



Fountain Court Exhibition Policy

Policy Summary	
Status	Current as of June 2019.
Purpose	The Parliament of New South Wales is a prominent public venue in the central business district of Sydney. Parliament's exhibition space, referred to as the Fountain Court, is available for non-political exhibitions of a high curatorial and artistic standard. This policy prescribes the manner in which the Fountain Court can be used and the process to be followed to book the area for an exhibition.
Scope	This policy is applicable to organisations and community groups wishing to use the Fountain Court for exhibition purposes. The document describes the exhibition space specifications and method of display.
Availability	This policy is available on the Parliament's intranet and website.
Policy owner	The Usher of the Black Rod, Legislative Council, is responsible for the administration and review of this policy.
Related policies	<p>This policy supersedes all previous policies relating to exhibiting in the Fountain Court. This policy should be read in conjunction with the Fountain Court Exhibition Guidelines. Reference should also be made to:</p> <ul style="list-style-type: none">• Car Park Access and Parking Regulations• Loading dock booking form• Reconciliation Wall Exhibition Policy• Room and Venue Use Policy.
Review process	This policy will be reviewed once every Parliament by the policy owner.
Approval	Mark Webb, Chief Executive, Parliamentary Services Helen Minnican, Clerk of the Legislative Assembly David Blunt, Clerk of the Parliaments
Date	June 2019



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Fountain Court Exhibition Policy

1.0 Purpose

- 1.1 The Parliament of New South Wales (the Parliament) is a prominent public venue in the central business district of Sydney. The Parliament's exhibition space, referred to as the Fountain Court, is available for non-political exhibitions of a high curatorial and artistic standard.
- 1.2 This policy prescribes the purpose and manner in which the Fountain Court can be used and the process to be followed to secure a booking.

2.0 Scope

- 2.1 This policy is applicable to organisations and community groups wishing to utilise the Fountain Court for exhibition purposes. The policy describes the application process, limitations on exhibition content, and overall display guidelines.

3.0 Definitions

Exhibition Coordinator means the representative of the organisation, community group, individual artist or assembly of artists responsible for liaising with the Parliament in regard to the exhibition.

Exhibition walls means the Fountain Court that can be used for artistic exhibitions.

Exhibitor means the individual artist, organisation, community group or assembly of artists who have booked the Fountain Court for an exhibition.

Parliament means the Parliament of New South Wales.

Parliamentary artworks means artworks owned by the Parliament of New South Wales.

Parliamentary Host means the Member of Parliament who is sponsoring the exhibition.

Presiding Officers means the President of the Legislative Council and the Speaker of the Legislative Assembly.

Reconciliation Wall means the western wall of the Fountain Court which is required to be used for artistic exhibitions by Aboriginal and Torres Strait Islander artists. The Reconciliation wall is the subject of a separate policy, the Reconciliation Wall Policy.



4.0 Policy

- 4.1** The Parliament's exhibition space, referred to as the Fountain Court, joins the heritage front of the building to the modern offices behind. The exhibition walls are available for non-political exhibitions of a high curatorial and artistic standard.
- 4.2** The Parliament encourages exhibitions featuring New South Wales' regional art, New South Wales' Aboriginal and Torres Strait Islander artists, and art by diverse cultural communities within New South Wales.
- 4.3** An exhibition must have some connection to either the Parliament or communities within the state.
- 4.4** Applications to use the exhibition space are invited from the following:
- a) NSW Government department or public authority
 - b) NSW local government body
 - c) Australian Government department or public authority
 - d) Charitable or not-for-profit organisation
 - e) Consulates
 - f) groups of New South Wales' artists in which each artist is equally represented in the exhibition.
- 4.5** Exhibitions by solo artists will only be accepted at the discretion of the Presiding Officers.

Exhibition requirements

- 4.6** All exhibitions are subject to the following requirements:
- a) artwork submitted for display will be subject to approval of the Presiding Officers of the Parliament. Artwork should be in keeping with the profile of the parliamentary setting and be appropriate for general viewing.
 - b) an exhibition cannot appear to be directly attempting to contribute to a current political debate.
 - c) an exhibition cannot seek funding from the Parliament except those organised and curated by the Parliament and approved by the Presiding Officers.
 - d) the minimum exhibition period is one month with the option to extend. The dates of an exhibition are at the discretion of the Presiding Officers. Exhibitions will usually be installed on the first Monday of the month and removed on the final Friday unless alternative arrangements have been made through the Office of the Usher of the Black Rod.
 - e) exhibitions of state wide significance may be in place for longer than a month at the discretion of the Presiding Officers.



Booking and approval process

- 4.7** A Member of Parliament, such as a local Member, or a Member with an interest in the organisation, must support the exhibition and act as the Parliamentary Host.
- 4.8** Once a Member has agreed to host the exhibition, the Exhibition Coordinator should lodge an application to the Usher of the Black Rod. An application form is attached and is available on the Parliament's website.
- 4.9** The approval of applications for exhibiting in the Fountain Court is a competitive process. Applications will be ranked according to the following criteria:
- a)** Artistic merit
 - b)** Synergy with other major events in the period of the proposed exhibition
 - c)** Reflects themes of the people or places of New South Wales
 - d)** Complements or contributes to other community access and engagement activities undertaken by the New South Wales Parliament.
- 4.10** The Presiding Officers are responsible for approving all Fountain Court Exhibitions.
- 4.11** If approval is provided, the exhibition coordinator will be forwarded an agreement. Associated activities, including related work, advertising and promotion may not commence until the agreement has been signed by the Exhibition Coordinator and the Presiding Officers (or their representative).
- 4.12** Further information about the booking and application process is contained in 3.3 of the Fountain Court Exhibition Guidelines.

Selling items

- 4.13** Exhibitors must not sell items in the Fountain Court. Artworks cannot have prices displayed on or next to them.

Exhibition openings

- 4.14** An exhibition opening can be held in the Fountain Court exhibition space with the approval of the Presiding Officers.
- 4.15** Exhibitors must submit to the Usher of the Black Rod an application to hold an exhibition opening and provide details of the opening such as whether media will be invited, and any relevant features such as the conduct of interviews with artists, singing and music or multi-media.
- 4.16** Exhibitors may film or photograph the opening of their exhibition on the conditions outlined under Publicity and Social Media below.



- 4.17 Media may only attend an exhibition opening at the invitation of the exhibition organisers.
- 4.18 The details of media attending an exhibition opening who are not accredited members of the NSW Parliamentary press gallery must be provided to the Usher of the Black Rod to arrange access to the Parliamentary Precinct.
- 4.19 Further information about room bookings, catering and venue costs are available in the [Room and Venue Use Policy](#).

Publicity and social media

- 4.20 The Parliament is permitted to film or photograph the exhibition for use on the Parliamentary website and on social media for the purposes of highlighting or promoting the exhibition and associated events, with due acknowledgement of the artist of any work shown.
- 4.21 Publicity by exhibitors, including social media, must not imply the support or the Parliament's endorsement of the organisation or subject matter of the exhibition, or inappropriately represent the support of the host member.
- 4.22 Exhibitors may photograph, but not film, their exhibition at times other than the opening but must not impede or obstruct the flow of movement through the public areas, attract unnecessary attention or commotion, or interrupt scheduled activities in the Fountain Court, and subject to any direction given by the Presiding Officers or the Usher of the Black Rod.
- 4.23 Filming and photography must focus on the exhibition and must not inadvertently capture Members of Parliament or any member of the public in the Fountain Court and must not impede access or block thoroughfares. The Parliament reserves the right to order the cessation of photography in the Fountain Court or to place conditions on the content of photographs taken in the Fountain Court.
- 4.24 Advertising and publicity and associated costs related to the exhibition are the responsibility of the exhibitor.
- 4.25 No logos for political parties shall appear in any promotional material or banners used for the exhibition.
- 4.26 Exhibitors and media outlets must follow any directions issued by Parliamentary Officers, the NSW Police Force Special Constables or Chamber and Support Services.



5.0 Grievance mechanisms/sanctions

- 5.1 The Parliament's Grievance Policy will be used in relation to any staff disputes under this policy. External grievances should be directed to the Usher of the Black Rod

6.0 Accountabilities

- 6.1 The Presiding Officers are responsible for the approval of applications for all Fountain Court exhibitions. This policy has been endorsed by the Presiding Officers.
- 6.2 The Clerk of the Legislative Assembly, the Clerk of the Parliaments and the Executive Manager, Department of Parliamentary Services are jointly responsible for approving and assuring compliance with this Policy, and ensuring that corporate policies support the proper and safe use of the Fountain Court for exhibitions.
- 6.3 The Office of the Black Rod is responsible for the implementation of this Policy and for ensuring that the requirements for use of the Fountain Court are followed. The Office of the Black Rod is responsible for reviewing this Policy and regularly evaluating guidelines and procedures to ensure relevance and usability.
- 6.4 Exhibition Coordinators are responsible for ensuring the requirements prescribed by this Policy that apply to users of the Fountain Court are followed. Exhibition coordinators are also required to complete an Agreement and abide by the conditions specified therein.

7.0 Work Health and Safety and Risk Management

- 7.1 The Parliament's site safety rules must be followed. Any additional conditions must also be abided by, provided those conditions are communicated in writing. See the Exhibition Guidelines for further information.

8.0 Related Policies, Legislation, Guidelines and Forms

- 8.1 This Policy should be read in conjunction with the Exhibition Guidelines, the Room and Venue Use Policy, relevant work health and safety legislation and policies, risk management policies, and guidelines on the use of the Parliament's loading dock and car park.



9.0 Policy review

- 9.1** This Policy will be reviewed at a minimum of once every parliament to confirm and ensure that it continues to provide for the most appropriate and practical use of the Fountain Court Exhibition space.
- 9.2** The Policy Steering Committee will consider any suggested policy modifications and make recommendations to the Clerks and Chief Executive.

10.0 Further information

- 10.1** Further questions in relation to this policy should be directed to the Office of the Black Rod.
- 10.2** Portfolios can be sent to:
The Presiding Officers
C/o the Usher of the Black Rod
Legislative Council
Parliament House
Macquarie St Sydney NSW 2000

11.0 Document control

Version number	Date of issue	Author	Description of change
1.0	August 2012	Beverly Duffy	Revised policy
2.0	5 September 2012	Catharine Pruscino	Amendments
3.0	May 2016	Alex Stedman	Revised policy
4.0	24 May 2016	Steven Reynolds	Minor revisions to revised policy
5.0	October 2018	Susan Want	Updated policy
6.0	June 2019	Susan Want	Updated policy