



Goulburn Regional Art Gallery: Permanent Collection and Public Art Policy

GOULBURN MULWAREE COUNCIL

GOULBURN REGIONAL ART GALLERY: PERMANENT COLLECTION AND PUBLIC ART POLICY

POLICY OBJECTIVE

The Goulburn Regional Art Gallery's Collection Policy outlines the principles and practices that guide the decision-making process for the acquisition of collection objects and materials; collection management; public access; de-accession; and long-term preservation of the Gallery's collection.

Additionally, the objective of this policy is for the development of public art that will encourage the practice and appreciation of innovative, interpretive and exciting public art endeavours.

LEGISLATIVE PROVISIONS

Local Government Act 1993

Local Government (General) Regulation 2021

Privacy and Personal Information Protection Act 1998

Copyright Act 1968

Copyright Amendment (Digital Agenda) Act 2000

Copyright Amendment (Disability Access and Other Measures) Act 2017

RELATED DOCUMENTS

Indigenous Cultural and Intellectual Property (ICIP) laws and moral rights (rights of artist attribution/ acknowledgement) covered under Copyright Act 1968

National Cultural Policy – Revive

NSW Arts, Culture and Creative Industries Policy

National Association for the Visual Arts - Code of Practice for Visual Arts, Craft and Design

Regional Public Galleries New South Wales member. Adherent to best practice protocols.

National Standards for Australian Museums and Galleries 2016

Significance 2.0: a guide to assessing the significance of collections 2009

Australian best practice guide to collecting cultural material 2015

Goulburn Regional Art Gallery: Exhibitions, Education and Public Programs

Goulburn Regional Art Gallery Strategic Plan

Goulburn Regional Art Gallery Significance Assessment 2020

Goulburn Regional Art Gallery Permanent Collection Valuation 2023

GOULBURN MULWAREE COUNCIL

GOULBURN REGIONAL ART GALLERY: PERMANENT COLLECTION AND PUBLIC ART POLICY

PART A: PERMANENT COLLECTION

1. POLICY STATEMENT AND SCOPE

Goulburn Regional Art Gallery is the major visual art and cultural resource for the region of the Southern Tablelands and Southern Highlands. It is one of a network of Regional galleries in Australia that serve to promote and recognise the vital role that Regional art practice has in expressing the cultural identity of the Nation, and to bring art from around the Nation and internationally to Regional communities.

The arts are an integral part of the community's cultural identity. Artists are interpreters of culture through their artistic practice, sometimes using their work to question, comment and provide diverse representations of communities, regions and beyond.

Goulburn Regional Art Gallery encourages cultural expression of all kinds through its exhibitions, public programs, education, outreach and permanent collection.

This policy applies to all activities relating to the acquisition of works of art and other material into the Gallery's collection (also referred to as the permanent collection).

DEFINITIONS:

Art refers to all forms of art, including Public Art, made using any materials, techniques, and or/practices, including but not limited to visual art, performance art and sound art.

Artist refers to any person/s who makes art as defined above.

The **Goulburn Region** refers broadly to the Region within the radius of approximately 120 kilometres from Goulburn, including the ACT.

Regional artists describes artists living in the Goulburn Region.

2. PERMANENT COLLECTION STATEMENT AND BRIEF HISTORY

The Goulburn Regional Art Gallery's maintains and develops a Permanent Collection of artworks of all media types including public art, paintings, sculpture, photography, prints, drawings, AV/new media and more. These artworks have been acquired by the Gallery since it opened in 1982.

The Permanent Collection also contains artworks that had been acquired prior to the Gallery's conception in 1982 by the former Goulburn City Council; and artworks acquired by the former Mulwaree Shire Council. The earliest group of works recorded that were acquired, which signified the start of the collection, was in 1956 by Superintendent Charles Moffitt. This was a discrete group of mainly historic paintings including two significant paintings by Roy de Maistre.

Since 1982, the Permanent Collection has been predominantly stored on the same site as the Gallery, from 1982-1990 at 260 Sloane Street, Goulburn and from 1990-present on the Corner of Church and Bourke Street at the Civic Centre, Goulburn. Some objects are on long term loan or permanent display offsite, for example, public art which is site specific.

GOULBURN MULWAREE COUNCIL

GOULBURN REGIONAL ART GALLERY: PERMANENT COLLECTION AND PUBLIC ART POLICY

3. TYPES OF OBJECTS COLLECTED

Acquisitions of artworks include but are not limited to:

Paintings, prints, drawings, sculpture, illuminated works, photographs, installations, conceptual works, performance, audio visual works, public artworks, contemporary media, craft, decorative arts, and assemblage.

Key Themes and Notable Artist Representation

- Works by Leading Australian Artists - 20th Century
- Works by First Nations Artists
- Works by Women Artists
- Works by Key Artists Living or Working in the Broader Region

Strengths of the collection - media:

- Public Art (majorly sculpture and murals)
- Painting
- Photography
- Textiles
- Performance and Audio Visual

4. ACQUISITIONS

Methods of Acquisition:

Recognising its role as a Regional Gallery, the Gallery will acquire artworks for the Permanent Collection through the following methods:

- Straight donation
- Donation via the Australian Government's Cultural Gifts Program*
- Bequest (if negotiated and approved by the Gallery staff prior to probate)
- Acquisition of a work commissioned by the Gallery
- Purchase

To Note:

- The Gallery will not receive conditional donations.
- The Gallery is not obliged to accept donations via bequest which have not been explicitly agreed upon by the Gallery's Director in writing.
- In regard to loans (temporary, long term or other), a loan specifies that the work will be in the Gallery's custody for a specified and agreed upon period of time. Loan periods will be clearly specified and a formal agreement co-signed between the Gallery and the owner of the loan work. Work will be returned to owner as per the time frame and conditions of the agreement. Unless agreed upon subsequently via a clear form of written and agreed upon contract or documentation, the loaned artwork will not form part of the permanent collection.

**Australian Government's Cultural Gifts Program:*

Works of art may be acquired for the Goulburn Regional Art Gallery's Permanent Collection under the Australian Government's Cultural Gifts Program. To complete these donations, the Gallery must maintain a Deductible Gifts Recipient (DGR) status and properly facilitate all components of the paperwork including but not limited to receiving a certificate of donation, facilitating two independent valuations of the work(s) of art by approved valuers and completing and submitting the paperwork for review and approval to the Australian Government.

In the case of possible future deaccessioning of works of art from the Goulburn Regional Art Gallery's Permanent Collection it is mandated in this policy that Gifts made under the Cultural Gifts Program must not be returned to the donor or the donor's beneficiaries as the donor has already received the benefit of a tax deduction for the gift.

Acquisition Criteria:

Acquisitions of artworks must meet one or more of the following criteria:

- a. Significant works by artists of the Region
- b. Significant works by artists who have a relationship to the Region, including artists who were born in, resided and/or worked in the Region
- c. Significant artworks made for exhibitions curated by the Gallery

GOULBURN MULWAREE COUNCIL GOULBURN REGIONAL ART GALLERY: PERMANENT COLLECTION AND PUBLIC ART POLICY

- d. Artworks which will provide a significant artistic and educational resource for the Region, including significant works by nationally and/or internationally recognised artists which reflect contemporary art practices. These works may be by artists from within or from outside the Region.

Relevance:

Priority will be given to artworks that align with the Gallery's purpose, key themes and collecting areas.

Rarity and representativeness:

Priority will be given to rare or excellent representative examples of works of art.

Condition:

Works will only be acquired if they are of museum quality and can be suitably stored and cared for in a stable environment.

Provenance and Chain of Ownership:

New acquisitions where possible will have clear provenance (from a known person/source) and an identified chain of ownership from artworks conception through to time of acquisition.

Legal title:

The artist, donor or vendor must have legal ownership of the artwork being donated or otherwise acquired.

- Donation: All donors must sign a Deed of Gift declaration.
- Australian Government's Cultural Gift's Program: All donors under the Australian Government's Cultural Gift's Program must complete a Certificate of Donation which declares legal title, copyright considerations and chain of ownership.

Delegation for the selection of new acquisitions:

The delegation for raising, selecting, approving and receiving the acquisition of works of art into the permanent collection sits with the Gallery Director and Gallery team.

5. COLLECTION MANAGEMENT

The Gallery team is responsible for the care and management of the Permanent Collection.

Acquisition Procedure and Documentation:

The Collection's artworks are thoroughly catalogued; assessed, insured and stored in the permanent collection store situated within the Gallery. The Gallery manages and maintains records of each work of art including the provenance of the work of art, chain of ownership, high resolution images, history of the artist and artwork, physical details, method of acquisition, artwork condition, up to date valuations and more. This information must be managed and updated regularly.

All artworks will have an accompanying digital file created to include acquisition documentation, provenance, receipts, correspondence, artwork title, accession number and any and all other related documentation. All artworks must have a corresponding record in the Goulburn Regional Art Gallery Collection Management System.

All new acquisitions must have an 'Acquisition Form' completed by Gallery staff which records in detail all aspects of information relating to the work of art, the donor/vendor and the circumstances relating to and reasons for the acquisition.

Straight donations must have a completed and co-signed deed of gift form.

Cultural Gift Program donations must have all aspects of documentation and paperwork completed, submitted to the Office for the Arts for processing and must have formal written acknowledgement of successful processing from the Office for the Arts before the works are officially considered part of the permanent collection.

Storage:

All artworks will be stored appropriately in archival quality materials and/or containers and taking into account the materiality and condition of the object.

GOULBURN MULWAREE COUNCIL GOULBURN REGIONAL ART GALLERY: PERMANENT COLLECTION AND PUBLIC ART POLICY

All artworks in storage will be allocated a rack, shelf or drawer – no objects are to be stored on the floor or in any other inappropriate location. All artworks will be identifiable (via clear labelling including artist name, artwork title and accession number) and must be locatable at all times.

The location of all objects will be recorded in the Gallery's Collection Management System and updated regularly.

Conservation:

Gallery Director and Gallery team will identify conservation and framing needs of the collection. Unless formally qualified to do so, conservation will not be undertaken by any staff.

Conservation works will be referred to professional conservators. All conservation works, minor and major, will be photographed and documented and added to the conservation files and files relating to that work of art. A record of any works will be entered into the Gallery's Collection Management System.

Preservation:

The condition of all artworks, on display or in storage, will be regularly checked and further assessment carried out as required. Paper, barks, textiles, sculptures and any and all other fragile objects will be handled appropriately (gloves, multiple people) and withheld from public display and/or public access as determined by the Gallery Director.

Goulburn Mulwaree Council engages in pest management of sites, including the Gallery and the Permanent Collection Store. This must be monitored and maintained regularly.

6. PUBLIC ACCESS

One of the Gallery's key functions is maintaining public access to the Permanent Collection. General public access to the collection is by way of displays, exhibitions, programming and online access to digital versions of the collection. The Gallery will maintain and update digital records of the collection management system which will then be accessible to the public via the Gallery's website.

Access beyond this for research purposes and so on is to be considered on a case-by-case basis and determined by the Gallery Director. Where appropriate, a digital representation of fragile or unique objects will be made available in lieu of the physical object.

Display:

Works of art will be used for a variety of display purposes, including but not limited to:

- Featured in temporary displays and exhibitions at Goulburn Regional Art Gallery
- On display in 'The Window'
- On display in facilities owned and operated by Council including the Civic Centre and Community Centre.
- On display in approved cultural centres in Goulburn including St Saviours Church and Hume Conservatorium. These will be subject to loan agreements and sites regularly assessed for suitability for display of works of art.
- On loan, as per clause 7.

Digital:

The Gallery will promote and provide access to the Permanent Collection via digital means. Including but not limited to:

- Images or videos shared on social media
- Information detailed on the Gallery's website
- Access to a digitised version of the Permanent Collection via integration of the Collection Management System with the Gallery's Website

Research:

The Gallery will support researchers, artists, curators, writers, or other interested parties in accessing the collection for the purposes of research, writing and other creative pursuits.

If the researcher intends to publish writing or images on the collection, they must seek approval from the Gallery. Noting, the Gallery does not hold copyright for the reproduction of works of art outside the use for curatorial,

GOULBURN MULWAREE COUNCIL GOULBURN REGIONAL ART GALLERY: PERMANENT COLLECTION AND PUBLIC ART POLICY

educational and promotional purposes. The copyright holder (artist/donor/vendor/estate) and photographer may be liable to financial compensation, as detailed under the Copyright Act 1968.

The Gallery team, as approved by the Gallery Director, will provide the following information and access as is feasible and safe to do so:

- Physical access to works of art in the collection, accompanied by Gallery staff member
- Access to appropriate information about works of art
- High resolution images of works of art

7. LOANS

Outward loans

Where appropriate, relevant and safe to do so, the Gallery may loan works of art from the Permanent Collection on temporary, long-term or permanent loan to approved organisations in the Region. The Gallery may also loan works of art to Museums and Galleries and other display opportunities that will benefit the general public and enhance the reputation of the Goulburn Regional Art Gallery and its collection.

In all cases, loans must be formally documented with a Memorandum of Understanding (MoU) or formal contract. In these documents which are co-signed by the Gallery and the managing representative of the external facility, terms of loan are set including but not limited to the conditions of display, the agreed timeframe of display, the course of action should damage, or theft arise, insurance requirements and light and temperature conditions of display.

In all cases the following will be considered before proceeding with an outward loan:

a) Reason for request and benefit to the public.

The Gallery will consider the following factors, including but not limited to:

- educational and social benefit
- relevance to the exhibition or its potential engagement with the wider community
- conservation concerns
- the Gallery's own requirement for the work
- pre-existing commitments and loan requests
- environmental, safety and security of the loan venue

b) Timeline and capacity of the Gallery team to facilitate the loan

c) Fees and costs associated. With consideration to the following:

- transport costs to and from the gallery
- insurance during transportation and while with borrower
- packing and/or crating costs
- installation costs
- high resolution photography costs
- conservation preparation
- construction of supports required and/or framing
- other costs: courier, security, biosecurity
- loan fee payable and/or provision of the work gratis for public benefit

d) Loan agreements and insurance

A work may only leave the Gallery once the parties have signed a loan agreement outlining the term of the loan and appropriate insurance for the object in transit and while on display.

Inward loans

The Gallery will facilitate inward loans. Inward loans will be predominantly connected to the exhibition program, where the Gallery may seek to loan artworks from an artist/vendor/donor/gallerist/institution for display for a temporary period. Loan details will be outlined and agreed upon in writing between the parties and specify time period, approved use, transport, insurance, installation, supports and fees payable. Work will be returned to owner as per the timeframe and conditions of the agreement. Unless agreed upon subsequently via a clear form of written and agreed upon contract or documentation, the loaned artwork will not form part of the permanent collection.

GOULBURN MULWAREE COUNCIL GOULBURN REGIONAL ART GALLERY: PERMANENT COLLECTION AND PUBLIC ART POLICY

8. DEACCESSIONING AND DISPOSAL

Criteria for de-accession and disposal

The Gallery will approach deaccessioning and disposal of artworks cautiously and with careful consideration for the operation and needs of the Gallery in the past, at the present moment and into the future. All artworks considered for deaccessioning will undergo a rigorous process of assessment by the Gallery Director based on the acquisition criteria. Detailed records will be kept in relation to all objects that are deaccessioned and these records will be entered into the Gallery's Collection Management System and kept on file with documentation about the artwork.

Decisions to de-accession or dispose of a work will be formally reported to Council's Executive prior to final action being taken.

Methods of disposal

The method of disposal shall proceed in the following priority:

- a) Offer the object to the donor or their family – with the proviso that if the artwork(s) were a donation made under the Australian Government's Cultural Gifts Program they will not be returned to the donor as the donor has already received the benefit of a tax deduction for the gift.
- b) Offer to another collecting institution for continuation of public benefit.
- c) Use as an education tool.
- d) Sale by auction.
- e) Destruction if the object is found to be dangerous to human health or is damaged beyond repair.

GOULBURN MULWAREE COUNCIL

GOULBURN REGIONAL ART GALLERY: PERMANENT COLLECTION AND PUBLIC ART POLICY

PART B: PUBLIC ART

1. POLICY STATEMENT AND SCOPE

Public Art is a distinct part of the Gallery's permanent collection. Each of the works acquired and placed on display publicly which are initiated, commissioned/purchased, installed and managed by the Gallery are considered part of the Gallery's permanent collection. The Gallery maintains control of these assets to maintain the artistic integrity, access and safety of the artwork and of the public that interact with these artworks.

Public Art is a key factor in the enhancement of spaces and liveability of the broader Goulburn Mulwaree Region. The Public Art program as a function of the Goulburn Regional Art Gallery has been in place for over 25 years and has seen a

The aims and scope of the Gallery's Public Art program is to:

- Encourage the development and appreciation of innovative, interpretive and exciting public art.
- Encourage public art that contributes to the vibrancy of the existing streetscape.
- Explore, discover and interpret the identity of the community and region through a diverse range of public artworks.
- Promote and respect the First Nations heritage of the region in public art projects.
- Create opportunities for the employment, promotion and development of artists living, working or connected with the broader Goulburn Mulwaree Region.
- Encourage opportunities for artists to collaborate with architects, urban planners and designers, businesses and industries in public and private capital works and development.
- Establish art as an integral component of future planning, within both the public and private realm, ensuring this is incorporated in Council plans and as a requirement for both Council developments and private developers.
- Ensure that copyright, intellectual property and Indigenous Cultural and Intellectual Property (ICIP) rights are respected in all public art projects.
- Ensure that public artworks are maintained and conserved.
- Ensure that the requirements of public and work-place safety are respected and adhered to in the making, installation and on-going presence of public artworks.
- Enable all members of the community to live and work in a creative environment.
- Celebrate the natural environment of the region.

Note: there are many public artworks installed and on display in the broader Goulburn Region which have not been initiated, commissioned/purchased, installed and managed by the Gallery. These are outside of the scope of the responsibility of the Gallery in regards to involvement, maintenance and safety. All enquiries in relation to these public artworks will be directed to the relevant parties including community groups, arts organisations, commercial businesses or other.

DEFINITIONS:

A **place of public access** is an open public space that the public may freely visit or traverse, but does not include:

- Internal public spaces, such as public galleries, museums and libraries;
- Public spaces that are privately owned or managed, such as shopping complexes, places of worship and their surrounds, educational institutions and their surrounds.

2. PUBLIC ART STATEMENT AND BRIEF HISTORY

Public Art is considered any artwork which can be accessed by the general public in public spaces, with the intention to enhance the environment and foster engagement.

The earliest recorded example of public art acquired by the Gallery was in 1998. The activity surrounding the public art program has often been subject to funding opportunities including grant funding, donations or specific council funding schemes related to activating and enhancing public space.

GOULBURN MULWAREE COUNCIL

GOULBURN REGIONAL ART GALLERY: PERMANENT COLLECTION AND PUBLIC ART POLICY

3. TYPES OF OBJECTS COLLECTED

Acquisitions of public artworks include but are not limited to:

Murals, sculpture, illuminated works, photographs, Installations, and other

Key Themes and Notable Artist Representation

- Works by Leading Australian Artists
- Works by Key Artists Living or Working in the Broader Region

4. ACQUISITIONS

Methods of Acquisition:

Recognising its role as a Regional Gallery, the Gallery will acquire public artworks for the Permanent Collection through the following methods:

- Straight donation
- Donation via the Australian Government's Cultural Gifts Program*
- Bequest (if negotiated and approved by Gallery staff prior to probate)
- Acquisition of a work commissioned by the Gallery
- Purchase
- Temporary or long-term loan.

To Note:

- The Gallery will not receive conditional donations.
- The Gallery is not obliged to accept donations via bequest which have not been explicitly agreed upon by the Gallery's Director in writing.
- In regard to loans (temporary, long term or other), a loan specifies that the work will be in the Gallery's custody only for a specified and agreed upon period of time. Loan periods will be clearly specified and a formal agreement co-signed between the Gallery and the owner of the loan work. Work will be returned to owner as per the time frame and conditions of the agreement. Unless agreed upon subsequently via a clear form of documentation, the loaned artwork will not form part of the permanent collection.

**Australian Government's Cultural Gifts Program:*

Works of art may be acquired for the Goulburn Regional Art Gallery's Permanent Collection under the Australian Government's Cultural Gifts Program. To complete these donations, the Gallery must maintain a Deductible Gifts Recipient (DGR) status and properly facilitate all components of the paperwork including but not limited to receiving a certificate of donation, facilitating two independent valuations of the work(s) of art by approved valuers and completing and submitting the paperwork for review and approval to the Australian Government.

In the case of possible future deaccessioning of works of art from the Goulburn Regional Art Gallery's Permanent Collection it is mandated in this policy that Gifts made under the Cultural Gifts Program must not be returned to the donor or the donor's beneficiaries as the donor has already received the benefit of a tax deduction for the gift.

Public Art acquisition criteria:

Acquisitions of public artworks must meet one or more of the following criteria:

- a) It is created by one or more artists for a specific or non-specific site in a place of public access
- b) It is created for a specific site in a place of public access through a process of the artists working in consultation with members of the local community and responding to the interests of the community members
- c) It is created by members of the local community for a specific site in a place of public access
- d) It is created by one or more members of the public and installed in a local site in a place of public access and its presence invites dialogue with the community.
- e) Reflects the highest standards of excellence in contemporary arts practice
- f) Develops public understanding of and responses to specific environments
- g) Provides permanent, temporary or ephemeral urban and public art

GOULBURN MULWAREE COUNCIL GOULBURN REGIONAL ART GALLERY: PERMANENT COLLECTION AND PUBLIC ART POLICY

Purpose and function:

Acquisitions of public artworks must also fulfil the following criteria:

- a) It is situated in a place of public access (this may include on private property when observable by public access i.e. murals on the side of privately owned businesses which can be seen in public areas)
- b) It engages the public in some form of dialogue, such as an interpretation of site, community or city identity
- c) It has presence – be it visible, audible, physical and/or tactile, and remains after installation in a place of public access.

Relevance:

Priority will be given to public artworks that align with the Gallery's purpose, key themes and collecting areas.

Rarity and representativeness:

Priority will be given to rare or excellent representative examples of works of art.

Condition:

Works will only be acquired if they are of stable and suitable quality and can be suitably cared for in a public environment. The public artworks must not present a safety risk to the public beyond reasonable expectation of public behaviour.

Provenance and Chain of Ownership:

New acquisitions where possible will have clear provenance (from a known person/source) and an identified chain of ownership from artworks conception through to time of acquisition.

Legal title:

The artist, donor or vendor must have legal ownership of the artwork being donated or otherwise acquired.

- Donation: All donors must sign a Deed of Gift declaration.
- Australian Government's Cultural Gift's Program: All donors under the Australian Government's Cultural Gift's Program must complete a Certificate of Donation which declares legal title, copyright considerations and chain of ownership.

Delegation for the selection of new public art acquisitions:

The delegation for commissioning, raising, selecting, approving and receiving the acquisition of works of public art into the permanent collection sits with the Gallery Director and Gallery team.

5. COLLECTION MANAGEMENT

The Gallery team is responsible for the care and management of the Permanent Collection, including Public Art.

Commissioning

To continue the Goulburn Mulwaree Council's dedication to enhancing social wellbeing, fostering community pride, stimulating local economies, revitalising urban spaces and communicating cultural expression, there is a dedicated budget allocation for new Public Art commissions every two years.

The Goulburn Regional Art Gallery Director and team facilitate the selection, location, and acquisition of public art. Consultation is undertaken with the appropriate Council departments to assess temporary and/or permanent changes to the streetscape. Likewise, any changes to the streetscape that will impact public art must be discussed with the Gallery Director prior to the changes being approved, implemented or finalised.

All new commissioned works and general public art acquisitions must have a written agreement in place between the Gallery and the artist/vendor/donor. This must make explicit reference to the intended 'life of the work' i.e. how long it is anticipated to last. This is particularly prudent for murals which are subject to fast fading, peeling, graffiti and other damages. Contracts will outline the Gallery's obligation in terms of repair, maintenance and consultation, as well as eventual deaccessioning or decommissioning.

Acquisition Procedure and Documentation:

The Collection's artworks are thoroughly catalogued; assessed, insured and stored appropriately. The Gallery manages and maintains records of each work of art including the provenance of the work of art, chain of ownership,

GOULBURN MULWAREE COUNCIL GOULBURN REGIONAL ART GALLERY: PERMANENT COLLECTION AND PUBLIC ART POLICY

high resolution images, history of the artist and artwork, physical details, method of acquisition, artwork condition, up to date valuations and more.

All artworks will have an accompanying digital file created to include acquisition documentation, provenance, receipts, correspondence, artwork title, accession number and any and all other related documentation. All artworks must have a corresponding record in the Goulburn Regional Art Gallery Collection Management System.

All new acquisitions must have an 'Acquisition Form' completed by Gallery staff which records in detail all aspects of information relating to the work of art, the donor/vendor and the circumstances relating to and reasons for the acquisition.

Straight donations must have a completed and co-signed deed of gift form.

Cultural Gift Program donations must have all aspects of documentation and paperwork completed, submitted to the Office for the Arts for processing and must have formal written acknowledgement of successful processing from the Office for the Arts before the works are officially considered part of the permanent collection.

Storage:

Unless undergoing conservation, Public Art is on permanent display in its designated area.

Maintenance and conservation:

Gallery Director and Gallery team will identify the maintenance and conservation of the collection. Conservation works will be referred to professional conservators where appropriate. All conservation works, minor and major, will be photographed and documented and added to the conservation files and files relating to that work of art. A record of any works will be entered into the Gallery's Collection Management System.

The maintenance and conservation will be coordinated by the Gallery and prioritised subject to budget allowance. Annually the Council supports a discrete maintenance budget to ensure the safety and continued public benefit of public art.

Preservation:

The condition of all public artworks will be regularly checked, and further assessment carried out as required. Public artworks may be withheld from public display and/or public access as determined by the Gallery Director due to safety or other concerns.

6. PUBLIC ACCESS

A key function of public art is the accessibility to the general public. Works are accessible to the general public at all times.

7. LOANS

The Gallery may engage in *inward loans* or *outward loans* of public art. This may include the temporary display of a public artwork from an artist/owner which is displayed publicly, outside of the Gallery's building.

These loans will be subject to a signed agreement which outline terms and conditions including display, monitoring, safety, access, surveillance cameras, insurance requirements, conservation and more. These will be assessed by the Gallery Director and team on a case-by-case basis.

GOULBURN MULWAREE COUNCIL

GOULBURN REGIONAL ART GALLERY: PERMANENT COLLECTION AND PUBLIC ART POLICY

8. DEACCESSIONING AND DISPOSAL

Criteria for de-accession and disposal

The Gallery will approach deaccessioning and disposal of artworks cautiously and with careful consideration for the operation and needs of the Gallery in the past, at the present moment and into the future. All artworks considered for deaccessioning will undergo a rigorous process of assessment by the Gallery Director based on the acquisition criteria and with consultation to agreements signed at the time of acquisition. Detailed records will be kept in relation to any and all objects that are deaccessioned and these records will be entered into the Gallery's Collection Management System and kept on file with documentation about the artwork.

Decisions to de-accession or dispose of a work will be formally reported to Council's Executive prior to final action being taken.

Methods of disposal

The method of disposal shall proceed in the following priority:

- If possible, offer the object to the donor or their family – with the proviso that if the artwork(s) were a donation made under the Australian Government's Cultural Gifts Program they will not be returned to the donor as the donor has already received the benefit of a tax deduction for the gift.
- If possible, offer to another collecting institution for continuation of public benefit.
- If possible, use as an education tool.
- If possible, sale by auction.
- Destruction if the object is found to be dangerous to human health or it is damaged beyond repair.

Note: many public artworks are site specific and are installed directly onto walls, windows and buildings. Therefore, to deaccession the public artwork, means to destroy the work (number e above presenting as the only feasible option). This may be due to safety reasons, damage or condition of the public artwork.

Version	Council Meeting Date	Resolution	Adoption Date	Effective From
1	16 April 2013	13/136	7 June 2013	7 June 2013
2	6 April 2017	17/192	6 June 2017	7 July 2017
3	2 August 2022	2022/261	2 August 2022	30 August 2022
All policies can be reviewed or revoked by resolution of Council at anytime.				

DIRECTORATE: Corporate & Community Services

BUSINESS UNIT: Marketing, Events and Culture