

Wollarobba Arts and Cultural Centre Exhibition Guide

Wollarobba Arts and Cultural Centre is the creative hub of Hornsby Shire. It is located in central Hornsby behind Willow Park at 25 Edgeworth David Avenue. The Wollarobba homestead was built in 1903 and was transformed by Council in 2011 into a community arts facility. Wollarobba Arts and Cultural Centre was the recipient of the 2012 Local Government and Shires Association Places for Arts and Culture: Improved Cultural Facility Award.

Facilities and activities at the centre include a community art studio, a purpose-built printmaking room, art classes, an artists' lounge and several gallery spaces. Council's Arts/Cultural Development Officer operates from Council's Community Services building at 28 – 44 George Street, Hornsby. The Hornsby Art Society has an office on the ground floor, which is open most Fridays.

Council's Arts/Cultural Development Officer can be contacted directly on 02 9847 6893 or at arts@hornsby.nsw.gov.au

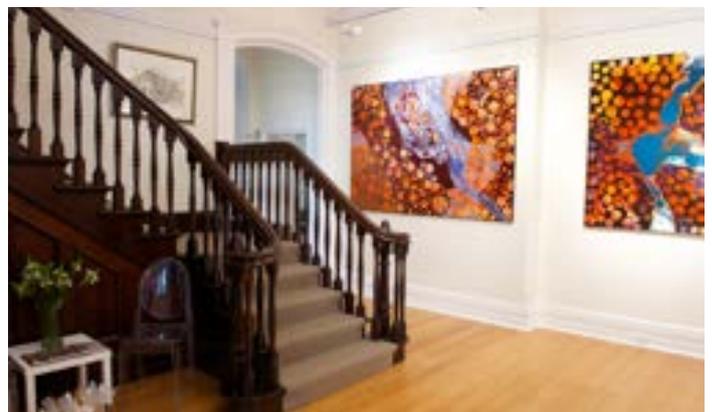
The centre is open Monday to Friday, 9am-4pm excluding public holidays.

Exhibitions

Wollarobba Arts and Cultural Centre has four exhibition spaces available to hire jointly or separately:

- the Lower Gallery (22 lineal metres) - being the Lower Foyer and Artist's Lounge,
- the Upper Gallery (29 lineal metres) - being the Upper Foyer Gallery and Verandah Gallery,
- the Verandah Gallery (14 lineal metres),
- and the Display Cabinet (1480mm high x 900mm wide x 420mm deep, internally lit, 4 adjustable glass shelves, max. weight 12kg per shelf).

Wollarobba Arts and Cultural Centre is available for hire for a minimum period of one week. The preferred hire period is two weeks. This includes one day for installation. De-installation is to be done after the exhibition closes on the last day. The hire period is from Monday to Sunday. Installation occurs on a Monday, unless specifically negotiated. Openings are typically on a Friday evening however alternatives can be discussed.



Gallery Hiring Guidelines

The weekly hire fee rate includes the following:

- hire of space during the exhibition period
- access to the space for installation and dismantling the exhibition
- the use of the hanging system, ladders and trolley
- electricity, lights and air conditioning
- cleaning of toilets and gallery space
- advice from the Arts/Cultural Development Officer

The Hire fee does NOT include:

- sales staff or EFTPOS/credit facilities
- staff to install or dismantle the exhibition
- insurance of artworks or public liability insurance
- room hire for the opening
- openings, including catering, glassware hire, wait staff
- security
- exhibition advertising
- use of equipment such as plinths, phones, computer, photocopier, postage etc.
- returning the exhibition space to the condition in which it was provided. This must be done by the Hirer.

Confirmation of hire

Confirmation of hire will be provided by the Venue Management Officer following payment of the \$10.00 booking fee. At this time the Hirer will be provided with tax invoices for the hire charges and the refundable security bond. A Condition Report will be completed by Council staff at the beginning and end of the Hire period. Where the gallery is in good order the bond will be repaid to the Hirer's specified bank account. The cost of repairs to damage will be taken from the bond. This includes, but is not limited to patching and repainting walls, cleaning floors, replacing damaged exhibition system.

Insurance

Hornsby Shire Council (Wallerobba Arts and Cultural Centre) does not insure the works whilst in transit, in storage or on exhibition. The Hirers must arrange their own insurance to cover potential damage, loss or theft.

Exhibition Keys

The Hirer will be provided with two keys for the exhibition. The pink bilock key opens the front door and Verandah Gallery. The small key opens the exhibitions cupboard in the Beige Kitchen off the artists lounge. A separate set of keys including green bilock will be issued by the Venue Management Officer for the purposes of the opening. Council keys are not to be duplicated.

Storage

There are no storage facilities at Wallarobba Arts and Cultural Centre. All art packaging materials must be removed from the Centre during the exhibition. Artworks may not be stored onsite.

Installation and de-installation

Installation is to take place on the first Monday of the hire period, unless specifically negotiated. De-installation is to take place at the conclusion of the exhibition on the last Sunday of the Hire Period. Where there is an exhibition booked to be installed the following day, you may leave the hanging system on the walls. The Arts/Cultural Development Officer will advise you if this is the case or not.

Artworks are to be installed in the areas outlined in the attached floor plan only. The Hirer will be asked to remove any artwork that is hung in an unauthorised area.

Advice regarding the use of the Gallery System and installation can be provided by the Arts/Cultural Development Officer prior to exhibition installation. Please advise the Venue Management Officer if you wish to be contacted by the Arts/Cultural Development Officer regarding the use of the system. Special requirements for the installation process must be detailed in the application form.

Work Health and Safety standards must be observed during the installation and de-installation process, as detailed in the advisory Safe Work Method Statement provided by Wallarobba Arts and Cultural Centre.

Artworks may be hung on the Gallery System track on the two main staircase landings. No sculptures are to be placed on either of the landings as they constitute an obstruction to an emergency egress. Sculptures placed in these areas will be relocated by the Arts/Cultural Development Officer.

The Hirer must dismantle the exhibition and remove all works the day of the exhibition closes. Failure to do so will incur the loss of the bond. Wallarobba Arts and Cultural Centre is not responsible for artworks or materials left onsite at the conclusion of the hire period. The Community and Cultural Facilities Team will dispose of artworks and exhibition material immediately.

Hanging system, equipment and lighting

Wallarobba Arts and Cultural Centre is equipped with a Gallery System hanging system and professional track lighting. Each stainless steel hanger has the capacity of 20kgs. The hanging system requires 2D works to have suitable 'D' rings fixed to the rear of the artworks.

Walls are not to be penetrated. Use of nails, tacks, double sided tape and adhesive paper labels is prohibited.

2 ladders are available for the Hirer's use.

The Hirer is responsible for their own equipment. Wallarobba Arts and Cultural Centre will not accept responsibility for loss or damage to a Hirer's equipment.

The Community and Cultural Facilities Team will check that all lights are working prior to the opening of the exhibition. Hirer's are not to make changes to the lighting system.

Wall labels, price lists and catalogues

The minimum level of interpretation required for an exhibition is wall labels. Wallarobba Arts and Cultural Centre provide a label template to Hirers so that they may create uniform, easily read labels. Only Blue Tack may be used to adhere text panels or labels to the wall.

The Hirer is responsible for the production of the wall labels, and should they require, price lists and catalogues.

In the event that the Hirer does not sit with the exhibition, information regarding Hirer contact details and sales directions should be available for visitors to take.

Supervising or sitting with the Exhibition

The Hornsby Shire Council's Arts/Cultural Development Officer is based at Community Services Building at 28-44 George Street, Hornsby. Council takes no responsibility for the artworks or potential sales for external exhibitions.

Hirers are responsible for sitting with the exhibition and taking sales during the period of the exhibition. As there are no staff permanently on site, Hirers are responsible for opening Wallarobba Arts and Cultural Centre between 9am-4pm from Monday to Friday and between 10am-4pm on Saturday and Sunday. Hirers may store their personal belongings in the exhibitions cupboard in the Beige Kitchen whilst onsite.

Sales

Wallarobba Arts and Cultural Centre charges 0% commission on the sale of artworks or exhibition content. The Hirer is responsible for all sales transactions for the period of their exhibition.

There is no Electronic Funds Transfer Point of Sale (EFTPOS) Service available for transactions. The Hirer is advised to make their own arrangements regarding sales whether they are cash sales, cheque or direct online transfer. All taxation compliances are the sole responsibility of the Hirer. No cash is to be kept onsite as Wallarobba Arts and Cultural Centre is a cashless facility.

Opening events

The exhibition opening events are held on Friday evenings from 6pm-8pm, with a half hour either side for set-up and pack down, unless otherwise negotiated with the Community Facilities Officer. The Dining Room is hired for the purposes of an opening event.

There are two kitchens onsite available for use with refrigerators, oven, microwave ovens and dishwasher. There are 4 small fold-up tables available for the Hirer to use for the opening event and/or exhibition. These are available in the cupboard under the stairs in the Lower Foyer Gallery.

All costs associated with catering, serving, cleaning up and entertainment is the Hirer's responsibility. If the Hirer introduces a third party to the premises, for example a caterer, then the Hirer must supply Council with a copy of the third party's Certificate of Currency for Public and Products Liability insurance policy with a Limit of Indemnity of no less than Twenty Million Dollars.

Marketing material

The Hirer is responsible for the development and distribution of promotional material related to their exhibition, including but not limited to, press releases, advertising, flyers, invitations and posters. All promotional material must include the Hornsby Shire Council/Wallarobba Arts and Cultural Centre logo. A copy of all promotional material must be provided to the Graphic Design Department for approval at least 4 weeks before the opening of the exhibition to ensure that it complies with Hornsby Shire Council guidelines.

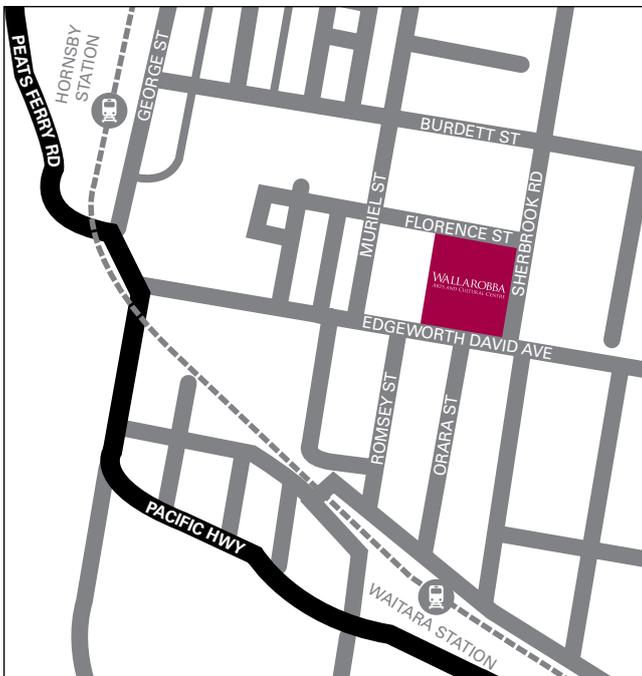
Council supported promotion opportunities

The exhibition will be listed on the Wallarobba Arts and Cultural Centre website and included in the Hornsby Shire Arts Network e-newsletter, ARTicle. A listing consisting of exhibition title, exhibition dates, opening date and time, 50 word spiel and contact details should be sent to the Arts/Cultural Development Officer, 3 months before the exhibition. The Hirer is offered the opportunity to upload information to Hornsby Shire Council's free What's On Calendar - available at hornsby.nsw.gov.au

Further Council supported promotional opportunities exist at specific times of the year, including the annual **Hornsby Shire Festival of the Arts** in October/November and **Healthy Living Festival** held in March/April. For more information regarding participation contact the Community Development Officer on 9847 6531.

Getting to Wallarobba Arts and Cultural Centre

Wallarobba Arts and Cultural Centre has limited parking onsite. It is a seven minute walk from Waitara station or ten minute walk from Hornsby Station. Transdev-Shorelink Buses operate the 594H or 575 services from Hornsby Station, which stop directly outside the Centre – ask for Willow Park or corner of Sherbrook Rd and Edgeworth David Ave.



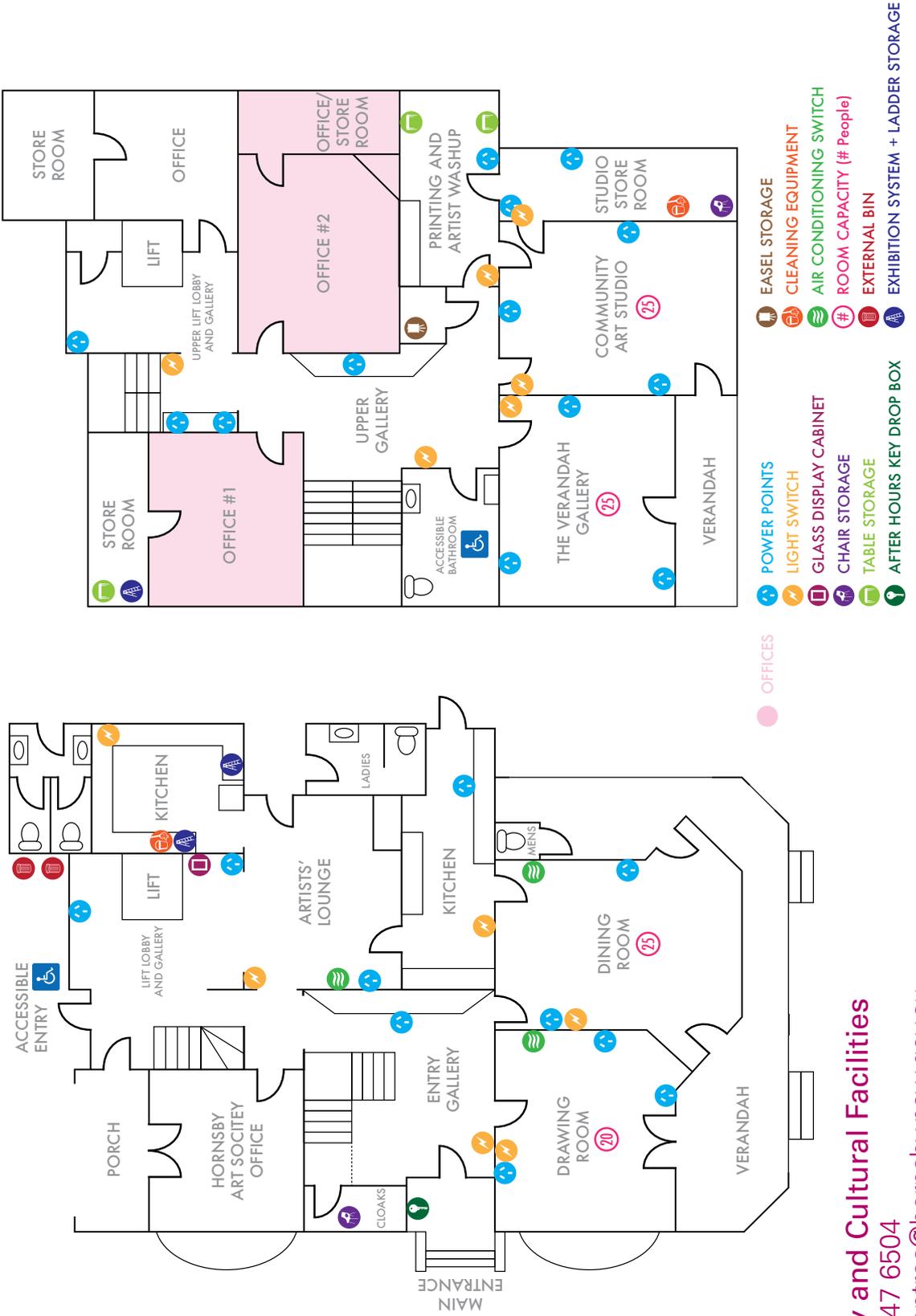
A PDF map is available for the Hirer to include in their exhibition promotional material.

Access and security

- The Community Facilities Officer will brief the exhibitor / hirer on securing the facility.
- Wallarobba Arts and Cultural Centre operates a closed circuit camera system.



services and capacities Wallerobba Arts and Cultural Centre



Community and Cultural Facilities
 Enquiries: 9847 6504
communitycentres@hornsby.nsw.gov.au

Task: General Office Duties, Exhibitions at Wallarobba, Libraries, Community and Cultural Facilities

General Hazards	Initial Risk	Control Measures	Residual Risk
Work Area	Community and Cultural Development, Community and Cultural Facilities, Libraries	Approved By	<i>Kelly Mapleston</i>
Legislation, Codes of Practice or Standards used:		Date Approved	16.04.16
Trim Document Number		Date Due for Review	16.04.17

Plant And Equipment	Tables Chairs Easels Lectern Display stands Trolleys Whiteboard Ladder Lighting A-frame signs Drying racks Printing Press Windows Mobile phone	Chemicals and Substances	Dishwashing powder / tablets Dishwashing Liquid Gumption Multi-Purpose cleaning wipes and sprays
Protective Equipment	Disposable gloves	Qualifications and Training	Smooth Moves Training
Safety Checks/Other Controls	SWMS 526852 - Working at Wallarobba TRIM - D02148759 SWMS 526853 - Working Alone – Community Facilities TRIM - D02148755 SWMS-Outreach Activities	Approval Permits	

Secondary stairs (servants' stairs) adjacent to lift.	4	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input checked="" type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE Roped off to prevent general use. Only to be accessed during an emergency.	6	
Sash Windows	4	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input checked="" type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE Open window by raising the bottom window. Do not attempt to open windows if in the building alone.	6	
Steps	Possible Hazards	Initial Risk (1-6 refer to risk matrix)	Control Measures	Residual Risk
Move, set up and pack away tables and chairs	Manual handling – lifting and carrying Manual handling – pushing, pulling and twisting	4	<input type="checkbox"/> Elim <input checked="" type="checkbox"/> Sub <input type="checkbox"/> Iso <input checked="" type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input checked="" type="checkbox"/> PPE <ul style="list-style-type: none"> • Observe good manual handling techniques • Use light weight tables if available • Use two people to move/set up/pack down tables • Use a trolley to move tables if required • Lift/carry maximum two chairs at any one time • Request assistance if required • Use lift at WACC where required 	6
Moving display stands A-frame signs Easels Lectern Drying racks	Manual handling - lifting and carrying Manual handling - pushing, pulling and twisting	4	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input checked="" type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input checked="" type="checkbox"/> PPE <ul style="list-style-type: none"> • Observe good manual handling techniques • Where possible, secure display boards and/or weigh down for external use • Only carry one item at a time and if bulky or over 10kg in weight obtain assistance (2 person lift) • Ensure clear passage way when moving items • Use lift instead of stairs where required 	6

Steps	Possible Hazards	Initial Risk (1-6 refer to risk matrix)	Control Measures	Residual Risk
Access and egress	Blocked access to exits	4	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> ○ Ensure equipment and exhibition set up leaves clear access to doors, exists and fire stairs at all times ○ Ensure any participants do not move equipment or furniture to block movement 	6
Use of platform lift (at WACC or library)	Items not stacked properly, improper use Items could fall/move and injury persons in lift.	4	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input checked="" type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> ○ Place items in lift with care ○ Do not lean items on walls ○ Stand clear of lift walls ○ Lean equipment on rail, clear of operating panel, if required ○ Leave minimum 10cm clearance at edges of lift platform ○ Do not operate platform lift when alone in the building unless a mobile phone is upon your person 	
Fire / First Aid Emergency	Accident requiring first aid, fire, evacuation	3	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input checked="" type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> ○ Ensure location of fire extinguishers and fire blankets is known ○ Ensure emergency evacuation procedures and assembly areas are known ○ First aid kit accessible and location known (exhibitions cupboard in kitchen.) ○ Council staff attend Senior First Aid training and refresher ○ Council staff attend fire warden training and annual refresher 	6

Steps	Possible Hazards	Initial Risk (1-6 refer to risk matrix)	Control Measures	Residual Risk
Ladder use	Improper use Fall and injury sustained Dropped items	3	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input checked="" type="checkbox"/> Iso <input type="checkbox"/> Eng <input type="checkbox"/> Admin <input checked="" type="checkbox"/> PPE <ul style="list-style-type: none"> ○ Two staff present at all times ○ Flat , enclosed shoes to be worn ○ Approved ladder to be used with top platform and extended handrail ○ Secondary staff member to ensure clear parameter maintained around ladder whilst in use ○ Use witches hats to keep area clear and inform others of use of ladder 	
Adjust track lighting	Electric shock Improper use Fall and injury sustained Dropped items	3	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input checked="" type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input checked="" type="checkbox"/> PPE <ul style="list-style-type: none"> ○ To be undertaken by qualified electrician, members of the Art Society Hanging Team, and Council's Arts and Cultural Development Officer ONLY who have signed a SWMS in this work. 	6
Office equipment Paper shredder Photocopier Minizip hot water	Injury sustained Electric shock Burns from hot water	4	<input type="checkbox"/> Elim <input type="checkbox"/> Sub <input type="checkbox"/> Iso <input type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE <ul style="list-style-type: none"> ○ Ensure manufacturer's and any operating instructions are followed ○ Do not operate paper shredder when alone in the building ○ Place cup directly under minizip spout when in use, do not place hands near the water flow. 	6

The following people were consulted in the development of this Safe Work Method Statement

Team Members	Position
Lisa Cahill	Community and Cultural Development Manager
Dennis Mageropoulos	Community Development Officer
Jian Zhao	Community Development Officer
Kim Harris	Community Development Officer
Sophie Davis	Community Development Officer
Holly Faulkner	Community Facilities Officer

Team Members	Position
Linda Baranov	Community Project Officer
Jenny Ryan	Team Leader Home Modification
Martine Williamson	Administrative Assistant
Cai Ruggles	Community Settlement Officer

When completing a Safe Work Method Statement (SWMS) or Risk Assessment Statement (RAS) you will be asked to list what control measures have been implemented to reduce the risk.

Please check the appropriate box(es) and give a brief description of how the hazard/risk had been reduced. Example:

General Hazards	Initial Risk	Control Measures	Residual Risk
Manual Handling of large tables	2	<input type="checkbox"/> Elim <input checked="" type="checkbox"/> Sub <input type="checkbox"/> Iso <input checked="" type="checkbox"/> Eng <input checked="" type="checkbox"/> Admin <input type="checkbox"/> PPE Lighter tables are used (<i>Substitute</i>) Trolley to be used to transport (<i>Engineering</i>) Manual handling/Smooth Moves training (<i>Administrative</i>)	5

Hazpak matrix

2. Probability: How likely is it to be that bad?

1. Consequence: How severely could it hurt someone?		Very likely	Likely	Unlikely	Very unlikely
	Kill/disability	1	1	2	3
	Serious injury	1	2	3	4
	Medical attention	2	3	4	5
	First aid needed	3	4	5	6

Hierarchy of controls

Eliminate the hazard

- Removing hazardous electrical plant from the workplace
- Ceasing in-house operations of hazardous work
- Electronic recording of documents to replace hard copy files

Substitute the hazard with a lesser risk

- Replacing a hazardous substance with a non hazardous substance
- Substituting movable electrical plant for fixed
- Replacing a 240v drill with a rechargeable drill

Isolate the hazard

- Placing hazardous electrical plant in enclosures with restricted access
- Enclosing a noisy machine such as a grinder
- Using swipe cards to restrict access to hazardous areas

Engineering controls

- Fitting a guard to protect against moving parts
- Using RCDs (safety switches) to protect socket outlets which supply electrical plant
- Using a truck mounted crane to lift goal posts
- Installing ramps to provide safer access or reducing manual handling
- Providing a headset for phone use

Administrative controls

- Rotating tasks
- Providing documentation such as determinations, procedures, guidelines and safe work method statements
- Performing regular workplace inspections
- Implementing safe work practices, instruction, training and supervision

Personal protective equipment

- Wearing sunhat, long sleeve shirt and sunscreen while working outdoors
- Wearing eye and hearing protection while operating a chainsaw
- Providing tick repellent clothing for bushcare activities

More effective



Less effective



