



# Civic Collection Policy

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## 1. PURPOSE

This Policy guides the decision-making process for Council for the future preservation, interpretation and access to Golden Plains Shire Civic Collections.

The Collection is important for its value both as a corporate record and local historical significance.

The Civic collection Policy is a set of principles that guides collecting, loans, deaccessions and access to Council's Civic Collection

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## 2. SCOPE

- 2.1 The Golden Plains Shire Civic Collection comprises items and artifacts which document the history of the Golden Plains Shire Council, and the pre-amalgamation of Councils of Bannockburn and Leigh, Grenville and Buninyong. The policy applies to movable cultural heritage (movable objects) within the boundaries of Golden Plains Shire and to those objects which are under the management or ownership of the Golden Plains Shire Council.
- 2.2 The Civic Collection includes objects such as mayoral robes, photographs, invitations, trophies, maps, flags, honour boards, and artwork. These items must hold a special significance of the identity of, or history of the Shire
- 2.3 All departments within Golden Plains Shire Council must comply with this policy.
- 2.4 The policy does not apply to fixed heritage items such as architecture and monuments.

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## 3. POLICY STATEMENT

The Policy positions Council to take a sustainable management approach to its existing and future civic collection with the objectives of:

- Reflecting and protecting/preserving Golden Plains Shire's rich and diverse cultural heritage
- Celebrating Golden Plains Shire's people, events, and achievements
- Facilitating interpretations of Golden Plains Shire's changing culture and landscape
- Enabling community access to the collection
- Preserving the Civic Heritage of Golden Plains Shire

The collection contributes to the history and corporate memory of the Golden Plains Shire by providing a record of many of its activities and events. It highlights the

relationship between the Council and the community, forms part of the organisation's assets and fulfils Council's moral responsibility to care for the organisations civic history.

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## **4. PROCEDURES**

### **4.1 National Standards**

All collecting activity and collection management processes will be conducted in accordance with the ICOM (International Code of Ethics for Museums) and within the framework of the National Standards for Australian Museums and Galleries, V 1.5, September 2016 as industry best practice guidelines. Significance 2.0: A Guide to Assessing the Significance of Collections and relevant successor documents, will be used as a general framework for assessment against the criteria of proposed acquisitions

### **4.2 Acquisition Principles & Criteria**

Objects will be considered for inclusion in the Civic Collection if they reflect, document and celebrate people, events, achievements and the changing culture and landscape of the Shire.

The Civic Collection will add value to but will not replace social history collections focused on the region and which are maintained by other collecting institutions.

The Civic Collection relates to key values and the historical development of the local government area and Council as an entity- the civic identity of Golden Plains Shire as a local government entity.

Social history collections (often managed by community organisations) usually reflect the broader theme of community social history and local and regional development.

The Council Civic and community collections will ideally compliment and inform each other, however there are times when these themes may overlap.

For acceptance to the Civic Collection an item must:

- Be an unconditional donation, purchase or bequest which has valid and clearly verifiable legal title
- Have a distinctive and verifiable connection with the heritage or culture of the shire, or represent a unique opportunity to enrich the cultural life of the shire
- Enhance the current scope of the Civic Collection, for example filling an important thematic or geographical gap, or representing a unique voice, event or experience
- If it is duplicate of an existing Civic Collection item, provide a better quality example than the existing item

- Have the capacity to be placed on display in a Council building without hindrance to public access or safety
- Have sufficient resources allocated by Council for its storage
- Be in good physical condition
- Be safe and pose no threat to people or other collection items
- Acquisition is dependent on the availability of support documentation or other evidence of the provenance of the Object. Objects without provenance will only be accepted where they assist in the interpretation of the Shire's history, via one of the identified criteria.
- Donors of items must have legal authority to transfer title of the said items and sign the Deed of Gift and Copyright Agreements.

### **4.3 Approval of Acquisitions**

All new acquisition proposals must be submitted to the Director Community Services. A report with a recommendation on each acquisition proposal will then be presented to the Golden Plains Shire Senior Management Team for consideration.

Records and/or other historical material proposed for the transfer must undergo and appraisal and satisfy the minimum criteria for recommendation to the Senior Management Team for retention.

### **4.4 Access and Considerations**

Enabling public access to the collection is a priority for Council and where possible objects will be accessible to the public in either a digital and physical format.

Council retains the right to reproduce items within the collection (subject to copyright considerations) by mechanical, electronic or photographic means for access, research purposes, conservation, preservation, promotion, outreach, education or security measures.

Access to objects may be restricted where the physical condition of items will be at risk to further damage through handling. Access to records may be restricted to comply with privacy or cultural considerations at the discretion of the Director Community Service, the Arts & Culture Advisor and Corporate Services.

To maximize community access, collection items (Honour Boards and other items as deemed appropriate), may be displayed within the communities they represent. Dispersing collection items back into community halls, schools and other facilities ensures that the communities most relevant to the memorabilia can continue to learn from and enjoy the material.

The selection of material to be displayed in community venues will be determined by-

1. Relevance to that community
2. Condition of the items
3. The proposed environment and its capacity to offer secure storage that will comply with the preservation needs of the item

Wherever practicable, original photographs will be placed in secure storage with copies placed into community facility to ensure the longevity of collection items.

Council will also provide digital access to the collection via repositories offered by the Geelong Heritage Centre Online platforms and the selection of this material will be dictated by –

1. Community demand/perceived level of interest enabling the prioritisation digital access
2. Compatibility of the digital file with the Geelong Heritage Centre Digital Platform
3. Capacity of Council to adequately interpret the object within this environment (does the object tell a story for the viewer?)
4. Any perceived security implications

Display of the collection items within community spaces minimises access to our civic heritage and minimises storage demands of the collection.

#### **4.5 Documentation**

All items considered for acquisition should comply with required documentation in the acquisition procedures. Procedures should include at the minimum:

1. Acquisition recommendation and approval
2. A signed Deed of Gift Form from the donor, or the executor of bequests, (if applicable)
3. Donation acknowledgement and transfer of copyright
4. A letter of acknowledgement for the donor or the executor for Deed of Gift bequests and donations
5. Documenting the Object on the Civic Collections Register

#### **4.6 Storage & Collection Care**

Council has a moral and ethical obligation to care for its Civic Collection within resources available. At a minimum, the Policy Owner will be required to audit the collection annually, providing updated object location and condition details.

Council aims to achieve high standards of collection care and storage. Minimum standards for collection storage include the following:

- Storage areas must remain clean, secure and the Collection should be protected against the weather.
- Temperature and relative humidity should be kept as stable as possible
- Access to storage areas is to be controlled.
- Archival quality storage materials should where possible.
- Storage areas must be regularly checked for pests and other problems
- Objects are not to be stored on the floor

Council is committed to maintaining the best possible care of the collection within available resources and will undertake preventative conservation, ensuring that care is taken to prevent further deterioration of objects and documenting the condition of Collection items where appropriate.

Where Objects have been professionally valued and are considered of significant fiscal value to the organisation, they will be appropriately insured.

#### **4.7 De-accession Principles**

De-accessioning is the process of de-registering an Object from the collection for clearly stated reasons, and disposing of it in accordance with approved policies. Caution and transparency are essential in the de-accessioning process.

#### **4.8 De-accession Criteria**

The assessment criteria for de-accessioning are:

- little or no relevance to the Collection Policy and Acquisition Criteria
- little or no significance
- poor condition and lack of provenance or documentation
- duplication in the Civic Collection or other relevant collection
- inability to safely store and manage the Object
- acquisition of a like Object of greater significance rendering earlier acquisition redundant

#### **4.9 Methods of Disposal**

Items that are surplus to requirements will be removed from the collection (in the order prescribed below) and disposed of by:

- Return to donor or donor's family

- Transferred to another collecting agency
- Sale
- Destruction

When items proposed for disposal are original artworks, the artist or practitioner should be contacted if it is proposed that the work be deaccessioned. If it is not possible to contact the practitioner, then consideration needs to be given as to who should be consulted on the practitioner's behalf e.g. the estate and current copyright holder.

The potential deaccession of any item acquired with assistance (financial or otherwise) under the Cultural Gifts Program (see definitions) or similar, must be considered within the requirements of that Scheme.

Council staff must maintain records of items deaccessioned in including their method of disposal.

#### 4.10 Loans Principles

Loans may only be made or accepted for fixed periods and for specific purposes. No Objects will be loaned for indefinite periods and preferably for less than 12-24 month periods.

Loans will be accepted or made on a case-by-case basis, ensuring all loans are returned by the date indicated on the loan documentation.

Administration of and assessment of Loans requests will be guided by industry standards.

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## 5. RESPONSIBILITIES

### Compliance, monitoring and review

5.1 *The policy owner is responsible for ensuring the policy:*

- aligns with relevant legislation, government policy and Council's requirements/strategies/values;
- is implemented and monitored; and

is reviewed to evaluate continuing effectiveness

The Collection Policy shall be reviewed every four years for its relevance and accuracy in relation to the International and National Standards and to ensure strategic collecting priorities reflect the changing nature of Golden Palms Shire Council.



## Records Management

Council must maintain all records relevant to administering this policy in accordance with the Public Records Act 1973.

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## 6. DEFINITIONS OF TERMS OR ABBREVIATIONS USED

6.1 **Acquisition:** refers to process by which artworks and historical items are formally introduced into the Civic Collection including how they are sourced (including donations), assessed, procured, and documented.

**Artworks:** All media including, but not restricted to: contemporary and historical works, works on paper, sculpture, paintings, photographs, digital media

**Civic Collection:** All artworks and historical objects owned by Council and listed on a dedicated register.

**Cultural Gifts Program:** is a Federal program which offers tax incentives to encourage people to donate cultural items to public collections in Australia.

**Deaccession:** refers to the process by which artworks and historical items are formally removed from the Civic Collection including how they are identified and assessed as no longer of high significance, and how alternate re-location or destruction is undertaken.

**Fixed Heritage:** 'fixed in its original position' or 'not moved (yet)'

**Movable Cultural Heritage:** is a term used to define any natural or manufactured object of heritage significance. It does not include archaeological relics found underwater or underground. Movable Cultural Heritage is portable

**Preventative Conservation:** involves any actions taken to prevent or delay the deterioration of cultural heritage. The primary goal is to identify and reduce potential hazards to heritage with thoughtful control of their surroundings.

**Provenance:** is the chain of ownership, custody or location of an object. Establishing provenance is essentially a matter of documentation

**PROV** is an acronym for the Public Record Office of Victoria (PROV) which is the archive of the State Government of Victoria. PROV sets mandatory recordkeeping Standards and Specifications. All agencies, including local government, must comply with these.

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## 7. RELATED LEGISLATION AND DOCUMENTS

- ICOMOS (International Council of Monument and Sites) Burra Charter.

- National Standards for Australian Museums and Galleries, V 1.5, Sept.
- Significance 2.0: a guide to assessing the significance of collections
- 2016 Golden Plains Shire Asset Management Policy
- Golden Plains Shire Council Plan
- Golden Plains Shire Arts Strategy 2018-2022

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**8. HUMAN RIGHTS STATEMENT OF COMPATABILITY**

8.1 *It is considered that this policy does not impact negatively on any rights identified in the Charter of Human Rights and Responsibilities Act 2006 (Vic)*

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**9. POLICY OWNER**

9.1 The Golden Plains Shire Council Arts & Culture Advisor is the policy owner

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**10. DOCUMENT INFORMATION**

DOCUMENT TYPE:	Council Policy document
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NOTES:	Policy documents are amended from time to time, therefore you should not rely on a printed copy being the current version. Please consult Council's Policy page on the Golden Plains Shire Council website to ensure that the

## CIVIC COLLECTION POLICY

version you are using is up to date.  
Available at:

<https://www.goldenplains.vic.gov.au/resources/my-council/about-council/council-policies>