

## Artwork Collection Policy

### Objective:

The Collection consists of approximately 426 works of art and likely commenced when a number of works were donated by Sir Claude Hotchin in the 1950's and 60's. There is a strong emphasis on mid-20th century works by Australian artists.

The collection has grown with artworks acquired through the Albany Art Prize (which is no longer in operation) and City of Albany supported community art exhibitions since 1963. The current community exhibition is called the Great Southern Art Award.

There are a number of other works, which have been donated or bequeathed over the years.

These later acquisitions are largely by Western Australian artists practising in the late 20th century and early 21st century.

The City of Albany Art Collection has deductible gift recipient status. In this respect, gifts to the Collection (in the form of money or artworks) are tax deductible.

### Objective:

The City of Albany Art Collection Policy identifies objectives in relation to the management and preservation of the Collection as follows:

- To further develop and maintain a visual art collection of state and local significance and repute that reflects the cultural aspirations of the community.
- To collect works of visual art of demonstrable excellence by artists of significance and who have a connection with Western Australia or the Great Southern region, with particular emphasis on contemporary art.
- To collect or commission selectively, works of art (both of heritage and historical value) which enhance the civic buildings and public areas of the City, and which foster an understanding, enjoyment and appreciation of the visual arts among members of the general public.
- To collect works of significance for the fostering of research and reference.
- To ensure the preservation and safe keeping of the collection by professionally trained staff and aim for industry standards of environmental control and monitored secure collection storage spaces.
- To heighten the public profile of the collection through greater accessibility, and community awareness, involvement, and support.

### Policy Statements:

Council recognises that the City of Albany Art Collection (the Collection) is a valuable asset to the community.

The Collection provides a documented visual representation of local history and provides social context for the region in relation to the rest of WA and Australia.

Whilst the Collection is a City asset with an attributable monetary value, it is also holds social and cultural value to the community in that it contributes to a sense of community identity and encourages ownership of local culture and values. Current monetary value of the collection is over \$800,000.

The Collection is an asset that communicates the stories and cultural history of our region and can assist in the development of cultural tourism.

The Collection has the capacity to connect people, whether local or visitors, to Albany and to inform a sense of identity and 'place'.

This policy guides the acquisition (accession), de-accession, management, conservation, scope and loan of works of art for the Collection.

### A: Acquisitions:

All acquisitions, whether through purchase, unconditional donations, or bequests (other than works acquired as prize winning entries in the City's art competitions) are to be reviewed by members of an acquisition panel. A decision to accession an artwork will be recommended to the acquisition panel by the Visual Arts Officer.

This panel will comprise of at least 2 City of Albany staff members with appropriate skills, education and expertise in the Arts and Cultural Sector and at least one member of the community that is engaged in the Arts (visual artist, dancer, writer, performer, musician, etc).

The panel will make its recommendations on acquisitions to Council through the Community Services Executive Director.

All new acquisitions are to be numbered, labelled, photographed, and entered into the collection catalogue database.

The City is not bound to accession any artwork.

The Collection currently has an annual operational budget (\$5000 in 2022/23) significantly limiting the ability to purchase works on a regular basis.

#### **Donation Box Acquisition Program:**

- The City of Albany Art Collection has deductible gift recipient status.
- Proceeds collected via the donation box located at the entrance of the Albany Town Hall can be used to acquire new artwork into the Art Collection. The focus is to support local artists, whose practice is contemporary in nature.
- An application process will be open once every two years via a callout and will only be open to artists residing within the Great Southern.
- The normal acquisition process, as stated above, will then follow.

#### **B: De-Accessioning and Disposal**

De-accessioning is an integral part of collection development and improvement, (in accordance with the requirements of Section 3.58 of the Local Government Act 1995) and will be considered in the following circumstances:

- A work is deemed to have deteriorated beyond repair;
- The conservation and maintenance of a work causes an unreasonable strain on the assets of the collection, the cost of long-term care for a work outweighs its intrinsic or actual value, and a work endangers other works in the collection;
- Low artistic merit;
- Duplication;
- Theft, loss or damage;
- The possibility of upgrading by exchange;
- Unsuitability for exhibition/display purposes; and
- Confirmation that a work is a forgery, or which has been falsely or wrongly attributed.

A decision to de-accession an artwork will be recommended to the acquisition panel by the Visual Arts Officer. Proceeds from sales shall be placed in a reserve account for future artwork acquisitions.

Where the work has been nominated for de-accession, it will be fully documented before disposal.

Approved methods for deaccession of artworks from the City Albany Art Collection are (in order of action):

- Offer to return to donor or artist.
- Auction or sale of artwork, with any profit to be used to acquire other items for the Art Collection.
- Donating to a suitable non-for-profit organisation or institution
- Disposal of the artwork.

### **C: Management:**

- The Visual Arts Officer / Curator of the collection is responsible for all registration aspects of the collection.
- The Visual Arts Officer / Curator will determine the long-term management, acquisition, display, maintenance, valuation and de-accessioning of the collection. All works will be documented and maintained appropriately, through an asset listing.
- All works on display, in storage, in transit and on loan will be appropriately insured and are subject to regular valuations by qualified professionals.

### **D: Loan of Artworks**

- Works from the collection can be temporarily loaned to exhibition spaces / businesses that can demonstrate an ability to provide appropriate handling and security, together with temperature-controlled environments.
- Insurance for the artwork on loan will be at the expense of the borrower of the artwork(s) and needs to be in place prior to any loan.
- From 2022/23 an administration fee of \$250 is charged for each loan / renewal of loan.

### **E: Conservation:**

- A regular conservation survey of the collection will be undertaken by qualified conservator/s to identify works in need of immediate care and to develop an ongoing maintenance program.

### **F: Access**

- The City of Albany Art Collection is stored in a secure, dedicated temperature and climate-controlled room in the Albany Town Hall
- The Art Collection currently has no dedicated permanent public display area.
- An exhibition of selected items from the Art Collection is held in the Albany Town Gallery at least once per year.
- Artworks are displayed in key City of Albany public spaces and facilities, such as the Town Hall, Albany Public Library, the Vancouver Arts Centre, foyer spaces as well as office spaces within the City to ensure exposure to a wide audience. The focus of display will be on matching works to appropriate spaces such as context, visibility, environmental conditions, and dimensions.
- Artworks will be accompanied with a label containing the artist's name, year it was created, title of work and a City of Albany Art Collection credit line.
- Occasionally the City of Albany will present curated exhibitions featuring artworks from the collection.
- The City of Albany art collection is now accessible online via the Artwork Archive database, with a link from the City's Arts and Culture website.

### **Scope:**

This policy applies to all moveable art works accessioned into the Collection.

### **Legislative and Strategic Context:**

This policy aligns with the City of Albany Community Strategic Plan 2032 under the Pillar "Place" and the Outcome "Interesting, vibrant, and welcoming places."

### **Review Position and Date:**

This policy and procedure are to be reviewed by the document owner every three years.

### **Associated Documents:**

- Art in the Public Domain Policy & Guidelines
- Delegations Register: Power to Dispose Property, is delegated to the Executive Director Community Services, who authorises this function to be administered by the Visual Arts Officer / Curator.
- Donation Box Guidelines and application form attached as Appendix A to this policy.

## Donation Box Acquisition Program - Guideline

### Outline

To use the proceeds collected from the donations box at the Albany Town Hall to acquire artworks to become part of the City of Albany Art Collection.

Currently the collection comprises of more than 400 works with a strong emphasis on mid-20th century works. This program will enable us to acquire new artworks of significance in order to raise the profile of the collection. The focus of this program will be to support local artists, whose practice is contemporary in nature, aiming to increase our connection with the wider community.

Over time, we will showcase these works in a curated exhibition to celebrate new acquisitions and highlight the City of Albany art collection.

### Process/Guidelines

- Annual or Bi-annual, depending on revenue raised – available budget determined by donations.
- Hold a callout for submissions via social media and email list.
- Complete an application form and submit along with a high-resolution image by a particular date.
- Assessment of these applications will be via the same process as the art collection accessioning policy.



## CITY OF ALBANY ART ACQUISITION APPLICATION FORM

Through accumulated funds from the donation box at the Albany Town Hall, we welcome your application to have your artwork acquired into the City of Albany Art Collection.

We are looking for:

- Works that reflect our local identity through either our natural or built environments.
- Demonstrated excellence in technique and use of materials.
- Works with a comprehensive research or in-depth conceptual exploration.

Name:
Contact Email:
Phone:
Artwork Title:
Medium:
Size (Height x Width):
Year Created:

Please provide a short synopsis of the artwork.

Please attach up to 3 high resolution images of the artwork.

Please attach Curriculum Vitae (min 1 page – max 3 pages). Please include your art practice (previous group and solo exhibitions, community projects etc.).

Please email this form, synopsis, CV and high-resolution images to [arts@albany.wa.gov.au](mailto:arts@albany.wa.gov.au) to be considered for this callout.

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1.0	EDCCS	Council adoption reference: OCM 15/05/2007 Resolution 12.8.2. Author: Executive Director Corporate & Community Services (EDCCS).	15/05/2007
1.1	MGR	Reviewed under delegation by the Executive Director Community Services. Noting: _Policy still relevant as it directly relates to the Community Strategic Plan, Albany 2023 _Review position and title updated to reflect position title changes and bi-annual review. _Albany Arts Advisory Committee operates as a working group, not a committee of council. _Artwork Collection Policy Guidelines not prescribed. _Policy complemented by an appropriate delegation to dispose of artwork up to \$5,000.	12/06/2014
1.2	MGR	Reviewed under delegation. Amended: _Document Control updated. _Referenced to: _Specific instrument of delegation. _Artwork in the Public Domain Policy. Synergy Reference: NP072875_2.	28/11/2016
1.3	VACC	Reviewed OCM 23/05/2017 Resolution CCCS028. Synergy Reference: NP1766674.	12/06/2017

## Document Revision History

Version	Author	Version Description	Date Completed
1.4	Visual Arts Officer	Review under delegation by the Executive Director Community Services. Noting: _Policy still relevant as it directly relates to the Community Strategic Plan, Albany 2023. _Review position and title updated to reflect new staffing structure and employment of Visual Arts Officer with delegated responsibility for the City Artwork Collection. _Albany Arts Advisory Committee no longer operates. _Biennial acquisition for the collection now made through the Great Southern Art Award. _The Albany Art Prize is no longer valid.	20/05/2019
1.5	MGR	Fully reviewed proposed policy position only minor administrative amendments made, such as layout. _Amended referencing to supporting documents and strategic context. _Synergy Reference number created: NP19102637.	29/08/2019
1.6	Visual Arts Officer / Manager Arts & Culture	Review under delegation by the Executive Director Community Services. Noting: _Updates to Background, Donation Box Acquisition Program, deductible gift recipient status, Accession & De-Accession process.	02/12/2022
2.1	MGR	Reviewed annually with delegations, 2018, 2019, 2020, 2021, 2022, 2023. _Review reference: OCM 28/03/2023 Resolution AR131. Document Reference: NP1766674.	28/02/2023
2.1	Manager Governance & Risk	Amended and approved under delegation. _Reference to Community Strategic Plan update. _Minor formatting. _Document Development Officer and Ownership titles updated. Document Reference: NP23168231.	18/07/2023