



# *cultural collection*

## **Policy and Management Plan for Bayside City Council's Cultural Collections**

**May 2007**

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# 1 Cultural Collection Statement of Significance

The Bayside City Council Cultural Collection was principally formed by combining the collections of the former Sandringham and Brighton City Councils. Both collections were established over many years. The collections are notable for the variety of material held, from fine art to important paper based documents to Council memorabilia, heritage and social history items.

In all, Bayside City Council's Cultural Collection is comprised of over 2000 items.

The Collection maintains an on-going material record of the Bayside City Council. These records include plans, maps, photographs, certificates, plaques, and mayoral regalia and other ceremonial objects. The Collection includes an 1858 wooden Brighton coat of arms and early twentieth century wooden coats of arms for Victoria and Australia. Several nineteenth century municipal certificates are also held in the Collection.

Civic mementoes of particular significance include programs for the Queen Victoria's memorial service 1901; the death of King Edward VII in 1910; the coronation of George V and Queen Mary in 1911; a 1915 concert to help the Belgians; a 1918 memorial event commemorating World War I; and the City of Sandringham's official visit by Governor Col.the Rt.Hon, Earl of Stradbroke in 1923.

The Collection includes artwork by local amateur and professional artists, incorporating over 220 paintings and drawings and 30 sculptures. It also contains over 50 handcrafts. Significant works include 41 paintings and sculptures by artists Charles Douglas Richardson and Margaret Baskerville, bequeathed by the artist CD Richardson in 1932 to the former Brighton

Council. Other works include a 1923 watercolour by Victor Cobb (1876-1945), known for his etchings depicting the daily life of Melbourne and its people, a painting by Melbourne artist Clarice Beckett (1887-1935) and two works by Jessie Constance Alicia Traill (1881-1967), one of only two female World War I artists.

While early twentieth century art is one of the richest facets of the Cultural Collection, there is also a good representation of local and Australian art from other periods. These include paintings by talented local artists Elizabeth Prior, Craig Gough and Ulrich Stalph and works by Melbourne artists including Ramon Horsfield. Many of the later artworks represent particular Bayside scenes or themes such as seaside life. The Collection also includes 215 outdoor objects, including commissioned and other artwork. These include 'The Swimmer' by Guy Boyd, 'Windhover' by Lenton Parr and 161 mosaics by local artists such as Colleen Cassar.

Significant nineteenth century works include three circa 1850s English school pastel portraits, an 1868 watercolour of Sandringham Beach and a large landscape painted in 1888 by Konrad A. Muller-Kurzwelly.

The Collection also features significant nineteenth and early twentieth century costumes. These include three dresses dated to the 1850s and women's and children's garments from the late nineteenth century. The Collection also incorporates a well-preserved collection of work and parlour aprons, nightdresses and undergarments from the late nineteenth to early twentieth centuries. Civic costume includes 13 mayoral robes and valuable mayoral chains from Sandringham and Brighton.

Significant objects in the Collection include:

- 1.1 Objects associated with the life of local philanthropist, Mayor and Premier Sir Thomas Bent, including a statue (on the Victorian Heritage Register), bust and fountain designed by Margaret Baskerville, election poll posters, portraits by C.E. Gordon-Frazer and A. Lund, and photographs and hand-written correspondence.
- 1.2 Land sales and purchase certificates and posters including an 1841 land purchase certificate and nineteenth century map of 'Dendy's special survey'. Brighton was first established by Henry Dendy, who selected a land package of

5,120 acres in 1841. Dendy established a farm in the 1840s, providing fruit and vegetables for the Melbourne market.

- 1.3 An original manuscript of *The History of Brighton, 1925*, by John Butler Cooper.
- 1.4 Images and objects relating to the development of the tramway and railway to the Bayside area in the mid nineteenth to early twentieth centuries, including two tram shelters and a horseshoe from the horse-drawn tramway.
- 1.5 An 1809 quilt with established provenance.
- 1.6 A sea wall constructed as part of a public works initiative of Sandringham City Council during the Great Depression with stone from the Old Courthouse at St.Kilda and from the Old Melbourne Gaol, including the headstones of many hanged prisoners, including Ned Kelly.
- 1.7 A collection of historic furnishings collected to facilitate the interpretation of Black Rock House, listed by the National Trust, the Victorian Heritage Register and the Register of the National Estate. The Trust notes that the House

‘was built for Charles Hotson Ebdon, construction probably commencing in 1856. The slate-roofed house, tee-shaped in plan, is constructed with brick gable end walls and weatherboard infill walls. Very slender cast iron Tuscan columns support the encircling Scottish stone-paved verandah. The rectangular castellated stable court wall is constructed of random coursed local ironstone with prominent piers. [It]...is a unique combination of an early house of a simple vernacular tradition with elaborate stables in a castellated picturesque style. The house is an excellent example of early construction practice, with timber stud walls clad with deep weatherboards and with papered hessian covered boards internally. The stable court is a rare example of the use of local ironstone and is of note both for the scale of the walls and the pine detailing of the piers.’

- 1.8 A collection of historic furnishings collected to facilitate the interpretation of Billilla, listed by the National Trust and Victorian Heritage Register. Heritage Victoria describes the House as

‘a single storeyed, rendered brick mansion dominated by a three storeyed tower. Originally constructed in 1878 and altered in 1888 to design of prominent Melbourne architects Smith and Johnson, the character of the house was further comprehensively altered in 1907 to the design of Walter Richmond Butler. This change is evidenced by the extensive use of Art Nouveau and Jacobethan detailing around the perimeter of the Victorian house creating three totally new facades, as well as a ring of new rooms behind.

Billilla is of architectural significance as an extraordinary stylistic example of Walter Butler's work which shows a move by Butler to an Arts and Crafts style. The exterior of Billilla stands apart as his most comprehensive essay in the mixture of Art Nouveau and Jacobethan, expressed in rendered ornamentation over a large house, with classical idioms as the main stylistic sources. This represented a prominent departure from the norm of residential architecture at that time. Internally, it is significant for the fine quality and wide stylistic variety of its architectural embellishment, particularly in the plasterwork of the ceilings, and all the associated fittings such as door furniture, light fittings and hearths. Billilla is also important as an extraordinary example of the encasing of an earlier building. As well, Billilla is of interest for its associations with prominent Melbourne architects, Smith and Johnson who undertook the alterations of 1888.

Billilla is historically and socially important for the outstanding intact nature of its Edwardian and Victorian fabric, services and fittings, and for its outbuildings and extensive garden and grounds, all of which constitute an extraordinary example of the lifestyle and working of a wealthy Edwardian household.’

- 1.9 A collection of historic furnishings from the former Brighton Town Hall, listed by the National Trust. These include a Steinway boudoir grand piano and stool,

a table presented in 1934 to commemorate the remodelling of the Town Hall and a 1930s dining suite with 26 chairs. The portrait of Thomas Bent by C.E. Gordon-Frazer (above) also used to hang in the Town Hall.

- 1.10 Historic objects associated with Kamesburgh, listed by the National Trust and the Victorian Heritage Register. In particular, a pair of cast iron lamp posts in the form of Medieval Courtier guards. Heritage Victoria describes Kamesburgh as

‘a large two storey, rendered brick, Italianate mansion set in an extensive formal garden...’Kamesburgh (Anzac Hostel) is architecturally, historically and socially important to the State of Victoria.

Kamesburgh (Anzac Hostel) is architecturally significant as a fine example of an Italianate mansion with Renaissance/Classical overtones set on an unusually large suburban block and in a finely designed formal garden. It is the most important extant residential work of the noted Victorian architect Lloyd Tayler. It is important for the the probable existence under later layers of paint of a rare hand painted decorative scheme by the Paterson brothers, a small fragment of which remains visible in the boudoir. There is a remarkable disappearing wall in the library, as well as unusual vented cornices.

Kamesburgh (Anzac Hostel) is also of architectural interest for the sensitive manner in which it was adapted for use as a hostel for incapacitated soldiers without disturbing the significant fabric to any great degree.

Kamesburgh (Anzac Hostel) is historically and socially important for its associations with William Kerr Thomson, a partner in James McEwan and Sons and a prominent Brighton citizen. It is even more important for its early, long and continuing associations with the care of veterans incapacitated by war service. In this regard it is important also for its

associations with the Baillieu brothers, principally William Lawrence Baillieu, whose donation of £25000 was the largest Australian philanthropic gift for veterans of the First World War.’

Bayside City Council owns a collection of particular significance to the local community. Many of the objects are unique, valuable and irreplaceable. Parts of the collection hold Melbourne-wide and even state significance.

Particular objects identified under ‘Significance of the Bayside City Council Cultural Collection’ shall be considered a priority for conservation expenditure.

Bayside City Council has shown its commitment to maintaining the cultural collection through the commissioning of a collection strategy in 2000 and subsequent reviews in 2003 and 2007. Council recognises the value of the collection by the provision of funds in the annual budget for collection management.

While, at present the public has limited access to the majority of the collection. Regular exhibitions are held as part of the ‘Artrium’ program in the foyer of the Bayside City Council Corporate Centre. The majority of the collection is stored off site at two of Council’s heritage facilities. It is planned that, in the near future, the Collection will be consolidated and permanently stored and exhibited at the Bayside Arts and Cultural Centre located within the Brighton Town Hall.

## 2 Benefits of collecting

In addition to museums and historical societies, Councils have been involved in the collection of works of art and items reflective of local heritage for long periods of time. Often this has rather been done in an ad hoc manner without proper strategies and guidance.

Councils take an active role in managing their collections, seeking professional advice and engaging professional staff to improve collection management processes and practices.

The benefits of proper care and maintenance of our existing cultural collections, as well as a more focussed direction for future collecting, are substantial to the wider community. The local community and local government are increasingly recognising the need to conserve, care, research and exhibit its cultural heritage and funding is being made available for this purpose.

Bayside City Council and its predecessors have been involved in collecting for many years. This has resulted in a diverse range of art and heritage items such as paintings, works on paper including photography, decorative arts, costume, sculpture (including outdoor sculpture) and Council memorabilia.

To ensure the community continues to benefit from this activity a strategic and forward looking approach to the management of the collections is necessary.

# 3 POLICY

## 3.1 Purpose and Scope of Policy

### 3.1.1 Purpose of Policy

The purpose of the following policy is to ensure proper care, maintenance and management of Bayside City Council's collections occurs in a strategic and focussed way for the benefit of the community and interested parties.

This paper presents a framework of policies and subsequent management plans for the maintenance, care and development of the Bayside City Council cultural collection. The ongoing development of the collection will benefit local residents as well as visitors to the area.

Upon adoption by Council this Policy is binding until amended and/or rescinded.

### 3.1.2 Scope of Policy Framework

The policy framework covers a range of areas of importance in regard to current collection management practices.

The following areas are specifically addressed:

- Acquisition of items
- De-accessioning and disposal of items
- Display of and access to the collections
- Conservation and caring for the collections
- Generating financial support for the ongoing management

The policy framework is the first level in the management of the collections with detailed management plans (guidelines) complementing this policy.

### **3.1.3 Sustainability and the Bottom Line**

In the development of the policy the ongoing sustainability of service provision and management practices has been considered.

The policy will provide a solid basis for the development of the existing collections and ensure that collection management practices can be sustained in the long term. Many of the items within Bayside City Council's cultural collection are not of a high financial value, however, they are of invaluable significance to the local community and, if lost, could never be replaced.

### **3.1.4 Best Value – Policy and Management Plan Review**

The policy ensures ongoing monitoring of collection management practices through a regular review every three years. The review is planned to make sure that policies, practices and industry standards are constantly updated and improved.

The policy framework provides for the involvement of stakeholders in the review process including the Cultural Advisory Committee, the Collection Management Working Group as well as other community groups and interested parties involved in maintaining local collections.

Upon completion of the review the policy and management plan will be presented to Bayside City Council for approval and adoption.

### **3.1.5 Objectives of Policy Framework**

The following are the objectives for collecting and provide the basis of the policy. The policy will assist Council to:

- Manage Council's heritage and cultural assets for the benefit of the community;
- Preserve and conserve local history, culture and heritage;
- Support local artists and foster the arts industry;
- Provide access to high quality art works and heritage items;
- Have all items in the Bayside Collection available for public exhibition;

- Encourage discussion on art and heritage;
- Educate, challenge and entertain the community;
- Encourage a sense of pride and belonging in members of the community.

## **3.2 Acquisition Policy**

### **3.2.1 Aim**

To maintain and develop a cultural collection.

Bayside City Council acknowledges the rich cultural heritage of the local area and recognises the artistic values that have a long tradition in the Bayside community.

Bayside City Council will acquire new works for inclusion in the cultural collection with the aim of complementing the existing cultural collection.

## **3.3 De-Accessioning and Disposal Policy**

### **3.3.1 Aim**

The aim of the de-accessioning policy is to create a relevant collection that reflects the principals and priorities of the Bayside City Council collection.

As the current collections have been established over many years and by various organisations, the removal of works and items currently included in the collections may be necessary to refine and improve the collection.

Many items are in a poor condition and in need of conservation treatment. While priorities have been set for significant items to be restored as funding permits, not all items can be adequately stored or cared for.

The process of de-accessioning will be carried out in accordance with the De-accessioning Guidelines.

## **3.4 Display and Public Access Policy**

### **3.4.1 Aim and Context**

The aim of the display and public access policy is to ensure appropriate display of items in the collections and facilitate access for the purposes of education and for the enjoyment of the community. It aims to achieve a balanced approach for the care of Bayside City Council's collections by implementing a rotational system for collection items between storage and display. An exhibition program, including an education program, will provide the public with greater access to the collections.

Council aims to provide internet access to the collection via the Bayside City Council website, thereby making the collections more accessible to the wider community, and researchers.

## 3.5 Conservation Policy

### 3.5.1 Aim and Context

The Collection Strategy undertaken by Bayside City Council in 2000 and subsequent review in 2003 has highlighted a number of issues in regards to the conservation, storage conditions, safety and security of Bayside City Council's collections.

The aim is to maintain and conserve the Bayside Collection in the best manner possible given budgetary and physical restraints.

As part of its collection management, Council will develop an annual conservation priority list and submit works for treatment on a regular basis to specialist conservators.

# 4 GUIDELINES

## 4.1 Acquisition Guidelines

### 4.1.1 Priority Areas for Collection/Acquisition

The main areas for collection will incorporate:

- Significant works by artists with a special connection to the Bayside area.
- Works of significant state, nationally or internationally recognised artists who depict, reflect and/or recognise local Bayside scenes or personalities.
- Outstanding works by local artists of lesser importance if they are of assistance in explaining and interpreting the history and development of other more significant collection areas.
- Heritage items and memorabilia which are of significant value in interpreting the local social history or the history of any of Bayside City Council's heritage properties.

### 4.1.2 Means of Acquisition

Bayside City Council may acquire works for inclusion in the Bayside City Council cultural collection through commission, purchase, prizes, donations, bequest and exchange.

### 4.1.3 Acquisition Committee

Decisions regarding acquisitions will be made by Council following recommendations from the Acquisition Committee.

The Acquisition Committee will consist of:

- two members appointed from the Cultural Advisory Committee with appropriate expertise,

- a Councillor from the Cultural Advisory Committee, and
- a staff member from the arts and cultural area of Council.

#### **4.1.4 Developing the Collections**

Acquisitions will concentrate on works of cultural and thematic significance to the Bayside area. This will be done to strengthen the existing collections. One of the primary objectives will be to improve the existing collections by selective additions based on the quality, excellence, authenticity, rarity and/or relevance to a particular collecting area. It is important to avoid random or indiscriminate acquisitions.

Specific working documents highlighting details of areas and items for acquisition will be developed in consultation with the Collection Management Working Group.

#### **4.1.5 Assessment prior to Acquisition**

Bayside City Council will decide to acquire an art work or heritage item only if:

- The item clearly meets the Acquisition Policy criteria as a highly suitable addition to the collections.
- The legal title to the item has been established to the current owner and upon acquisition legal title be transferred to Bayside City Council.
- The items are in good or excellent condition and do not require costly conservation treatment and can be suitably stored or exhibited.
- Due process and approval by the Acquisitions Committee is followed; this includes acquisitions by purchase, exchange donation and bequest.
- Prior to acquisition all associated costs such as conservation, insurance, restoration, preparation, presentation and storage are estimated and included in the overall acquisition costs.
- Unconditional authenticity of the artwork can be guaranteed by the vendor/donor.

#### **4.1.6 Donations and Bequests**

Bayside City Council will actively pursue the opportunity to acquire works that fall within the Acquisition policy guidelines for inclusion in the collections through donations and bequest. Tax incentives and other possible incentives may be used to encourage this method of acquisition.

Bayside City Council will act in the spirit of the bequest in terms of display, loans and disposal. Donations and donors of works accepted into the collections will be acknowledged publicly and credited in publications and in displays.

Bayside City Council will respect requests of confidentiality and ensure trust is established in regard to gifts and purchases.

Bayside City Council reserves the right to exercise discretion in relation to the acceptance of gifts and bequests particularly in regard to conditional offers. Bayside City Council will avoid accepting items that bear inappropriate and/or unacceptable conditions/restrictions in regards to their use.

To ensure maximum benefits from donations and gifts, donors will be encouraged to relinquish all rights to items offered for inclusion in Bayside City Council collections.

#### **4.1.7 Collection Trust Fund**

To ensure ongoing funding and encourage financial support for the management, maintenance, display and exhibition (including the development of gallery spaces) of the collections, and to enable acquisitions, Bayside City Council will endeavour to establish a trust fund. The fund would be established through a Council contribution, and donations and sponsorship from individuals and corporate organisations.

For further details refer to Section 8: 'Bequests, Donations and Sponsorship'.

## 4.2 De-Accessioning and Disposal Guidelines

### 4.2.1 De-Accessioning Considerations

- The de-accessioning of works and items within the collection is seen as a rare and exceptional measure and will occur on an infrequent basis.
- Works acquired under Bayside City Council's Acquisition Guidelines with a restriction in regards to its use, particularly to its disposal, may not be de-accessioned while this restriction is in place.
- Constraints in regards to display and storage space or taste and opinion of individuals must not be a reason for de-accessioning of works.
- De-accession can only occur with the majority approval of the Acquisitions Committee.
- Bayside City Council's ownership of the item must be established if de-accession and disposal of an item is to proceed.
- Permanent loan of items to appropriate collection agencies and organisations may be considered prior to considering other disposal de-accessioning of works.
- A six-months cooling off period will apply before a final de-accession can proceed.

### 4.2.2 Areas for De-Accessioning

De-accessioning of works included in the collections may be considered in the following cases:

- Works and items that have deteriorated beyond conservation and restoration.
- Works and items that clearly fall outside the acquisition policy or are of no significance to the collection or the local area.
- Works and items whose provenance and significance cannot be established.
- Works and items that are duplicated and or reproductions.
- Works and items with questionable authenticity.

#### **4.2.3 Assessment prior to De-accessioning**

An item selected for de-accessioning will undergo a thorough assessment process prior to a final decision being made. The assessment will be undertaken by the Acquisition Committee and documented in writing. The following issues will be included in the assessment process:

- Relevance of the item in regards to the acquisition guidelines.
- Reason and process of initial acquisition.
- Provenance and significance of the work considering its relevance to the collection, local area, the development of the artists/maker.
- Artistic merit of the item.
- An assessment report will be provided to the Cultural Advisory Committee for consideration and recommendation to Council.

#### **4.2.4 Documentation**

A de-accessioning assessment report will contain a detailed description of the item; a photographic record, an estimated market value and a recommendation of how it is to be best disposed of.

De-accessioned items will remain on the database kept by Bayside City Council. The assessment and documentation of the final decision by Council will be included in the collection management database.

#### **4.2.5 Items excluded from De-accessioning**

Items that were acquired as a gift through the Cultural Bequest of the Tax Incentive Schemes will be excluded from de-accessioning

#### **4.2.6 Means of Disposal following De-accessioning**

After the decision to De-accession items from the collection, suitable disposal means must be considered. De-accessioned items in the collections may be disposed of in the following ways in preferential order:

- (a) If originally a donation or bequest, handed back to its original owner or closest relatives.
- (b) Exchanged with another collecting institution.
- (c) Sold or donated to organisations and/or individuals that may have a special interest in the item.
- (d) Sold or auctioned in the most appropriate way with the proceeds used only for collection management needs, restoration or future acquisitions.
- (e) Disassembled for educational purposes.
- (f) Destruction, recycling or disposal.

#### **4.2.7 Proceeds from Sales/Auctions**

In the case of de-accessioning items through sale or auction, the proceeds will be solely used for either the acquisition of appropriate works for inclusion in the collection or restoration of existing items in the collection. Until expended the proceeds will be held in a special trust fund set up for this purpose.

## 4.3 Display and Public Access Guidelines

### 4.3.1 Permanent Exhibitions

The aim is to increase access for the public to Bayside City Council's collections and to establish an appropriate and professional exhibition space. Until such time, Council will continue to maintain permanent collections currently on display at the following venues.

Billilla, Corporate Centre, Black Rock House, former Brighton Council Chambers, Bayside Arts and Cultural Centre - Brighton Town Hall.

The rotation of items on permanent display between storage and display will provide for appropriate access by the public and conservation of items in the long term.

### 4.3.2 Temporary Exhibitions

The development and curation of temporary exhibitions will increase interest in Council's permanent exhibitions and educate visitors. The aim is to curate regular exhibitions at the display venues of Black Rock House, the Bayside Corporate Centre, Bayside libraries and the Bayside Art and Cultural Centre at the Brighton Town Hall.

### 4.3.3 Access for Research

To enable research of Bayside City Council's collections and to increase interest in the collections, the collection database will be made accessible through the intra and internet. The database will include images and details on each item and groups of items/collections.

Access to original collection items for research purposes may be given in rare cases.

### 4.3.4 Loan of Items

Bayside City Council may loan items in its collections to other organisations for inclusion in temporary exhibitions. Each application will be assessed individually and based on conditions ensuring safety and security of the item on loan.

The following conditions will need to be satisfied:

- Sufficient insurance cover during transport and display.
- Sufficient security during time of display.
- Recognition of Bayside City Council collection.
- Evidence of sufficient curatorial and collection management expertise for the safe handling of loaned items.
- Proper documentation for loan to be established.
- Approved facility report to be provided.

#### **4.3.5 Borrowing of Items**

To establish interesting and educational exhibitions, Bayside City Council may endeavour to borrow items from other organisations for inclusion in temporary exhibitions. Bayside City Council will provide the following during the loan period:

- Appropriate transport to and from the loan organisation.
- Sufficient insurance cover during transport and exhibition.
- Sufficient security of the items while on display.
- Ensure sufficient curatorial and collection management expertise for the safe handling of loaned items.
- Public recognition of the loan organisation.
- Proper documentation of loan will be established.

## 4.4 Conservation Guidelines

### 4.4.1 Preventive Conservation – Controlling the Environment

The major cause of deterioration in collections is an unsuitable environment for housing the collection.

To minimise the deterioration of its collections, Bayside City Council will apply, where possible, the following principals of good collection management:

#### 4.4.1.1 Light and UV

- Where possible eliminate all natural light from displays and storage areas and maintain UV levels below 75 microwatts per lumen and visible light below 200 lux.
- Do not leave items, especially those of a sensitive nature, on permanent display and change displays frequently.
- If light cannot be controlled, sensitive materials will only be displayed for very short periods (usually less than 3 months).

#### 4.4.1.2 Air Pollutants and Pest Management

- Maintain a regular housekeeping program to remove accumulated dirt and dust from objects.
- Reduce gaps within openings and seal openings appropriately.
- Where applicable, ensure regular maintenance of air conditioning systems.
- Ensure insect activity is monitored through a preventive program which is based on an intensive monitoring procedure.
- Apply up-to-date hygiene practices to avoid insect infestation.
- Isolate infected materials, identify insect species and contact a conservator for advice before carrying out any treatment.

#### 4.4.1.3 Temperature and Humidity

- Endeavour to maintain stable temperatures within display areas and particularly storage areas of around 20 degrees Celsius and avoid rapid changes in temperatures.
- Improve insulation in ceilings, walls and for windows through appropriate measures.
- Maintain relative humidity in display and particularly storage areas of around 50-55%.
- Maintain buildings to reduce and eliminate moisture problems.
- Seal buildings and display cases appropriately to improve damp and high humidity.
- Monitor humidity and temperature in display and storage areas on a regular basis through the use of appropriate equipment.

#### 4.4.1.4 Security

- Ensure storage areas and display areas are lockable and alarmed as well as fitted with smoke detectors and where appropriate with sprinkler systems.
- Use appropriate systems for mounting of collection items to ensure maximum security.
- Provide sufficient supervision by staff for items on display.
- Undertake regular audits of the collections.

#### **4.4.2 Handling Procedures and Transport**

- Bayside City Council will ensure proper and current object handling and transport standards for its collections are applied. This will include applying high care and appropriate procedures for moving and transporting objects. Proper planning will ensure risks are minimised and necessary precautions taken into consideration.
- Appropriate packing and handling equipment will be used in the process.
- Staff will be trained in handling and the use of necessary equipment and packing materials.

#### **4.4.3 Storage and Display**

- Ensure environmentally stable conditions are maintained within display and particularly storage areas (also refer to section 'Preventive Conservation').
- Ensure collection storage areas are kept locked and entry be controlled by authorised personnel.
- Movement into and out of storage areas are controlled by authorised staff and recorded on appropriate forms.
- Smoking is prohibited in storage and display areas.
- Ensure that appropriate fire extinguishers are installed near the storage entry point and train staff in their use.
- Prohibit eating and drinking in the storage areas and sign areas appropriately.
- Store objects not on display in archival boxes to reduce environmental impact.
- Provide appropriate storage systems made of suitable materials (shelves, cabinets, etc) within the storage rooms.
- Ensure storage areas are not overcrowded to enable ease of access.
- Ensure items are secured appropriately when on display.
- Provide sufficient supervision of items while on display and ensure regular audits.
- Artworks must not be displayed at leased properties or properties where the activities provide a high risk for damage or loss of items in the collections.

In addition to the above guidelines, current and new information and guidelines for handling and conserving items of the collection will be considered and used as found appropriate. Bayside City Council is a member of Museums Australia and is committed to best practice in collection management.

#### **4.4.4 Conservation Priority List**

This list will identify key works and items in the collection and determine which works require urgent conservation, restoration or preventative care. Based on this information the Bayside City Council Collections Officer will develop an annual Conservation Priority List.

# 5 Bequests, Donations and Sponsorship

## 5.1 Cultural Gifts Program / Tax Incentives for Cultural Donations

The Cultural Gifts Program encourages donations of significant cultural items from private collections to public art galleries, museums and libraries by offering donors a tax deduction. Donations must be accompanied by at least two valuations of the current market value, provided by approved valuers. Valuers are approved specifically to participate in this program and its supplement, the Cultural Bequests Program, at the discretion of the Secretary to the Department of Communications and the Arts, in accordance with section 30-210 of the *Income Tax Assessment Act 1997* (referred to as the Act in this Guide). The average of the valuations may be claimed as a taxation deduction—with some exceptions—for the year in which the gift was made.

The Minister for Communications, the Information Economy and the Arts is responsible for the administration of the program up to the point at which claims are lodged with the Australian Taxation Office. The Minister appoints an expert committee, the Committee on Taxation Incentives for the Arts, which advises the Minister, the Departmental Secretary and the Commissioner of Taxation on the operation of the program. The committee is responsible for recommending approval of valuers and for endorsing documentation submitted by the recipient institution in respect of donations made through the program.

The Cultural Gifts Program (previously the Taxation Incentives for the Arts Scheme) was announced in 1977/78 and after a three year trial period, came into permanent effect on 1 January 1981.

Bayside City Council is registered for the program through the Department of Communications Information Technology and the Arts and encourages donations under the Cultural Gifts Program.

## **5.2 Bayside City Council Collection Trust Fund**

To ensure ongoing funding and encourage financial support for acquisitions and the management of the collections, Bayside City Council will endeavour to establish a trust fund. The fund would be established through Council contributions and donations and sponsorship from individuals and corporate organisations.

Council will manage the trust fund with advice being provided by the Cultural Advisory Committee.

Responsibilities and authorities will be detailed in a separate policy statement.

## **5.3 Sponsorship**

Sponsorship from individuals and businesses would significantly support the development of Bayside City Council's collections as well as help creating better access to the collection. It is Bayside City Council's aim to create win-win situations for both the collections and the sponsor. Potential sponsors may be approached by Councillors or Council authorised personnel with sponsorship proposals outlining benefits and conditions. Council will actively encourage potential sponsors to submit proposals.

Bayside City Council's Sponsorship Policy adopted by Council in December 2001 will apply in addition to the following statements.

Sponsorship may be sought and accepted for, however, will not be limited to the following:

- Establishment of special collections.
- Maintenance and conservation of items in the collection.
- Development of exhibitions (including launches) and exhibition catalogues.
- Promotion of the collections and objects within.
- Development of display venues/exhibition spaces.

Bayside City Council will ensure that the integrity of the Collections are not jeopardised and will only enter into sponsorship contracts after an assessment of each sponsorship proposal.

The following criteria will be considered as part of the assessment:

- Benefit to the Collection.
- Benefits of sponsorship proposal for both parties.
- Compatibility of sponsorship proposal with the aim of the collection.
- Interest of sponsor in an ongoing relationship for the benefit of the collection.
- Compatibility of aims and objectives of sponsor with aims and objectives of Bayside City Council.

# 6 Volunteers

Bayside City Council is reliant on the work of volunteers in regards to the management of its collections.

Bayside City Council will actively seek to establish volunteer groups to support the management of its collections. Bayside City Council will provide guidance and training for new volunteers and endeavour to place volunteers according to their interests.

## 6.1 Areas of Interest

Volunteers are sought to support professional staff in the following areas:

- Research of items within the collection
- Documentation of oral history
- Preparation of displays and interpretation materials
- Provision of information and taking tours
- Demonstration of specific crafts or skills of the past
- Preparation of exhibitions
- Cataloguing and registering items of the collection
- Creating storage facilities
- Providing basic maintenance and conservation of buildings and objects
- Marketing and promotion

## 6.2 Benefits of Volunteering

Benefits provided to the volunteers will include:

- Free training and education about specific areas of collection management
- Opportunity to contribute to the good of the community
- Social interaction with other members
- Tours and lectures to discover other collections and facilities

- Opportunity to make and meet new friends
- Support, supervision and mentoring from professional staff

# 7 References

## 7.1 Acknowledgment

Several people have had a significant role in the development of the Collection Policy Framework for Bayside City Council's cultural collections. The contribution of the following people throughout the course of the project is acknowledged in particular:

Cr Kristen Stegley	Collection Management Working Group & Bayside Cultural Advisory Committee
Patricia Armstrong Grant	Collection Management Working Group & Chair of the Bayside Cultural Advisory Committee
Margaret Gurney	Collection Management Working Group & Bayside Cultural Advisory Committee
Rayleen Haig	Collection Management Working Group & Bayside Cultural Advisory Committee

## 7.2 Other Literature and Documents

The following policies and guidelines were consulted in developing the Bayside City Council Collection Policy Framework. The contribution of the organisations providing the documents is appreciated and acknowledged.

- City of Kingston Collection Management Policies
- Monash Gallery of Art Acquisition Policy
- The Ian Potter Museum of Art Policy
- Banyule City Council Art Collection Policies
- City of Melbourne Collections Acquisitions and Management Policy
- Port Phillip City Collection, Collection Policy (Draft)
- Nillumbik Shire Council Art Collection Acquisition Policy (Draft)
- 'Unwanted, unloved and totally unsuitable: How are such items dealt with in museum collections?'; paper by Grainne Murphy

# 8 Appendices

8.1 Cultural Collection Incoming receipt

8.2 Acquisition Proposal

8.3 Deed of Gift

# Cultural Collection Incoming Receipt



Receipt # \_\_\_\_\_

Date received \_\_\_\_\_

Purpose

- Offer of donation, **pending acceptance by the Bayside City Council**. In issuing this receipt Bayside City Council makes no commitment whatsoever to accept this offer of donation.
- Loan**
- Other (describe) \_\_\_\_\_

Name of owner \_\_\_\_\_

Address \_\_\_\_\_

Telephone / fax \_\_\_\_\_

Description of object/s \_\_\_\_\_

Where object(s) received \_\_\_\_\_

**Where object(s)  
stored**

Condition \_\_\_\_\_

Owner's estimated value \$ \_\_\_\_\_

Provenance information \_\_\_\_\_

**Signature of owner**

/ owner's agent \_\_\_\_\_

**Date** \_\_\_\_\_

Signed for the Bayside City  
Council \_\_\_\_\_

**Position** \_\_\_\_\_

**Date** \_\_\_\_\_

Object(s) returned date \_\_\_\_\_

Signature of owner / owner's  
agent \_\_\_\_\_

*All objects listed under this receipt are left with the Bayside City Council at owner's risk.*

# Acquisition Proposal



Receipt # \_\_\_\_\_

Date received \_\_\_\_\_

Collections Management Working Group meeting date \_\_\_\_\_

Name of owner / owner's agent \_\_\_\_\_

**Address of owner / owner's agent** \_\_\_\_\_  
\_\_\_\_\_

Telephone / fax / email \_\_\_\_\_

Description of object/s \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provenance information: age, where acquired, how made, materials, style or design, how used, who used, how significant

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relation to existing collections

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Relation to Bayside Cultural Collection policy

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Authenticity

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Condition: current and future requirements

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Logistics: transport and storage

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Photographs or other documentation available

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Recommendation of Collections Management Working Group

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# Deed of Gift



**Date of donation** \_\_\_\_\_

Donor's name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

The donor certifies that he / she is the owner, or agent for the owner, and unconditionally donates the object(s) described herein to the Bayside City Council to come under the custody of the Council, and to be administered in accordance with the Council's established policies.

The donor transfers and assigns without condition or restriction all right, title and interest and all rights (including trade marks and copyrights) associated with the object(s) to the Bayside City Council. The Bayside City Council makes no undertakings whatsoever in accepting this gift.

The donor further certifies to the best of his / her knowledge that the object(s) described in this Deed of Gift has (have) not been exported from its country of original in violation of the laws of that country in effect at the time of export, nor imported into Australia in violation of Australian laws and treaties.

**Schedule of object(s) to be donated (name/title and brief description):**

## *Form of acknowledgement*

***Y*** *When the object is displayed, the donor will be acknowledged as*

\_\_\_\_\_

***Y*** *The donor prefers not to be publicly acknowledged*

Accepted on behalf of the Bayside City Council by

\_\_\_\_\_  
**Cultural Development Coordinator.**

***Donor's signature***

\_\_\_\_\_ Date signed \_\_\_\_\_

***Cultural Development Coordinator's signature***

\_\_\_\_\_ Date signed \_\_\_\_\_