

Council Policy

Arts and Heritage Collection



COUNCIL POLICY

 <p>Adelaide Hills COUNCIL</p>	ARTS AND HERITAGE COLLECTION
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Policy Number:	COM-14
Responsible Department(s):	Community Development
Relevant Delegations:	As per the delegations schedule and as included in this Policy
Other Relevant Policies:	Asset Management Policy Disposal of Assets Policy Procurement Policy Acceptance of External Funding Policy
Relevant Procedure(s):	Procurement Framework
Relevant Legislation:	NIL
Policies and Procedures Superseded by this policy on its Adoption:	NIL
Adoption Authority:	Council
Date of Adoption:	28 July 2020
Effective From:	12 August 2020
Minute Reference for Adoption:	Item 12.3, 139/20
Next Review:	No later than August 2023 or as required by legislation or changed circumstances

Version Control

Version No.	Date of Effect	Description of Change(s)	Approval
0.1	18/6/20	Initial draft for discussion with ELT	N/A
1.0	28/07/20	Draft for Council's consideration	Council

ARTS AND HERITAGE COLLECTION POLICY

1. INTRODUCTION

- 1.1.** Council recognises the fundamental importance of arts and heritage to local communities and the role that objects play in representing lived experience and values.

Council has an Arts and Heritage Collection in order to:

- Preserve and share local culture
- Demonstrate shared culture and community values
- Add value to resident and visitor experience
- Educate and inform
- Facilitate access to art and heritage for those who may not otherwise
- Foster community creativity and pride

This policy sets out the principles that guide the management of Council's collection of Arts and Heritage items.

- 1.2.** This policy is to be read in conjunction with other relevant Council policies including Asset Management Policy, Asset Disposal Policy, Procurement Policy and Acceptance of External Funding Policy.

2. OBJECTIVES

- 2.1.** The objectives of this policy are to:

- Ensure a considered selection process in acquiring items for the Arts and Heritage Collection
- Demonstrate accountable and thorough accession and deaccession practises
- Ensure that the Arts and Heritage Collection aligns with Council's capacity
- Ensure the preservation and safe keeping of the collection

3. DEFINITIONS

"Arts and Heritage Collection" refers to Council owned items of artwork including sculpture and public art assets, Heritage items including civic relevance and items relating to Aboriginal culture.

"Acquisition" The obtainment of Arts and Heritage items through purchase, acquisitive prize, donation or permanent loan.

"Donation" An Arts or heritage item that has been given to Council for inclusion in the Arts and Heritage Collection and for which the ownership has been formally transferred to Adelaide Hills Council.

“Accession” The formal process by which Council accepts and incorporates an item into the Arts and Heritage Collection.

“Deaccession” The formal process by which objects are removed from the collection and are made ready for disposal.

“Designated staff” The Director Fabrik and the Community and Cultural Development Officer, or other staff determined by the Chief Executive Officer from time to time.

“Disposal” The means by which items are physically removed from the collection including selling, donating, recycling and, in some cases, the destruction of the item.

“Collection Item” refers to any arts or heritage related item which forms part of, or is under consideration for inclusion in the Arts and Heritage Collection

4. POLICY STATEMENT

4.1. The Collection

4.1.1. The Arts and Heritage Collection includes:

- Visual Arts 2Dimensional - assets that are hung from the wall, such as paintings, photographic or textile works.
- Visual Arts 3Dimensional - items that are smaller sculptural pieces, including pottery and ceramics.
- Public Art - artworks of a permanent nature in public spaces such as large sculptures and murals.
- Civic Relevance - items that relate specifically to Council, such as the Mayoral Chain.
- Heritage - items that are either historical in nature or reflect local history and heritage
- First Nation - items of significance to or made by Aboriginal and Torres Strait Islander people.

4.2. Acquisition

4.2.1. Council may acquire collection items through commission, purchase, acquisitive art prize, donation, gift or bequest.

4.2.2. Procurement in relation to the Arts and Heritage Collection must reflect the requirements of the Procurement Policy and Procurement Framework. In instances where a proposed procurement is of a unique and subjective nature an Exemption Request will be pursued as required and provided for in that policy.

4.2.3. All proposed acquisitions will be considered against pre-determined assessment criteria by designated staff and / or persons with expertise in relation to the item proposed.

4.2.4. The final decision and authority to purchase or accept an item intended for the Arts and Heritage Collection rests with the Chief Executive Officer or their delegate, unless the matter has specifically been determined by Council resolution.

4.2.5. Assessment criteria will include:

- Local relevance and context
- Local relevance of artist or donor
- Quality and artistic calibre
- Cost of restoration and ongoing maintenance
- Capacity to store and display the item
- Duplication of an existing or similar item
- Reflection of Council and community values

4.2.6. A formal agreement will be in place for any donation, gift or bequest. Council reserves the right to respectfully refuse any proposed donation, gift or bequest.

4.3. Accession

4.3.1. All acquired items will be accessioned into the collection, this process will include:

- Transfer of ownership in the case of donation, gift or bequest
- Recording available documentation and provenance
- Attribution of a unique collection identification number
- Entry on to the Collection database
- Documentation of care and maintenance requirements

4.4. Care and Maintenance

4.4.1. At the time of accession items will be assessed in relation to required restoration and ongoing maintenance. A Care Plan for the ongoing care and maintenance of items will be put in place as required to reflect best advice.

4.5. Display and Access

4.5.1. As much as possible items will be displayed throughout Council sites and public spaces. Items not on display will be stored in a way that secures the item and reflects care requirements. Access to view items in storage will be facilitated on request where practicable.

4.6. Deaccession and Disposal

4.6.1. The proposed removal of an item from the Collection will be considered against pre-determined assessment criteria by designated staff and / or persons with expertise in relation to the item proposed.

4.6.2. Reasons for removal may include:

- The item is a duplicate
- The item is damaged or deteriorated to such an extent as to be beyond reasonable restoration
- The item is no longer considered relevant or adding value to the collection
- The item is a risk to public safety
- The item is considered to diminish the reputation of council

- The item is attached to or a part of a structure that is being removed for development
- The item is no longer manageable and within council means

4.6.3. The deaccessioning of the item will follow a procedure for the assessment, disposal method and removal from the Arts and Heritage Collection database. The process of disposal should adhere to Councils Disposal of Assets Policy. The final decision on deaccession and disposal shall be by resolution of the Council.

4.7. Loan

4.7.1. Council may, at its discretion and upon written agreement, loan items to a third party for public display. The borrower must demonstrate that they are able to appropriately secure, display and care for the item in question including consideration of environmental conditions.

5. DELEGATION

5.1. The Chief Executive Officer has the delegation to:

- Approve, amend and review any procedures that shall be consistent with this Policy; and
- Make any formatting, nomenclature or other minor changes to the Policy during the period of its currency.

6. AVAILABILITY OF THE POLICY

6.1. This Policy will be available for inspection at the Council's Offices during ordinary business hours and via the Council's website www.ahc.sa.gov.au . Copies will also be provided to the public upon request, and upon payment of a fee in accordance with the Council's Schedule of Fees and Charges.