



# COUNCIL POLICY

## Yorke Peninsula Art Exhibition

<b>Policy Number:</b>	PO066		
<b>Strategic Plan Objective</b>	1. Economically Prosperous Peninsula 1.4 Support local events and help attract new events		
<b>Policy Owner:</b>	Director Corporate & Community Services	<b>File Number:</b>	16/14044
<b>Responsible Officer:</b>	Director Corporate & Community Services	<b>Minute Reference:</b>	060/2017 (08/03/2017)
<b>Date Adopted:</b>	8 <sup>th</sup> March 2017	<b>Next Review Date:</b>	March 2021

### 1. POLICY OBJECTIVES

The Yorke Peninsula Art Exhibition (“Exhibition”) is a biennial event attracting locals and tourists from all over the country. This policy sets out the conditions under which the exhibition will operate and defines responsibilities.

Through the Exhibition, Yorke Peninsula Council (Council) aims to:

- Support tourism on the Yorke Peninsula through the presentation of a quality event, inspiring artists, their families and friends and other visitors to extend their stay on the Yorke Peninsula;
- Make an excellent contribution to the cultural experience of the Yorke Peninsula; and
- Provide a platform for artists of all capabilities.

### 2. SCOPE

This policy applies to all persons undertaking activities relating to the Exhibition for/on behalf of the Council.

### 3. POLICY STATEMENT

#### 3.1 Yorke Peninsula Art Exhibition Working Party

The Council have established the Yorke Peninsula Art Exhibition Working Party (“Working Party”) as an informal working party to organise, co-ordinate and carry out the Exhibition on behalf of Council.

Membership of the Working Party is determined by resolution of Council.

The Working Party is directly responsible to the Director Corporate and Community Services and the Director Corporate and Community Services (C&CS) will oversee the Exhibition for Council. The Director C&CS will ensure administrative support is provided to the working party and will, wherever possible, arrange for suitable resources to complete requested tasks to ensure professional standards associated with the exhibition are maintained.

The Working Party will make recommendations:

- Strive to provide a high quality Exhibition and competition for artists, residents and visitors;
- Seek out funding and sponsorship opportunities for competition prizes;
- Seek out funding and sponsorship opportunities for transport to and from Adelaide;
- Seek out volunteers to assist in carrying out the Exhibition;
- Make recommendations to the Director, Corporate and Community Services to procure goods and services as required;
- Promote the Exhibition in a manner and locations as deemed appropriate;
- The Working Party will furnish minutes of each meeting to Council;
- The Working Party will abide by the Council Code of Conduct; and
- The Chairperson will have a deciding vote.

### **3.2 Exhibition Location and Duration**

The main Exhibition is hosted at the Ardrossan Town Hall over the Easter long weekend and the Exhibition opening is held on Wednesday night prior to Easter. Invitations are sent to people who have purchased art at a previous exhibition, artists who have entered this exhibition, sponsors and other invited guests as recommended by the Working Party and determined by Council.

The main Exhibition proceedings will official commence at 8pm with a Welcome by the Mayor, or his delegate in their absence. A dignitary, selected by the Working Party and approved by Council, will then officially open the Exhibition, followed by speeches and prize announcements.

Two persons will receive guests at the door, collect entry fees and issue entry tickets and voting forms.

SF154 Yorke Peninsula Art Exhibition Schedule provides a specific timetable of activities to be undertaken during the Exhibition.

In conjunction of the main Exhibition, the Working Party may set up Satellite Exhibitions at other locations within the Council district to promote different mediums of art and expand the coverage of the event.

### **3.3 Competition Categories**

Exhibition Competition Categories will be recommended by the Working Party and determined by resolution of Council and will be set out in SF163.

### **3.4 Competition Entry fees**

Competition entry fees will be recommended by the Working Party and determined by resolution of Council and recorded into the fees and charges register.

### **3.5 Prizes**

Prizes are offered to encourage artists to enter their work and the value of the major prize and subsequent prizes are determined by resolution of Council.

Commendation Awards may be utilised to recognise artwork that came close to winning a prize.

### **3.6 Procurement**

The Director Corporate and Community Services is responsible for ensuring goods and services are procured in accordance with Council's procurement policies, procedures and processes.

**3.7 Entering Artwork into the Exhibition**

Artists can enter their work into the exhibition by completing a SF164 Yorke Peninsula Art Exhibition Open Entry Form or a SF164A Yorke Peninsula Art Exhibition Schools Entry Form.

Both forms are available on line and in hard copy.

**3.8 Conditions of Entry**

Council will determine the conditions of entry by resolution. Conditions of Entry will be set out in SF166 Conditions of Entry and provided to all artists seeking to enter, either electronically or in hard copy.

Artwork will be assessed against the SF166 Conditions of Entry using SF166B Conditions of Entry Checklist by the working party for consideration by the Director Corporate and Community Services.

**3.9 Judges**

The number and identity of the judges will be selected by the Working Party and recommended to Council. Where possible, two or more reputable judges will be appointed.

**3.10 Mini-exhibitions**

Mini-exhibitions may be offered where artists can display as many artworks as they wish in a dedicated space, for a fee as determined by resolution of Council and recorded into the fees and charges register. Artists may promote the mini-exhibition to their list of buyers

**3.11 Marketing**

The Working Party is responsible for co-ordinating marketing and promotion activities.

Sponsors may display advertising banners leading up to and during the exhibition. Banners may require approval under Council By-Laws.

Council will determine the cost of catalogues by resolution.

**3.12 Care of Artwork**

Artists retain responsibility for their artworks at all times when participating in the Art Exhibition.

Persons handling artworks will do so with care.

**3.13 Artwork Sales**

Sales prices are to be determined by the exhibiting Artists. Artworks are sold on “a first come first served” basis. Sold artworks remain on display until Easter Monday, when they can be collected by the purchaser.

Each piece of artwork is issued with a unique entry number and persons wishing to make a purchase are required to quote that number at the sales desk, so as to accurately identify the painting to be purchased.

**3.14 Artwork Delivery and Collection**

Artwork must be collected from the Exhibition site on Easter Monday, unless alternative arrangements have been made with the Working Party. For Artworks delivered by a transport supplier are returned in their same packaging and delivered back to the Transport supplier’s depot.

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### 3.15 Special Features

Artist Demonstrations, workshops and classes are popular, encourage attendance and will be incorporated into the Exhibition where ever possible.

### **4. COMPLAINTS**

Complaints about this policy can be made in writing to the Director Corporate and Community Services. Complaints will be managed in accordance with Council's Complaints Policy PO147.

### **5. REVIEW**

This policy will be reviewed every four years and as deemed necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

### **6. TRAINING**

Council is committed to supporting Elected Members, employees and volunteers in complying with this policy and all parties will be provided training.

### **7. RELATED COUNCIL POLICIES AND DOCUMENTS**

PO058 Purchase of Goods & Services Policy

PO091 Risk Management Policy

R011 Fees and Charges Register

### **8. REFERENCES AND LEGISLATION**

Local Government Act 1999

Code of Conduct for Council Employees

Code of Conduct for Council Members

### **10. COUNCIL DELEGATION**

<b>Delegate:</b>	Chief Executive Officer
<b>Sub delegation</b>	Director Corporate & Community Services

### **11. VERSION HISTORY**

<b>Archived Policy Name</b>	<b>Policy Number</b>	<b>Date Adopted</b>	<b>Last Reviewed</b>
New policy			
Yorke Peninsula Art Exhibition [v1}	PO066	08/04/2015	22/02/2017