

## Civic and Cultural Heritage Collection Policy

Policy Endorsement:	Endorsement required by Council		
Policy Superseded by this Policy	Cultural and Heritage Collections Policy 2007		
Directorate:	Community Services		
Responsible Officer:	Manager, Community Arts, Culture and Library Services		
Policy Type:	Discretionary		
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### 1. Purpose

The City of Greater Dandenong is home to rich and diverse cultural heritage.

Council is committed to the protection, management, and celebration of the region's tangible and intangible cultural heritage.

The Civic and Cultural Heritage Collection and the sum of its parts is owned and managed by the City of Greater Dandenong. The Collection documents the evolving history of the City of Greater Dandenong and its predecessors. This includes the former Dandenong and District Roads Board, the former shires of Dandenong, Springvale and Noble Park; former cities of Dandenong and Springvale, as well as parts of the former cities of Cranbourne and Berwick.

This Policy provides a framework for the sustainable development and management of the Civic and Cultural Heritage Collection.

The Policy assists in delivering actions and key themes highlighted in the:

- Greater Dandenong Community Plan – Imagine 2030
- Greater Dandenong Council Plan 2017-21
- Greater Dandenong Council – Create and Connect - Arts and Cultural Heritage Strategy 2016
- Greater Dandenong Council – Library Strategy 2018-23
- City of Greater Dandenong Public Art Policy 2018

- Greater Dandenong Community Development Framework

## 2. Background

### 2.1 Context

Council is the custodian of the Civic and Cultural Heritage Collection on behalf of the community of the City of Greater Dandenong.

The Civic and Cultural Heritage Collection Policy demonstrates Council's support for local cultural heritage, acknowledging the social, health and wellbeing, and economic benefits of heritage in fostering a diverse, culturally engaged and active community.

### 2.2 The Civic and Cultural Heritage Collection

The Civic and Cultural Heritage Collection, and the sum of its parts, reflect and celebrate the City of Greater Dandenong's rich and diverse cultural heritage; its people, events and achievements.

The Collection is acknowledged as being part of the irreplaceable records that support the understanding of our local history for this and future generations.

The Collection is representative of the natural, cultural and social history of the region that is considered as significant, and of interest to, residents now and in the future.

The collection includes tangible and intangible items such as artworks, photographs, sculptures, prints, and mixed media; audio and multimedia items, civic memorabilia, and civic gifts. The Civic and Cultural Heritage Collection Policy does not include sites or buildings or public art.

## 3. Scope

This Policy applies to all items in the Civic and Cultural Heritage Collection owned and managed by City of Greater Dandenong. It does not apply to Public Art Works – see Greater Dandenong Council Public Art Policy or items stored in Council or other facilities that do not form part of the Civic Collection.

Community Arts, Culture and Library staff will be guided by the Civic and Cultural Heritage Collection Management Operational Guidelines to articulate operational processes and procedures for the Collection in relation to its management and development - including acquisition, deaccession and disposal; care and storage; valuation and insurance; exhibition and display; and public access. The National Standards for Australian Museums and Galleries V1.5, September 2016 guides the Policy, and the associated operational guidelines.

Council provides advice and support to local volunteer historical societies and community groups in the management of their collections. Council is committed in working collaboratively to ensure local organisations manage their collections to industry recommended best practice standards. Council does not seek to collect artefacts and materials generated by local community groups and organisations.

#### 4. Human Rights and Responsibilities Charter – Compatibility Statement

All matters relevant to the Victorian Human Rights Charter have been considered in the development of this Policy and are consistent with the standards set by the Charter.

#### 5. References

- City of Greater Dandenong Council - Arts and Cultural Heritage Strategy 2016
- City of Greater Dandenong Community Plan – Imagine 2030
- City of Greater Dandenong Council Plan 2017-21
- City of Greater Dandenong Procurement Policy- current
- City of Greater Dandenong Public Art Policy 2018
- National Standards for Australian Museums and Galleries V1.5, September 2016
- UNESCO Convention for the Safeguarding of Intangible Cultural Heritage (2016 edition)
- International Council of Museums (ICOM) Code of Professional Ethics (2013)

#### 6. Definitions

##### **Acquisition**

The processes by which any item is formally acquired for inclusion to the Civic and Cultural Heritage Collection.

##### **Civic and Cultural Heritage Collection**

11 items which have been formally acquired for / into as being part of the City of Greater Dandenong's Civic and Cultural Heritage Collection. (Public Artworks are excluded from this terminology). The Civic and Cultural Heritage Collection may also be referred to as 'The Collection', 'Collection Items' or 'CC (name of sub collection)'.

##### **City of Greater Dandenong**

City of Greater Dandenong Municipality.

##### **Council**

City of Greater Dandenong Council.

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## **Cultural Heritage**

Cultural Heritage refers to the legacy that is inherited from past generations, maintained in the present and bestowed for the benefit of future generations. This includes indigenous and multicultural heritage as well as physical objects and places that we inherit from the past and pass on to future generations to use, learn from and be inspired by. Our cultural heritage invites us to reflect on where we came from and imagine how we would like things to be in the future.

## **Cultural Heritage Advisory Committee (CHAC)**

**CHAC** is comprised of Greater Dandenong Councillor/s and Council officer representatives, representatives from the Dandenong and District Historical Society, Springvale and District Historical Society, Spirit of Enterprise Group and independent and community members. The Committee provides strategic advice to Council regarding Cultural Heritage matters.

## **Civic Collection Acquisition and Deaccession Working Group:**

Is responsible for the review of proposed items based on acquisition and deaccession criteria outlined in this policy and provide recommendations for consideration.

The Working Group is comprised of external independent professional members with a variety of relevant cultural heritage and collection management related professional skills and backgrounds, Presidents of the Dandenong and Springvale Historical Societies, Spirit of Enterprise Group representative and Council Officers. The Civic Collection Acquisition and Deaccession Working Group will meet every 6 months, or more regularly as required.

## **Deaccession**

The process of de-registering an item/s from the Collection, for stated reasons and conforming to clear policy and procedure.

## **Disposal**

The act of permanently removing items from the Civic Collection guided by the National Standards for Australian Museums and Galleries.

## **Intangible Heritage**

Intangible Heritage includes:

- oral and inherited traditions
- performing arts
- social practices
- rituals
- festive events
- knowledge and practices concerning nature and the universe
- traditional craftsmanship (UNESCO, 2016).

## **Provenance**

The documented chain of ownership of an item or collection, or more broadly the life history of an item including previous owners, origin, and context of use.

## **Public Art**

For the purpose of this Policy, the term 'Public Art' is defined as art specifically created to be experienced in the public domain regardless whether it is situated on private or public land or whether it has been commissioned with public or private funds.

Public art can be permanent or temporary, in open space or within buildings or part of functional infrastructure. It can take on any art-form e.g. literary, visual, acoustic, interactive or multi-disciplinary. Public art includes the conceptual contribution of an artist to the design of public spaces and facilities that may be located in or part of a public space or facility provided for public benefit. Public art for the purposes of this Policy may be considered as permanent, integrated or temporary.

## **Tangible Heritage**

Physical artefacts produced, maintained and transmitted intergenerationally in a society.

## **7. Council Policy**

### **7.1 Policy Statement**

The City of Greater of Dandenong is committed to protecting, managing, promoting and celebrating the regions tangible and intangible cultural heritage. By recording and celebrating the history, culture and the achievements of the people of Greater Dandenong we teach understanding and appreciation of our heritage.

Effective conservation and management today will ensure items of Cultural Heritage value and importance to the community are preserved for future generations to enjoy and learn from.

Council acknowledges that the Aboriginal and Torres Strait Islander community is an important part of our community. Council respectfully acknowledges Aboriginal and Torres Strait Islander peoples as the First Australians and the Traditional Owners of the land.

In 2016 Census data, Greater Dandenong is considered Australia's most culturally diverse community. Council acknowledges the importance of collecting and celebrating the stories of the waves of migration that have helped define this City since settlement until today.

The City of Greater Dandenong's Civic and Cultural Heritage Collection Management Operational Guidelines provides a framework for Council to manage the Civic and

Cultural Heritage Collection in relation to access, acquisitions, deaccessions, storage and use, for future needs.

## 7.2 Collection Development

Development of the collection will meet both the immediate and long-term objectives of Greater Dandenong City Council's Arts and Cultural Heritage Strategy, informed by Imagine 2030 and the Council Plan.

Development of the collection will both build on strengths and address weaknesses and will consider current and future priorities and constraints. Strategies will include both planned and opportunistic approaches. Principal objectives of collection development are to acquire and preserve material that relates to the history of the organisation and its predecessors or is highly significant to the Greater Dandenong region and would be otherwise lost to the community.

The Council will endeavour to develop unique collections and collecting strategies, which will take into account the focus of other collecting organisations, particularly within the region, to avoid duplication.

## 7.3 Acquisition and Deaccessions

### Acquisition Criteria

In order to be acquired into the Civic and Cultural Heritage Collection, an item will meet **all** of the following criteria.

An item will:

- Have a distinctive and verifiable connection with the City of Greater Dandenong or its predecessors.
- Be of local, state or national significance.
- 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.
- Be an unconditional bequest, donation or purchase with a valid and clearly verifiable legal title, unless an acceptable argument can be made for the special exemption of an item from this criterion.
- Have been ethically and lawfully collected, sold or otherwise transferred in compliance with national and international guidelines.
- Have clearly established and verifiable provenance.
- Be safe and pose no threat to people or other collection items.
- Have sufficient resources allocated by Council for its care and conservation.

Proposals for acquisitions will be prepared by relevant officers and experts (where necessary) with a report provided to the Civic Collection Acquisition and Deaccession

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Working Group for review. Items reviewed and recommended by the working group for acquisition will be submitted to Director Community Services for approval.

## **Deaccession Criteria**

There is recognition that there may be reasons to review the retention of Civic and Cultural Heritage Collection items.

The City of Greater Dandenong reserves the right to deaccession and dispose Civic and Cultural Heritage Collection items as a necessary part of the development and management of the Collection.

Council will always approach the deaccessioning of items with caution, with appropriate delay and review mechanisms in its procedures.

The nomination for deaccessioning may occur only where the item/s meets one or more of the following criteria:

- The item does not meet the current acquisition eligibility criteria for the Civic and Cultural Heritage Collection.
- It is in poor condition and is considered of insufficient merit for allocation of conservation resources.
- The item is damaged beyond repair or destroyed.
- The retention of the item may put people and/or other items at risk.
- The conservation and storage requirements of the item are beyond the means of Council.
- The item is a lesser quality duplicate of an item already in the Civic Collection and serves no specific function.
- The item lacks any supporting information to enable proper identification to establish its significance to the Collection.
- The item is lost, stolen or mislaid with no likelihood of return.

Proposals for Deaccessions will be prepared by relevant officers and experts (where necessary) with a report provided to the Civic Collection Acquisition and Deaccession Working Group for review. Items reviewed and recommended by the working group for deaccession will be submitted to Director Community Services for approval.

## **Methods of Disposal**

The disposal procedure for an item identified for deaccession will adhere to the following order of options, in accordance with the ICOM Code of Professional Ethics (2013), Section 4.3: Deaccessioning Policies and Procedures. The options for disposal in order of priority are that the item may be:

- returned to the original donor or artist
- offered to an appropriate collecting institution

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- sold on the public market
- destroyed where no other options are appropriate.

With regards to heritage collection artwork items, the artist or practitioner should be contacted if it is proposed that the work be relocated or 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, or similar, must be considered within the requirements of that Scheme.

Councillors, Council staff, volunteers, and their families are prohibited from acquiring an item deaccessioned from the collection unless they purchase the item according to its market value. Such a purchase must be approved by the Director Community Services in accordance with Greater Dandenong City Council's Procurement Policy.

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

Any monies received by Greater Dandenong City Council from the disposal of an item should be applied solely to collection conservation or collection development (i.e. purchase of collection items), in accordance with ICOM Code of Professional Ethics (2013). Section 4.5: Income from Disposal of Collections.

## **Roles and Responsibilities**

**The responsibilities that arise under this policy are:**

**Councillors:** Are responsible for strategic direction and policy approval.

**Directors of Community/Engineering Services/City Planning, Design and Amenity/CEO:** are responsible for Civic and Cultural Heritage Policy development.

**Managers:** Are responsible for monitoring staff under their supervision to ensure that they understand and comply with the policy and the requirements within it.

**Community Arts, Culture and Library Staff:** Are responsible for the compilation of items for acquisition and deaccession, based on criteria outlined in this Policy along with relevant information to assist informed recommendations.

Communicate and consult with City of Greater Dandenong management and other relevant committees and working groups regarding acquisitions or deaccessions as required.



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**Cultural Heritage Advisory Committee:** Provides strategic advice to Council regarding Cultural Heritage.

**Civic Collection Acquisition and Deaccession Working Group:** Nominated representatives comprised of external independent professional members with a variety of relevant cultural heritage and collection management related professional skills and backgrounds, Presidents of the Dandenong and Springvale Historical Societies, Spirit of Enterprise Group representative and Council Officers.

It will review proposed items based on acquisition and deaccession criteria outlined in this Policy and provide recommendations for consideration.

The Civic Collection Acquisition and Deaccession Working Group will meet every 6 months or more regularly as required.

**All Staff:** are responsible for compliance with the Policy and the requirements within it.

## 8. Related Documents

- City of Greater Dandenong Council Plan 2017-21
- City of Greater Dandenong Council – Arts and Cultural Heritage Strategy 2016
- City of Greater Dandenong Council Library Strategy 2018-23
- City of Greater Dandenong Community Development Framework 2015
- City of Greater Dandenong Public Art Policy 2018
- City of Greater Dandenong Community Plan – Imagine 2030
- Memorandum of Understanding – Shared Archive signed 1 April 2015
- Diversity, Access and Equity Policy 2015
- Indigenous Policy – 2012
- Plaques, Memorials and Interpretive Signage Policy 2015
- Cultural Heritage Advisory Committee Terms of Reference, 2017
- National Standards for Australian Museums and Galleries V1.5, September 2016
- Supersedes Cultural and Heritage Collections Policy adopted by Council 14 May 2007 Policy no **03-00077-01** 2016
- Australian Bureau of Statistics – Census, Greater Dandenong  
[https://quickstats.censusdata.abs.gov.au/census\\_services/getproduct/census/2016/quickstat/LGA22670?opendocument#cultural](https://quickstats.censusdata.abs.gov.au/census_services/getproduct/census/2016/quickstat/LGA22670?opendocument#cultural)