

1. PURPOSE

The purpose of this policy is to provide guidance as to the use of the Oatlands Gaoler's Residence (GR) and Supreme Court House (SCH) for community use and for furthering the objectives of the Southern Midlands Historic Heritage Strategy (SMHHS) and Southern Midlands Arts Strategy (SMAS) as they relate to those buildings and their use.

2. OBJECTIVE

This policy specifically seeks to further the following broad program objectives (drawn from the SMHHS14-18 – note that other initiatives are further elaborated in that strategy):

- Continue to make the building [GR] available for Artist in Residence (AiR) and other community-based events/uses.
- Scope business opportunities for the long-term sustainable use of the Oatlands Gaol, in-line with other local and multi-regional heritage and tourism initiatives.
- Implement the refined long term strategies for a heritage, trades, archaeology & museum skills centre with maximised public use and access [GR].
- Make available for community use [SCH].
- Continue to foster partnerships with relevant stakeholders for the use of the building as a small museum and interpretation centre [SCH].
- Seek to operate the Court House as a community focused small museum and heritage interpretation centre.

Overall, the objective of this policy is to seek maximum appropriate use of the buildings and associated collections and to encourage heritage/arts/cultural use of the spaces for the benefit of the community.

3. BACKGROUND

In July 2010, Council endorsed the *Oatlands Gaol Use and Development Plan*, which set the broad usage parameters of the building and site, following the restoration and interpretation project. That document proposed use of the building as:

- Heritage collections storage and curatorial space
- Office for Council's Heritage Projects staff, and office space ancillary to the Centre for Heritage at Oatlands
- Accommodation and office space for visiting interns/students
- An archaeological interpretation space (further to the Oatlands Gaol Interpretation Plan).

The SMHHS 2014-18 sets a range of initiatives for the ongoing use of the GR and SCH – this policy is to be read in conjunction with that strategy (or any successor) and any revision of that strategy must be consistent with this policy.

On the 17th October 2011, Council endorsed a User Policy for the buildings. This policy provides a revision and update of that policy (with a similar tenor) and in a format more consistent with current Council policy documents.

4. POLICY

4.1 Nature of use

The GR is to be used as the administrative centre for Council's Heritage Projects Program and as a shared space to be used for public access, heritage interpretation and community events with a heritage research/interpretation arts/crafts and cultural focus. Use for Council's AiR program may occur consistent with the associated policy. The future use of the gaol yard itself is subject to off-site replacement of the swimming pool and the directions of the Oatlands Gaol Master Plan.

The SCH is to be used primarily as heritage interpretation space as well as a shared use with community events with a focus on larger group events (e.g. seminars, reunions, performance etc).

4.2 Management and staffing

The management responsibility of the buildings is to be within the Heritage Projects Program, with monthly reporting to Council. Staffing for management/administration is to be sourced from that program.

Council will not necessarily provide day-to-day/on-site staffing although will provide administrative support to the user groups to do so. Subject to workload, Council's Heritage Projects Program staff may provide some staffing presence at the GR.

Council is to ensure the maintenance, security, safety and where possible equitable access requirements of the buildings.

4.3 Return to Council

Council has budgeted \$5,000 p.a. to cover baseline outgoings for each building (excluding staffing). Provided the objectives of this policy are being demonstrably met, Council does not seek a financial return for use of the buildings however a break-even bottom line is desirable.

Should any profit be made by Council, this is to be reinvested into the buildings (e.g. works, interpretation, infrastructure) and/or associated objectives (e.g. promotion or staffing).

4.4 Eligibility criteria for use of the buildings

Exhibitions

Use of exhibition spaces in the Gaoler's Residence and Supreme Court House will be made available free-of-charge for not-for-profit purposes on a negotiated duration basis (including for Artist in Residence exhibitions consistent with the Artist in Residence policy).

Exhibition space may be made available on a commercial basis provided that the proposal is considered culturally appropriate for the building, and preferably fits with the mandates of SMC's Heritage or Arts Programs (as outlined in the SMHHS and SMAS). Council, via the General Manager, reserves the right to charge a fee for any commercial use of the buildings (in-line with Council's schedule of fees for hall use) in this instance.

Accommodation

Residential accommodation in the GR may be made available free-of-charge to the following:

- Artists in Residence (consistent with the Artist in Residence Policy).
- Not-for-profit and/or academic researchers undertaking research on Southern Midlands heritage collections or sites.
- Persons working on Council owned work sites as a contractor, where Council would normally provide/pay for accommodation.
- Participating on Council's heritage (or other) programs as a volunteer.
- The building is not to be used for Council staff accommodation.

Gatherings

The buildings may be used free-of-charge for gatherings which have a heritage/arts/cultural theme, such as seminars, meetings, performance, reunions, recitals, demonstrations etc.

Office space

Use of office space by complimentary organisations or other Council staff may be negotiated on a cost-sharing basis provided this does not unduly inhibit community use and access.

Other community events

The General Manager has the discretion to allow other uses of the buildings for occasional public events that do not precisely fit this policy, provided these will not result in detriment to the buildings or collections. Council reserves the right to charge a fee for such uses, consistent with fees and charges for other Council owned halls.

Council, via the General Manager, reserves the right to place time limits on any use of the buildings by any particular user/group.

'User Manuals' are to be provided for each building to guide the appropriate use, safety and security of the buildings and collections.

5. RELATED DOCUMENTS

- Oatlands Gaol Master Plan 2009 (SMC)
- Oatlands Gaol Use And Development Plan 2010 (SMC)
- Oatlands Gaol Interpretation Plan 2011 (SMC)
- Oatlands Gaoler's Residence and Court House User Policy (10/2011 – superseded by this policy).
- Oatlands Gaoler's Residence User Manual (SMC)
- Oatlands Supreme Court House & Collections, Public Access and Interpretation Plan 2006 (People and Place)
- Oatlands Supreme Court House Interpretation Project – Implementation Strategy 2008 (SMC)

The proposed use of the buildings is consistent with the endorsed *Oatlands Supreme Court House Public Access and Interpretation Plan*, the *Oatlands Gaol Master Plan*, the *Southern Midlands Council Historic Heritage Strategy 2009-13*, and the *Oatlands Gaol Use and Development Plan*, all of which have been subject to public exhibition and consultation.

6. DOCUMENT ADMINISTRATION

This Instruction is a managed document and is to be reviewed every three years or as directed by the General Manager.

This document is Version 1 effective 22nd August 2018. The document is maintained by the Heritage Projects Program for the Southern Midlands Council.