

## 1 Policy History

Revision No.	Council Meeting Date	Minute No.	Adoption Date
1	22/05/2012	0146	22/05/2012
2	27/01/2015	15/005	27/01/2015
3	13/02/2018	18/046	16/03/2018
4	27/06/2023	23/165	27/06/2023

## 2 Policy Objective

Council may, from time to time acquire artworks to comprise expand and develop its a Collection. The focus of the Collection will be guided by the recommendation of qualified Art Gallery staff under the direction of the Collection Policy.

If the purchase price of the artwork exceeds \$2,000.00, recommendations will be made to Council by Art Gallery staff or other Council staff. Approval will be needed from Council prior to purchase.

This can include (but not be limited to)

- A focus on aspects of the culture, community, history, people, interests, politics, legacies and personalities of the City of Griffith,
- Examples of the artworks of recognised artists or arts practices, particularly those with a local provenance or connection, or
- Other themes or focus that qualified Art Gallery staff or Council may consider appropriate to Council's art collection.

## 3 Policy Statement

### 3.1 Acquisition focus

Items for the Gallery to acquire may include but are not limited to:

- Photographs;
- Audio-visual material;
- Illustrations and cartoons.
- Paintings
- Sculpture
- Multi-media works
- Textiles and fabric works, including costumes and couture items
- Jewellery and object art
- Other culturally significant items that may be defined by qualified Art Gallery staff or Council from time to time.

### **3.2 Conditions which new acquisitions should meet**

3.2.1 Qualified Art Gallery or Council may approve acquisitions, subject to proposed acquisitions first meeting the following:

- Complies with the collection policy;
- Is in archival standard condition, or can be repaired/restored either by the donor or within existing Gallery operating budgets
- Can be adequately and appropriately conserved, catalogued and stored;
- Vendor/donor has legal title to the artwork and is authorised to transfer title;
- The acquisition is supplied free of encumbrances;
- The acquisition has clearly established provenance;
- The acquisition does not unnecessarily duplicate items already in the Gallery collection;
- That it may be acquired in accordance with the Acquisition Procedure (below);
- Where the artwork has a cost in excess of \$2,000 the acquisition must first be recommended to Council by qualified Art Gallery staff via an acquisitions report justifying the merits of the artwork and how the proposed acquisition would expand and develop the current art collection;
- That the acquisition may become the property of Council and be administered as Council sees fit.

3.2.2 Acquiring an artwork includes any process of bringing into possession or ownership, including but is not limited to:

- Purchasing – Council has a discretionary acquisitions budget of \$2,000.00 per financial year;
- Gifting;
- Bequeathing;
- Donating – either independently or via the Cultural Gifts Program (Commissions);
- Acquisitional art prize such as the National Contemporary Jewellery Award.

3.2.3 Under certain circumstances it is considered acceptable to place:

- Restrictions on access to the material for a specified period e.g. following grieving conventions of First Australians;
- Retention of ownership of copyright in the artwork by the vendor/donor.

3.2.4 Where an acquisition is conditional, the qualified Art Gallery staff will consider the importance of the artwork and the rationality of the conditions requested.

3.2.5 Acquisitions requires the transfer of ownership and therefore artworks on loan, either temporary or permanent, do not become part of the art collection unless under exceptional circumstances. (See point 3.5.2)

### **3.3 Acquisition Procedure**

The following procedure shall be used in the purchase of artworks for Council.

3.3.1 Where the artwork purchase price is below \$2,000:

- a) The proposed acquisitions shall first be referred to the Manager by qualified Art Gallery staff or Council and the proposed purpose of the acquisition noted.
- b) The Manager shall only purchase or make an acquisition if they are satisfied that all above conditions have been met and the proposed acquisition fits within the Collection Policy.
- c) Results of the acquisition recommendation shall inform the decision to acquire an artwork into the collection. The Manager shall then be authorised to make the acquisition subject to availability of approved funds and within the Acquisitions budget of \$2,000 per annum.

3.3.2 Where the artwork purchase price exceeds \$2,000:

- a) The proposed acquisitions shall first be referred to the Manager (or delegate) and the proposed purpose of the acquisition noted.
- b) The Manager shall only recommend the acquisition to Council once they are satisfied that all above conditions have been met and is above the discretionary amount of the Art Gallery's acquisition budget of \$2,000.
- c) The Gallery Co-ordinator or Manager will provide a report to Council which will include biographical details about the artist, provenance, cost, images, justification to why the artwork is relevant to the Council's collection and any other requested information from Council.
- d) Council shall then recommend whether to acquire, subject to availability of approved funds, and the Manager will then be authorised to make the acquisition, provided the purchase price is within the Manager's expenditure delegation.
- e) If the purchase price exceeds the Manager's delegation, the purchase shall be authorised by Council's Purchasing Officer, Director of the BCF Directorate, or the General Manager.

### 3.4 De-accessioning/disposal

The process of removing cultural material from the care and custody of Council. De-accessioning is a serious matter, which requires careful consideration and documentation.

3.4.1 De-accessioning will take place with the recommendation of qualified Art Gallery Staff, with approval of Council, for one or more of the following reasons:

- a) Conclusion of an agreed period of ownership;
- b) Lack of historic relevance;
- c) Lack of relevance to the long-term strategic plan;
- d) Absence of clear legal title;
- e) Theft or loss;
- f) Damage or serious deterioration in condition; or
- g) New information regarding the artwork that leads to a reappraisal of its appropriateness.

3.4.2 Disposal options for de-accessioned material will first be guided by any extant written agreement, otherwise may include offering the artwork to another collection or museum, the commercial sale of the artwork or the destruction of the artwork. The use of any proceeds from sale of such shall be set aside and utilised only for the purchase of other artworks for Council.

3.4.3 Where an artwork is scheduled for disposal (and there being no contractual obligations relating to disposal), then

- a) the artwork shall first be offered back to the vendor/donor;
- b) the artwork next be offered to the artist, his or her family or estate if point 3.4.3 (a) or point 3.4.3 (b) is not reasonable or practical, then the artwork will be disposed at the discretion of the Manager;
- c) prior to disposal, the artwork will be photographed or copied in an archival quality manner, and that copy is to be kept in the Council records together with all relevant details of its acquisition and de-accessioning/disposal for a period of not less than ten (10) years.

### 3.5 Loan

3.5.1 Any loan of an artwork to Council must be in accord with the acquisition process.

- 3.5.2 Except in exceptional circumstances, Council should not accept artwork on permanent loan. In the first instance gifting the artwork must be fully explored.
- 3.5.3 Where a loan is undertaken, the loan must be fully documented, with a loan agreement incorporating rights and responsibilities of all parties, a review period and a clear obligation for the lender to notify Council of change of address or contact details.

### **3.6 Accession Record**

- 3.6.1 The vendor or donor of an artwork shall be recorded on the accession record. A vendor/donor registry will be kept to record contact details of previous owners, together with any relevant historical, anecdotal or familial information regarding the artwork/s purchased or donated.
- 3.6.2 De-accessioning provisions specific to the artwork need to be stated and agreed prior to the artwork being acquired.

### **3.7 Records**

- 3.7.1 The Art Gallery Coordinator will be responsible for managing the records pertaining to the artworks in the Collection.
- 3.7.2 Records shall include, but not be limited to, all documents or items of various formats containing data or information of any kind and in any form, created or received and accumulated by Council in the transaction of business or the conduct of affairs and subsequently kept as evidence of such activity through incorporation into the records keeping system of Council.

### **3.8 Contact for Information Regarding Potential Acquisitions**

For initial information regarding potential acquisitions for Council, the contact will be the Gallery Co-ordinator or Manager (or delegate), on behalf of Council. Council will consider all offers and has ultimate de-accessioning authority for final decisions regarding any acquisition.

## **4 Definitions**

None

## **5 Exceptions**

None

## 6 Legislation

None

## 7 Related Documents

None

## 8 Directorate

Business Cultural & Financial Services