
Museum Collection Policy

<i>Policy Owner:</i>	<i>Cultural Development</i>
<i>Contact Person:</i>	<i>Coordinator Cultural Services</i>
<i>Date of Approval:</i>	<i>7 September 2021</i>

POLICY STATEMENT

The purpose of this policy is to provide a clear and consistent framework for the acquisition, management, maintenance and development of the Wanneroo Museums and Community History Centre collections (The Collections).

POLICY OBJECTIVE

The Collections provide insight into the heritage, culture, people and places of the City of Wanneroo and are significant resources for developing a sense of place and identity for past, present and future members of the City of Wanneroo community. They tell the unique stories of Wanneroo and provide opportunities for local residents and visitors alike to reminisce, share, learn and engage with the history, culture and heritage of the area.

The City of Wanneroo seeks to collect, research, document, conserve and interpret objects and stories relating to the social history, culture and heritage of the municipality, and adjacent coastline of Wanneroo. This enables the sharing of stories, connecting contemporary life to that of past generations. The policy covers all collections housed at the Wanneroo Regional Museum, Cockman House, Buckingham House, Old Wanneroo Schoolhouse, the Community History Centre, and the Heritage Shed at the City's Ashby Operations Depot.

The purpose of The Collections is to provide a resource that can be used to:-

- Enrich the knowledge and understanding of the past and present Wanneroo municipal region throughout history.
- Interpret the history and development of the region.
- Help foster a sense of identity to the past, present and future of the City of Wanneroo community.
- Conserve the region's tangible and intangible cultural heritage for the benefit of the community and future generations.
- Provide an important source of educational and research materials for the community.

SCOPE

The policy applies to employees and volunteers in the Cultural Development service unit as part of their employment. It should be applied in every circumstance that deals with acquisitions, maintenance, management, and development of the Collections.

The policy also applies broadly to all employees and community within the City of Wanneroo as well as the community that was encompassed by the pre-1998 boundaries of the City of Wanneroo.

IMPLICATIONS (Strategic, Financial, Human Resources)

The policy relates to the Strategic Community Plan, specifically the following areas:

Society

1.3 Distinctive Places

1.3.1 Create distinctive places based on identity of areas

1.4 Connected Communities

1.4.3 Build strong communities through the strength of cultural and heritage diversity

Economy

2.4 Places of Destination

2.4.1 Actively build on cultural heritage and distinctive identity to promote Wanneroo as a place to visit

Civic Leadership

4.1 Working with Others

4.1.2 Engage, include and involve community

The City of Wanneroo recognises the importance of storing, conserving and protecting Collections under the auspices of the Wanneroo Regional Museum, to ensure preservation for future generations, and endeavours to do so within a framework of collecting industry standards including National Standards for Australian Museums and Galleries, the Collections Trust - Spectrum 5.0 Standard and the archival standards of the National Archives of Australia.

The Collections are comprised of three sub-collections: the Primary Collection and the Secondary Collection, and the Community History Collection.

IMPLEMENTATION

Assessment of cultural significance

Significance defines the meanings and values of an object or collection through research and analysis, and by assessment against a standard set of criteria. The assessment criteria are a broad framework of cultural and natural values relevant to the whole spectrum of collections in Australia.

Four primary criteria apply when assessing significance:

- Historic
- Artistic or aesthetic
- Scientific or research potential
- Social or spiritual

Four comparative criteria evaluate the degree of significance. These are modifiers of the main criteria:

- Provenance
- Rarity or representativeness
- Condition or completeness
- Interpretive capacity

A major factor contributing to Significance is regional relevance.

Regional relevance: the object should:

- Have been made or used in the Wanneroo area or be comparable to a heritage object used in the district; or
- Have a proven association with a known individual, some event or a period in the history of, or technology developed or employed in the district.

Items for the Museum Collections are selected for their potential to help contribute to the history of the Wanneroo area, particularly through the themes developed in the Wanneroo Regional Museum exhibition space.

Acquisitions

The Museum can acquire heritage objects through either Purchase or Donation. Acquisitions include collection of historic and contemporary objects.

Purchases

Purchases are detailed in the Collections Development Operational Procedure, adhering to cultural significance criteria.

Donations

Objects proposed for donation must be assessed against the Cultural Significance criteria and Collections Development Operational Procedure prior to being accepted.

Acceptance of Objects into the Collections

Acceptance of objects into the Collections is dependent on criteria detailed in the Collections Development Operational Procedure, availability of storage capacity, resources, and conservation and maintenance requirements and is considerate of the acquisition priorities of other institutions and keeping places.

Ethics

The City of Wanneroo will only acquire objects for the Collections in accordance with State and Federal law and international agreements between Australia and other countries.

- UNESCO Convention on Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property, 1970;
- Convention on International Trade in Endangered Species of Wild Fauna and Flora, 1975;
- International Council of Museums (ICOM) Code of Ethics for Museums, 2004.
- Underwater Cultural Heritage Act 2018

The City of Wanneroo is committed to the acquisition of objects with established legal and ethical provenance.

The collection of objects will be conducted in accordance with International, National Standards and industry best practice and will comply with State and Federal legislation. If offered objects or material is subject to specific legislation, the Museum will redirect the offer to the appropriate institution, or provide contact details of the related agency to the prospective donor.

Deaccessioning

Periodically, the Museum deaccessions objects from the Collections in accordance with the Collections Development Operational Procedure.

Disposal

Disposal is the physical removal of an object from the Collections and follows the deaccession process.

ROLES AND RESPONSIBILITIES

This Policy will be administered by the Coordinator Cultural Services.

EVALUATION AND REVIEW PROVISIONS

This Policy will be reviewed every three years.

DEFINITIONS

For the purposes of this policy, the following definitions apply:

Collections: Refers to the objects of high significance to the history of the Wanneroo region that represent the history and people of the City of Wanneroo.

Community History Collection: Items of high significance including paper-based and digital items including but not limited to documents, books, images, maps and cartographic materials, electronic resources, oral histories, born-digital records and associated ephemera.

Conservation: The processes of looking after an object or objects so as to retain its cultural significance or value.

Collections Development Team: consists of the Curator, Curatorial Officers and the Community History Librarian.

Deaccessioning: The formal process of removing an object from the collection.

Documentation: The process of recordkeeping for each object in the Collections, including registration, cataloguing and research notes. Documentation encompasses the recording of the full history of the object while it exists within the Collections.

Donation: The transfer of legal ownership from a third party to the City of Wanneroo Museums and Community History Collections

Historic Wanneroo: The greater area of the Shire of Wanneroo prior to the excision of the City of Joondalup in 1998.

Object: Refers to artefacts, books, images, ephemera, documents, audio, artworks and other similar items in all formats.

Primary Collection: Contains objects that are of the highest significance in accordance with museum standards and is used for interpretive display, research, and for outgoing loans to approve institutions.

Secondary Collection: Contains objects of lower significance that may be duplicated in the Primary Collection, used for interactive visitor experiences, displays, educational resources, or for interpretation, promotional displays, research, used to aid preservation of Primary Collection and can be loaned to educational organisations.

Primary collection: Objects that have high aesthetic, historic, scientific, social or spiritual value to the Wanneroo community. They may also have a high representative or rarity value.

Provenance: The full history and ownership of an item from the time of its discovery or creation to the present day, from which authenticity and ownership are determined.

Secondary collection: Objects within the Collections that are of a lower aesthetic, historic, scientific, social or spiritual value or are duplicates of objects within the primary collection. These may be used for educational, display purposes.

Significance: Refers to the values and meanings that items and collections have for people and communities (Significance 2.0: A guide to assessing the significance of collections).

Wanneroo Museums: includes the Wanneroo Regional Museum, Cockman House, Buckingham House and the Old Wanneroo Schoolhouse.

RELEVANT POLICIES/MANAGEMENT PROCEDURES/DOCUMENTS OR DELEGATIONS

Cultural Plan (19/69781)
 Collections Development Operational Procedure (20/338820)
 Collections Care Operational Procedure (20/338827)
 Collections Documentation Operational Procedure (20/339238)
 Collections Access Operational Procedure (20/338813)
 Museums and Heritage – Glossary of Terms (20/417820)
 Disposal of Property Other Than Land and Buildings Management Procedure (17/139349)
 Community History Operational Procedure (20/454331)
 Repatriation Management Procedure (19/39474[V2])
 Collections Offer Form (20/439063)
 Donation Form (10/298)
 Loan Form (15/40203)

REFERENCES

The most current versions of the following industry guides will be used as supporting documents for the implementation of this policy:

National Standards for Australia Museums and Galleries
 Significance and Significance 2.0
 International Code on Monuments and Sites (ICOMOS) Code of Ethics
 International Council of Museums (ICOM) Code of Ethics for Museums
 Spectrum 5.0 – The UK Museum Collections Management Standard
 Burra Charter
 Heritage of Western Australia Act 1990
 Aboriginal Heritage Act 1972
 Firearms Act 1973

RESPONSIBILITY FOR IMPLEMENTATION

Cultural Development is the unit responsible for implementation of this policy.

Versions	Next Review	Record Number
4 May 2010 – CS07-05/10	March 2012	TRIM: 10/1348
21 August 2012 – CS05-08/12	August 2014	TRIM: 12/78892
30 May 2017 – CP06-05/17	May 2019	TRIM: 16/115936
13 November 2018 – CP12-11/18	November 2020	HP: 18/342453
November 2020	November 2023	18/342453v2