



COAL CREEK COMMUNITY PARK MUSEUM AND COLLECTION POLICY

Policy Number C05
Ordinary Council Meeting Date 22 April 2020
Next Review Date April 2024

1. POLICY OBJECTIVE

The objective of the *Coal Creek Community Park Museum and Collection Policy (C05)* (the Policy) is to provide guidance about the Coal Creek Community Park and Museum collection; to ensure that acquisition and disposal of collection items meet significance criteria through their relevance to the stated time-line period and to the planned themes of the site.

2. POLICY SCOPE

The Policy applies to all South Gippsland employees, volunteers and donors.

The policy is intended to be separate from, and implemented independently from, council's asset disposal policies.

3. POLICY STATEMENT AND GUIDELINES

3.1 Policy Statement

Coal Creek Community Park and Museum exists to promote awareness and understanding of the natural, industrial and social history of South Gippsland from pre-European settlement through to 1920, through the collection, preservation and communication of relevant cultural material.

The collection is integral to this awareness and promotion as well as the collection being of value in its own right.

The Policy provides information about the underpinning principals for:

1. Development of the collection
2. Defining the range of objects the museum chooses to collect or not collect
3. Ensuring that a high standard of care of the current collection is maintained

3.2 Method of Acquisition

1. Acquisitions to the collection may be in the form of donations or bequests, or by purchase or exchange. Purchasing will be in accordance with Council's Procurement Policy (C32).
2. If original objects are not obtainable for exhibitions; replicas, models, photographs or other graphic representations may be considered as viable alternatives.
3. An object will not be assessed as significant simply because of its age.



3.3 Coal Creek Community Park and Museum will only acquire those objects that:

1. Are of significance to Coal Creek Community Part and Museum.
2. Can be appropriately cared for and maintained i.e. Storage requirements, conservation needs.
3. Will be utilised in the exhibition in the foreseeable future even though no commitment can be made that any particular item will be permanently displayed.
4. Have adequate provenance to ensure their authenticity.
5. Have adequate provenance to ensure the legality of donation or purchase.
6. Are not restricted or encumbered as to their use i.e. by copyright, patent, trademark or due to any hazardous nature of the object.
7. Are not restricted or encumbered in their use through conditions set by the donor.
8. Do not duplicate objects already held in the existing collection, unless multiple examples of this object are necessary for display or the item for consideration is of superior condition or historic value than those currently in the collection.
9. If loans are acquired only on a short-term basis.

3.4 Documentation and Storage

South Gippsland Shire Council recognises that it is a custodian of the material culture entrusted to it for preservation for future generations. Council is committed to ensuring that the collection is properly catalogued and appropriately stored, subject to its resourcing and budgetary constraints.

Note: Objects may be collected for use as spare parts for the existing collection.

3.5 Contractual Considerations

Coal Creek Community Park and Museum will remain mindful of any legal restrictions and ethical guidelines, as set out in the International Council of Museums (ICOM) Code of Ethics, governing the acquisition of objects and will not acquire or exhibit an object in breach of these restrictions and guidelines.

Coal Creek Community Park and Museum will be attentive to the regulations and procedures of any relevant tax incentive for the Cultural Gifts Program when considering any gift proposed through this Program.

A Donor Proposal Form must be co-signed by the Donor and a Curatorial Officer or authorised representative of Coal Creek Community Park and Museum in order to ensure the transfer to South Gippsland Shire Council of legal ownership of the object.

3.6 Criteria for De-accessioning of Objects

Coal Creek Community Park and Museum's Curatorial Officer or authorised representative in consultation with the Coordinator of Coal Creek and a local history expert, may dispose of items in the collection because they are:

1. Not relevant to the functions and aims of the site.
2. There is insufficient supporting information to enable proper identification or to establish relevance.
3. Damaged beyond repair.
4. Unnecessary duplicates thereof or they are inferior to other similar items in the current collection.
5. Under exceptional circumstances, subject to a substantiated request for the return of the item to the original owner/donor.



3.7 Legal and Ethics

Coal Creek Community Park and Museum will remain mindful of any legal restrictions and ethical guidelines governing the disposal of objects and will not dispose of an object in breach of these restrictions and sanctions.

3.8 Method of Disposal

1. *Options for Disposal*

Disposal of de-accessioned items will be carried out in one of the following ways:

- a. Return to the donor or donor's family if the donor is deceased.
- b. Offered to another museum or educational or cultural institution (not for profit).
- c. If neither of these options is successful, the item/s may be offered for public sale or auction/tender.
- d. Collection items received under the Deductible Gifts Program will be offered to another institution with Deductible Gifts Program status.

2. *Proceeds from Sale*

Proceeds from public sale/auction of collection items will be credited solely to collection funds and used specifically for collection maintenance and development.

3. *Personal acquisition and de-accessioning*

At no time will a staff member or volunteer or person connected with South Gippsland Shire Council or any person formally connected with Coal Creek Community Park and Museum, be permitted to acquire a de-accessioned object directly from Coal Creek Community Park and Museum or South Gippsland Shire Council.

Council will ensure that reasonable efforts have been made between making the decision to de-accession an object and the disposal of that object unless emergency management is required due to public safety or damage to other collection items.

3.9 Review of Collection Policy

Coal Creek Community Park and Museum Collection Policy will be reviewed two years after its adoption and every five years prior to the Museum Accreditation Program reaccreditation process, or more frequently as required.

3.10 Loans Inward

South Gippsland Shire Council and Coal Creek Community Park and Museum do not accept permanent loans unless the item on offer is assessed to be of particular significance to the permanent exhibition. Short-term loans may be accepted as necessary for temporary exhibitions. All inward loans will be for a fixed time and the conditions agreed to in writing on a Loan Agreement form. The loan agreement may include provision for the lender to assist with financial support of the item for restoration, storage, maintenance or insurance.

3.11 Loans Outward

South Gippsland Shire Council and Coal Creek Community Park and Museum, will assess outward loan requests from other institutions on individual merit. Borrowers will be required to sign a loan agreement which provides a condition report of the loaned item, length of loan period and any specific requirements regarding care during the loan period.



3.12 Winding up of Operations

In the event that Coal Creek Community Park and Museum ceases its operations, South Gippsland Shire Council will dispose of the collection and will remain mindful of any legal restrictions and ethical guidelines governing the disposal of the objects. South Gippsland Shire Council will not dispose of an object in breach of these restrictions and sanctions and will use the following means:

3.13 Method of Disposal

1. Return to the donor or donor's family if the donor is deceased.
2. Offered to another museum, educational or cultural institution which is not for profit.
3. If neither of these options is successful, the item/s may be offered for public sale or auction/tender.
4. Any collection items received under the Deductible Gifts Program will be offered to another organisation with Deductible Gifts Program status.
5. At no time will a staff member, volunteer at Coal Creek Community Park and Museum, persons connected with South Gippsland Shire Council or any person formally connected with Coal Creek Community Park and Museum, be permitted to acquire any object directly from Coal Creek Community Park and Museum or South Gippsland Shire Council.

4. RISK ASSESSMENT

A failure to properly manage the collection may lead to:

1. Loss of a valuable component of regional, state or national heritage.
2. Disputes over collection care resulting in litigation.
3. Disposal of items through damage.
4. Lack of community confidence in Council's custodial role over an important and significant part of local history.
5. Loss of Council's reputation in the wider museum and educational community.

5. ROLES AND RESPONSIBILITIES STATEMENT

5.1 Coal Creek Community Park and Museum Staff

All staff and volunteers at Coal Creek Community Park and Museum will be provided with a copy of this Policy.

5.2 Item Donors

1. All donors of items will be provided with a copy of this Policy before donations are made and accepted.
2. Past donors of items, where they can be identified, will be provided with a copy of this Policy.

5.2 South Gippsland Shire Council

Council will arrange insurance cover for the collection for values agreed between Council and the insurers.



POLICY OWNERSHIP			
Directorate		Development Services – Economic Development and Tourism Department	
DEFINITIONS			
De-accession		To formally remove an object from a collection for disposal.	
Collection		The word collection refers to objects catalogued into the museum’s collection for display or interpretation.	
International Council of Museums Code of Ethics		The international Council of Museums (ICOM) Code of Ethics for Museums was adopted in 1986 by ICOM and revised in 2004. It establishes the values and principles shared by ICOM and the international museum community. It is a reference tool translated into 36 languages and it sets minimum standards of professional practice and performance for museums and their staff.	
SUPPORTING INFORMATION			
Legislative Provisions		Local Government Act 1989 sections 3C, 3D, 3E Commonwealth Copyright Act 1968 (Updated June 2017) Underwater Cultural Heritage Act 2018 Privacy and Data Protection Act 2014 Public Records Act 1973 Aboriginal Heritage Act 2006 Section 24 Victorian Information Privacy Act 2018 The International Code of Ethics for Museums (ICOM 2004) Code of Ethics for Art, History and Science Museums (MA 1999) Firearms and Victorian Museums (MAVIC)	
Council Supporting Documents		Procurement Policy (C32) – Asset Disposal	
External Supporting Documents		The International Code of Ethics for Museums (ICOM 2004) Code of Ethics for Art, History and Science Museums (MA 1999) Firearms and Victorian Museums (MAVIC)	
File Location		D1425720	
REVISION HISTORY			
Version	Approved	Approval Date Range	Sections Modified
1.0	Ordinary Council Meeting	18 August 2004	Revised
1.1	Ordinary Council Meeting	25 June 2014	Revised
1.2	Ordinary Council Meeting	25 May 2016	Revised
1.3	Ordinary Council Meeting	22 April 2020	Revised