and Gallery (CMAG), including The Nolan Collection; and
- the ACT 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.culturalfacilities.act.gov.au covering whole of CFC matters;
- www.canberratheatrecentre.com.au covering the Canberra Theatre Centre;
- www.cmag.com.au covering CMAG and the Nolan Collection Gallery @ CMAG; and
- www.historicplaces.com.au covering the ACT Historic Places.

Clients and stakeholders

The CFC reports to the Minister for the Arts. The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) is the "parent" directorate for the CFC. The CFC's other clients and stakeholders include:

- the community of the ACT and region;
- visitors to the ACT;
- the arts, cultural, heritage, education, business and tourism sectors, including other cultural organisations;
- national producers of performing arts, including commercial and funded companies;
- the diplomatic community; and
- the media, especially the Canberra media.

Board of the CFC

- **Composition**

The CFC Act (Section 10) provides for the [CFC Board](#) to have seven members.

The Chair, Deputy Chair, and four Members of the CFC Board are appointed by the Minister in accordance with the provisions of the *Financial Management Act 1996* (the FM Act), Sections 78–79. The CFC’s Chief Executive Officer is also a Member of the CFC Board in accordance with Section 80 of the FM Act.

The functions of the Chair, Deputy Chair, Chief Executive Officer, and associated provisions relating to Board Members, are set out in the FM Act (Division 9.3).

- **Meetings**

The CFC’s Board meetings are convened and conducted in accordance with the provisions of the FM Act (Division 9.4).

- **Board Charter**

The Board has adopted a [Board Charter](#) to guide its operations and performance. This is available at <http://www.culturalfacilities.act.gov.au>.

Organisational Structure

Audit Committee of the Board

The CFC has established the Audit Committee as a sub-committee of the Board, with a formal charter setting out its role and functions in relation to oversight of financial, audit, and compliance matters, including risk management and internal controls. The Audit Committee Charter is available at <http://www.culturalfacilities.act.gov.au>.

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.

[Advisory Committee charter](#)

The CFC continually seeks to improve customers' satisfaction with their visit to, and experience of, CMAG, ACT Historic Places and the Canberra Theatre Centre venues.

Customer satisfaction surveys are 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.

Other information relates to the Board and advisory committees of the CFC; personnel, accounting and administrative records; and theatrical performance and exhibition and collection records.

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

Public Access

Documents are available to the public on the [CFC's website](#) or on the [Open Access Website](#).

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

CFC's head office 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 to:

FOI Information Officer
Cultural Facilities Corporation
GPO Box 782
CANBERRA ACT 2601

[See CFC FOI for further information](#)

Phone : (02) 6207 3968

Email : CFCcorporatefinance@act.gov.au