

## Freedom of Information Part II Statement

The National Gallery of Victoria (NGV) makes information publicly available on this website, and in printed material available for viewing or purchase.

The statements listed in this part outline the functions of the NGV and provide a non-exhaustive list of the types of information and documents we hold in relation to our functions.

### 1. Organisation and functions

Founded in 1861, the National Gallery of Victoria (NGV) is Australia's oldest public art gallery. The *National Gallery of Victoria Act 1966* established the NGV as a statutory authority which currently sits within the Department of Jobs, Precincts and Regions. The Act provides for a Council of Trustees with overall responsibility for the Gallery. The Council reports to the Minister for Creative Industries.

Section 13 (1) of the *National Gallery of Victoria Act* provides that the functions of the Council shall be to:

- Control, manage, operate, promote, develop and maintain the National Gallery land.
- Maintain, conserve, develop and promote the State Collection of works of art.
- Make material within the State Collection available to persons, departments and institutions in such manner and subject to such conditions as the Council determines, with a view to the most advantageous use of the State Collection.
- Conduct public programs and exhibitions of material within the State Collection.
- Carry out and make available such other services, including computers and other technologies, and the printing, publication and sale of books, information and reproductions in relation to pictures, works of art and art exhibits as the Council thinks fit.
- Assist the promotion, organisation and supervision of art galleries and any body or association established for the promotion of art within Victoria.
- Advise the Minister and these organisations on matters of general policy relating to art galleries.
- Provide leadership in the provision of art gallery services in Victoria.
- Carry out other functions as the Minister from time to time approves.
- Carry out any other functions conferred on the Council under this Act.

More information about the NGV, including the current members of the Council of Trustees and Executive Management Team, can be found in the [About](#) section of the NGV website. The NGV's [Annual Reports](#) also contain further information about the governance of the NGV, including our Organisational Structure.

The NGV website contains information about the NGV's collections, exhibitions, programs and events and is available in the [What's On](#) and [State Collection](#) webpages.

### 2. Categories of documents

NGV creates and retains information and documents through delivery of its functions in accordance with record keeping requirements.

#### *Document types*

The types of documents that the NGV holds may include:

- Policies and procedures
- Correspondence
- Contracts and agreements
- Meeting minutes and records

- Financial records
- Training and education material
- Human Resource records
- Collection records
- Operational records
- Registers
- Reports and plans (e.g. annual reports, business plans)
- Project management documentation
- Images and multimedia

### 3. Freedom of Information (FOI) arrangements

The *Freedom of Information Act 1982* (the Act) allows the public a right of access to documents held by the NGV. The purpose of the Act is to extend as far as possible the right of the community to access information held by government departments, local councils, Ministers and other bodies subject to the Act.

The Act allows the NGV to refuse access, either fully or partially, to certain documents or information. Examples of documents that may not be accessed include: cabinet documents; some internal working documents; law enforcement documents; documents covered by legal professional privilege, such as legal advice; personal information about other people; and information provided to the NGV in-confidence.

#### *Making a request*

FOI requests can be lodged through a written request to the NGV's Freedom of Information Officer, as detailed in s17 of the Freedom of Information Act 1982. An application fee of **\$30.60** applies. Access charges may also be payable. These normally apply if the document pool is large, and the search for material is time consuming.

When making an FOI request, applicants should ensure requests are in writing, and clearly identify what types of material/documents are being sought.

Requests for documents in the possession of the NGV should be addressed to:

Freedom of Information Officer  
National Gallery of Victoria  
PO Box 7259  
Melbourne VIC 3004

or via email to [foi@ngv.vic.gov.au](mailto:foi@ngv.vic.gov.au)

#### *Further information*

Further information regarding the operation and scope of FOI can be obtained from the Act; regulations made under the Act; and [ovic.vic.gov.au](http://ovic.vic.gov.au).

### 4. Publications

The NGV produces a number of publications which can be accessed from the NGV website. Some publications and resources are available for free (such as the annual report), while other publications must be purchased from the [NGV Design Store](#) (such as the NGV Magazine or exhibition catalogues).

The NGV also has a dedicated art library (the Shaw Research Library), which comprises a formal book collection and an extensive archive of rare printed matter, including books, artist and exhibition ephemera. The NGV's library catalogue is available online, and researchers, students and members of the public can request viewings by contacting the [Library](#).

Information about the NGV State Collection is available [online](#).

5. Policies and procedures

There are policies and procedures in place to govern the daily operations of the NGV. A number of these are published on in the [Reports & Documents](#) section of the NGV website.

6. Report literature

The NGV publishes an annual report each year. These reports can be viewed and downloaded [here](#).