

CIVIC COLLECTION POLICY

| | |
|-----------------------------|---|
| Policy Reference No. | POL/267 |
| File No. | HCC06/231 |
| Strategic Objective | 1.4: Strengthen community connections through local events, festivals and the arts |
| Adopted by Council | 13/03/2018 |
| Re-Adopted | 26/06/2023 |
| Date for Review | June 2028 |
| | <i>It is recognised that over the life of this Policy it may require minor administrative changes. Where an update does not materially alter the intent of the policy (i.e., change of Policies or documents referenced) the change will be made administratively. Any amendment which materially alters this document will be made by resolution of Council.</i> |
| Responsible Officer | Manager City Life |
| Department | City Life |

| | | | |
|-----------------------------|--------------|-----------------------------|-------------------|
| Policy Reference No: | POL/267 | Responsible Officer: | Manager City Life |
| Date of Re/Adoption: | 26 June 2023 | Department: | City Life |
| Review Date: | June 2028 | | |

1. POLICY STATEMENT

Hume City Council will develop and maintain a civic collection that demonstrates Council's support for arts and culture, acknowledging the social, health and wellbeing and economic benefits of fostering a creative, diverse, culturally engaged and active community.

The civic collection will document and celebrate the landscapes, people, events, achievements, and the changing cultures and identities of the municipality.

2. PURPOSE

This Policy guides the acquisition of contemporary artworks and historical objects of significance by Council and its predecessors based on Council strategy and informed by sector best practice.

The Policy provides a framework for the development and maintenance of a Civic Collection of high significance, relevance and quality to which Hume City communities and others have access.

The Policy assists in delivering on the community expectations identified in Hume Horizons 2040 and the Council Plan 2021-25 under Theme 1: A community that is resilient, inclusive and thriving.

- a) Strategic Objective 1.4: Strengthen community connections through local events, festivals and the arts.

3. SCOPE

Included in the scope of this Policy are all artworks and historical objects owned by Council as part of the Civic Collection.

The collection includes tangible and intangible items such as artworks, photographs, sculptures, prints, mixed media, audio and multimedia items, civic memorabilia, civic gifts, and public art.

The Civic Collection Policy does not cover sites, buildings or civic memorials.

The Art in Public Places Policy (POL/148) provides specific guidance as to the purpose, procurement and management of public artworks as a subset of the broader civic collection.

In the instance of any conflict between the policies in relation to public art, the Art in Public Places Policy overrides the Civic Collection Policy.

4 OBJECTIVES

| | | | |
|-----------------------------|--------------|-----------------------------|-------------------|
| Policy Reference No: | POL/267 | Responsible Officer: | Manager City Life |
| Date of Re/Adoption: | 26 June 2023 | Department: | City Life |
| Review Date: | June 2028 | | |

4.1 The Policy positions Council to take a sustainable management approach to its existing and future civic collection with the objectives of:

- 4.1.1 Reflecting Hume City's rich and diverse cultures and heritages
- 4.1.2 Celebrating Hume City's landscapes, people, events, and achievements.
- 4.1.3 Facilitating interpretation of Hume City's changing cultures, identities and landscapes.

5 POLICY IMPLEMENTATION

5.1 Principles:

5.1.1 The development and maintenance of Hume's Civic Collection will serve the objectives of the Council Plan (2021-2025), Social Justice Charter, and the Creative Community Strategy 2020-2025, aiming to:

- a) ensure items of significance to the community are preserved for future generations to learn from and enjoy (see Creative Community Strategy 1.4).
- b) build understanding of the unique connections to Country and cultural knowledge of the Wurundjeri Woi Wurrung, including the Gunung Willam Balluk people, and those of other Aboriginal and Torres Strait Islander peoples who reside in Hume City, which precede and underpin any act of civic collecting, storage, and display in Hume (see Creative Community Strategy 1.1).
- c) document the stories of migration and intercultural connection that have helped to define this City and its predecessors as one of the most culturally diverse local government areas in Australia (see Creative Community Strategy 1.2).
- d) reflect the diverse histories, contemporary issues, and the creative voices of established, emerging, and historically marginalised communities (see Social Justice Charter Principle #1).
- e) deliver community collaboration and engagement so that the collection builds a sense of ownership among Hume residents (Social Justice Charter Principle #3).

5.2 Acquisition & Deaccession

5.2.1 The Civic Collection acquisition criteria ensure the development of cohesive collections. In order to be accessioned into the Civic Collection, an item must meet all of the following acquisition criteria:

- a) be an unconditional donation, purchase or bequest which has valid and clearly verifiable legal title,
- b) have a distinctive and verifiable connection with the heritage or culture of the municipality, or represent a unique opportunity to enrich the cultural life of the municipality,

| | | | |
|-----------------------------|--------------|-----------------------------|-------------------|
| Policy Reference No: | POL/267 | Responsible Officer: | Manager City Life |
| Date of Re/Adoption: | 26 June 2023 | Department: | City Life |
| Review Date: | June 2028 | | |

- c) 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,
- d) if it is an additional version of an existing Civic Collection item, provide a better quality example than the existing item,
- e) have the capacity to be placed on display without hindrance to public access or safety (refer to Art in Public Places Policy for specific guidance on display of public artworks),
- f) have sufficient resources allocated by Council for its storage and conservation,
- g) be safe and pose no threat to people or other collection items.

5.2.2 Officers will consider feedback from community members and local organisations, including advice from stakeholders regarding cultural protocols related to specific items (for example Aboriginal and Torres Strait Islander cultural protocols).

5.2.3 Where items offered to the collection are found not meet the criteria for accession, officers will inform the relevant vendor/donor of the most suitable and alternative approaches for them to take to manage and maintain the item.

5.2.4 Council staff with responsibility for the civic collection may nominate a collection item for de-accession and disposal if it meets any of the following criteria:

- a) it does not meet the Civic Collection’s current Acquisition Criteria,
- b) it is in poor condition and is considered of insufficient merit for allocation of conservation resources,
- c) it cannot be displayed due to its properties and is not suitable for research,
- d) it is a duplicate that serves no specific function,
- e) it is irreparably damaged or destroyed,
- f) it is stolen without hope of return.

5.2.5 Acquisition of new works into the Civic Collection will be assessed based on the acquisition criteria outlined in 5.3. The decision-making process will be governed according to the value of the acquisition as follows:

- a) Up to \$10,000 – approval by Director City Services & Living
- b) \$10,000 to \$20,000 – approval by CEO
- c) Over \$20,000 – approval by Council

5.2.6 Processes for administering and documenting accession and deaccession are documented in the Civic Collection Management Guidelines.

5.3 Storage & Display

5.3.1 Council staff responsible for the Civic Collection will refer to the *National Standards for Australian Museums and Galleries* (2nd Edition, 2023) as industry best practice for the storage and display of the civic collection.

| | | | |
|-----------------------------|--------------|-----------------------------|-------------------|
| Policy Reference No: | POL/267 | Responsible Officer: | Manager City Life |
| Date of Re/Adoption: | 26 June 2023 | Department: | City Life |
| Review Date: | June 2028 | | |

5.3.2 Council's storage and display of the Civic Collection will be conducted in consideration of best practice environmentally sustainable collection management techniques to reduce carbon emissions and maintain a sustainable collection.

5.4 Responsibility, Engagement & Monitoring

5.4.1 This Policy will be implemented by the Arts, Culture and Events team.

5.4.2 Council will work in partnership with community members, Aboriginal and Torres Strait Islander communities, other Councils and cultural agencies seeking advice and opportunities to diversify, manage and build the civic collection.

5.4.3 This Policy will be monitored in alignment with current and future strategic planning to support arts and cultural development and integrated into periodic reporting to Council regarding progress against the Creative Community Strategy 2020-2025.

5.5 George Evans Museum collection

5.5.1 The George Evans Museum collection is a unique collection of objects, prints, documents and photographs that functions as a sub-section of the Council Civic Collection.

5.5.2 The collection has been part of the Sunbury community for over 30 years, is mostly made up of donations from community members, and has been managed through a partnership between Council and a dedicated group of community volunteers.

5.5.3 In recognition of the collection's unique status the following considerations apply within this Policy.

- a) When considering objects proposed to be part of the George Evans Collection in addition to assessing against the acquisition criteria (5.2.1), and considering feedback provided by community members (5.2.2), officers will actively seek feedback from active George Evans Museum volunteers, and follow any and all established protocols for accessioning items into the George Evans collection.
- b) Likewise, when considering George Evans Collection items for deaccession, in addition to assessing against the deaccession criteria (5.2.4), officers will actively seek feedback from George Evans Museum volunteers and follow any and all protocols and commitments established for the management of the George Evans Museum collection.

6 DEFINITIONS AND ABBREVIATIONS

6.1 Artworks: All media including, but not restricted to: contemporary and historical works, works on paper, sculpture, paintings, photographs, digital media.

| | | | |
|-----------------------------|--------------|-----------------------------|-------------------|
| Policy Reference No: | POL/267 | Responsible Officer: | Manager City Life |
| Date of Re/Adoption: | 26 June 2023 | Department: | City Life |
| Review Date: | June 2028 | | |

- 6.2 Civic Collection: All artworks and historical objects owned by Council and listed on a dedicated register.
- 6.3 Acquisition: refers to process by which artworks and historical items are formally introduced into the Civic Collection including how they are sourced (including donations), assessed, procured, and documented.
- 6.4 Deaccession: refers to the process by which artworks and historical items are formally removed from the Civic Collection including how they are identified and assessed as no longer of high significance, and how alternate re-location or destruction is undertaken.

7 RELATED DOCUMENTS

- 7.1 *National Standards for Australian Museums and Galleries*, 2nd Edition, 2023.
- 7.2 Hume City Council, *Hume Horizons 2040*, May 2014.
- 7.3 Hume Council Plan 2021-2025
- 7.4 Hume Social Justice Charter (2021).
- 7.5 Hume Creative Community Strategy (2020 – 2025).
- 7.6 Hume City Council Civic Collection Management Plan, 2017.
- 7.7 *Art in Public Places Policy*, POL/148.

| | |
|------------------------|---------------|
| Date Adopted | 13 March 2018 |
| Date Re-Adopted | 26 June 2023 |
| Review Date | June 2028 |

| | | | |
|-----------------------------|--------------|-----------------------------|-------------------|
| Policy Reference No: | POL/267 | Responsible Officer: | Manager City Life |
| Date of Re/Adoption: | 26 June 2023 | Department: | City Life |
| Review Date: | June 2028 | | |