



CITY of PERTH

Lord Mayor and Councillors,

NOTICE IS HEREBY GIVEN that the next meeting of the **Finance and Administration Committee** will be held in Committee Room 1, Ninth Floor, Council House, 27 St Georges Terrace, Perth on **Tuesday, 16 February 2016 at 4.00pm.**

Yours faithfully

**MARTIN MILEHAM
CHIEF EXECUTIVE OFFICER**

11 February 2016

Committee Members (appointed 22 October 2015):

Members:

Cr Davidson OAM JP (Presiding
Member)
Cr Chen
Cr Harley

1st Deputy:

Cr Green

2nd Deputy:

Cr Yong

EMERGENCY GUIDE

Council House, 27 St Georges Terrace, Perth



CITY of PERTH

The City of Perth values the health and safety of its employees, tenants, contractors and visitors. The guide is designed for all occupants to be aware of the emergency procedures in place to help make an evacuation of the building safe and easy.

BUILDING ALARMS

Alert Alarm and Evacuation Alarm.

ALERT ALARM

beep beep beep

All Wardens to respond.

Other staff and visitors should remain where they are.



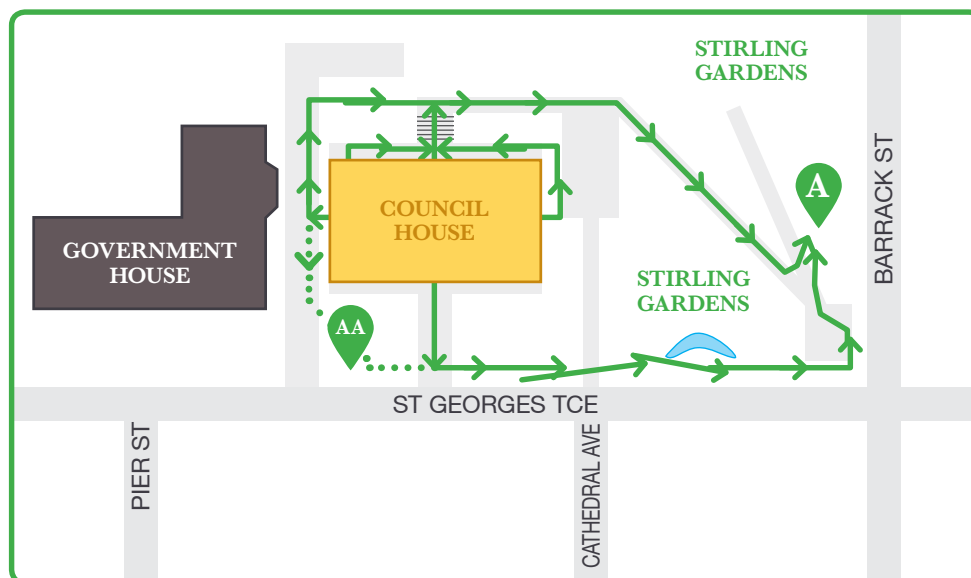
EVACUATION ALARM/PROCEDURES

whoop whoop whoop

On hearing the Evacuation Alarm or on being instructed to evacuate:

1. Move to the floor assembly area as directed by your Warden.
2. People with impaired mobility (those who cannot use the stairs unaided) should report to the Floor Warden who will arrange for their safe evacuation.
3. When instructed to evacuate leave by the emergency exits. **Do not use the lifts.**
4. Remain calm. Move quietly and calmly to the assembly area in **Stirling Gardens** as shown on the map below. Visitors must remain in the company of City of Perth staff members at all times.
5. After hours, evacuate by the nearest emergency exit. **Do not use the lifts.**

EVACUATION ASSEMBLY AREA



A Assembly Area

AA Alternate Assembly Area

FINANCE AND ADMINISTRATION COMMITTEE

Established: 17 May 2005 (Members appointed 22 October 2015)

Members:	1st Deputy:	2nd Deputy:
Cr Davidson OAM JP (Presiding Member)	Cr Green	Cr Yong
Cr Chen		
Cr Harley		

Quorum: Two
Expiry: October 2017

TERMS OF REFERENCE: [Adopted OCM 24/11/15]

1. To oversee and make recommendations to the Council on matters related to:
 - a. the financial management of the City including budgeting, payment of accounts, collection of debts, investment of funds and write-offs;
 - b. strategic and annual plans;
 - c. management of local government property including issues relating to the City's civic buildings (Council House, Perth Town Hall, Perth Concert Hall and the City of Perth Library);
 - d. business opportunities and proposals, including those related to parking, having the potential to achieve new income or savings for the City, which may have been initiated by other Committees of the Council;
 - e. fees and charges levied by the City in accordance with Sections 6.16 or 6.32 of the Local Government Act 1995;
 - f. Elected Members, including protocols and procedures, benefits and allowances;
 - g. Council's policies, local laws and Register of Delegations;
 - h. the management and enforcement of permanent and temporary on-street parking proposals or restrictions and any associated fees or signage;
 - i. any other matters requiring a decision of the Council and not specifically defined in the Terms of Reference for any other Committee of the Council or where the substantive Committee is unable to be convened and a decision is necessary to fulfil operational requirements.

(Cont'd)

NOTE:

Delegated Authority 1.1.1 – Finance and Administration Committee provides authority for the Committee to:

1. Approve or decline requests for receptions of up to \$5,000 in value referred to the Committee by the Lord Mayor [FM Reg.12(1)(b)].
2. Purchase artworks worth over \$5,000 and the deaccession of artworks [FM Reg.12(1)(b) and s.3.58(2) and (3)].
3. Determine matters assigned by delegated authority to the Marketing, Sponsorship and International Engagement Committee and the Audit and Risk Committee, only where the respective Committee is unable to be convened and a decision is necessary to fulfil operational requirements.

This meeting is open to members of the public.

INFORMATION FOR THE PUBLIC ATTENDING COMMITTEE MEETINGS

Question Time for the Public

- An opportunity is available at all Committee meetings open to members of the public to ask a question about any issue relating to the City. This time is available only for asking questions and not for making statements. Complex questions requiring research should be submitted as early as possible in order to allow the City sufficient time to prepare a response.
- The Presiding Person may nominate a Member or officer to answer the question, and may also determine that any complex question requiring research be answered in writing. No debate or discussion is allowed to take place on any question or answer.
- To ask a question please write it on the white Question Sheet provided at the entrance to the Council Chamber and hand it to a staff member at least an hour before the meeting begins. Alternatively, questions can be forwarded to the City of Perth prior to the meeting, by:-
 - Letter: Addressed to GPO Box C120, Perth, 6839;
 - Email: governance@cityofperth.wa.gov.au.
- *Question Sheets are also available on the City's web site: www.perth.wa.gov.au.*

Deputations

A deputation wishing to be received by a Committee is to apply in writing to the CEO who will forward the written request to the Presiding Member. The Presiding Member may either approve the request or may instruct the CEO to refer the request to the Committee to decide whether or not to receive the deputation. If the Presiding Member approves the request, the CEO will invite the deputation to attend the meeting.

Please refer to the 'Deputation to Committee' form provided at the entrance to the Council Chamber for further information on the procedures for deputations. These forms are also available on the City's web site: www.perth.wa.gov.au.

Disclaimer

Members of the public should note that in any discussion regarding any planning or other application that any statement or intimation of approval made by any Member or officer of the City during the course of any meeting is not intended to be and is not to be taken as notice of approval from the City. No action should be taken on any item discussed at a Committee meeting prior to written advice on the resolution of the Council being received.

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FINANCE AND ADMINISTRATION COMMITTEE
16 FEBRUARY 2016
ORDER OF BUSINESS

- 1. Declaration of Opening**
- 2. Apologies and Members on Leave of Absence**
- 3. Question Time for the Public**
- 4. Confirmation of Minutes – 27 January 2016**
- 5. Correspondence**
- 6. Disclosure of Members' Interests**
- 7. Matters for which the Meeting may be Closed**
- 8. Reports**
- 9. Motions of which Previous Notice has been Given**
- 10. General Business**
 - 10.1 Responses to General Business from a Previous Meeting**

Nil
 - 10.2 New General Business**
- 11. Items for Consideration at a Future Meeting**

Outstanding Reports:

 - Council Dining Room (raised FA30/09/14, updated 21/04/15)
 - Program for CCTV Cameras around the City (raised FA29/10/15, updated FA27/01/16)
- 12. Closure**

INDEX OF REPORTS

Item	Description	Page
1	PAYMENTS FROM MUNICIPAL AND TRUST FUNDS – JANUARY 2016	1
2	INVESTMENTS AND INVESTMENT RETURNS FOR THE PERIOD ENDED 31 JANUARY 2016	3
3	2016 PHOTOGRAPHIC COMMISSION – COUNCIL REPRESENTATIVE SELECTION PANEL MEMBER	6
4	GRANT – CITY OF PERTH BAND INC	8
5	DONATION – THE RETURNED AND SERVICES LEAGUE OF AUSTRALIA WA BRANCH INCORPORATED (RSL WA) ANZAC DAY 2016 COMMEMORATIONS	11
6	RECEPTION REQUEST – RECEPTION FOR THE AUSTRALIAN GOLF CROQUET EVENTS TO BE HOSTED BY CROQUETWEST	16
7	RECEPTION REQUEST – RECEPTION FOR THE 2016 WA LOCAL GOVERNMENT CONVENTION	19
8	RECEPTION REQUEST – RECEPTION FOR 75TH ANNIVERSARY BATTLE OF CRETE BOOK LAUNCH	22
9	REVIEW OF POLICY 18.2 – CULTURAL COLLECTIONS	25
10	PUBLIC ART ADVISORY PANEL – TERMS OF REFERENCE	34

ITEM NO: 1

PAYMENTS FROM MUNICIPAL AND TRUST FUNDS – JANUARY 2016

RECOMMENDATION: (APPROVAL)

That in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority for the month ended 31 January 2016, be received and recorded in the Minutes of the Council, the summary of which is as follows:

FUND	PAID
Municipal Fund	\$ 12,575,372.04
Trust Fund	\$ 117,658.02
TOTAL:	\$ 12,693,030.06

BACKGROUND:

FILE REFERENCE: P1031101-23
REPORTING UNIT: Finance
RESPONSIBLE DIRECTORATE: Corporate Services
DATE: 31 January 2016
MAP / SCHEDULE: TRIM ref. 15049/16

LEGISLATION / STRATEGIC PLAN / POLICY:

Legislation Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*

Integrated Planning and Reporting Framework Implications **Strategic Community Plan**
Council Four Year Priorities: Community Outcome Capable and Responsive Organisation
A capable, flexible and sustainable organisation with a strong and effective governance system to provide leadership as a capital city and deliver efficient and effective community centred services.

COMMENTS:

Payments for the month of January 2016 included the following significant items:

- \$854,999.27 to the Western Australian Treasury Corporation for a loan payment of \$711,834.69 for the City of Perth Library and Public Plaza Project and \$143,164.58 for the half yearly Government Guarantee Fee payable for all City of Perth loans.

ITEM NO: 2

INVESTMENTS AND INVESTMENT RETURNS FOR THE PERIOD ENDED 31 JANUARY 2016

RECOMMENDATION: (INFORMATION)

That the Finance and Administration Committee receives the report detailing investments and investment returns for the period ended 31 January 2016, as detailed in Schedule 1.

BACKGROUND:

FILE REFERENCE: P1031639-8
RESPONSIBLE UNIT: Finance
RESPONSIBLE DIRECTORATE: Corporate Services
DATE: 4 February 2016
MAP / SCHEDULE: Schedule 1 – Investment Report for the period ended 31 January 2016 Short Term Investments and Institutional Credit and Ratings

Total investment earnings amounted to \$145,458 in January.

Investments are made in accordance with Policy 9.3 – Management of Investments. The policy sets objectives and risk management guidelines for investing surplus and reserve funds not immediately required for any other purpose.

This report reviews the results for the month of January 2016.

LEGISLATION / STRATEGIC PLAN / POLICY:

Legislation Section 6.14 of the *Local Government Act 1995*
Regulation 19C of the *Local Government (Financial Management) Regulations 1996*

Integrated Planning and Reporting Framework Implications **Strategic Community Plan**
Council Four Year Priorities: Community Outcome Capable and Responsive Organisation
A capable, flexible and sustainable organisation with a strong and effective governance system to provide leadership as a capital city and deliver efficient and effective community centred services.

Policy
Policy No and Name: 9.3 – Management of Investments

DETAILS:

	Actual \$	Budget \$	Variation \$
Interest Earnings	145,458	392,250	(246,792)

Average Rate	1.19%
Benchmark Rate	2.25%
RBA Cash Rate	2.00%

*Figures exclude rate arrears.

Call Accounts

Balance at 31 January 2016	\$19.8 million
Interest Earned	\$38,943
Rate for balances over \$2 million	2.50%

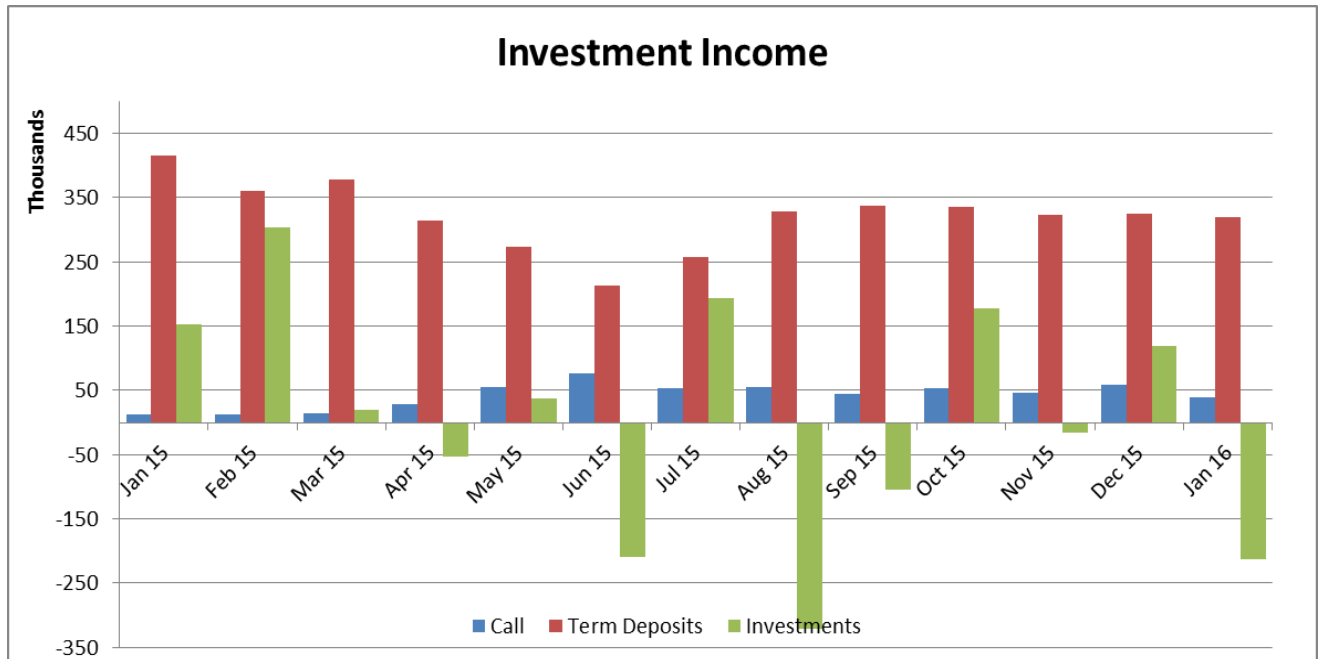
Term Deposits

Balance at 31 January 2016	\$126.3 million
Interest Earned	\$318,669
Average Rate (Municipal funds)	2.94%
Most Recent Rate (Municipal funds)	3.05%

Other Investments

	Interest Earned \$	Interest Rate %
Emerald Mortgage Backed Security	11,686	3.11
Colonial Share Index Balanced Fund	(223,840)	N/A

The ASX 200 fell by 5.5% in January which was reflected in the performance of the Colonial Share Index Balanced Fund, a loss of \$223,840. As a result, the Colonial Share Index Balanced fund had a negative return for the month.



Spread of Investments

The City of Perth’s exposure to investment institutions is as follows:

Institution	Credit Rating	Percentage	Percentage Allowed
ANZ	A1+	1.0%	100%
Bankwest	A1+	12%	
NAB	A1+	21%	
AMP	A1	7%	
Suncorp Metway	A1	17%	
		67%	
Bank of Queensland	A2	29%	60%
Barclays	NR	2%	10%
Colonial	NR	2%	
		4%	

FINANCIAL IMPLICATIONS:

Reported investment earnings (excluding interest on rates arrears) at \$145,458 after Trust Account adjustments, were \$246,792 below budget in January.

COMMENTS:

The City of Perth continues to adhere to its policy of obtaining the best returns commensurate with risk and the constraints imposed by the State Government regulations.

SCHEDULE 1

INVESTMENT REPORT	Market Value	Market Value	Cost & Impairment	% of	Interest Earned	Weighted Average Monthly	Interest Earned	
31-Jan-16	31-Dec-15	31-Jan-16	31-Jan-16	Class	Jan	Rate	YTD	
Municipal								
Short term Direct Investments								
Call	\$12,735,310	\$13,793,458	\$13,793,458	9.3%	\$27,943	2.62%	\$247,749	
Term Deposits	\$65,500,000	\$63,500,000	\$63,500,000	42.7%	\$161,779	2.94%	\$1,066,341	
Short	\$78,235,310	\$77,293,458	\$77,293,458		\$189,722	2.89%	\$1,314,090	
Total Municipal - Cash Back Securities	\$78,235,310	\$77,293,458	\$77,293,458		\$189,722	2.89%	\$1,314,090	
Total Municipal Investments	\$78,235,310	\$77,293,458	\$77,293,458		\$189,722	2.89%	\$1,314,090	
Reserves								
Short term Direct Investments								
Call	\$3,071,769	\$2,641,238	\$2,641,238	1.8%	\$5,268	2.50%	\$67,624	
Term Deposits	\$58,000,000	\$58,000,000	\$58,000,000	39.0%	\$144,739	2.97%	\$1,073,996	
Total	\$61,071,769	\$60,641,238	\$60,641,238		\$150,007	2.95%	\$1,141,620	
Floating Rate Notes/ CLNs								
WPAC- Sub Debt -FRN	\$0	\$0	\$0	0.0%	\$0	0.00%	\$1,985	
Total	\$0	\$0	\$0		\$0	0.00%	\$1,985	
Medium term Direct Investments								
Barclays - Emerald -MBS	2,457,117	2,457,117	\$2,692,784	1.8%	\$11,686	3.11%	\$78,750	
Total	\$2,457,117	\$2,457,117	\$2,692,784		\$11,686	3.11%	\$78,750	
Total Reserve - Cash Back Securities	\$63,528,886	\$63,098,355	\$63,334,022		\$161,693	2.96%	\$1,222,355	
Balanced Funds								
Colonial Share Index	\$4,097,294	\$3,873,548	\$3,873,548	100%	-\$223,840	-48.23%	-\$245,223	
Total	\$4,097,294	\$3,873,548	\$3,873,548		-\$223,840	-48.23%	-\$245,223	
Total Reserve Investments	\$67,626,180	\$66,971,902	\$67,207,570		-\$62,147	-48.23%	\$977,132	
Trust								
Short term Direct Investments								
Call	\$2,412,363	\$3,410,570	\$3,410,570	2.3%	\$5,732	2.50%	\$33,955	
Term Deposits	\$4,803,468	\$4,814,505	\$4,814,505	3.2%	\$12,151	3.00%	\$85,458	
Total	\$7,215,832	\$8,225,076	\$8,225,076		\$17,883	2.84%	\$119,413	
Total Trust - Cash Back Securities	\$7,215,832	\$8,225,076	\$8,225,076		\$17,883	2.84%	\$119,413	
Total Investments-Cash Back Securities	\$148,980,028	\$148,616,889	\$148,852,556		\$369,298	2.92%	\$2,655,858	
Grand Total Investments	\$153,077,322	\$152,490,436	\$152,726,103		\$145,458	1.28%	\$2,410,635	

INVESTMENT RATES:

CASH RATE
2.00%

BENCHMARK
2.25%

AVERAGE excl.Trust
1.19%

CITY OF PERTH - SHORT TERM INVESTMENTS (Excluding Call) AS AT 31 JANUARY 2016

FUND	INSTITUTION	TYPE	AMOUNT	RATE	LOGGED	MATURITY	Total Investment Days	TOTAL INTEREST individual outstanding investment
MUNICIPAL	BANKWEST	Short Term Direct Investments TERM DEPOSITS	\$ 4,000,000.00	2.90%	12/11/2015	11/02/2016	91	\$ 28,920.55
MUNICIPAL	BANKWEST	Short Term Direct Investments TERM DEPOSITS	\$ 5,000,000.00	2.85%	14/09/2015	18/03/2016	186	\$ 72,616.44
MUNICIPAL	BANKWEST	Short Term Direct Investments TERM DEPOSITS	\$ 3,000,000.00	3.00%	26/11/2015	31/03/2016	126	\$ 31,068.49
MUNICIPAL	BANKWEST	Short Term Direct Investments TERM DEPOSITS	\$ 5,000,000.00	3.00%	25/01/2016	26/05/2016	122	\$ 50,136.99
MUNICIPAL	BQLD	Short Term Direct Investments TERM DEPOSITS	\$ 5,000,000.00	2.90%	7/08/2015	11/02/2016	188	\$ 74,684.93
MUNICIPAL	BQLD	Short Term Direct Investments TERM DEPOSITS	\$ 5,000,000.00	2.90%	10/08/2015	18/02/2016	192	\$ 76,273.97
MUNICIPAL	BQLD	Short Term Direct Investments TERM DEPOSITS	\$ 5,000,000.00	2.90%	10/08/2015	29/02/2016	203	\$ 80,643.84
MUNICIPAL	BQLD	Short Term Direct Investments TERM DEPOSITS	\$ 3,500,000.00	2.90%	20/08/2015	17/03/2016	210	\$ 58,397.26
MUNICIPAL	BQLD	Short Term Direct Investments TERM DEPOSITS	\$ 5,000,000.00	2.95%	20/10/2015	29/04/2016	192	\$ 77,589.04
MUNICIPAL	BQLD	Short Term Direct Investments TERM DEPOSITS	\$ 8,000,000.00	2.90%	29/10/2015	6/05/2016	190	\$ 120,767.12
MUNICIPAL	BQLD	Short Term Direct Investments TERM DEPOSITS	\$ 5,000,000.00	3.05%	28/01/2016	30/06/2016	154	\$ 64,342.47
MUNICIPAL	BQLD	Short Term Direct Investments TERM DEPOSITS	\$ 5,000,000.00	3.05%	31/12/2015	14/04/2016	105	\$ 43,869.86
MUNICIPAL	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 5,000,000.00	3.08%	7/01/2016	30/06/2016	175	\$ 73,835.62
MUNICIPAL	NAB							
			\$ 63,500,000.00					
RESERVES	AMP	Short Term Direct Investments TERM DEPOSITS	\$ 5,000,000.00	3.10%	8/07/2015	11/07/2016	369	\$ 156,698.63
RESERVES	BQLD	Short Term Direct Investments TERM DEPOSITS	\$ 3,000,000.00	2.95%	5/11/2015	5/05/2016	182	\$ 44,128.77
RESERVES	BQLD	Short Term Direct Investments TERM DEPOSITS	\$ 5,000,000.00	3.00%	19/11/2015	19/05/2016	182	\$ 74,794.52
RESERVES	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 3,000,000.00	2.92%	13/08/2015	11/02/2016	182	\$ 43,680.00
RESERVES	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 7,000,000.00	2.85%	31/08/2015	31/03/2016	213	\$ 116,420.55
RESERVES	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 1,000,000.00	3.08%	14/01/2016	16/06/2016	154	\$ 12,995.07
RESERVES	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 2,000,000.00	3.03%	21/01/2016	23/06/2016	154	\$ 25,568.22
RESERVES	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 2,500,000.00	3.04%	29/01/2016	30/06/2016	153	\$ 31,857.53
RESERVES	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 4,000,000.00	3.10%	7/01/2016	7/07/2016	182	\$ 61,830.14
RESERVES	SUNCORP	Short Term Direct Investments TERM DEPOSITS	\$ 2,000,000.00	3.00%	10/12/2015	9/03/2016	90	\$ 14,794.52
RESERVES	SUNCORP	Short Term Direct Investments TERM DEPOSITS	\$ 3,500,000.00	2.91%	10/09/2015	10/03/2016	182	\$ 50,785.48
RESERVES	SUNCORP	Short Term Direct Investments TERM DEPOSITS	\$ 7,000,000.00	2.95%	30/09/2015	31/03/2016	183	\$ 103,532.88
RESERVES	SUNCORP	Short Term Direct Investments TERM DEPOSITS	\$ 6,000,000.00	2.85%	30/10/2015	29/04/2016	182	\$ 85,265.75
RESERVES	SUNCORP	Short Term Direct Investments TERM DEPOSITS	\$ 7,000,000.00	3.05%	3/12/2015	2/06/2016	182	\$ 106,457.53
			\$ 58,000,000.00					
ROD EVANS	BWEST	Short Term Direct Investments TERM DEPOSITS	\$ 310,711.88	2.85%	18/12/2015	19/05/2016	153	\$ 3,711.94
TRUST	BANKWEST	Short Term Direct Investments TERM DEPOSITS	\$ 2,000,000.00	3.00%	26/11/2015	21/04/2016	147	\$ 24,164.38
TRUST	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 1,750,000.00	3.00%	24/09/2015	24/03/2016	182	\$ 26,178.08
TRUST	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 753,793.30	3.08%	7/01/2016	9/06/2016	154	\$ 9,795.60
			\$ 4,814,505.18					
TOTAL investments			\$ 126,314,505.18					\$ 1,845,806.17

31-Jan-16**INSTITUTION AND CREDIT RATING**

INSTITUTION	AMOUNT	PERCENTAGE	CREDIT RATING	MAX AMOUNT
ANZ	14,790,176.21	10%	A1+	OK
AMP	10,055,090.40	7%	A1	OK
ING	-	0%	A2	OK
BOQLD	44,500,000.00	29%	A2	OK
BANKWEST	19,000,000.00	12%	A1+	OK
BARCLAYS	2,692,784.03	2%	NR	OK
C B A	-	0%	A1+	OK
BENDIGO	-	0%	A2	OK
MACQUARIE	0.00	0%	A1	OK
MEQUITY	0.00	0%	A2	OK
NAB	32,314,505.18	21%	A1+	OK
ST GEORGE	-	0%	A1+	OK
SUNCORP METWAY	25,500,000.00	17%	A1	OK
WESTPAC	-	0%	A1+	OK
COLONIAL	3,873,547.52	3%	NR	OK
TOTAL	152,726,103.34	100%		

GLOBAL CREDIT EXPOSURE

INSTITUTION	AMOUNT	PERCENTAGE	MAX ALLOWED
A1+, A1, AA	101,659,771.79	67%	100%
A2	44,500,000.00	29%	60%
A3 and Unrated	6,566,331.55	4%	10%
TOTAL	152,726,103.34	100%	

A1+	45%	INDIVIDUAL ADI EXPOSURE ALLOWED
A1	45%	
A2	40%	
A3	10%	
AAA	45%	
AA	45%	
Unrated	10%	

ITEM NO: 3

2016 PHOTOGRAPHIC COMMISSION – COUNCIL REPRESENTATIVE SELECTION PANEL MEMBER

RECOMMENDATION: (APPROVAL)

That Council nominates _____ to represent Council on the selection panel for the 2016 Photographic Commission.

BACKGROUND:

FILE REFERENCE: P1031593
REPORTING UNIT: Arts, Culture and Heritage
RESPONSIBLE DIRECTORATE: Economic Development and Activation
DATE: 1 February 2016
MAP / SCHEDULE: N/A

Council is requested to consider appointing a new Elected Member representative on the selection panel for the 2016 Photographic Commission.

The panel will be required to carry out the second stage of the selection process to determine which of the works created by the commissioned artists in response to the commissioning brief will be selected to enter the City of Perth Art Collection.

The City of Perth Photographic Commissions has been running since 2009 to document built and social elements of Perth. Two complementary commissions are carried out, one focusing on the built space of the city and the other with a broader scope which may include the social life and community in Perth. The resulting works form a photographic survey of the city at a particular moment in time and are now an important part of the City of Perth Art Collection.

The 2016 Photographic Commissions Selection Panel met in September 2015 to select the artists to carry out the commissions. The selection of artists Jacqueline Ball and Graham Miller was determined by the panel and carried by Council at its meeting held on **13 October 2015**.

LEGISLATION / STRATEGIC PLAN / POLICY:

Integrated Planning and Reporting Framework Implications	Strategic Community Plan Council Four Year Priorities: Community Outcome Healthy and Active in Perth S15 Reflect and celebrate the diversity of Perth
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Policy

Policy No and Name: 18.2 – Collection Management

DETAILS:

Selection and Commission Process

A list of photographers were invited to submit a proposal in response to the commission brief. A selection panel was formed which included a representative from the Elected Members, relevant industry professionals and a City of Perth (the City) Officer. The submissions were then assessed by the selection panel, the selection was carried by Council, and resulted in one photographer for each commissioned engaged to carry out the project.

As detailed in the commission briefs, the photographers are required to submit 15 to 25 images to the City. The selection panel will meet after the photographs have been submitted and select 10 photographs per commission. These 10 photographs form the commission outcome and will become a part of the City of Perth Art Collection. It is anticipated that the selection panel will meet in early to mid April to carry out this process.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.

COMMENTS:

The commissioning of photographic essays of Perth created by acknowledged art photographers provide an important historic, as well as artistic, record of the city at particular moments in time.

ITEM NO: 4

GRANT – CITY OF PERTH BAND INC

RECOMMENDATION: (APPROVAL)

That Council:

- 1. approves a grant of \$11,080 (excluding GST), to the City of Perth Band (Inc) to assist with costs associated with the purchase of 50 embroidered, fully lined music stand banners incorporating the City of Perth crest and three pull-up banners; and**
- 2. notes the City of Perth Band (Inc) will provide the following benefits to the City of Perth:**
 - 2.1 deliver 10 free performances per annum representing the City of Perth at various events; and**
 - 2.2 use the City of Perth’s crest on their music stand banners, pull-up banners and promotional literature.**

BACKGROUND:

FILE REFERENCE: P1010627-30
REPORTING UNIT: Community Amenity and Safety
RESPONSIBLE DIRECTORATE: Community and Commercial Services
DATE: 5 February 2016
MAP / SCHEDULE: N/A

LEGISLATION / STRATEGIC PLAN / POLICY:

Integrated Planning and Reporting Framework Implications	Strategic Community Plan Council Four Year Priorities: Community Outcome Capable and Responsive Organisation S20 Meaningful and contemporary community engagement and communications
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Policy

Policy No and Name: 18.8 – Provision of Sponsorship and Donations

DETAILS:

The City of Perth Band (Inc) (the Band), located at the Sir Charles Court Music Centre in Queens Gardens, Perth, has applied to the City of Perth (the City) for financial assistance totalling \$21,080 comprising costs of \$11,080 (excluding GST) to assist with costs associated with the purchase of 50 embroidered music stand banners incorporating the City's crest and three pull-up banners. The Band has requested an additional contribution of \$10,000 (excluding GST) to subsidise their lease premises in Queens Gardens. This request will be subject to a separate report for Council's consideration.

The cost of the music stand banners is \$9,955 (including artwork) and \$1,125 for the three pull-up banners.

The organisation initially submitted an application for funding of \$14,909 to purchase additional new equipment and following a meeting held with City staff and members of the Band's Board, it was agreed that the priority was to replace the ageing music stand banners and purchase three pull-up banners.

The City of Perth Band (Inc), an incorporated association, has operated since 1898 and has a long association with the City.

In 1999, the Band relocated to new leased premises in Queens Gardens provided by the City. The rental of the premises is subsidised by the City in return for the Band delivering the City 10 free performances over a 12 month period.

An internal meeting was held on 27 October 2015 with staff from Marketing and Events with a view to greater promotion of the Band and increasing the number of performances at future events.

The Lord Mayor is the patron of the Band.

The objectives of the Band are to provide community access to arts (music) as well as providing individuals the opportunity to develop music skills through learning to play music.

The Band has strong armed services connections and comprises three operating bands, the Brass, Concert and Swing Bands. The number of Band members playing on a regular basis in the three ensembles varies between 75 and 100.

The Band performs state-wide and for a range of different functions including parades such as the Anzac Day Parade and the Channel Seven Christmas Pageant. The City utilises the services of the Band wherever possible for civic functions, Australia Day and Christmas Concerts in Forrest Place, in addition to other events.

As a not for profit organisation, the Band relies on performances to generate fees to meet operating costs. An audited financial statement for the year ended 30 June 2014 shows revenue of \$33,781 and expenditure of \$36,945. Total current assets amount to \$65,677.

Previous financial assistance provided by the City: Assistance has been a contribution to uniform replacement and purchase of several musical instruments:

1995/96	\$ 4,000
2008/09	\$ 5,000
2011/12	
<i>Requested</i>	<i>\$13,743</i>
2015/16 <i>Proposed</i>	<i>\$11,080</i>

FINANCIAL IMPLICATIONS:

ACCOUNT NO: GL 122-389-7901
BUDGET ITEM: Other Property and Services – Unclassified – Other
Unclassified
BUDGET PAGE NUMBER: -
BUDGETED AMOUNT: \$118,704
AMOUNT SPENT TO DATE: \$ 25,100
PROPOSED COST: \$ 11,080
BALANCE: \$ 82,524

ANNUAL MAINTENANCE: N/A
ESTIMATED WHOLE OF LIFE COST: N/A

All figures quoted in this report are exclusive of GST.

COMMENTS:

The Band has had a long association with the City and uses the City's crest in its promotional literature.

ITEM NO: 5

DONATION – THE RETURNED AND SERVICES LEAGUE OF AUSTRALIA WA BRANCH INCORPORATED (RSL WA) ANZAC DAY 2016 COMMEMORATIONS

RECOMMENDATION:

(APPROVAL)

That Council approves a cash donation of \$67,868 (excluding GST) to the RSL WA to assist with the costs associated with presenting the ANZAC Day Commemorations - Perth 2016 to be held in the city on Monday, 25 April 2016, noting that \$26,579 of this amount will be recoverable in fees and charges raised by the City of Perth.

BACKGROUND:

FILE REFERENCE: P1010627-31
REPORTING UNIT: Community Amenity and Safety
RESPONSIBLE DIRECTORATE: Community and Commercial Services
DATE: 2 February 2016
MAP / SCHEDULE: N/A

The Returned and Services League of Australia WA Branch Incorporated (RSL WA) has applied to the City of Perth (the City) for financial assistance of \$67,868 to assist with costs associated with holding the annual ANZAC Day Commemorations on Monday, 25 April 2016. The ANZAC Day Commemorations in the city include the Perth Dawn Service at the State War Memorial in Kings Park, Gunfire Breakfast in Stirling Gardens, ANZAC Day March through city streets and a Commemoration Service at Langley Park.

The City has provided an annual contribution to the staging of the annual ANZAC Day Commemorations through the provision of City services and contributing to associated costs. Prior to 2010 costs were funded through the City's Parades and Festivals operational budget, and between 2012 and 2015 support has been provided through the City's Event Sponsorship Program, as follows:

2011/12	\$36,000
2012/13	\$44,940
2013/14	\$61,120
2014/15 (Centenary Commemorations)	\$96,617
Amount Requested / Proposed 2015/16	\$67,868

For 2016 the RSL WA has requested the City to assist with the costs associated with staging the commemorations by providing a donation to cover the cost of City service fees and charges and provide additional funds for the saluting dais infrastructure in St Georges Terrace, additional banner display spaces in the malls and the Irwin Street closure and reserve hire.

LEGISLATION / STRATEGIC PLAN / POLICY:

**Integrated Planning
and Reporting
Framework
Implications**

Strategic Community Plan

Council Four Year Priorities: Community Outcome

Capable and Responsive Organisation

S20 Meaningful and contemporary community engagement and communications

Policy

Policy No and Name: 18.8 – Provision of Sponsorship and Donations

DETAILS:

The RSL WA is located at Anzac House, 28 St Georges Terrace, Perth. The association is a not for profit organisation formed in 1916 and since that time has been proactive in attending to the welfare needs of all ex-service and serving personnel with a particular focus on those in need or necessitous circumstances.

The RSL **Mission Statement** is:

To ensure that programs are in place for the well-being, care, compensation and commemoration of serving and ex-service Defence Force members and their dependants. And to promote Government and community awareness of the need for a secure, stable and progressive Australia.

The **Objectives** are:

To serve the interests of its members, veterans, the ex-service community and members of the Australian Defence Force, the RSL executes its role by effectively implementing the following objectives which are in accord with the League's Mission Statement:

- Welfare.
- Advocacy and Representation.
- Assistance to all veterans and ex-servicemen and women regardless of their membership in the League.
- Commemoration and Remembrance.
- Participation in employment programs for veterans, ex-service members and their dependants.
- Commitment to democratic principles and practices.
- Provision of a means for members to enjoy camaraderie and mateship.

- Provision of effective and efficient management of RSL assets and resources for the benefit of its members and serving members of the ADF.
- Act as an effective lobby group to Government and its departments.
- Provision of moral and active support for the ADF. Australian Forces Overseas Fund distributes 2,500 parcels bi-annually.
- Provision of a respected and meaningful voice within the community and Australian society.
- Promotion of loyalty and pride which the League has for the Nation, its people, the Crown and the Flag.

The RSL WA has been managing the State's ANZAC Day commemorations since the 1920's and over the past 14 years has taken the State's most significant commemorative event in the city to new levels, increasing both participation and attendance in all activities significantly.

The 2016 Anzac Day Commemorations Include:

- ANZAC Day Dawn Service at the State War Memorial in Kings Park, commencing at 6.00am.
- Gunfire Breakfast in Stirling Gardens, held at the conclusion of the Dawn Service and preceding the commencement of the ANZAC Day March.
- ANZAC Day March – Perth city streets from 9.00am.

Australian Defence Force will step off from the corner of Barrack Street and St Georges Terrace at 9.00am, followed by veteran carrying vehicles, and Ex-Services Unit, Corps, Regimental Associations. The parade will march east along St Georges Terrace, turn right onto Victoria Avenue and onto Langley Park.

- ANZAC Day Commemorative Service at Langley Park from 11.00am.

Funding:

For the past 14 years Lotterywest has been the major funding body for ANZAC Day commemorations across the State by providing a grant for infrastructure and associated costs.

For 2016 Lotterywest approved to provide a financial contribution of \$1,053,641 (excluding GST) to plan and present more than 100 ANZAC Day Services throughout Western Australia. RSL WA will contribute over \$60,000 to the Gun Fire Breakfast and Sunset Services.

Over many years the City has supported commemoration activities for ANZAC Day. As in previous years, the RSL WA has requested the City meet the cost of its services supplied for the ANZAC Day in the city including:

City of Perth Service Fees and Charges	Amount (excl. GST)
Stirling Gardens – event bump in and bump out days, public place hire, retail outlet and plant, on-site vehicles, 3 phase power	\$1,493
Irwin Street – road closure surcharge	\$5,048
CBD Streets – public place hire	\$201
Langley Park – public place hire, retail outlet and plant, on-site vehicles, 3 phase power	\$3,030
Parking Costs – reservation of on-street parking bays	\$5,193
Banner hire along St Georges Terrace, Adelaide Terrace, Hay Street Mall, Murray Street Mall, Forrest Place, William Street Wellington Street and Barrack Street from 17 April to 1 May 2016.	\$9,115
Bins – 160 x 240 litre sulo bins with rolls of bin liners	\$3,300
Contingency allowance (administration charges, damage restoration to reserves, special clean ups and other services requested by the City)	\$1,000
Administration Charge	\$403
Health Fees	\$1,085
Traffic Management – Parade and Dawn Service – part payment of resources and infrastructure	\$38,000
Total Requested:	\$67,868

Involvement of the City of Perth:

The City's involvement in the 2016 Anzac Day Commemoration includes:

- An invitation for the Lord Mayor to lay a wreath at the memorial and attend the commemoration service.
- The City's crest appearing in related newspaper and other advertisements promoting ANZAC Day, Order of Proceedings Program and in the screen content at Kings Park and Supreme Court Gardens during proceedings and on the RSL WA website and Facebook coverage.

FINANCIAL IMPLICATIONS:

ACCOUNT NO: CL 29B26000
BUDGET ITEM: Other Property and Services – Unclassified – Other
Unclassified
BUDGET PAGE NUMBER: -
BUDGETED AMOUNT: \$118,704 (\$62,000 allocated to ANZAC Day)
AMOUNT SPENT TO DATE: \$ 82,524
PROPOSED COST: \$ 67,868
BALANCE: \$ 14,656

ANNUAL MAINTENANCE: N/A
ESTIMATED WHOLE OF LIFE COST: N/A

All figures quoted in this report are exclusive of GST.

COMMENTS:

Each year on 25 April people throughout Australia and overseas gather to pay their respects to all Australians who served and died in all wars, conflicts and peacekeeping campaigns and to honour and remember the sacrifices of the original ANZACs. The 2016 ANZAC Commemoration will be a special event in the city as it is nationally.

ITEM NO: 6

RECEPTION REQUEST – RECEPTION FOR THE AUSTRALIAN GOLF CROQUET EVENTS TO BE HOSTED BY CROQUETWEST

RECOMMENDATION:

(APPROVAL)

That the Finance and Administration Committee approves the City of Perth hosting a reception on Tuesday, 6 September 2016 for the Australian Golf Croquet events to be hosted by Croquetwest.

BACKGROUND:

FILE REFERENCE: P1009160-23
REPORTING UNIT: Marketing and Events
RESPONSIBLE DIRECTORATE: Economic Development and Activation
DATE: 3 February 2016
MAP / SCHEDULE: N/A

Correspondence has been received by the Lord Mayor from Michael Murphy, Chairman of the Croquet Nationals Committee, requesting the City of Perth (the City) host a reception for the Australian Golf Croquet events, which is to be held during September 2016.

The Lord Mayor has referred this request to the Finance and Administration Committee for consideration, as it does not fall into the “Civic, Major or Urgent” categories as provided in Policy 10.12 – Provision of Hospitality.

LEGISLATION / STRATEGIC PLAN / POLICY:

**Integrated Planning
and Reporting
Framework
Implications**

Strategic Community Plan
Council Four Year Priorities: Community Outcome
Capable and Responsive Organisation
S19 Improve the customer focus of the organisation

Policy

Policy No and Name: 10.12 – Provision of Hospitality

Council Policy 10.12 – Provision of Hospitality provides that:

The Lord Mayor may approve functions that are civic, major and urgent functions, and this is to be decided at their discretion without first being referred to Council.

Those requests for receptions not approved by the Lord Mayor to be referred to the Finance and Administration Committee which will in turn recommend to the full Council, where the estimated cost of the reception exceeds \$5,000.

DETAILS:

A request has been received from Michael Murphy, Chairman of the Croquet Nationals Committee, for the City to host a reception for the Australian Golf Croquet events, being held during September 2016.

Croquetwest is responsible for the promotion and control of Croquet in Western Australia. Croquet is a sport that can be played on equal terms by men and woman, young and old. The main type of Croquet played has traditionally been the longer games variety known as Association Croquet. However, since 2005, a shorter game known as Golf Croquet has been popular and resulted in an increased membership. Clubs always seek new members and actively promote the game through social events.

There are 20 affiliation croquet clubs from Geraldton in the North to Albany in the South.

In hosting the Australian Golf Croquet events, consisting of the prestigious Gold Medal, Men's and Women's Championships and Interstate Shield, Croquetwest wish to showcase the City and the State of Western Australia. Some of the players have not visited Perth before. Not only will they be playing croquet but will be visiting the City and State of W.A. The Nationals will bring income into the local and surrounding areas economy.

The reception will be an opportunity to congratulate the winner of the gold medal and also welcome the interstate officials and players to Perth.

Other scheduled receptions for September 2016 are:

- Wednesday, 14 September 2016 – Citizenship Ceremony

It should also be noted that there is Works and Urban Development Committee meeting scheduled for Tuesday, 6 September 2016.

The proposed event details are:

Date:	Tuesday 6 September 2016
Time:	6.30pm – 8:00pm
Location:	Level 11 Reception Suite, Council House
Attendees:	Maximum of 80 attendees from around the nation

FINANCIAL IMPLICATIONS:

Costs for this reception will be funded from the 2016/17 Civic Receptions budget. The estimated cost for the reception, excluding GST, is \$3,529. The 2016/17 budget will be approved by Council in June 2016.

All figures quoted in this report are exclusive of GST.

COMMENTS:

Correspondence has been received by the Lord Mayor from Michael Murphy, Chairman of the Croquet Nationals Committee, requesting that the City host a reception for a maximum of 80 guests for the Australian Golf Croquet events on Tuesday, 6 September 2016.

In accordance with Policy 10.12 – Provision of Hospitality, it is requested that the Finance and Administration Committee gives consideration to the request.

ITEM NO: 7

RECEPTION REQUEST – RECEPTION FOR THE 2016 WA LOCAL GOVERNMENT CONVENTION

RECOMMENDATION: (APPROVAL)

That the Finance and Administration Committee approves the City of Perth hosting a reception for the WA Local Government Convention on Thursday, 4 August 2016.

BACKGROUND:

FILE REFERENCE: P1009160-22
REPORTING UNIT: Marketing and Events
RESPONSIBLE DIRECTORATE: Economic Development and Activation
DATE: 2 February 2016
MAP / SCHEDULE: N/A

Correspondence has been received by the Lord Mayor from Cr Lynne Craigie, President of Western Australian Local Government Association (WALGA), requesting the City of Perth (the City) host a reception for the Western Australian Local Government Convention, which is to be held during August 2016.

The Lord Mayor has referred this request to the Finance and Administration Committee for consideration, as it does not fall into the “Civic, Major or Urgent” categories as provided in Policy 10.12 – Provision of Hospitality.

LEGISLATION / STRATEGIC PLAN / POLICY:

Integrated Planning and Reporting Framework Implications	Corporate Business Plan Council Four Year Priorities: Community Outcome Capable and Responsive Organisation S19 Improve the customer focus of the organisation
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Policy

Policy No and Name: 10.12 – Provision of Hospitality

Council Policy 10.12 – Provision of Hospitality provides that:

The Lord Mayor may approve functions that are civic, major and urgent functions, and this is to be decided at their discretion without first being referred to Council.

Those requests for receptions not approved by the Lord Mayor to be referred to the Finance and Administration Committee which will in turn recommend to the full Council, where the estimated cost of the reception exceeds \$5,000.

DETAILS:

A request has been received from Cr Lynne Craigie, President of WALGA, for the City to host a reception for the WA Local Government Convention in 2016.

WALGA is the voice of Local Government in Western Australia. As the peak industry body, WALGA advocates on behalf of the State's 140 local governments and negotiates service agreements for the sector.

The WA Local Government Convention will be held at the Perth Convention and Exhibition Centre from Wednesday, 3 August to Friday, 5 August 2016. Many of those in attendance at the WA Local Government Convention will be from regional areas in Western Australia and will be staying in CBD hotels.

In the past, on the occasion of every second WA Local Government Convention, the City has hosted a cocktail reception for invited local government Mayors, Presidents and their partners. The reception is always a social highlight of the Convention program.

The reception would enhance the City's status as a capital city by enabling attendees to network with their local government peers at such a special location. The Lord Mayor would be invited to provide a welcome to those in attendance. The Association's President would then respond in thanking the Lord Mayor and the City for hosting the reception.

The City provides sponsorship to WALGA each year for the Banners in the Terrace competition. The City has hosted this reception on 6 August 2009, 4 August 2011, 8 August 2013 and 7 August 2014.

There are currently no other receptions scheduled for August 2016.

The proposed event details are:

Date:	Thursday, 4 August 2016
Time:	6.00pm – 7:30pm
Location:	Level 11 Reception Suite, Council House
Attendees:	Maximum of 150 attendees

FINANCIAL IMPLICATIONS:

Costs for this reception will be funded from the 2016/17 Civic Receptions budget. The estimated cost for the reception, excluding GST, is \$4459.20. The 2016/17 budget will be approved by the Council in June 2016.

All figures quoted in this report are exclusive of GST.

COMMENTS:

Correspondence has been received by the Lord Mayor from Cr Lynne Craigie, President of the WA Local Government Association, requesting the City of Perth host a reception for a maximum of 150 guests for the WA Local Government Convention on Thursday 4 August 2016.

In accordance with Policy 10.12: Provision of Hospitality, it is requested that the Finance and Administration Committee gives consideration to the request.

ITEM NO: 8

RECEPTION REQUEST – RECEPTION FOR 75TH ANNIVERSARY BATTLE OF CRETE BOOK LAUNCH

RECOMMENDATION: (APPROVAL)

That Council:

- 1. approves BY AN ABSOLUTE MAJORITY the City of Perth hosting a reception for the 75TH Anniversary Battle of Crete and the book launch of “The Battle of Crete: the untold stories”; and***
- 2. notes that a funding source is to be identified as part of the February 2016 Budget Review.***

BACKGROUND:

FILE REFERENCE: P1015368-3
REPORTING UNIT: Directorate
RESPONSIBLE DIRECTORATE: Commercial and Community Services & Economic Development and Activation
DATE: 2 February 2016
MAP / SCHEDULE: N/A

Correspondence has been received by the Deputy Lord Mayor from Mr Tony Tsourdalakis, Secretary Battle of Crete and the Greek Campaign Commemorative Council, requesting that the City of Perth (the City) host a reception for the launch of the 75th Anniversary Battle of Crete Book titled “The Battle of Crete: the untold stories” and to honour surviving veteran Mr Arthur Leggett.

The Lord Mayor has referred this request to the Finance and Administration Committee for consideration, as it does not fall into the “Civic, Major or Urgent” categories, as provided in Policy 10.12 – Provision of Hospitality.

LEGISLATION / STRATEGIC PLAN / POLICY:

Integrated Planning and Reporting Framework Implications	Corporate Business Plan Council Four Year Priorities: Community Outcome Capable and Responsive Organisation S19 Improve the customer focus of the organisation
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Policy

Policy No and Name: 10.12 – Provision of Hospitality

Council Policy 10.12 – Provision of Hospitality provides that:

The Lord Mayor may approve functions that are civic, major and urgent functions, and this is to be decided at their discretion without first being referred to Council.

Those requests for receptions not approved by the Lord Mayor to be referred to the Finance and Administration Committee which will in turn recommend to the full Council, where the estimated cost of the reception exceeds \$5,000.

DETAILS:

A request has been received from Mr Tony Tsourdalakis, Secretary Battle of Crete and the Greek Campaign Commemorative Council, for the City to host a reception for the launch of the 75th Anniversary Battle of Crete Book and honour one of the remaining survivors, Mr Arthur Leggett, who resides in Perth.

This Battle, which took place in the Second World War, was a watershed for the links forged between Australia, Greece and New Zealand and an integral part of the shared histories of these nations.

In 1941, Australian and New Zealand troops were sent to Greece by the Allies to defend the country against the advancing Nazi army. Many battles were fought on the mainland trying to halt the Nazis' advance but it was in Crete in May 1941 that the Axis saw their first defeat and the annihilation of their elite corps of paratroopers.

The island was defended by the Australian Sixth Division, alongside the remnants of the Greek Armed Forces, New Zealanders and British troops. After a few weeks of fierce fighting, the Allies retreated and the island fell to the Nazis. During the retreat and the following months many Allied soldiers were sheltered by the local population.

The Battle of Crete Commemorative Council, which was formed specifically for the commemorations, has decided to organise and host events in every capital city in Australia in order to honour this connection.

ANZAC Veteran Arthur Leggett is one of the very few remaining veterans, who resides in Perth. The Committee has decided to honour him on this important anniversary.

Moreover, the Committee endeavours to raise awareness of the fact that the ANZAC Corps was formed for the second and last time in Greece in 1941, in order to boost the morale of the Australians and New Zealand troops who were fighting in Greece. Therefore the veterans of the Greek and Crete Campaign of 1941 carry the title of "Anzac", which makes Arthur Leggett one of the last surviving Anzacs.

The Commemorative Council would seek to include the following attendees: the Premier of Western Australia, the Leader of the Opposition, the Western Australian RSL, the Hellenic RSL, the local Cretan Association, Veterans and their families, Members of Parliament, the Hellenic Initiative, the Greek Community of Western

Australia, the Greek Consul to Perth, the Greek Orthodox Archdiocese and the Hellenic Ambassador to Australia.

The Commemorative Council will cover any expenses for flights to and from Perth as well as the accommodation for any overnight stays required. It will also cover all the costs associated in transporting the books to Perth.

The Commemorative Committee are requesting a date in April that works with the City as well. The event would be coordinated by the Civic Events Team.

The proposed event details are:

Date:	April 2016
Time:	6.00pm – 7:30pm
Location:	Level 11 Reception Suite, Council House
Attendees:	Maximum of 150 attendees

FINANCIAL IMPLICATIONS:

Costs for this reception is currently unfunded. The estimated cost for the reception is \$5,000.00.

All figures quoted in this report are exclusive of GST.

COMMENTS:

Correspondence has been received by the Deputy Lord Mayor and the City from Mr Tony Tsourdalakis, requesting the City host a reception for a maximum of 150 guests for the 75th Anniversary of the Battle of Crete and launch of the “Battle of Crete: the untold stories” book.

In accordance with Policy 10.12 – Provision of Hospitality, it is requested that Council gives consideration to the request.

ITEM NO: 9

REVIEW OF POLICY 18.2 – CULTURAL COLLECTIONS

RECOMMENDATION:

(APPROVAL)

That Council adopts amended Policy 18.2 – Cultural Collections (formerly Collection Management) – Schedule 3.

BACKGROUND:

FILE REFERENCE: P1014869
REPORTING UNIT: Arts, Culture and Heritage
RESPONSIBLE DIRECTORATE: Economic Development and Activation
DATE: 10 February 2016
MAP / SCHEDULE: Schedule 2 – Existing Policy 18.2 – Collection Management
Schedule 3 – Amended Policy 18.2 – Cultural Collections

At its meeting held on **14 March 1996**, Council adopted a Collection Management Policy to define the City of Perth's (the City) Art and Memorabilia Collections and inform the conditions of these collection's ongoing development and management. Subsequent revisions were approved by Council on **28 April 1998** and **14 March 2006**.

Changes to Policy 9.7 - Purchasing approved by Council **30 April 2015**) and the introduction of the new Policy 9.14 - Disposal of Property (approved by Council **18 November 2014** and amended **30 April 2015**) have resulted in parts of the Collection Management Policy being outdated or inconsistent with the treatment of other city assets. The unique nature of the City's cultural collections however does require expanded treatment and explanation of acquisitions, collection de-accessioning, disposals, record keeping and management practices to ensure that collection management also complies with professional and industry standards relevant to collections.

This report provides a revised Policy 18.2 - Cultural Collections (formerly Policy 18.2 - Collection Management) which comprises principles and guidelines for managing the City's Art, History Centre and Memorabilia Collections and defines the scope of these three distinct cultural collections held and maintained by the City.

The City's three indoor cultural collections share similar requirements in respect to asset management and specialised industry standards for storage, handling, conservation and display.

DETAILS:

Proposed amendments to Policy 18.2 – Collection Management have been determined following thorough consultation with the curatorial and history centre staff responsible for all three collections in order to improve the policy wording and clearly articulate the objectives of the policy stated below:

Policy 18.2 - Cultural Collections describes the nature of the City's indoor art, cultural artefacts and historical reference collections and the guiding principles employed by the City to acquire, care for and manage these public collections.

The objectives of Policy 18.2 - Cultural Collections are to define the parameters and priorities for the development and management of the City's Cultural Collections in accordance with relevant industry standards and laws and to facilitate public access to the collections.

A thorough revision has not been undertaken since March 2006, the current policy includes references to tasks undertaken within a specific timeframe and of a procedural nature which are more appropriately referred to within operational plans, procedural documents and forms.

The current policy does not include the History Centre Collection, the revised policy brings this reference collection in line with other collections that are part of the same asset class and have similar characteristic and management requirements.

Research and comparisons with policy documents from other capital city local government authorities and public collecting institutions as well as research into industry standards has been undertaken during the review of Policy 18.2 – Cultural Collections.

Other documents and references also used to research changes were:

- Copyright Act (Commonwealth)
- Australian National University (ANU) Collection Policy
- City of Melbourne Collection Management Policy
- City of Fremantle Art Collection Policy
- Tasmanian Museum and Art Gallery Deaccession and Disposal Policy 2008
- Macquarie University Faculty of Arts Collection Policies (various)
- Code of Professional Ethics: International Council of Museum
- Significance 2.0: A Guide to Assessing significance of Collections: Collections Council of Australia.

Art Collection

Spanning a range of media, the City of Perth Art Collection holds approximately 430 works of local, state and national significance, articulating conceptual, social, cultural and historical narratives.

Works from the collection are regularly on display throughout Council House and feature in curated exhibitions in Perth Town Hall and Council House Foyer.

Local History Centre Collection

The Local History Collection is a reference collection of more than 10,000 items, many of which are rare and irreplaceable. The collection includes photographs, works on paper, digital material and oral history recordings. The collection is accessible to the public (on site) through the City’s Library Services.

Memorabilia Collection

The City of Perth Memorabilia Collection holds approximately 1,400 items of significance that reflect the history of the Perth City Council, the history (commercial and social) of Perth city and the people that contribute to the life of the city.

POLICY PROPOSED FOR AMENDMENT

The policy proposed for amendment and the reasons for those amendments are outlined in the table below.

Policy 18.2 – Cultural Collections

Section	Proposed Amendment	Reason for Change
Title	Revise the title of the policy. Collection Management to <u>Cultural Collections</u>	Collection Management is not sufficiently descriptive of the common nature of the collections covered by this policy. The removal of the term ‘management’ broadens the context to include scope and purpose.
Contents	The contents section has been removed.	The policy structure has been modified – as such the contents section is no longer necessary. It has been removed for clarity.
Introduction 1.1	The ‘introduction’ section has been removed and replaced with the sections <u>“scope”</u> , <u>“purpose of collections”</u> and <u>“scope of collections”</u> .	The introduction includes strategic and operational statements that are misplaced in the context of this policy document. The scope of the revised draft makes reference to the overarching <i>Arts and</i>

Section	Proposed Amendment	Reason for Change
		<p><i>Culture Policy 18.1</i> for clarity and has been expanded to include the City's History Centre Collection.</p> <p>The existing policy included references that described the nature of the collection holdings- which are better placed in a section "<i>Scope of Collections</i>" which also allows for each collection scope to be defined separately.</p>
<p>Aims of Policy 1.2</p>	<p>"Aims of policy" section has been removed and replaced with '<u>scope</u>'</p> <p>Reference to management of the collections within the annual budget allocation as an objective of the policy has been removed.</p> <p>Specific reference to "Museum Standards" in this section has been replaced with "relevant industry standards".</p> <p>Reference to public access, interpretation and display of the collection has been added.</p>	<p>Consistency of Policy terminology.</p> <p>Annual budgets are operational considerations and not relevant to this policy.</p> <p>While Museum standards are relevant to some collections they not apply to all collections under this policy. The reference to obligation and commonwealth law is applicable to some sections of this policy which was not apparent in the previous version of this policy.</p> <p>Provision for public access to the collection is an important and relevant factor impacting on the treatment and purpose of the collections covered by this policy.</p>

Section	Proposed Amendment	Reason for Change
Management 1.4	The concepts previously incorporated into this section have been expanded and renamed under the new section titled " <u>Management Principles</u> ".	<p>Expansion of this section provided a context for more specific reference to laws and industry standards relevant to the principles described. Expansion of this section also improves the clarity of the documents and provides a definition of terminology used within the document.</p> <p>References to procedures and processes have been removed from this section of the policy. Associated unit procedural documents are currently being revised.</p>
Section 2 Purpose of the Collections 2.1	<p>This section has been expanded. The revised version establishes the City's purpose for developing and maintaining the collections more clearly and describes their significance and role.</p> <p>Reference to collection 'development and growth' have been removed and replaced with '<u>strategic management</u>'.</p>	<p>Expanded and revised concepts to avoid repetition.</p> <p>The terminology 'growth' is restrictive. 'Strategic Management' implies greater degree of considered and sustainable future planning. References to 'conservation' and 'preservation' have been relocated to the 'Management Principles' section.</p>
Aims of the Collection 2.2	This section has been removed.	For clarity and to avoid repetition of concepts covered by this policy and the Arts and Culture Policy 18.1.

Section	Proposed Amendment	Reason for Change
Collection Categories 2.3	<p>'Collection Categories' section has been replaced by Section 1 '<u>Scope of the Collections</u>'</p> <p>The introduction has been removed.</p> <p>Collection categories have been revised by the relevant collection curators to update the categories of the developing collection.</p> <p>A section has been added to include the History Centre Collection.</p>	<p>Revised terminology, there were several references to categories, sub categories which is unclear to read.</p> <p>The purpose for the introduction was to explain the categories and subcategories and therefore no longer required.</p> <p>Revised for clarity and more culturally or grammatically appropriate language.</p> <p>The History Centre's collection is not currently included in a City of Perth policy, it does exist in the same asset class as the other cultural collections considered in this policy, it has similar management requirements and shares similar characteristics.</p>
Significance of Collection 2.4	This section has been removed.	This section contains outdated operational goals. Concepts that refer to the significance of the collection have been adequately outlined in "acquisition criteria", "scope", "collection scope" and "objectives" sections of the revised policy.

Section	Proposed Amendment	Reason for Change
<p>Section 3 Acquisition and Collection Development</p>	<p>This section has been renamed and concepts divided into new sections, "<u>Acquisition Criteria</u>", with subsections - "<u>Essential Reporting Considerations for Acquisitions</u>", "<u>Acquisition Criteria (Art Collection)</u>", "<u>Acquisition criteria (Memorabilia Collection and History Centre Collection)</u>" and another new section "<u>Acquisition Methods</u>"</p> <p>Specific and shared criteria have been revised in consultation with the collection curators to avoid duplication and integrate across collections where applicable.</p> <p>Some criteria have been added including references to "<u>physical integrity, durability and quality</u>", "<u>authenticity and ethical provenance</u>", and "<u>immediate and future cost considerations</u>".</p>	<p>This section has been expanded and revised for clarity. Some criteria are common across all collections and others are more specific, these have been separated as required. Introductions sections have been removed as they are no longer required. Acquisition Methods are expanded into a separate section and no longer integrated with criteria to improve the legibility of the document.</p> <p>Reference to improved professional rigour, and consideration for sustainable collection development and value.</p>
<p>3.4 De- Accession and Disposal</p>	<p>Revised to separate into two sections, <u>De-Accessioning</u> and <u>Disposal Methods</u>.</p>	<p>Disposal of property is covered by the <i>Disposal of Property Policy 9.14</i>. However there are specific considerations for the ethical and moral obligations in respect to the disposal of cultural assets which are raised in this policy.</p> <p>Splitting the concepts into separate sections improves the document structure and improves clarity.</p>
<p>Section 4 Collection Care</p>	<p>This section has been moved and replaced with the section <u>Management Principles</u>.</p>	<p>The existing policy contains many operational references and deadlines and that are now outdated.</p>

Section	Proposed Amendment	Reason for Change
<p>Section 5 Collection Access</p>	<p>This section has been revised and renamed, "<i>Access and Display</i>"</p>	<p>Some references in this section of the existing policy are procedural in nature and have been removed for clarity and will be replaced by procedural documents.</p> <p>References to specific operational goals that are now outdated have been removed.</p>
<p>5.4 Loan of collection Items</p>	<p>This section has been removed from "Collection Access" and is now a separate section titled "<i>Loans</i>".</p> <p>All loan requests must be presented to the Chief Executive Officer with an evaluation of the loan details.</p> <p>Internal Loan Agreement.</p> <p>The revised policy provides more detail on acceptable terms and conditions for loans</p>	<p>This section has been separated and revised for clarity.</p> <p>This is a procedural reference. The granting of loans of collection assets can sufficiently be considered within the context of the <i>Delegated Authority Register and Common Seal and Document Signing Policy 10.9</i>.</p> <p>It is not necessary to reference an internal procedure within this policy.</p> <p>More detail about terms and conditions enables cultural collection officers to make supported recommendations based on policy.</p>

Section	Proposed Amendment	Reason for Change
NEW	<p>Section titled, “<i>Ethical and Legal Responsibilities</i>”.</p> <p>References/ Subsections added: Appraisals, Illicit Materials, Contraband, Endangered Species, Ownership, Personal Collecting and Dealing, Copyright.</p>	<p>This section re-enforces the City’s Legal and Ethical responsibilities as a custodian of a public collection.</p> <p>Additions have been included in view of being more representative of industry best practice.</p>

LEGISLATION / STRATEGIC PLAN / POLICY:

Legislation

Section 2.7(2)(b) of the *Local Government Act 1995*

**Integrated Planning
and Reporting
Framework
Implications**

Strategic Community Plan

Council Four Year Priorities: Community Outcome
Capable and Responsive Organisation
S18 Strengthen the capacity of the organisation.

Policy

Policy No and Name: 18.2 – Collection Management
18.1 – Arts and Culture

FINANCIAL IMPLICATIONS:

There are no financial implications related to this report.

COMMENTS:

The drafted revision of Policy 18.2 – Cultural Collections is attached as Schedule 3.
A version of the current policy is attached as Schedule 2.

POLICY NO: 18.2**COLLECTION MANAGEMENT**

ORIGIN/AUTHORITY**FILE NO.**

Council meeting – 14 March 1996
(Previous Policy No: SU53 – City of Perth Art Collection)
(Previous Policy No: SU105)

75522/04

CONTENTS**Section 1: The Policy****1.1 Introduction****1.2 Aims of the Policy****1.3 Objectives****1.4 Management****Section 2: The Collection****2.1 Purpose of the Collection****2.2 Aims of the Collection****2.3 Collection Categories – Definitions**

2.3.1 Introduction

2.3.2 The Art Collection

2.3.2.1 The Art Collection - Historic

2.3.2.2 The Art Collection - Contemporary

2.3.3 The Memorabilia Collection

2.3.3.1 The Memorabilia Collection - Heritage

2.3.3.2 The Memorabilia Collection - Corporate

2.4 Significance of the Collection

POLICY NO: 18.2

Section 3: Acquisition and Collection Development

3.1 Introduction

3.2 Acquisition

3.2.1 Acquisition Approval Process

3.3 Acquisition Criteria

3.3.1 Essential Acquisition Criteria

3.3.2 Specific Acquisition Criteria - Art Collection

3.3.3 Specific Acquisition Criteria - Memorabilia Collection

3.4 De-accessioning and Disposal

3.4.1 Introduction

3.4.2 De-accession Approval Process

3.4.3 De-accession Criteria

3.4.4 Methods for Disposal

Section 4: Collection Care

4.1 Valuation and Insurance

4.2 Storage

4.3 Conservation and Handling

4.4 Collection Documentation

4.5 Risk Management

Section 5: Collection Access

5.1 Introduction

5.2 Display

5.2.1 Priorities and Standards for Display of Collection Items

5.2.2 Items for Display / Period of Display

5.2.2.1 Art Collection

5.2.2.2 Memorabilia Collection

5.2.2.2.1 Perth Town Hall

5.2.2.2.2 Council House Foyer

5.2.2.2.3 Level 11

POLICY NO: 18.2

5.2.3 Removal of Displayed Items

5.2.4 Special Exhibitions

5.2.5 Artists' Moral Rights

5.3 Supervised Research Access and Digital Access

5.4 Loan of Collection Items

5.5.1 Outward Loan

5.5.2 Inward Loan

5.5.3 Internal Loan

Section 1: The Policy

1.1 Introduction

The City of Perth recognises the importance of its community's cultural heritage as described by its art, artifacts and archives.

As the custodian of a public collection, the City manages its cultural heritage items according to museum industry standards of collection development, preservation and access. Through the strategic management of the Collection the City is committed to ensuring its ongoing significance for Perth and the wider community.

The City of Perth Collections are managed by the Arts and Cultural Development Team, which coordinates the development, preservation and promotion of the Collections, and provides access to its holdings.

The Collections can be separated into two categories, Art and Memorabilia. Both Collections share similar themes including:

- culture and cultural diversity;
- social development;
- the built environment;
- the natural landscape (most notably the foreshore);
- the history of the City of Perth generally;
- the history of the City of Perth as a local government authority.

1.2 Aims of the Policy

The aims of the Collection Management Policy are to:

- i. describe the Collection;
- ii. define the conditions and criteria for managing and developing the Collections;
- ii. guide strategies for Collection development, access, and promotion.

POLICY NO: 18.2

1.3 Objectives

The objectives of the Collection Management Policy are to provide guidelines for:

- i. implementing the collection's management to museum industry standards;
- ii. developing the Collection;
- iii. managing the Collection in line with other cultural and corporate policies of the City of Perth;
- iv. managing the Collection within the annual budget allocation.

1.4 Management

- i. The City of Perth Collections will be managed by professionally trained curatorial staff, who are required to maintain high standards of collection management and make recommendations on acquisitions and nominate works for de-accession.
- ii. The City of Perth will resource the Collections appropriately, including allocating budgets for managing the Collections and developing the holdings.

Section 2: The Collection

2.1 Purpose of the Collections

The purpose of the Collections is to:

- i. preserve, protect and promote the unique social and cultural heritage of the city;
- ii. properly conserve, maintain and grow the value of the City's arts and cultural assets.

2.2 Aims of the Collection

The City of Perth Collection aims to:

- i. acquire and preserve items which best reflect the social and cultural heritage of the City of Perth;
- ii. be of sufficient scope and range to sustain a diversity of views and interpretations;
- iii. increase the understanding and enjoyment of local history and contemporary art as they pertain to the culture of the City;
- iv. develop the Collection holdings by attracting donations, bequests and other means of support;
- v. operate in accordance with museum standards.

2.3 Collection Categories - Definitions

POLICY NO: 18.2

2.3.1 Introduction

There are two distinct Collection categories, Art and Memorabilia. These categories have been developed for purposes of management and research access.

The Art Collection has two sub-categories, Historic and Contemporary and the Memorabilia Collection has two sub-categories Heritage and Corporate. These categories are defined below.

2.3.2 The Art Collection

The Art Collection comprises art in a range of media, and represents artists connected with, and themes relevant to, the City of Perth.

2.3.2.1 The Art Collection - Historic

Generally dating from the early Colonial period, the Historic Art Collection can be defined as art which originates from the following periods:

- Early Colonial: 1827-50;
- Late Colonial: 1851-1900;
- Post-Federation / Pre-Modern Styles: 1901-35;
- Modernism: 1936-70.

2.3.2.2 The Art Collection - Contemporary

Generally dating from 1970 onwards, the Contemporary Art Collection can be defined as art which:

- is new work that engages with and reflects on current social, cultural and artistic dialogue;
- is made within a time reasonably contemporary to exhibition and purchase;
- manifests in a form that responds to the material sources and techniques of its time.

2.3.3 The Memorabilia Collection

The Memorabilia Collection comprises artefacts, 'ephemera' and other items relating to the history of the City of Perth and Council activities and events that are not required for keeping by Record Services

POLICY NO: 18.2

2.3.3.1 The Memorabilia Collection - Heritage

The Heritage Memorabilia Collection contains archival items that relate to the historic nature and business of the City of Perth. Most of the Collection is printed material recording City functions. These include programmes, visitors books, historic photographs and ephemera such as Christmas cards. Some of this printed material has specific importance as research material.

The Heritage Memorabilia Collection also contains objects that carry symbolic and historic significance, such as gifts given during Royal visits and objects which record the history of the Council buildings (for example the spade used to turn the first sod on the site of Perth Town Hall). Objects such as a collection of City of Perth parking meters also record the social history of the Council.

2.3.3.2 The Memorabilia Collection - Corporate

The Corporate Memorabilia Collection contains items of significance that have been donated to the City through sister city and international relationships, generally dating from 1974, or gifted by visiting dignitaries and delegations. These gifts include objects such as plaques, flags, pennants and cultural artefacts.

The Corporate Memorabilia Collection also contains photographs, documents and other items relating to City of Perth activities and events.

2.4 Significance of the Collection

The Collections comprise items of local, state and national significance which document the social, cultural and local governance history of the City.

The City of Perth will develop significance criteria by 2007 employing the 'Significance Assessment Criteria' developed by the Heritage Collections Council which includes: historic significance, aesthetic significance, social or spiritual significance, provenance, representativeness, rarity, condition, intactness and integrity, and interpretive potential.

Section 3: Acquisition and Collection Development

3.1 Introduction

To ensure development of a cohesive collection, this policy sets out essential acquisition criteria (3.3.1), which all items must meet, and specific acquisition criteria; (3.3.2) for the Art Collection and (3.3.4) for the Memorabilia Collection.

De-accession criteria (3.4.3) are applied to remove from the Collection those items which may no longer be suitable for the Collection according to the criteria outlined.

POLICY NO: 18.2

3.2 Acquisition

Acquisitions into the Collections are made by donation or bequest, or through purchase or commissioning by the City of Perth. Items generated by the City of Perth or acquired by Elected Members or staff in the course of their duties may also be eligible to enter the Collection.

All donations or bequests are reported to the Manager Arts, Culture and Heritage for approval to include in the relevant Collection. Approval is granted subject to the item being the sole property of the owner and meeting the acquisition criteria. Consideration for approval is at the discretion of the Manager Arts, Culture and Heritage.

Items are purchased for the Collections through an acquisition fund. An annual budget allocation and the Art Acquisition Reserve, form the acquisition budget each financial year.

3.2.1 Acquisition Approval Process

Acquisition approvals will be undertaken in accordance with Delegated Authority as detailed in the City's Delegated Authority Register,

3.3 Acquisition Criteria

An item may be acquired if it meets the essential acquisition criteria and one or more of the specific acquisition criteria for either the Art Collection or the Memorabilia Collection.

Items for acquisition may be recommended by the Curatorial staff. Any recommended acquisition will be presented subject to the completion of a written acquisition evaluation. This evaluation will be presented with a memorandum or report requesting recommendation for approval.

3.3.1 Essential Acquisition Criteria

In order to be considered for the Collection all items must meet the following essential acquisition criteria.

The item must:

- i. enhance the current scope of the Collection;
- ii. be an unconditional donation or purchase;
- iii. have the capacity to be placed on display without hindrance to public access or safety, and without breaching the artist's moral rights;
- iv. have the necessary resources allocated to resolve all foreseeable issues related to conservation, presentation and storage, as part of the acquisition;

POLICY NO: 18.2

- v. be a quality example that will be a significant addition to the Collection;
- vi. fit within the guidelines provided in the priority areas for art acquisition.

3.3.2 Specific Acquisition Criteria - Art Collection

Artwork recommended for acquisition is required to meet one or more of the following priorities.

The item must:

- i. represent significant periods, occasions and urban initiatives in the evolution of the city, and city life;
- ii. build upon the strengths of existing holdings of the Art Collection;
- iii. represent the artistic practice of emerging and established Western Australian artists or artists residing in Western Australia who have received acclaim for their work locally, nationally and internationally;
- iv. represent contemporary art practice and support the work of new artists and recent work by established artists;
- v. strengthen and add to an existing series of works;
- vi. build on identifiable themes within the whole Collection;
- vii. be informed by or identifiably associated with the City of Perth.

3.3.3 Specific Acquisition Criteria - Memorabilia Collection

A memorabilia item recommended for acquisition is required to meet one or more of the following priorities.

The item must:

- i. be a gift, award or certificate accepted by a Council representative in the course of official Council business;
- ii. be a photograph, document or other item generated by the City of Perth which represents a major event, activity or initiative and is not eligible for keeping by Records Services;
- iii. have a distinctive and verifiable connection with the City of Perth;
- iv. have a clearly established and verifiable provenance;
- v. strengthen and add to an existing series of works;
- vi. build on identifiable themes within the whole Collection;
- vii. be informed by or identifiably associated with the City of Perth;

POLICY NO: 18.2

3.4 De-accessioning and Disposal

3.4.1 Introduction

De-accessioning is the process whereby works from the Collection may be considered for removal from the Collection. Works are considered for de-accession if they are in poor condition, damaged or deteriorated beyond reasonable repair or conservation, unnecessary duplicates of existing items, are of insufficient merit for the allocation of resources or do not meet with the Collection Policy.

Disposal is the method of removing of a de-accessioned item from the Collection.

3.4.2 De-accession Approval Process

Items may be approved for deaccession by delegated authority of the General Purposes Committee subject to the completion of a written deaccession report.

The report will evaluate the item against the De-accession Criteria (3.4.3), and will recommend appropriate Methods for Disposal options (3.4.4).

An item approved for de-accessioning will be held for a twelve-month “cooling off” period, from the date of the approval by the General Purposes Committee, before disposal occurs.

3.4.3 De-accession Criteria

In order to be considered for de-accession, the item nominated must fall within any of the following categories.

The item:

- i. does not fall within the current Essential Acquisition Criteria and appropriate Specific Acquisition Criteria for either the Art Collection or the Memorabilia Collection;
- ii. is in a poor condition and is considered to be of insufficient merit to allocate the resources to ensure its conservation;
- iv. has no provenance, cannot be displayed due to its properties, and is not suitable for research;
- v. is a duplicate that serves no specific function;
- vi. is irreparably damaged or destroyed;
- vii. is stolen without hope of return.

3.4.4 Methods for Disposal

The disposal procedure for an item approved for de-accession will adhere to the following order of options, which have been developed in accordance with the Council Policy 9.14 Disposal of Property and the International Council of Museums,

POLICY NO: 18.2

Code of Professional Ethics section 4.3 De-accessioning Policies and Procedures.

The options for disposal in order of priority and in accordance with the Council Policy 9.14 Disposal of Property Policy are that the item:

- i. may be offered to a more appropriate City of Perth operational area;
- ii. may be offered to a more appropriate collecting institution;
- iii. may be offered for sale or donation as appropriate, to its creator or the donor;
- iv. may be resold on the public market;
- v. may be dismantled and/or destroyed in the event of no other options being suitable.

Elected Members, City of Perth staff, volunteers and their families are prohibited from personally obtaining an item de-accessioned from the Collection by any means. A record of all items de-accessioned, and their method of disposal, must be kept.

All monies received by the City of Perth from the disposal of an item must be applied solely to the upgrading of the Collection either by purchase of items or by the conservation of existing items held in the Collection. This is in accordance with International Council of Museums (ICOM) Code of Professional Ethics; section 4.5 *Income from Disposal of Collections*.

Section 4: Collection Care

4.1 Valuation and Insurance

The Collection will be valued every four years. Updated valuation information will be recorded on the asset register and the insurance register.

Insurance for items on loan is according to the relevant loan agreement (see 5.4).

4.2 Storage

Collection items not on display will be labeled appropriately and held securely in the Collection Holding Area to museum industry standards.

Curatorial staff will monitor storage areas on a regular basis, with maintenance of these areas undertaken regularly.

4.3 Conservation and Handling

Items for priority conservation will be listed annually. Priority items will be assessed and treated by professional conservators.

Only personnel trained in preservation handling will move Collection items.

POLICY NO: 18.2

An item will not be displayed in a place that puts the item at risk of damage, accelerated deterioration, or is a threat to its security.

4.4 Collection Documentation

On acquisition, each item is receipted, allocated an accession number, an asset number and a file number. Details of the item are then registered on the database.

The Collection database will:

- i. record essential information, including but not limited to, valuations, loans, condition, location, identifying features, provenance and legal requirements;
- ii. document the significance of the item;
- iii. record an image of each item;
- iv. be regularly maintained and updated;
- v. be kept secure through back up procedures and the most appropriate available technology.

4.5 Risk Management

A Risk Assessment report will be completed by the end of 2006.

A Disaster Preparedness Plan will be completed by 2009, with all Art and Culture staff trained in its implementation.

Section 5: Collection Access

5.1 Introduction

Access to the Collection is provided by the Curatorial staff. The aim is to provide the following services:

- i. digital access through the database;
- ii. supervised research access;
- iii. loans to qualified organisations;
- iv. display throughout Council buildings;
- v. exhibitions.

5.2 Display

5.2.1 Priorities and Standards for Display of Collection Items

The priority for display locations within Council premises will focus on those areas most commonly accessible to the public. Collection items will be placed on display primarily in public areas, and secondarily meeting rooms and offices frequently used

POLICY NO: 18.2

for meetings with the public.

The displays will include museum standard didactic labels containing the required information and optional interpretive information.

Special exhibitions and displays of the Collections will progressively aim towards best museum standards of practice in terms of access, interpretation, space, lighting and security.

5.2.2 Items for Display / Period of Display

Not all Collection Items may be displayed. Suitable items for display are limited by environmental conditions and must be able to withstand the UV light and heat conditions.

Where items are particularly sensitive to deterioration they may only be exhibited for a maximum period of up to six months. At such time the Curatorial staff will review the condition of the item to determine whether the item may remain on display, be conserved, or temporarily returned to storage.

5.2.2.1 Art Collection

Displays of Art Collection items will be determined by the Art Curator and will be rotated according to available resources.

5.2.2.2 Memorabilia Collection

The City of Perth currently has three display sites for memorabilia:

- Perth Town Hall;
- Council House Foyer;
- Level 11.

5.2.2.2.1 Perth Town Hall Display

Perth Town Hall displays are altered as required on an ongoing basis. Changes are recommended on a low rotation with the display contents outlined as follows:

- Cabinet 1 (Apothecary's Cabinet) - significant historical moments affecting the founding of Perth such as Proclamation and Governance.
- Cabinet 2 (Long Glass Cabinet) - social uses and functions of the Perth Town Hall.
- Cabinet 3 (Long Glass Cabinet) - the building of the Perth Town Hall.

POLICY NO: 18.2

5.2.2.2 Council House Foyer Display

It is proposed that the displays in the cabinets closest to the lifts (Cabinets 1, 2 & 3) are changed annually and contain material relating to the roles of the Council and Council House as per the Council House Foyer Display plan.

The cabinet closest to the Customer Services Area (Cabinet 4) will be changed on a six monthly basis. These displays may relate to recent City of Perth projects and events or social history.

5.2.2.3 Level 11

It is proposed that the Level 11 displays are altered as required on an ongoing basis. It is proposed that these cabinets have a dignified, formal presentation and are of a uniformly high standard.

The displays in Level 11 will include historic items and Sister City gifts. The items will be grouped into clusters of significant relevance as per the Level 11 Cabinet plan.

Temporary displays may be coordinated on an as needs basis. These displays should be proposed at least two months in advance of the event.

5.2.3 Removal of Displayed Items

Collection items on display may be rotated or removed by Curatorial staff at any time for the following reasons:

- i. rotation;
- ii. outward loan;
- iv. item identified as being at risk;
- v. the Internal Loan Agreement is in breach.

5.2.4 Exhibitions

Special exhibitions will be displayed in accessible, secure venues, appropriate to the material and the exhibition content. Exhibitions will be documented.

Exhibitions will represent a diversity of themes and issues relevant to City of Perth and the broader community.

5.2.5 Moral Rights

During exhibition and display, the artist's moral rights will be observed and the work

POLICY NO: 18.2

will be labelled in full view with the following information as a minimum requirement: artist's name, title of the artwork, date of the work, medium and, as appropriate, the name of the donor or credit to the source of the work.

The work will:

- ii. not be displayed so as to be obscured or altered without written permission of the artist;
- iii. not be displayed if it is in disrepair;
- iv. be properly identified as a reproduction, where an item on display is not the original work.

5.3 Supervised Research Access and Digital Access

Supervised access to Collection items for research purposes can be made available through the Curatorial staff with assistance from the Local Studies Library staff where necessary. Photographic documentation and supplementary information is available by appointment for research access only.

Public access to the Collection database information is not yet available. Information about Collection items will be made available to the public through the City of Perth website. This information will be limited in order to maintain the security of the Collection.

Ongoing digital documentation of the Collection will be included on the database to provide visual reference information.

5.4 Loan of Collection Items

The City of Perth makes available items in the Collection for loan to appropriate organisations subject to negotiated loan agreements.

All loan requests must be presented to the Chief Executive Officer with an evaluation of the loan details.

5.4.1 Outward Loan

An Outward Loan occurs when a Collection item is lent to another institution.

Outward loans are made strictly according to the conditions outlined in the '**Outgoing Loan Agreement**'.

5.4.2 Inward Loan

An inward loan occurs when the City of Perth borrows an item from another institution.

Inward loans are only to be made for special short-term purposes such as for a

POLICY NO: 18.2

curated exhibition. These loans are made strictly according to the conditions outlined in the **'Incoming Loan Agreement'**.

5.4.3 Internal Loan

An internal loan is the loan of a Collection item for display for Council purposes.

All internal loans are made according to the **'Internal Loan Agreement'**. The relevant Unit Manager agrees to be responsible for the item, by the terms of the agreement.

Amendments/Review:

- Council meeting - 28 April 1998 (353/98)
 - Council meeting – 14 March 2006 (174/06)
 - Council meeting - 25 June 2013 (319/13)
 - Council meeting – 18 November 2014 (509/14)
 - Council meeting – 30 April 2015 (161/15)
-

CP[#] Cultural Collections

POLICY OBJECTIVES

The *Cultural Collections Policy* describes the nature of the City's indoor art, cultural artefacts and historical reference collections and the guiding principles employed by the City of Perth to acquire, care for and manage these public collections.

The objectives of the *Cultural Collections Policy* are to define the parameters and priorities for the development and management of the City's Cultural Collections in accordance with relevant industry standards and laws; and to facilitate public access to the collections.

SCOPE

This Policy applies to works of art, objects, artefacts and reference materials accessioned into the *City of Perth Art Collection*, the *City of Perth Memorabilia Collection* and the *City of Perth History Centre Collection*.

As the custodian of cultural collections, the City shall manage the Collections in accordance with Council Policy, procedures and plans and informed by relevant industry standards.

This Policy establishes the criteria against which items are assessed in order to determine their acceptance or otherwise, into a Collection. It establishes the terms under which such items may be acquired.

This Policy also establishes the appropriate care and handling of works of art, artefacts, reference materials and objects of cultural significance in the City's possession.

The *Cultural Collections Policy* should be read in conjunction with the City's *Arts and Culture Policy 18.1* which establishes an overarching purpose and set of principles relevant to the City's Arts and Cultural programs and services more broadly.

This policy excludes the City's Public Art Collections and commemorative works which are covered by *Public Art Policy 1.5* and *Commemorative Works Policy 1.6* respectively.

PURPOSE OF THE COLLECTIONS

The City recognises the importance of its community's unique social and cultural heritage as described by its art, artefacts and reference materials.

AP [##] [Title]

The City's Collections are valuable and valued cultural assets that document and represent the evolution of the city's social, cultural, civic and economic climate, physical form and artistic practices.

The City has significant collections of historical and contemporary works of art and artefacts as well as historical and contemporary reference materials.

Through the strategic management of its Cultural Collections the City will ensure that the Collection's future value and ongoing significance for Perth, Western Australia and the wider community is maintained.

1. SCOPE OF THE COLLECTIONS

1.1 Art Collection

The Art Collection comprises works of art in a range of media and includes the work of artists or themes relevant to the city of Perth. The Collection has two categories: (1) Historical and (2) Contemporary.

1.1.1 Historical

Historical works in the City of Perth Art Collection are defined as works which originate from the following periods*:

- (a) Pre-Colonial: Up to 1826
- (b) Early Colonial: 1827- 1850
- (c) Late Colonial: 1851- 1900
- (d) Post Federation/ Pre-Modern: 1901- 1935
- (e) Modernism: 1936-1970

1.1.2 Contemporary

Contemporary works in the City of Perth Art Collection are defined as works which manifest in a form that responds to the material sources, artistic dialogue and techniques of its time and originate from the following periods:

- (a) Post Modern 1971- 1990
- (b) Contemporary 1990-present

** The names of sub-categories are intended to define periods of time and are not to describe a specific cultural practice or style.*

1.2 Memorabilia Collection

The Memorabilia Collection is defined by four categories that represent themes relevant to the history of the City of Perth and its relationship to the development of

AP [##] [Title]

the city of Perth. The Collection has four categories: (1) Civic History; (2) International Relations; (3) Built Form, and; (4) Social History.

1.2.1 Civic History

Civic items are historical and contemporary objects that relate to the history of the City of Perth and Council operations. Objects may have historical significance, or be functional, symbolic or ceremonial.

1.2.2 International Relations

International Relations objects include gifts given during Sister City commemorations, international diplomatic and student visits and international economic development events.

1.2.3 Built Form

Built Form artefacts include significant items relating to Council owned places and buildings.

1.2.4 Social History

Social History archives contain general material that relates to the role of Council in the social history of the city of Perth. These include objects documenting commercial activities in the city and commemorative materials recording events of national significance.

1.3 History Centre Collection

The Collection represents subjects of historical interest regarding social, cultural, civic and commercial experiences within the city of Perth which are recorded into the following Collection categories:

- (a) Physical and Digital Images
- (b) Recordings
- (c) Texts
- (d) Multimedia

2. MANAGEMENT PRINCIPLES

The City of Perth shall resource, preserve and manage the Collections in accordance with accepted standards in the industry regarding conservation, storage, display, handling, movement, research, access, insurance and security.

2.1 Asset and Risk Management

AP [##] [Title]

The City's Collections shall be managed and maintained in accordance with relevant industry standards and City of Perth Council Policy 9.12 *Asset Management*.

The Collections shall be audited and appraised on a regular basis in accordance with the City's relevant protocols and policies.

The Collections are covered by the City's insurance in accordance with Policy 9.12 *Asset Management*.

The City shall maintain a disaster preparedness and response plan specific to the Collections to be reviewed every four years.

2.2 Collection Management

As the custodian of public collections, the City shall manage its Cultural Collections as informed by The *National Standards for Australian Museums and Galleries*. Collections shall be managed and handled by suitably qualified and professionally trained officers appointed to maintain high standards of collection management. Cultural Collections officers shall research and prepare reports to inform recommendations on all aspects of the management and development of cultural collections.

Material acquired for the History Centre Collection shall be catalogued in conformity with accepted bibliographical standards including the Anglo-American Cataloguing Rules (AACR2), Dewey Decimal Classification (DDC), Library of Congress Subject Headings (LCSH) and Resource Description and Access (RDA).

2.3 Records Management

The City of Perth shall maintain accurate written information, correspondence, photographic and digital records pertaining to each Collection item including details such as acquisition, disposal, identification, description, creator, publisher, history, provenance, object status, location, condition status, display, movement and appraisal. Related activities such as exhibition, loan, research and publication shall also be recorded where relevant. These records shall be retained by the City in perpetuity and in accordance with the State Records Act 2000.

2.4 Accessioning

All items acquired for the City of Perth's, Art Collection, History Centre Collection and Memorabilia Collection shall be accessioned into the appropriate collection. This process shall be documented and objects registered on the relevant Asset Management and collections databases, with full acquisition, provenance and catalogue information.

2.5 De-Accessioning

AP [##] [Title]

De-accessioning is the removal and deregistration of items from a Collection. Items may be considered for de-accession based on condition, resource requirements, significance, potential function and relevance. All records of de-accessioned items shall continue to be retained after de-accession and disposal of item.

De-accessioned items shall be disposed of in accordance with the *Disposal of Assets Policy 16.2*.

2.6 Resourcing

The City shall resource the collections appropriately, including, funding for new acquisitions, scheduled inspections, audits, valuations, research, maintenance, preservation, storage, interpretation, display, promotion and access.

2.7 Storage and Display

Collection items not on display shall be recorded and labelled accordingly and stored securely. An item shall not be stored or displayed in a location that is likely to put the item at risk of damage, accelerated deterioration, or is a threat to its security.

2.8 Conservation and Preservation

The City shall apply a high standard of care for its Collections to promote the long term preservation of the Collections for future generations taking into account the nature, purpose and significance of each Collection. The City employs preventive conservation practices to the extent possible ensuring a safe, secure and stable environment for the Collections. Only officers professionally trained in the handling of collection materials shall handle and manage the Collections.

3. ACQUISITION CRITERIA

3.1 Essential Reporting Considerations for Acquisitions

In order for an item to be recommended for acquisition into one of the City's Cultural Collections, all of the following factors shall inform the officer's recommendation.

- (a) Physical integrity, durability, quality of fabrication and maintenance or conservation requirements.
- (b) Authenticity and ethical provenance.
- (c) Must be an outright purchase, commission or an unconditional transfer of ownership.*
- (d) Enhance at least one of the existing Collections as defined by Collection scope and/or priorities avoiding duplication.
- (e) Capacity to be placed on display without hindrance to public access or safety, and where relevant, without breaching the creator's moral rights.
- (f) Immediate and future cost considerations.

AP [##] [Title]

**Unconditional transfer may not apply to oral histories and some photographic or digital material which may have restrictions as negotiated between the interviewee, donor (or custodian) and the City of Perth.*

3.2 Acquisition Criteria (Art Collection)

New acquisitions will be consistent with guiding principles within the City's *Arts and Culture Policy* and fit within the defined scope of the Collection as identified in section 1 of this Policy and if applicable, a commissioning brief.

In addition to the *Essential Reporting Considerations for Acquisitions* in Section 3.1 of this Policy, works of art recommended for acquisition are required to meet one or more of the following priorities.

The item must:

- (a) Represent significant periods, occasions and urban initiatives in the evolution of the city, and city life.
- (b) Build upon the strengths of existing holdings of the Art Collection.
- (c) Represent and support the artistic practice of emerging and established artists residing in Western Australia who have received acclaim for their work locally, nationally or internationally.

3.3 Acquisition Criteria (Memorabilia and History Centre Collections)

Considerations made for new acquisitions will be based on an assessment of the suitability as defined within the scope of the respective Collection, as outlined in section 1 of this Policy. In addition to the *Essential Reporting Considerations for Acquisitions* in Section 3.1 of this Policy the recommendation will also address:

- (a) Historical significance
- (b) Social and cultural significance
- (c) Representativeness
- (d) Research potential

4. ACQUISITION METHODS

4.1 Purchase

Items may be purchased for the Art Collection, the Memorabilia Collection and the History Centre Collection through allocated acquisition funds. Direct purchase of works of art, memorabilia, or reference materials shall be subject to a recommendation by the relevant officer, in accordance with the acquisition criteria. This process may be additionally informed by expert external advisors or a panel as appropriate. Approval of acquisitions by purchase shall be undertaken in accordance with the City's *Delegated Authority Register* and Council Policy 9.7 *Purchasing*, as appropriate.

AP [##] [Title]

4.2 Commission

The City may acquire new works of art, reference materials or recordings through commission. The two methods that are commonly used to commission new acquisitions are through invited expression of interest or direct engagement. Other methodologies may be used on a case-by-case basis, with full operational and procedural transparency. Approval of acquisitions by commission shall be undertaken in accordance with the City's *Delegated Authority Register* and Council Policy 9.7 *Purchasing*, as appropriate.

4.2.1 Invited Expression of interest

An invitation to submit an expression of interest can be made to a targeted selection of creators whose practice or profile has been identified by the relevant collections officer as suitable for a specific project or commission. In such instances a panel may be formed to make recommendations on the final selection of artists/creators chosen to create a new acquisition. The City will set a commissioning fee prior to shortlisting proposals. The recommended selection will be informed by the creator's responses to an established brief and suitability for the commission.

4.3. Donations, Bequests or Contributed Assets

The City is at times offered donations of existing works of art, artefacts, archives and reference materials. Offers of donations, bequests or gifts, other than monetary, shall be referred to the relevant Cultural Collections officer for consideration who shall make a recommendation for acquisition or for the offer to be declined, in accordance with the acquisition criteria. Legal documentation must be provided in any transfer arrangements, which gives effect to the transfer of title of the item to the City of Perth and provides all data necessary to be recorded in the City's asset management database.

5. ACCESS AND DISPLAY

Providing access to the City of Perth Cultural Collections contributes to their strength and raises the profile of the Collections and enables the community to appreciate and enjoy the City's cultural assets. Access to the Collections encourages the sharing of knowledge and enables the innovative interpretation of the Collections.

5.1 Provision for Access

The City does not have a dedicated exhibition space for its Cultural Collections. Public access may be facilitated in the following ways, according to the management requirements of individual items:

- (a) Digital access through an online database and online interpretative resources;
- (b) Supervised research access of original materials as appropriate*;
- (c) Outgoing loans of physical items**;
- (d) Display in Council buildings;

AP [##] [Title]

- (e) Curated exhibitions;
- (f) Interpretative publications and promotional materials.

** Embargoed, archive reference materials, rare and restricted works are negotiated on an individual basis.*

*** Items from the Art Collection and the Memorabilia Collection are not suitable for outgoing loan to individuals; loans may be approved to organisations for legitimate purposes. The History Centre has duplicates of some items from the Collection which may be available for loan subject to City of Perth Library Services' terms and conditions.*

The item shall:

- (a) Not be displayed so as to be obscured or altered without written permission of the creator/copyright holder.
- (b) Not be displayed or available for access if it is in disrepair.
- (c) Be properly identified as a reproduction, where an item is not the original work.
- (d) Be exhibited or available for reference according to the terms of any written agreements between the City and other relevant parties.
- (e) Not be available for public display when access is contrary to the item's preservation or cultural requirements.
- (f) Be attributed in accordance with industry standards.

5.2 Exhibition and Display of Collection Items and Loaned Items

Exhibitions and temporary displays that include the City's Collections or items borrowed from private or institutional collections shall be informed by museum standards of practice for display and interpretation. Exhibitions shall represent a diversity of themes, issues and viewpoints relevant to the city of Perth. Exhibitions shall be documented and, where possible, a quality catalogue or other informational materials shall be produced in relation to the exhibition. During exhibition and display, the creator's moral rights shall be observed and the items shall be identified.

6. DE-ACCESSIONING

De-accession and disposal of works of art and artefacts shall be done in a manner that complies with laws protecting artists' rights and the *International Council of Museums Code of Professional Ethics 2006*.

The City's Policy 9.14 *Disposal of Property* shall inform the determination and process to de-accession and dispose of items in the Collections together with this Policy.

6.1 Criteria for Consideration to De-Accession

AP [##] [Title]

Works of art, artefacts or reference materials meeting one or more of the disposal criteria identified in Section 5 of the City's Policy *9.14 Disposal of Property*, as well as one or more of the criteria below may be considered for de-accession:

- (a) The item no longer meets with the requirements of this Policy and / or the City's strategic planning for the Collections;
- (b) The item is a duplicate or reproduction that serves no specific function;
- (c) The item is of insufficient artistic, cultural, social, or historical merit for the sustainable allocation of resources to ensure its conservation;
- (d) The City can no longer adequately care and maintain the item commensurate with the item's current value and care requirements;
- (e) The item has no provenance, cannot be displayed, and is not suitable for research;
- (f) The City has been ordered to return the item to its rightful owner by a court of law or the City recognizes that it is not the rightful owner and has identified the rightful owner.

A recommendation to de-accession a Collection item will be determined by the relevant cultural collections officer. The officer shall evaluate the item against the de-accession criteria and propose the appropriate method of disposal in accordance with Section 8 of this Policy.

7. DISPOSAL METHODS

The disposal procedure for collection items approved for de-accession will adhere to the following order of options, which have been developed in accordance with Policy *9.14 Disposal of Property* and the *Delegated Authority Register*.

The item may be:

- (a) Returned to the rightful owner, creator or donor by contribution or donation as applicable and appropriate.
- (b) Offered to a suitable collecting institution.
- (c) Sold on the public market by tender or auction.
- (d) Dismantled or destroyed as appropriate, only in the event of no other options being suitable.
- (e) Other suitable method as resolved by Council as appropriate.

Unless there are extenuating circumstances, the City will hold an item approved for de-accession for a twelve-month "cooling off" period.

Collection items approved for disposal, which are no longer serviceable will be dismantled and disposed of in a responsible, ethical and sustainable manner.

In accordance with International Council of Museums (ICOM) Code of Professional Ethics; section 4.5 *Income from Disposal of Collections* all monies received by the

AP [##] [Title]

City from the disposal of a collected item shall be applied solely to the upgrading of the Collection either by purchase of works or for the conservation of existing items held in the Collection.

In accordance with clause 8.3 of this Policy (Moral Rights), artists will be kept informed at all stages of the de-accessioning process. In the event that the artist cannot be contacted, the City must demonstrate that reasonable steps have been taken to locate and inform the artist or the Estate of the artist. A record, including a visual record and documentation of all items de-accessioned, and their method of disposal, must be made in the permanent records in accordance with record keeping requirements.

8. ETHICAL AND LEGAL RESPONSIBILITIES

8.1 Appraisals

City of Perth employees shall not provide valuations for collections and materials outside of the City of Perth Collections for taxation, insurance, sale or any other purposes. The City's Cultural Collections officers may provide catalogue information about objects and materials to professional appraisers for the purposes of appraising the City's Collections.

8.2 Illicit Materials, Contraband, Endangered Species

The City shall not knowingly acquire any materials that contravene any national or international customs or criminal laws and treaties and conventions governing threatened and endangered species.

8.3 Moral Rights

The moral rights of creators represented in the Collections shall be preserved. In all representations, Collection items will be credited with the following information as a minimum requirement: creator's name, title of item or reference material, date of the item and a description of the medium. The City may make additional commitments in agreements with creators, donors or copyright holders over and above legislated obligations as determined by the *Copyright Amendment (Moral Rights) Act 2000 (Commonwealth)*.

8.4 Ownership

The City shall acquire only those items from sellers and donors who can prove clear and valid title to the items, where provenance can be verified and traced and not in breach of any national or international laws, treaties or conventions.

8.5 Personal Collecting and Dealing

AP [##] [Title]

Any interest in personal collecting by Cultural Collections officers shall be made known to the unit manager and recorded by the staff member as a *Conflict of Interest and Disclosure Declaration*. The City's Cultural Collections officers shall declare any intention to accession, de-accession, purchase or sell any items that may influence the value of any personal collections.

8.6 Copyright

The City shall ensure that creators' copyright is protected, where reasonably practicable. The use and reproduction of any Collection items for display, exhibition, broadcast, screening, recording and publication shall be in accordance with all relevant laws governing copyright and intellectual property. Reproduction of Collection items is subject to the approval of Cultural Collections officers as applicable to ensure the use of Collection items in the aforementioned ways shall not conflict with any commitments made by the City in agreements with creators or copyright holders in respect to the Copyright Act (Commonwealth) 1968.

8.6.1 Reproduction of images or other intellectual property of Collection Items

Where appropriate the City shall seek non-exclusive licence to copy or reproduce an image of works of art or reference materials for curatorial, educational and other non-commercial uses associated with a City of Perth Cultural Collection; or to transmit or otherwise communicate the work to the public by any means, including but not limited to making it available on-line or electronically transmitting the work.

The City warrants that it will reproduce Collection items to the highest possible quality and in such a manner as to enhance the creator's reputation. The City shall not manipulate the work in any way without expressed permission of the copyright holder.

The City shall provide to the licensor a complimentary copy of any publication in which the work is reproduced.

Reproduction for any other purpose shall be subject to the written permission of the copyright holder.

8.6.2 Reproduction of images or other intellectual property of Collection Items by Third Parties

Unless permission has been granted in writing by a copyright holder as a part of an agreement, the City is not authorised to grant permission to a third party to reproduce Collection items or their images that is not covered by Fair Dealing as defined by the Australian Copyright Council.

AP [##] [Title]

The City undertakes that any person who requests access to the work for any commercial purpose will be required to provide written evidence that the licensor has granted permission for such use.

9. LOANS

The City makes available items in the Collections for loan to appropriate organisations subject to negotiated loan agreements. The City may also accept a loan of an item that shall enhance the interpretation of the existing Collections. Cultural Collections officers will make a recommendation to establish a loan agreement specifying the terms of the agreement or shall decline the loan request. Loan documents are to be signed in accordance with Policy 10.9 *Common Seal and Document Signing Authority*.

9.1 Outgoing Loan

In accordance with the objectives of Policy 18.1 *Arts & Culture*, Collection items may be made available for temporary loan to approved cultural institutions and community organisations for the purpose of display in a temporary exhibition. The borrower shall be equipped and qualified to interpret, safely display, store, handle and protect Collection items. The conditions of loan, including associated costs, logistics, period of loan and display location shall be documented and governed according to the terms stated in the *Outgoing Loan Agreement*.

9.2 Incoming Loan

Items from other public and private collections may be requested for temporary loan by the City as incoming loans for the purpose of enhancing the interpretation and understanding of the City of Perth's Cultural Collections. The terms and conditions governing the loaned items including, but not limited to, associated costs, logistics, period of loan and display location shall be stipulated in the City of Perth *Incoming Loan Agreement* or an agreement furnished to the City of Perth by the lender. The Incoming Loan Agreement shall be fully executed by all parties to the Agreement prior to the dispatch of the loan(s) to the City. In addition to upholding all of the lender's stated conditions, all incoming loans to the City shall be afforded at least the same care and handling as items in its own collections.

AP [##] [Title]

Document Control Box							
Document Responsibilities:							
Custodian:		Custodian Unit:	Arts, Culture and Heritage				
Decision Maker:							
Compliance Requirements:							
Legislation:	Copyright Act (Commonwealth)1968 Copyright Amendment (Moral Rights) Act 2000 (Commonwealth) State Records Act 2000						
Industry:	International Council of Museums- Code of Professional Ethics, Australian Library and Information Association, Oral History Association of Australia, Collections Council of Australia, The National Standards Taskforce, Library of Congress, Australian Copyright Council, Anglo-American Cataloguing Rules, Dewey Decimal Classification, Resource Description and Access.						
Organisational:	Fixed Assets Financial Policy 9.11 Arts and Culture Policy 18.1 Disposal of Property Policy 9.14 Asset Management Policy 9.12 Purchasing Policy 9.7 Common Seal and Document Signing Authority 10.9 Contributed Asset Policy 9.15 Delegated Authority Register 1.2.10						
Document Management:							
Risk Rating:		Review Frequency:	Every 2 years	Next Due:	2017/18	TRIM Ref:	
Version #	Decision Reference:	Synopsis:					
1.	Council Meeting 14/03/96	Previous Policy No. SU53- City of Perth Art Collection Previous Policy No. SU105					
2.	Council Meeting 28/04/98	353/98					
3.	Council Meeting 14/03/06	174/06					
4.	Council Meeting 25/06/13	319/13					
5.	Council Meeting 18/11/14	509/14					
6.	Council Meeting 30/06/14	161/15					

ITEM NO: 10

PUBLIC ART ADVISORY PANEL – TERMS OF REFERENCE

RECOMMENDATION: (APPROVAL)

That Council approves the drafted Terms of Reference for the proposed Public Art Advisory Panel in alignment with the Public Art Strategy and Policy 1.5 – Public Art.

BACKGROUND:

FILE REFERENCE: P1027707
REPORTING UNIT: Arts, Culture and Heritage
RESPONSIBLE DIRECTORATE: Economic Development and Activation
DATE: 5 February 2016
MAP / SCHEDULE: Schedule 4 – Draft Terms of Reference, Public Art Advisory Panel

At its meeting on **15 December 2015**, Council adopted the new Policy 1.5 – Public Art to provide a policy framework to support the implementation of the Public Art Strategy (adopted 9 June 2015). The Public Art Strategy (the Strategy) identified that:

The City of Perth's Public Art programs will be developed with input from, and in consultation with, experts in fields directly relevant to public art, and cultural advisors where appropriate.

To this end, the Strategy (p 20) foreshadowed the establishment of the Public Art Advisory Panel. A mandate for this group has also been confirmed at 6.3 and 6.4 of the new Policy 1.5 - Public Art.

The purpose of this report is to seek endorsement for the drafted Terms of Reference for the Public Art Advisory Panel enabling the City of Perth (the City) to seek nominations for membership and to establish the panel to provide input on the development of the Public Art Master Plan and the implementation of the Public Art Strategy.

LEGISLATION / STRATEGIC PLAN / POLICY:

Integrated Planning and Reporting Framework Implications	Corporate Business Plan Council Four Year Priorities: Healthy and Active in Perth S15 Reflect and celebrate the diversity of Perth 15.3 Develop Public Art Strategy and implementation plan
Policy	
Policy No and Name:	1.5 – Public Art Policy

DETAILS:

Many Council decisions can be guided more or less exclusively by a clear economic rationale, substantiated by quantitative data or modelling, or on the basis of legislation or regulations. While these factors have some bearing, works of Public Art are items with specifically cultural value and significance for the community, adding a level of complexity and sensitivity around decision making. It is for this reason that it is important that the City is seen to have a balanced and consultative approach, supported by clear policies and informed by advice provided by credible, independent experts.

The has already established an industry peer review panel for architectural and urban design and town planning in the form of Design Advisory Committee to “provide independent technical advice and recommendations to the City of Perth”. Peer review is an established and industry-accepted best practice for the assessment and evaluation of arts and cultural products and activities, and it is a model adopted by other Australian capital city Local Governments to help ensure quality public art outcomes.

It is noted that the Public Art Advisory Panel does not include representation by an Elected Member of Council in its membership, in keeping with the model established by the City’s Design Advisory Committee and the independent Public Art Panels operating successfully in other cities, such as Sydney and Melbourne. As public art is a specialised area requiring both cultural and technical expertise, it is appropriate that Elected Members should have access to the independent recommendations and advice of suitably qualified people regarding public art and cultural matters.

It is noted, as set out at 4.7 of the Terms of Reference, that the Public Art Advisory Panel will not have any decision-making authority. The Panel will exist solely for the purpose of providing independent, expert advice to inform City Officers’ recommendations for presentation in reports to Committee and Council, or to inform other operational decisions made in accordance with the City’s Delegated Authority Register. It is also noted that membership of the panel is to be endorsed by Council, to ensure that Council has confidence in the professional expertise on the Panel, and that Elected Members are invited to attend Panel meetings in a non-voting capacity.

As outlined in the Terms of Reference 4.1 Panel Membership is proposed to comprise up to seven highly regarded and experienced individuals with at least one professional representing each of the following fields:

- A practising artist with extensive experience in public art
- A public art consultant or curator
- An art critic or historian
- An urban designer
- An architect
- A town planner

It is proposed that nominations for all panel members are to be sought as required, by the Public Art Program Coordinator (PAPC) and that nominees recommended for panel membership by the PAPC will be reviewed and members will be appointed by Council if acceptable.

Some of the key roles of the Public Art Advisory Panel are articulated at 8.2, 8.3 and 11.2 of the same policy. As stated in the Public Art Strategy (pp23-24):

The Public Art Advisory Panel's recommendations will help to ensure that the City's public art projects and services:

- *comply with relevant legislation, Council Policies and endorsed strategic plans;*
- *support the City of Perth in building on its capital city leadership role in the arts; and*
- *promote and advocate for public art that seeks out the best contributions from the arts and cultural community, and stimulates community dialogue and debate around contemporary issues.*

The Panel will provide input and recommendations in situations including but not limited to the following:

- *the review of policies relevant to public art and related plans, strategies and operational guidelines*
- *the development and revision of assessment criteria and measures appropriate for the evaluation of public art proposals and service delivery*
- *acquisition of public artworks, being through commission, purchase, partnership or contributed assets; and*
- *deaccession, disposal and relocation of the City's public art*

The attached draft Terms of Reference Document (Schedule 4) for this panel further details the membership and roles and responsibilities of the Public Art Advisory Panel.

FINANCIAL IMPLICATIONS:

It is anticipated that the Public Art Advisory Panel can be established and perform its role without the allocation of additional funds, as nominees for membership on the Public Art Advisory Panel will provide their professional expertise on a voluntary basis.

COMMENTS:

To make immediate progress on the development of the Public Art Master Plan and to have the structures in place to support the City's newly adopted policy positions and processes for public art, it is desirable to establish the Public Art Advisory Panel as soon as possible.

TERMS OF REFERENCE –Public Art Advisory Panel

1 Introduction

As a part of the implementation of the City of Perth Public Art Strategy a Public Art Advisory Panel has been established to provide advice to Council to help ensure that the City's public art projects, programs and services:

- comply with relevant legislation, Council policies and endorsed strategic plans;
- support the City of Perth in building on its capital city leadership role in the arts; and,
- promote and advocate for public art that seeks out the best contributions from the arts and cultural community and stimulates community dialogue and debate around contemporary issues.

2 Policy Framework

The Public Art Advisory Panel is established and operates in the context of the following strategic and policy documents:

- Strategic Community Plan: Vision 2029+
- Public Art Strategy
- Policy 1.5 - Public Art
- Policy 18.1 Arts and Culture
- Policy 1.6 Commemorative Works

3 Function of Public Art Advisory Panel

3.1 Role and Responsibility of Public Art Advisory Panel

The role of the Public Art Advisory Panel (the Panel) is to provide expert and independent advice to Council in relation to the following:

1. The ongoing review of Council's strategic plans, policies and operational guidelines in relation to public art being delivered by, or within, the City of Perth.
2. The ongoing development of effective assessment and evaluation criteria for public art proposals and service delivery.
3. Acquisition of high quality public art assets, being through commission, purchase or as contributed assets.
4. Evaluation and development of the City of Perth's Temporary and Ephemeral Public Art programs to ensure quality outcomes.
5. Review of applications for new memorials and monuments in alignment with the Policy 1.6 Commemorative Works, as required.
6. Deaccessioning, disposal and relocation of the City's public art.
7. Partnership and collaboration with external agencies and organisations involved in delivering public art within the City, including, but not limited to the Metropolitan Redevelopment

Authority, Perth Public Art Foundation, Heirisson Island Sculpture Park Inc., and private developers.

3.2 Role and Responsibility of Individual Panel Members

The role of the individual members of the Group includes:

1. Understanding the strategic implications and outcomes of initiatives being pursued through the Public Art Strategy and in relation to public art being delivered within the City of Perth by external agencies and organisations.
2. Appreciating the significance of the City of Perth Public Art Strategy and Community Strategic Plan for some or all major stakeholders and perhaps representing their interests.
3. Possessing genuine interest in the City of Perth's Public Art Strategy and in public art within the City of Perth.
4. Bringing to bear relevant knowledge, expertise and professional experience in a field of specific relevance to public art, to guide the City of Perth in terms of quality assurance.
5. Advocacy for the Public Art Strategy's initiatives and outcomes.
6. Possessing a broad understanding of project management issues and the broader legislative, operational and political context within which the Public Art Strategy is being implemented.
7. Commitment to and active involvement in pursuing the Public Art Strategy's outcomes.

In practice, this means they:

1. ensure the requirements of stakeholders are met by the Public Art Strategy's outputs;
2. help balance conflicting priorities and resources;
3. provide guidance to City units involved in implementing the Public Art Strategy and users of the Strategy's outputs;
4. consider ideas and issues raised;
5. review the progress of the Public Art Strategy; and
6. check adherence of Public Art activities to standards of best practice.

4 Protocols

4.1 Membership

Panel membership is to comprise up to seven highly regarded and experienced individuals with at least one professional representing each of the following fields:

- A practising artist with extensive experience in public art
- A public art consultant or curator
- An art critic or historian
- An urban designer
- An architect
- A Town Planner

Nominations for all panel members may be sought as required, by the Public Art Program Coordinator (PAPC) as appropriate. Nominees recommended for panel membership by the PAPC will be reviewed and members will be appointed by Council if acceptable.

Membership of the panel is for a term of two calendar years, and will be reviewed on a bi-annual basis.

Panel members at the end of their term may be nominated for a second two year term, if endorsed by Council.

All members of the Public Art Advisory Panel have equal voting rights.

Where a Panel member retires through written notice to the CEO, or a position becomes vacant for any other reason, prior to the end of their term, the PAPC will seek nominations for new members with appropriate professional expertise to restore the full capacity of the panel, as required.

Where a panel member does not attend scheduled panel meetings on three consecutive occasions without advising the Public Art Program Coordinator or Chair, they are deemed to have retired from the panel.

The Council may terminate any Panel Membership at any time, in writing.

The Public Art Program Coordinator will resource and attend the meetings of the Public Art Advisory Panel in a non-voting capacity to observe and facilitate proceedings as required. Other City Officers may attend on the invitation of the PAPC, or as proxy for the PAPC if required.

The Manager Arts, Culture and Heritage, members of the City's Executive, Elected Members and invitees of the Public Art Advisory Panel may attend and observe Panel meetings in a non-voting capacity.

Panel members are invited to offer their expertise to the City of Perth in a voluntary capacity as highly esteemed professionals in their field.

Details of the membership of the Panel are contained in Section 4.

4.2 Chair

The Panel will elect a Chair and Acting Chair on an annual basis.

The Chair of the Public Art Advisory Panel shall convene the Panel meetings. The nominated Chair for the Public Art Advisory Panel is **Enter Name**.

If the designated Chair is not available, then the Acting Chair will be responsible for convening and conducting that meeting. If the Chair or Acting Chair is unavailable then the Group may elect an Acting Chair for that meeting.

The Chair will represent the Panel at Council and external forums, committee meetings and events as required and where appropriate.

In the absence of the Chair, the Acting Chair will represent the Panel.

4.3 Declarations of Interest

All members of the panel must act lawfully and with honour, integrity and professionalism.

Members who have a pecuniary or non-pecuniary interest in any matter with which the Panel is concerned must disclose the nature of interest as soon as is practicable.

Members with a pecuniary interest or a significant non-pecuniary interest in any matter with which the Panel is concerned must excuse themselves from the meeting whilst that matter is being discussed or considered.

All disclosures of interest must be recorded in the minutes of the meeting.

4.4 Agenda Items

The Panel agenda, with attached meeting papers will be distributed by the Chair at least 3 working days prior to the next scheduled meeting.

Panel Members may raise an item under 'Other Business' if necessary and as time permits.

4.5 Minutes & Meeting Papers

Meetings will be minuted by the P APC or other City Officers in attendance.

Copies of the minutes, including attachments, shall be provided to all Group members no later than 10 working days following each meeting.

Where requested by the Chief Executive Officer or Council, the Public Art Advisory Panel will provide a written report in relation to any relevant public art business.

The Public Art Program Coordinator, in consultation with the Panel, will provide the Director Economic Development and Activation with an annual report on Public art business considered by the Public Art Advisory Panel.

4.6 Frequency of Meetings

The Group shall meet every two months at Council House, 27 St Georges Terrace, Perth in accordance with an annual schedule determined at the final Panel meeting of each calendar year for the subsequent calendar year.

If there is insufficient business to warrant a meeting, and other agenda items can be postponed to a subsequent scheduled meeting, the Panel may agree to cancel a scheduled meeting.

The Panel, in consultation with the P APC, and Manager Arts, Culture and Heritage may at any time review the frequency of panel meetings and negotiate a new schedule, so long as the panel is able to perform its role effectively for the City of Perth.

4.7 Decisions of the Group

The Group does not have any decision-making authority. The Public Art Advisory Panel is solely created for the purpose of providing independent, expert advice to inform City Officers' recommendations for presentation in reports to Committee and Council, or to inform other decisions made in accordance with the City's Delegated Authority Register.

4.8 Proxies to Meetings

Members of the Panel cannot nominate a proxy to attend a meeting if the member is unable to attend.

6 Record Information

Proof of Approval

Requesting Officer	<First Name, Surname> <Job Title>
Approving Unit Manager	<First Name, Surname> <Job Title>
Approving Unit Director	<First Name, Surname> <Job Title>
Project Sponsor	<First Name, Surname> <Job Title>
Approval Evidence	<TRIM Reference, Signature>
Business Unit	

Version Information

Version	Author	Date	Status	Comments

Example Terms of Reference