



Council Policy: POL/108	Management of Public Artworks		
Reference	<i>Strategic Community Plan 2013-2023</i>	<i>Corporate Business Plan 2020 - 2024</i>	
	Priority Area: 5	Priority Area: 5	
	Major Strategy: 5.2	Actions: 5.2	
Responsible Officer	Chief Executive Officer		
Policy Area	Executive Services		
Council Adoption Date	23 June 2020	Version Number	1
Amendment Dates		Next Review Date	

This Policy replaces all previous policies related to this topic.

1. Policy Purpose

- 1.1. This Policy provides guidance for the Management of the Town's Art collection including budget considerations.
- 1.2. This Policy aims to ensure all acquired art works are documented and maintained appropriately, through an asset listing.

2. Policy Scope

- 2.1. This Policy applies to all works of art in the Town's collection.

3. Policy Requirements

3.1. Management of the Collection

- a. The Council requires the collection to be well maintained.
- b. An annual budget allocation should reflect the conservation requirements of the collection based on Engineering's Public Art Inventory condition report.

3.2. Recommendations

An Art Advisory Group and/or Curator may be convened/contracted to assist the Town by way of recommendations regarding the maintenance of the Art Collection. The scope for this is required to be determined by Council.

3.3. Collection Maintenance

- a. The collection is required to be adequately insured for artworks on display, in storage, in transit and on loan.
- b. Budgets allocated to the care and maintenance of the Art Collection will be in line with landscaping and general asset management strategies and will be developed in consultation with Engineering Services.
- c. The collection is required to be housed in such a way to ensure maximum access and appreciation by the public.
- d. Requests for the loan and/or movement of artworks are required to be made in writing to the Chief Executive Officer.
- e. The location and movement of artworks is to be recorded in the art collection database and wherever appropriate, the cost of transfer is to be met by the borrower.
- f. The art collection database should detail all works, including the name of artists, work title, date of production, media, technical details, size, preferred viewing specifications, inscriptions, comments or background by the artist and others etc.
- g. A comprehensive photographic archive, including slides/prints or transparencies of all artworks shall be maintained.
- h. Where works are of a culturally sensitive nature and may not be photographed, care should be taken to provide a detailed written description of the artwork.
- i. The collection should be valued at least every five years, or as recommended. The valuation is to be recorded in the collection database and the Town's asset register.
- j. The collection should be audited annually before the end of each financial year.
- k. Any items missing or damaged are to be reported to Councillors (via email).
- l. A suitably qualified art curator may be engaged on an occasional basis to:
 - Review the collection and submit a condition report.
 - Make recommendations regarding the general maintenance and conservation of the collection and an appropriate maintenance budget allocation for the collection.
 - The curator's guidelines for the framing, lighting, hanging requirements, locations and restoration of artworks should be adhered to within budgetary constraints.
 - Other requirements may be considered at the discretion of the CEO.

3.4. Sale or Disposal

- a. The Town retains the right to dispose of artworks in the Town's collection that have been assessed as unsuitable at any stage. Where required the artist will be consulted.
- b. Works will be de-accessioned in accordance with the *Local Government Act 1995* – section 3.58 Disposal of Property.
- c. Works of art may be assessed for sale or disposal if the work has deteriorated or has been damaged so that:
 - It can no longer be considered to be the original work of art.
 - It is beyond restoration, or where the cost of restoration is excessive in relation to the original cost of the work or the current value of the work.
 - The cost of ongoing maintenance is prohibitive.
 - It is deteriorated to a point where it is unsafe or presents a danger to the public.
 - Changes to the environment that impact on the integrity of the work, affecting the artist's original intent and moral rights.
 - The work of art has faults in design, material or workmanship.
 - The artistic merit of the work falls below the general level of the collection of artworks, or the level to which the collection aspires.
 - The work is no longer regarded as a significant example of artist's work.
 - The work lowers the level of quality or representation of its specific area in the collection.
 - Council wishes to replace the work with a more significant work by the same artist.
- d. Donated works may only be disposed of in accordance with the Donation Agreement.

4. Definitions

- 4.1. Collection – means works of art in various media that are the property of the Town of Cottesloe.

5. Legislation

- 5.1. Local Government Act 1995 – Section 2.7 – The Role of Council

6. Other Relevant Procedures/Key Documents

- 6.1. Public Art Strategy
- 6.2. Asset Management Policy
- 6.3. Public Art Acquisition/Donation Assessment Form (in development)