



ARTS AND CIVIC MEMORABILIA COLLECTION POLICY

Policy No.	C69	Adoption Date:	Council Meeting 20 March 2024
Directorate:	Future Communities	Department:	Community, Customer and Visitor
Revision Date:	March 2028		

GOOD GOVERNANCE FRAMEWORK – OVERARCHING PRINCIPLES

Supporting Pillar:	Pillar 2. Culture & Behaviour Pillar 3. Decision Making Pillar 4. Structure, Systems & Policies Pillar 7. Risk & Compliance Pillar 8. Monitoring & Performance Review
Link to Pillar:	The Policy aims to ensure that the Council's Arts Civic Memorabilia Collection is appropriately managed and maintained in accordance with best practice.

1. PURPOSE

- 1.1. The purpose of the *Arts and Civic Memorabilia Collection Policy (C69)* (the Policy) is to provide guidance to the management of the South Gippsland Shire Council's (Council) Art and Civic Memorabilia Collection (the Collection), including acquisition, deaccessioning and care of the Collection.
- 1.2. This Policy has been developed to support the acquisition, deaccessioning and management of the Collection items ensuring it meets the criteria regarding their relevance to South Gippsland Shire.

2. SCOPE

- 2.1. The scope of this Policy applies to the whole of Council, regarding the art and civic memorabilia objects in this Collection as held by Council.
- 2.2. This Policy provides a framework for:
 - 2.2.1. The assessment and approval process for acquiring artworks into the South Gippsland Art and Civic Memorabilia Collection through purchase, commission, donation or bequest.
 - 2.2.2. The accession, cataloguing, maintaining, insuring and storing items of the Collection.
 - 2.2.3. The deaccession framework for the disposal, sale, return or removal of Collection items.
 - 2.2.4. Council's investment and financial management of the Collection.

- 2.3. The scope of this Policy does not apply to Council's Public Art or Cultural Collection's including items at Coal Creek or Port Welshpool Maritime Museum.

3. POLICY PRINCIPLES

The importance of the Art and Civic Memorabilia Collection.

- 3.1. Local Governments play an important role in collecting, displaying and managing artworks that reflect the unique history, social character, cultural heritage and contemporary vision for a municipality. Art and Civic Memorabilia Collections encourages community appreciation and support of the arts, generate discussion and contribute to a positive connection to place.
- 3.2. Over time, artwork collections build in cultural, historical and social value, and can reflect the values held by the organisation.

Acquisition Selection Criteria

All items must meet the following essential criteria:

- 3.3. Are of significance to the South Gippsland Shire.
- 3.4. Be in a sound condition, with no extraordinary conservation, restoration or storage requirements, unless outweighed by the significance to the Shire
- 3.5. Complement the existing Collection items without duplication of existing Collection items unless multiple examples of the object are necessary for display, or the item for consideration is of superior condition or historic value compared with those currently in the collection.
- 3.6. Be offered unconditionally and without restriction, including the Council's right to deaccession.
- 3.7. Can be exhibited in the foreseeable future, though no commitment can be made to permanently display any particular item.
- 3.8. Can be appropriately cared for and maintained i.e. storage requirements and conservation needs are able to be meet.
- 3.9. Have adequate provenance to ensure their significance and authenticity.
- 3.10. Have adequate provenance to ensure the legality of donation or purchase
- 3.11. Are not restricted or encumbered in their use, i.e. by copyright, patent, trademark or the hazardous nature of the object.
- 3.12. Are not restricted or encumbered in their use through conditions set by the donor unless the conditions are consistent with all other subsections.
- 3.13. All items must meet at least two or more of the following assessment criteria:
 - 3.13.1. Increases the representation of works in the collection by Victorian based First Nations artists, with additional preference for Gunaikurnai and Bunurong artworks.
 - 3.13.2. Reflects South Gippsland's rich history and cultural diversity.
 - 3.13.3. A work of excellence that contributes to contemporary and innovative arts practice.

- 3.13.4. Is a high calibre work by respected emerging, mid-career or established artists who have or had a connection to South Gippsland (live, work, study in the area).
- 3.13.5. Reflects social, cultural and environmental issues that relate to South Gippsland.
- 3.13.6. Contributes to the existing collection in a way that builds on future exhibition theming.

Acquisition Approval Framework

3.14. Acquiring items into the collection must undergo a transparent and consistent assessment and approval process, as follows:

- 3.14.1. The Arts, Culture and Visitor Economy team will identify and respond to opportunities for acquisition, and where items are identified as suitable for acquisition, will prepare an acquisition brief to the Arts Assessment Panel, providing an initial selection criteria assessment.
- 3.14.2. The acquisition brief shall include a discussion of the financial implications of the proposed acquisition, and the estimated valuation of the acquisition.
- 3.14.3. The Arts Assessment Panel must reach a majority consensus for a proposed acquisition of an item into the collection, which will be captured in an Acquisition Report.
- 3.14.4. The financial acquisition process will be undertaken in accordance with Council's Procurement Policy.
- 3.14.5. The Department Manager will approve the Acquisition Report and may elect to consult, inform or seek endorsement from the Executive Leadership Team, or Councillors at their own discretion.

Deaccession Criteria

3.15. Deaccession is defined as the process by which an object is permanently removed from the collection. Items may be deaccessioned items from the Collection due to:

- 3.15.1. Insufficient relevance to the principles of this Policy.
- 3.15.2. Insufficient support information to enable proper identification or to establish relevance.
- 3.15.3. Damage beyond repair or insufficient capacity to care for the object.
- 3.15.4. Unnecessary duplicates thereof or inferior comparative condition to other similar items in the current collection.
- 3.15.5. Exceptional circumstances, subject to a substantiated request for the return of the object to the original owner/donor.
- 3.15.6. Is an item that cannot be effectively stored, maintained or installed within current resources.
- 3.15.7. Lost or stolen without possibility of recovery.

3.16. Items cannot be proposed for deaccessioning:

3.16.1. On purely aesthetic grounds.

3.16.2. If they have a legal encumbrance that prohibit them being deaccessioned.

Contractual Considerations

3.17. Council will remain mindful of any legal restrictions and ethical guidelines, as set out in the International Council of Museums Code of Ethics, governing the acquisition of objects and will not acquire or exhibit an object in breach of these restrictions and guidelines.

3.18. A Deed of Gift Form must be completed by Council and signed by both the donor and the relevant Department Manager in order to transfer the legal ownership of the item/s to South Gippsland Shire Council.

3.19. Council will remain mindful that collection items donated from a shipwreck are the property of the Australian Government and must be registered on the Australian National Shipwreck Database.

3.20. Council recognises that it has a mandatory obligation under the Aboriginal Heritage Act 2006 and Aboriginal Heritage Regulations 2018 to register Victorian Aboriginal collection items in our possession with the relevant body.

Deaccession Approval Framework

3.21. Items for deaccession from the collection must undergo a transparent and consistent assessment and approvals process, as follows:

3.21.1. The Arts, Culture and Visitor Economy team will identify and respond to the need for artwork deaccession, and prepare a deaccession brief to the Arts Assessment Panel based on the deaccession criteria, and the financial risk implications of keeping or removing the work/s.

3.21.2. The Arts Assessment Panel must reach a majority consensus for a proposed deaccession of artwork, which will be captured via a Deaccession Report.

3.21.3. The Deaccession Report must be approved and signed by the Department Manager, who may elect to consult, inform or seek endorsement from the Executive Leadership Team or Councillors at their own discretion.

3.21.4. After obtaining formal written approval, the deaccession will be implemented as per the Method of Disposal section within this policy.

Method of Disposal

3.22. Disposal is defined as the transferal of ownership after an object has been deaccessioned. Items for deaccession will be marked in the collection storage as a 'Deaccessioned Item' for a 'cooling off period' of 6 months. This time is provided to allow any further information about the items that may come to light, such as relevance, value and provenance, and follows a best practice methodology. After the cooling off period, disposal of deaccessioned items will be carried out in one of the following ways:

3.23. If donated:

- 3.23.1. Return to the donor or donor's family if the donor is deceased.
- 3.23.2. Offer to a museum, educational or cultural institution (not for profit), or government body.
- 3.23.3. If neither of these options is successful, the item/s may be offered for public sale, auction/tender or donation.

3.24. If originally purchased by Council:

- 3.24.1. Offer purchase to the original seller or seller's family if the seller is deceased.
- 3.24.2. Offer purchase to a museum, educational or cultural institution (not for profit), or governmental body.
- 3.24.3. If unsuccessful, item/s may be offered for public sale, auction/tender or donation.
- 3.24.4. Destruction will only be considered for an item (either donated or purchased) if it were in very poor condition and had irreparable damage or cannot be housed in another Collection.

Proceeds from Sale

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

Personal acquisition of Deaccessioned items

3.26. An individual who is a Councillor, employee or volunteers with South Gippsland Shire Council or any person formally connected in the previous stated ways with Council within the previous 10years, is not permitted to acquire a deaccessioned object directly from South Gippsland Shire Council.

Access to the South Gippsland Arts and Civic Memorabilia Collection

3.27. The South Gippsland Arts and Civic Memorabilia Collection aims to be accessible and enjoyed by the community in the following ways:

- 3.27.1. Displayed in public areas within Council owned, managed or tenanted venues.
- 3.27.2. Online access through the public Victorian Collections database and made available for viewing on the South Gippsland Council website.
- 3.27.3. Access to objects or use of images for research purposes can be requested by contacting the Council's Cultural Collection Management Officer.
- 3.27.4. If original objects are not obtainable for display or exhibition due to conservation considerations; replicas, models, photographs or other graphic representations may be considered as viable alternatives.

Loans Inward

3.28. Council does not accept permanent loans unless the item on offer is assessed to be of particular significance to the permanent exhibition.

3.28.1. 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.

3.28.2. The Loan Agreement may include provision for the lender to assist with financial support of the item for restoration, storage, maintenance, insurance or care.

Loans Outward

3.29. The Arts Assessment Panel will assess outward loan requests from other institutions on individual merit.

3.30. 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.

3.31. The outward loan agreement may include provision for the borrower to assist with financial support of the item for restoration, storage, maintenance or insurance.

Maintenance and Storage

3.32. Council recognises that it is a custodian of the material culture entrusted to it for preservation for future generations.

3.33. Council is committed to ensuring that the Collection is properly catalogued and appropriately stored to potentially industry standards, subject to resourcing and budgetary constraints.

3.34. The Cultural Collections Management officer will be responsible for the day to day preventative conservation protocol.

3.35. An audit of the Collection will be conducted every 4 years or otherwise in accordance with relevant Council policies and procedures.

Insurance

3.36. Insurance will be considered for items in the collection that are considered necessary by the Arts Assessment Panel. Items deemed necessary will be covered under Council's insurance policy, to the value at the time of acquisition, with options for revaluation as required as part of the annual insurance policy review.

3.37. Items on loan for exhibition will be registered with Council's Risk and Insurance and reviewed alongside the Insurance policy.

3.38. Exhibitions hosted by Council will ensure that total insurance coverage is covered while in transit, on display or stored.

Winding up of Operations

3.39. In the event that the Council deems the Art and Civic Memorabilia Collection to no longer be of benefit to the Shire, Council will dispose of the Collection.

- 3.40. Council will remain mindful of any legal restrictions and ethical guidelines governing the disposal of the items.
- 3.41. Council will not dispose of an item in breach of these restrictions and sanctions and will use the methods identified in the Methods of Disposal within this policy.

Arts Assessment Panel

- 3.42. Council's decisions on the accessioning and deaccessioning of the Arts and Civic Memorabilia Collection will be informed by advice from an independent Art Assessment Panel formulated by Council's Arts Advisory Committee through an Expression of Interest process.
- 3.43. The Art Assessment Panel will comprise of members from the South Gippsland community who have relevant expertise or experience.
- 3.44. A maximum of 5 people will form the base Panel with additional short-term members selected from communities or groups involved with a special project, or to provide special expertise.
- 3.45. A Terms of Reference for the Arts Assessment Panel, including a length of the term, and a Code of Conduct will be developed by Council's Arts, Culture and Visitor Economy team in consultation with the Arts Advisory Committee.

4. RISK ASSESSMENT

This Policy aims to address the following identified risks:

People

- 4.1. Lack of community of confidence in Council's custodial role over an important and significant part of local history and culture.

Reputational

- 4.2. Loss of Council reputation in the wider arts and culture community.

Financial

- 4.3. Loss of a valuable component of regional, state and national culture.

Governance

- 4.4. Dispute over collection care, resulting in litigation.

5. IMPLEMENTATION STATEMENT

Human Rights Charter

- 5.1. This Policy has considered the Charter of Human Rights and Responsibilities Act 2006.

Gender Equality

- 5.2. This Policy has considered the *Gender Equality Act 2020* in its development.

Roles and Responsibilities

- 5.3. The Art Assessment Panel makes recommendations.

5.4. Final approval for accessioning and deaccession of items by the Department Manager who may seek further approval from the Executive Leadership Team or Council at their discretion.

6. MONITORING, EVALUATION AND REVIEW

6.1. This Policy will be reviewed and adopted by Council on a four-year cycle or at Council's discretion.

7. REFERENCE DOCUMENTS

Legislative Provisions	Charter of Human Rights and Responsibility Act 2006 Equal Opportunity Act 2020 Freedom of Information Act 1982 Heritage Act 1995 Local Government Act 1989 Local Government Act 2020 Museum Act 1983
Council Supporting Documents	Arts, Culture and Creative Industries Strategy

8. DEFINITIONS

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.'
Significance	The National Museum of Australia describes significance as follows: 'Significance' refers to the values and meanings that items and collections have for people and communities. Significance helps unlock the potential of collections, creating opportunities for communities to access and enjoy collections, and to understand the history, cultures and environments of Australia. South Gippsland Shire Council's Arts and Civic Memorabilia Collection consists of items deemed significant to South Gippsland Shire that are catalogued and held in trust for the community. The Collection includes donations, acquisitions and loans which may be displayed for the interpretation and celebration of the Shire. Significance of each item is determined by historical value and/or financial value and by the relationship they hold to South Gippsland Shire, either via artist or subject
Collection	The word collection refers to objects catalogued into the South Gippsland Shire Council's Art and Civic Memorabilia Collections for display or interpretation.
Art, Civic memorabilia	All objects catalogued in South Gippsland Shire Council's Arts and Civic Memorabilia Collection are defined as either Art or Civic memorabilia, according to the following; Art: an object or item consciously produced according to aesthetic or sensory principles. Civic memorabilia: objects that are not considered art objects but are collected because they are connected to and significant to the heritage of the Shire. These objects may include but are not limited to trophies and plaques etc.
Arts Advisory Committee	An endorsed committee that it made of 7 creative locals whose purpose is to collaborate with Councils Art, Culture and Visitor Economy team and contribute to the future planning and decision making in the arts, specifically in the delivery of the Arts, Culture and Creative Industry Strategy (2022-2026)

Art Assessment Panel	An independent committee with relevant expertise brought together by the Arts Advisory Committee with the role to make recommendations to Council to accession and deaccession Arts and Civic Memorabilia items.
Acquisition	Purchase or acquire
Decommissioning	Take an item out of action

9. REVISION HISTORY

Approved By	Approval Date	Sections Modified	CM9 Ref#
<i>Council Meeting</i>	<i>20 March 2024</i>	<i>Policy Review; title change</i>	<i>D2184424</i>