

Coffs Harbour Regional Gallery Collections Policy

1 Purpose

This policy is a strategic tool that will provide the Coffs Harbour Regional Gallery (CHRG) with a framework to enable the achievement of two goals from *Coffs Harbour 2030: Community Strategic Plan (2013)*:

- LC4.1 Support local artistic & cultural expression, and
- LC4.2 Support opportunities for artistic and cultural growth and enjoyment.

This is through collecting works of merit for the enjoyment of Coffs Harbour's residents and visitors.

This policy also provides the CHRG with a framework to achieve three goals from *Creative Coffs: Cultural Strategic Plan 2017-2022 (2017)*:

1. Engage our community and visitors in the cultural life of the area,
2. Create and maintain vibrant cultural and public spaces, and
3. Understand and celebrate our cultural heritage and diversity.

2 Policy

2.1 Overview

Coffs Harbour Regional Gallery was established in 2001. CHRG exhibits up to eight exhibitions each year. The Gallery's permanent collections include paintings, sculptures, ceramics, photographs and works on paper. The Collection actively acquires new works to build on existing collections in order to support the cultural heritage of Coffs Harbour.

The current size of the Gallery does not permit a permanent exhibition space to feature works from the collection. Strategic, but limited collecting will continue, while the future development of the facility is planned. Due to the limited exhibition space the Gallery will not collect ceramic, sculptures or any 3 dimensional works, unless they are of special merit, for example if they bear a strong relationship to the existing collections. Public art is not addressed in this policy.

2.2 Key Principles

The aim of the Coffs Harbour Regional Gallery Collection is to build an enduring valuable resource for the City that enhances the wellbeing, pleasure and education opportunities for residents and that will increase the potential for cultural tourism. The Collection will be developed on principles which value excellence, innovation, high aesthetic quality, relevance, authenticity and cultural value.

The Gallery will encourage acquisitions that correspond to and reflect current policy. No works will be added to the Collection without consultation with the Curator. A registered art valuer, respected mid-career artist, or Gallerist may act in an advisory capacity should the Curator require additional expert advice in the consideration of acquisitions.

2.3 Objectives

1. To meet the Creative Coffs: Cultural Strategic Plan 2017-2022 (2017):
 - a) Engage our community and visitors in the cultural life of the area,
 - b) Create and maintain vibrant cultural and public spaces, and
 - c) Understand and celebrate our cultural heritage and diversity.

2. To ensure the Collection includes high calibre contemporary and historical visual art and builds on the quality of the existing collection.
3. To undertake a custodianship role in the acquisition and care of significant visual art for the City and region.
4. To enhance the aesthetic and cultural value of the Collection.
5. To establish guidelines for the management of the Collection through application of museum and gallery standards.
6. To ensure that the Collection develops within Coffs Harbour City Council policy and procedural guidelines.
7. To describe the purpose, significance and aims of the Collection.
8. To assist in shaping Coffs Harbour's cultural identity.

2.4 Acquisitions

2.4.1 Collection criteria

Artwork will be accepted into the Collection based on the following criteria:

1. **Relevance:** i.e. the work must relate to and fulfil the Gallery's vision by reflecting the scope of the Collections Policy.
2. **Ownership:** Legal ownership must be transferred from the donor or vendor to the Coffs Harbour Regional Gallery whether the artwork has been purchased, donated, bequeathed or acquired through competition
3. **Negotiation:** Artwork that has cultural, religious or other restrictions must be clearly documented before acceptance.
4. **Moral Responsibility:** It is the legal and moral responsibility of the Gallery to ensure that all acquisitions are legally obtained.
5. **Secret/ Sacred:** As per the guidelines in the *Museums Australia Code of Ethics*, the Gallery will not accept works that are deemed to be secret sacred by Aboriginal or Torres Strait Islander communities
6. **Decency:** The Gallery will not accept works that offend public decency.
7. **Encumbrances:** The Gallery will not accept work that has encumbrances attached regarding exhibition/ touring/ storage or other conditions.

The achievement of the policy directions must be considered in the context of the allocation of limited resources. It will also depend on the availability of suitable art works and cultural items for acquisition.

2.4.2 Areas of Collection

Priorities for collecting are:

1. **Still life painting:** Works in this section reflect still life genre, as per paintings acquired through the National Still Life Award (Still) as well as through donation, purchase, transfer and bequest.
2. **Australian art:** works acquired under this section of the policy reflect the broad directions in Australian art practice acquired through donation, purchase, transfer and bequest.
3. **Local and regional art:** This section includes work by regional and local artists as well as art referring to the region created by visiting artists.
4. **Contemporary Aboriginal and Torres Strait Island art.**

The focus of the collection areas may expand as physical and financial resources increase to accommodate collecting work by emerging artists.

2.4.3 Methods of Acquisition

Methods of acquisition may include:

- purchase via allocated budgeted funds,



- commission of new work,
- donations,
- bequests,
- transfers, and
- acquisitive art award exhibitions, e.g. EMSLA.

Details of all newly acquired art works will be forwarded to Council's Governance team in accordance with Council policy.

2.5 De-accessioning

De-accessioning recommendations may only be undertaken after consideration by a panel including the Curator and an independent party such as a registered art valuer, a gallerist or respected mid-career artist.

2.5.1 De-accessioning Criteria

Works may be de-accessioned for the following reasons:

- works are damaged beyond repair,
- if duplicates exist in the collection,
- if the work is stolen or lost, or
- the work is repatriated after proof of a valid claim of ownership.

2.5.2 De-accessioning Process

- De-accessioned works must be disposed of in accordance with Council's Disposal of Assets Policy.
- Approval for de-accessions will be made by the Group Leader Community & Cultural Services.
- Notification will be made to the Council's Governance team.
- De-accessioning will be documented in Council's information management system.
- Works must be disposed of through reputable dealers or public auction, donation, transfer/exchange with another gallery, or exchange with the artist for a more relevant or valuable work, except in the case that the work is damaged beyond repair.
- Full records of de-accession must be retained in Collections database and in Council's electronic document and records management system.
- Funds raised through de-accessioned items will be directed toward the Gallery's collection development or conservation of the Gallery's collection.

3 Definitions

Accessioning: the process of acquiring and cataloguing art work and objects.

De-accessioning: the process of disposing of art work that no longer reflects the parameters of the Collections Policy. This is undertaken in line with procedures set out by the International Community of Museums (ICOM).

Gallerist: a person who owns or runs an art gallery.

Gallery: refers to the Coffs Harbour Regional Gallery.

Local artist: refers to any artist residing in the Coffs Harbour LGA or any of the contiguous council areas.

Regional artist: refers to any artist living outside the metropolitan area.

Relevance: the ways in which an artwork or object relates to and fulfils the goals of the Gallery which in turn reflects the scope of the collections policy.



Still life: a genre that traditionally has animals, flowers, table settings and/or symbolic objects as its subject matter or is defined as such by the artist or curator in the context of contemporary art. All methods of producing art in the genre of still life including painting or other mediums, from pure abstraction through to hyperrealism, are acceptable provided they can be stored and maintained appropriately.

4 Key Responsibilities

<i>Position</i>	<i>Directorate</i>	<i>Responsibility</i>
Mayor	Council	To lead councillors in their understanding of, and compliance with, this policy and guidelines.
General Manager	Executive	To lead staff (either directly or through delegated authority) in their understanding of, and compliance with, this policy and guidelines.
Executive leaders - All Directors	All Directorates	To communicate, implement and comply with this policy and related guidelines.
Group and Section Leaders	All Directorates	To implement this policy and related procedures.
All Council officials	Council	To comply with this policy and consider its implications for related projects and programs.

5 References (laws, standards and other Council documents)

- Coffs Harbour City Council *Coffs Harbour 2030 Community Strategic Plan*
- Coffs Harbour City Council *Creative Coffs: Cultural Strategic Plan* (2017)
- Coffs Harbour City Council *Disposal of Assets Policy* (2013)
- *ICOM Code of Ethics for Museums* (2013);
http://icom.museum/fileadmin/user_upload/pdf/Codes/code_ethics2013_eng.pdf retrieved on 8 March 2017
- NSW Heritage Office *Movable Heritage Principles* (2000)
<http://www.environment.nsw.gov.au/resources/heritagebranch/heritage/infomovable.pdf> retrieved on 8 March 2017
- Museums Australia *Continuing Cultures, Ongoing Responsibilities* (2005)
http://museumsaustralia.org.au/userfiles/file/Policies/ccor_final_feb_05.pdf

6 Details of Approval and revision

- **Approval date: 23/03/2017**
- **Responsible Section: Community Programs**
- **Superseded policies/procedures: Coffs Harbour Regional Gallery Collections Policy 2013**
- **Next review date: 23/03/2021**

Table of amendments

Amendment	Authoriser	Approval ref	Date
Amended 2.4.2 (1) to replace the Eutic still life Award (EMSLA) with the National Still Life Award (Still)	N/A	N/A	31/01/2018