



Arts and Cultural Collection and Civic Memorabilia Policy

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Responsible officer:	Manager Customer Engagement
Policy owner	Arts & Cultural Officer

1. Purpose

To outline the principles that governs the development, management, conservation, acquisition, de-accessioning and display of Melton Shire Council's art and cultural and civic memorabilia collection.

2. Scope

This policy applies to:

- The visual art collection currently owned by Council
- Any works of art that Council are looking to purchase
- The display and presentation of Council's civic memorabilia.

This policy does not apply to public art, memorials, war memorials, cultural heritage significant buildings, houses and homesteads, halls, dry stone walls, lone graves, Staughton's lamp, post and rail fences and farm machinery.

3. Definitions

Word/Term	Definition
Acquisition Guidelines	Are a set of guidelines outlining the steps involved procuring artworks for Council's collection
Acquisition Panel	The Acquisitions Panel made up of the Mayor or delegate, a nominated Councillor, a community representative of the Shire of Melton Leisure and Arts Committee, two nominated council officers with relevant expertise in arts, culture and civic memorabilia. Guest panel members will be invited time to time to discuss a recommended purchase.
Arts & Cultural Collection Register	A register of the art and cultural collection that includes: name of the artist, contact details, year the work was created, size and weight, inscription and comments, a photograph, maintenance requirements, special environmental conditions, method of acquisition, date of acquisition and the purchase value.

Attribution	An artwork attribution notice detailing the artist's name, title of the work, medium and the year it was created.
2D	Describes a painting, drawing, collage, print, photograph, or mixed media.
3D	A three dimensional artwork in the form of a sculpture or an assemblage.
Community Art	Generally refers to artworks created as a result of a community group producing artworks by working with a professional artist or professional arts tutor.
Civic Memorabilia	Refers to objects which best illustrate aspects of the civic and physical development of the municipality and Council. Included in this category are items deemed to be unique and of significance to the history of the municipality such as ceremonial and civic objects, archival material including maps and plans, documents and ephemera, and miscellaneous gifts, artworks and objects commissioned by or given to Council.
Civic Memorabilia Inventory	An inventory of the civic memorabilia collection.
De-accession	Is the process of disposing of artworks from the arts and cultural collection. De-accessioning is utilised when artworks have out lived their life or have out grown the intention of the collection or when they are damaged beyond reasonable financial repair or where there is no way of attributing the creator of an artwork.
Emerging Artists	Are artists of any age in their first five years of arts practice in any media.
Folk Art	Artwork of an unknown origin that usually reflects the traditional values of society. It also refers to artworks created by an individual who has little or no formal academic training in fine art.
Genre	The different categories of artistic works based on the form, style or subject matter into which artistic works of all kinds can be divided.
Moral Rights	Moral rights are rights individual creators have in relation to copyright works they have created. Creators have the right be to be attributed (or credited) for their work, not to have their work falsely attributed and not to have their work treated in a derogatory way. Moral rights are applied when de-accessioning artworks.

4. Policy

The Art and Cultural Collection and Civic Memorabilia Policy ensures a strategic overview in the acquisition, display and presentation of art and civic memorabilia items across municipality.

4.1 Benefits of an Arts & Cultural Collection

To support the ongoing development of Melton Shire's identity, values and culture through the purchase and public presentation of an arts and cultural collection.

4.2 Principles of Acquisition & Collection of Art Works

To support the acquisition of artworks in a collection that reflects:

- The past: historical; environmental; pastoral and social.
- The present: social, community and cultural values and aspirations; natural environment; urban development and changing demographic profile.
- The future: social, community and cultural values; urban development; natural environment; increase in population and demographic profile; community values and aspirations of future populations in the Shire of Melton.

Melton Shire Council also aims to create a collection:

- That is representative of art work by local artists, yet also contains work by artists from any location who have created work that resonates with local values, aspirations and community identity.
- That reflects the diverse demographic profile of the Shire.
- That is supportive of young, emerging, mid-career and established artists, including those from diverse cultural backgrounds and abilities.

4.3 Benefits of Displaying a Civic Memorabilia Collection

To present, preserve, increase awareness and understanding of the civic memorabilia collection which best illustrates the civic and physical development of the municipality and council.

These include archival material such as maps, plans, photographs, documents, ephemera, art works and miscellaneous gifts and objects either commissioned by or gifted to Council over the last forty years and into the future.

4.4 Civic Memorabilia Collection Inventory

The inventory will classify the civic memorabilia collection by genre, item and year.

4.5. Location of the Art, Cultural and Civic Memorabilia Collection

The location of the collection will be housed across buildings, meeting rooms, foyers, public space and public access areas across the Shire that include:

- Caroline Springs Library and Learning Centre meeting rooms
- Melton Library and Learning Centre
- Community Care and Inclusion Foyers including Morton Homestead
- Melton Community Hall
- Melton Visitor Information Centre
- Melton Civic Centre meeting rooms, hallways and wall space
- Melton Shire Council Customer Services Foyer
- Council Chambers
- Youth Services Community Facility's public foyers
- Operations Centre foyer.

Artworks located in a public space will ensure that the community can enjoy a collection that contributes a sense of civic pride, community health and wellbeing and social cohesion.

An artwork from the collection will be displayed in a public location, with the quality of display at exhibition standards.

The collection will have the capacity to be rotated across public spaces so that any newly acquired artworks can be enjoyed by the community.

An item from the civic memorabilia collection will be displayed in a prominent public location.

An item from the civic memorabilia collection can be displayed for a special purposes including school visits to the Chambers, at Citizenship Ceremonies, at Australia Day Celebrations or for any other special commemorative event or commemorative day.

4.6 Acquiring art works for the art and cultural collection

Up to three artworks per year (total) under the value of \$999 (exclusive of GST) per costed item are available to be purchased by Managers and General Managers across Corporate Services, Planning and Development and Community Services Directorates. Prior to any purchase being made, the Manager / General Manager must discuss the proposed purchase with the Arts and Culture Officer. Monies can be used from existing furniture budget allocations where it applies or by submitting a budget initiative.

Up to two artworks (total) between the value of \$1,000 to \$5,000 (exclusive of GST) per costed item per annum will be considered through the Acquisitions Panel through budget initiatives, furniture budget lines or minor asset purchase budget lines.

Should a member of the public approach the Mayor or Councillors to purchase artworks, all such requests must be directed through the Acquisitions Panel for consideration.

Financially the purchases represent an average of 0.0.1% of the annual financial turnover of the Council.

Artworks may be purchased from exhibitions at the CS Gallery and the annual Melton Art Show or equivalent or through a purchase of an artwork from a gallery not located in the Shire. Should artworks be for sale as a result of a community art project, these artworks can be considered for purchase.

Artworks purchased through the Acquisition Panel can be financed from minor asset purchases budget allocations. The Arts Administration budget lines shall fund the installation of the artworks.

As required Council can purchase an artwork from a gallery outside of the Shire that has a significant level of importance to the Shire and the collection and adheres to the principles of the policy. A tax invoice must be provided to ensure the purchase can be reviewed through Council's audit processes.

Managers and General Managers will liaise with the Arts and Cultural Officer about purchasing an artwork to ensure that the artwork is aligned with the principles of policy.

The Arts and Cultural Officer will provide advice to purchasers of artworks about the standard, genre, authenticity and collection value of the artwork, alternatively, an independent expert will be consulted if required.

4.7 De-accessioning art works from the collection

Artworks will be recommended for de-accession when they have out lived their life, have out grown the intention of the collection, are damaged beyond reasonable financial repair, are unable to be stored in an appropriate manner or where the origin of the creator of an artwork is unknown.

The moral rights of artists will be respected in the de-accessioning process.

5. Responsibility /Accountability

5.1	<p>Arts & Cultural Officer is responsible to carry out the following:</p> <ul style="list-style-type: none">• Develop a Terms of Reference for the Art & Cultural Acquisitions Panel;• Provide advice to purchasers of artworks about the standard, genre, authenticity and collection value of the artwork;• Create and update the Arts and Cultural Collection Register and the Civic Memorabilia Collection Inventory to industry standards;• Coordinate the rotation of and ancillary documentation for artworks in consultation with relevant departments;• Conduct an annual audit of the existing arts and cultural collection;• Arrange the installation or display of an artwork to exhibition standards in consultation with the Venue Trustee and Operations Department;• Create artwork attribution notices to accompany each artwork;• Create the hand-over documents between the Council and the artist;• Coordinate the Acquisition Panel Meetings as required;• Participate as a panel member on the Acquisition Panel;• Prepare the Acquisition Panel Assessment Material;• Liaise with Council’s Senior Administration Officer to ensure that all data is captured about the artwork to list the collection on Council’s insurance policy;• Prepare draft media releases to promote the collection for council-wide publications and local media;• Act as the central contact point for any art work purchases across Council;• Utilise minor asset purchase budget lines to purchase lockable display cases to exhibit 3D artworks or civic memorabilia collection items and to hang artworks;• Write reports to council recommending the commencement of a de-accessioning process of artworks over the value of \$1,000.• Present a de-accessioning report to the Acquisition Panel for artworks valued below \$1,000.
5.2	<p>Events & Culture Coordinator act as a panel member on the Art and Cultural Collection Acquisition Panel;</p>
5.3	<p>Governance Coordinator to assist with the development of the Civic Memorabilia Inventory.</p>
5.4	<p>Managers in line with Council’s Purchasing Procedures Manual where the supplier of an artwork is a specialist supplier, the Manager will sign off the artwork as a ‘Special Exemption’ prior to the relevant officer placing a purchase order.</p>
5.5	<p>General Managers in line with Council’s Purchasing Procedures Manual where the supplier of an artwork is a specialist supplier, the General Manager will sign off the artwork as a “Special Exemption’ prior to the relevant officer placing a purchase order.</p>

5.6	Mayor will chair the Acquisition Panel meetings or appoint a nominated Councillor to act in the role if unavailable.
5.7	Councillor will act as a panel member on the Arts and Cultural Collection Acquisition Panel.

6. References and links to legislation and other documents

Name	Location
Ageing Well Strategy 2004 – 2016	Policy Intranet
Asset Disposal Policy 2009 – 2012	Policy Intranet
Australian Copyright Act 1968	www.copyright.org.au
Buy Local Policy 2007 – 2010	Policy Intranet
Imagine Melton Arts and Cultural Strategy 2011 - 2015	Policy Intranet
Opening Doors Access and Inclusion Strategy 2009 - 2013	Policy Intranet
Procurement Policy 2011 – 2012	Policy Intranet
Purchasing Procedures Manual	Policy Intranet
Reconciliation and Recognition Action Plan 2010 - 2014	
Risk Management Policy 2010 – 2012	Policy Intranet
Risk Register Procedure 2010 – 2012	Policy Intranet
Web Management Policy 2010 – 2013	Policy Intranet
Web Procedures 2010 – 2013	Policy Intranet