

	<h1>Cloncurry Shire Council</h1>	<p>POLICY NO.</p> <p>CS 0018</p>
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DR DAVID HARVEY-SUTTON ART GALLERY POLICY

1. Background and Context

The purpose of the Dr David Harvey-Sutton Art Gallery Policy is to provide the Cloncurry Shire Council with guidelines and a framework to resource and present a professionally managed public gallery according to national standards for Australian Museums and Galleries including an annual calendar of exhibitions, public programs, and events.

2. Scope

This policy is applicable to Cloncurry Shire Council when dealing with creative arts planning and services. The policy applies to exhibitions and public programs.

3. Objectives

In recognising the contribution that arts, culture, and heritage make towards enriching the communities social, emotional wellbeing and development, Council will through the Dr David Harvey-Sutton Art Gallery endeavour to:

- Complete an annual exhibition program featuring works both locally and touring
- Access and opportunity for locals and visitors to be exposed to artists and artworks they might not otherwise have access to and will include a diverse range of styles, media and themes.
- Encourage collaboration between Council staff, art groups, educators and community groups on art exhibitions, programming, and education.
- Access to art workshops to provide exposure to the local community to different methods of art.

4. Definitions

In this policy:

Art	<i>Creative activities that typically result in unique visual, auditory or performance works, and express technical, emotive, aesthetic and/or conceptual ideas belonging to an individual artist or group.</i>
Artist	<i>A professional or emerging practitioner in the visual arts, craft or design.</i>
Acquisition	<i>The act of gaining physical possession of the artwork or object by purchase, award, gift exchange, bequest or commission.</i>
Gallery Environment	<i>An art gallery's environment includes exhibition spaces, climate control, specialist lighting, security, storage, office, workspace, event spaces and loading dock. Provision of these to appropriate industry standards is critical in securing loans of artworks and insurance.</i>
Exhibitions	<i>Public displays of visual art, craft, and design works, curated by a gallery or individual to tell a story or explore a theme.</i>
Public Art	<i>Includes tangible, fixed artwork or ephemeral artwork of any kind.</i>

5. Roles and Responsibilities

The Chief Executive Officer and Director Community Services & Economic Development are responsible for ensuring this policy is understood and adhered to by Council staff, the Mayor and Councillors.

6. Policy

6.1. Art Collection

Cloncurry Shire Council has an extensive collection of artworks which is housed in correct temperature-controlled storage and catalogued.

A detailed catalogue is located electronically which documents all artwork owned by the Cloncurry Shire Council.

The Dr David Harvey-Sutton Art Gallery acquires artwork that supports the policies objectives. These include:

- Addressing community identity
- Celebrating the spirit of Outback Queensland and Cloncurry
- Contributing to a sense of place
- Increasing public awareness and promotion
- Assisting in the developing of an appreciation and understanding of traditional First Nations arts and cultural practices

Acquisitions may be through purchase of art, acquisitive prize, commission or donation.

Any donations will be assessed under the above objectives. The donor will be advised that the artwork is subject to approval or decline. The final decision will rest with the Director Community Services & Economic Development and the Economic Development & Tourism Manager.

6.2. Loaning of Artwork

There may be times that artwork is requested to be loaned for exhibitions outside of our Shire. Any requests will be reported to Council for approval and assessed on a case-by-case basis. If approved artwork will be documented with loan of artwork and packaged correctly by staff at the Dr David Harvey-Sutton Art Gallery. It would be the responsibility of the organisation requesting the loan to pay for all postage.

6.3. Exhibition Process

All proposed exhibitions as received under the expression of interest process will be subject to the following:

- Council approval (do we want to send all EOI's to Council or EOI's subject to panel decision)
- All applications are subject to gallery availability.
- Opening event is the responsibility of the exhibitor unless otherwise agreed by Council.

All terms and conditions detailed in the exhibition agreement.

6.4. Loaned Artwork

All exhibitions will be installed and displayed to national standards and as per instructions of the artist. A loan agreement form, or contract should be completed for any incoming exhibitions for insurance purposes.

All exhibitions accepted by Cloncurry Shire Council under a loan agreement form or contract will be covered by the artists insurance. Council will cover public liability only.

Staff and volunteers will have knowledge of correct artwork handling procedures and installation techniques. Staff and volunteers will not clean, repair or alter loaned artworks without written advice from the artist.

6.5. Sale of Artwork

As a public gallery, the sale of artwork is not the primary role of the gallery. Exhibitors may negotiate to sell artworks subject to the following guidelines:

- Exhibitors will be charged a 20% commission of the total value of artworks sold during the exhibition
- The Director may negotiate variations to this principle in line with Council priorities and special circumstances
- Sold artworks must remain on display for the duration of the exhibition
- Payment of sales to the artist will be paid on a monthly basis

6.6. Events in the Gallery

Any hiring of the Dr David Harvey-Sutton Art Gallery for private functions will require a Council staff member to be present at all times. This is to ensure the safety of all artwork on display during the event. Council reserves the right to decline a hirer if the exhibition does not allow for events during the exhibition period.

6.7. Safety

Exhibitions are located in a public area and must be able to be safely visited and viewed by people of all ages and abilities, and therefore must comply with all relevant health and safety requirements.

Staff and volunteers must follow all relevant health and safety regulations when installing exhibitions, working in the gallery and during workshops or public programs. Operations and exhibition changeovers should be in accordance with national standards for Australian Museums and Galleries and industry best practice and local government legislation.

6.8. Deaccession and Disposal

Works from the Art Collection which are in poor condition or damaged beyond reasonable repair will be considered for removal from the Art Collection. Staff will, from time to time, recommend works for deaccessioning from the Art Collection to the Council. Where an artwork has been nominated for removal from the Art Collection, it will be fully documented prior to disposal. Undamaged artworks to be deaccessioned will either be offered to the artist or donor, offered to a non-profit organisation, put up for public auction or otherwise disposed of.

A cooling off period of three (3) months will apply before a work is officially deaccessioned. All effort will be made to ensure deaccessioned artworks are donated to an appropriate entity. However, if an artwork is damaged beyond reasonable repair, that artwork will be destroyed.

Deaccessioned artworks will not be made available for acquisition by Councillors, staff, or their families. Where artworks are recommended for deaccession because of irreparable damage, a similar artwork by the artist of the damaged work could be selected for purchase if such a work is still available and affordable.

7. Accountability and Reporting

All applications will be assessed by more than one staff member to ensure an accurate assessment of expression of interests to exhibit.

Any acquisitions or deaccessions will be assessed by more than one staff member with deaccessions provided to Council for approval.

References and Related Documents:

Expression of Interest Form – Dr David Harvey-Sutton Art Gallery

Local Government Act 2009

Local Government Regulation 2012

Museums and Galleries Queensland

National Standards for Australian Museums and Galleries

Adopted by Council Resolution

POLICY VERSION AND REVISION INFORMATION

Version No.	Date Adopted	Review Date
1	13/12/2022	December 2024

Policy Authorised by: Philip Keirle



Title: Chief Executive Officer