

Freedom of Information publication coversheet

The following information is provided pursuant to Section 28 of the *Freedom of Information Act 2016*.

FOI Reference : CFCFOI2021-007

Information	Status
1. Access application	Publicly available
2. Decision notice	Publicly available
3. Documents	Publicly available
4. Additional information identified	No
5. Fees	N/A
6. Processing time	13 hours
7. Decision made by Ombudsman	N/A
8. Additional information identified by Ombudsman	N/A
9. Decision made by ACAT	N/A
10. Additional information identified by ACAT	N/A

From: [REDACTED]
Sent: Tuesday, 22 June 2021 11:07 PM
To: [REDACTED]
Subject: Freedom of Information request

CAUTION: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

[REDACTED]

The following request is made under the *Freedom of Information Act 2016*.

I seek access to copies of:

- 1) all Canberra Theatre Centre Front of House shift report for the period 1 March 2021 to 22 June 2021. These reports may take the form of actual Performance Reports, or may be emails to and or from the manager on duty to either the Deputy House Manager, the Acting House Manager, or others. For the sake of clarity, my request relates not only to shifts where performances have been held, but to all shifts.
- 2) the *Summary Front of House Shifts Report* for the period 1 March 2021 to 22 June 2021.
- 3) any updates to the CFC COVIDSafe plan released since February 2021.

Regards

[REDACTED]

Our reference: CFCFOI2021-007

[REDACTED]
via email: [REDACTED]

Dear [REDACTED],

FREEDOM OF INFORMATION (FOI) REQUEST

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the act), received by the Cultural Facilities Corporation (CFC) on 22 June 2021.

Specifically, you have requested :

- 1) *'all Canberra Theatre Centre Front of House shift report for the period 1 March 2021 to 22 June 2021. These reports may take the form of actual Performance Reports, or may be emails to and or from the manager on duty to either the Deputy House Manager, the Acting House Manager, or others. For the sake I clarity, my request relates not only to shifts where performances have been held, but to all shifts.'*
- 2) *'the Summary Front of House Shifts Report for the period 1 March 2021 to 22 June 2021.'*
- 3) *'any updates to the CFC COVIDSafe plan released since February 2021.'*

Authority

I am an Information Officer appointed by the Chief Executive Officer under section 18 of the Act to deal with access applications made under part 5 of the Act.

Timeframes

In accordance with section 40 of the Act, CFC is required to provide a decision on your access application by 21 July 2021.

Decision on access

I have decided to grant partial access to these reports. Personal information relating to the name of the staff and cost for the staff's shift for each report has been redacted. Performance attendance figures for this report are considered to be commercial in confidence and are redacted on this report after considering the Public interest test.

The redacted performance reports for the period 1 March 2021 to 22 June 2021 are released to you at Attachment A to this letter.

There were no emails for non-Performance shifts occurring during the same period.

The redacted TimeTarget summary CTC Front of House shift reports for the same period are released to you at Attachment B to this letter.

Updates since February 2021 and the current Canberra Theatre Centre COVID Safe Operations Plan are released to you at Attachment C to this letter.

Additional Charges

Pursuant to *Freedom of information (Fees) Determination 2017 (No 2)* processing charges are not applicable for this request because the total number of pages to be released to you is below the charging threshold of 50 pages.

On-line publishing – Disclosure Log

Under section 28 of the Act, CFC maintains an online record of access applications called a disclosure log. Details regarding your application, decision notes, and information released to you must be recorded in the disclosure log and be made publicly available between three and ten working days after the decision on access has been given to you. Please be aware that while an application for personal information will not be included in the published information, all other information will be included in the disclosure log and published on <http://www.culturalfacilities.act.gov.au/>.

Ombudsman Review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73 of the Act within 20 working days from my deemed decision, or a longer period allowed by the Ombudsman.

If you wish to request a review of my decision you may write to the Ombudsman at :

The ACT Ombudsman
GPO Box 442
Canberra ACT 2601
Via email: actfoi@ombudsman.gov.au

ACT Civil and Administrative Tribunal (ACAT) Review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at :

ACT Civil and Administrative Tribunal
Level 4, 1 Moore Street
GPO Box 370
Canberra City ACT 2601
Telephone : (02) 6207 1740
<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact me by telephone on (02) 6205 4574, or email karen.furner@act.gov.au.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'K. Furner', written in a cursive style.

Karen Furner
FOI Information Officer
Cultural Facilities Corporation

20 July 2021