



# Port Phillip City Collection Policy

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# Port Phillip City Collection Policy

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## Port Phillip City Collection - statement of purpose

The Port Phillip City Collection (PPCC), dating from 1855, celebrates the social, cultural, political and artistic development of the City of Port Phillip and its former municipalities of Port Melbourne, South Melbourne and St Kilda. Comprising contemporary and historic art, heritage furniture, photographs, memorials and monuments, public art and civic material, the PPCC tells stories of the history of the municipality, its cultural identity, its artistic legacy and contemporary practice. It recognises the people and places which provide its tangible and intangible heritage and unique character. Council acknowledges the significant Indigenous identity, past and present, of the area now comprising the City of Port Phillip in numerous ways, one of which is through collection of contemporary art.

The Port Phillip City Council acts as custodian of the Port Phillip City Collection. The Collection is, therefore, managed on behalf of the community. The Collection is recognised as being of social, historic and aesthetic significance on a local level, and also at a state and national level. Its value is established in financial and cultural terms.

As a community asset, the Collection is available to the public through display in Council buildings and online. The Collection is also made available through access for research and curatorial purposes.

The PPCC demonstrates Council's support for arts and culture, acknowledges the social, health and wellbeing and economic benefits of fostering a diverse, culturally engaged and active community. Arts and culture are seen as part of the bedrock of the municipality which provide a sense of place and belonging.

## Scope of the Port Phillip City Collection Policy

This Policy articulates the context and principles for the Port Phillip City Collection. It is the guiding document for collection management and key decision-making relating to the Collection, outlining the requirements around collection development through acquisition, documentation, conservation and access.

The Port Phillip City Collection Policy articulates the significance of the Collection and the rationale for the allocation of resources for the continuing development and management of the Collection.

The Policy will assist Council to:

- increase the understanding and enjoyment of heritage, cultural history, contemporary art and creative expression, particularly as they relate to the culture of the City of Port Phillip
- reflect, through the Collection, a diversity of views and interpretations of local culture and heritage
- ensure the Collection comprises items which best reflect the cultural development of the City of Port Phillip
- demonstrate the historical workings of Council business as reflected by Council-generated material
- be recognised for its community relevance and good governance, through exemplary local government collection management
- attract donations, bequests and other external support because of its professional standing and accessibility

- maintain a high degree of integrity through the application of management practices for the selection, custody and care of the Collection and compliance with contemporary standards of best practice in museum collection management

The PPCC exists as a group of movable and site specific objects which determine specific acquisition, development and preservation requirements. This Policy applies to the Port Phillip City Collection in its entirety. Management of the Collection includes the distinct specialisations of museums, galleries, libraries and archives.

## Policy context

This Policy sits within a broader social, cultural and planning framework across the City of Port Phillip. There are a range of Council documents that inform and support this Policy. These include, but are not limited to:

- Council Plan 2017 - 2027
- Art and Soul: Creative and Prosperous City Strategy 2018 – 2022
- Memorials and Monuments Guidelines
- Public Art Guidelines
- Disaster Management Plan
- Municipal Health and Wellbeing Strategy 2017 - 2027
- Social Justice Charter
- Indigenous Arts Strategy
- Act and Adapt: Sustainable Environment Strategy 2018 – 2028

The Port Phillip City Collection is also managed in accordance with international museological standards established by national and international organisations and articulated in the following documents:

- National Standards for Australian Museums and Galleries
- International Council on Museums and Sites (ICOMOS) Burra Charter, 2013 (The Australia ICOMOS charter for places of cultural significance)
- Significance 2.0
- International Council on Museums (ICOM), Code of Ethics for Museums 2013
- Museums Australia, Code of Ethics 1999
- Oral History Association of Australia – Guidelines of Ethical Practice 2007

## Definitions

The Port Phillip City Collection may be referred to herein as the Collection, Collection items, or PPCC.

The City of Port Phillip may be referred to herein as CoPP, Council or the City.

The **Art Collection** comprises artworks in a range of media and which encompass historic to contemporary art works, and the former St Kilda Collection 1980-1994

The **Heritage Collection** comprises photographs, paper-based material, civic material, objects, furniture, research material and ephemera which have contributed collectively to the community's understanding of the Port Phillip area

**Public art** comprises any permanent art object in the public realm

A **Memorial** is any object designed and established specifically in memorial of an individual, organisation, place, anniversary of event; it may be a monument but can take other forms

A **Monument** is deemed to be an architectural structure or statue which has (or is expected to have) enduring significance; it may or may not have a memorial function

## Port Phillip City Collection – What we collect

The Port Phillip City Collection is founded on the former civic collections of three of Melbourne's earliest urban municipalities: the Cities of South Melbourne (est.1855), St Kilda (est.1857) and Port Melbourne (est.1860), which were amalgamated in 1994 to become the City of Port Phillip.

The Collection's focus is within the geographic boundary of the City of Port Phillip as well as material that is relevant to the artistic or cultural history of the municipality. This Policy acknowledges that the City of Port Phillip is a recent construct and acquisition criteria for Indigenous works need to take into consideration the larger Boon Wurrung footprint.

There are two main collection themes: Art and Heritage, with a number of sub-collections: Public Art, Memorials and Monuments and Corporate Collection.

### Art Collection

The Art Collection comprises historic works dating from the mid-1800s and contemporary artworks that include works on canvas, works on paper, photography, sculpture, mixed media, textiles, ceramics and digital works.

Over time this Collection has been an indicator of the City's diverse urban character and the significant creative output of the local community.

Public art includes sculpture and permanent, outdoor, site-specific artworks which have been fully or partially commissioned by the City of Port Phillip or one of the former cities, or received by donation. Public art is managed as part of the Art Collection.

### Heritage Collection

The Heritage Collection consists of furniture, photographs, postcards, governmental and societal artefacts, weights and measures, objects, research material and 'ephemera' (documentary items of limited permanence) which date from 1860 onwards. Typically, the items are specific to the history of the City of Port Phillip, with many generated from Council activities (used and collected by various departments of the former Cities).

More than sixty historic monuments and memorials which commemorate people, place and events are part of the Heritage Collection, of which nine are included on the Victorian Heritage Register.

Included in the Heritage Collection is the Corporate Collection, established in 1996 to facilitate the management of gifts, artworks, awards and certificates, and other items acquired by councillors or executive staff in the course of official Council business.

# Port Phillip City Collection – How we collect

## Method of acquisition

The PPCC is developed through the acquisition of items by donation, bequest, purchase, or commission.

### Art Collection

The Art Collection is enhanced through an annual allocation of funds for acquisitions by Council, through the biennial Rupert Bunny Foundation Visual Arts Fellowship, and by donation.

Public art acquisitions may be generated through Council civic projects, artist or community initiatives, or by donation.

All art works are considered for acquisition through formal processes under the Terms of Reference of the Art Acquisition Reference Committee.

### Heritage Collection

The Heritage Collection is enhanced through donations or by discretionary purchases within budget approved by the Heritage Acquisition Working Group.

Nominations for new monuments or memorials are submitted to the Memorials and Monuments Working Group, and endorsed under the Terms of Reference of the Cultural Heritage Reference Committee.

Council plaques, such as those commissioned for Council buildings, form part of the Heritage Collection when they are no longer physically associated with the building (in the case of loss or demolition) and where there is a significance to Council through featured names or dates as determined by the Memorials and Monuments Working Group.

Plaques located on non-Council buildings, which are no longer physically associated with the building (in the case of loss or demolition), that are deemed significant may also be collected as determined by the Memorials and Monuments Working Group.

Historic plaques in the public realm which commemorate people form part of the Heritage Collection.

Heritage Recognition Program plaques, botanical tree plaques and footpath/road based plaques and pit lids are considered infrastructure assets and are not part of the Heritage Collection, unless decommissioned and deemed significant by the Memorials and Monuments Working Group.

Gifts and awards presented to Councillors as part of civic business are automatically included in the Corporate Collection. Contemporary art works commissioned by Council as part of civic business are held for five years in the Corporate Collection and then assessed by the appropriate reference committee or working group for inclusion in the Art or Heritage Collection.

Ephemeral material relating to the municipality is collected and managed through the City of Port Phillip Local History Collection, Heritage Collection and Archives.

## Acquisition Criteria and Principles

### Art collection acquisition criteria

An artwork can be acquired for the PPCC if the following criteria are met:

- is the work of an artist who lives (lived) or works (worked) in the City of Port Phillip or demonstrates (demonstrated) a distinctive or evocative connection with the City of Port Phillip area and/or local issues
- enhances the Collection as a high quality example of contemporary art practice; or is an historical work that provides artistic, geographical, social or historical interpretations of the City of Port Phillip
- is an unconditional donation or purchase which has clearly verifiable legal title of ownership
- has a clearly established provenance
- improves the scope of the Collection according to the priorities outlined in the Art Collection Acquisition Principles.

### Indigenous art acquisition criterion

An artwork can be acquired for the PPCC if the following criterion is met:

- meets criteria specified for Art Collection Acquisition or is of Boon Wurrung descent.

### Art collection acquisition principles

An artwork recommended for acquisition through the Art Acquisition Reference Committee will meet one or more of the following principles:

- enhances the Collection in terms of current thematic discourse
- enhances the Collection in terms of medium (including textiles, photography, ceramics, sculpture, digital works, contemporary painting)
- strengthens and adds to an existing series of works or makes connections between identifiable themes within the entire Collection
- represents current art debate and supports the work of new artists, emerging artists and recent work by established artists
- has the capacity to be placed on display in a Council building or public space without hindrance to public access or safety, and without breaching the artist's moral rights
- if relevant, has the necessary allocated resources to resolve specific issues related to conservation, presentation and storage.

### Public art collection acquisition principles

A public artwork recommended for acquisition through the Art Acquisition Reference Committee, which may be nominated by a Public Art Working Group, will meet one or more of the following principles:

- reflects a responsive design approach which demonstrates identity of place, values of the community, and innovation and creativity
- represents current art debate and support the work of new artists, emerging artists and recent work by established artists
- has the capacity to be placed on display in a Council building or public space without hindrance to public access or safety, and without breaching the artist's moral rights
- if relevant, has the necessary allocated resources to resolve specific issues related to conservation and presentation.

Artists who are also Council staff and who are involved in preparing acquisition documents are precluded from the acquisition process. Works by artists who are also Council staff may be



considered for acquisition as long as conflict of interest issues or unfair advantage issues as identified by Council have been identified and mitigated.

### Heritage collection acquisition criteria

A heritage object can be acquired for the PPCC if the following criteria are met:

- is relevant to the City of Port Phillip; or shows a distinctive or evocative connection with the City of Port Phillip area and/or local issues
- enhances the Collection as an object of historic, geographical or cultural significance
- is an unconditional donation or purchase with valid and clearly verifiable legal title of ownership
- has a clearly established and verifiable provenance
- improves the scope of the Collection according to the priorities outlined in the Heritage Collection Acquisition Principles

### Heritage collection acquisition principles

An object recommended for acquisition through the Heritage Acquisition Working Group will meet one or more of the following principles:

- enhances the existing Heritage Collection thematically and/or is related to other objects in the Collection
- fills gaps in historical or contemporary representation of the geographical area of Port Phillip
- is part of Council business
- provides interpretive potential or tells a story that adds to the interpretation of the Collection
- is significant for its heritage, or cultural and research value
- is a rare example or an excellent representative example of a particular kind of object
- has the capacity to be placed on display in a Council building or public space without hindrance to public access or safety
- has the necessary resources allocated to resolve all foreseeable issues related to conservation, presentation and storage
- Where the new object is deemed to replace a work in poorer condition.

### Memorials and monuments acquisition principles

Memorials and monuments recommended for acquisition through the Cultural Heritage Reference Committee will meet the selection criteria outlines in the Memorials and Monuments Guidelines, including:

- in the case of individuals must have made a highly significant contribution to the shared community history in the City of Port Phillip that is also significant at a state or national level and have left a tangible legacy to the community that has resonance with the broader public
- in the case of anniversaries or events be unique and highly significant to the history and development of the City of Port Phillip and the State of Victoria and/or Australia, and highly significant to a particular site/area within the City of Port Phillip
- demonstrate a relevance to site, bear a relationship with the open space setting and be consistent with any approved master plans or conservation plans for the site.

Heritage objects that duplicate items already in the Collection will not be accepted unless they are of superior condition and/or historic value. In such a case the duplicate may be considered for deaccessioning.

In some instances where there exists a more appropriate collecting institution for the item under consideration, this may be suggested as an alternative for the donor.

The City of Port Phillip is not responsible for funding and managing art and heritage assets not accepted by the PPCC Reference Committees or Working Groups.

## Legal/ethical obligations

### Aboriginal artefacts

The City of Port Phillip acknowledges that it has a mandatory obligation under the Aboriginal Heritage Act 2006 to register Victorian Aboriginal collection items in its possession with Aboriginal Victoria.

In instances where the provenance of certain Aboriginal artefacts is unknown, advice will be sought from Aboriginal Victoria. Consultation will also take place with the Boon Wurrung Foundation.

The City of Port Phillip acknowledges that it is illegal to buy, sell or harm traditional Aboriginal objects without a cultural heritage permit.

The City of Port Phillip acknowledges that it is illegal to remove Aboriginal objects from Victoria without a cultural heritage permit, excluding loans between interstate cultural institutions.

The City of Port Phillip acknowledges that while in most cases Aboriginal artefacts within the Collection will remain under the custodianship of the City of Port Phillip, under the Aboriginal Heritage Act 2006 human remains and secret and sacred material legally belongs to traditional owners and should be repatriated to their care.

In accordance with Museums Australia Guidelines (ICOM Code of Ethics), requests from Aboriginal and Torres Strait Islander communities for the return to them of cultural items held by the City of Port Phillip will be given serious consideration.

All Aboriginal and Torres Strait Islander cultural material will be documented and displayed in consultation with Boon Wurrung Traditional Owners.

### Deductible Gift Recipient program

Objects donated under the Deductible Gift Recipient program are subject to its operation and relevant tax and legal requirements.

## Collection management

The PPCC is managed to support the unique culture and heritage of the City. The value and significance of the PPCC is maintained for the long-term benefit of the community through professional management practices based on internationally recognised standards and protocols for publicly owned collections.

### Documentation and record keeping

All items in the PPCC are documented and digitised in accordance with established international standards to ensure that details of provenance, condition, location, description and copyright restrictions of each item are recorded.

The Port Phillip City Collection is insured based on independent valuations undertaken on a triennial basis.

Documentation and associated computer hardware and software are maintained and updated regularly to ensure that records are accurate, secure and accessible.

Vital records management is undertaken within the requirements of the Public Records Act 1973.

A Reference Collection sits alongside the Port Phillip City Collection and serves as a repository for secondary material of reference and research use.

### **Conservation**

The PPCC is maintained and conserved for future generations through the application of a range of preventative strategies which extend the life of these objects for as long as possible, or for as long as agreed to with the maker.

Collection items are maintained and stored in secure and safe facilities with environmental controls.

The risk of collection damage or loss is minimised through skilled handling and transport, documenting and digitising copies of the Collection and having emergency response procedures.

Works in the public domain, such as public art and memorials and monuments, are managed in line with relevant guidelines and conservation principles.

Preventative conservation through storage, handling and regular auditing and assessment of the Collection is undertaken, and independent valuation of the Collection is carried out every three years.

Conservation treatment to the Collection is delivered by accredited, professional practitioners under supervision and coordination of relevant Council officers.

### **Storage**

The PPCC is stored and displayed in dedicated facilities fitted with access controls, and environmental controls which meet museum industry standards for air quality, temperature, humidity and light. All storage facilities are regularly monitored and an integrated pest management system is in place.

### **Security and display constraints**

The Port Phillip City Collection is exhibited in many Council-owned buildings. These buildings are also home to a variety of Council services and programs, and commercial and community events.

While Council is committed to providing access to the Collection according to museum standards, an acknowledgement is made that the Collection also operates within a working environment. This risk is mitigated, where possible, through a range of measures including the promotion of collection awareness, object handling training, and ongoing security assessments.

## Deaccession and disposal procedures

The City of Port Phillip works under the strong presumption against the disposal of any item in the PPCC. There are, however, instances where items need to be considered for deaccession as a function of collection management activities.

Items will be deaccessioned and disposed of as outlined in the *Port Phillip City Collection Deaccession and Disposal Guidelines 2017* and in accordance with the principles articulated in the *Museums Australia Code of Ethics 1999* and in the *ICOM Code of Ethics 2013*, and according to any legislative requirements under the Deductible Gift Recipient program.

The deaccession of an item must be undertaken with the full understanding of the item's significance; its legal status and any other legislative obligations that may restrict its deaccession; and any ethical implications that may harm public trust in the governing institution.

Where the original acquisition is subject to donor and/or trust conditions these restrictions must be complied with unless it can be clearly demonstrated that these restrictions have become impossible to maintain or have become detrimental to the Collection as a whole.

### Criteria for deaccessioning

An item may be deaccessioned from the Collection if it meets one or more of the following criteria:

- is a heritage or art object which does not fall within the current acquisition criteria for either the Art Collection or the Heritage Collection
- is damaged beyond repair
- is a Corporate Collection object which, after five years from acquisition, is reassessed against the Acquisition Criteria and does not meet any criteria; or in the case of public art where there is a pre-determined life span of the work which has been met
- has been determined to be false or fraudulent
- is in poor condition and is considered to be of insufficient merit to allocate the resources required to ensure its conservation
- is integrated public art where underlying structural footings or site use has changed significantly to the degree that the public artwork is no longer able to be structurally supported on the site; or the work becomes a public risk; or the artwork is at severe risk of damage
- cannot be displayed due to its physical properties, and is not suitable for research
- is a duplicate that serves no specific function
- has been stolen or removed without likelihood of return
- is dangerous or hazardous to people or other items in the Collection
- where inadequate documentation or absence of documentation critically reduces the cultural or scientific value or significance of the object
- has been repatriated according to the national and international laws against looting and cultural appropriation
- a court of law has ordered the return of the item to its original and rightful owner

An item from a living artist should not be deaccessioned from the Collection unless the item can be replaced with a work of equal or greater value.

### Deaccession procedures

Once an object has been identified for deaccession based on the above criteria, the legality for deaccession and provenance is established and living artists or donors are contacted as a courtesy where possible.

Deaccession proposal reports are developed by the Registrar then reviewed by the relevant Reference Committee or Working Group and approved under delegated authority as appropriate. Deaccession proposals must include the following information:

- Accession number (if one exists) and description
- Provenance details
- Advice on legal status of object
- Reason for deaccession
- Valuation amount and other related works in the Collection
- Recommended method of disposal

Works approved for deaccession enter a cooling off period of two years unless the work is deemed hazardous or irreparable. These works are eligible for immediate deaccession and disposal.

At the expiration of the two year cooling off period, a review of the works is undertaken. If conditions have not changed the works are now marked for disposal. If conditions have changed the works are reviewed by the relevant Reference Committee or Working Group.

Options for disposal are then carried out following the hierarchy of disposal (see 9.3).

All processes are fully documented and recorded through the PPCC database and relevant organisational record and asset management systems.

## Disposal procedures

In priority order the object may be:

- returned to the donor or family via exchange or gift, unless the item was donated via a tax-incentive scheme
- offered to a more appropriate collecting institution via exchange, gift, or private treaty sale
- returned, where appropriate, to the artist in exchange for a replacement work of equal or greater value
- resold on the public market via auction
- dismantled and/or destroyed in the event of no other options being suitable, or
- used as an educative/interpretive tool where appropriate
- repatriated as a function of cultural appropriation laws

Councillors, Council staff, volunteers, committee members and their families or close associates are prohibited from obtaining an item deaccessioned from the Collection.

## Winding up of the organisation

The Port Phillip City Council operates under the Local Government Act 1989. The PPCC forms part of Council's assets and is managed in accordance with this Act. Any divestment of the PPCC as a whole can only be undertaken after relevant legal and governance advice is obtained. In the event that the organisation is wound up, the PPCC must be offered to other collecting institutions

to ensure that the Collection is maintained as a public and community asset. Other legal and tax obligations may apply to relevant sections of the PPCC.

# Loans

## Loan Procedures

The City of Port Phillip has an active loan program and regularly lends artwork to local and national institutions where the loan supports the purpose of the Collection. Incoming loans are requested when objects contribute thematically to displays and exhibitions.

Borrowing institutions must provide adequate environmental and security conditions, and cover all costs associated with the loan. Outgoing loans will be administered through City of Port Phillip loan agreements and length of loans are assessed on a case by case basis. Permanent and long term loans will not be accepted.

## Incoming Loans

Incoming loans are only requested for specific exhibitions and displays and for fixed periods of time. Such loans may be from other departments/divisions within the City of Port Phillip, from cultural institutions or individuals.

All incoming loans are assigned temporary loan numbers.

A representative of both the City of Port Phillip and the lender is required to sign two copies of an incoming loan agreement form. Each party will then hold a copy of this agreement. The form will record the conditions and period of the loan. Consignment notes must be completed for receipt of each loan.

The City of Port Phillip agrees to exercise the same care with respect to loan objects as it does for its own collection.

Loans shall remain in the possession of the City of Port Phillip for the time specified on the form.

The City of Port Phillip can renew loans with the consent of the lender.

## Outgoing Loans

The City of Port Phillip will lend objects for purposes of exhibition and community engagement to other cultural institutions holding collections. Loans to individuals will not be approved.

Borrowers and a representative from the City of Port Phillip will be required to sign two copies of an outgoing loan agreement form. Each party will then hold a copy of this agreement. The form will record the conditions and period of the loan.

The borrower must exercise care in the handling, storage and display of the loan object and must be prepared to meet the conditions outlined in the outgoing loan agreement form including transport and insurance requirements. Consignment notes must be completed for receipt of each loan.

The borrower will provide secure display and storage areas.

The maximum loan period is twelve months. Applications for extension of this loan period must be made at least four weeks before the expiry of the loan period.

Objects cannot be treated or altered in any way without the written permission of the City of Port Phillip.

Loans will remain in the possession of the borrower until returned to the City of Port Phillip.

## Oral History

Oral histories are collected through relevant heritage programs associated with the City of Port Phillip Heritage Centre.

An oral history agreement is signed by the person interviewed, which clearly states the purpose and intended uses of the interview and what copyright provisions apply. The PPCC also holds recordings on behalf of other local history groups under a Memorandum of Understanding. Where agreed, access is made available to the public through the CoPP heritage website and to researchers by appointment.

The City of Port Phillip abides by the Guidelines of Ethical Practice of the Oral History Association of Australia.

Oral Histories are registered as part of the Port Phillip City Collection.

## Collection Access

Council's support for arts and culture acknowledges the social, health and wellbeing and economic benefits of fostering a diverse, culturally engaged and active community.

Access to the PPCC is seen as critical to the purpose of the Collection, and provided through registration, digitisation, exhibitions, loan of works, cataloguing, an online database and website, image reproduction services and research services. The Collection is therefore accessible in physical and digital form to engage people in the culture and heritage of the City.

Engagement with the Collection occurs through diverse programs which consider the educational and participatory opportunities, interests, abilities and means of access of the Port Phillip community. Artworks and heritage items in the Port Phillip City Collection are a source of inspiration.

Purchase of artworks for the Collection supports local artists and demonstrates leadership in the area of community collections.

By managing the Collection to museum industry standards, its longevity, sustainability and quality is maintained, its value protected, and leadership and best practice is demonstrated for the community.

In some cases, however, objects in the Collection may be under particular restrictions which will limit their public access and exhibition.

The Port Phillip City Collection consolidates and demonstrates the community's sense of identity and connection to place.

## Review and endorsement

The Port Phillip Collection Policy has been endorsed by the Port Phillip City Council on 3 July 2019.

The policy will be reviewed and updated as required based on changes to relevant industry standards and any material changes to the collection.

The General Manager, Community and Economic Development, is authorised to make minor editorial amendments as needed to reflect updated information about the collection, its management and its care.

Officers may make amendments to the list of related documents at such times where reference material or guidelines require updating.



## Related documents

There is a range of Council documents that inform and support this Policy, including:

- Port Phillip City Collection Disaster Plan
- Port Phillip City Collection Deaccession and Disposal Guidelines
- Art Acquisition Reference Committee Terms of Reference
- Cultural Heritage Reference Committee Terms of Reference
- Public Art Working Group Terms of Reference
- Heritage Acquisition Working Group Terms of Reference
- Memorials and Monuments Working Group Terms of Reference
- Heritage Recognition Program
- Memorials and Monuments Guidelines

Provides guidance for the management and coordination of activities associated with all memorials and monuments and includes processes for the consideration of new memorials.

- Public Art Guidelines

Articulates Council's role in developing public art including alternate methods of creating and acquiring public art and its promotion.

- Ephemera Guidelines

Provides guidance for the management and coordination of ephemera

- Port Phillip City Collection handling guidelines
- Aboriginal and Torres Strait Islander Arts Strategy 2014 - 2017
- Incoming and outgoing loan agreement forms
- Oral history consent form

Relevant industry documents include:

[National Standards for Australian Museums and Galleries Version 1.3](#)

[International Council on Museums and Sites \(ICOMOS\) Burra Charter, 2013. The Australia ICOMOS charter for places of cultural significance](#)

[Significance 2.0:](#)

[International Council on Museums \(ICOM\), Code of Ethics for Museums, 2013](#)

[Museums Australia, Code of Ethics 1999](#)

[Oral History Association of Australia – Guidelines for Ethical Practice](#)