



ACT
Government

ACT Health

ACT Health Directorate Arts Procurement and Management Procedure

Document number	AHDPD-62:2021
Effective date	April 2022
Review date	April 2024
Author branch	Strategic Infrastructure Division
Endorsed by	Executive Group Manager
Audience	ACT Health Directorate
Version number	v1.0

Contents

Contents.....	i
Purpose	1
Scope.....	1
Procedure.....	2
References and Related Documents.....	6
Definitions.....	6
Version Control	7
Attachment A - ACTHD Arts Collection Criteria	8
Attachment B - Artwork Installation Plaque.....	9

Purpose

This procedure provides guidance for the enactment of acquisition and management, including de-accessioning and de-commissioning, of artwork / collections within ACTHD owned buildings and facilities. This procedure should be read in conjunction with the ACTHD Arts Policy.

Scope

This procedure applies to all ACTHD owned and occupied buildings and facilities. Artworks within the scope of this policy include:

- all existing artworks currently within ACTHD owned and occupied buildings and facilities (fixed, movable and / or temporary displays);
- ACTHD owned buildings and facilities occupied by a tenant with a Occupancy and / or Service Agreement; and
- the procurement of art as part of the planning, briefing, design and construction of new or refurbished ACTHD infrastructure projects.

Out of scope:

- public art assets of the ACT Government on public land;
- privately owned public art on ACT Government land; and
- other moveable items of cultural significance inside ACTHD buildings and facilities that do not form part of the ACTHD collection (i.e staff / team personal artworks and or objects).

ArtsACT, Chief Minister, Treasury and Economic Development Directorate (CMTEDD), is the ACT Government’s arts agency responsible for public art assets across the ACT Government. The ACT Government public art collection is owned by the community and reflects the value that the Canberra community places on the arts.

All tenant owned artworks on display in ACTHD owned buildings, which are not owned by the ACTHD are the responsibility of the tenant. The management, repair and maintenance of tenant owned artworks are the responsibility of the tenant.

This procedure does not apply to the acquisition and management, including decommissioning, of art works in Canberra Health Service (CHS) owned buildings and facilities.

Roles and Responsibilities:

Position	Responsibility
Strategic Infrastructure Division, ACTHD	ACTHD artwork policy review and records management (ACTHD Art Collection Criteria and Asset Register) and installation feasibility

Health Systems, Policy and Research, Health System Planning and Evaluation, ACTHD	Artist contract management as part of community sector contracts and grants / procurement processes (if applicable)
Health Service System, Planning and Research, Policy, Partnerships and Programs, ACTHD	Aboriginal and Torres Strait Islander Health Partnerships stakeholder consultation
All ACTHD – Division / Branch who are receiving and / or procuring artwork on behalf of the ACTHD	<p>All acquisitions will be measured against the Art Collection Criteria and reviewed by relevant stakeholders for comment and evaluation</p> <p>Artwork management – inclusive of planned, recurrent, repair maintenance and annual asset review</p> <p>Contribute to artwork policy review and advise updates to relevant records management (ACTHD Art Collection Criteria and Asset Register)</p>
ArtsACT, CMTEDD	ACT Government’s arts agency responsible for public art assets. ArtsACT reports to the Minister for the Arts and provides policy and funding advice to ACT Government agencies
ACTHD tenants	Artwork management as per relevant Occupancy and Service Agreements

Procedure

The following outlines the procedure for artwork acquisition and management, including de-accessioning and de-commissioning of artwork within ACTHD owned and occupied buildings and facilities.

Procedure – Acquisitions

Acquisitions to the ACTHD Art Collection (the Collection) may be in the form of donations, bequests, purchases or through commission. All acquisitions be assessed on the same basis and must be undertaken in consultation with the ACTHD Strategic Infrastructure Division to determine installation feasibility.

All artwork acquisitions will meet the ACTHD Art Collection Criteria and include appropriate stakeholders and consumer group consultation. Assessment against the ACTHD Arts Collection Criteria will ensure legal title, provenance, condition, risks including infection control and the accurate costs of acquiring the work are clearly identified and considered prior to acquisition. The ACTHD Art Collection Criteria is provided at [Attachment A](#).

ArtsACT can assist with recommending appropriate artists, provide advice on proposed artwork acquisitions and how to best display artwork. The ACT Government Public Art Guidelines (2015) provides an overview of the artwork acquisition steps and procurement processes. The Guideline is available at <https://www.arts.act.gov.au/policy>.

Artworks that do not align with ACTHD requirements and / or values may be deemed unsuitable for acceptance into the Collection. If an artwork does not meet the Collection Criteria, the ACTHD will consult with the artist outlining the reasons. On occasion, it may be appropriate for donated artwork to be sold or raffled for fundraising purposes. Refer to below de-commissioning and de-accessioning procedures for existing ACTHD collection artwork.

The ACTHD will not purchase works from currently serving staff, irrespective of whether they are the authors of the work, except with the express approval of the ACTHD Director-General and / or Minister for Health.

For effective inclusion of artwork in infrastructure project planning and design refer to the Australasian Health Facility Guidelines (AusHFG) Art in Health Framework and the associated AusHFG Culturally Sensitive Planning and Design resources.

Nothing in this Procurement and Management procedure places an obligation on ACTHD to accept a donation of artworks.

Procedure – Installation

The installation and display of works of art will be undertaken in consultation with the artist, Strategic Infrastructure Division and Executive Group Manager of the division responsible for the facility occupancy and appropriate staff and consumer representatives. Preventative conservation strategies will also inform display decisions.

Installation considerations:

- Installation of artwork is to occur as soon as possible after acquisition and in consultation with overarching Work Health Safety and Infection Control requirements;
- all artwork is to be appropriately supported (through environmental conditions, security, visibility, lighting, glazing, framing, labelling) to extract the maximum advantage from the investment;
- textiles (quilts) and 3D objects are to be framed behind acrylic or in showcases, works on paper / prints / photographs framed behind acrylic and canvases must be framed with backing board with glazing dependent on location and exposure to environmental conditions; and
- artists to be credited on an artwork plaque located in a highly visible location adjacent to the artwork. An example of plaque design is provided at [Attachment B](#).

Procedure - Maintenance and asset review

Individual art works / collections are to be maintained in accordance with the Artist's contract documents and information about the artwork kept on record in the ACTHD Art Collection Asset Register.

Physical artworks should be able to be cleaned and dusted by standard cleaning contractors regularly. Where anything other than dusting is required; the area responsible for commissioning the artwork must engage a qualified conservator with the skills and knowledge in the primary material the artwork is made of to undertake the cleaning to support preservation of the artwork. Acknowledging the specialist field of digital preservation, the appropriate storage and preservation of digital art must be considered and expert advice sought at the time of procurement and/or purchase. Ongoing artwork management, inclusive of recurrent, reactive maintenance and repair and annual asset review is the responsibility of the Division / Branch who are receiving and/or procuring artwork on behalf of the ACTHD. The artwork should be able to be cleaned and dusted by standard cleaning contractors on a regular basis. If an artwork / object does not lend itself to the building / facility routine cleaning program it must be housed in such a way that such cleaning is enabled by the responsible Division / Branch or it should not be acquired.

A formal annual review of individual assets is to be routinely undertaken. This annual review will identify any changes to the location, condition or value of the works.

The budget for repairs and maintenance is to be reviewed annually and align with overall ACTHD Collection value. In addition to annual asset reviews, a formal valuation of the Collection by a registered valuer is to be undertaken every five years. Scheduling variation may occur based on collection knowledge and context.

Artwork inadvertently damaged is to be removed from display promptly and the site secured appropriately.

Procedure – Records Management

Documentation relating to the acquisition and management of artwork, including de-accessioning and de-commissioning, in ACTHD buildings and facilities will be managed in accordance with the *Territory Records Act 2002* and relevant ACTHD policies and procedures.

All artworks will be recorded in the ACTHD Art Collection Asset Register. Types of documents kept on record will include:

- approved briefs;
- evidence of consultation – emails, correspondence, meeting minutes;
- feedback received through consultation processes;
- copy of the final approved policy document;
- policy drafts demonstrating significant change in policy direction; and
- associated / supporting documents.

Artist's contract documents and information about the artwork kept on record will include:

- Artist's name and curriculum vitae including exhibition history (if applicable);
- a description of the conceptual basis of the artwork (artist's statement);
- conditions of the commission including insurance responsibilities, copyright and reproduction arrangements;
- certification of the artwork components by an appropriately qualified Australian certified professional engineer (e.g. Certificate of Structural Sufficiency);

- photographs of the artwork;
- advice on the preferred approach to the installation of the artwork including materials, layout and lighting;
- advice on the cleaning, preservation, maintenance and repair; and
- de-commissioning, relocation recommendations and other conditions as required.

Documentation relating to asset annual reviews, repairs, maintenance, decommissioning, including for storage and conservation purposes (to meet the changing needs of the ACTHD), must be recorded on the ACTHD Art Collection Asset Register. Details regarding movement will be documented and occur in consultation with the artist and / or donating body.

Procedure: de-accessioning and de-commissioning

On occasion individual art works / objects may be reviewed and permanently removed from the collection (de-accessioning) or permanently removed from a site (de-commissioning). De-accessioning and de-commissioning is a way to improve the quality of the Collection in accordance with established industry standards and following careful consultation with the donor / artist.

Reasons for de-accessioning may include:

- the work does not reflect the values of the ACTHD;
- the artwork is damaged beyond repair or beyond reasonable cost relative to its value;
- The work no longer represents the intent of the artist because of damage to the work;
- the artwork cannot be safely or viably housed or displayed (without posing a risk to staff, visitors, tenants and the work of art itself);
- the artwork is a lesser quality duplicate of another object in the Collection;
- artwork theft or loss;
- erroneous inclusion in the Collection;
- new information leading to reappraisal, including issues associated with legal title or provenance, forgeries and / or no conceptual or artistic merit;
- repatriation of cultural property;
- the artwork may have been acquired with a defined 'life' which has now expired or requires review;
- renovation of the relevant area may bring the art work into new focus; and
- the optimum location for the work is no longer available.

Reasons for de-commissioning may include:

- storage for conservation purposes; and
- transfer and long term loans to other entities.

Any movement must take into account the protection of the artist's Moral Rights, public interest, as well as the interest of the ACTHD.

Details of disposals will undertaken in consultation with the Strategic Infrastructure Division and artsACT (if applicable). Funds acquired from the sale of the de-accessioned work (if relevant) are to be used solely to fund future art collection activities.

Works of art proposed for de-accessioning that have a significant cultural value, wherever possible, will be placed with the most appropriate public institution (including other ACT Government facilities), by means of gift, sale or exchange. Where the work of art was gifted under the Australian Government's Cultural Gifts Program, formerly the Tax Incentives for the

Arts Scheme, cannot be returned to the donor as the donor has received the benefit of a tax deduction for the gift.

All disposal actions with an estimated net value of \$25,000 or greater must be undertaken in consultation with ACT Government Shared Services Procurement and the ACT Insurance Authority (ACTIA).

References and Related Documents

Legislation, whole-of-Government or internal policies / procedures / guidelines related to this document include:

References

- Cultural Respect Framework for Aboriginal and Torres Strait Islander Health 2016-2026, Australian Health Ministers' Advisory Council
- Art in Health Framework, AusHFG 2020
- Culturally Sensitive Planning and Design, AusHFG 2018

Legislation

- *Territory Records Act 2002 (ACT)*
- *Freedom of Information Act 2016 (ACT)*
- *Human Rights Act 2004 (ACT)*
- *Health Records (Privacy and Access) Act 1997*

Supporting Documents

- ACT Government Public Art Guidelines, CMTEDD 2015
- ACT Health Quality Strategy 2018-2028
- Office for Mental Health and Wellbeing Work Plan 2019–2021
- ACT Government Procurement Policies
- Government Procurement (Charter of Procurement Values) Direction 2020
- ACTHD Art Collection Asset Register
- ACTHD Art Procurement and Management Procedure
- AusHFG Art in Health Framework and the associated AusHFG Culturally Sensitive Planning and Design resources.

Definitions

Term	Definition
------	------------

Artwork	Textile, print, painting, sculpture, poem, piece of music, digital piece or other product of the creative arts, especially those with strong imaginative or aesthetic appeal which has been made by an artist / craftsperson
De-accessioning	The permanent removal of an object from the collection
De-commissioning	The permanent removal of an object from a site

Version Control

Version	Date	Comments
v0.1	18 January 2021	Draft circulated to SID Asset Management for review and feedback
v0.2	18 February 2021	Draft circulated to CHS Arts Curator for review and feedback
v0.3	30 March 2021	Draft circulated to SID EBM for review and feedback prior to wider consultation
V0.4	31 March 2022	Draft for circulation for out of session endorsement to following updates made in response to comments received through consultation with Corporate and Governance Committee.
V1.0	April 2022	Final published version

Disclaimer: *This document has been developed by the ACT Health Directorate specifically for its own use. Use of this document and any reliance on the information contained therein by any third party is at his or her own risk and the ACT Health Directorate assumes no responsibility whatsoever.*

Attachment A - ACTHD Arts Collection Criteria

All artwork acquisitions will meet the following ACTHD Art Collection Criteria:

- positively contribute to ACTHD facilities as welcoming, engaging and therapeutic places of meeting, work, treatment and rehabilitation;
- enhance the image of the ACTHD;
- align with the ACTHD values of Respect, Integrity, Collaboration and Innovation;
- be of high quality, representing a diversity of artistic practice;
- communicate readily, respond to the diversity of need and enhance the quality of life amongst ACTHD visitors, clients, tenants and staff;
- support orientation and way finding;
- provide positive distraction;
- be appropriate in size and materials to the proposed location;
- not feature distasteful or explicit nudes or anatomy, viscera, foreboding or negative subject matter, specifically religious or political iconography, or depict deceased Aboriginal and Torres Strait Islander persons unless the relevant community is fully consulted;
- have correct documentation demonstrating legal title and provenance;
- have no conditions attached to the donation;
- be in good condition with minimal or no inherent material vice;
- is able to be appropriately displayed to ensure environmental factors such as light, temperature and relative humidity do not degrade the appearance or affect the long-term preservation over time;
- has an appropriate cleaning and maintenance regime as per ACTHD buildings and facilities Work Health Safety and relevant Infection Prevention and Control Guidelines;
- the Copyright in the work remains with the artist, unless specifically agreed in consultation with the Government Solicitors Office (GSO); and
- Copyright License will grant the ACTHD a limited licence to reproduce the work for media and communication activities.

Special consideration will be given to artworks that:

- build an inclusive sense of community;
- respect the diverse backgrounds and abilities of the ACT Community;
- depict activities of the ACT community;
- represent the topography, geography, flora and fauna of the ACT; and
- are by traditional custodians of the land we are meeting on, the Ngunnawal people.

All acquisitions be assessed on the same basis and must be undertaken in consultation with the Strategic Infrastructure Division to determine installation feasibility.

CHS Arts in Health Program is to be consulted with during the planning and design phase of CHS infrastructure work undertaken by the ACTHD.

Attachment B - Artwork Installation Plaque

All artwork is to be displayed with a highly visual plaque accrediting the title, artist, artwork details and source. Example provided below.

