

<b>CATEGORY</b>	Cultural Services
<b>GROUP TEAM</b>	Community and Recreation
<b>POLICY NAME</b>	Cultural Services Ethics Policy



## PURPOSE

The purpose of the *Cultural Services Ethics Policy* is to articulate specific ethical conduct requirements for paid and volunteer personnel who work in, or advise on, the delivery of Albury Regional Art Gallery, Museum and Social History operations.

## SCOPE

This policy applies to the:

- Albury Regional Art Gallery, Museum and Social History staff;
- volunteers who work within the AlburyCity cultural institutions;
- members of the Albury Regional Art Gallery Advisory Committee;
- members of the Cultural Precinct Internal Working Committee; and
- members of the Museum and Social History Acquisition and De-Accession Committee.

This policy presents guidelines for:

- Members of the Albury Wodonga Regional Art Foundation when liaising with AlburyCity
- Members of the Friends of the Albury Regional Art Gallery when liaising with AlburyCity
- Members of the Friends of the LibraryMuseum when liaising with AlburyCity, and the
- Albury and District Historical Society when liaising with AlburyCity.

For the purpose of this policy, the above personnel shall be defined as "Gallery and Museum Delegates".

All AlburyCity Councillors, administrators, members of staff, members of council committees, volunteers and delegates of the council must comply with the AlburyCity *Model Code of Conduct*.

## DEFINITIONS

*Cultural Institutions* – Cultural facilities owned and operated by AlburyCity being the Albury Regional Art Gallery, LibraryMuseum, Lavington Library and Albury Entertainment Centre.

*Albury Regional Art Gallery* – an AlburyCity owned and operated public art gallery, that manages, acquires, conserves, interprets and exhibits the AlburyCity Visual Art Collection, develops and curates exhibitions, and hosts touring exhibitions.

*Museum and Social History staff* – a Cultural Services team located within the Albury LibraryMuseum that is owned and operated by AlburyCity and tasked to effectively manage, acquire, conserve, interpret and exhibit the AlburyCity Museum and Social History collection and respond to public research and collection acquires.

## CONTENT

### **Governance**

In addition to abiding by the requirements in the AlburyCity *Model Code of Conduct* Gallery and Museum Delegates shall not use their position to obtain unreasonable or excessive services or expertise from fellow Gallery and Museum delegates. Nor should they perform personal services. All Gallery and Museum Delegates shall work within the Principals of Best Practice outlined within [The Code of Practice for the Professional Australian Visual Arts, Craft and Design Sector](#) (2.7.1, National Association Visual Artists (NAVA) 2009)

### **Cultural Collections**

In addition to abiding by the requirements set out in the AlburyCity *Model Code of Conduct* Gallery and Museum Delegates shall also abide by the [CODE OF ETHICS FOR ART, HISTORY & SCIENCE MUSEUMS within the Council of Australian Museum Associations](#), 1985 whereby:

1. Access to the collections and related information is permitted and controlled;
2. Acquisition, de-accessioning, and loan activities are conducted in a manner that respects the protection and preservation of cultural resources and discourages illicit trade in such materials (as outlined in (*DOC13/36824 Cultural Assets Development and Management Policy*);
3. Collections-related activities promote the public good rather than individual financial gain.
4. No discredit to the AlburyCity Cultural Institutions or any work of art in its care is caused by improper commercial use, photographic reproduction, distortion or defacement.
5. All reasonable care is taken to ensure the safety and security of all artwork in their care.

### **Programs and Exhibitions**

The Cultural Services Group works to advance the understanding and appreciation of art and heritage through programs including exhibitions, research, scholarship, publications, interpretation, and educational activities.

The purpose of the *Cultural Exhibition Policy* (DOC11/20655) is to ensure AlburyCity's Cultural Services Team provide stimulating and innovative visual art and museum exhibition programs that are of the highest quality and are of regional appeal through the Albury Art Gallery and the Albury LibraryMuseum as well as including public art/installations in alternative sites throughout Albury.

Thus, the Albury Regional Art Gallery and Museum and Social History team ensures that:

1. Programs and exhibitions support the Cultural Services Vision and public expectations.
2. Programs and exhibitions are founded on scholarship and marked by intellectual integrity.
3. Programs and exhibitions are accessible and encourage participation of the widest possible audience.
4. Revenue-producing activities and activities that involve relationships with external entities are compatible with the Cultural Services Vision and public expectations.
5. All dealings with artists is transparent and that all negotiations are in writing and based on AlburyCity contractual standard Terms and Conditions.

## Conflicts of Interest

AlburyCity staff work within the professional practice guidelines outlined in the *Cultural Services Sale of Goods and Services Internal Procedure* DOC11/34776 whereby Officers will not:

1. Use their position for personal gain or benefit.
2. Receive artwork in exchange for exhibition.
3. Receive artwork in exchange for promise of exhibition.
4. Allow an individual member of staff to act as an agent for an individual artist as it may be perceived as a conflict of interest.
5. Remove artwork from the gallery without consent from the artist or outside the Terms and Conditions of the contract.

Loyalty to an AlburyCity Cultural Institution, either Art Gallery or LibraryMuseum must always be in the forefront as the Art Gallery and the LibraryMuseum and its employees enjoy public visibility and enjoy a generous level of esteem.

To the public, the AlburyCity Cultural Institutions and its staff are never wholly separated. Staff, advisory and support members and volunteers must be concerned not only with their own motivations and interests but also with the way in which such actions might be perceived by the outside observer. Gallery and Museum Delegates engaged in outside activities similar to those that they perform in their AlburyCity role are perceived to be representatives of AlburyCity and thus the Cultural Institution.

In addition to abiding by the requirements set out in 4.3 *Other Business or Employment* of the *AlburyCity Model Code of Conduct* Gallery and Museum Delegates shall not:

- use the AlburyCity Cultural Institutions name in connection with outside employment; and
- accept employment (paid or in-kind) offered by art dealers, auction houses, private collectors, philanthropic organisations and/or engage in events that may be perceived by external artists, philanthropists and art collectors as lowering the reputation of the Cultural Institution of which they are employed.

Gallery and Museum Delegates will:

- at all times conduct themselves in accordance with the duties, values and status of the profession,
- Adhere to the highest ethical standards and will act in a manner that enhances the AlburyCity Cultural Institution's standing,
- Share their knowledge and experience with their colleagues, scholars, students or collectors in relevant fields. They should show their appreciation and respect to those from whom they have learned and should present without thought of personal gain such advancements in techniques and experience which may be of benefit to others.
- Discuss all external requests for employment and advice or if a perceived conflict of interest may occur with Group Leader - Cultural Services.

AlburyCity encourages Gallery and Museum Delegates to undertake activities such as consulting, serving on competition juries for art exhibitions, lecturing, teaching, research, and writing books or articles, as these contribute to AlburyCity's reputation as well to the individual's professional development.

## **Private Collecting**

Private collecting of art by Gallery and Museum Delegates is an appropriate activity and may enhance expertise. No collecting by such persons, however, can be tolerated if, in fact or appearance, it conflicts with the interests of the AlburyCity Cultural Institution and its collecting programs.

With the possibility of conflict existing, the issue should be openly discussed by those involved, and the AlburyCity Cultural Institution must always be given the first opportunity to purchase any work of art. If Gallery and Museum Delegates lend objects personally for an exhibition within an AlburyCity Cultural Institution, they should lend them anonymously and be credited in gallery installation and publications as such.

## **Ownership**

All materials or items developed, written, designed, drawn, painted, constructed or installed by employees or volunteers while carrying out their responsibilities to the AlburyCity Cultural Institution are considered to be the property of AlburyCity with AlburyCity having all the rights to the property.

Access to the AlburyCity Cultural Institutions internal activities and information is a trust. The lack of material compensation does not exempt volunteers, advisory members and delegates from adherence to standards that apply to paid staff. Confidentiality is paramount.

## **Notifications**

All Gallery and Museum Delegates will adhere to the reporting and declaration procedure as detailed in the AlburyCity *Model Code of Conduct* however initial discussions will occur with Group Leader Cultural Services.

## **IMPLEMENTATION OF THE CULTURAL SERVICES ETHICS POLICY**

Implementation of elements outlined in this policy is detailed within existing AlburyCity and Cultural Services policies and procedures; being:

- Code of Business Ethics (DOC11/27696)
- AlburyCity Model Code of Conduct
- draft Albury Regional Art Gallery Philanthropy Policy and Procedure Suite
- Cultural Assets Development and Management Policy (DOC13/36824)
- Permanent Collections Acquisition and De-Accession Procedure (DOC11/28233)
- Cultural Services - Cultural Exhibition Policy and Procedure (DOC11/20655)
- Cultural Services Sale of Goods and Services Internal Procedure (DOC11/34776)

*Authorisation Table on following page.*

## AUTHORISATION

<b>Status</b>	<b>Committee</b>	
	<b>Manex</b>	Tuesday, 8 April 2014
	<b>Council</b>	Council Meeting 28 April 2014
<b>Owner</b>	Group Leader – Cultural Services	
<b>History</b>	New Policy 2014.	
<b>Other</b>	This document is in the AlburyCity Public Policy Register.	
<b>Last issued</b> June 2014	<b>Review</b> April 2018 or as required.	
<b>TRIM REFERENCE</b> DOC14/49156		