

Knox Civic Art Collection Management Policy

Policy Number:		Directorate:	Community Services
Approval by:	Council	Responsible Officer:	Manager Youth Leisure & Cultural Services
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1. Purpose

To provide a policy framework for the acquisition or commission display and management of two and three dimensional works artworks that will become a component of the permanent Civic Art Collection for Knox City Council, known as the Knox Civic Art Collection ('the collection'). This does not include Public Artworks, the Knox Civic Memorabilia Collection or City entrance signs and memorials, which have separate policy frameworks.

2. Context

The Knox Civic Art Collection has been acquired by commission, purchase, donation or bequest over many years, and is continually growing. The collection requires a clear purpose allowing for the collection to represent a more clearly articulated focus and within agreed selection frameworks and approval guidelines.

The Knox Art Collection Management Policy ('the policy') sits alongside the Knox Public Art Action Plan and Public Art Policy, which guide the management of the Art in Public Spaces collection, which relates to artworks in the public realm (usually located within an outdoor civic space).

The policy is based on research into industry standards relating to small art collections, particularly art collections belonging to Australian local governments.

The policy acknowledges that Council has limited display space, with no current public gallery or museum asset. It also reflects the limitations presented by the lack of gallery nor museum standard storage for two-dimensional work, presenting a need to limit the number of items collected annually, and the likelihood of deaccession of those pieces that do not fit well within the policy context.

3. Scope

The Knox Civic Art Collection Policy will apply to all Councillors, Council officers and any other person invited by Council to advise on matters relating to the indoor civic art collection, including the:

- Acquisition (purchase or commission) or loaning of civic artworks;
- The assessment and approval process for acquiring, managing and de-accessing civic artworks;

- Accession, cataloguing and storage of civic artworks;
- Maintenance and display of civic artworks;
- Financial and resource management of civic artwork;
- De-accession of civic artworks; and
- Policy and strategic context of the Knox Civic Art Collection.

4. Objectives

The aims of the Knox Art Collection Acquisition Policy are to:

- Outline and implement the process for acquiring artworks for the Knox Civic Art Collection ('the collection') through purchase; commission; donation or bequest;
- Provide standard and key selection criteria to guide the acquisition of new artworks for the collection;
- Provide clarity on the management of previous donations and bequests to the collection
- Provide guidelines for the appropriate and innovative display of the collection;
- Outline and implement the process for the deaccession and disposal of artworks from the collection;
- Provide guidelines as to the maintenance, storage, and insurance requirements of the collection.

5. References

5.1 Community & Council Plan 2017-2021

Goal 1: We value our natural built environment.

Goal 5: We have strong regional economy, local employment and learning opportunities.

Goal 7: We are inclusive, feel a sense of belonging and value our identity.

5.2 Relevant Legislation

- Local Government Act 1989 – Conflict and Interest Provisions

5.3 Charter of Human Rights

- This policy has been assessed against and complies with the Charter of Human Rights.

5.4 Related Council Policies

- Knox Arts & Cultural Plan 2012-2022
- Public Art Policy 2017-2022
- Public Art Action Plan 2018-2022
- Election Period Policy
- Councillor Code of Conduct

5.5 Related Council Procedures

- Nil

6. Definitions

Acquisition	An asset or object bought or obtained by Council for the Civic Art Collection.
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Accession	The process of creating a permanent record of an acquired asset or object, whereby Council undertakes the assemblage, custody, right, title, and assignment of a unique control number to said object for inclusion in the Civic Art Collection, also referred to as cataloguing.
Art in Public Spaces Collection	This collection consists of public and community art acquisitions, including artwork made by the Placemaker team over twenty years and more recent community art projects made with the community, as well as public artworks (usually outdoor / in the public realm). Council's Public Art Policy and Public Art Action Plan guide the management of this collection.
Art Platforms	Means permanent infrastructure elements designed as a site for temporary art installations. They may be located in parks, plazas, streets or the entry to a civic building. Platforms may include curated 'billboards', 'light boxes', or digital screens that can be used for new media art as well as for event programming and special broadcasts.
Bequests	Is a form of acquisition by way of Council receiving artworks from a deceased estate via a Will.
Commission	Is a form of acquisition by way of Council purchasing an artwork that is the result of a new work being created for a specific site or purpose.
Conflicts of interest	A conflict of interest is a situation in which someone in a position of trust or authority finds themselves with competing professional and personal interests. Such competing interests may make it difficult for the individual to be objective or impartial. If they were not to declare their potential conflict of interest, or remove themselves from this situation, it may be interpreted as an act of impropriety or unethical behaviour.
Contemporary art practice	Contemporary art practice refers to recent artworks across a range of media and styles. It usually refers to new works engaging with current artistic, cultural and social developments and trends. Contemporary visual artworks often utilize the materials and techniques of their time.
Council Initiated Art Project or Program	A Council initiated art project or program refers to an art project or program designed and implemented by Council, responding to a perceived community need.
Donations	Is a form of acquisition by way of Council receiving artwork by gift.
Deaccession	Means the removal, sale, relocation or disposal of an existing artwork owned by Council.
Deductible gift recipient	A deductible gift recipient (DGR) is an entity or fund that can receive tax deductible gifts. There are two types of DGR endorsement: <ul style="list-style-type: none"> • An entity that has DGR endorsement in its own right; • An entity that is only a DGR in relation to a fund, authority or institution it operates. In this instance, only gifts to the fund, authority or institution are tax deductible. Knox City Council does not have DGR endorsement status.
Exhibition	This refers to the public display of objects or artworks.

Knox Civic Ephemera and Memorabilia Collection	This civic collection includes commemorative plaques, Mayoral attire, (including but not limited to robes and chains), printed photos of Council project and programs, Councillor photos and Mayoral photos, Certificates and Awards.
Provenance	As it relates to artwork, provenance means the history of ownership of an object. It is important to know the history of the object when acquiring art to ensure that it is not stolen and that it has been created and offered for sale, donation or bequest in an ethically sound manner.

7. Council Policy

7.1 Overview

Art Collection Management involves caring for and administering works of art, guided by policy and procedures that help define the purpose, quality and focus of the collection. These activities can include organisational policies, buildings, security, storage, cleaning, preservation, maintenance, handling, environmental monitoring and control, exhibitions and loans, conservation, emergency preparedness and response planning.

Acquisition is the process by which Council legally and formally accepts objects as part of its civic art collection. It refers artworks that are purchased by Council, commissioned by Council, donated or bequeathed to Council.

7.2 Aims of the Knox Civic Art Collection

The overall collection will fulfil the majority of the following aims:

- Reflect the artistic, cultural and social development of the City of Knox;
- Contain works of artistic excellence, quality and skill;
- Provide the community with opportunities to engage with artworks;
- Recognise artists who live, work, exhibit or contribute to the creative culture of Knox;
- Enhance Knox community’s awareness, understanding and appreciation of art;
- Enhance civic spaces through the exhibition of art;
- Generate discussion and debate about art, culture, social and environmental issues; and
- Over time, build the cultural, historical and economic value of the Collection as an asset of the City of Knox.

7.3 Art Collection Acquisitions

Acquisitions for the collection are made by Council purchasing or commissioning artworks. Civic Art can be acquired or commissions through recommendation by Councillors, Senior Officers or members of the general public.

Artworks may be purchased from reputable galleries or directly from the artist (if not represented by a gallery), by commission, or via Council initiated art projects and programs.

Items purchased for the Knox Civic Art Collection are procured through the Knox Civic Art Collection Budget, which is reviewed annually.

7.4 Acquisition Selection Criteria

To be eligible for acquisition into the Knox Civic Art Collection, artworks must:

- Contribute to achieving the aims of the Civic Art Collection Policy (Item 7.2);
- Meet all of the 'Standard Requirements' (item 7.4.1);
- Meet one or more of the 'Key Selection Criteria' relevant to the collection category to which it belongs (Item 7.4.2).

7.4.1 Standard Requirements

In order for an artwork to be considered for the Knox Civic Art Collection, the item must meet the following standards:

- In good condition.
- A durable artwork that is appropriate for the situation it is intended to be displayed in (unless it is intended to be an ephemeral artwork).
- A soundly conserved piece of art.
- An unconditional purchase which has valid and clearly verifiable legal title.
- A clearly established and verifiable provenance.
- Able to have the capacity to be placed on display in Council buildings or in public spaces without hindering public access or safety.
- Able to have capacity to be placed on display without breaching the artist's moral rights.
- Accompanied by a Certificate of Authentication from the Vendor/Gallery where the work was purchased or an equivalent signed document from the artist.
- Will be collected ethically.
- Purchased in an accountable and transparent matter.

When considering an artwork for acquisition, officers must also consider the necessary resources required to resolve all foreseeable issues relating to the conservation, framing, presentation and storage of the work and factor this into forward budget planning where required.

7.4.2 Key Acquisition Selection Criteria

An item of art is eligible for acquisition if it is a quality example of what is considered to be contemporary art practice and it meets one or more of the following criteria.

- of high artistic quality;
- able to show a distinctive and verifiable connection with the City of Knox, such as being a work of art by an artist who has lived, worked, exhibited or contributed to the creative culture of Knox;
- a work of art that relates to the ongoing ethics and cultural policies of Knox Council;
- a work that engages with important social, cultural and environmental issues in a considered and creative manner;
- an innovative artwork that reflects current trends within a broader context of contemporary Australian art; and

- a work that enhances the status and diversity of the Knox Art Collection.

7.5 Donations

Knox City Council is not registered as a Deductible gift recipient organisation and therefore, donors do not receive any taxation incentive.

Artwork submitted to the Council will be considered having regard to the aims of the Civic Art Collection.

7.6 Loans

- Loan requests from external institutions will be reviewed by the Community and Public Art Officer;
- Requests will only be considered from an accredited institution, professional Gallery, and/or museum. The borrower must demonstrate it maintains appropriate standards for the receipt, care and display of the object requested for loan.
- A loan contract and condition report shall be issued with all approved loans.
- The borrowing institution shall accept all responsibility for wall-to-wall insurance, crates, shipping, and repair costs associated with the loan unless otherwise specified in the loan contract.

7.7 Acquisition Approval Process

Acquisitions for the Knox Civic Art Collection will be initially assessed by the Community and Public Art officer alongside the acquisition selection criteria (Item 7.4), and will include an image, artwork details and be accompanied by short rationale statement, information about the artist and exhibition reviews where available, as well as maintenance considerations pertaining to the artwork. Recommendations for acquisition will then be presented for approval to:

- Coordinator, Arts and Cultural Services;
- Manager, Leisure, Youth and Cultural Services
- Director Community Services, who may refer the acquisition approval to the Executive Management Team or Council as deemed necessary.

For works in specialised fields of art, the Community and Public Art Officer may invite recommendations from specialists with acknowledged expertise in the area when deemed beneficial.

Conflicts of interest must be declared prior to approving artwork for the collection.

7.8 Access to the Knox Civic Art Collection

The Knox Civic Art Collection aims to be accessible to the Knox community and to enhance awareness, understanding and appreciation of art. The collection will be made accessible to the community by being displayed:

- Within indoor public spaces in Council buildings, with priority being given to areas that the Knox community have access to such as foyer areas, meeting rooms and libraries
- Where possible, via Knox public art platforms, such as the Gilbert Skate Park Billboard and Cinema Lane Light boxes (Boronia).

It should be noted that not all artworks in the Collection are appropriate for long-term display in public areas due to their fragility or the high risk of theft and damage.

7.9 Accession Administration

When an artwork enters the Knox City Council collection, it will undergo an accession process, whereby it will be entered in the collection database and all information registered into the Knox City Council Electronic Data Management System. Information that should be included in the file includes:

- Artist resume, statements, articles if available
- Instructions for care and maintenance
- Purchase forms
- Provenance of the artwork that details the ownership & history of the work since its creation
- Any appraisal as to the value of the work
- Any instruction for the assembly or installation

7.10 Maintenance

The Collection will be audited and condition reported every 4 years or in accordance with Council's asset audit policy. This process will identify specific artworks that need maintenance or repair, and a suggested plan for this to be undertaken.

The costs associated with maintaining the collection will be covered through the artwork renewal budget and reviewed annually.

7.11 Display

The collection will be displayed within Council owned Civic Offices, and may extend to other locations such as Libraries, Recreation Facilities and Community Centres. Each selected location will be assessed in terms of its public access/visibility, artwork suitability, security and maintenance of the artwork/s.

7.12 Insurance

All works in the collection are covered under Knox City Council's insurance policy, to the value at the time of acquisition, with options for revalue as required as part of the annual insurance policy. Artworks on loan for exhibition will be registered with Knox City Council's Insurance Officer, and reviewed alongside the Insurance Policy requirements.

7.13 Storage

Works are currently stored in the collection storeroom at Millers Homestead, 30 Dorrigo Drive, Boronia. Custom made cupboards house the collection. Further temperature-controlled storage will be required in the near future.

7.14 De-accessioning of Collection Items

De-accessioning (removal, sale, relocation or disposal) of artworks in the collection may be required from time to time. The process for de-accession is as follows:

7.14.1 De-accession Selection

The Community and Public Arts Officer may nominate a registered Knox Civic Art Collection item for de-accession. Using the criteria outlined in Item 7.14.3, the Community and Public Arts Officer will report on the de-accession recommendation to the Coordinator, Arts and Cultural Services; the Manager, Leisure, Youth and Cultural Services and the Director of Community Services, who will refer the de-accession recommendation to Council for consideration.

The report will include a clear recommendation and rationale as to the method of de-accession (removal, sale, relocation or disposal).

7.14.2 Sale of Items from the collection.

As indicated by best practice, where an item is approved for de-accession and sale, income from art sales will be retained as a resource to acquire, maintain or manage the Civic Art Collection, rather than consolidated revenue to Council.

7.14.3 De-accession Criteria

An item may be nominated by the Community and Public Art Officer for de-accessioning if it adheres to any of the following categories:

The artwork:

- no longer contributes to the aims of the Civic Art Collection (Item 7.1), no longer meets the standard collection requirements (Item 7.4.1) or key selection criteria (7.4.2).
- is in poor condition and is considered to be of insufficient merit to allocate the resources to ensure its conservation;
- cannot be displayed due to its properties, and is not suitable for research;
- is an item that cannot be effectively stored, maintained or installed within current resources;
- is a duplicate or forgery that serves no specific cultural function;
- is irreparably damaged or destroyed;
- is missing or stolen without hope of return; or
- has been donated and does not meet acquisition standard requirements or selection criteria.

7.14.4 Methods for Disposal

All effort will be made to contact the artist. Providing contact details are available, artists will be notified if their work is being considered for de-accession. This disposal procedure for an item identified to be de-accessioned will adhere to the following order of options. The option for disposal in order of priority is that the item:

- may be offered for sale or donation as appropriate, to its creator or the donor

- may be offered to a more appropriate collecting agency or institution
- may be resold on the public market, or
- may be dismantled and / or destroyed in the event of no other options being suitable.

Knox Councillors and Knox Council Officers and their families are prohibited from obtaining an item de-accessioned from the Collection as this can be interpreted as a conflict of interest. A record of all items de-accessioned, and their method of disposal must be kept.

8. Administrative Updates

From time to time, circumstances may change leading to the need for minor administrative changes to this policy. Where an update does not materially alter this policy, such a change may be made administratively. Examples of minor administrative changes include changes to names of Council departments or positions, change to names of Federal or State Government departments or a minor amendment to legislation that does not have material impact. Where any change or update may materially change the intent of this policy, it must be considered by Council.