

ARTS POLICY

MAY 2018

He mihi

Tuatahi, me wehi ki te Atua, te tīmatanga o ngā mea katoa.

Tuarua, me whakahōnoretia tō tātou Ariki Kīngi Tūheitia me

te whare kāhui ariki whānui tonu;

Pai mārire ki a rātou.

Kia hoki ngā mahara ki ngā tini aituā; haere, haere atu rā!

Huri noa ki a tātou o te ao mārama,

Ki ngā tāngata o te rohe o Waipā, ko tēnei te mihi ki a koutou katoa.

Ko te pukapuka kaupapa here tēnei mō ngā kohinganga mahi toi o Waipā.

Nō reira, e ngā kaitiaki o ā tātou taonga me ā tātou mahi toi hoki, tēnā koutou katoa.

Āpiti hono, tātai hono; rātou kua wehi ki te pō.

Āpiti hono, tātai hono; tātou e tū ana i te ao mārama.

First, we honour the Creator, the originator of all things.

Second, we honour our King Tūhetia and his royal household;

Peace upon them all.

At this time we remember the many who have now passed on

and bid them farewell.

Let us return to the realm of light,

To the people of Waipā, here is our greeting to you.

This book of policy is for the collective artworks of Waipā.

Therefore, to the caretakers of our treasures and our artworks

we acknowledge you.

The lines are joined; those who are in spirit have departed to the night.

The lines are joined; we the living stand in the world of light.

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Arts Policy

1. Introduction

- 1.1 The Arts Policy (“the Policy”) has been prepared by Council to provide a framework for decision-making around public art and its acquisition. Art management, such as care and disposal of art, is covered in the Waipa District Council Art Collection Management Plan.

2. Policy purpose

- 2.1 The purpose of Waipa District Council’s Arts Policy is to ensure that residents and visitors experience thought-provoking, culturally vibrant, enjoyable, challenging and inspiring art and public spaces that are distinctive and unique.
- 2.2 Waipa’s public art needs to celebrate the district’s residents’ creativity, reflect and express our heritage, history, stunning natural landscape and character of Waipa, generate pride and belonging, transform our public places and attract additional publicity.
- 2.3 Council’s public art activities should give expression to the place-making aspirations of our communities and groups. The activities include:
- (a) Integrating art into place making.
 - (b) Considering the integration of art in infrastructure delivery.
 - (c) Encouraging the development of all community arts.
 - (d) Planning for, acquiring, maintaining, and renewing public works of art.
 - (e) Preserving the integrity and security of public art.
 - (f) Re-siting and removing or disposing of works of art.
 - (g) Developing partnership projects (including gifted works and development of joint projects).
 - (h) Strengthening arts relationships with support organisations, government and individuals who wish to deliver public art or community art activities within the district.
 - (i) Considerations of cultural integrity and significance, relevance and connection to its location.
- 2.4 This policy provides alignment and transparency in Council activities to facilitate or provide community and public art. It also helps Council to bring clarity and cohesion to public art and public space delivery, and to care for and maintain the public art collection.

- 2.5 Council's role is to facilitate the public art activity through:
- (a) The 10-year plan, District Plan, Town Concept Plans, Activity Management Plans and public space designs.
 - (b) Planning, promoting, integrating, acquiring, installing, maintaining and managing public art.
 - (c) Supporting public art and public space design activities.
 - (d) Providing venues for staging temporary public art activities.
 - (e) Providing advice and support to build capability in the arts sector.
 - (f) Supporting community arts groups through the sharing of public facilities and/or buildings when the opportunity arises.
- 2.6 The Arts Policy reflects Council's long-term commitment to developing and supporting public art activities. This policy therefore articulates:
- (a) Why and how Council is involved in community and public art.
 - (b) What we want to achieve by supporting and investing in community and public art.
 - (c) The principles that guide our actions.
 - (d) The various roles we play.
 - (e) The context within which decision-making for public art takes place.

3. Policy Scope

- 3.1 The scope of this policy includes:
- (a) Art works on council-owned land, or in council buildings. This is for both art owned or produced by Council or by members of the public.
- 3.2 Excluded from the scope of this policy:
- (a) Art works on land not owned or cared for by Council.
 - (b) Te Awamutu Museum Trust Board Collection, and heritage items (such as historic memorials, military artefacts, heritage plaques and historic monuments).
 - (c) Other heritage or art work collections owned by a trust or private individual.
 - (d) Sister city gifts and other corporate memorabilia.
 - (e) Private architectural features, either incorporated as part of a larger project (a building or a landscape), or standalone elements (e.g. tiles created by a designer).
 - (f) Privately owned works of art on private property that simply happen to be visible or accessible to the public (unless they have been developed through, or directly benefited from any council-controlled public art incentive schemes).

- (g) Publicly owned works of art on Crown land (e.g. New Zealand Transport Agency initiatives on its own land), unless developed in partnership with Council, or covered by a standard loan agreement or memorandum of understanding with Council.
- (h) The support of individual artists.

4. Definitions

4.1 For the purposes of this policy the definitions in the table below shall apply.

Term	Definition
Bequeath	When a person leaves art work to Waipa District Council in their will.
Community art	All those activities based in a community setting which involve groups of people doing creative things together while emphasising community involvement and collaboration.
Council	Waipa District Council
Council's public art collection	All visual art assets owned by Council.
Deaccession	The formal process to permanently remove an object from the public art collection.
Gift / koha	An art work that is given to Waipa District Council willingly and without expectation of payment at any time.
Kaitiakitanga	Guardianship. Ensuring the appropriate care, conservation and preservation.
Mana whenua	Customary authority exercised by an iwi or hapu in an identified area.
Mātauranga Māori	Literally translated Mātauranga Māori means Māori Knowledge. Mātauranga Māori is a collective, dynamic and evolving pool of knowledge drawn from the accounts of ngā atua o te pō (Māori gods) and the lived and ethereal experiences of tūpuna (Māori ancestors).
Mauri	The vital essence within all things that connects the spiritual to the physical.
Performing art	Types of art (such as music, dance, or drama) that are performed for an audience.
Public art	Any mural, carving, mosaic, painting, sculpture, photograph or other art medium that is owned by or on loan to Council, and is accessible to the general public.
Public space	A place that is under the control of Council and that is open to, or being used by, the public; whether or not there is a charge for admission.
Suitably qualified staff	Waipa District Council staff who have qualifications in art and/or collection management.

Temporary public art	Works of art intended as temporary, which may include performances, time-based sculptural installations, temporary installations of permanent works of art, light art, sound art, video projections, poster art, broadcast art and other media arts, flash mobbing and/or movable works of art.
Tikanga	Ensuring the appropriate process is applied to all artworks.

5. Our guiding principles

- 5.1 *Community art should emphasise community involvement* and collaboration and should involve some empowerment of the community members who come together to create and provide artwork/s with artists.
- 5.2 *Public art should delight, welcome, challenge and inspire.* It has a part in creating places that people recognise as their own and which reflect back to them their history, character, stories, sense of place and culture. However, art should not discriminate.
- 5.3 *Both community art and public art should generate emotions* - surprise, laughter, pride, awe or reflection. They have a role in challenging people's ideas, feelings and values. They may confront what we know, think and feel; they may create mystery or intrigue; they may engage and provoke thought and inspire debate.
- 5.4 *Community and public art should be memorable.* Whether familiar and reassuring or unexpected and challenging, it should enhance one's experience; or contribute to Waipa's attractiveness; or become a destination or place of enjoyment, and should contribute to uniqueness of the district.
- 5.5 *Artists will have access to a public space to display or perform their works.* Council will support artists as far as practicable and appropriate by providing or directing them to a public space to display or perform their works.
- 5.6 Recognise and respect the mauri held within the work and the role it plays as part of the enduring story of our district.
- 5.7 Ensuring kaitiakitanga (guardianship) is applied within the correct tikanga (process).

6. Policies

6.1 Acquiring art policies

- (a) From time to time Council may acquire gifted or bequeathed works of art, or purchase works of art. This process will be managed and recommendations made by a suitably qualified member of Council staff. Council will work carefully to ensure all offers of art gifts are considered in a fair, transparent and consistent manner (including assessment of the long term maintenance costs) in line with criteria in Appendix 2 of the Art Collection Management Plan.

- (b) Our public art commissioning process and the acceptance of art donations is governed by the Acquisition Criteria, contained in Appendix 1 of this policy and Appendix 2 of the Art Collection Management Plan.
- (c) Council does not generally acquire public works of art that are not site-specific (i.e. fixed in place), except in certain circumstances where the work of art:
 - Makes a significant contribution to Council’s public art collection or a public event.
 - Is able to be installed and subsequently cared for and maintained within available resources for the duration of its intended lifespan.

6.2 Deaccessioning art policies

- (a) When the retention of public art is reviewed, the retention evaluation criteria upon which a final decision is made must include consideration of whether the decision to re-site or remove it has been:
 - Supported by the artist, or their heirs or legal representatives, and by the work of art donor, lender or any other parties directly involved in the original commission.
 - Supported by directly affected Mana Whenua.

6.3 Supporting art policies

- (a) Council staff will support, if possible, and within existing budgets, community arts groups to establish arts installations on existing Council infrastructure or facilities if the proposed art meets this Policy. For further details, refer to section 7.3(b) of this policy.
- (b) Council funds art projects either through the Creative Communities Scheme or on an as-needs basis, with Council’s decision based on recommendations made by suitably qualified staff members. Staff members will use the Acquisition Criteria which is in Appendix 2 of the Art Collection Management Plan.
- (c) Council will partner with Mana Whenua when appropriate to use public art to enhance the visibility and celebration of local stories and histories, including valuing mātauranga Māori. Council will, in particular, consult with Mana Whenua at the earliest stages of planning relevant new projects to identify and work together on areas of shared interest.
- (d) Council will endeavour to support community arts groups within the constraints of existing budgets. This may include (as and when available/appropriate):
 - Assistance to access central government funding schemes such as the Creative Communities Scheme (funding allocations from Creative NZ) and others.
 - Involvement in the design of public space, infrastructure or facilities.
 - Public space in Council buildings for artists to show / perform their work.

6.4 Managing Art Policies

- (a) Council will ensure that all works of public art are cared for and maintained in accordance with the artistic and cultural protocols appropriate to their origin, intended purpose and location. This will be managed by nominated Council staff who are suitably qualified to do so. For further information on Council's art management refer to the Waipa District Council Art Collection Management Plan.
- (b) Suitably qualified Council staff will carry out operational maintenance on public art works on an annual basis.

7. Procedures

7.1 Acquiring art procedures

- (a) For a public art proposal to be considered, an Acquisition Proposal Form needs to be completed (see appendix 1 of the Waipa District Council Art Collection Management Plan). The proposed art will be assessed against the Acquisition Criteria set out in Appendix 1 of this policy and Appendix 2 of the Management Plan by a suitably qualified Council staff member. The art must meet a minimum scoring threshold to be considered further for acquisition.
- (b) The business case design briefs and project briefs for all Council public place development projects and major infrastructure projects will include consideration of integrating permanent public art.
- (c) Council's place-making teams engage collaboratively with third parties at the earliest stages in order to assess the strategic potential for integrating permanent public art. These include the following types of development projects:
 - Capital works place-making projects such as town concept plans, open space/reserve developments, new local facility projects (including, but not limited to, community centres, libraries, recreational facilities, swimming pools, service centres, museums, theatres and stadiums).
 - Town and village centres and major street upgrades or development projects.
 - Infrastructure projects funded by Council (including, but not limited to, pedestrian and transport bridges, cycleways and walkways).
 - Architectural projects where public space objectives or public art outcomes can be achieved through collaborations.
 - Park and landscaping developments where public space objectives or public art outcomes can be achieved through collaborations between artists, landscape architects and community funders.
 - Greenfield and brownfield developments funded by Council or where Council is a development partner.
 - Utility structures (e.g. working with telecommunications and energy distributors).

7.2 Deaccessioning art procedures

- (a) Evaluation criteria for deaccessioning of art can be found in section 4.2 of the Waipa District Council Art Collection Management Plan.
- (b) Information on the deaccessioning process can be found in section 4.3 of the Waipa District Council Art Collection Management Plan.

7.3 Supporting art procedures

- (a) The Creative Communities Scheme grants will be administered through two funding rounds each year, closing on the last working days of April and September. Creative Community Grants will be allocated by an assessment committee made up of members of the Community Arts Councils (Te Awamutu and Cambridge) and members of the public from local community arts and cultural groups.
- (b) As available / appropriate, publicly accessible parts of Council buildings will be available for artists to showcase their work. The Museum Exhibitions Coordinator is the point of contact. Duration of exhibitions is to be agreed between Council and the artist depending on availability and exhibition costs. All costs associated with an exhibition are the responsibility of the artist. Council staff can assist by providing advice and guidance for resources associated with the exhibition. All exhibition proposals will be considered on a case-by-case basis.

7.4 Managing art procedures

- (a) Permanent public works of art planned by others (external to Council) and located on Council-owned land requires prior approval from Council. Best practice will be followed; this process will be managed by the nominated, appropriately qualified and experienced Council team. Further information on the management of art can be found in the Waipa District Council Art Collection Management Plan.
- (b) Procedural resources available to Council staff will be shared by listing them in Schedule 1 of this Policy.

8. **Legal and ethical guidelines**

8.1 Legal guidelines

- (a) Any art acquired by Council must have clear legal title, documented by the appropriate records. The rights acquired with the art must be clearly spelled out in any records documenting the transaction. Council should not acquire any art that have been acquired in, or exported from, its country of origin in violation of that country's laws.

8.2 Ethical guidelines

- (a) Council should only acquire art that can be catalogued, maintained, stored or displayed, as appropriate, in a proper manner. In any case where a conflict of interest develops between the needs of an individual Councillor or staff member, those of the Council would prevail. Special care must be taken in considering any art offered for sale or donation to the Council by Councillors, staff, or their families. Councillors and staff cannot compete with the Council for art, nor can they take advantage of privileged information in acquiring art.

9. Schedule 1

9.1 List of procedural resources:

- (a) Art Collection Register (*document number 16096849*)
- (b) Waipa District Council Art Collection Management Plan (*document number 16111533*)
- Acquisitions procedure
 - Deaccessioning procedure
 - Loans
 - Art cataloguing
 - Collection care
 - Access, security and insurance
 - Conflicts of interest

Appendix 1 - Acquisition Criteria

The following table outlines the criteria against which art acquisition proposals will be assessed. Deaccessioning of art is done on a case by case basis. This is to ensure art work is considered objectively. Art will be scored according to how well it meets each criteria point – either low (doesn't meet criteria), medium (somewhat meets criteria) or high (meets criteria).

A proposal seeking Council support must gain a score of 26 or above to be considered for acquisition.

Criteria	Low (1 point each)	Medium (2 points each)	High (3 points each)	Score & Justification
Public art must respond to local character, including consideration of place, people and stories	Doesn't respond to local character	Somewhat responds to local character	Responds strongly to local character	
Where possible, public art is to be used to mark sites of significance and to honour our treasured memories	Doesn't mark a site of significance or link to local history	Marks a site of significance and / or has links to local history	Marks a site of significance and links strongly to local history	
Public art is to be placed where it will make the most difference to a public place, as it has a key place-making role	Lacks place-making role	Will somewhat play a place-making role	Will play a strong place-making role	
Public art ties in with capital works projects	Doesn't tie in with a capital works project	Ties in somewhat with capital works project	Ties in strongly with capital works project	
High-quality materials must be used in permanent works of art to ensure their robustness and durability	Art is made of materials unsuited to desired durability	Art is partly made of materials suited to desired durability	Art is made of materials highly suited to desired durability	
Art makes a significant contribution to Council's public art collection or a public event	Art does not make a significant contribution to Council's public art collection or public event	Art makes a contribution to Council's art collection and / or public event	Art does make a significant contribution to Council's public art collection or public event	

Criteria	Low (1 point each)	Medium (2 points each)	High (3 points each)	Score & Justification
Art is able to be installed and subsequently cared for and maintained within available resources for the duration of its intended lifespan	No	Possibly	Yes	
Cost – acquisition	Outside budget	Marginal	Within budget	
Cost – maintenance (per year)	Outside budget	Marginal	Within budget	
Art is a duplicate of an existing piece in Council’s collection	Yes	Possibly	No	
Art aligns with guiding principles outlined in Arts Policy (5.1 – 5.6)	Does not align with any of the guiding principles	Aligns with one or two of the guiding principles	Aligns with three or four of the guiding principles	
Art is relevant to Waipa	Art is not relevant to Waipa	Art is somewhat relevant to Waipa	Art is relevant to Waipa	
Art could be construed as offensive	Yes	Somewhat	No	
			TOTAL	