



DEVONPORT REGIONAL GALLERY ACQUISITION AND COLLECTION POLICY

POLICY TYPE	DOCUMENT CONTROLLER	RESPONSIBLE MANAGER	POLICY ADOPTED	REVIEW DUE
Council	Convention & Art Centre Manager	Executive Manager	25 September 2023	September 2025
PURPOSE	<p>To ensure sound management of the Devonport City Council's Permanent Collection, managed by the Devonport Regional Gallery. Key objectives of the policy are to:</p> <ul style="list-style-type: none"> • Conserve, document and develop the Collection in accordance with International Council of Museums (ICOM) Code of Ethics; • Develop a Collection that is cohesive, focused and significant within Tasmania; • Provide an effective, open and accountable system of acquiring and de-accessioning of works; • Preserve, protect and conserve Council's cultural assets through effective management of the Collection; • Provide and advocate access to the collection through exhibitions and public programs; • Provide guidelines for the expenditure of annual funds for the acquisition of artworks for the Collection. 			
SCOPE	<p>The policy applies to all artworks and cultural objects in the Collection, including artworks that are currently on display in public buildings, or outward loan for exhibition purposes.</p>			
DEFINITIONS	<p>For the purposes of this Policy, the following definitions apply:</p> <p>Artworks - various art mediums including paintings, drawings, prints, photographs, ceramics, sculpture, textiles and electronic media.</p> <p>Gallery Staff - Council employees whose position is predominantly to assist in the delivery of the Devonport Regional Gallery's operations.</p> <p>Advisory Committee - The Devonport Regional Gallery Advisory Committee.</p> <p>Collection - The City of Devonport Permanent Collection.</p> <p>Council - The Devonport City Council.</p> <p>Gallery - The Devonport Regional Gallery.</p> <p>Deaccessioning - the formal process of removal of an object from the collection register, catalogue or database.</p> <p>Disposal - the physical removal of the object from the organisation by the process decided upon by the Advisory Committee.</p>			
POLICY	<p>The Devonport Regional Gallery will acquire significant artworks by Tasmanian artists. Focus will be on collecting works by practising, contemporary artists, with the aim that over time the Collection will</p>			

become a strong, accumulative record of serious artistic activity and development within the state of Tasmania. The Collection will be unique, owing to its representation of Tasmanian practitioners, and hence will have state, national and international significance.

The policy is intended to bring together the disparate elements of the existing Collection by assessing the relevance of each item in accordance with the Collecting Guidelines outlined below.

The Policy will support the growth of a collection of significant artworks, craft and design that embodies the best of contemporary practice within the state of Tasmania.

The Collection benefits Devonport by:

- Identifying the City's heritage and honouring the region;
- Assisting to build a community identity;
- Contributing to the development of cultural services that enriches the quality of life offered in the City;
- Integrating works of art into the community so the community is regularly exposed to quality art;
- Reflecting the culture and interests of the community and the state of Tasmania;
- Providing an educative function for academics, artists and curators;
- Providing access to key aspects of the development of contemporary art, craft and design in Tasmania;
- Being a valuable drawcard for cultural tourism;
- Acting as an important reference point for art studies for children, art students, researchers and residents; and
- Maintaining the tradition established by the foresight of past Gallery Directors, Committee members and Elected Members of Council.

The Collection is held in trust by Council for the community and the proper stewardship for this asset will provide maximum exposure, utilisation and benefits for the community, the Devonport Regional Gallery and Council.

Collection Profile

The Collection is managed by the Gallery.

The Gallery was founded as The Little Gallery by Mrs Jean Thomas in 1966. During the late 1960s and 1970s the Gallery's exhibition program supported emerging, contemporary Tasmanian artists and Thomas' decision to purchase one work from each exhibition formed the genesis of Council's permanent collection.

In 1979, Council purchased The Little Gallery and gained custodianship of the Collection. The Collecting focus has varied between Directors since Council began managing the Gallery and hence the Permanent Collection comprises a number of disparate components, including:

- Art Collection – approximately 2100 items including works by Tasmanian and Australian artists, and objects of the collection known as the Moon Collection;
- Robinson Photographic Collection – approximately 100,000 photographic negatives; and
- Davis Collection (DC) - items of obsolete technology, includes televisions and gramophones;

Strategic management of the Collection will ensure its potential significance is realised as individual items are acquired, de-accessioned, and maintained according to the guidelines outlined in this document.

Devonport Regional Gallery Advisory Committee

The Advisory Committee's role in relation to the Collection is to provide advice and recommendations to Council on the following:

- Assistance in the identification of, and strategic advice on, the acquisition of art works;
- Endorsement of recommendations from Gallery staff for the acquisition of art works;
- Input and advise on Collection related policy development;
- Act as ambassadors for the Gallery, actively advocating on behalf of and promoting the Gallery initiatives and the Collection at local, state and national levels;
- Engage the local Devonport and regional community in Collection exhibitions, activities and programs; and
- Support Council efforts to attract funding and other resources in accordance with identified needs and the strategic direction of the Gallery.

1. Acquisition

1.1 Acquisition criteria

This policy recommends that works of art, craft, and design acquired by Council for accessioning into the Collection by purchase, commission, gift or donation fulfil the following criteria:

- a) The artist is identified as Tasmanian by either birth, or by having demonstrated a strong and ongoing association with Tasmania for no less than two years, which is evident in their practice; OR the artist is able to adequately demonstrate a strong connection to Tasmania, which is evident in the work recommended for acquisition;
- b) The artist demonstrates a history in visual arts practice or, in the case of emerging artists, the realistic potential for establishing a long-term career in the visual arts;
- c) The condition of the work must be assessed as fair and stable, and any risk of damage or deterioration of the

work in the Gallery's storage facility or display should be addressed prior to acquisition;

- d) Purchases for the Collection must be accompanied by a signed document from the Vendor/Gallery where the work was purchased, or by the artist, stating the works authenticity/provenance; and
- e) The work, or works, directly purchased by Council (excludes donations, or works purchased by other means) does not exceed the annual acquisition budget (capital budget) set by Council.

1.2 Acquisition criteria - exceptions

To provide an opportunity that is outside the Acquisition Criteria, artworks may be acquired when it can be demonstrated that there would be significant value in acquiring a certain artwork due to its cultural relevance and would need to be assessed as significantly benefiting the Collection and City of Devonport.

1.3 Tidal: City of Devonport Art Award

To assist building a valued collection of contemporary Tasmanian art, Tidal: City of Devonport Art Award will be presented as an acquisitive award. The entry criteria will align with the acquisition criteria:

- a) The artist is identified as Tasmanian by either birth, or by having demonstrated a strong and ongoing association with Tasmania for no less than two years, which is evident in their practice; OR the artist is able to adequately demonstrate a strong connection to Tasmania, which is evident in the work entered in the award;
- b) The artist demonstrates a history in visual arts practice or, in the case of emerging artists, the realistic potential for establishing a long-term career in the visual arts.

1.4 Acquisition procedure

Works for acquisition can be proposed by Gallery staff and/or members of the Advisory Committee.

The Committee has the responsibility to assess proposals against the acquisition criteria.

Once a work is identified and recommended by the Committee, the recommendation is to be documented by Gallery Staff, detailing the recommendation's relevance against the Acquisition Criteria.

Proposals endorsed by the Committee will be reported to Council.

The provenance of all artworks approved for acquisition will be checked and approved by Gallery staff prior to purchase.

The legal title of all works will remain with Council.

Copyright of acquired works remain with the artist. (*Generally, copyright is valid for the life of the artist plus 70 years, refer to the Copyright Act 1968*). At the time of acquisition, the Gallery will seek the artist's permission to publish images of the work for reasons solely related to the promotion of the Gallery, the Council, and the Collection. This will be undertaken according to the *Copyright Act 1968*.

All artworks approved for acquisition will be officially accessioned into the Collection.

1.5 Donations

Encouragement of philanthropy is a strategic approach to support the realisation of specific targets and goals of the Collection. The Gallery has Deductible Gift Recipient Status, which assists in encouraging donations of artworks.

The Cultural Gifts Program encourages gifts of significant cultural items to public art galleries by offering donors a tax deduction for the market value of their gifts. Artworks accepted as a donation for the Collection must have cultural importance relative to the Collection and therefore meet the Acquisition Criteria. It is the responsibility of the donor to have the artwork assessed by two valuer's and arrive at an average based on these two assessments. This value will be used for the purpose of insurance and recorded on the Collection data base. The donor can use this information to claim an income tax deduction.

1.6 Donation exceptions

To provide for the exceptional Gift or opportunity that is outside the acquisition criteria, artworks may be accepted where it will benefit the Collection and the City. Gifts to the Collection will be encouraged with a view to enhancing the congruence of the Collection. The Advisory Committee will assess each exceptional Gift or opportunity that do not meet the acquisition criteria and will accept or refuse such offers of gifts as they occur and report them to Council.

2. Deaccession and Disposal

2.1 Deaccessioning

Objects identified and approved for disposal must remain in the Collection for a minimum period of 12 months after the deaccessioning approval has been granted.

Deaccession decisions, like acquisition decisions, are based on objective criteria and not personal taste. Gallery staff shall determine whether a work of art should be considered for deaccessioning or disposal of: if the work does not legally belong to the Collection; is damaged or inappropriate for the

Collection or does not relate to the Collection Policy. The proceeds from any sale of a deaccessioned work must be reserved and applied only to acquisitions. The proceeds from any sale are to be entered into Council's Assets budget.

2.2 Deaccession criteria

The following classes of works may be considered for deaccession:

- a) Works which may not have been lawfully obtained by the Devonport Regional Gallery or the Devonport City Council or which may legitimately be claimed by an individual or their heirs, trustees or representatives, or by an organisation or institution representing a claimant community or nation;
- b) Works which are in poor physical condition, whether through accidental damage, deterioration or infestation and which are beyond restoration to a level suitable for public display, scholarly use or other appropriate museum purposes;
- c) Works which have been determined to be forgeries, or which have been falsely or wrongly attributed; and
- d) Works which fall outside the parameters of the Collection, as defined by the acquisition criteria (refer Section 1.1).

2.3 Restrictions

Works shall not be deaccessioned which are subject to a trust or other legal impediment which forbids deaccessioning.

Works which were acquired less than ten years prior to the time of the proposed deaccession shall not be deaccessioned.

2.4 Deaccession procedure

Based on the Collections Policy, and the Significance Assessment of individual collections within the overall Collection a proposal for deaccessioning shall be initiated by Gallery staff, to be considered by the Advisory Committee.

Except in the case of returns, the Gallery and Council's clear and unrestricted title in the work shall be established.

A written deaccession proposal shall be prepared by Gallery staff for the Advisory Committee, and the proposal is to include:

- a) Accession number;
- b) Provenance including full details of the circumstances of the work's acquisition, including any prohibitions or restrictions on deaccessioning, including statutory restrictions;

- c) Reasons for the proposed deaccessioning;
- d) Recommendations for the means of disposal; and
- e) Estimated current market value of the work.

The work shall be approved in principle for deaccessioning on the absolute majority vote of the Advisory Committee. Works that have the endorsement of the Committee for deaccessioning will be recommended to Council.

The object/s identified for deaccession must be placed separately in the storage facility away from the rest of the Collection. All items endorsed for deaccessioning must be set aside for a 12 month 'cooling off period' prior to active disposal.

If the object/s is approved for deaccession, the object/s must be removed from the Permanent Collection records including the computer database and hard copy files. The deaccessioning of the object must be recorded in the collection data base. A deaccessioned object's number cannot be used again for another object.

If an object is to be sold at auction, and does not possess a current valuation, a certificate of valuation must be sought.

2.5 Methods of disposal

Objects identified and approved for disposal must remain in the Collection for a minimum period of 12 months after the deaccessioning approval has been granted. At the end of such period, Gallery staff, in consultation with the Advisory Committee, will determine which of the following methods is most appropriate for disposal of the identified item:

- a) Return the object to the donor, if donor in agreement. Works donated through the Cultural Gifts Program cannot be returned to donors, as they have received the benefit of a tax deduction;
- b) Transfer to another institution. This will be an institution with a similar collecting area, i.e. if a maritime related object, a maritime museum would be appropriate;
- c) Exchange with another institution;
- d) Sale by public art auction or by tender; and
- e) Destruction – only to be carried out if the object has irreparable damage.

2.6 Restrictions

Under no circumstance shall a deaccessioned work be purchased by, or transferred or given to any Trustee, Devonport City Council elected member, employee, volunteer or Committee Member, or any member of their immediate family.

2.7 Exception

Unless purchased in an open and transparent process, which provides fair opportunity to the Community, for example, a public auction.

2.8 Recording deaccessioned information

Note on the accession register that the object has been deaccessioned; this information must remain on record. A deaccessioned object's number can never be used again.

All decisions and actions are to be fully documented and recorded on the Collection database and the object removed from Council's asset management register.

3. Collection Management

3.1 Storage, valuation and insurance

Gallery staff will endeavour to ensure each item in the Collection is housed according to international standards and best practice regarding conservation, handling, storage, cataloguing and security.

Routine monitoring of the Collection will be conducted and reported in the following ways:

- a) Weekly facility storage check, this includes atmospheric conditions relating to the Robinson Collection;
- b) Biannual assessment of the condition of the Collection, with any identified conservation requirements recorded, prioritized and actioned; and
- c) Annual assessment of storage requirements. Improvements identified are to be included for consideration by Council in future capital budget projections.

The maximum frequency for the revaluation of the Collection is 10 years, however it is recommended every 5 years, to ensure works are insured according to value. Indexation will be calculated based on the best advice of the most recent valuation.

Changes in status of Artists can and does impact on the value of Art works.

The Collection's insurance value is of priority. All works are to be valued by an accredited art valuer. Evidence of the valuer's credentials will be requested and recorded.

3.2 Display and promotion

An important part of the exhibition program is the provision of a Collection known both for its quality and diversity.

Gallery staff will promote the Collection by curating collection-based exhibitions in accordance with the Gallery's strategic plan.

Gallery staff will endeavour to ensure that art works from the Collection are displayed according to international standards and best practice regarding museum and gallery conservation, handling, storage, cataloguing and security.

Alternative exhibition spaces to the Devonport Regional Gallery are required to be secure public areas where works can be shown safely. Criteria for public display of the Collection falls part of the Exhibition Policy.

3.3 Loans

All loans from the Collection will be managed by a formal loan agreement, including information regarding freight arrangements and insurance details, confirmed before art works leave Council premises.

Works of art will be available for loans in the order of priority listed below:

- a) Devonport Regional Gallery exhibitions;
- b) Temporary exhibition loans to other galleries and museums, including interstate venues; and
- c) Public and other suitable spaces.

Images and a brief description of selected works of art from the Collection are accessible on [Collections - Paranaple Arts Centre](#). As an ongoing initiative, Gallery staff will endeavour to upload images to ensure the Collection is represented in the broadest possible context.

3.4 Conservation

The Gallery will only engage professionally trained or suitably qualified conservators to undertake conservation on any work of art from the Collection.

3.5 Record management and documentation

All items in the Collection will be documented within the Devonport City Council asset management system. Details regarding each item will be as specific as possible, including an image of each item, a brief description, provenance, an accession number, artist details, current location update, and a given value.

The following numbering system will be used for accessioned items: year the work is acquired i.e. 2012, then a full stop followed by a number in order of acquisition i.e. 2012.002 – (002 denote the second work acquired in 2012).

	<p>If an acquisition consists of several parts, a further suffix can be added to create a unique number for each part, i.e. 2012.002.1 (.1 denoting the first part of a multi-part object).</p> <p>3.6 Access Gallery staff aim to ensure that, wherever possible, the Collection, and information pertaining to it, is available to researchers requesting access. Any access to the collection/storage facility shall be under the supervision of Gallery staff or nominated Council Officer. Maintenance workers checking equipment and/or building will also need to be accompanied by nominated staff.</p> <p>3.7 Priorities Priorities for managing the Collection are developed in consultation with the Advisory Committee. Budget restraints will determine what can be achieved in particular timeframes:</p> <ul style="list-style-type: none"> a) Promote the Collection on the Gallery website; b) Expand the Collection by continued acquisition of new work; c) Exhibit the Collection; d) Undertake assessments of the Collection and actions associated with conservation and collection management; e) Risk management; f) Undertake regular valuations to provide for appropriate asset and insurance assessments; and g) De-accession works with no relationship to the Collection criteria. 								
LEGISLATION AND RELATED DOCUMENTS	<p><i>Local Government Act 1993</i> <i>Copyright Act 1968</i> Devonport City Council Strategic Plan 2009-2030 Asset Management Policy International Council of Museums Code of Professional Ethics Museum Collections Management Standards</p>								
ATTACHMENTS (IF APPLICABLE)	N/A								
STRATEGIC REFERENCE	4.2 A vibrant City is created through the provision of cultural activities, events and facilities								
MINUTE REFERENCE	23/189								
OFFICE USE ONLY	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Update Register</td> <td style="width: 10%; text-align: center;">Y</td> <td style="width: 30%;">Training/Communication</td> <td style="width: 10%; text-align: center;">Y</td> </tr> <tr> <td>Advise Document Controller</td> <td style="text-align: center;">Y</td> <td>Advise HR / MCO</td> <td style="text-align: center;">Y</td> </tr> </table> <p>Management Sign Off:</p> 	Update Register	Y	Training/Communication	Y	Advise Document Controller	Y	Advise HR / MCO	Y
Update Register	Y	Training/Communication	Y						
Advise Document Controller	Y	Advise HR / MCO	Y						

