



Operating Policy and Procedure No 33—Temporary exhibitions in Parliament House

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Contact:	Director, Art Services	Extn:	5123

Introduction

1 The Presiding Officers' Exhibition Area (**POEA**), located on the eastern side on the first floor of Parliament House, is the designated temporary exhibition space within the building. More detailed information about this space is at **Attachment A**.

2 The Department of Parliamentary Services Art Services Section (**DPS Art Services**) manages the POEA, which is used for an ongoing exhibition program of in-house and externally generated exhibitions.

3 Permission for the use of the POEA for exhibitions is at the discretion of the Presiding Officers. This policy sets out the criteria and processes for ensuring that proposed exhibitions satisfy the Presiding Officers' requirements in terms of quality and content.

Purpose of Exhibitions in the POEA

4 The primary purpose of the POEA is to enhance the experience of visitors to Parliament House, by depicting aspects of Australia, its democratic traditions and parliamentary life in creative and accessible ways. As with other public displays at Parliament House, the exhibition program for the POEA should:

- (a) depict in a thematic way the Australian political experience or aspects of it;
- (b) promote a better understanding and appreciation of the building and its contents by showcasing Australian craftsmanship and artistic achievement; and
- (c) provide variety and interest so that returning visitors can experience different aspects of the work of the Parliament.

Guiding Principles for Approval of Temporary Exhibitions

5 Requests to hold exhibitions in the POEA are only likely to be approved by the Presiding Officers if the proposed exhibition:

- (a) has an Australian focus;
- (b) has parliamentary relevance;

- (c) has a direct and substantial educational value which is assessed as having widespread community support; and
- (d) is of appropriate size, scale, medium, content etc in keeping with the public nature of the area, the architectural design, safety considerations and the dignity of the site.

6 In assessing whether an exhibition has parliamentary relevance, the Presiding Officers will consider whether the exhibition:

- (a) has a direct and substantial link to the Parliament House building;
- (b) has a direct and substantial link to Parliament as an institution and its history;
- (c) has a direct and substantial link to the Parliament's art collection; or
- (d) has a direct and substantial link to events or themes of national significance.

7 If an exhibitor has the support of any parliamentarian for the exhibition proposal, then details should be provided when applying to exhibit in the POEA (see "Applying to Exhibit in the POEA" at paragraph 11). It is the responsibility of the exhibitor to keep these parliamentarians informed of the progress of their exhibition proposal.

8 Approval will not be given to:

- (a) commercial exhibitions and direct selling from exhibitions, as Parliament House is not intended to serve as a competitor for the commercial gallery system;
- (b) solo exhibitions, as these are considered an inappropriate use of the venue because they would effectively provide parliamentary sponsorship and endorsement to the work of a single individual or a commercial enterprise;
- (c) exhibitions representing partisan political views, or having subject matter which could diminish the dignity of the Parliament House space; or
- (d) exhibitions from individuals/organisations for display within two years of a previous exhibition from the same individuals/organisations.

9 The exhibitions program will be developed so as to be equitable in providing opportunities for external organisations to access the POEA. In making their decision, the Presiding Officers will also have regard to the content of the exhibition program for the calendar year, to ensure wherever possible that the range of exhibitions in the POEA reflects a diversity of subject matter, themes and media.

10 DPS is not funded to support externally organised exhibitions. Therefore, the Presiding Officers' approval is generally conditional upon exhibitors meeting a cost-recovery charge. The scale of this charge will depend on the extent of DPS involvement. Further information about these charges is set out in **Attachment A**. As well, exhibition organisers will be required to meet all insurance costs, including for public liability cover.

Applying to Exhibit in the POEA

11 Requests to exhibit in the POEA should be submitted in writing, addressed jointly to the Presiding Officers. As the timeframe for considering requests is dependent on the sitting patterns of Parliament, exhibition organisers should allow plenty of time for their request to the Presiding Officers to be processed.

The current Presiding Officers are:

Mr Harry Jenkins MP
Speaker of the House of Representatives
Parliament House
Canberra ACT 2600

Senator the Hon John Hogg
President of the Senate
Parliament House
Canberra ACT 2600

12 The exhibition program is planned usually a year in advance and to maximise the possibility of using the POEA, potential exhibitors are recommended to contact DPS Art Services on (02) 6277 5327 as early as possible. The Presiding Officers are unable to consider requests more than eighteen months in advance of a proposed exhibition opening date.

13 A temporary exhibition will be approximately 6 to 8 weeks duration, but the length and specific dates available will be negotiated to complement the exhibition needs and the exhibition program of activities.

14 The request to the Presiding Officers should include the following information about the exhibition:

- (a) its objectives or rationale;
- (b) a summary of its subject matter and themes;
- (c) number, dimensions and media of individual exhibits;
- (d) details of any other venues where it has been/will be shown; and
- (e) photographs and examples of display material if available.

15 Information on how it meets the exhibition criteria (see paragraphs 5 and 6 above) should also be included, as well as the preferred dates for display. Potential exhibitors should check with DPS Art Services that the preferred dates are available, prior to writing to the Presiding Officers.

16 If a function associated with the exhibition is planned (eg, a launch event), then details of the function **must** be provided and permission also sought from the Presiding Officers.

17 Requests that do not include these details may be returned by the Presiding Officers without decision, causing unnecessary delay in the approval process.

18 Where permission is given by the Presiding Officers for use of the POEA, its use will be administered by DPS Art Services. Exhibitors will be asked to sign an *Agreement for General Conditions of Use* form and a *Loading Dock Delivery/Retrieval of Exhibition* form to confirm the exhibition arrangements with DPS Art Services. These forms should be completed and returned to DPS Art Services at least six weeks before the exhibition installation.

19 Procedures and requirements relating to approved exhibitions are set out in **Attachment B**.

Further Information

20 For further information regarding exhibitions in the POEA, phone DPS Art Services on (02) 6277 5327 or (02) 6277 5123.

21 This policy was approved by the Presiding Officers on 25 November 2009.

Alan Thompson
Secretary

Attachment A – Information about the Exhibition Space Capacity

- 1 The POEA provides approximately 40 square metres of floor space. The temporary walls installed in the area provide approximately 47 linear metres of wall hanging space. A floor plan can be provided by DPS Art Services on request.
- 2 A number of constraints apply to the use of the POEA. These include:
 - (a) a two-metre wide access corridor is to be maintained along straight walls to facilitate visitor traffic;
 - (b) hanging is not permitted on curved walls, and window recesses cannot be used for display purposes;
 - (c) display material must be contained within the exhibition area and not extend into seating or other adjacent areas; and
 - (d) only installation methods, materials, and screens approved by DPS Art Services will be used.

Availability

- 3 The POEA is open to the public during normal opening hours for the building, namely 9 am–5 pm seven days a week. The building is closed on Christmas Day.
- 4 The exhibition program is planned usually a year in advance and to maximise the possibility of using the POEA, potential exhibitors are recommended to contact DPS Art Services on (02) 6277 5327 as early as possible.
- 5 A temporary exhibition will be approximately 6 to 8 weeks duration, but the length and specific dates available will be negotiated to complement the exhibition needs and the exhibition program of activities.

Functions and Catering

- 6 If a function associated with the exhibition is planned (eg, a launch event), then details of the function **must** be included when writing to the Presiding Officers, and permission for the function sought.
- 7 Catering for receptions, events, official openings associated with exhibitions in the POEA may only be provided by the catering contractor, IHG (phone (02) 6277 5378). No external caterers will be permitted.
- 8 Maximum capacity for functions held in conjunction with an exhibition in the POEA is 100 people (no seating).
- 9 If the function is not catered, DPS Facilities should be contacted to discuss arrangements (phone 6277 3590, email facilities.management@aph.gov.au).

Charges

- 10 DPS will charge on a full cost recovery basis. Charges for temporary exhibitions are based on the level of involvement of DPS Art Services, and

include charges for activities such as patching and painting of walls, lighting of exhibitions, and handling of exhibition materials to and from the Loading Dock.

11 Current charges applied generally range from \$300 to \$900 in total, with the maximum charge not likely to exceed \$1500.

- (a) DPS Art Services staff assistance is charged at the rate of \$58 per hour for 2009-10. The rate is reviewed annually.
- (b) Costs for patching and painting of the temporary walls vary according to the extent of work required:

Patch and paint—minor	\$120
Patch and paint—moderate	\$260
Patch and paint—major	\$450

- (c) The handling of exhibition material to or from the Loading Dock incurs a charge of \$112 each time the Loading Dock is used.

Attachment B – Procedures and Requirements for Approved Exhibitions

Approval of Exhibition Content

1 In addition to the *Agreement for General Conditions of Use* (referred to in paragraph 18 of this policy), there are special requirements imposed on the use of the POEA:

- (a) All exhibitions must be professionally designed and mounted and in keeping with the dignity of the Parliament.
- (b) Drafts of all proposed promotional material, exhibition labels and signs, exhibition brochures and proposed exhibition layout must be submitted to DPS Art Services for prior approval, at least six weeks prior to the exhibition install.
- (c) DPS may amend or withdraw any material considered unsuitable for display in Parliament House.
- (d) If audio visual services are required for an exhibition or associated event, DPS has an approved list of audio visual service providers, which will be provided to exhibitors. Exhibitors should note that restrictions may apply to the use of sound and vision elements given the public circulation nature of the area and other adjacent activities.

Delivery and Installation

2 Exhibitors must agree to the following conditions for the delivery of their exhibition:

- (a) Exhibitors must complete the *Loading Dock Delivery/Retrieval of Exhibition* form and return it to DPS Art Services in the week before the exhibition is delivered to Parliament House.
- (b) The delivery to the Loading Dock should be scheduled between the hours of 9 am–3 pm Monday to Friday.
- (c) The exhibition should be delivered to Parliament House one business day before the exhibition installation, and the exhibition should be delivered in one consignment. Similar arrangements apply to the retrieval of the exhibition.
- (d) Packaged exhibition material may need to be opened at the Loading Dock for visual inspection, and/or put through an x-ray machine.
- (e) DPS will provide internal transport from the Loading Dock to the POEA.
- (f) As storage facilities are limited at Parliament House, exhibitors are responsible for the storage of works of art, packaging and other exhibition material for the duration of the exhibition. Exhibitors should not assume that exhibition material can be stored at Parliament House for more than 24 hours before or following an exhibition.
- (g) Exhibitors must meet all costs associated with delivery, installation and removal of the exhibition.

3 Exhibitors must agree to the following conditions for the installation of their exhibition:

- (a) If exhibition materials are to be wall-mounted, then these must arrive at Parliament House professionally framed and ready for installation. Exhibitors must consult with DPS Art Services about hanging options before the installation.
- (b) Exhibitors will provide their own tools, staff and equipment to install and de-install the exhibition, unless otherwise agreed with DPS Art Services. DPS Art Services can provide information about Canberra-based service providers to install and de-install the exhibition, if required.
- (c) All exhibition components and structures must comply with building safety requirements, as determined by officers of DPS.
- (d) DPS Art Services must oversight the install and de-install of any exhibition to ensure protection of the Parliament furnishings, building fabric and adjacent art works.
- (e) Installation and de-installation must be undertaken during standard working hours 9 am–5 pm Monday to Friday.
- (f) Exhibitors are allowed a maximum of two days to install and de-install an exhibition as part of their booking period. As a guide, two people are required to install an exhibition.
- (g) For safety reasons, exhibitors should ensure that people not directly involved in the installation of the exhibition are not in the POEA during the installation period.
- (h) Exhibitors will be issued with Parliament House security passes and are expected to conduct themselves in an appropriate manner, to not impede the business of visitors to the building, and observe all reasonable requests made by DPS staff and/or security officers.
- (i) Exhibitions in the POEA are not constantly monitored by security staff. DPS Art Services staff check the exhibition area periodically, but DPS does not accept responsibility for loss or damage to exhibition material.
- (j) DPS Art Services staff may need to move works while on exhibition if the safety of the work, visitors or those working in the building is an issue.

4 Exhibitors must provide a certificate of currency for public liability insurance to the value of AU\$10 million for the period of display in Parliament House.