

<b>Policy Section:</b>	
<b>Policy Name:</b>	<b>Gawler Heritage Collection Policy</b>
<b>Classification:</b>	<b>Public – Council Policy</b>
<b>Adopted:</b>	
<b>Frequency of Review:</b>	<b>Biennial</b>
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<b>Responsible Officer(s):</b>	<b>Manager Business Enterprises and Communications</b>
<b>Policy and Code of Practice Manual File Ref:</b>	<b>CC10/2601</b>
<b>Council File Reference:</b>	<b>CR18/11352</b>
<b>Legislation Authority:</b>	<b>N/A</b>
<b>Related Policies and Codes:</b>	<b>Australian Heritage Commission’s Historic Themes Framework (2001)</b>
<b>Related Procedures:</b>	<b>Gawler Heritage Collection History and Procedure Manual (CR18/11393)</b>

## 1. BACKGROUND / INTRODUCTION

### 1.1. Policy Objective

The key objective of the Gawler Heritage Collection Policy (Policy) is to inform the decision-making process that will shape the Gawler Heritage Collection (Collection) and guide its management.

The Policy establishes the intellectual and administrative principles that support the Collection and management of historical material which is of critical importance to Council.

In keeping with this objective, the acquisition of historical material will be tied to the notion of significance which will define key collecting areas and themes for interpreting the Collection.

Assessing the relative significance of the Collection is an important objective as it determines the scope of the collection and its integrity. The future development of the Collection will be on the basis that it is selective and representative rather than comprehensive.

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Collecting priorities will be applied across a range of formats as part of this Policy. Collection materials will have emblematic or iconic value through their connection with key figures, events, places, organisations or themes in Gawler's history but also within the broader context of South Australian, Australian and International history.

### **1.2. Aim of the Policy**

The aim of the Policy is to standardise the administrative protocols that underpin the development and management of the Collection. The Policy will:

- 1.2.1. Define protocols, procedures and practices for appraising, acquiring, accessioning, caring, preserving, interpreting, managing, de-accessioning, valuing and disposing of items that form part of the Collection.
- 1.2.2. Assess the significance and cultural relevance of any item in the Collection to see if it contributes to a greater understanding of South Australian and Australian history.
- 1.2.3. Provide a strategic framework for the Collection so that decisions regarding the Collection are made in an informed, systematic and considered manner.
- 1.2.4. Encourage the acquisition of items that reflect, complement and contribute to the unique cultural identity of the Town of Gawler.
- 1.2.5. Actively promote the Collection as a cultural heritage asset and resource that can attract donations, monetary support and sponsorship.
- 1.2.6. Assist the process of expanding the role of the Town of Gawler beyond a custodial approach to actively utilising the Collection for innovative civic and cultural heritage projects.

These aims apply to all items in the Collection and to all future items acquired as part of the Collection.

## **2. COLLECTION ASSESSMENT**

### **2.1. The Nature of the Collection**

The Collection is associated with the early history of Gawler and its historical and cultural development from pre-European and European colonisation through to the twentieth century in South Australia.

The Collection is not restricted to its geographical locale or national borders as it contains items that have their origins outside Australia.

The core of the Collection relates to the history and operation of the Gawler Institute from its establishment in 1857 until the transfer of the Gawler Institute Building to the Town of Gawler in 1984.

Other parts of the Collection reflect the municipal history of the Town of Gawler which was incorporated in 1857. Items were acquired by the Town of Gawler as part of its civic role and governance. This also includes material that was acquired following the establishment of the Gawler Public Library in 1985.

The Collection Inventory itemises the contents of the Collection.

### **2.2. Criteria for acceptance**

#### **2.2.1. Adherence to Historic Themes**

The Collection adheres to the collection themes prescribed in the Australian Heritage Commission's Historic Themes Framework (2001) and endorsed by the Collections Council of Australia in 2009.

#### **2.2.2. Significance**

Council is committed to assessing and reviewing the significance of all items in the Collection with a view to reassessing the significance of the Collection as a whole.

Significance will be determined through the process of researching, documenting and recording the meanings and values of items within the collection.

Significance assessment will be used to accept or refuse an acquisition into the Collection. It will also be used to justify deaccessioning decisions and to guide disposal procedures.

### **3. COLLECTION MANAGEMENT**

Collection management encompasses all the practices and procedures implemented in acquiring, documenting, handling, accessing, storing, securing, lending, preserving and disposing of items within the Collection.

#### **3.1. Acquisition**

The formal process of obtaining legal possession of an item into the Collection is referred to as acquisition. Acquisition can be through donation, purchase, transfer, gift, bequest or commission.

The Collection will obtain clear legal title for all items it acquires. Items in the Collection will be acquired with no restrictions or conditions upon their ownership or use (this does not include cultural protocols) or disposal.

Legal possession of an item for the Collection can be obtained through:

- a) Donation - a donor gives an item
- b) Purchase - ownership through a commercial transaction
- c) Transfer- through an agreement for transfer of ownership
- d) Bequest transfer of title of an item upon death, or through a will under instructions from the executors.
- e) Commission –commission an item for the Collection.

#### **3.2. Deaccessioning**

Deaccessioning is the administrative process of permanently removing accessioned items from the Collection. The deaccessioning process shall be cautious, deliberate and scrupulous.

### **3.3. Loan Protocols**

These loan protocols govern how items enter or leave the collection on a temporary basis for whatever use or wherever located.

These protocols will be accompanied by appropriate documentation stating the responsibilities of both the lender and the borrower, concerning the use, care, maintenance and insurance of the items called the Gawler Heritage Collection Loan Agreement (Loan Agreement). This Loan Agreement covers Inward and Outward Loans of items from or to the Collection.

An Outward Loan is the loan of a registered item(s) from the Collection to another organisation for a specific purpose (usually for display, exhibition or event). The loaned item is to be held at a site or venue not part of, or the responsibility of, Council. This item remains part of the Collection and is subject to this Policy.

An Inward Loan is the loan of an item(s) not owned by Council from an organisation or individual. The loaned item is to be held on premises owned by, or under the responsibility of, Council. The loaned item will become part of the Collection whilst on loan and will consequently be governed by this Policy.

Items may be borrowed for exhibition, display, reproduction, research or any other agreed defined use governed by this Policy.

Short-term loans are generally less than 12 months and are usually associated with research, exhibitions or public programs.

Long-term loans are generally of 12 months length or more. They may occur as a result of a major organisation requesting to borrow an item from the Collection, or Council wishing to borrow an item of similar significance from a major organisation.

Indefinite or permanent loans to or from the Collection are not permitted under this Policy.

Loan Agreements must be completed for all items borrowed as either inward loans to, or outward loans from, the Collection.

The borrower of items from the Collection will insure the objects for the amount specified in the Loan Agreement. This cover must be wall-to-wall and cover all risk. The borrower will be asked to provide evidence of the required cover before the items that are part of the Collection leave Council's control.

Loan fees will not be charged however, it is a requirement under this Policy that all reasonable costs associated with the loan will be the responsibility of the borrower, including conservation, insurance, packing, transport, travel, display and security costs unless otherwise agreed and specified.

The loan of items to and from the Collection will be regularly reviewed as part of the ongoing management of the Collection.

### **3.4. Protection of the Collection**

Council is committed to the effective management and control of the Collection through ensuring appropriate valuation, insurance and audit procedures, together with cataloguing and digitisation procedures.

### **3.5. Access to the Collection**

Council is committed to preserving and sharing the Collection with academics, researchers and the public whilst at all times maintaining intellectual control and copyright over the Collection.

Access to the Collection shall be through exhibition, online catalogues, supervised individual research and loans to appropriate individuals and/or organisations in accordance with this Policy.

Access to original artefacts may be restricted due to the following:

- a) Fragility of the artefact
- b) Privacy Legislation
- c) Copyright
- d) Availability of appropriate staff

### **4. REVIEW AND EVALUATION**

Council recognises that the implementation of this Policy will, in the first instance, result in a more detailed understanding and knowledge of the Collection. Consequently, the effectiveness of this Policy will be reviewed in two years.

The Chief Executive Officer will report to Council on the outcome of the evaluation and if relevant make recommendations for amendments, alteration or substitution of a new Policy.

The Policy will not be altered or substituted so as to affect a process already commenced.

### **5. FURTHER INFORMATION**

Further information about this Policy can be obtained by:-

Telephone: 8522 9211  
Fax: 8522 9212  
Email: [council@gawler.sa.gov.au](mailto:council@gawler.sa.gov.au)  
Appointment: Town of Gawler Administration Centre, 43 High Street, Gawler East.  
Letter: PO Box 130, Gawler SA 5118

### **6. AVAILABILITY OF POLICY**

The Policy is available for inspection during ordinary business hours at the Council principal office, Town of Gawler Administration Centre 43 High Street, Gawler East or is available on the Council website at [www.gawler.sa.gov.au](http://www.gawler.sa.gov.au).

A copy of this Policy will be provided to interested parties upon request, for a fee as contained in the Register of Fees and Charges.