

THE CITY'S ART AND MEMORABILIA COLLECTIONS

STATUS: **City Policy** - *A policy that is developed for administrative and operational imperatives and has an internal focus.*

Developed by the Policy Committee and/or the administration and adopted by Council.

**RESPONSIBLE
DIRECTORATE:** Planning and Community Development

OBJECTIVE: To direct the City's approach to art and collections for the Joondalup community.

STATEMENT:

Council recognises the important role played by its public art, the Art Collection, archives and memorabilia in shaping and developing a sense of community. It will address such matters in the following way:

Public Art

The State Government's Percent for Art Policy will be utilised when developing proposals for new public buildings and extensions over the value of \$100,000. Developers of public facilities will be encouraged to adopt this policy. Reports to Council relating to such developments shall highlight public art commitments where possible. Projects shall be implemented according to the Public Art Implementation Process as determined by the Chief Executive Officer.

Art Collection

Content and Context

The City will support Western Australian art and artists through an art acquisition program. The City will adopt a multi-criteria approach to its art collection, acquisitions and awards. This approach will ensure that the collection, acquisitions and awards include contemporary art and art demonstrating local content and context.

Management and Acquisition

The City's Arts Management Strategy will determine the long-term management, acquisition plan, display, valuation and sale of the collection. The City's Arts Officer will consider all offers of gifts, donations and bequests and advise the City on the suitability and acceptability of the artwork as part of the Art Collection.

Acquisitions over \$7,500

The Art Collection and Advisory Committee is to comprise five (5) Elected Members and the Chief Executive Officer will have delegated authority from the Council to acquire art works over \$7,500, within the available adopted budget funds.

The Art Collection and Advisory Committee will also have the authority to acquire art works for the City through a commissioning project to acknowledge or celebrate a milestone or special event for the City.

All acquisitions by the Art Collection and Advisory Committee will be based on written advice from the City's Art Officer.

Acquisitions up to \$7,500

The Chief Executive Officer or the Art Collection and Advisory Committee may approve acquisitions for art works up to \$7,500 within the available adopted budget funds. Acquisitions by the Chief Executive Officer will be based on written advice from the City's Art Consultant.

Art Award and Exhibitions

The City will hold an annual Community Art Exhibition and an annual Invitation Art Award. These competitions will be judged by an external panel of judges.

Community Art Exhibition

The Community Art Exhibitions is a competition for City of Joondalup residents as well as members of any recognised Joondalup visual arts associations and is to include a special category for local content and context.

The City of Joondalup to have first right to purchase artworks entered in the Community Art Exhibition.

The Community Art Exhibition winning artwork may be considered for purchase by the Art Collection and Advisory Committee. The purchase price to be in addition to the prize given.

Invitation Art Award

The Invitation Art Award is an acquisitive art award for invited prominent professional artists.

The purpose of this award is to showcase high quality WA contemporary art and to give the Joondalup residents access to high standard art exhibitions.

The Invitation Art Award will include a special category for local content and context.

Archive & Memorabilia Collection

The City's archive and memorabilia collection is a repository for unique and significant resources relating to the natural and man-modified environment within and around Joondalup. The collection is a regional resource that contains many items which are jointly owned by the Cities of Joondalup and Wanneroo and which were acquired before the present local governments were formed in 1999. The City of Joondalup has subsequently added to this collection itself. The function of the collection is to allow interpretation of a regional resource to promote education, enjoyment and community participation.

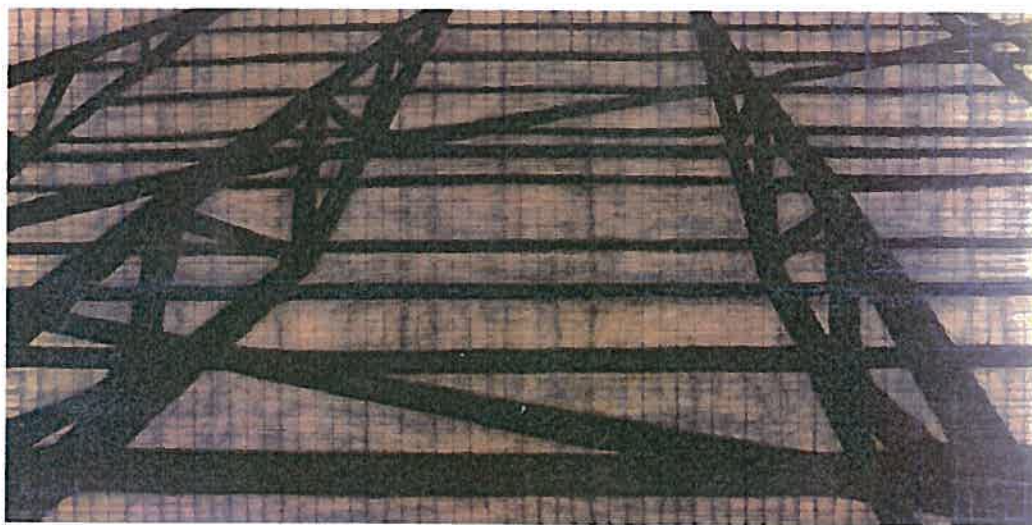
Amendments: CJ213-06/99, CJ206-10/05, CJ238-12/06, CJ186-09/07, CJ207-10/07, CJ052-04/08

Related Documentation: Public art implementation process;
Art Collections and Acquisition management strategy;
Museum collection management strategy

Issued: April 2008



ART AND MEMORABILIA COLLECTION MANAGEMENT PLAN



Parallels, Bevan Honey, winner of the 2002 Invitation Art Award

CITY OF JOONDALUP ART AND MEMORABILIA COLLECTION MANAGEMENT PLAN

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Section 1: The Plan

1.1 Introduction

The City of Joondalup Art and Memorabilia Collection comprises of:

- artworks with a primary focus on the work of Western Australian contemporary artists; and
- an archive and memorabilia Collection which is a repository for unique and significant resources relating to the natural and human-modified environment within and around Joondalup.

As the custodian of a public Collection, the City manages its cultural heritage items according to museum industry standards of Collection development (see [attachment 5](#) for definition of the term 'museum'); preservation; and access as they have been articulated by the National Standards for Australian Museums and Galleries (see [attachment 5](#) for definition). Through the strategic management of the Collection, the City is committed to ensuring its ongoing significance for the City of Joondalup.

City Policy 5.3 "The City's Art and Memorabilia Collections" articulates the objectives of the Collection:

Content and Context

The City will support Western Australian art and artists through an art acquisition program. The City will adopt a multi-criteria approach to its art Collection, acquisitions and awards. This approach will ensure that the Collection, acquisitions and awards include contemporary art and art demonstrating local content and context.

Management and Acquisition

The City's Arts Management Plan will determine the long-term management, acquisition plan, display, valuation and sale of the Collection. The City's Arts Officer will consider all offers of gifts, donations and bequests and advise the City on the suitability and acceptability of the artwork as part of the Art Collection.

1.2 Art Collection Advisory Committee

The Art Collection Advisory Committee comprises of five (5) Elected Members and the Chief Executive Officer and has delegated authority from the Council to acquire artworks over \$7,500, within the available adopted budget funds.

The Art Collection Advisory Committee also has the authority to acquire artworks for the City through a commissioning process to acknowledge or celebrate a milestone or special event for the City.

All acquisitions by the Art Collection Advisory Committee are to be based on written advice from the City's Curator.

1.3 Aims of the Plan

The aims of the Collection Management Plan are to:

- i. describe the Collection;
- ii. define the conditions and criteria for managing and developing the Collections; and

- ii. guide strategies for Collection development, access, and promotion.

1.4 Objectives

The objectives of the Collection Management Plan are to provide guidelines for:

- i. implementing the Collection's management to museum industry standards;
- ii. developing the Collection;
- iii. managing the Collection in line with policies of the City of Joondalup; and
- iv. managing the Collection within the annual budget allocation.

1.5 Management

The collection will be managed as follows:

- i. The City of Joondalup Collection will be managed by professional curatorial staff who are required to maintain museum industry standards of Collection management and make recommendations on acquisitions and nominate works for de-accession.
- ii. The City of Joondalup will resource the Collection appropriately, including allocating budgets for managing the Collection and developing the holdings.

Section 2: The Collection

2.1 Purpose of the Collection

The purpose of the Collection is to:

- i. properly conserve, maintain and grow the value of the City's art and cultural assets;
and
- ii. preserve, protect and promote the unique social and cultural heritage of the city.

2.2. Aims of the Collection

The City of Joondalup Collection aims to:

- i. acquire and preserve items which best reflect the social and cultural heritage of the City of Joondalup;
- ii. be of sufficient scope and range to sustain a diversity of views and interpretations;
- iii. increase the understanding and enjoyment of local history and contemporary art as they pertain to the culture of the City;
- iv. develop the Collection holdings by attracting donations, bequests and other means of support;
- v. acquire items that will appreciate in value over time; and
- vi. operate in accordance with museum standards.

2.3. Collection Categories – Definitions

2.3.1 Introduction

There are two distinct Collection categories, Art and Memorabilia. These categories have been developed for purposes of management and research access. These categories are defined below.

2.3.2 The Art Collection

The Art Collection comprises art in a range of media, and focuses on West Australian contemporary art, while also representing artists connected with, and themes relevant to, the City of Joondalup.

As of 2008, the Collection holds close to 200 artworks - over half of the Collection is comprised of painting, seven of which are by Indigenous artists. The Collection currently holds eighteen sculptural works, eighteen drawing works, seven ceramic works, twenty-six print works, four photographic works, one glasswork and five textile works.

The Collection, as of November 2007, is valued at \$348,060.

2.3.3 The Memorabilia Collection

The archive and memorabilia Collection is a repository for unique and significant resources relating to the natural and human-modified environment within and around Joondalup. The Collection is a regional resource that contains many items which are jointly owned by the Cities of Joondalup and Wanneroo and which were acquired before the present local governments were formed by the 1998 separation. The City of Joondalup has subsequently added to this Collection itself. The function of the Collection

is to allow interpretation of a regional resource to promote education, enjoyment and community participation.

2.3.3.1 The Memorabilia Collection - Heritage

The Heritage Memorabilia Collection contains archival items that relate to the historic nature and business of the City of Joondalup and the previous City of Wanneroo. Most of the Collection is printed material recording City functions and development over time. These include programmes, visitor's books, historic photographs and ephemera such as advertising flyers and invitations. The collection also includes artefacts such as name badges, commemorative coasters and mugs and similar items. Some of the printed material has specific importance as research material.

2.3.3.2 The Memorabilia Collection - Corporate

The Corporate Memorabilia Collection contains items of significance that have been donated to the City through sister city and international relationships, generally dating from 2004, or gifted by visiting dignitaries and delegations. These gifts include objects such as plaques, flags, pennants and cultural artefacts.

The Corporate Memorabilia Collection also contains photographs, documents and other items relating to City of Joondalup activities and events.

Section 3: Acquisition and Collection Development

3.1 Introduction

Policy 5-3 states that the City's Arts Officers will consider all offers of gifts, donations and bequests and advise the City on the suitability and acceptability of the artwork as part of the Art Collection.

To ensure development of a cohesive Collection, this Plan sets out essential acquisition criteria (3.3.1), which all items must meet, and specific acquisition criteria; (3.3.2) for the Art Collection and (3.3.4) for the Memorabilia Collection.

De-accession criteria (3.4.3) are applied to remove from the Collection those items which may no longer be suitable for the Collection according to the criteria outlined.

3.2 Acquisition

Acquisitions into the Collection are made by purchase, commissioning, donation or bequest, (3.2.2). Items acquired by Elected Members or staff in the course of their duties may also be eligible to enter the Collection.

3.2.1 Acquisition Process

The Curator (or Reference and Local History Team Leader - in the case of items of memorabilia) will recommend any suitable donations or bequests to the Art Collection Advisory Committee/CEO for potential inclusion in the relevant Collection. Approval is granted subject to the item being the sole property of the owner and meeting the acquisition criteria.

Items are purchased for the Collection utilising the:

- i. Annual acquisition budget (3.2.2.1), allocated each financial year;
- ii. Invitation Art Award budget (3.2.2.2); or
- iii. Special Project Acquisitions (3.2.2.3).

When acquisition recommendations are made, due consideration must be given to the appropriate allocation of budgetary resources. It is strongly recommended that the City does not purchase artworks outside the acquisition process (3.2.2 and 3.3) however any artworks acquired in this manner shall require the completion of a **Notice of Acquisition Form** (see [Attachment 4](#)).

3.2.2 Acquisition Approval Process

The City's Curator will identify artworks that adhere to the objectives of the City's Art Collection profile and recommend the purchase of works of art.

The purchase, loan or lease of Artworks are authorised by the Chief Executive Officer under delegated authority, following the recommendation of the City's Curator.

3.2.2.1 Annual Acquisition Budget

For acquisitions up to \$7,500 the Chief Executive Officer or the Art Collection Advisory Committee may approve acquisitions for artworks based on the recommendation of the City's Curator.

All recommended acquisitions over \$7,500 must be referred to the Art Collection Advisory Committee.

The Curator will consider all offers of gifts, donations and bequests and advise the Chief Executive Officer/Art Collection Advisory Committee as to the suitability and acceptability of the artwork as part of the Art Collection.

3.2.2.2 Invitation Art Award

The winning entry of the City of Joondalup Invitation Art Award shall be acquired for the Collection as a condition of the Acquisitive Award.

The Acquisitive Award will be judged on artistic merit by a panel of external judges selected by the City.

3.2.2.3 Special Project Acquisitions

From time to time, special project funds may be allocated as a discrete budget for a specific project or purchase.

3.2.3 Commissioning Works of Art

Commissioning works of art, including official portraits and site-specific artworks, will be undertaken by the City at the direction of the Art Collection Advisory Committee or CEO, considering the recommendation of the Curator in accordance with points 3.3 and 3.2.2.1.

A work of art shall be commissioned through either the annual Art Collection acquisition budget (3.2.2.1) or a Special Project Budget (3.2.2.3) depending on the type of commission.

3.2.3.1 Known artist

Where the preferred artist and the type of work has been identified by the Art Collection Advisory Committee and is of a small-scale and/or low in value, the work will be commissioned from the Art Collection acquisition budget in accordance with point 3.2.2.

3.2.3.2 Known project

Where the chosen theme or subject of a work – but not the preferred artist or style - has been identified by the Art Collection Advisory Committee (eg, an official portrait, a series of local landscapes, a site specific work), and the value of the commission is deemed to be high, the work will be commissioned from a special project budget (6.1) in accordance with point 3.2.2. The special project budget will be authorised by the CEO through the usual budget approval channels.

3.3 Acquisition Criteria

Items for acquisition may be recommended to the Art Collection Advisory Committee by the Curator. Any recommended acquisition will be presented to the Committee subject to the completion of a written report accompanied by an acquisition evaluation of the recommended work.

An item may be acquired if it meets the following essential acquisition criteria for either the Art Collection or the Memorabilia Collection.

3.3.1 Essential Acquisition Criteria

In order to be considered for the Collection all items must meet the following essential acquisition criteria.

The item must:

- i. be a quality example that will be a significant addition to the Collection;
- ii. enhance the current scope of the Collection as it has been outlined in section 2 of this document;
- iii. be an unconditional donation, purchase or lease which has valid and clearly verifiable legal title;
- iv. have the capacity to be displayed in a Council building or other appropriate space without hindrance to public access or safety; and
- v. have the necessary resources allocated to resolve all foreseeable issues related to conservation, presentation and storage, as part of the acquisition.

3.3.2 Specific Acquisition Criteria – Art Collection

Artwork recommended for acquisition is required to meet one or more of the following priorities.

The item must:

- i. be good quality artwork by a contemporary Western Australian Artist;
- ii. represent significant periods, occasions and urban initiatives in the evolution of the city, and city life;
- iii. build upon the strengths of existing holdings of the Art Collection;
- iv. represent the artistic practice of emerging and established Western Australian artists or artists residing in Western Australia who have received acclaim for their work locally, nationally and internationally;
- v. strengthen and add to an existing series of works;
- vi. build on identifiable themes within the whole Collection; and/or
- vii. be informed by or identifiably associated with the City of Joondalup.

3.3.3 Specific Acquisition Criteria – Memorabilia Collection

A memorabilia item recommended for acquisition is required to meet one or more of the following priorities.

The item must:

- i. be a gift, award or certificate accepted by a Council representative in the course of official Council business;
- ii. have a distinctive and verifiable connection with the City of Joondalup;
- iii. have a clearly established and verifiable provenance;
- iv. strengthen and add to an existing series of works;
- v. build on identifiable themes within the whole Collection; and/or
- vi. be informed by or identifiably associated with the City of Joondalup.

3.4. De-accessioning and Disposal

3.4.1 Introduction

De-accessioning is the process whereby works from the Collection may be considered for permanent removal from the Collection. Works are considered for de-accession if they are in poor condition, damaged or deteriorated beyond reasonable repair or conservation, unnecessary duplicates of existing items, are of insufficient merit for the allocation of resources or do not meet with the Collection Plan.

Disposal is the method of removing a de-accessioned item from the Collection.

3.4.2 De-accession and Disposal Approval Process

Items may be approved for de-accession by the Manager of Leisure and Cultural Services under delegated authority from the Council, subject to the completion of a written Memorandum and de-accession recommendation. The report will evaluate the item against the De-accessioning Criteria (3.4.3), and will recommend appropriate Methods for Disposal options (3.4.4).

A "cooling off" period shall elapse between an in-principal agreement being given for de-accession and disposal of an artwork and a final decision being given by the Art Collection Reference Group or CEO. The purpose of a "cooling off" period is to accommodate unforeseen changes in policy or market valuation that may give cause for reconsideration of the de-accession and disposal of an artwork.

3.4.3 De-accessioning Criteria

In order to be considered for de-accession, the item nominated must fall within any of the following categories. The item:

- i. is an artwork or memorabilia item that does not fall within the current Collection Policy;
- ii. is in a poor condition and is considered to be of insufficient merit to allocate the resources to ensure its conservation;
- iii. cannot be displayed due to its properties, and is not suitable for research;
- iv. is a duplicate that serves no specific function;
- v. is irreparably damaged or destroyed; or
- vi. in the written opinion of the Curator is an item that would be more appropriately conserved or displayed in an alternative Collection.

3.4.4 Methods of Disposal

The Curator shall advise the Art Collection Advisory Committee/Chief Executive Officer on the options for disposing of a given work.

The disposal procedure for an item approved for de-accession will adhere to the following order of options, which have been developed in accordance with the National Standards for Australian Museums and Galleries.

The options for disposal in order of priority are that the item:

- i. may be donated to a more appropriate collecting institution;
- ii. may be offered for sale or donation as appropriate, to its creator or the donor;
- iii. may be resold on the public market; or
- iv. may be dismantled and/or destroyed in the event of no other options being suitable.

Elected Members, City of Joondalup staff, volunteers and their families are prohibited from personally obtaining an item de-accessioned from the Collection by any means. A record of all items de-accessioned, and their method of disposal, must be kept.

All monies received by the City of Joondalup from the disposal of an item must be applied solely to the upgrading of the Collection either by purchase of items or by the conservation of existing items held in the Collection. This is in accordance with the National Standards for Australian Museums and Galleries.

3.4.5 Procedures for Disposal

The following steps shall be followed in disposing of or de-accessioning a work:

- 3.4.5.1 A proposal for de-accessioning shall be initiated by the Curator, or at the request of the Art Collection Advisory Committee;
- 3.4.5.2 A written de-accession proposal shall be prepared by the Curator, and the proposal will include:
 - i. full catalogue details of the work;
 - ii. full details of the circumstances of the work's acquisition, including any prohibitions or restrictions on de-accessioning (including statutory restrictions);
 - iii. reasons for the proposed de-accessioning (see 3.4.3);
 - iv. recommendations for the means of disposal (see 3.4.5.4, below); and
 - v. estimated current market value of the work, if any.
- 3.4.5.3 The work shall be approved in principle for de-accessioning on the decision of the Manager of Leisure and Cultural Services under delegated authority from the Council;
- 3.4.5.4 A six month "cooling off" period should elapse between in-principal approval being given by the Manager of Leisure and Cultural Services (under delegated authority) and the resolution relating to the de-accessioning and disposal;
- 3.4.5.5 At culmination of the "cooling off" period the Art Collection Reference Group or CEO will take into account the recommendations made, with final approval of disposal requiring the absolute majority of the Art Collection Reference Group or CEO decision.

3.4.6 Documentation of Disposal

On completion of the de-accessioning and disposal process;

- 3.4.6.1 The City's registers and files be amended to note the de-accessioning and disposal of the work, and copies of photographic and written records pertaining to the work shall be retained by the City;
- 3.4.6.2 The work's accession number shall not be reassigned; and
- 3.4.6.3 The de-accessioning and disposal of the work shall be reported to the Chief Executive Officer.

Section 4: Collection Care

4.1 Valuation and Insurance

The Collection will be valued every two years. Updated valuation information will be recorded on the artwork database, asset register and the insurance register.

Artworks will be insured in accordance with the most recent valuation and insurance for items on loan will be according to the relevant loan agreement (see 5.3).

Following the biennial valuation the Curator shall present a written report to the Chief Executive Officer detailing the status and condition of the Collection and any conservation and maintenance requirements for the forthcoming period.

The valuation is to be reported to Council and recorded in the Collection database.

4.2 Storage

Collection items not on display will be labelled appropriately and held securely in the Art or Memorabilia Collection Storerooms.

The Curator will monitor the art storage area on a regular basis, with maintenance of this area being undertaken regularly.

The Archival Storage Room will be monitored by the Reference and Local History Team Leader.

4.3 Conservation and Handling

Items for priority conservation will be recorded on the artwork database and listed in V:\Community Development\Cultural Development\Programs\Art Collection\Conservation. Priority items will be assessed and treated by professional conservators sourced by the Curator.

Only personnel trained in preservation handling will undertake conservation on Collection items.

An item will not be displayed in a place that puts the item at risk of damage, accelerated deterioration or is a threat to its security.

4.4 Collection Documentation

Upon acquisition, each item is receipted, allocated an accession number, asset number, record number and a catalogue number. Details of the item are then registered on the database.

The Collection database will:

- i. record essential information, including but not limited to, valuations, loans, condition, location, identifying features, provenance and legal requirements;
- ii. document the significance of the item;
- iii. record an image of each item;
- iv. be regularly maintained and updated; and
- vi. be kept secure through back up procedures and the most appropriate available technology.

4.5 Risk Management

Risk management, “the recognition, analysis, and control of risks” (Tarpey 1998), is important if potential hazards to the City’s Collection are to be avoided or mitigated against.

The City will provide relevant and professional risk management standards in order to care for the Collection. It is the purpose of risk management strategies within the City to ensure the Collection is cared for and well maintained at all times, including during exhibition, loan, research and storage.

Preventative conservation forms an important part of risk management and the Curator will undertake the following measures:

- i. the maintenance of building spaces;
- ii. the monitoring of environmental conditions, such as humidity, temperature and light;
- iii. pest management
- iv. appropriate handling of artwork;
- v. conservation-grade transport, display and storage;
- vi. disaster preparedness; and
- vii. training and professional development.

The Curator will implement the following steps in the course of monitoring and maintaining the physical integrity of the Collection

- i. identify and prioritise actions needed to be taken;
- ii. establish a realistic schedule; and
- iii. identify resources needed to carry out actions.

A detailed Risk Management strategy and a Disaster Preparedness Plan will be developed by the City’s Curator.

Section 5: Collection Access

5.1 Introduction

Access to the Collection is provided by the Curator. The aim is to provide the following services:

- i. digital access through the database;
- ii. supervised research access;
- iii. loans to qualified organisations;
- iv. display throughout City's buildings; and
- v. exhibitions.

5.2 Digital Access to Collection

Access to the Collection will be made available through the City's intranet and website. At the time of adoption of this document this access was still in development.

5.2.1 Intranet Access

A simplified Art Collection database will be made available to staff via the intranet. This database will allow access to basic information such as artwork title, artist name, artwork location and artwork background. However, restricted information such as artwork valuation, conservation history etc will not be made available to staff.

5.2.2 Website Access

Subject to the Australian Copyright Act, a simplified Art Collection database, will be made available on the City of Joondalup website. This database will allow access to basic information such as artwork title, artist name and artwork background. However, restricted information such as artwork valuation, conservation history etc will not be made available to the general public.

5.3 Display

5.3.1 Priorities and Standards for Display of Collection items

The priority for display locations within Council premises will focus on those areas most commonly accessible to the public. Collection items will be placed on display primarily in public areas and secondarily meeting rooms and offices frequently used for meetings with the public. Locations with regular public access will be chosen for the placement of works provided they meet with the environmental and security concerns outlined in section 4.5.

The displays will include museum standard didactic labels detailing required information (such as artwork title, artist name, artwork creation date, medium, dimensions, catalogue number and asset number) and optional interpretive information.

Special exhibitions and displays of the Collections will progressively aim towards best museum standards of practice in terms of access, interpretation, space, lighting and security.

5.3.2 Items for Display/Period of Display

Not all Collection items are suited to permanent display. Suitable items for display are limited by the stability of the item and the environmental conditions of the display location.

Where items are particularly sensitive to deterioration, they may only be exhibited for a limited period of time. At such time the Curator will review the condition of the item to determine whether the item may remain on display, be conserved, or temporarily returned to storage.

5.3.2.1 Art Collection

Displays of Art Collection items will be determined by the Curator in consultation with City staff and will be rotated according to available resources. Display of the Collection shall include, but not be limited to the following venues:

- Civic Chambers;
- City administration offices (ground floor lobby, reception areas, common work areas and passage ways and management offices);
- City of Joondalup Libraries (foyer areas and walls where appropriate);
- City of Joondalup Leisure Centres; and
- other Council property with appropriate security and conservation conditions.

Artworks shall be rotated at regular intervals (subject to the conditions outlined in 5.3). Staff may submit requests to the Curator (via the '**Artwork Rotation Form and Building Maintenance – Artwork Removal Form**' which are available on the City's Intranet – see attachment) for their work area to be considered for a rotation of artwork at the next available opportunity. The Curator shall coordinate all removal and or rotation of the City's artworks.

5.3.2.2 Memorabilia Collection

Displays of Memorabilia Collection items will be determined by the Curator in consultation with internal stakeholders and will be rotated according to available resources. Display of the Collection shall include, but not be limited to the following venues:

- Civic Chambers;
- Council administration offices (ground floor lobby, reception areas, and management offices);
- City of Joondalup Libraries (foyer areas and walls where appropriate);
- City of Joondalup Leisure Centre's; and
- other Council property with appropriate security and conservation conditions.

5.3.2.3 Invitation Art Award, Acquisitive Award, winning artwork

The winning entry of the City of Joondalup Invitation Art Award, acquired as a condition of the Acquisitive Award, shall be displayed for a period of two months from the time of its receipt by the City. The artwork shall be displayed in the Customer Service area of the Joondalup Administration building (subject to the conditions outlined in 5.3.2).

5.3.3 Rotation of the Art and Memorabilia Collection

Rotation is the process through which artworks are moved to different locations.

The rotation of artwork and items of memorabilia shall be undertaken on a regular basis (see below) with the intention of giving as many members of the public and City of Joondalup staff access to this resource.

Artworks and items of memorabilia shall be rotated with regard to, and in consideration of, the conditions outlined in 5.3 of the Collection Management Plan.

Rotation can occur:

- on the basis of a request from City of Joondalup management or an elected member;
- if initiated by the Curator to showcase artworks in different locations, rest or repair and artwork or to accommodate new acquisitions;
- to fill a space left by the removal of an artwork for another reason such as external loan; or
- on the basis of an Annual Rotation plan generated by the Curator.

5.3.3.1 Annual Rotation

An annual rotation, with the aim of providing maximum exposure of the Collection to the public, shall be completed every twelve months.

The annual rotation shall include the movement of some, but not necessarily all, artworks that are located in the following locations:

- Civic Chambers;
- Mayoral Lobby;
- Civic Dining Room;
- City of Joondalup Libraries;
- Administration Building; and
- Leisure Centres.

5.3.3.2 Rotation Request

Rotation can occur on the basis of a request from City of Joondalup management or an elected member. An **Artwork Rotation/Request Form**, providing details of the artwork, contact information of the requestor and reasons for the request shall be completed and submitted to the Curator for consideration and action.

5.3.3.3 Rotation Proposal

Where a rotation is proposed within the City of Joondalup administration buildings, libraries or Leisure Centres, the Curator shall present a **Rotation Proposal** (see attachment 3) to the relevant Business Unit Manager, Director or CEO, for consideration and approval.

When the location of a proposed rotation involves the Civic Chambers, Mayor Lobby or Civic Dining Room, approval must be given by the CEO and Mayor.

A Rotation Proposal must indicate the following:

- detail of artwork/s or item/s of memorabilia being proposed for rotation;
- proposed placement/location of items; and
- proposed date and time of rotation and installation.

In the event that the proposal is approved, the Curator will proceed with the rotation, liaising with all stakeholders concerned.

In the event that the rotation is not approved, the Curator will liaise with stakeholders concerned and attempt to agree on an alternative solution which meets the objectives of all parties. However, no artwork will be removed from any location without the approval of the appropriate Manager or the Mayor.

5.3.3.4 Custodianship

The Manager of a Business Unit which is the recipient of an artwork or item of memorabilia will be deemed to be the custodian of that artwork based on the following conditions:

- i. no artwork or item of memorabilia may be moved without assistance from the Curator;
- ii. artworks or items of memorabilia may not be lent to a third party without support from the Curator;
- iii. the custodian must make every effort to preserve artworks or items of memorabilia in the condition received and take reasonable steps to protect them from damage;
- iv. people other than the Curator will not attempt to repair, alter or clean items;
- v. any damage or loss must be reported immediately to the Curator; and
- vi. factors which may affect the physical condition of artworks or items of memorabilia, such as renovations, and redecoration or relocation of offices, must be reported to the Curator in advance.

5.3.4 Removal of Displayed items

Collection items on display may be removed from a particular location by the Curator at any time for the following reasons:

- i. rotation;
- ii. outward loan; and
- iv. item identified as being at risk.

5.3.5 Special Exhibitions

Special exhibitions are exhibitions of artwork that are not part of the City's annual Community and Invitation Art Awards. These may occur from time to time in recognition of a special event or City focus, or at the direction of Council.

Such exhibitions will represent a diversity of themes and issues relevant to City of Joondalup and the broader community.

Special exhibitions will be displayed in accessible, secure venues appropriate to the material and the exhibition content. The location of an exhibition venue will be subject to approval by the Manager of Leisure and Cultural Services.

Documentation of a Special Exhibition, detailing the list of artworks and stakeholder information (if any), must be kept by the Curator.

5.3.6 Artists' Moral Rights

During exhibition and display, the artist's moral rights will be observed and the work will be labelled in full view with the following information as a minimum requirement: artist's name, title of the artwork, date of the work, medium and, as appropriate, the name of the donor or credit to the source of the work.

The work will:

- ii. not be displayed so as to be obscured or altered without written permission of the artist;
- iii. not be displayed if it is in disrepair; and
- iv. be properly identified as a reproduction, where an item on display is not the original work.

5.4 Loan of Collection items

The City of Joondalup makes available items in the Collection for loan to appropriate organisations (such as other local and state Government bodies and significant corporate, public and university institutions) subject to negotiated loan agreements. The City may also be the recipient of incoming loans for particular exhibitions.

5.4.1 Outward Loan

An Outward Loan occurs when a Collection item is lent to another institution or organisation.

Outward loans are made strictly according to the conditions outlined in the 'Outgoing Loan Agreement' – see attachment.

In general, the City does not apply a loan fee to any Collection item however a loan may be undertaken as part of a partnership between the City and an external organisation.

All Outward Loan requests must be presented to the Chief Executive Officer with a summary of the loan details.

5.4.2 Inward Loan

An inward loan occurs when the City of Joondalup borrows an item from another institution.

Inward loans are only to be made for special short-term purposes such as for exhibitions coordinated by the City. These loans are made strictly according to the conditions outlined in the 'Incoming Loan Agreement'.

5.5 Supervised Research Access and Digital Access

Supervised access to Collection items for research purposes can be made available through the Curator. Photographic documentation and supplementary information is available by appointment for research access only.

Information about Collection items will be made available to the public through the City of Joondalup website subject to the Australian Copyright Act. This information will be limited in order to maintain the security of the Collection. Ongoing digital documentation of the Collection will be included on the database to provide visual reference information.

Section 6: Budget and Reporting

6.1 Introduction

The City of Joondalup shall resource the Collection appropriately. An annual budget shall be allocated to acquire, insure, conserve and document works as necessary.

Any special artwork commissions shall be resourced via a special project budget (3.3.3) which would be instigated/approved by the CEO.

A report shall be presented to Council biennially to provide information on the following:

- i. acquisitions made during the year;
- ii. disposal of artworks that has occurred during the year;
- iii. outline any loans of artwork that are active or have occurred; and
- iv. provide details of the inventory report completed annually.

Attachment 1

ARTWORK ROTATION/REMOVAL REQUEST FORM
LEISURE AND CULTURAL SERVICES

Upon completion of this form, please submit electronically, or in hard copy, to the Curator.

We would like an artwork moved because we

- are undertaking building maintenance or other activities that may be a potential cause for damage to artworks; or
- would like your work area to be considered for a rotation of the artwork

Request by (name): _____ Business unit: _____

Email: _____ Extension number: _____

Date requested: _____

If building maintenance or other activities that may be a potential cause for damage to artworks is being undertaken in close proximity to artworks, please state the start and finish date of the activity.

Start Date: _____ Finish Date: _____

Name of Artwork (if known): _____

Location of Artwork: _____

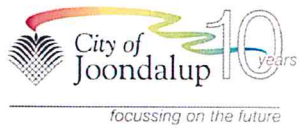
Request approved by (name of unit manager): _____

Comments (e.g. any details that may help facilitate the removal or rotation process):

To help facilitate the process, please give two weeks notice.

Please note: to avoid any potential damage due to inappropriate handling any movement/removal of artwork must only be undertaken by the Curator or approved handler.

Attachment 2



Outgoing Loan Agreement

Between

**City of Joondalup
(the "Lender")**

And

***Insert borrower name here*
(the "Borrower")**

**City of Joondalup
Loan Agreement**

Lender and Owner of artwork **City of Joondalup** of 90 Boas Avenue,
Joondalup 6027
(the "Lender")

Borrower *insert Borrower name here*
(the "Borrower")

Address of Borrower:

Exhibition Venue:

Period of Loan:

Artwork Title(s): (the "Work")

Artist(s):

Date

Medium:

Credit Line: City of Joondalup
Insurance Value: \$ in total (the "Value")

Acknowledgement of Agreement

In consideration of the mutual promises set out in the Loan Agreement the Lender has agreed to lend and the Borrower has agreed to borrow the Work on the terms and conditions set out herein.

Signed for and on behalf of the **City of Joondalup** by:

Signature

Name *(please print)*

Title *(please print)*

Date

Signed on behalf of the *(insert Borrower name here)*

Signature

Name *(please print)*

Title *(please print)*

Date

Insert details of loans (e.g. name of exhibition venue, exhibition title, date, contact details)

Insert details of artworks (i.e. artist name, title of artwork, date, medium, dimensions of artwork and value of artwork)

TERMS AND CONDITIONS GOVERNING THE LOAN OF ARTWORK FROM THE CITY OF JOONDALUP

1. Period of Loan

- a. The lender agrees to lend the Work to the Borrower for the Period outlined in this contract.
- b. The Lender may revoke the loan if the Borrower commits a breach of this agreement and fails to remedy that breach within 5 business days after being given written notice of the breach by the Lender.
- c. The Borrower may terminate this agreement on 14 days written notice.

2. Insurance

- a. The work will be insured by the Borrower according to its policy for works of art from the time of receipt of the Work until the Work is returned to the Lender. Certificates of Currency shall be provided by the Borrower to the Lender.
- b. The Work shall be insured for the Value or for such other amount as required by the Lender.
- c. In the event of loss or damage to the Work the liability of the Borrower to the Lender shall not be limited by the amount paid to the Borrower by its insurers under the insurance policy in respect of that loss or damage.
- d. The Borrower shall notify the Lender of any damage to or loss of the Work, however caused, and shall comply with the requirements of the Lender in making an insurance claim.
- e. Any amount paid by the insurer to the Borrower and subsequently paid to the Lender shall not be treated as having been paid or received in full and final settlement of all and any claims by the Lender against the Borrower unless the Lender agrees to that in writing with the Borrower.
- f. The Borrower shall have in place current public liability insurance to the value of \$10 million with an insurer licensed under the Financial Services Reform Act or otherwise as approved by the City of Joondalup.
- g. The Borrower shall have in place marine and inland transit insurance with an insurer licensed under the Financial Services Reform Act covering the Works for transport from the Lender to the Borrower and the return from the Borrower to the Lender.
- h. The Borrower shall provide, on request by the Lender, Certificates of Currency for its Property (Fire and Other Perils), Marine and Inland Transit and Public Liability insurance covers.

3. Credit

- a. The Borrower will give credit to the Lender as owner of the Work wherever the Work is publicly displayed, but in a form agreed with by the Lender having due regard to the place and manner of its display.

4. Reproduction and Copyright

- a. The Borrower will not photograph or reproduce the Work without prior approval of the Lender except for the Borrower's records, for condition reports to the Lender or for the Borrower's publicity purposes associated with the display of the Work.
- b. The Lender warrants it is entitled to grant the rights in Clause 4(a) to the Borrower.

5. Condition of the Work

- a. The Borrower will comply with all requirements of the Lender in providing care and protection for the Work and, if no requirements are stipulated by the Lender, the Borrower will give the Work the same care and protection as it does to comparable artworks of its own displayed in the same circumstances and conditions.
- b. The Lender warrants that at the date of commencement of the Period the Work is free from defects or deterioration which are not apparent on a reasonable visual inspection of the Work.
- c. A Condition Report will be provided to the Borrower by the Lender on receipt of the work. The Borrower is then required to provide to the Lender a Condition Report after the unpacking of the work and again at the completion of the Loan period.
- d. Subject to this agreement the Borrower shall be liable to all damage, deterioration or loss of the Work occurring whilst the Work is not within the possession of the Lender or which is caused or contributed to by any act or omission of the borrower and any of its employees, agents or contractors.
- e. Evidence of damage or deterioration at the time of receipt or while in the custody of the Borrower will be reported as soon as possible to the Lender.
- f. No alteration, restoration or repair to the Work will be undertaken without written authorisation from the Lender.
- g. The Lender and the Borrower acknowledge that all tangible works are subject to gradual inherent deterioration for which neither party is responsible and agree that if the Work is found to be deteriorated or damaged whilst in transit to or from the Borrower or when in the possession of the Borrower, the Borrower shall remain liable except to the extent it can reasonably prove that the damage or deterioration was not caused or contributed to by the Borrower.

ROTATION PROPOSAL

TO: (Name of business unit manager/CEO/Mayor)

FROM: CURATOR

DATE:

FILE REF:

SUBJECT: ROTATION OF ARTWORK OR ITEM OF MEMORABILIA

PROPOSAL

The following artworks/items of memorabilia are being proposed for rotation in your Business Unit.

I look forward to your consideration of this proposal. If you have any queries or comments, please don't hesitate to contact me.

Rationale

Curator to provide brief rationale for proposal – e.g. thematic; educational; special events; creating public access to particular works; preventative conservation; conservation; etc.

Artwork/s or item/s of memorabilia being proposed for rotation

Curator to detail:

(artwork title)

(name of artist)

(dimensions of artwork)

(medium of artwork)

(special considerations, if any – lighting; handling, etc.)

Append image of artwork, or item of memorabilia, to this document.

Proposed location of items

Curator to indicate location of:

building; floor; office (if applicable); wall.

Proposed date and time of rotation and installation

Curator to indicate preferred date and time of installation.

APPROVAL

Proposed artworks/items of memorabilia

- I accept the items proposed for rotation, as detailed above
or
- I do not accept the items proposed for rotation, and would like to consider other options

Proposed location

- I accept the proposed location of the item/s being installed
or
- I would like to consider other options

Proposed time frame

- I accept the proposed time frame
or
- I would like another time frame considered

Thankyou for your consideration

(Name)

Curator - Art and Memorabilia Collection

AUTHORISATION OF THE MANAGER

I endorse/do not endorse the above recommendations

(Name)

Manager (name of Business Unit)

Date

Comments _____

The City's Art and Memorabilia Collection is an important cultural and financial asset that must be managed for the future – please consider the following:

- the Manager of a Business Unit which is the recipient of an artwork/item of memorabilia will be deemed to be the custodian of that artwork
- no artwork/item of memorabilia may be moved without the prior approval of the Curator
- artworks/item of memorabilia may not be lent to a third party

- the custodian must make every effort to preserve artworks/item of memorabilia in the condition received and may not attempt to repair, alter or clean items. Any damage or loss must be reported immediately to the Curator, and
- factors which may affect the physical condition of artworks/items of memorabilia, such as renovations, and redecoration or relocation of offices, must be reported to the Curator in advance.

Attachment 4

NOTICE OF ACQUISITION FORM

TO: CEO/ART COLLECTION ADVISORY COMMITTEE

FROM:

DATE:

FILE REF:

SUBJECT: NOTICE OF ACQUISITION OF AN ARTWORK

PURPOSE

The following artwork has been purchased by *(insert your name, position and contact details)* for inclusion in the City of Joondalup Art and Memorabilia Collection.

BACKGROUND

A Collection Management Plan has been developed to provide guidelines for the management and development of the City's Art and Memorabilia Collection that address budgetary, professional and cultural concerns. The following points (quoted from the Collection Management Plan) are important to consider when purchasing an artwork for the Collection:

3.2.2.1 Annual Acquisition Budget

For acquisitions up to \$7,500 the Chief Executive Officer or the Art Collection Advisory Committee may approve acquisitions for artworks based on the recommendation of the City's Curator.

All recommended acquisitions over \$7,500 must be referred to the Art Collection Advisory Committee.

3.3.1 Essential Acquisition Criteria

In order to be considered for the Collection all items must meet the following essential acquisition criteria.

The item must:

- i. be a quality example that will be a significant addition to the Collection;
- ii. enhance the current scope of the Collection as it has been outlined in section 2 of this document;
- iii. be an unconditional donation, purchase or lease which has valid and clearly verifiable legal title;
- iv. have the capacity to be displayed in a Council building or other appropriate space without hindrance to public access or safety; and
- v. have the necessary resources allocated to resolve all foreseeable issues related to conservation, presentation and storage, as part of the acquisition.

PROCESS

Rationale for purchase

Please provide a brief rationale for the purchase. For example, the artwork complements existing works already in the City of Joondalup Art and Memorabilia Collection; has been purchased with the intention of being displayed in my office or work area; is considered to be an item of significant cultural and/or artistic value; can be accounted for within existing budgetary perimeters.

Details of artwork

(Please insert details of the artwork)

(artwork title and year it was made)

(name of artist)

(dimensions of artwork)

(medium of artwork)

(special considerations, if any – lighting; handling, etc.)

If possible, append image of artwork, to this document.

Budget

Please provide details of the proposed budget area (Project Code) from which the artwork is to be/has been purchased.

RECOMMEDATIONS

That the Chief Executive Officer, or Art Collection Advisory Committee, endorses:

- the inclusion of the proposed artwork in the City's Art and Memorabilia Collection
- the proposed budget Project Code.

(Insert name)

(Insert position)

Authorisation of the CEO/Art Collection Advisory Committee

I/we endorse/do not endorse*(copy details from above recommendation)*

Garry Hunt
Chief Executive Officer

Date

or
Art Collection Advisory Committee
(names of Committee to be inserted)

Attachment 5

TERMS AND DEFINITIONS

Museum

The term 'museum' is used to denote any institution holding objects (artworks, items of memorabilia, etc) for the purposes of social, cultural and historical interpretation which has been established in the public interest. A museum also preserves and makes objects and information accessible in actual and virtual environments.

The National Standards for Australian Museums and Galleries

The National Standards for Australian Museums and Galleries have been produced to provide management and policy guidance for Australian museums and galleries. They were produced collaboratively by:

- ACT Museums and Galleries
- Arts Tasmania
- Collections Council of Australia Ltd
- History Trust of South Australia
- Museum and Art Gallery of the Northern Territory
- Museum and Gallery Services Queensland Ltd
- Museums & Galleries NSW
- Museums Australia (Victoria)
- Western Australian Museum

- [Attachment 6](#)

[ANNUAL COLLECTION MANAGEMENT ACTION PLAN \(USE HYPERLINK\)](#)

Field Code Changed

REFERENCES

Tarpey, S., 1998. Risk Management: Insurance. In R. A. Buck and J. A. Gilmore, eds. *The new museum registration methods*. American Association of Museums, 1998, p. 239.

What is a Museum. 2008. *The National Standards for Australian Museums and Galleries*. [internet] The National Standards Taskforce (Published 2008) Available at: <http://www.collectionsaustralia.net/org/1720/about/> [Accessed 25 September 2008].

Visual Arts Policy

City Policy

Responsible Directorate: Corporate Services

Objective: To guide the delivery of a contemporary visual arts program that supports quality cultural opportunities for the local community.

1. Definitions:

“contemporary art” means an artwork that is conceptually resolved and is reflective of the artist’s current practice. It is not based on style, subject matter, medium or artistic approach.

2. Statement:

The City supports the implementation of a contemporary visual arts program that focuses on developing a high quality collection for the benefit of residents and the broader community. With the anticipated growth and development of the City Centre, it is considered a priority for the City to cultivate a modern, urban and culturally-enriched environment with quality, contemporary visual art.

3. Details:

3.1 Visual Arts Program:

The City will continue to enhance and develop the City’s art collection, comprising of visual art, public art and mural art, through the following mechanisms:

- Artwork acquisition
- Artwork commissioning
- Publicly accessible artwork and programming
- Art awards
- Creative opportunities for the local community
- Artist residencies
- National and international opportunities
- Partnerships
- The WA State Government’s Percent for Art Policy

3.2 Program Management:

Following the principles of best practice and National Standards for Australian Galleries and Museums, the City's visual arts program will be guided by an Art Collection Management Plan.

3.3 Art Collection Advisory Committee:

The Art Collection Advisory Committee will make decisions regarding the acquisition of visual art by artists of significance that are consistent with developments in Western Australian contemporary art.

The Committee will receive advice from respected and relevant industry arts professionals to continue to enhance the City's role as the cultural hub of Perth's north-west region.

Creation Date: June 1999 (CJ213-06/99)

Formally:

- *Art Collection Policy*
- *Museum Collections and Operations Policy*
- *Public Art Policy*
- *Cultural Development Policy*
- *The City's Art and Memorabilia Collections Policy*

Amendments: CJ206-10/05, CJ238-12/06, CJ186-09/07, CJ052-04/08 and CJ108-06/13

Related Documentation:

- *Public art implementation process*
- *Art collections and acquisition management strategy*
- *Museum collection management strategy*
- *Register of Delegation of Authority*

**Reviewed
September 2013**

ART COLLECTION MANAGEMENT PLAN



Chris Hopewell, *Black Hole Soul*, 2011
Acrylic and Epoxy Resin on Wood Panel
120cm x 90cm x 5cm

Section 1: The Plan

1.1 Introduction

The Visual Arts Policy guides the delivery of a contemporary visual arts program that supports quality cultural opportunities for the local community.

The City of Joondalup Art Collection Management Plan supports the management of a variety of artwork in three distinct categories, encompassing the:

- City of Joondalup Art Collection (CoJ Art Collection)
- Public Art
- Murals and Ephemeral Artworks

As the custodian of a public collection, the City manages the artworks according to museum industry standards of collection development, preservation and access as articulated by the National Standards for Australian Museums and Galleries (see Terms and Definitions, Attachment 10). Through the strategic management of the collection, the City is committed to ensuring its ongoing significance for the City of Joondalup.

Definition:

“Contemporary art” means an artwork that is conceptually resolved and is reflective of the artist’s current practice. It is not based on style, subject matter, medium or artistic approach.

Statement:

The City supports the implementation of a contemporary visual arts program that focuses on developing a high quality collection for the benefit of residents and the broader community. With the anticipated growth and development of the City Centre, it is considered a priority for the City to cultivate a modern, urban and culturally-enriched environment with quality, contemporary visual art.

Details:

Visual Arts Program: The City will continue to enhance and develop the City’s art collection, comprising of visual art, public art and mural art, through the following mechanisms:

- Artwork acquisition
- Artwork commissioning
- Publicly accessible artwork and programming
- Art awards
- Creative opportunities for the local community
- Artist residencies
- National and international opportunities
- Partnerships
- The WA State Government’s Percent for Art Policy

Program Management

Following the principles of best practice and National Standards for Australian Galleries and Museums, the City's visual arts program will be guided by an Art Collection Management Plan.

1.2 Art Collection and Advisory Committee (ACAC)

The Art Collection and Advisory Committee (ACAC) is formed by the Council and has delegated authority from the Council to acquire artworks within the available adopted budget funds.

The ACAC will make decisions regarding the acquisition of visual art by artists of significance that are consistent with developments in Western Australian contemporary art.

The ACAC will receive advice from respected and relevant industry arts professionals to continue to enhance the City's role as the cultural hub of Perth's north-west region.

All acquisitions of Visual Art by the ACAC are to be based on written and verbal advice from the City's Curator.

Role of the ACAC

- approve art acquisitions within the available adopted budget funds
- develop and maintain a visual art collection of significance and repute that reflects the cultural aspirations of the City of Joondalup and its expressed goals and policies
- build an art collection of appreciating financial value, which constitutes a sound investment for the City
- collect works of visual art of demonstrable excellence by artists of significance, consistent with the perceived developments in West Australian contemporary art
- collect and commission selectively works of art which enhance the existing Collection and which foster an understanding, enjoyment and appreciation of the visual arts among the broader community and members of the general public
- review the criteria established to determine the award winners
- to perform an oversight role in relation to the strategic direction of the City's Community Art Exhibition and Community Invitation Art Award

1.3 Aims of the Plan

The aims of the Art Collection Management Plan are to:

- i. Describe and define the three types of visual art collected and managed by the City (i.e. The CoJ Art Collection, Public Art, Murals and Ephemeral artworks.)
- ii. Define the Selection Criteria for developing the CoJ Art Collection
- iii. Guide the management, acquisitions, development, access, and promotion of works of art collected by the City

1.4 Objectives

The objectives of the Art Collection Management Plan are to provide guidelines for:

- i. implementing the collection's management to museum industry standards
- ii. developing the collection
- iii. managing the collection in line with policies of the City of Joondalup

- iv. managing the collection within the annual budget allocation.

1.5 Management

The Collection will be managed as follows:

- i. The City of Joondalup Art Collection will be managed by professional curatorial staff who are required to maintain museum industry standards of collection management and make recommendations on acquisitions and nominate works for de-accession.
- ii. The City of Joondalup will resource the collection appropriately, including allocating budgets for managing the collection and developing the holdings.

Section 2: The Art Collection

2.1 Purpose of the Art Collection

- iv. To properly conserve, maintain and grow the value of the City's art and cultural assets; and
- v. To preserve, protect and promote the unique social and cultural identity of the city.

2.2. Aims of the Art Collection

- i. support contemporary art and artists, with a focus on Western Australian artists;
- ii. acquire exemplary artworks that are contemporary, conceptually resolved and reflect current practice;
- iii. provide Joondalup citizens with access to high quality, contemporary visual art, free of charge;
- iv. be of sufficient scope and range to sustain a diversity of views and interpretations;
- v. increase the understanding and enjoyment of contemporary art as they pertain to the culture of the City;
- vi. develop the Collection holdings by attracting donations, bequests and other means of support;
- vii. acquire items that will appreciate in value over time; and
- viii. operate in accordance with museum standards.

2.3. Art Collection Categories: Definitions

2.3.1 The CoJ Art Collection

An Art Collection is any collection of professionally made artworks that are collected according to specific selection criteria by a Curator. The CoJ Art Collection holds over 200 examples of Western Australian contemporary art, including paintings, sculptural works, drawings, prints, water colours, photographic works, glasswork, textile works, installation and video work. It is housed within the City buildings e.g. Council Chambers, Libraries, Administrative Offices and Recreation Centres. These works are maintained and managed by a Curator and are rotated on a regular basis throughout buildings and available to the community to view via the internet. Last valued April 2011 at \$390,560. Artwork acquired for the CoJ Art collection is subject to Selection Criteria, and the Collection is considered a whole entity, as well as a Collection of individual works.

2.3.2 Public Art

The defining principle of public art is that the work has been designed by an artist for enhancement of a particular public realm and is often site-specific. Public Art can be of any art form, from traditional media such as sculpture, to contemporary works, functional objects, architectural embellishments, street-furniture, or multimedia installations. Currently the City has 35 Public Artworks including: mosaics, murals, sculptures, street bollards, architectural details and street furniture. The majority of these works are located in and around the Joondalup City Centre. In general, unlike works in the CoJ Art Collection, these works are not rotated, but remain fixed in their location. Public Artworks are commissioned as one-off projects, and the funding may come from a Percent for Art budget (see Terms and Conditions, attachment 10) or from a unique building development or be part of the installation of new infrastructure. A Public Artwork may also be collected as a one-off acquisition and be related to the CoJ Art Collection, or may be subject to the Art Collection's selection criteria, although not necessarily. Public Artworks will have a maintenance schedule which outlines how the Curator and the City should care for and maintain the work.

2.3.3 Mural and Ephemeral Arts

Murals are large-scale artworks, often outdoor paintings or installations that may cover an outdoor wall or other public infrastructure. Due to the non-permanent nature of murals, having a life expectancy span of 5 years, they are not considered to be part of the Art Collection, instead residing within the Visual Arts Program.

The Mural Arts Program (part of the Visual Arts Program) contributes to 'sense of place' by creating difference and identity for particular locations and continues to support the artistic development of regional artists as well as introduce international artists to the region. Mural Art projects are project-specific and adhere to approved processes and methodologies that sit outside of the Art Collection Management Plan.

Ephemeral (short-lived) art is art which is not intended to last. Ephemeral artworks can be site-specific and are not considered as part of the Art Collection.

Section 3: Acquisition and Collection Development

3.1 Introduction

To ensure development of a cohesive Art Collection, this Plan sets out Selection Criteria for acquisitions of art. Items considered for acquisition must meet all of the Essential Selection Criteria (3.3.1), and one or more of the Desirable Selection Criteria (3.3.2 - 3.3.3).

Criteria for de-accession (3.4.3) are applied to remove items which may no longer be suitable for the Collection according to the criteria outlined.

3.2 Acquisition

Acquisitions into the Collection are made by purchase, commissioning (3.2.2), donation or bequest, (3.2.4).

3.2.1 Acquisition Process

Items are purchased or acquired for the Collection utilising the:

- i. Annual acquisition budget (3.2.2.1), allocated each financial year;
- ii. Community Invitation Art Award budget (3.2.2.2);
- iii. Visual Art Commission- Iconic Landmarks (3.2.2.3);
- iv. Artists in Residence (Visual Art Commission model) (3.2.2.4);
- v. Public Art commission (3.2.2.5);
- vi. Billboard Public Art commission (3.2.2.6);
- vii. Percent for Art Scheme (3.2.2.7);
- viii. Special Project Acquisitions (3.2.2.8); or
- ix. Acquisition through donations or bequests (3.2.2.9).

When acquisition recommendations are made, due consideration must be given to the appropriate allocation of budgetary resources. It is strongly recommended that the City does not purchase artworks outside the acquisition process (3.2.2 and 3.3) however any artworks acquired in this manner shall require the completion of a **Notice of Acquisition Form** (see Attachment 4).

3.2.2 Acquisition Approval Process

The Curator identifies suitable artworks according to the Selection Criteria (Essential; 3.3.1, and Desirable; 3.3.2), and recommend the purchase or commission of works of art.

3.2.2.1 Annual Acquisition Budget

The Chief Executive Officer and the ACAC have the delegated authority from the Council to approve acquisitions for artworks based on the recommendation of the Curator.

The ACAC may approve acquisitions, within the adopted budget, however the CEO may approve up to an amount as indicated in the delegated authority manual.

3.2.2.2 Community Invitation Art Award

The winning entry of the City of Joondalup Community Invitation Art Award shall be acquired for the Collection as a condition of the Acquisitive Award.

The Acquisitive Award will be judged on artistic merit by a panel of external judges selected by the City.

3.2.2.3 Visual Art Commission- Iconic Landmarks

Annually, a contemporary artist may be commissioned to the value of \$15,000 to depict iconic landmarks within the City of Joondalup. Themes follow as:

- The social environment;
- The urban environment;
- The natural environment.

The Curator will recommend artists fitting the essential acquisition criteria to the ACAC. The CEO will approve the Detailed Concept Response and the Completed Artwork

following the approved Visual Art Commissioning Process. The CEO will circulate Detailed Concept Response and the Completed Artwork to the ACAC for their information.

3.2.2.4 Artists in Residence

Alternatively, with the approval of Council, the City may invite a national or international artist to undertake a residency in the City of Joondalup to develop a commissioned artwork documenting and capturing the iconic landmarks and people who represent the City of Joondalup.

The City's Curator will provide options of artists via a report to undertake the commission. The CEO and ACAC will formally approve one of the recommended artists at an ACAC meeting.

3.2.2.5 Public Art commission

The City's Visual Arts Officer will provide options of artists for Public Art commissioning, factoring in feasibility, via a Report. The CEO and ACAC will formally approve one of the recommended artists at an ACAC meeting. Issues relating to location feasibility require identification prior to the recommendation of a specific location or site.

Certain commissions may be funded by a *Percent for Art Policy*, to be developed and guided by a separate management plan. This plan will allocate 1% of spending on projects over \$1M towards artistic content.

(See attachment 1, Terms and Definitions, Percent for Art Scheme)

3.2.2.6 Billboard Public Art commission

On a half-yearly basis, artwork on the 'Inside Out Billboard' facade will be changed. Artists may be commissioned to develop a new artwork for large scale display, selected through participation in either the Community Art Exhibition or the Community Invitation Art Award or by an expression of interest, or by reproducing an existing work.

The CEO, following liaison with members of the ACAC, approves the scheduled artwork to be displayed on the 'Inside Out Billboard' every six months.

3.2.2.7 Special Project Acquisitions

From time to time, special project funds may be allocated as a discrete budget for a specific project or purchase. These will be considered as part of the Corporate Budget process.

3.2.3 Commissioning Works of Art

Commissioning works of art (separate to those listed in 3.2.2) including official portraits and site-specific artworks, will be undertaken by the City at the direction of the ACAC or CEO, based on the recommendation of the Curator or Visual Arts Officer in accordance with points 3.3 and 3.2.1.

3.2.3.1 Known artist

Where the preferred artist and the type of work has been identified by the ACAC, on recommendation by the Curator, and is of a small-scale and/or low in value, the work may be commissioned from the Art Collection acquisition budget in accordance with point 3.2.2.

3.2.3.2 Known project

Where the chosen theme or subject of a work – but not the preferred artist or style - has been identified by the ACAC (e.g. an official portrait, a series of local landscapes, a site specific work), and the value of the commission is deemed to be high, the work will be commissioned from a special project budget (6.1) in accordance with point 3.2.2. The special project expenditure will be authorised by the CEO through the usual expenditure approval channels.

3.2.4 Donation or Bequest of Artwork

The Curator will consider all offers of gifts, donations and bequests and advise the City on the suitability and acceptability of the artwork as part of the Art Collection. The Curator will recommend any suitable donations or bequests of artwork to the ACAC / CEO for potential inclusion in the relevant Collection.

An artwork that has been donated or bequeathed must meet the essential acquisition criteria (3.3.1) and specific acquisition criteria (3.3.2) Approval can only be granted subject to the artwork donation/ bequest/ gift being unconditional and the sole property of the owner.

Donations, whilst 'free', do add to the associated costs for maintenance and care of the City's Collection.

Acquiring (through purchase, commission or donation) artworks from an artist is recognition of the quality of artist's practice. Being represented by a public or corporate entity adds weight and significance to an artist's CV and can increase their artwork's sale price. It is important to note that donations, whilst perceived as altruistic can be seen by artists as a way to 'enter' a Collection when the collecting body has had no intention to financially acquire works from such artist. Donations can also be of lower quality, and may be donated or bequest as the owner is not able to care for the artwork.

3.3 Selection Criteria for Acquisitions

Items for acquisition or commission of visual art may be recommended to the ACAC or the CEO by the Curator or Visual Arts Officer. Any recommended acquisition or commission will be presented to either the ACAC or the CEO subject to the completion of a written memo or report accompanied by an acquisition evaluation of the recommended work.

An item may be acquired if it meets the following essential Art Collection acquisition criteria.

3.3.1 Essential Selection Criteria

Artwork recommended for acquisition or commission must meet **all** the following essential selection criteria:

- i. Be a quality example that will be a significant addition to the Collection;
- ii. Enhance the current scope of the CoJ Art Collection
- iii. Be an unconditional donation, purchase or lease which has valid and clearly verifiable legal title
- iv. Have the capacity to be displayed in a Council building or other appropriate space without hindrance to public access or safety
- v. Have the necessary resources allocated to resolve all foreseeable issues related to conservation, presentation and storage, as part of the acquisition

3.3.2 Desirable Selection Criteria – one or more:

Artwork recommended for acquisition or commission is required to meet **one or more** of the following criteria:

- i. Be quality artwork by a contemporary Western Australian artist
- ii. Represent a significant period, occasion or initiatives in the evolution of the city
- iii. Represent the artistic practice of a Western Australian artist (or artist residing in Western Australia) who has received acclaim for their work locally, nationally or internationally
- iv. Strengthen and add to an existing series of works
- v. Build on identifiable themes within the whole Collection
- vi. Be informed by or associated with the City of Joondalup
- vii. Created by an artist during a residency hosted by the City of Joondalup

3.3.3 Additional Selection Criteria for Public Art

Public Artworks commissioned by the City should meet the above essential and desirable Selection Criteria, as well as comply with the individual Project Description which will be created to manage each commission. This will include considerations such as:

- i. Meeting the current building code of Australia (BCA)
- ii. Having adequate structural elements, footings etc., approved by City engineers
- iii. Anti graffiti coating
- iv. Public Liability insurance
- v. Be achievable within the budget and timeline
- vi. Be in response to the creative brief

3.4. De-accessioning and Disposal

3.4.1 Introduction

De-accessioning is the process whereby works from the Collection may be considered for permanent removal from the Collection. Works are considered for de-accession if they are in poor condition, damaged or deteriorated beyond reasonable repair or conservation, unnecessary duplicates of existing items, are of insufficient merit for the allocation of resources or do not meet with the Collection Plan.

Disposal is the method of removing a de-accessioned item from the Collection.

3.4.2 De-accession and Disposal Approval Process

Items may be approved for de-accession by the CEO, subject to the completion of a written Memorandum and de-accession recommendation. The report will evaluate the item against the De-accessioning Criteria (3.4.3), and will recommend appropriate Methods of Disposal options (3.4.4). (See De-accessioning a City Mural Artwork Process Map, Attachment 7, and De-accessioning of City Artwork Process Map, Attachment 8)

A “cooling off” period shall elapse between an in-principal agreement being given for de-accession and disposal of an artwork and a final decision being given by the CEO. The purpose of a “cooling off” period is to accommodate unforeseen changes in policy or market valuation that may give cause for reconsideration of the de-accession and disposal of an artwork.

The “cooling off” period may not be appropriate in all cases. As Public Artwork is in the public domain, the cooling off period may not apply if damage (including theft) that is beyond repair or unable to be replaced; or if the work presents a physical danger to the safety of the community.

3.4.3 De-accessioning Criteria

In order to be considered for de-accession, the item nominated must fall within any of the following categories. The item:

- i. is an artwork that does not meet the requirements of the current Visual Art Policy
- ii. is in a poor condition and is considered to be of insufficient merit to allocate the resources to ensure its conservation;
- iii. cannot be displayed due to its properties, and is not suitable for research;
- iv. is a duplicate that serves no specific function;
- v. is irreparably damaged or destroyed; or
- vi. in the written opinion of the Curator is an item from the Visual Art Collection, or Visual Arts Officer for Public Art that would be more appropriately conserved or displayed in an alternative Collection.

3.4.4 Methods of Disposal

The Curator shall advise the CEO on the options for disposing of a given work. The disposal procedure for an item approved for de-accession will adhere to the following order of options, which have been developed in accordance with the National Standards for Australian Museums and Galleries. Elected Members, City of Joondalup staff, volunteers and their families are prohibited from personally obtaining an item de-accessioned from the Collection by any means. A record of all items de-accessioned, and their method of disposal, must be kept.

The options for disposal in order of priority are that the item:

- i. may be donated to a more appropriate collecting institution;
- ii. may be offered for sale or donation as appropriate, to its creator or the donor;

- iii. may be resold on the public market; or
- iv. may be dismantled and/or destroyed in the event of no other options being suitable.

3.4.5 Procedures for Disposal

The following steps shall be followed in disposing of or de-accessioning a work:

- 3.4.5.1 A proposal for de-accessioning shall be initiated by the Curator or Visual Arts Officer, or at the request of the ACAC;
- 3.4.5.2 A written de-accession proposal shall be prepared by the Curator or Visual Arts Officer, and the proposal will include:
 - i. full catalogue details of the work;
 - ii. full details of the circumstances of the work's acquisition, including any prohibitions or restrictions on de-accessioning (including statutory restrictions);
 - iii. reasons for the proposed de-accessioning (see 3.4.3);
 - iv. recommendations for the means of disposal (see 3.4.5.4, below); and
 - v. estimated current market value of the work, if any.
- 3.4.5.3 The work shall be approved in principle for de-accessioning on the decision of the CEO;
- 3.4.5.4 A six month "cooling off" period should elapse between in-principle approval being given by the CEO and the resolution relating to the de-accessioning and disposal;
- 3.4.5.5 Following the "cooling off" period the CEO will endorse or revoke the in principle approval.

3.4.6 Documentation of Disposal

On completion of the de-accessioning and disposal process;

- 3.4.6.1 The City's registers and files be amended to note the de-accessioning and disposal of the work, and copies of photographic and written records pertaining to the work shall be retained by the City;
- 3.4.6.2 The work's accession number shall not be reassigned; and
- 3.4.6.3 The de-accessioning and disposal of the work shall be reported to the CEO.

Section 4: Collection Care

4.1 Valuation and Insurance

The Collection will be valued every three years by an external and qualified evaluator. Updated valuation information will be recorded on the artwork database, asset register and the insurance register. Certificates of value should be provided by the evaluator.

Artworks will be insured in accordance with the most recent valuation and insurance for items on loan will be according to the relevant loan agreement (see 5.3).

Following the three-yearly valuation the Curator shall present a written report to the Chief Executive Officer detailing the status and condition of the Collection and any conservation and maintenance requirements for the forthcoming period.

4.2 Storage

Collection items not on display will be labelled appropriately and held securely in the Art Collection Storerooms.

The Curator will monitor the art storage area on a regular basis, with maintenance of this area being undertaken regularly.

4.3 Conservation and Handling

Items for priority conservation will be recorded on the Art Collection database. Priority items will be assessed and treated by professional conservators sourced by the Curator.

Only personnel trained in preservation handling will undertake conservation on Collection items.

An item will not be displayed in a place that puts the item at risk of damage, accelerated deterioration or is a threat to its security.

4.4 Collection Documentation

Upon acquisition, each item is receipted, allocated an accession number, asset number, record number and a catalogue number. Details of the item are then registered on the database.

The Collection database will:

- i. record essential information, including but not limited to, valuations, loans, condition, location, identifying features, provenance and legal requirements;
- ii. document the significance of the item;
- iii. record an image of each item;
- iv. be regularly maintained and updated; and
- vi. be kept secure through back up procedures and the most appropriate available technology.

4.5 Risk Management

Risk management, “the recognition, analysis, and control of risks” (Tarpey 1998), is important if potential hazards to the City’s Collection are to be avoided or mitigated against.

The City will provide relevant and professional risk management standards in order to care for the Collection. It is the purpose of risk management strategies within the City to ensure the Collection is cared for and well maintained at all times, including during exhibition, loan, research and storage.

Preventative conservation forms an important part of risk management and the Curator will undertake the following measures:

- i. the maintenance of building spaces;
- ii. the monitoring of environmental conditions, such as humidity, temperature and light;
- iii. pest management
- iv. appropriate handling of artwork;
- v. conservation-grade transport, display and storage;
- vi. disaster preparedness; and
- vii. training and professional development.

The Curator will implement the following steps in the course of monitoring and maintaining the physical integrity of the Collection:

- i. identify and prioritise actions needed to be taken;
- ii. establish a realistic schedule; and
- iii. identify resources needed to carry out actions.

A detailed Risk Management strategy and a Disaster Preparedness Plan will be developed by the City's Curator.

Section 5: Collection Access

5.1 Introduction

Access to the Visual Art Collection is provided by the Curator. The aim is to provide the following services:

- i. digital access through the database;
- ii. supervised research access;
- iii. loans to qualified organisations;
- iv. display throughout City's buildings; and
- v. exhibitions.

The Public Art Collection is located in public space and is accessible to the public.

5.2 Digital Access to Collection

Access to the Collection will be made available through the City's intranet and website.

5.2.1 Intranet Access

A simplified Art Collection database will be made available to staff via the intranet. This database will allow access to basic information such as artwork title, artist name, artwork location and artwork background. However, restricted information such as artwork valuation, conservation history etc will not be made available to staff.

5.2.2 Website Access

Subject to the Australian Copyright Act, a simplified Art Collection database, will be made available on the City of Joondalup website. This database will allow access to basic information such as artwork title, artist name and artwork background. However, restricted information such as artwork valuation, conservation history etc will not be made available to the general public.

5.3 Display

5.3.1 Priorities and Standards for Display of Collection items

The priority for display locations within Council premises will focus on those areas most commonly accessible to the public. Collection items will be placed on display primarily in public areas and secondarily meeting rooms and offices frequently used for meetings with the public. Locations with regular public access will be chosen for the placement of works provided they meet with the environmental and security concerns outlined in section 4.5.

The displays will include museum standard didactic labels detailing required information (such as artwork title, artist name, artwork creation date, medium, dimensions, catalogue number and asset number) and optional interpretive information.

Special exhibitions and displays of the Collections will progressively aim towards best museum standards of practice in terms of access, interpretation, space, lighting and security.

Public Art is fixed and is on permanent display.

5.3.2 Items for Display/Period of Display

Not all Collection items are suited to permanent display. Suitable items for display are limited by the stability of the item and the environmental conditions of the display location.

Where items are particularly sensitive to deterioration, they may only be exhibited for a limited period of time. At such time the Curator will review the condition of the item to determine whether the item may remain on display, be conserved, or temporarily returned to storage.

5.3.2.1 Art Collection

Displays of Art Collection items will be determined by the Curator and will be rotated according to available resources. Display of the Collection shall include, but not be limited to the following venues:

- Civic Chambers;
- City administration offices (ground floor lobby, reception areas, common work areas and passage ways and management offices);
- City of Joondalup Libraries (foyer areas and walls where appropriate);
- City of Joondalup Leisure Centres; and
- other Council property with appropriate security and conservation conditions.

5.3.2.3 Community Invitation Art Award Acquisitive Award

The winning entry of the City of Joondalup Community Invitation Art Award, acquired as a condition of the Acquisitive Award, shall be displayed for a period of two months in the Customer Service area of the Joondalup Administration building (subject to the conditions outlined in 5.3.2).

5.3.3 Rotation of the CoJ Art Collection

Rotation is the process through which artworks are moved to different locations.

The rotation of artwork shall be undertaken on a regular basis (see below) with the intention of giving as many members of the public and City of Joondalup staff access to this resource.

Artworks shall be rotated with regard to, and in consideration of, the conditions outlined in 5.3 of the Art Collection Management Plan.

Rotation can occur:

- on the basis of a request from City of Joondalup management or an elected member;
- if initiated by the Curator to showcase artworks in different locations, rest or repair and artwork or to accommodate new acquisitions;
- to fill a space left by the removal of an artwork for another reason such as external loan; or
- on the basis of an Annual Rotation plan generated by the Curator.

Public Art is fixed in its location and not available for rotation.

5.3.3.1 Annual Rotation

An annual rotation, with the aim of providing maximum exposure of the Collection to the public, shall be completed every twelve months.

The annual rotation shall include the movement of some, but not necessarily all, artworks that are located in the following locations:

- Civic Chambers;
- Mayoral Lobby;
- Civic Dining Room;
- City of Joondalup Libraries;
- Administration Building; and
- Leisure Centres.

5.3.3.2 Rotation Request

Rotation can occur on the basis of a request from City of Joondalup management or an elected member. An **Artwork Rotation/Request Form** (Attachment 1), providing details of the artwork, contact information of the requestor and reasons for the request shall be completed and submitted to the Curator for consideration and action.

5.3.3.3 Rotation Proposal

Where a rotation is proposed within the City of Joondalup administration buildings, libraries or Leisure Centres, the Curator shall present a **Rotation Proposal** (see attachment 3) to the relevant staff members, Business Unit Manager, Director or CEO, for consideration and approval.

When the location of a proposed rotation involves the Civic Chambers, Mayor Lobby or Civic Dining Room, approval must be given by the CEO and Mayor.

A Rotation Proposal must indicate the following:

- detail of artwork/s being proposed for rotation;
- proposed placement/location of items; and
- proposed date and time of rotation and installation.

In the event that the proposal is approved, the Curator will proceed with the rotation, liaising with all stakeholders concerned.

In the event that the rotation is not approved, the Curator will liaise with stakeholders concerned and attempt to agree on an alternative solution which meets the objectives of all parties.

5.3.3.4 Custodianship

The Manager of a Business Unit which is the recipient of an artwork will be deemed to be the custodian of that artwork based on the following conditions:

- i. no artwork may be moved without assistance from the Curator;
- ii. artworks may not be lent to a third party without support from the Curator;
- iii. the custodian must make every effort to preserve artworks in the condition received and take reasonable steps to protect them from damage;
- iv. people other than the Curator will not attempt to repair, alter or clean items;
- v. any damage or loss must be reported immediately to the Curator; and
- vi. factors which may affect the physical condition of artworks such as renovations, and redecoration or relocation of offices, must be reported to the Curator in advance.

5.3.4 Removal of Displayed items

Collection items on display may be removed from a particular location by the Curator at any time for the following reasons:

- i. rotation;
- ii. outward loan; and
- iv. item identified as being at risk.

5.3.5 Special Exhibitions

Special exhibitions are exhibitions of artwork that are not part of the City's annual Community Art Exhibition and Community Invitation Art Awards. These may occur from time to time in recognition of a special event or City focus, or at the direction of Council.

Such exhibitions will represent a diversity of themes and issues relevant to City of Joondalup and the broader community.

Special exhibitions will be displayed in accessible, secure venues appropriate to the material and the exhibition content. The location of an exhibition venue will be subject to approval by the Manager of Leisure and Cultural Services.

Documentation of a Special Exhibition, detailing the list of artworks and stakeholder information (if any), must be kept by the Curator.

5.3.6 Artists' Moral Rights

In accordance with Copyright Law and the NAVA (National Association for Visual Arts) Code of Practice, artists' moral rights will be observed. This means that artworks will be displayed with information panels that include the following information:

- The artist's full name
- The title of the artwork
- The date of the work (year)
- The medium

5.3.7 The artist may also request that the following information appears alongside the work:

- Relevant cultural information pertaining to the artist's cultural identity, clan, nationality or spiritual beliefs
- Requests not to photograph or reproduce the work
- Copyright information

5.3.8 The City also understands that the moral rights of the artist extends to the work being suitably displayed, and in a suitable context, within the following guidelines:

- i. Not to be displayed so as to be obscured or altered
- ii. Not to be displayed if it is in disrepair
- iii. Be properly identified as a reproduction, where an item on display is not the original work.
- iv. Not be reproduced or used for marketing activities without consent of the artist
- v. Be properly accredited at all times
- vi. Not to have logos, branding or commercial affiliations added to it
- vii. The artist to be kept informed of any damage and given the option to repair it, or give advice on any repair work

5.4 Loan of Collection items

The City of Joondalup makes available items in the Collection for loan to appropriate organisations (such as other local and state Government bodies and significant corporate, public and university institutions) subject to negotiated loan agreements. The City may also be the recipient of incoming loans for particular exhibitions.

5.4.1 Outward Loan

An Outward Loan occurs when a Collection item is lent to another institution or organisation.

Outward loans are made strictly according to the conditions outlined in the 'Outgoing Loan Agreement' (see attachment 2).

In general, the City does not apply a loan fee to any Collection item however a loan may be undertaken as part of a partnership between the City and an external organisation.

All Outward Loan requests must be presented to the Chief Executive Officer with a summary of the loan details.

5.4.2 Inward Loan

An inward loan occurs when the City of Joondalup borrows an item from another institution.

Inward loans are only to be made for special short-term purposes such as for exhibitions coordinated by the City. These loans are made strictly according to the conditions outlined in the 'Incoming Loan Agreement'.

5.5 Supervised Research Access and Digital Access

Supervised access to Collection items for research purposes can be made available through the Curator. Photographic documentation and supplementary information is available by appointment for research access only.

Information about Collection items will be made available to the public through the City of Joondalup website subject to the Australian Copyright Act. This information will be limited in order to maintain the security of the Collection. Ongoing digital documentation of the Collection will be included on the database to provide visual reference information.

Section 6: Budget and Reporting

6.1 Introduction

The City of Joondalup shall resource the Collection appropriately. An annual budget shall be allocated to acquire, insure, conserve and document works as necessary.

Any special artwork commissions shall be resourced via a special project budget (3.2.2.8) which would be instigated / approved by the CEO.

A report shall be presented to Council biennially to provide information on the following:

- i. acquisitions made during the year;

- ii. disposal of artworks that has occurred during the year;
- iii. outline any loans of artwork that are active or have occurred; and
- iv. provide details of the inventory report completed annually.

Attachment 1

ARTWORK ROTATION / REMOVAL REQUEST FORM
LEISURE AND CULTURAL SERVICES

Upon completion of this form, please submit electronically, or in hard copy, to the Curator.

We would like an artwork moved because we

- are undertaking building maintenance or other activities that may be a potential cause for damage to artworks; or*
- would like our work area to be considered for a rotation of the artwork*

Request by (name): _____ Business unit: _____

Email: _____ Extension number: _____

Date requested: _____

If building maintenance, or other activities that may be a potential cause for damage to artworks, is being undertaken in close proximity to artworks, please state the start and finish date of the activity.

Start Date: _____ Finish Date: _____

Name of Artwork (if known): _____

Location of Artwork: _____

Request approved by (name of unit manager): _____

Comments (e.g. any details that may help facilitate the removal or rotation process):

To help facilitate the process, please give two weeks notice.

Please note: to avoid any potential damage due to inappropriate handling any movement / removal of artwork must only be undertaken by the Curator or approved handler.



Attachment 2



C/O Curator
Leisure and Cultural Services

Outward Loan Agreement

Borrower:

Lender:

Address:

Location of work/s:

Contact number/s:

Exhibition title and dates:

Venue:

Period of Loan:

Artist:

Title:

Date:

Medium:

Dimensions (cm) Height: Width: Depth:

Credit line:

Condition: (attach any relevant material)

Transport:

Copyright:

Reproduction:

CONDITIONS COVERING THE LOAN

The Lender hereby agrees to lend the Borrower the said artwork in accordance with the following terms and conditions during the period of the loan agreement.

EXHIBITION: The Borrower may, at its discretion, display the artwork at the location and on the dates specified under the heading "Location and dates of exhibition" PROVIDED HOWEVER that nothing in these terms and conditions shall require the Borrower to display the said object for the whole term of this agreement or part thereof.

PERIOD OF LOAN: The period of loan will be as stated unless a written agreement is entered into.

USE AND REPAIR: The Borrower agrees to keep the object in the same repair and condition as at present and shall not permit or suffer to permit any repair or alteration to its present condition without the prior approval in writing of the Lender. The Borrower will provide the Lender with a report on the condition of the object if requested to do so in writing by the Lender when the Borrower receives it.

DAMAGE: Damages whether in transportation, storage or exhibition and regardless of who may be responsible shall be communicated to the Lender immediately.

ASSIGNATION: The Borrower agrees not to assign over or in any way dispose of or part with possession of the artwork or any part thereof without consent in writing from the Lender.

ACKNOWLEDGMENT: Unless otherwise indicated under the heading "Acknowledgment" the City of Joondalup will acknowledge the Lender in the exhibition and may acknowledge the Lender in any publicity or in relation to any reproduction or photograph of the artwork.

REPRODUCTION: Unless otherwise indicated under the heading "Reproduction" and subject to the City of Joondalup obtaining the necessary copyright consent (if any) the City of Joondalup may reproduce and photograph the object for publicity, lending, sale or educational purposes.

RETURN OF WORK: Upon termination of the loan the City of Joondalup will return the object to the Lender at the address specified in writing by the Lender prior to the termination of the loan. If no address is specified then the object will be returned to the address of the Lender specified in this agreement.

INSURANCE: Insurance against damage while in transit to and from the City of Joondalup and while on display is the responsibility of the Borrower.

AUTHORISATION: I have read the terms and conditions and accept them.

LENDER OR AUTHORISED AGENT

Signature _____

Print name _____

Position _____

Date _____

BORROWER OR AUTHORISED AGENT

Signature _____

Print name _____

Position _____

Date _____

Attachment 3

City of Joondalup: (exhibition)

C/O Curator
Leisure and Cultural Services
Tel: 08 9400 4951 Fax: 08 9300 1383

Inward Loan Agreement

Please complete, sign authorisation and return one copy to the City of Joondalup

Borrower:

Lender:

Address:

Location of works:

Contact number/s:

Location and dates of exhibition

Exhibition and dates:

Venue:

Period of Loan:

Description of the object

Artist:

Title:

Date:

Medium:

Dimensions (cm) Height: Width: Depth:

Credit line:

Condition: (refer to Condition Report for full details)

Installation: The gallery hangs work with hang track. Are d-rings installed on the back of the artwork?
Yes No

Transport: All transport and handling costs shall be borne by the borrower

Insurance: The borrower will provide insurance cover.

Copyright holder:

Reproduction: May the City of Joondalup use the copyrighted work for non-commercial, non-exclusive purposes, including educational, promotional and for documentation, in electronic and hard copy?

Yes No

CONDITIONS COVERING THE LOAN

The Lender hereby agrees to lend the Borrower the said artwork in accordance with the following terms and conditions during the period of the loan agreement.

EXHIBITION: The Borrower may, at its discretion, display the artwork at the location and on the dates specified under the heading "Location and dates of exhibition" PROVIDED HOWEVER that nothing in these terms and conditions shall require the Borrower to display the said object for the whole term of this agreement or part thereof.

PERIOD OF LOAN: The period of loan will be as stated unless a written agreement is entered into.

USE AND REPAIR: The Borrower agrees to keep the object in the same repair and condition as at present and shall not permit or suffer to permit any repair or alteration to its present condition without the prior approval in writing of the Lender. The Borrower will provide the Lender with a report on the condition of the object if requested to do so in writing by the Lender when the Borrower receives it.

DAMAGE: Damages whether in transportation, storage or exhibition and regardless of who may be responsible shall be communicated to the Lender immediately.

ASSIGNATION: The Borrower agrees not to assign over or in any way dispose of or part with possession of the artwork or any part thereof without consent in writing from the Lender.

ACKNOWLEDGMENT: Unless otherwise indicated under the heading "Acknowledgment" the City of Joondalup will acknowledge the Lender in the exhibition and may acknowledge the Lender in any publicity or in relation to any reproduction or photograph of the artwork.

REPRODUCTION: Unless otherwise indicated under the heading "Reproduction" and subject to the City of Joondalup obtaining the necessary copyright consent (if any) the City of Joondalup may reproduce and photograph the object for publicity, lending, sale or educational purposes.

RETURN OF WORK: Upon termination of the loan the City of Joondalup will return the object to the Lender at the address specified in writing by the Lender prior to the termination of the loan. If no address is specified then the object will be returned to the address of the Lender specified in this agreement.

INSURANCE: Insurance against damage while in transit to and from the City of Joondalup and while on display is the responsibility of the Borrower.

AUTHORISATION: I have read the terms and conditions and accept them.

LENDER OR AUTHORISED AGENT

Signature _____

Print name _____

Position _____

Date _____

BORROWER OR AUTHORISED AGENT

Signature _____

Print name _____

Position _____

Date _____

Attachment 4

ROTATION PROPOSAL MEMO

TO: *Name of business unit manager / CEO / Mayor*

FROM: Manager Leisure and Cultural Services

DATE:

FILE REF:

SUBJECT: ROTATION OF ARTWORK

PROPOSAL

The following artworks are being proposed for rotation in your Business Unit.

I look forward to your consideration of this proposal. If you have any queries or comments, please don't hesitate to contact me.

Rationale

Curator to provide brief rationale for proposal – e.g. thematic; educational; special events; creating public access to particular works; preventative conservation; conservation; etc.

Artwork/s being proposed for rotation

Curator to detail:

(artwork title)

(name of artist)

(dimensions of artwork)

(medium of artwork)

(special considerations, if any – lighting; handling, etc.)

Append image of artwork to this document.

Proposed location of items

Curator to indicate location of:

building; floor; office (if applicable); wall.

Proposed date and time of rotation and installation

Curator to indicate preferred date and time of installation.

APPROVAL

Proposed artworks

I accept the items proposed for rotation, as detailed above

or

I do not accept the items proposed for rotation, and would like to consider other options

Proposed location

I accept the proposed location of the item/s being installed

or

I would like to consider other options

Proposed time frame

I accept the proposed time frame

or

I would like another time frame considered

Thankyou for your consideration

(Name)

Curator - Art Collection

AUTHORISATION OF THE MANAGER

I endorse / do not endorse the above recommendations

Name

Date

Manager (name of Business Unit)

Comments _____

The City’s Art Collection is an important cultural and financial asset that must be managed for the future – please consider the following:

- the Manager of a Business Unit which is the recipient of an artwork will be deemed to be the custodian of that artwork
- no artwork be moved without the prior approval of the Curator
- artworks may not be lent to a third party
- the custodian must make every effort to preserve artworks in the condition received and may not attempt to repair, alter or clean items. Any damage or loss must be reported immediately to the Curator, and
- factors which may affect the physical condition of artworks such as renovations, and redecoration or relocation of offices, must be reported to the Curator in advance.

Attachment 5

NOTICE OF ACQUISITION

TO: CEO / ACAC

FROM:

DATE:

FILE REF:

SUBJECT: NOTICE OF ACQUISITION OF AN ARTWORK

PURPOSE

The following artwork has been purchased by *(insert your name, position and contact details)* for inclusion in the City of Joondalup Art Collection.

BACKGROUND

A Collection Management Plan has been developed to provide guidelines for the management and development of the City OF Joondalup Art Collection that address budgetary, professional and cultural concerns. The following points (quoted from the Art Collection Management Plan) are important to consider when purchasing an artwork for the Collection:

3.2.2.1 Annual Acquisition Budget

The Chief Executive Officer and the ACAC have the delegated authority from the Council to approve acquisitions for artworks based on the recommendation of the Curator. The ACAC may approve acquisitions, within approved budget, however the CEO may approve up to an amount of \$15,000 (13/14)

3.3.2 Essential Selection Criteria

Artwork recommended for acquisition or commission must meet **all** the following essential selection criteria:

- vi. Be a quality example that will be a significant addition to the Collection;
- vii. Enhance the current scope of the CoJ Art Collection
- viii. Be an unconditional donation, purchase or lease which has valid and clearly verifiable legal title
- ix. Have the capacity to be displayed in a Council building or other appropriate space without hindrance to public access or safety
- x. Have the necessary resources allocated to resolve all foreseeable issues related to conservation, presentation and storage, as part of the acquisition

3.3.3 Desirable Selection Criteria – one or more:

Artwork recommended for acquisition or commission is required to meet **one or more** of the following criteria:

- viii. Be quality artwork by a contemporary Western Australian artist
- ix. Represent a significant period, occasion or initiatives in the evolution of the city
- x. Represent the artistic practice of a Western Australian artist (or artist residing in Western Australia) who has received acclaim for their work locally, nationally or internationally
- xi. Strengthen and add to an existing series of works
- xii. Build on identifiable themes within the whole Collection
- xiii. Be informed by or associated with the City of Joondalup
- xiv. Created by an artist during a residency hosted by the City of Joondalup

PROCESS

Rationale for purchase

Please provide a brief rationale for the purchase.

Details of artwork

(artwork title and year it was made)

(name of artist)

(dimensions of artwork)

(medium of artwork)

(special considerations, if any – lighting; handling, etc.)

If possible, append image of artwork, to this document.

Budget

Please provide details of the proposed budget area (Project Code) from which the artwork is to be/has been purchased.

RECOMMEDATIONS

That the Chief Executive Officer, or Art Collection Advisory Committee, endorses:

- the inclusion of the proposed artwork in the City’s Art Collection
- the proposed budget Project Code.

(Insert name), (Insert position)

Authorisation of the CEO/Art Collection Advisory Committee

I/we endorse/do not endorse*(copy details from above recommendation)*

Garry Hunt
Chief Executive Officer
or
Art Collection Advisory Committee

Date

_____ *(names of Committee to be inserted)* _____