

ACQUISITION OF ARTWORKS

1. Objective

To provide guidance in the collection of high quality public art works so that acquisitions are of long term financial and cultural value to the community.

2. Principles

Acquisition of art works for the collection should:

- Facilitate the development of art works which truly reflect the cultural heritage of the Town, its people and places and the broader Western Australian community.
- Represent significant periods, occasions and urban initiatives in the evolution of the Town and its place in Western Australian society.
- Enhance the environment and contribute to the culture of the community and community life.
- Be readily accessible.
- Reflect the richness and diversity of our cultural heritage expressed through contemporary art forms.

3. Issues

- A process for the selection of art works should be agreed upon that is not overly complicated or subject to undue political influence.
- The collection will grow over a period of years and should be properly managed.
- The purchase of art works shall be provided for in the budget determination process.

4. Policy

4.1 Art Acquisition Panel

- a. Recommendations for the purchase of art works are to be made by an Art Acquisition Panel consisting of:
 - The Mayor
 - Two nominees of the Council with relevant experience in the acquisition of art works.
- b. Committee members shall act in a voluntary capacity and be appointed for a maximum term of two years effective until the next ordinary local government elections.
- c. Members may be re-nominated to serve on the panel for a further term.
- d. The Mayor shall act as the Presiding Member of the panel and shall exercise a casting vote in the event of a tied vote.

4.2 Assessment and Purchase of Art Works

- a. An assessment of both the long term cultural value and/or investment potential must be made by the Arts Acquisition Panel when works are being considered for addition to the collection.
- b. All recommendations by the Arts Acquisition Panel for purchase of art works for the collection are to be referred to the Chief Executive Officer for final consideration.

- c. After the receipt and consideration of advice from the Arts Acquisition Panel, the Chief Executive Officer has authority to approve the acquisition of any collection items within the limits of available funding.
- d. The purchase of an artwork covered in this section is exempt from the requirements of the Purchasing Policy.

4.3 Management of the Collection

- a. A qualified curator is to 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.
- b. The collection shall be well maintained and the annual budget allocation shall reflect the conservation requirements of the current collection based on recommendations put forward by the curator.
- c. The curator's guidelines for the framing, lighting, hanging requirements, locations and restoration of artworks shall be adhered to within budgetary constraints.
- d. The collection shall be housed to ensure maximum access and appreciation by the public.
- e. Requests for the loan and or movement of artworks shall be made in writing to the Chief Executive Officer.
- f. 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.
- g. The art collection database shall 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.
- h. A comprehensive photographic archive, including slides/prints or transparencies of all artworks shall be maintained.
- i. 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.
- j. The collection shall be valued at least every five years, or as recommended by the curator and the valuation is to be recorded in the collection database and the Town's asset register.
- k. The collection shall be adequately insured for artworks on display, in storage, in transit and on loan.
- l. The collection shall be audited annually before the end each financial year.
- m. Any items missing or damaged shall be reported to the next Council meeting.
- n. The Art Acquisition Panel shall consider all offers of gifts, donations and bequests and make recommendations as to their suitability or acceptability as part of the collection.

4.4 Annual Budget

- a. An annual budget should be allocated to acquire, insure, conserve and document works as necessary.
- b. The budget should reflect the goals and policies of the collection and take into consideration factors such as the cost of acquiring historical artworks.

TOWN OF COTTESLOE POLICY

Adopted	26 April 2005
Reviewed	31 October 2011
Reviewed	27 June 2017
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