



7/002 Art Collection Policy

1. Objective

The objective of this policy is to outline the management of the Town of Port Hedland's Art Collection.

2. Scope

This policy applies to Town officers involved with the management of the Art Collection including the procurement, curation and management of (indoor) visual artworks that include paintings, drawings, photographs and sculptures.

3. Role of the Hedland Arts & Culture Advisory Committee

The Hedland Arts & Culture Advisory Group plays an important role in encouraging and promoting arts and culture within the Town of Port Hedland particularly through the provision of expertise and opinion. In relation to the Art Collection this includes:

- Advice on the development, review and management of the art collection
- Advice on the acquisition of artworks
- Advice on deaccessioning, disposal and repurposing of artworks
- Operate within the context of this Policy and any adopted Terms of Reference.

4. Content

Acquisition Procurement

Acquired artworks are to align with the Town's Purchasing Policy and the Art Collection Management Internal Operation Procedure. Artworks can be acquired through the following methods:

- Purchase
- Donation
- Commission
- Community Arts Projects
- Partnerships

All donated artworks are to be the sole property of the Town and be accompanied by a completed catalogue information. No conditions may be placed on donations from Donor without the written support of the Director Community Services.

It is expected that the Town will continue to support and prioritise the ongoing purchasing of artworks from local art galleries, as well as the Jury Art Prize to enhance the Town's art collection, promote local creatives and businesses, and contribute to a sense of place to display new and interesting artworks at Town facilities.



Display

Artworks are to be displayed in the most appropriate location within Town facilities only, considering preservation factors, visibility, cultural & historical significance, value, environmental conditions and security. At all times, at least parts of the collection are required to be viewed in publicly visible Town facility locations and suitable administration office locations.

When artworks are not being displayed, they are to be catalogued and housed in appropriate storage environments which include:

- A clean and organised space.
- Security from un-authorized staff handling/relocating artworks.
- Protected from pollutants and pests.
- Protected from damp, mold or water ingress, direct sunlight and excessive dust.
- Lighting conditions that limit deterioration of susceptible artworks.
- A satisfactory compromise between long-term preservation and accessibility of artworks.

It is acknowledged that the Courthouse Gallery venue is used for touring and temporary exhibition displays. Where appropriate, works from the Collection are considered for local and travelling exhibitions, subject to appropriate Loan Agreements.

Management

The Town aims to resource the collection appropriately, including annual budget allocation for development of the collection. The Town's officers are responsible for;

- New acquisitions of artwork & budget allocation
- Donations
- Art Collection Registry
- Art Collection Catalogue
- Insurance and Asset Management
- Valuation and condition reporting
- Display and installation
- Loan & Loan Agreements
- Deaccessions

Loan & Loan Agreements

The Town does not accept permanent or indefinite loans of artwork into the collection. The Town will only make outward loans of artworks specifically required for exhibitions for a specified period of time. The third party must offer an adequate display listed in the Art Collection Policy. All requests for outward loans must be requested in writing to the Director of Community Services. The request is to



include a Certificate of Currencies, be listed on the third-party's insurance register and follow the Standard Operation Procedure for Loan Agreements.

Deaccessions

Through the valuation and condition reporting process, artworks may be identified for deaccession from the Art Collection. Artworks will be assessed against the Acquisition Criteria to determine their significance to the collection. The Town retains the right to deaccession artworks that are deemed unsuitable at any stage (including damaged works), in accordance with the Asset Management Policy.

Definitions

Nil

Relevant legislation	<i>Local Government Act 1995</i> <i>Public Records Act 2002</i>
Delegated authority	
Business unit	Town of Port Hedland Events, Art and Culture
Directorate (choose one)	Community

<i>Governance to complete this section</i>			
Version Control	Version No.	Resolution No.	Adoption date
	V01	CM202425/306	26 Mar 2025
Review frequency	2 Yearly		

Document Control Statement – *The electronic reference copy of this Policy is maintained by the Governance Team. Any printed copy may not be up to date and you are advised to check the electronic copy at <http://www.porthedland.wa.gov.au/documents/public-documents/policies> to ensure that you have the current version. Alternatively, you may contact the Governance Team.*