



National Trust of Queensland

**POLICY and PROCEDURES**  
**Objects, Artefacts and Personal Property**

The Council of the National Trust of Queensland has developed a set of Policies and Procedures to implement its interpretation of S.23 of the *National Trust of Queensland Act 1963* in relation to personal property.

**Policy and Procedures**

In relation to personal property such as objects, items and artefacts:

- All items and objects that are accepted by NTQ as donations must be accompanied by a Gift Acknowledgement Form signed by the donor.
- An information sheet for staff and volunteers outlining principles of accessioning and deaccessioning is to be made available to all NTQ properties.
- Any item donated with the standard conditions on the form does not require NTQ to seek Governor in Council approval for disposal.
- Any conditions of disposal placed on NTQ in accepting the donation must be approved by NTQ Council or delegate.
- In matters to be considered straight forward, that delegate would be the NTQ Executive Officer. Any conditions that are of concern or may place NTQ as risk of non-compliance are to be referred to NTQ Council for a decision.
- NTQ must endeavour to comply with any conditions of disposal before doing so. If those conditions are met, Governor in Council approval is not required for the disposal.
- In the cases where the conditions of disposal cannot or are not being met, them Governor in Council approval for the disposal would be required.

End

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