

Council Policy

Council policy title:	Art and Heritage Collection
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1. Policy intent

To guide the acquisition and de-accessioning of the Bayside City Council Art and Heritage Collection to ensure that works are acquired with a view to the collection being of cultural value and benefit to the Bayside Community and is installed in accessible locations in Council buildings or on public land. The Policy recognises the Collection as a valuable community asset and source of Bayside's cultural identity and pride.

2. Policy purpose

This policy presents the rationale and guidelines for the acquisition and deaccessioning of works of art and heritage objects for the permanent collection ('the Collection') of the Bayside City Council ('the Council'). The Collection is a significant cultural asset held in trust by the Council, for the people of Bayside. The Collection aims to:

- nurture a sense of community and shared history;
- assist in developing a sense of identity, pride and place;
- enhance and enrich public spaces;
- promote art and artists as a valuable part of the Bayside community.

This Policy outlines criteria that potential acquisitions must fulfil in order to be approved and accepted into the Bayside Arts and Cultural Heritage Collection. Procedures for documenting and managing acquisitions are provided in the Acquisitions & Deaccessions Procedures Manual available to staff involved in the process.

The implications of this Policy have been assessed and are not considered likely to breach or infringe upon, the human rights contained in the Victorian Charter of Human Rights and Responsibilities Act 2006.

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3. Glossary - Definitions and Abbreviations

Term	Meaning
Acquisition	Means the acceptance, through donation, gift or purchase, of a work of art into a collection.
De-accession	To remove an object or objects from a collection.
Cultural Heritage	The legacy of physical artifacts and intangible attributes of a group or society that are inherited from past generations, maintained in the present and bestowed for the benefit of future generations.
Legal title	The right to ownership of property and its subsequent transfer. This may be supported by full evidence of every transaction subsequent to the first owner's title.
Emerging artist	The National Association for the Visual Arts (NAVA) defines an emerging artist as one that "will have practised as a professional artist continually for less than 5 years."
Local government	Local government is the third type of government, after Federal and State in Australia. Local governments (also known as local councils) handle community needs.
Memorial	Any object designed and established specifically in memorial of an individual, organisation, place, anniversary of event; it may be a monument but can take other forms.
Monument	Is deemed to be an architectural structure or statue which has (or is expected to have) enduring significance; it may or may not have a memorial function.
Provenance	The research into the history and chain of ownership of a work of art since its creation to the present day, to determine authenticity and verify ownership and history.
Public Art	The production of artistic works or activities accessible to the public in any media that have been planned and executed with the specific intention of being sited or staged in the public domain. The work may be permanent, temporary or ephemeral in nature and includes the conceptual contribution of an artist to the design of public spaces and facilities.
Visual Arts	The visual arts are an art form that create works that are primarily visual in nature, such as ceramics, drawing, painting, sculpture, printmaking, design, crafts, photography, video, filmmaking and architecture.

4. Scope

This policy is applicable to all staff who recommend the acquisition of works of art and heritage objects by Council, and should be read in conjunction with the Bayside Arts Board Charter and Instrument of Delegation and current Gallery @BACC Strategic Plan 2017 - 2021 and related procedural documents.

This Policy refers to the following categories which make up the Bayside Art and History Collection: Visual Arts Collection; Cultural Heritage Collection (including Memorials and Monuments); Local Government Collection and the Public Art Collection.



This Policy does not include the History Collection maintained by the Bayside Library Service or other private collections owned by the tenants leasing property from the Council.

5. Policy statement

This Policy supports the acquisition of work that furthers the Bayside Arts Board's strategic vision: 'that the City of Bayside offers inspiring, creative, artistic and cultural experiences for its community and visitors to enjoy', and its mission 'to create a welcoming space that is widely recognised and supported by the Community by 2021' (*Gallery@BACC Strategic Plan 2017–21*).

5.1 In the first instance all works considered for acquisition must meet the following criteria:

5.1.1 is an unconditional donation or purchase which has clearly verifiable legal title of ownership;

5.1.2 has a clearly established provenance;

5.1.3 the conservation and storage costs are within the means of Council.

5.1.2 Works may be acquired for the **Visual Arts Collection** if one of the following criteria are met:

- is the work of an artist who lives (lived) or works (worked) in Bayside or demonstrates(demonstrated) a distinctive or evocative connection with the Bayside area and/or local issues;
- enhances the Collection as a high quality example of contemporary art practice or is an historical work that provides artistic, geographical, social or historical interpretations of Bayside;

and an additional two criteria from the following are met:

- the artist demonstrates a professional history in visual arts practice or, in the case of emerging artists, the realistic potential for establishing a long-term career in visual arts;
- has the capacity to be placed on display in a Council building or public space without hindrance to public access or safety, and without breaching the artist's moral rights;
- enhances the Collection in terms of medium (ceramics, sculpture, and contemporary painting)
- strengthens and adds to an existing series of works or makes connections between identifiable local themes within the entire Collection.

5.1.3 Works may be acquired for the **Cultural Heritage Collection (including Memorials and Monuments)** if three or more of the following criteria is met:

- represents the social history of the City of Bayside or the former Cities of Sandringham, Brighton, Moorabbin and Mordialloc;
- are identified as items of significance based on Heritage Council Victoria guidelines;

- are relevant to Bayside; or shows a distinctive or evocative connection with Bayside and/or local issues;
- in the case of memorials for individuals he/she must have made a highly significant contribution to the shared community history of Bayside that is also significant at a state or national level and have left a tangible legacy to the community that has resonance with the broader public;
- in the case of monuments for anniversaries or events they must be unique and highly significant to the history and development of Bayside and the State of Victoria and/or Australia, and highly significant to a particular site/area within Bayside;
- in the case of both memorials and monuments demonstrates a relevance to site, bears a relationship with the public setting and be consistent with any approved master plans or conservation plans for the site.

5.1.4 Works may be acquired for the **Local Government Collection** if the following criteria is met:

- Represents past and present local government in Bayside with items that depict the history and working life of the Council, Mayor, Councillors and staff of local governments active in Bayside together with items depicting the topography of the region in particular the history of former Cities of Brighton, Sandringham, Moorabbin and Mordialloc through to the 1994 amalgamation and to the present day.

5.1.5 Works may be acquired for the **Public Art Collection** if all of the following criteria are met:

- provides access for the community to experience art in public spaces;
- reflects a responsive design approach to civic spaces and urban environments
- the artist demonstrates a professional history in visual arts practice or, in the case of emerging artists, the realistic potential for establishing a long-term career in visual arts.

5.2 An item may be considered for de-accessioning from the Collection if one or more of the following applies:

- it does not comply with the current acquisition criteria;
- 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 a duplicate or forgery that serves no specific cultural function;
- the conservation and storage costs are beyond the means of Council;
- it lacks any supporting information to enable proper identification or to establish its relevance to the collection;
- is irreparably damaged or destroyed, or is missing or stolen without hope of return;
- in the case of public art where underlying structural footings or site use has changed significantly to the degree that the public artwork is no longer able to be structurally supported on the site; or the work becomes a public risk; or the artwork is at severe risk of damage;

- in the case of public art where there is a pre-determined life span of the work which has been met;
- is dangerous or hazardous to people or other items in the Collection;
- where inadequate documentation or absence of documentation critically reduces the cultural value or significance of the object.

Procedures for documenting and managing de-accessioning are provided in the Acquisitions & Deaccessions Procedures Manual, available to staff involved in the deaccessioning process.

6. Monitoring, evaluation & review

The Acquisitions Policy will be reviewed and updated as required based on changes to relevant industry standards and Council plans.

The Bayside Arts Board will present an Annual Report to Council with details of all acquisitions and de-accessions listed.

An audit of works on display in Council Buildings and public land will be undertaken every two years to ensure collection is accessible to the Community.

A valuation of the collection will occur every five years to record the growth of the asset.

7. Roles & Responsibilities

Oversight of the implementation of the Policy is the responsibility of the Executive Manager, Communications, Customer and Cultural Services.

The Curator, Gallery at Bayside Arts and Cultural Centre will be responsible for ensuring acquisition and deaccession proposals comply with Policy.

The Bayside Arts Board will use the Policy to make informed decisions before recommending any proposed accession and/or deaccession of objects to the Bayside Art & Heritage Collection.

The CEO and/or Executive Manager, Communications, Customer and Cultural Services are authorised to make decisions for the purchasing and/or commissioning of artwork as well as the decision to deaccession objects from the Bayside Art & Heritage Collection based on the proposal from the Curator and Board recommendation.

The Arts & Culture Coordinator will monitor the Policy to ensure it is in line with Industry practice.

Policy and Service Development Coordinator will ensure Policy is appropriate and functional.

8. Related documents

Policies	Procurement Policy C/POL/COR/004 Community and Stakeholder Engagement Policy
Strategies/Plans	Gallery@BACC Board Strategic Plan 2017-2021
Procedures/Processes	Acquisitions & De-accessions Procedures Manual (to be compiled from current processes) Council Procurement Procedures Council Code of Conduct for Councillors and Officers
Guidelines	
Other	Bayside Arts Board Charter and Instrument of Delegation February 2018

Please note: This policy is current as at the date of approval. Refer to Council's website (www.bayside.vic.gov.au) to ensure this is the latest version.