

## Civic Collections Policy

### Policy scope

The City of Fremantle Civic Collections Policy establishes the criteria for the acquisition, storage, conservation and de-accessioning of items in the following City of Fremantle Collections:

#### 1. Memorabilia collection

The memorabilia collection includes all items related to Fremantle's cultural history and current affairs.

Moveable items and memorabilia, including certificates and mementos, acquired through:

- International, national and community relations,
- Related to International Relationships Activities,
- Contact with visiting ships, (plaques, certificates etc.)
- Community and community organisations
- International relationship and Civic Gifts

#### 2. Framed photographic and document collection

The framed photographic and document collection contains works of Fremantle's history dating back to the 19<sup>th</sup> century.

The photographs and documents in the collection include moveable items that are significant and relevant to interpretation of historical and contemporary social and civic history of the City of Fremantle (and North Fremantle), community, civic life and its people;

- Aboriginal Culture/History,
- Archaeology,
- Council operations and cultural history about place, work and society, including civic artworks not acquired by the City Art Collection,
- Aboriginal cultural items,
- Framed photographs, documents, plaques, Certificates, etc.
- Civic furniture,
- Heraldic items,
- Honour Rolls,
- Council paraphernalia.

#### 3. Application

The City of Fremantle Civic Collections policy does not apply to the City of Fremantle Art Collection or Local History Collection.

## Policy statement

### 1. Management principles

- 1.1 The Civic Collection will be managed by suitably qualified City of Fremantle employee(s).
- 1.2 The City of Fremantle will resource, preserve and manage the collection ethically and in accordance with legislation and the accepted standards relating to conservation, storage, display, loan, handling, movement, research, access, insurance and security.
- 1.3. Items in the collection may be included in the City's Asset Register, which ensures those items are covered under the City's insurance. Professional valuations of such items will be undertaken
- 1.4 The City will keep an accurate, up to date register of all items as required by the *States Record Act 2000* and the Local Government General Disposal Authority. The register will contain a photograph of the item and record acquisition, donor or seller, description, provenance, condition, status, loan status, location, appraisal-valuation and de-accession (if relevant) details.
- 1.5 Items not on display will be stored in a secure and safe location, and where possible, in climate-controlled storage.

### 2. Acquisition

- 2.1 Items registered to the collection may be items that have been purchased by the City, or gifted, bequeathed or donated to the City.
- 2.2 where possible immediate and future resource implications of the care and maintenance of an item must be taken into consideration before acquisition.
- 2.3 Items being considered for addition to the collection will be thoroughly assessed before an acquisition recommendation is made.
- 2.4 Items registered into the Civic Collection must meet one of the following criteria:
  - a. Historical significance which represents a clear link to Fremantle history, significant event, citizen or local government.
  - b. Social or cultural significance which aids to tell the story of Fremantle life, people and place.
  - c. Significant to the Sister Cities/International Relations program.
- 2.5 In addition to meeting one of the criteria, items must also:
  - a. Be accompanied by proof that donor and seller details are authentic, ethical and linked to the provenance of the item.
  - b. Be in good physical condition.
  - c. Enhance the collection and not duplicate items already registered.
  - d. Not breach moral, ethical or legal rights if acquired or put on display.

### **3. Access**

- 3.1 Access to items may be made available in one of the following ways:
- a. Exhibition in a council building or facility.
  - b. Loaned to museums/sites and other suitable organisations.
  - c. Online access to civic collection register.
  - d. Use of items at civic events.
  - e. For research purposes.

### **4. Loans**

- 4.1 All loans shall be for a fixed term. No permanent or indefinite loans will be agreed to.
- 4.2 The City may enter into a written agreement to loan collection items to organisations or institutions, who can display, handle, preserve, insure and store items to the same standard as the City.
- 4.3 The City may enter into a written agreement to borrow objects which enhance the current collection from other organisations or institutions. Borrowed objects will be subject to the management and care afforded to items as set out in this policy.

### **5. De-accessioning**

- 5.1 De-accessioning and recommended disposal of items shall comply with all relevant legislation applicable to local government, museums and collecting organisations. An item may be de-accessioned if it:
- a. does not meet any of the criteria for acquisition in part 2 of this policy.
  - b. has greater relevance to another organisation or collection.
  - c. is a duplicate.
  - d. lacks any provenance to enable proper identification or to establish its relevance to a collection.
  - e. is in such a condition that it is not cost-effective for the City to maintain or adequately care for its conservation or deteriorated beyond reasonable repair.
  - f. is discovered to be unlawfully in the collection.

### **6. Disposal**

- 6.1 Items will be disposed of in line with legislation. Items may be:
- a. Offered back to the donor; if the donor or their family cannot be located, the City must demonstrate reasonable steps were taken to locate them before looking at other disposal options.
  - b. Transferred to another organisation or collection.
  - c. Sold on the public market by auction or tender.
  - d. Dismantled or destroyed.
  - e. Disposed of by other appropriate method.
- 6.2 Items shall be disposed of in a responsible, ethical and environmentally sustainable manner.

## 7. Ethical and Legal Responsibilities

- 7.1 Employees and elected members will not personally profit from the disposal of any items, although nothing in this policy prevents an employee or elected member from purchasing an item at auction or by public tender. Other legislation restricting such purchases may apply.
- 7.2 Valuations of items are to be undertaken by accredited professionals.
- 7.3 Copyright laws where applicable to the item will be followed for display purposes or use in council promotional material. The City will ensure copyright is protected where relevant.

## Definitions and abbreviations

**Accessioning** is the acceptance of an item into a collection.

**De-accessioning** is the removal and deregistration of items from a collection, in preparation for disposal of the item.

**Disposal** is the means by which items are removed from the collection and the City's ownership.

**Employee** refers to a City of Fremantle employee.

**Elected member** refers to a City of Fremantle elected member.

**Item** refers to an item registered into a collection.

<b>Responsibility and review information</b>	
<b>Responsible officer:</b>	Manager Information Technology
<b>Document adoption/approval details</b>	24 February 2021 – FPOL2102-1
<b>Document amendment details</b>	Reviewed 22 September 2021 – FPOL2109-16
<b>Next review date</b>	22 September 2025