



Council Policy Manual

CP 18.2 Cultural Collections

POLICY OBJECTIVES

The *Cultural Collections Policy* describes the nature of the City's indoor art, cultural artefacts and historical reference collections and the guiding principles employed by the City of Perth to acquire, care for and manage these public collections.

The objectives of the *Cultural Collections Policy* are to define the parameters and priorities for the development and management of the City's Cultural Collections in accordance with relevant industry standards and laws; and to facilitate public access to the collections.

SCOPE

This Policy applies to works of art, objects, artefacts and reference materials accessioned into the *City of Perth Art Collection*, the *City of Perth Memorabilia Collection* and the *City of Perth History Centre Collection*.

As the custodian of cultural collections, the City shall manage the Collections in accordance with Council Policy, procedures and plans and informed by relevant industry standards.

This Policy establishes the criteria against which items are assessed in order to determine their acceptance or otherwise, into a Collection. It establishes the terms under which such items may be acquired.

This Policy also establishes the appropriate care and handling of works of art, artefacts, reference materials and objects of cultural significance in the City's possession.

The *Cultural Collections Policy* should be read in conjunction with the City's *Arts and Culture Policy 18.1* which establishes an overarching purpose and set of principles relevant to the City's Arts and Cultural programs and services more broadly.

This policy excludes the City's Public Art Collections and commemorative works which are covered by *Public Art Policy 1.5* and *Commemorative Works Policy 1.6* respectively.

PURPOSE OF THE COLLECTIONS

The City recognises the importance of its community's unique social and cultural heritage as described by its art, artefacts and reference materials.



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The City's Collections are valuable and valued cultural assets that document and represent the evolution of the city's social, cultural, civic and economic climate, physical form and artistic practices.

The City has significant collections of historical and contemporary works of art and artefacts as well as historical and contemporary reference materials.

Through the strategic management of its Cultural Collections the City will ensure that the Collection's future value and ongoing significance for Perth, Western Australia and the wider community is maintained.

1. SCOPE OF THE COLLECTIONS

1.1 Art Collection

The Art Collection comprises works of art in a range of media and includes the work of artists or themes relevant to the city of Perth. The Collection has two categories: (1) Historical and (2) Contemporary.

1.1.1 Historical

Historical works in the City of Perth Art Collection are defined as works which originate from the following periods*:

- (a) Pre-Colonial: Up to 1826
- (b) Early Colonial: 1827- 1850
- (c) Late Colonial: 1851- 1900
- (d) Post Federation/ Pre-Modern: 1901- 1935
- (e) Modernism: 1936-1970

1.1.2 Contemporary

Contemporary works in the City of Perth Art Collection are defined as works which manifest in a form that responds to the material sources, artistic dialogue and techniques of its time and originate from the following periods:

- (a) Post Modern 1971- 1990
- (b) Contemporary 1990-present



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** The names of sub-categories are intended to define periods of time and are not to describe a specific cultural practice or style.*

1.2 Memorabilia Collection

The Memorabilia Collection is defined by four categories that represent themes relevant to the history of the City of Perth and its relationship to the development of the city of Perth. The Collection has four categories: (1) Civic History; (2) International Relations; (3) Built Form, and; (4) Social History.

1.2.1 Civic History

Civic items are historical and contemporary objects that relate to the history of the City of Perth and Council operations. Objects may have historical significance, or be functional, symbolic or ceremonial.

1.2.2 International Relations

International Relations objects include gifts given during Sister City commemorations, international diplomatic and student visits and international economic development events.

1.2.3 Built Form

Built Form artefacts include significant items relating to Council owned places and buildings.

1.2.4 Social History

Social History archives contain general material that relates to the role of Council in the social history of the city of Perth. These include objects documenting commercial activities in the city and commemorative materials recording events of national significance.

1.3 History Centre Collection

The Collection represents subjects of historical interest regarding social, cultural, civic and commercial experiences within the city of Perth which are recorded into the following Collection categories:

- (a) Physical and Digital Images
- (b) Recordings
- (c) Texts



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(d) Multimedia

2. MANAGEMENT PRINCIPLES

The City of Perth shall resource, preserve and manage the Collections in accordance with accepted standards in the industry regarding conservation, storage, display, handling, movement, research, access, insurance and security.

2.1 Asset and Risk Management

The City's Collections shall be managed and maintained in accordance with relevant industry standards and City of Perth Council Policy *9.12 Asset Management*.

The Collections shall be audited and appraised on a regular basis in accordance with the City's relevant protocols and policies.

The Collections are covered by the City's insurance in accordance with Policy *9.12 Asset Management*.

The City shall maintain a disaster preparedness and response plan specific to the Collections to be reviewed every four years.

2.2 Collection Management

As the custodian of public collections, the City shall manage its Cultural Collections as informed by The *National Standards for Australian Museums and Galleries*. Collections shall be managed and handled by suitably qualified and professionally trained officers appointed to maintain high standards of collection management. Cultural Collections officers shall research and prepare reports to inform recommendations on all aspects of the management and development of cultural collections.

Material acquired for the History Centre Collection shall be catalogued in conformity with accepted bibliographical standards including the Anglo-American Cataloguing Rules (AACR2), Dewey Decimal Classification (DDC), Library of Congress Subject Headings (LCSH) and Resource Description and Access (RDA).

2.3 Records Management

The City of Perth shall maintain accurate written information, correspondence, photographic and digital records pertaining to each Collection item including details such as acquisition,



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disposal, identification, description, creator, publisher, history, provenance, object status, location, condition status, display, movement and appraisal. Related activities such as exhibition, loan, research and publication shall also be recorded where relevant. These records shall be retained by the City in perpetuity and in accordance with the State Records Act 2000.

2.4 Accessioning

All items acquired for the City of Perth's, Art Collection, History Centre Collection and Memorabilia Collection shall be accessioned into the appropriate collection. This process shall be documented and objects registered on the relevant Asset Management and collections databases, with full acquisition, provenance and catalogue information.

2.5 De-Accessioning

De-accessioning is the removal and deregistration of items from a Collection. Items may be considered for de-accession based on condition, resource requirements, significance, potential function and relevance. All records of de-accessioned items shall continue to be retained after de-accession and disposal of item.

De-accessioned items shall be disposed of in accordance with the *Disposal of Assets Policy 16.2*.

2.6 Resourcing

The City shall resource the collections appropriately, including, funding for new acquisitions, scheduled inspections, audits, valuations, research, maintenance, preservation, storage, interpretation, display, promotion and access.

2.7 Storage and Display

Collection items not on display shall be recorded and labelled accordingly and stored securely. An item shall not be stored or displayed in a location that is likely to put the item at risk of damage, accelerated deterioration, or is a threat to its security.

2.8 Conservation and Preservation

The City shall apply a high standard of care for its Collections to promote the long term preservation of the Collections for future generations taking into account the nature, purpose and significance of each Collection. The City employs preventive conservation



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practices to the extent possible ensuring a safe, secure and stable environment for the Collections. Only officers professionally trained in the handling of collection materials shall handle and manage the Collections.

3. ACQUISITION CRITERIA

3.1 Essential Reporting Considerations for Acquisitions

In order for an item to be recommended for acquisition into one of the City's Cultural Collections, all of the following factors shall inform the officer's recommendation.

- (a) Physical integrity, durability, quality of fabrication and maintenance or conservation requirements.
- (b) Authenticity and ethical provenance.
- (c) Must be an outright purchase, commission or an unconditional transfer of ownership.*
- (d) Enhance at least one of the existing Collections as defined by Collection scope and/or priorities avoiding duplication.
- (e) Capacity to be placed on display without hindrance to public access or safety, and where relevant, without breaching the creator's moral rights.
- (f) Immediate and future cost considerations.

**Unconditional transfer may not apply to oral histories and some photographic or digital material which may have restrictions as negotiated between the interviewee, donor (or custodian) and the City of Perth.*

3.2 Acquisition Criteria (Art Collection)

New acquisitions will be consistent with guiding principles within the City's *Arts and Culture Policy* and fit within the defined scope of the Collection as identified in section 1 of this Policy and if applicable, a commissioning brief.

In addition to the *Essential Reporting Considerations for Acquisitions* in Section 3.1 of this Policy, works of art recommended for acquisition are required to meet one or more of the following priorities.

The item must:

- (a) Represent significant periods, occasions and urban initiatives in the evolution of the city, and city life.
- (b) Build upon the strengths of existing holdings of the Art Collection.



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- (c) Represent and support the artistic practice of emerging and established artists residing in Western Australia who have received acclaim for their work locally, nationally or internationally.

3.3 Acquisition Criteria (Memorabilia and History Centre Collections)

Considerations made for new acquisitions will be based on an assessment of the suitability as defined within the scope of the respective Collection, as outlined in section 1 of this Policy. In addition to the *Essential Reporting Considerations for Acquisitions* in Section 3.1 of this Policy the recommendation will also address:

- (a) Historical significance
- (b) Social and cultural significance
- (c) Representativeness
- (d) Research potential

4. ACQUISITION METHODS

4.1 Purchase

Items may be purchased for the Art Collection, the Memorabilia Collection and the History Centre Collection through allocated acquisition funds. Direct purchase of works of art, memorabilia, or reference materials shall be subject to a recommendation by the relevant officer, in accordance with the acquisition criteria. This process may be additionally informed by expert external advisors or a panel as appropriate. Approval of acquisitions by purchase shall be undertaken in accordance with the City's *Delegated Authority Register* and Council Policy 9.7 *Purchasing*, as appropriate.

4.2 Commission

The City may acquire new works of art, reference materials or recordings through commission. The two methods that are commonly used to commission new acquisitions are through invited expression of interest or direct engagement. Other methodologies may be used on a case-by-case basis, with full operational and procedural transparency. Approval of acquisitions by commission shall be undertaken in accordance with the City's *Delegated Authority Register* and Council Policy 9.7 *Purchasing*, as appropriate.

4.2.1 Invited Expression of interest

An invitation to submit an expression of interest can be made to a targeted selection of creators whose practice or profile has been identified by the relevant collections officer as suitable for a specific project or commission. In such instances a panel may be formed to make recommendations on the final selection of artists/creators chosen to create a new



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acquisition. The City will set a commissioning fee prior to shortlisting proposals. The recommended selection will be informed by the creator's responses to an established brief and suitability for the commission.

4.3. Donations, Bequests or Contributed Assets

The City is at times offered donations of existing works of art, artefacts, archives and reference materials. Offers of donations, bequests or gifts, other than monetary, shall be referred to the relevant Cultural Collections officer for consideration who shall make a recommendation for acquisition or for the offer to be declined, in accordance with the acquisition criteria. Legal documentation must be provided in any transfer arrangements, which gives effect to the transfer of title of the item to the City of Perth and provides all data necessary to be recorded in the City's asset management database.

5. ACCESS AND DISPLAY

Providing access to the City of Perth Cultural Collections contributes to their strength and raises the profile of the Collections and enables the community to appreciate and enjoy the City's cultural assets. Access to the Collections encourages the sharing of knowledge and enables the innovative interpretation of the Collections.

5.1 Provision for Access

The City does not have a dedicated exhibition space for its Cultural Collections. Public access may be facilitated in the following ways, according to the management requirements of individual items:

- (a) Digital access through an online database and online interpretative resources;
- (b) Supervised research access of original materials as appropriate*;
- (c) Outgoing loans of physical items**;
- (d) Display in Council buildings;
- (e) Curated exhibitions;
- (f) Interpretative publications and promotional materials.

** Embargoed, archive reference materials, rare and restricted works are negotiated on an individual basis.*

*** Items from the Art Collection and the Memorabilia Collection are not suitable for outgoing loan to individuals; loans may be approved to organisations for legitimate purposes. The History Centre has duplicates of some items from the Collection which may be available for loan subject to City of Perth Library Services' terms and conditions.*



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The item shall:

- (a) Not be displayed so as to be obscured or altered without written permission of the creator/copyright holder.
- (b) Not be displayed or available for access if it is in disrepair.
- (c) Be properly identified as a reproduction, where an item is not the original work.
- (d) Be exhibited or available for reference according to the terms of any written agreements between the City and other relevant parties.
- (e) Not be available for public display when access is contrary to the item's preservation or cultural requirements.
- (f) Be attributed in accordance with industry standards.

5.2 Exhibition and Display of Collection Items and Loaned Items

Exhibitions and temporary displays that include the City's Collections or items borrowed from private or institutional collections shall be informed by museum standards of practice for display and interpretation. Exhibitions shall represent a diversity of themes, issues and viewpoints relevant to the city of Perth. Exhibitions shall be documented and, where possible, a quality catalogue or other informational materials shall be produced in relation to the exhibition. During exhibition and display, the creator's moral rights shall be observed and the items shall be identified.

6. DE-ACCESSIONING

De-accession and disposal of works of art and artefacts shall be done in a manner that complies with laws protecting artists' rights and the *International Council of Museums Code of Professional Ethics 2006*.

The City's Policy *9.14 Disposal of Property* shall inform the determination and process to de-accession and dispose of items in the Collections together with this Policy.

6.1 Criteria for Consideration to De-Accession

Works of art, artefacts or reference materials meeting one or more of the disposal criteria identified in Section 5 of the City's Policy *9.14 Disposal of Property*, as well as one or more of the criteria below may be considered for de-accession:

- (a) The item no longer meets with the requirements of this Policy and / or the City's strategic planning for the Collections;



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- (b) The item is a duplicate or reproduction that serves no specific function;
- (c) The item is of insufficient artistic, cultural, social, or historical merit for the sustainable allocation of resources to ensure its conservation;
- (d) The City can no longer adequately care and maintain the item commensurate with the item's current value and care requirements;
- (e) The item has no provenance, cannot be displayed, and is not suitable for research;
- (f) The City has been ordered to return the item to its rightful owner by a court of law or the City recognizes that it is not the rightful owner and has identified the rightful owner;

A recommendation to de-accession a Collection item will be determined by the relevant cultural collections officer. The officer shall evaluate the item against the de-accession criteria and propose the appropriate method of disposal in accordance with Section 8 of this Policy.

7. DISPOSAL METHODS

The disposal procedure for collection items approved for de-accession will adhere to the following order of options, which have been developed in accordance with Policy 9.14 *Disposal of Property* and the *Delegated Authority Register*.

The item may be:

- (a) Returned to the rightful owner, creator or donor by contribution or donation as applicable and appropriate.
- (b) Offered to a suitable collecting institution.
- (c) Sold on the public market by tender or auction.
- (d) Dismantled or destroyed as appropriate, only in the event of no other options being suitable.
- (e) Other suitable method as resolved by Council as appropriate.

Unless there are extenuating circumstances, the City will hold an item approved for de-accession for a twelve-month "cooling off" period.

Collection items approved for disposal, which are no longer serviceable will be dismantled and disposed of in a responsible, ethical and sustainable manner.

In accordance with International Council of Museums (ICOM) Code of Professional Ethics; section 4.5 *Income from Disposal of Collections* all monies received by the City from the disposal of a collected item shall be applied solely to the upgrading of the Collection either by purchase of works or for the conservation of existing items held in the Collection.



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In accordance with clause 9.3 of this Policy (Moral Rights), artists will be kept informed at all stages of the de-accessioning process. In the event that the artist cannot be contacted, the City must demonstrate that reasonable steps have been taken to locate and inform the artist or the Estate of the artist. A record, including a visual record and documentation of all items de-accessioned, and their method of disposal, must be made in the permanent records in accordance with record keeping requirements.

8. ETHICAL AND LEGAL RESPONSIBILITIES

8.1 Appraisals

City of Perth employees shall not provide valuations for collections and materials outside of the City of Perth Collections for taxation, insurance, sale or any other purposes. The City's Cultural Collections officers may provide catalogue information about objects and materials to professional appraisers for the purposes of appraising the City's Collections.

8.2 Illicit Materials, Contraband, Endangered Species

The City shall not knowingly acquire any materials that contravene any national or international customs or criminal laws and treaties and conventions governing threatened and endangered species.

8.3 Moral Rights

The moral rights of creators represented in the Collections shall be preserved. In all representations, Collection items will be credited with the following information as a minimum requirement: creator's name, title of item or reference material, date of the item and a description of the medium. The City may make additional commitments in agreements with creators, donors or copyright holders over and above legislated obligations as determined by the *Copyright Amendment (Moral Rights) Act 2000 (Commonwealth)*.

8.4 Ownership

The City shall acquire only those items from sellers and donors who can prove clear and valid title to the items, where provenance can be verified and traced and not in breach of any national or international laws, treaties or conventions.

8.5 Personal Collecting and Dealing



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Any interest in personal collecting by Cultural Collections officers shall be made known to the unit manager and recorded by the staff member as a *Conflict of Interest and Disclosure Declaration*. The City's Cultural Collections officers shall declare any intention to accession, de-accession, purchase or sell any items that may influence the value of any personal collections.

8.6 Copyright

The City shall ensure that creators' copyright is protected, where reasonably practicable. The use and reproduction of any Collection items for display, exhibition, broadcast, screening, recording and publication shall be in accordance with all relevant laws governing copyright and intellectual property. Reproduction of Collection items is subject to the approval of Cultural Collections officers as applicable to ensure the use of Collection items in the aforementioned ways shall not conflict with any commitments made by the City in agreements with creators or copyright holders in respect to the Copyright Act (Commonwealth) 1968.

8.6.1 Reproduction of images or other intellectual property of Collection Items

Where appropriate the City shall seek non-exclusive license to copy or reproduce an image of works of art or reference materials for curatorial, educational and other non-commercial uses associated with a City of Perth Cultural Collection; or to transmit or otherwise communicate the work to the public by any means, including but not limited to making it available on-line or electronically transmitting the work.

The City warrants that it will reproduce Collection items to the highest possible quality and in such a manner as to enhance the creator's reputation. The City shall not manipulate the work in any way without expressed permission of the copyright holder.

The City shall provide to the licensor a complimentary copy of any publication in which the work is reproduced.

Reproduction for any other purpose shall be subject to the written permission of the copyright holder.

8.6.2 Reproduction of images or other intellectual property of Collection Items by Third Parties

Unless permission has been granted in writing by a copyright holder as a part of an agreement, the City is not authorised to grant permission to a third party to reproduce



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Collection items or their images that is not covered by Fair Dealing as defined by the Australian Copyright Council.

The City undertakes that any person who requests access to the work for any commercial purpose will be required to provide written evidence that the licensor has granted permission for such use.

9. LOANS

The City makes available items in the Collections for loan to appropriate organisations subject to negotiated loan agreements. The City may also accept a loan of an item that shall enhance the interpretation of the existing Collections. Cultural Collections officers will make a recommendation to establish a loan agreement specifying the terms of the agreement or shall decline the loan request. Loan documents are to be signed in accordance with Policy *10.9 Common Seal and Document Signing Authority*.

9.1 Outgoing Loan

In accordance with the objectives of Policy *18.1 Arts & Culture*, Collection items may be made available for temporary loan to approved cultural institutions and community organisations for the purpose of display in a temporary exhibition. The borrower shall be equipped and qualified to interpret, safely display, store, handle and protect Collection items. The conditions of loan, including associated costs, logistics, period of loan and display location shall be documented and governed according to the terms stated in the *Outgoing Loan Agreement*.

9.2 Incoming Loan

Items from other public and private collections may be requested for temporary loan by the City as incoming loans for the purpose of enhancing the interpretation and understanding of the City of Perth's Cultural Collections. The terms and conditions governing the loaned items including, but not limited to, associated costs, logistics, period of loan and display location shall be stipulated in the City of Perth *Incoming Loan Agreement* or an agreement furnished to the City of Perth by the lender. The Incoming Loan Agreement shall be fully executed by all parties to the Agreement prior to the dispatch of the loan(s) to the City. In addition to upholding all of the lender's stated conditions, all incoming loans to the City shall be afforded at least the same care and handling as items in its own collections.



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Document Control Box							
Document Responsibilities:							
Custodian:	Arts and Cultural Development Coordinator.			Custodian Unit:	Arts, Culture and Heritage		
Decision Maker:	Council						
Compliance Requirements:							
Legislation:	Copyright Act (Commonwealth)1968 Copyright Amendment (Moral Rights) Act 2000 (Commonwealth) State Records Act 2000						
Industry:	International Council of Museums- Code of Professional Ethics, Australian Library and Information Association, Oral History Association of Australia, Collections Council of Australia, The National Standards Taskforce, Library of Congress, Australian Copyright Council, Anglo-American Cataloguing Rules, Dewey Decimal Classification, Resource Description and Access.						
Organisational:	Fixed Assets Financial Policy 9.11 Arts and Culture Policy 18.1 Disposal of Property Policy 9.14 Asset Management Policy 9.12 Purchasing Policy 9.7 Common Seal and Document Signing Authority 10.9 Contributed Asset Policy 9.15 Delegated Authority Register 1.2.10						
Document Management:							
Risk Rating:		Review Frequency:	Biennial	Next Due:	2017/18	TRIM Ref:	75522/04
Version #	Decision Reference:	Synopsis:					
1.	Council Meeting 14/03/96	Previous Policy No. SU53- City of Perth Art Collection Previous Policy No. SU105					
2.	Council Meeting 28/04/98	353/98					
3.	Council Meeting 14/03/06	174/06					
4.	Council Meeting 25/06/13	319/13					
5.	Council Meeting 18/11/14	509/14					
6.	Council Meeting 30/04/15	161/15					
7.	Council Meeting 23/02/16	54/16					