



WARRNAMBOOL
CITY COUNCIL

WAG
WARRNAMBOOL ART GALLERY
COLLECTION POLICY

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1. INTRODUCTION

1.1. WAG Mission Statement

To uphold and transform the cultural life of South West Victoria.

1.2. Purpose and Scope

This Policy has been developed to provide guidelines for the management and development of the WAG (Warrnambool Art Gallery)'s Collection.

1.3. Definitions

Term	Definition
WAG	Warrnambool Art Gallery
Collection	Cultural Material for which the WAG is the custodian.
Acquisition	Cultural Material purchased, obtained or donated to the Collection.
Deaccession	The administrative process of removing Cultural Material from the Collection.
Cultural Material	Includes objects of all types and is not limited to: antiquities; material from archaeological excavations; objects of ethnological interest; objects of artistic interest; palaeontological objects; digital born objects and multimedia creations; archives including written, sound, photographic and cinematographic; and specimens of fauna, flora, minerals and anatomy.
Significance	The historic, aesthetic, scientific and social values that Cultural Material has for past, present and future generations.

1.4. References

The application of this Policy will be in accordance with the following:

- International Council of Cultural Materials (ICOM) – Code of Ethics for Museums (2004).

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- Commonwealth Ministry for the Arts - Australian Best Practice Guide to Collecting Cultural Material (2014).
 - Museums Australia (Victoria) – National Standards for Australian Museums and Galleries V.1 (2014).
 - Aboriginal Affairs Victoria (AAV) – Aboriginal Heritage Act (2006).
 - Control of Weapons Act (1990).
 - The Historic Shipwrecks Act (1976).
 - Victorian Heritage Act (1995).
 - Museums Australia – Continuous Cultures, Ongoing Responsibilities: principles and guidelines for Australian museums working with Aboriginal and Torres Strait Islander cultural heritage (2005).

1.5. Aboriginal Artefacts

- The WAG acknowledges that it has a mandatory obligation under the Aboriginal Heritage Act 2006 and Aboriginal Heritage Amendment Act 2016 to register Victorian Aboriginal collection items in its possession with AAV.
- In instances where the provenance of certain Aboriginal artefacts is unknown, advice will be sought from AAV.
- The WAG acknowledges that it is illegal to buy, sell or harm traditional Aboriginal objects without a cultural heritage permit.
- The WAG acknowledges that it is illegal to remove Aboriginal objects from Victoria without a cultural heritage permit, excluding loans between interstate museums.
- The WAG acknowledges that while in most cases Aboriginal artefacts will remain the property of the WAG, under the Aboriginal Heritage Act 2006 and Aboriginal Heritage Amendment Act 2016, human remains, and secret and sacred material legally belong to the traditional owners, should be repatriated.
- Requests from Aboriginal and Torres Strait Islander Communities for the return to them of cultural items held by the WAG will be reported to Council for decision.

2. POLICY

2.1. Policy Statement

Council affirms that the development and maintenance of a collection of Cultural Material is a key operational responsibility of the WAG, and includes two main elements – acquisition and deaccessioning.

2.2. Acquisition Categories

Cultural Material shall be acquired for the WAG's Collection relevant to the following categories. The categories reflect long standing acquisition practices and codify the acquisition themes deemed most relevant for the WAG and its community.

19th Century European Salon Painting

Artwork created in Europe in the late 1800s, with priority to be given to works that will complement the Gallery's existing holding of 19th Century European Salon Paintings.

Colonial Art

Artwork by artists working in Australia from 1800 to 1900, with particular consideration given to artworks depicting aspects of the Warrnambool and South West Victoria.

Australian Printmaking

Media including screenprint, lithography, etching, mezzotint, woodcut, wood engraving, linocut, digital print, monoprint, artists book and innovative printmaking techniques, with particular consideration given to printmaking made after 1970.

Melbourne Modernism

Artwork by Modernist artists working in Melbourne from c1930 to c1955, with particular consideration given to artists connected to the George Bell School or the Angry Penguins.

Cultural Material of the Warrnambool and South West Victoria

Artwork or objects of merit and significance to Warrnambool and South West Victoria.

Artwork of Merit

Artwork outside the above categories may be acquired if deemed to be of particular relevance.

2.3. Acquisition Process

Acquisitions will be considered by the WAG curatorial team including Director, Curator of Collections and Curator of Exhibitions and Outreach at dedicated meetings to determine the merit of artworks proposed for acquisition. Consultation with community and industry experts will occur as appropriate. Successful proposals are presented in an Acquisition Recommendation to the Manager Recreation & Culture for approval and according to Council's Procurement Policy.

In extraordinary circumstances where a particular and immediate opportunity is identified, the WAG Director may elect to acquire an artwork and according to Council's Procurement Policy.

Cultural Material will be determined subject to the following:

- **Relevance**
Cultural Material deemed to fit one or more of the Acquisition Categories (see 2.2).
- **Significance**
Cultural Material that has high historic, aesthetic, scientific or research, and/or social or spiritual value.
- **Provenance and Documentation**
Priority will be given to Cultural Material where the history of the item is known and associated documentation and support material can be provided.
- **Condition, intactness, integrity**
Cultural Material is suitable for long-term storage and preservation. Badly damaged items will not normally be accepted.
- **Interpretive Potential**
Cultural Material that has high value through its potential communicative power.
- **Rarity**
Cultural Material that is unique or relatively rare, or a fine example of its type.
- **Duplications**
Cultural Material that duplicates items in the Collection will not be accepted unless they are of superior condition and/or historic value.
- **Legal Requirements**
The WAG only accepts Cultural Material where the donor or vendor has legal title.

2.4. Acquisition Terms and Conditions

The acquisition of Cultural Material will be subject to the following:

- International Council of Museums (ICOM)—Code of Ethics for Museums (2004).
- May be acquired by donation, bequest, purchase or transfer.
- Conditional donations will not be accepted.
- Items valued at less than the costs associated with acquisition may not be accepted.
- Storage capacity and requirements.
- Display capacity and requirements.

2.5. Acquisition Funds

The acquisition program will be funded through an annual budget allocation from Council specifically to support the implementation of this Policy.

Additional acquisition funding may be sourced from:

- Warrnambool Art Gallery Foundation.
- Philanthropic individuals and/or trusts.
- Programs and opportunities that may arise from time-to-time.

2.6. Deaccessioning Categories

Cultural Material in the Collection may be de-accessioned if it is:

- Outside the Acquisition Categories (see 2.2).
- Considered surplus to the WAG's requirements.
- Of negligible historical, social or archival value.
- Damaged beyond repair.
- Stolen or otherwise missing beyond hope of recovery.
- Subject to conditional requirements.
- Subject to a repatriation claim.
- The conservation and storage costs for it are beyond the means of the WAG.
- A lesser quality duplicate.

2.7. Deaccessioning Process

A report recommending deaccessioning of Cultural Material shall be submitted to the Manager Recreation & Culture. The recommendation will include:

- Full catalogue details.
- All available information regarding provenance and history.
- Reasons for deaccessioning (see. 2.6).
- Reference to any particular circumstance or issues.
- A recommendation regarding the proposed means of disposal.

2.8. Deaccessioning Terms and Conditions

Deaccessioning will be actioned:

- After due and proper consideration.
- After a cooling off period of 12 months.
- When it will not adversely affect the WAGs capacity to attract future donations of artworks or financial assistance towards acquisition of artworks.
- Once the value of the work has been established.

Deaccessioning will not be actioned as a means of augmenting Gallery revenue.

2.9. Disposal

Cultural Material to be deaccessioned shall be returned to the donor or family. If after a thorough search this is not possible, it should be:

- Transferred to another appropriate institution
- Sold by public auction, where appropriate
- Used as an educative/interpretive tool
- Destroyed or recycled if appropriate

The method of disposal shall be conducted in accordance with:

- Aboriginal Heritage Act 2006 and Aboriginal Heritage Amendment Act 2016. It is illegal to trade in Aboriginal material without a cultural heritage permit.
- Cultural Gifts Program (CGP). Gifts under the program should not be returned to the donor as they have already received the benefit of a tax deduction for the gift.
- Deductible Gift Recipient (DGR). Gifts, deductible contributions and related money shall be transferred to another DGR.
- Cultural Material purchased with funds derived from the Warrnambool Art Gallery Foundation shall be disposed with any funds raised directed to the Foundation and the original donor acknowledged in the records of the Foundation.
- Cultural Material purchased with funds derived from Council shall be disposed with any funds raised directed to the Warrnambool Art Gallery Acquisition Fund.
- Funds derived from deaccessioning should be kept for the care of collection or acquisitions.

2.10. Documentation and Record Keeping

The WAG will be responsible for administering and recording documents relating to artworks processed through this Policy including: correspondence, gift forms, receipts, registration documentation, conservation assessments, valuations for insurance purposes, reports, etc.

2.11. Storage and Conservation

In accordance with the National Standards for Australian Museums and Galleries, the WAG aims to achieve best practice regarding the care and storage of the Collection as prescribed in its Collection Storage Management Plan (2017).

3. WIND UP / DISSOLUTION

3.1. Terms and Conditions

Council may, at some time in the future and after opportunity for due public discussion and consultation with Gallery management, agree by resolution at a scheduled Council meeting to the winding-up of the WAG.

The Collection including Cultural Material acquired through the Warrnambool Art Gallery Foundation, shall be held in trust with the Council and shall be held in perpetuity as an intact collection of Cultural Material, which shall be made available in such a manner as the Council may determine, to continue the preservation of the history of Warrnambool and District.

In the event the Gallery is wound up, the Collection – consisting of Cultural Material that has been formally catalogued or awaiting cataloguing that are either on display or in storage shall be dealt with as follows:

- Any item that has been received as a loan shall be returned to the Lender.
- Any item that has been released as a loan shall be returned to the WAG.
- Any other associated items such records, files, equipment and electronic data shall be given or transferred.

The wind-up / dissolution shall be conducted in accordance with:

- Aboriginal Heritage Act 2006 and Aboriginal Heritage Amendment Act 2016.
- Cultural Gifts Program - gifts under the program should not be returned to the donor as they have already received the benefit of a tax deduction for the gift.
- Deductible Gift Recipient - gifts, deductible contributions and related money shall be transferred to another DGR.

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- Cultural Material purchased with funds derived from the Warrnambool Art Gallery Foundation shall be disposed with any funds directed to the Foundation and the original donor acknowledged in the records of the Foundation.

4. GOVERNANCE

4.1. Owner

The Director, WAG is responsible for monitoring the currency and viability of this policy and updating it when required.

4.2. Review

The Director, WAG will review the policy for any necessary amendments no later than three years after its formulation or after the last review.

4.3. Charter of Human Rights and Responsibilities Compliance

It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights Act (2007).

Warrnambool City Council is committed to consultation and cooperation between management and employees. The Council will formally involve elected employee health and safety representatives in any workplace change that may affect the health and safety of any of its employees.