

Attachment C

<p>Draft Civic Collection Management Guidelines</p>
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Civic Collection Management Guidelines

Purpose

The Civic Collection Management Guidelines support the Civic Collection Policy and are intended to inform the management and development of the City of Sydney's Civic Collection.

The purpose of these Guidelines is to establish the framework for curatorial actions associated with acquisitions, deaccessions and disposal, documentation, conservation, loan of objects, use, display, storage, public access and interpretation. This document aligns curatorial actions to internationally accepted standards for collection management and current best practice articulated in the National Standards for Museums and Galleries.

Civic Collection

The City of Sydney maintains and manages a collection of movable cultural heritage and contemporary artworks which contribute to the understanding of its history and its community. The Collection references the origins and identity of the City through historic, established and emerging creative processes which express its cultural diversity and records its civic traditions as the pre-eminent and oldest municipal government in NSW. It recognises that First Nations people, as the original custodians of the land we call Sydney, have living cultural practices which are the foundation for our shared past and the inspiration for our future.

The Civic Collection encompasses movable heritage items in three major categories which have direct associations with the City of Sydney and its community:

Artworks: including works of art in two and three dimensions and in digital media which have been created through art practice by recognised art practitioners. This category includes historical works of art including paintings, civic portraits, photographs, and sculpture in traditional and new media. This category also includes

- contemporary artworks in traditional and diverse media which demonstrate excellence by practising and emerging artists;
- artworks by Aboriginal and Torres Strait Islander people which express their cultural heritage and traditions; and
- artworks which celebrate the diversity and cultural heritage of the community of the City of Sydney.

Furnishings: including furniture and furnishings which have strong associations to the City of Sydney's buildings that they occupy. In Sydney Town Hall, these items

reflect the working requirements of a functioning council and interpret key phases of the building's historical development and use. This category includes

- in situ and movable furniture,
- evidence of former interior decorations and decorative schemes,
- architectural elements (including archaeological items), and
- soft furnishings and other items associated with the interaction between the architectural significance of the building and the manner in which it has been, and continues to be used, by occupants. These artefacts can be identified as original to major architectural phases of the development and furnishing of the building; or as subsequent reproductions consistent with earlier phases of decoration or use.

Historical items: relating directly to the Council of the City of Sydney in its civic, administrative and ceremonial role as the oldest and pre-eminent local government and to elected representatives and individuals, past and present and future. This category includes:

- items associated with civic traditions and ceremony and symbols associated with the power and authority of Council, including coats of arms, robes, regalia and silver;
- historical memorabilia significant to the history of the City of Sydney; presented in the course of official duties;
- presentation items, including major gifts to the City of Sydney presented in the course of official engagement; and
- plaques and memorials which record significant milestones in the history of Council.

Policy General Guidelines

Acquisitions

Acquisition is the process of adding to the Collection. Acquisitions which enhance and develop the Collection may be made by way of donation, purchase, commission, transfer, exchange, or bequest, or received as gifts in the course of official duties.

The criteria for acquiring items for the Collection are as follows:

- the item has social, historical or cultural significance to the City of Sydney;
- the item has a distinct and verifiable connection to the City of Sydney and/or its civic properties;
- the item enhances the scope and standing of the Collection;
- the item is in good condition;
- the item can be conserved, stored and catalogued;
- the legal title of the item can be transferred to the City of Sydney;
- the right to reproduce the item in photographic or digital media can be negotiated with owner of the moral or intellectual property of the item;
- the item is free of any financial or legal encumbrances;

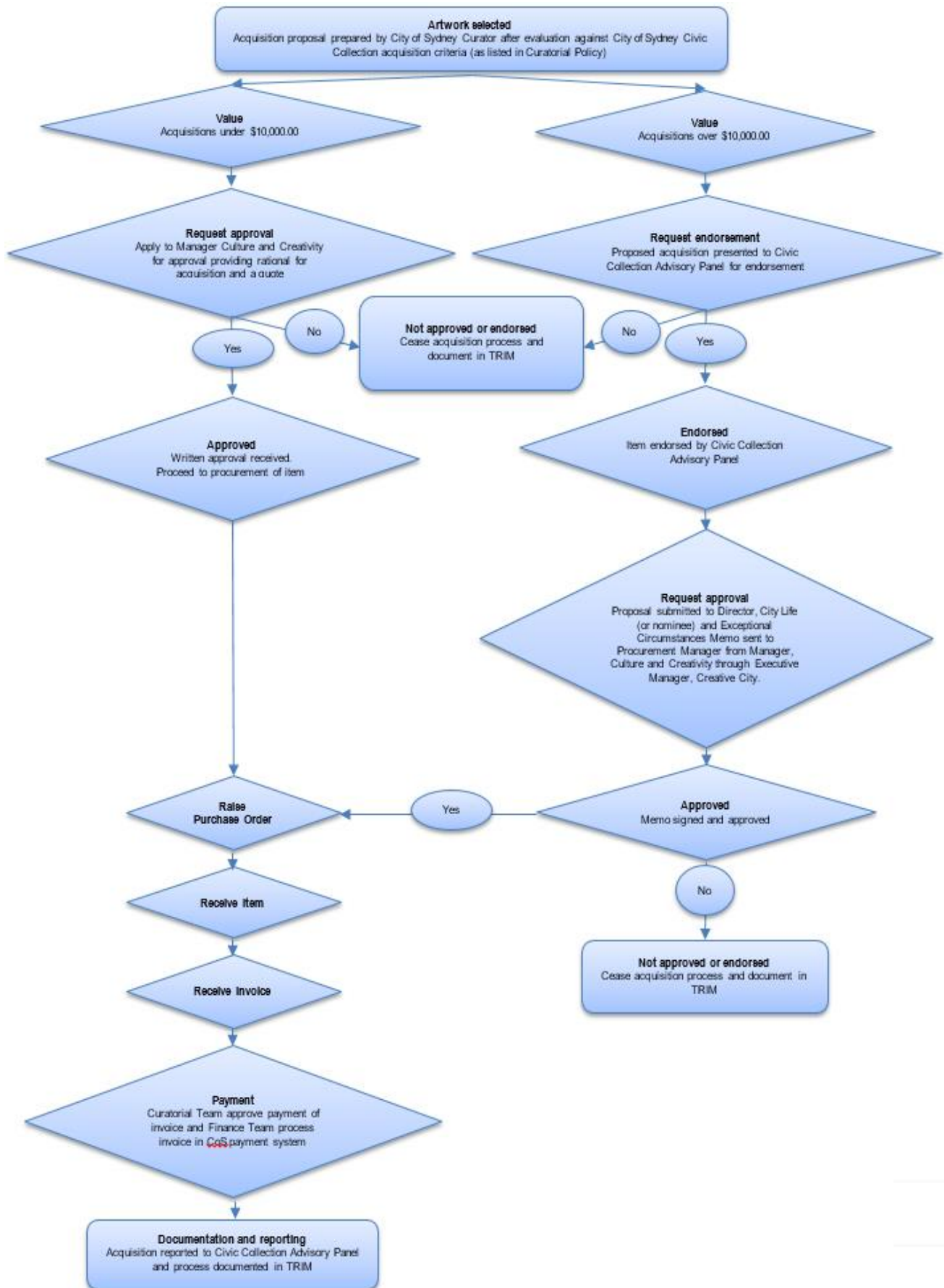
- the item has a clearly established and verifiable provenance;
- the item does not duplicate existing material in the Collection; and
- the item enhances the interpretation of existing items or has a significant relationship to other items in the Collection.

The Curator will be responsible for recommending the selection of acquisitions up to \$10,000. Recommendations for the acquisition of items valued over \$10,000 will be referred to the Curatorial Advisory Panel for endorsement.

All acquisitions will be in accordance with Council's procurement procedures and in accordance with the provisions of the Local Government Act (1993).

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Acquisition process



Deaccessions

Deaccession is the process of removing an item from the Collection. Deaccessions and disposal of items from the Civic Collection may be considered from time to time and will follow due process for accountability and transparency.

An item may be nominated by the Curator for deaccessioning if it meets any of the following criteria:

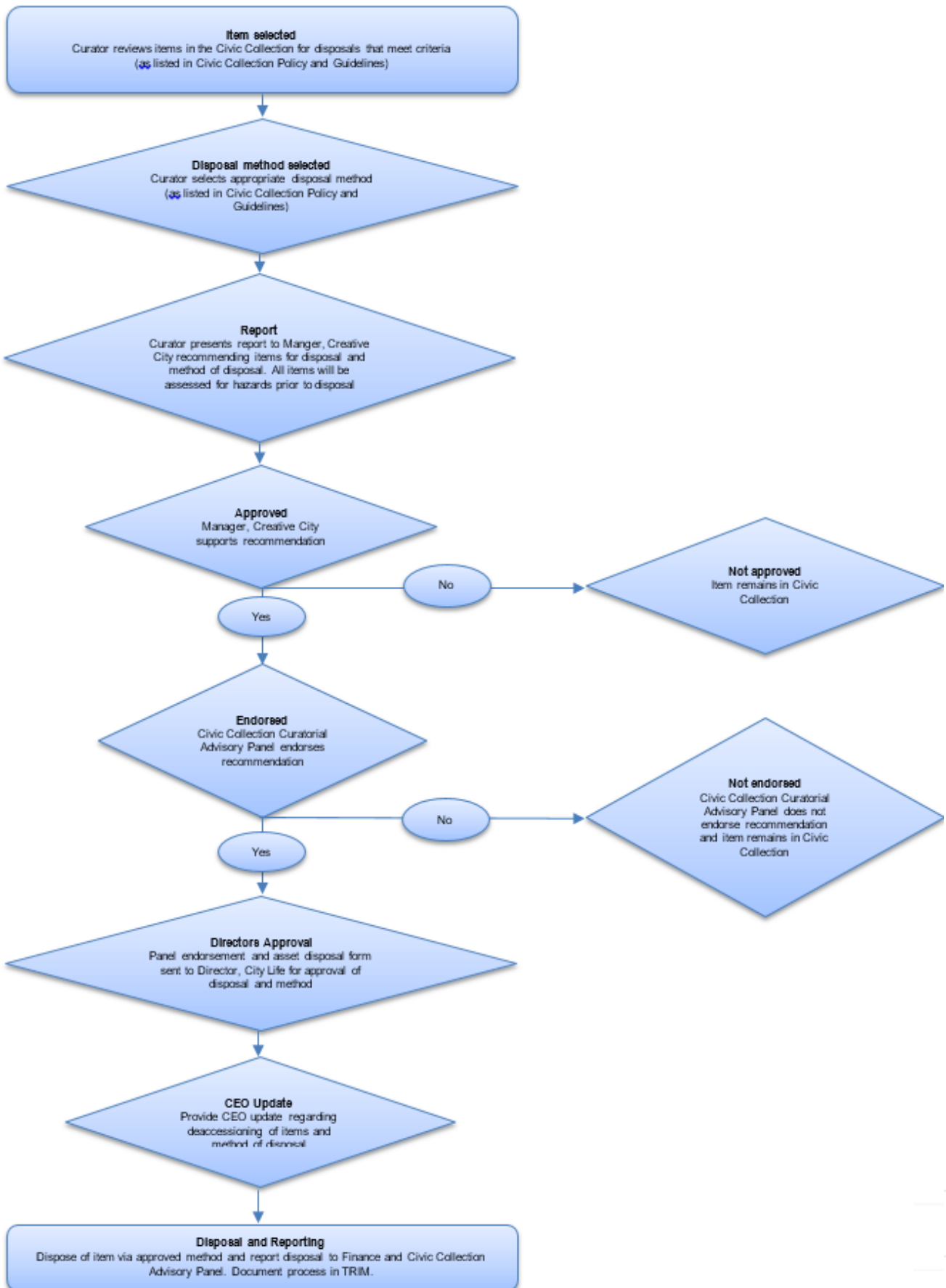
- the item does not fall within the acquisition criteria;
- the item has only ephemeral relevance to the City of Sydney;
- the item is in poor condition and is considered to have insufficient significance to warrant the allocation of resources for continuing conservation and/or storage;
- the item serves no specific purpose, is unsuitable for and is not required for retention for research or reference purposes;
- the item duplicates another item in the Collection and is of lesser significance than its duplicate;
- the item can be better managed by another authority
- the storage of the item is impractical, or
- the item is irreparably damaged, destroyed, lost or stolen with no prospect of retrieval

Recommendations for the deaccessioning of items valued over \$10,000 will be referred to the Curatorial Advisory Panel for endorsement prior to their disposal.

Decisions to deaccession items under the value of \$10,000 will be recommended to the Director, City Life for approval and will be reported to the Curatorial Advisory Panel quarterly.

The documentation of an item recommended for deaccession must include a full record of that item and photographic documentation suitable for permanent archiving.

Deaccession Process



Disposal

The methods for disposal of deaccessioned items may include:

- donation, transfer or sale to an institution where that item can be demonstrated to have relevance;
- donation or sale (where appropriate) to its donor or creator;
- donation to a charitable organization;
- sale on the open market; and;
- destruction where no other option is suitable.

All disposals will be conducted in consultation with the Manager, Procurement and carried out in a transparent and ethical manner in accordance with the City's adopted policies, procedures and guidelines in respect of the Asset Management Policy and the Infrastructure, Property, Plant and Equipment (IPPE) Asset Disposal Administration Policy and the provisions of the Local Government Act (1993).

Gifts which have been presented to the City of Sydney will not be sold.

Items which are inscribed or badged and do not meet the Collection criteria will be disposed of by destruction.

Councillors, Council staff, Curatorial Advisory Panel members and their families are prohibited from acquiring deaccessioned items from the Collection by any means.

Display and use of the collection

The Curator will manage the display of items from the Collection in all City properties, in consultation with relevant staff. Wherever possible, and particularly in Sydney Town Hall, furniture, fixtures and furnishings are to be retained and used in the locations for which they were originally intended. The Curator will consider the preservation and safety requirements for Collection items when selecting spaces for their display.

From time to time the Curator will manage an exhibition of the Collection in Sydney Town Hall or other civic buildings.

Items from the Collection will also be displayed in other venues through the provision of loans to external institutions, either in their public spaces or for specific temporary exhibitions when appropriate.

Access and interpretation

Access to the Collection will be provided through the furnishing of public spaces in civic properties, temporary exhibitions, publications, and online media. Access to items in the Collection will also be provided to the public through the following initiatives:

- open days;
- guided tours, in association with the Friends of Sydney Town Hall;
- lectures and seminars;
- web services;
- publications, catalogues and printed brochures; and
- exhibitions.

Items not on public display may be accessed by members of the public for research purposes in consultation with the Curator.

Loans

The City may accept incoming loans and offer items as outgoing loans when appropriate. The duration of each loan will be determined by the circumstances and purpose of the loan and the safety and security of the item; and can be extended or discontinued when necessary. Incoming and outgoing loans will be evaluated by the Curator and endorsed by the Curatorial Advisory Panel.

All loans of Collection items are subject to the conditions of loans set out in the standard loan agreements issued by the City of Sydney. The Curator will maintain an up to date register of loan items (incoming and outgoing), including the duration of each loan and the location of the item.

The City of Sydney does not accept in-coming items as permanent loans, nor does it issue items to another party on permanent loan.

Valuation and insurance

The Collection will be inspected annually for the purposes of stocktaking.

The Collection will be valued at intervals not exceeding five years, in consultation with Council's Finance Unit, and in line with Council's standard procedures. The new valuation data and valuation history will be recorded and maintained on the City of Sydney asset register and collection database.

The Collection will be insured under the City's insurance portfolio for property and assets in consultation with the City's Risk Management Unit and covered for all transit risks.

Storage

The City will seek to ensure that the Collection will be stored in a secure environment that is consistent with accepted museum standards of preservation in respect to temperature, light and humidity.

Regular surveys of storage facilities will be conducted to ensure the ongoing safety and security of items.

Conservation

The condition of the Collection will be inspected, assessed and reviewed on a five yearly cycle. The Curator will manage an ongoing schedule of conservation treatment for all items in the Collection.

The City will engage appropriately qualified professional specialists to undertake cleaning, repair and display preparation on Collection items.

In the event of an emergency or disaster, the curatorial staff will follow the procedures outlined in the City of Sydney's Crisis and Emergency Plan.

Handling

Items from the Civic Collection must not be moved without the approval of the Curator. The movement of Collection items requiring removal or relocation must be undertaken by suitably trained professional specialists under the supervision of the Curatorial Team.

Documentation

Collection items will be recorded in a permanent archive in the dedicated Collection database. Collection documentation will record essential information relating to the description and imaging of each item and its history, location, provenance, valuation, conservation and condition. Information on this database will be maintained by the curatorial staff, regularly updated and stored in an alternative backup.

Copyright and reproduction

The intellectual property and moral rights of artists will be respected and upheld in any display, publication, reproduction or promotion which features their work. The information provided about an item will acknowledge the name of the artist, the title of the work, the date of the work, its medium and where appropriate, the donor.

Permission to reproduce items from the Collection in any published format, including print and multi-media, will be negotiated with the artist at the time during the acquisition process. External requests to reproduce in photographic or digital formats must be approved by the City of Sydney prior to publication. Photographic reproduction of any item from the Collection must acknowledge the City of Sydney and may be subject to permission from the artist (or their estate).

SPECIFIC GUIDELINES

Furniture, Fixtures and Fittings in City Properties including Sydney Town Hall

Retention in situ

In respect to civic buildings with significant collection items of furniture, fixtures and furnishings, the City of Sydney will respect the integrity of those collections and their

architectural associations. Where possible, the City will endeavor to retain items in their original context in situ.

The interior of Sydney Town Hall is significant as an intact example of late nineteenth century architectural decoration. It derives much of its influence from the neo-Classical style, with some fine examples of late nineteenth century decoration derived from the Aesthetic and the Arts and Crafts movements.

Original furniture, furnishings and fittings commissioned and acquired for Sydney Town Hall in the late 19th century, much of which has remained in continuous use, is significant for its historical and aesthetic values as contextual evidence of the function of the building for administrative and political use. The original cedar Council Chamber furniture, designed specifically for that room and function in the Aesthetic Movement style by assistant city architect, John Hennessey and the furniture in the Lady Mayoress's Rooms are of exceptional significance.

Furniture, fixtures and furnishings significant to the interpretation of these spaces and which maintain the continuity of the presentation, function and use of these spaces will be retained in situ wherever possible. Items from Sydney Town Hall will not be removed to furnish other civic buildings.

Acquisition

Acquisitions of furniture, fixtures and furnishings for civic buildings must respect and complement the historical integrity of the architecture of each building and their existing collections. Where possible, original elements should be reinstated and reproduced to match original elements. Acquisition of furniture, fixtures and furnishings is made in accordance with this Policy.

Items of reproduction furniture and fittings commissioned or purchased to complement the movable heritage in Sydney Town Hall are excluded as acquisitions for the Civic Collection and are the responsibility of the Civic Functions, Venue Management and Properties Units. However, such acquisitions must be made in consultation with the Curator to ensure that the integrity of the presentation of public spaces in Sydney Town Hall is maintained.

Display and Use

Furniture that does not satisfy current functional requirements or standards of Occupational Health and Safety may be replaced with furniture that meets operational needs, while still respecting the architectural environment in which it is housed.

The use of significant collection items as functional furniture will consider:

- ergonomics and comfort;
- the condition and fragility of items and consequential conservation requirements;
- technological restrictions which impact on the integrity of items;
- equitable distribution across City properties and sites; and
- the alternatives of reproductions and custom built solutions.

Significant furniture from Sydney Town Hall, which is replaced for reasons of occupational health and safety, will be retained as part of the Collection and strategies developed for its long term safe-keeping. Display and use of furniture, fixtures and furnishings is in accordance with General Collection Guidelines.

Disposal

Collection items which are not significant to the furnishing of civic buildings will be recommended for transfer to other civic places or recommended for disposal in accordance with these Guidelines.

Disposal of original items of furniture and fittings significant to Sydney Town Hall will only be made under exceptional circumstances that negate the Policy outcomes for the Collection. The disposal of items of furniture, fixtures or furnishings will be referred to the Civic Collection Advisory Panel and conducted in accordance with these Guidelines.

Artworks, Decorative Arts and Historical Items

Context

The collection of artworks comprises paintings, decorative arts, sculpture, historical items, contemporary artworks including video and mixed media, and nineteenth century artworks of Aboriginal, European English and local origin acquired by civic officials.

The continuing acquisition of historical and contemporary artworks which document the changing landscape of the City of Sydney is important as a record of the artistic interpretation of the city and Sydney Town Hall. Contemporary artworks which demonstrate the creative expression of local artists and their diverse cultural heritage and traditions contribute to the presentation of Sydney Town Hall and Town Hall House as evidence of a creative Sydney.

Items associated the history of Council and its association with the civic life of the City and with Council's involvement in significant events in the life of the City are documented in the Civic Collection as tangible evidence of the impact and outcomes of these occasions for the people of Sydney.

Archaeological items associated with the Old Sydney Burial Ground excavated from the site of Sydney Town Hall are evidence of the former use of the site of Sydney Town Hall as the colony's first official cemetery. This material culture is associated with early European settlement and has important scientific and research potential and will be preserved in the Civic Collection.

Acquisition

The acquisition of artworks, decorative arts and historical items for the Collection is made in accordance with these guidelines. Specific priorities for the acquisition and commissioning of artworks include the following:

- artworks by Sydney artists, including established and emerging artists, about Sydney;
- artworks by local Aboriginal artists or artworks that interpret and celebrate the Aboriginal cultural history of the City of Sydney; and
- historical and contemporary artworks across all media reflecting aspects of city life.

Display and Use

Display and use of artworks, decorative arts and historical items is in accordance with these Guidelines.

Disposal

Disposal of artworks, historical items and decorative arts will be conducted in accordance with these Guidelines.

Civic Memorials

Context

Civic officials have a strong tradition of commissioning and recording significant aspects of civic history in written form and presenting that information for display in buildings in the form of memorial tablets, commemorative plaques, awards and civic memorials. Such items are generally affixed to the external or internal fabric of the building as permanent installations.

Sydney Town Hall has a large collection of civic memorials comprising foundation stones and commemorative plaques, which record the construction of the building, as well as honour rolls to the former Mayors, Lord Mayors, Councillors and civic officials who have contributed to the life and development of the City of Sydney.

The Collection includes a diverse range of in excess of 500 plaques, memorials and awards.

These include:

- plaques of civic leaders and honour rolls;
- plaques and tablets which record the contribution of individuals and organisations to major events and historical anniversaries in the City of Sydney;
- war service memorials;
- foundation stones which record the architectural history of Sydney Town Hall; and
- tributes to individuals associated with Sydney Town Hall.

Items associated with the civic traditions of the Council of the City of Sydney, including the official portraits, mayoral honor rolls and plaques, mayoral insignia, the grants of arms and the evolution of heraldic identities preserve the historical, social and cultural associations with civic office.

Acquisition

The creation of plaques and memorials in all civic buildings is a form of public acknowledgement and/or recognition. Recommendations for the installation of a plaque or historic memorial for commemorative events significant to the City of Sydney should be submitted to a review process through the Curatorial Advisory Panel in the first instance. Any application for the commission, design and installation of new plaques and memorials in Sydney Town Hall must be endorsed by Council. Designs for new memorials must respect the tradition for commemorating civic history in written form and the architectural fabric with which it will be associated.

The placement and location of plaques in civic buildings, particularly Sydney Town Hall, is also subject to this policy. Any new request for a permanent memorial which results in changes to the building fabric requires the most careful consideration and in general should not be approved.

Other than Lord Mayoral portraits and inscriptions on the Mayoral Honour Roll, no further memorials to civic representatives or individuals will be considered for installation and/or display in Sydney Town Hall. Commemoration of the contribution of individuals to the City of Sydney may be made through alternative methods, including the presentation of awards, at the discretion of the Curator in consultation with the City's Protocol Unit.

New Memorials

The criteria for commissioning new memorials for Sydney Town Hall are:

Major Events

- Significant major events and major anniversaries celebrated by the City of Sydney are commemorated in the form of memorials in Sydney Town Hall.
- The criteria for determining the eligibility of an event for recognition includes:
 - the significance of the event in the historical framework of the City of Sydney and, in some cases, of the nation;
 - the impact of the event on the City of Sydney;
 - the uniqueness of the event; and
 - the emotional response of the people of Sydney to the event.

Portraits and Sculpture of Civic Leaders

- One image rendered in a two-dimensional or three-dimensional manner in a permanent form of each serving Lord Mayor is to be added to the Sydney Town Hall Collection at the expiration of their final term of office. The commission of these items will be made on the recommendation of the Curator and in consultation with the individual (or their representative) consistent with the acquisition policies and general guidelines and endorsed by the Civic Collection Curatorial Advisory Panel. The Curator will prepare the brief for the artist and monitor the commission.

Mayoral Honour Roll

- The chronological record of Mayoral and Lord Mayoral terms is located on marble tablets in the Level 1, Druiitt Street Northern Crush Space. It is a permanent historical record in Sydney Town Hall which will be maintained and updated as required using the traditional methods consistent with the existing honour roll.

War Service Memorials

- Tributes to the engagement of troops in activities central to the defence of Australia and/or Sydney have been erected in Sydney Town Hall. All future requests for new war service memorials will be referred to relevant authorities. Individuals or units will no longer be commemorated as separate entities but may be eligible for civic awards, at the discretion of Council.

Recognition

- Civic Honours provide for the recognition of individuals, military units and organisations in respect of their outstanding contribution to the City of Sydney. Such contributions are recognised through presentation of honours such as the Key to the City, Freedom of the City medallions, plaques, certificates, and the City of Sydney flag on the recommendation of Council in consultation with the Chief Executive Officer.

Design

The architectural fabric of Sydney Town Hall was designed to accommodate the display of plaques and tablets using decorative plaster mouldings, roundels and niches. The intention was to use the building to document the chronological history of the city and to incorporate its living history into the fabric of the building. These features should continue to be used for the placement of new plaques.

The design and location of memorials in Sydney Town Hall will respect the hierarchical framework and the architectural integrity of the building. This hierarchy acknowledges the public accessibility of spaces in Sydney Town Hall and the significance of those spaces. Plaques and memorials commemorating major events are placed in the most significant public spaces.

Disposal

With the exception of the photographs acquired for the ephemeral portrait collection, all historical memorials and civic insignia will be retained in perpetuity.

Architectural Features, Fabric and Fittings

Context

The City of Sydney manages a property portfolio that contains significant heritage buildings. Within these buildings are architectural features including architectural

items, fabric and fittings that have been identified in Conservation Management Plans as having exceptional and high levels of significance. Strategies for the care and management of these items are embedded in the policy sections of these Plans. All architectural fixtures, fittings and significant contents must also be subject to regular curatorial review in consultation with property managers.

Sydney Town Hall, in particular, is recognised as a major heritage landmark in the City of Sydney and is valued by the community for its architectural significance. Furniture, fixtures and furnishings in Sydney Town Hall that have been identified in the Conservation Management Plan as having significance are subject to curatorial review in respect of cleaning regimes, conservation and/or repair, and proposed alterations.

Collection items of movable heritage are associated with significant fixtures and fittings in Sydney Town Hall and include the following:

- stained glass windows, leadlight, etched glass panels;
- floor mosaics, tiles, parquet;
- cedar joinery and carvings;
- coats of arms in all media;
- wall and ceiling decoration including painted, gilded, stencilled and papered effects;
- light fittings;
- decorative sandstone, marble or other decorative stonework and fireplaces; and
- plasterwork.

Acquisition

Introduction of new elements including furniture, fixtures and soft furnishings which impact on any of the above-mentioned elements will be undertaken in accordance with the recommendations of the Sydney Town Hall Conservation Management Plan and in consultation with the Curator and other relevant Council staff.

Building fabric from Sydney Town Hall, which is removed in the course of refurbishment or restoration works, may be considered for acquisition into the Collection, in accordance with these Guidelines.

Protection during works

The Curator must be notified in advance of any works which impact on the safety and security of the Collection. Identification of proposed works and an assessment of potential risks and threats must inform decisions about their retention in situ or temporary relocation.

Disposal

The Curator will be consulted regarding items in this category considered for disposal, to ensure that items are disposed of or stored in an appropriate manner.

Official Gifts and Corporate Items

Context

In the course of official duties, the Lord Mayor and Councillors may exchange gifts with visiting officials as a gesture of goodwill and hospitality. Gifts are also exchanged as part of Sister City and Friendship City relationships. Acceptance of gifts in the course of official duties may be considered for acquisition into the Collection.

Official gifts which commemorate events of significance to the City of Sydney are retained in the Collection to ensure that they are recorded, preserved, cared for and displayed in accordance with accepted museum and gallery standards for public collections. Major gifts presented to the City of Sydney, including items of presentation silver and the Sevres vase demonstrate the standing of the Council of the City of Sydney, its elected representatives and affection for the people of Sydney. Significant gifts presented through sister city and friendship city relationships acknowledge the opportunities for building global relationships with Sydney through cultural, economic and social exchange.

Acquisition

The declaration of gifts presented in the course of official duties and responsibilities is mandatory for City of Sydney Councilors and staff and must follow the City's Code of Conduct and the Gifts and Benefits Policy. Details of these gifts are recorded on the Gifts and Benefits Register, which provides for the transfer of significant items for acquisition to the Collection to the Curator.

The acquisition of gifts into the Collection will be in accordance with these Guidelines.

Artwork or photography commissioned for a specific Council event or for corporate furnishing may be displayed in a civic property. Acquisition of such artwork into the Collection is subject to the General Guidelines.

Display and Use

Items from the Collection of Civic Gifts and Corporate Items will be displayed in public areas of City properties wherever possible and appropriate.

Exclusion

The acquisition of honours, awards and trophies which recognise the City of Sydney's excellence and leadership across the organisation are recognised as having permanent archival importance to the organisation and are the responsibility of the City of Sydney Archives.

Disposal

Gift items in the Collection that do not meet the Collection Policy will be recommended for disposal in accordance with this Policy. Gifts recommended for disposal may be offered to national, state or local Government repositories, donated to non-profit or charitable organisations, or destroyed in an appropriate manner, according to the approved guidelines. Those gifts identified for disposal that have been marked with inscriptions will be recorded prior to destruction. Gifts will not be sold.

Approval status

The Chief Executive Officer approved these guidelines on _____.

[A copy of the Chief Executive Officer's signature to be inserted here]

Approval history

Stage	Date	Comment	TRIM Reference
Original Policy	16/05/2016	Approved by Council/ Endorsed by the Executive	2016/304006
Review	14/09/2019		2019/279943
Next review	14/09/2023		

Ownership and approval

Responsibility	Role	Comment
Author	Curator, Civic Collection	
Owner	Director, City Life	
Endorser	City of Sydney Executive	
Approver	Chief Executive Officer	