



ACT Health

ACT Health Directorate Arts Policy

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Purpose

The ACT Health Directorate (ACTHD) positively contributes to the vision of ensuring that ACTHD owned and occupied facilities are vibrant, colourful, engaging and welcoming places for visitors, clients and staff. Inclusion of art provides a sense of community, respecting the diversity of backgrounds and abilities and in doing so increases communal and workforce satisfaction and aligns with the ACTHD core values of Respect, Integrity, Collaboration and Innovation.

In keeping with the *Cultural Respect Framework for Aboriginal and Torres Strait Islander Health 2016-2026*, ACTHD owned and occupied buildings are to incorporate work by Aboriginal and Torres Strait Islander artists. Culturally safe and responsive environments designed with consideration for Aboriginal and Torres Strait Islander staff and consumers will contribute to a safe and welcoming environment.

This policy provides guidance for the acquisition and management, including de-accessioning and de-commissioning, of artwork / collections within ACTHD owned and occupied buildings and facilities. This policy should be read in conjunction with the ACTHD Arts Procurement and Management Procedure for guidance on enacting the requirements.

Scope

This policy 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 policy 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)
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

Requirements

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

buildings and facilities. For specific steps on enacting the following, refer to the associated ACTHD Arts Procurement and Management Procedure document.

ACTHD Art Collection

Acquisitions to the ACTHD Art Collection (the Collection) may be in the form of donations, bequests, purchases or through commissions. All acquisitions will be assessed on the same basis and undertaken in consultation with appropriate stakeholders and consumer groups. All artwork acquisitions will meet the ACTHD Art Collection Criteria and be recorded on the ACTHD Art Collection Asset Register.

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.

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.

The Collection is the property of the ACTHD and managed through this policy for the benefit of community and staff. ACTHD has an ongoing responsibility for the artwork, not only for display and proper documentation but also storage and conservation when appropriate. Once an artwork enters the collection it will be maintained as part of the collection and may be moved or stored for conservation purposes or to meet the changing needs of the ACTHD.

Donations

Donations of artworks will be treated as acquisition proposals and will be examined against the ACTHD Collection Criteria. Nothing in this policy places an obligation on ACTHD to accept a donation of artworks.

De-accessioning and de-commissioning

De-accessioning and de-commissioning describe the process of removing a work permanently from the collection or a site. This may occur as part of a review to ensure the quality of the Collection remains in accordance with established industry standards and ACTHD values. This may include artworks no longer required, damaged artwork beyond reasonable repair, theft, loss, repatriation of cultural property, new information about the artwork, or Capital Works impacting the artwork display.

De-accessioning and de-commissioning of artwork will occur in consultation with ACT Government Shared Services Procurement, ACT Insurance Authority and every attempt will be made to notify the donor, representatives and / or the artist (if relevant). Consultation with artsACT is required for all publicly owned artworks on ACTHD occupied and owned land.

The ongoing management and care of a work of artwork which does not complement ACTHD functions has the potential to become an expensive and challenging responsibility. If the artwork does not fulfil the Collection Criteria, the Strategic Infrastructure Division may advise on the conservation and exhibition requirements of the work with recommendations for the artwork to be offered to:

- other ACT Government directorates / agencies;
- repositories of ACT collections (i.e. Canberra Museum and Gallery, ACT libraries, National Archives and special interest collections);
- educational or community institutions; or
- donated to a nominated non-profit organisation or charity.

On occasion, it may be appropriate for artwork to be sold or raffled for fundraising purposes following consultation with the artist. However, if artwork ceases to meet the Collection Criteria, the ACTHD will follow strict de-accessioning and disposal in accordance with established industry standards, and in a way that the cultural value of works is not lost to the wider community.

Capital Works

The integration of arts into infrastructure projects will enable arts in health capital and operational facilities and services to be relevant, engaging and wayfinding for consumers,

connect with communities and support the development of quality art for long term value. Early inclusion into project planning and design will ensure and strengthen stakeholder consultation, meets the ACTHD Art Collection Criteria, allow for artwork procurement and allocation of Project Capital Appropriation as part of Furniture, Fittings and Equipment (FFE) capital budget investment.

Australian and international research clearly demonstrates that the arts make significant contributions to health outcomes. The ACTHD in partnership with CHS has a key policy objective to enhance the public health environment and the delivery of health services to the Canberra community. CHS Arts in Health Program is to be consulted with during the planning and design phase of new CHS building work undertaken by the ACTHD.

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

Preservation

The installation and display of works of art must follow the ACTHD Arts Procurement Procedure for Installation. When procuring art, the artist should be consulted on potential preservation and conservation strategies.

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.

Public Art ACT (artsACT) and Canberra Museum and Gallery (CMAG) can provide advice on cleaning, preservation, maintenance and repairs.

Records Management

The acquisition, donation 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 Directorate policies and procedures.

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.

All artworks will be documented in the ACTHD Art Collection Asset Register. 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.

Evaluation

Outcome Measures	Method	Responsibility
All artworks in ACTHD owned and occupied buildings and facilities will meet the Art Collection Criteria	New acquisitions will be measured against the Art Collection Criteria and reviewed by relevant stakeholders for comment and evaluation	Division / Branch who are receiving and / or procuring artwork on behalf of the ACTHD
Artwork acquisition, donation, de-accessioning and de-commissioning are recorded as part of ACTHD records management	All works of art in the collection will be documented on the electronic ACTHD Art Collection Asset Register	Asset Management Team, Strategic Infrastructure Division, ACTHD
Artwork planned, recurrent, repair maintenance and annual asset review.	All works of art on the ACTHD Art Collection Asset Register will have a defined management regime	Division / Branch who procured / obtained the artwork and/or ACTHD tenant as per relevant Occupancy and/or Service Agreement
Community members and staff are able to provide feedback and comments as part of infrastructure project artwork procurement	Consumer / user feedback and comments to be collected through individual project stakeholder engagement	Individual project dependent

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 team 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

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