

**POLICY COMMITTEE MEETING  
BATHURST REGIONAL COUNCIL**

25 March 2020

His Worship the Mayor & Councillors

**Notice of Policy Committee Meeting of Bathurst Regional Council –  
Wednesday 1 April 2020**

I have to advise that a Policy Committee Meeting of Bathurst Regional Council will be held in the Council Chambers on Wednesday 1 April 2020 commencing at 6:00 pm.



D J Sherley  
**GENERAL MANAGER**

**MINUTES OF THE  
POLICY COMMITTEE MEETING OF BATHURST REGIONAL COUNCIL  
HELD ON Wednesday 1 April 2020**

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## **1. MEETING COMMENCES**

## **2. RECORDING OF MEETING**

## **3. PRAYER AND ACKNOWLEDGEMENT OF COUNTRY**

## **4. APOLOGIES**

### **MINUTE**

**MOVED: Cr I North SECONDED: Cr J Rudge**

**RESOLVED:** Nil

## **5. MINUTES**

### **5.1. Confirmation of Minutes**

**File No: 07.00064**

### **RECOMMENDATION:**

That the Minutes of the Policy Committee Meeting of Bathurst Regional Council held on 4 March 2020 be adopted.

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### **REPORT:**

The Minutes of the Policy Committee Meeting of Bathurst Regional Council held on 4 March 2020 are **attached**.

### **FINANCIAL IMPLICATIONS:**

N/A

## **BATHURST COMMUNITY STRATEGIC PLAN – OBJECTIVES AND STRATEGIES:**

**Objective 6: Community leadership and collaboration.**

Strategy 6.4 Meet legislative and compliance requirements.

### **COMMUNITY ENGAGEMENT:**

01 **Inform** - to provide the public with balanced and objective information to help them understand the problem, alternatives, opportunities and/or solutions.

### **ATTACHMENTS:**

1. Minutes Policy Meeting - 4 March 2020 [5.1.1 - 7 pages]

## **MINUTES**

### **5.1. Confirmation of Minutes**

**File No: 07.00064**

#### **MINUTE**

**RESOLUTION NUMBER: POL2020-8**

**MOVED: Cr I North SECONDED: Cr J Fry**

#### **RESOLVED:**

That the Minutes of the Policy Committee Meeting of Bathurst Regional Council held on 4 March 2020 be adopted.

## **6. DECLARATION OF INTEREST**

#### **MINUTE**

**RESOLUTION NUMBER: POL2020-9**

**MOVED: Cr I North SECONDED: Cr J Jennings**

**RESOLVED:** That the Declaration of Interest be noted.

## **7. MAYORAL MINUTE**

## **8. RECEIVE AND DEAL WITH GENERAL MANAGER'S AND DIRECTORS' REPORTS**

# **DIRECTOR ENVIRONMENTAL PLANNING AND BUILDING SERVICE'S REPORT**

The following reports are presented for Council's consideration.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Neil Southorn', with a small dot at the end of the line.

Neil Southorn  
**DIRECTOR  
ENVIRONMENTAL, PLANNING AND BUILDING SERVICES**

## **8.1.1. LIGHTING - WHITE WAY LIGHTING UNDER AWNINGS IN THE CBD**

**File No: 28.00014**

### **RECOMMENDATION:**

That Council:

- (a) revoke Policy "Lighting - White Way Lighting Under Awnings in the CBD."
  - (b) note additional information regarding the status of existing under-awning lighting in the CBD
- 

### **REPORT:**

In 2004 Council adopted a policy that required developers to meet the full capital cost of White Way Under Awnings Lighting for new commercial developments, and that the lights would be added to the unmetered streetlight inventory and owned by (the former) Country Energy. Under the policy, operational and maintenance costs would be met by Council.

Essential Energy have advised Council that they will no longer accept ownership of new White Way Under Awning Lighting on the unmetered street lighting inventory. These lights are considered 'non-standard' lights under the NSW Public Lighting code. As such, Essential Energy are not obligated to accept ownership of new or replacement luminaires of this type.

As a result of the decision of Essential Energy, when a DA is lodged Council will require new under awning lights to become the property of the building owner and be connected to the metered electricity supply of the building.

At its Policy Meeting in March 2019 Council resolved to place its intention to revoke the Policy "Lighting - White Way Lighting Under Awnings in the CBD" on public exhibition for a period of 28 days. This was done from 25 March 2019 - 24 April 2019 through the 'Your Say' website. The public exhibition period was advertised in the Western Advocate. During the exhibition period Council also wrote to all properties identified as either having under-awning lighting or being near a property with under-awning lighting to advise them of the proposed revocation.

During the public exhibition period Council did not receive any formal submissions. Two telephone enquiries were taken from property owners who were seeking clarification of the consequences of the policy revocation.

It is therefore recommended that Council revoke the Policy "Lighting - White Way Lighting Under Awnings in the CBD."

#### Situation for existing under-awning lighting

While revoking of the policy does not impact on the arrangements for existing White Way Under Awnings Lighting, Essential Energy have indicated that in accordance with the

Public Lighting Code, non-standard lighting which has reached the end of its economic life will no longer be maintained by Essential Energy. This is because the lights are on private buildings, the awnings are often in a state of disrepair and many contain asbestos sheeting.

For this reason, Council has been working with Essential Energy to determine a solution for existing under-awning lighting. The proposed solution for sections of CBD streets that have both overhead street and pedestrian lighting and under-awning lighting, is to replace the overhead lighting with high wattage LED lights and assess whether lighting levels on the footpaths under the awnings complies with Australian Standards for pedestrians when only the overhead lighting is in use. If lighting levels comply with the relevant standards, then following communication with property owners, the under-awning lighting will be removed from Essential Energy's unmetered network. Property owners would still be free to retain the under-awning lighting, but it will be required to be owned and maintained by the building owner.

To test this proposed solution a trial has been installed in William Street in which overhead luminaires have been replaced with 300w LED luminaires. Initial results from Essential Energy suggest compliance with Australian standards for pedestrian lighting, but further analysis is to be undertaken by an independent consultant engaged by Council.

In areas of the CBD where there is no overhead lighting, for example, George Street between Howick and Keppel Streets, other solutions will be investigated.

#### **FINANCIAL IMPLICATIONS:**

Nil at this stage.

#### **BATHURST COMMUNITY STRATEGIC PLAN – OBJECTIVES AND STRATEGIES:**

**Objective 6: Community leadership and collaboration.**

Strategy 6.4 Meet legislative and compliance requirements.

#### **COMMUNITY ENGAGEMENT:**

02 **Consult** - to obtain public feedback on alternatives and/or decisions

#### **ATTACHMENTS:**

Nil

#### **MINUTE**

**RESOLUTION NUMBER: POL2020-10**

**MOVED: Cr A Christian SECONDED: Cr I North**

#### **RESOLVED:**

That Council:

- (a) revoke Policy "Lighting - White Way Lighting Under Awnings in the CBD."
- (b) note additional information regarding the status of existing under-awning lighting in the CBD



# **DIRECTOR CULTURAL AND COMMUNITY SERVICE'S REPORT**

The following reports are presented for Council's consideration.

Yours faithfully



A Cattermole  
**DIRECTOR  
CULTURAL AND COMMUNITY SERVICE'S**

## 8.2.1. POLICIES - BATHURST MUSEUMS

**File No: 21.00144, 21.00150**

**RECOMMENDATION:** That Council adopt the following policies:

- (a) Museums Collections Management Policy (reviewed)
- (b) Collection Care and Preservation Policy
- (c) Museums Acquisition and Deaccessioning Policy
- (d) Museums Loans Policy

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Due to development of museums in Bathurst, a review of the policy framework for the new Museums Bathurst Unit has been undertaken.

The following policies, which assist in the delivery of high quality, professional museums service, are **attached** for approval:

1. Museums Collections Management Policy (reviewed)
2. Collection Care and Preservation Policy (new)
3. Museums Acquisition and Deaccessioning Policy (new)
4. Museums Loans Policy (new)

### Museums Collections Management Policy

The Museums Collections Management policy objective is to articulate the ethics, standards and practices of activities relating to the ownership and management of Council's collections.

A review of the Museums Collections Management policy has been undertaken. The policy is being modified to accommodate the three new policies. This policy broadly encompassed all collections matters.

The three new policies provided, have the following objectives:

### Collection Care and Preservation Policy

The objective of the Collection Care and Preservation policy is to provide the framework for the care and preservation of Bathurst Regional Council's Museums collections.

### Museums Acquisition and Deaccessioning Policy

The objective of the Museums Acquisition and Deaccessioning policy is to define responsibilities around the development and collecting themes of the Bathurst Regional Council Museum collections.

### Museums Loans Policy

The objective of the Museums Loans policy is to define responsibilities around object

lending practices of Bathurst Regional Council museums.  
It is recommended that Council adopt the policies identified.

## **FINANCIAL IMPLICATIONS:**

There are no financial implications resulting from this report.

## **BATHURST COMMUNITY STRATEGIC PLAN – OBJECTIVES AND STRATEGIES:**

### **Objective 1: Our sense of place and identity.**

- Strategy 1.1 Respect, protect and promote the region's Aboriginal heritage assets.
- Strategy 1.2 Protect, enhance and promote the region's European heritage assets and character.
- Strategy 1.3 Enhance the cultural vitality of the region.

### **Objective 2: A smart and vibrant economy.**

- Strategy 2.1 Support local business and industry.

### **Objective 6: Community leadership and collaboration.**

- Strategy 6.1 Communicate and engage with the community, government and business groups on important matters affecting the Bathurst region.
- Strategy 6.4 Meet legislative and compliance requirements.
- Strategy 6.6 Manage our money and our assets to be sustainable now and into the future.

## **COMMUNITY ENGAGEMENT:**

01 **Inform** - to provide the public with balanced and objective information to help them understand the problem, alternatives, opportunities and/or solutions.

## **ATTACHMENTS:**

1. 1 Apr 20 Collection Management Policy [8.2.1.1 - 9 pages]
2. 1 Apr 20 Collection Care and Preservation [8.2.1.2 - 9 pages]
3. 1 Apr 20 - Collection Acquisition and Deaccessioning Policy [8.2.1.3 - 8 pages]
4. 1 Apr 20 - Collection Loans Policy [8.2.1.4 - 4 pages]

## **MINUTE**

**RESOLUTION NUMBER: POL2020-11**

**MOVED: Cr J Rudge SECONDED: Cr G Hanger**

## **RESOLVED:**

That Council adopt the following policies:

- (a) Museums Collections Management Policy (reviewed)

- (b) Collection Care and Preservation Policy
- (c) Museums Acquisition and Deaccessioning Policy
- (d) Museums Loans Policy

## **9. GENERAL BUSINESS**

### **MINUTE**

#### **1. Wendy MacDougall Retirement - 35.00945-04**

**Cr Morse** - Wished to pay tribute to the 49 years service given by Wendy to the Council. Requested Council acknowledge this.

#### **2. Business Disadvantaged Mitre/Suttor/Lambert - 25.0095-03**

**Cr Morse** - Requested what assistance could be provided for these businesses.

**Mayor** - Requested Cr Morse make an appointment to see General Manager.

#### **3. Carillon - Clavier - 04.00021-11**

**Cr Morse** - Spoke to history of the recent and proposed upgrades. Noted practice clavier is with Mitchell Conservatorium and this is now locked up due to COVID-19. Plans for this year have been knocked sideways.

#### **4. COVID-19 Matter and Health - 14.00764**

**Cr Jennings** - How is Council dealing with this and spoke of bed numbers at the Hospital. Requested further information from Health District. Spoke to reduction in anaesthetists. Also feels Bathurst Health Committee should be reinstated.

**General Manager** - Spoke of recent meetings held with Minister and Dr Chant. Will be meeting with Local Health District tomorrow.

#### **5. Economic Recovery Strategy - 13.00027-04**

**Cr Jennings** - Do we have one in place?

**General Manager** - Currently staff are working on a strategy.

#### **6. Local Distilleries in region - response to COVID-19 - 14.00764**

**Cr Jennings** - Congratulations on their response to providing hand sanitiser. Could we look at putting it in public spaces?

#### **7. Water Security - 32.00046**

**Cr. Jennings** - Requested an updated on this matter.

**Director Engineering Services** - Working with state government, gave update on stormwater harvesting and pipeline project. Still working on listing on critical infrastructure Act. Liaising with government on funding options.

#### **8. Library/ Art Gallery operations - 21.00054-07/ 21.00039-04**

**Cr Aubin** - How are these going?

**Director Cultural Community Services** - Spoke to staffing regimes; e-books, mobile library service village and aged persons service. Service is adapting to the COVID-19 matter.

**9. Anaesthetists at Bathurst Hospital - 18.00035-04**

**Cr Aubin** - The numbers have reduced from 8 down to 2. This is an appalling situation. Awaiting Clinical Services Review release. Hospital Services are being cancelled.

**10. Critical Water List - 32.00046**

**Cr Aubin** - Cannot see why Council is not on the list. Council needs to take action.

**11. Water Security Update - Government money - 32.00046**

**Cr Fry** - Understands have \$10 million allocated, with Government shut down where are we at with extra \$10 million?

**General Manager** - Provided information of current funding streams and proposals.

**12. CSU - Health Precinct - 20.00337**

**Cr Fry** - Spoke to discussions on use of Pit Complex for various disaster scenarios ie a health precinct. Could infrastructure be built in the location to satisfy this need.

**General Manager** - Noted temporary proposals for Mt Panorama.

**Director Environmental Planning Building Services** - Spoke to current CSU facility proposals.

**13. Bathurst Business Chamber Request for assistance - 18.00027-03**

**Cr Christian** - Business Chambers seeking assistance/ relief during COVID-19.

**General Manager** - Matter is being looked into by staff.

**14. Lower Keppel Street - median strips - 25.00039-05**

**Cr Christian** - Could we get these mowed and maintained?

**Critical Infrastructure Listing - 32.00046**

**Cr Christian** - Very frustrated at the delay in Bathurst Regional Council being listed.

**B. Trimming Funding Request - 07.00031-13**

**Cr North** - Could funding for Council works not being undertaken be utilised for access projects.

**17. Water Matters - 32.00046**

**Cr North** - Critical infrastructure listing, has fine print details been completed?

**18. Business Support - 14.00764**

**Cr North** - Small businesses are the backbone of the community. Requested look at options for rates to be deferred on businesses that have gone into hibernation?

**19. Skate Park - 04.00037-04**

**Cr North** - Who polices COVID-19 restrictions at parks etc.

**General Manager** - The police are the regulatory authority.

**20. Virtual Tours of Museums - 21.00144**

**Cr North** - Are we looking at these?

**Director Cultural Community Services** - Currently developing virtual tours, noted library Sim-City project.

**21. COVID-19 Social Distancing - 14.00764**

**Cr North** - Should we be looking at closing our doors, utilising web casting for meetings.

**General Manager** - Noted current Government guidelines, Council will adhere to these. It is a matter for Councillors to determine their attendance.

**22. Policy - Water Infrastructure - 32.00046**

**Cr North** - Requested when resources are available that Council look at developing policy as requested by Cr Fry.

**23. Playground/ Outdoor Gym areas - 14.00764**

**Cr Rudge** - People are expressing concerns at people still using playgrounds and gym equipment. Can we put signs up to assist the police.

**24. Panorama Clinic - 14.00764**

**Cr Rudge** - Concerns about changes to Services due to COVID-19 have been raised. Cr Rudge has spoken to Ministers Office and a media release will be issued in the near future, hopefully protecting the service.

## **10. MEETING CLOSE**

### **MINUTE**

The Meeting closed at 6.43pm.

### **CHAIR:**

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## Policy Meeting of Council Agenda - 1 April 2020 Attachments

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**MINUTES OF THE POLICY COMMITTEE MEETING  
OF BATHURST REGIONAL COUNCIL  
HELD ON Wednesday 4 March 2020**

**1. MEETING COMMENCES**

**MINUTE**

Meeting commenced at 6.00pm.

**Present:** Cr B Bourke (Chair), Cr W Aubin, Cr A Christian, Cr J Fry, Cr G Hanger, Cr J Jennings, Cr M Morse, Cr I North

**2. RECORDING OF MEETING**

**3. PRAYER AND ACKNOWLEDGEMENT OF COUNTRY**

**4. APOLOGIES**

**MINUTE**

**MOVED: Cr I North SECONDED: Cr W Aubin**

**RESOLVED:** That the apology of Cr Jacqui Rudge be accepted and leave of absence granted.

Nil

**5. MINUTES**

**5.1. CONFIRMATION OF MINUTES - 5 FEBRUARY 2020**

**File No: 07.00064-06**

**MINUTE**

**RESOLUTION NUMBER: POL2020-4**

**MOVED: Cr I North SECONDED: Cr G Hanger**

**RESOLVED:**

That the Minutes of the Policy Meeting of Bathurst Regional Council held on 5 February 2020 be adopted.

## **6. DECLARATION OF INTEREST**

### **Declaration of Interest**

**MINUTE**

**RESOLUTION NUMBER: POL2020-5**

**MOVED: Cr I North SECONDED: Cr M Morse**

**RESOLVED:** That the Declaration of Interest be noted as Nil.

## **7. RECEIVE AND DEAL WITH GENERAL MANAGER'S AND DIRECTORS' REPORTS**

### **Director Environmental Planning and Building Services Report**

#### **7.1.1. TRIAL OF STREET VENDING AND ROADSIDE STALLS DURING RACE WEEK**

**File No: 41.00089 30.00004**

**MINUTE**

**RESOLUTION NUMBER: POL2020-6**

**MOVED: Cr A Christian SECONDED: Cr W Aubin**

**RESOLVED:**

**RECOMMENDATION:**

That Council:

- (a) place the amended "Street vending and roadside stalls" Policy on public exhibition for a period of 28 days;
- (b) if no submissions are received, adopt the policy;
- (c) if submissions are received, prepare a further report for Council.

**Director Corporate Services and Finance's Report**

**7.2.1. REPORT OF AUDIT AND RISK MANAGEMENT COMMITTEE - 27 NOVEMBER 2019**

**File No: 07.00096**

**MINUTE**

**RESOLUTION NUMBER: POL2020-7**

**MOVED: Cr I North SECONDED: Cr A Christian**

**RESOLVED:**

That the recommendations of the Audit and Risk Management Committee Meeting held on 27 November 2019 be adopted.

**8. GENERAL BUSINESS**

**MINUTE**

**1. Zero Mass Water Technology - 23.00017-06**

**Cr.-Jennings** - Extracts fresh drinking water from atmosphere and is currently being trialled in Singleton. Can Bathurst Regional Council look at the trial results, however suspect it would be low yield for Bathurst.

**Director Engineering Services:** Aware of technology, agree unlikely it would be useful for Bathurst.

**2. Street Stall Fees - 14.00065-21**

**Cr. Jennings** - Asked on behalf of local groups, why the fee for Street Stalls are so expensive? Has been advised that the fee is \$162.00.

**Director Environmental, Planning and Building Services:** Taken on notice and will provide information back to Councillors.

### **3. Coronavirus - 09.00011-03**

**Cr. Jennings** - Has Council contacted the health service to understand their preparedness to respond to coronavirus? How well is Council prepared?

**Acting General Manager:** Bathurst Regional Council have not engaged with local health service. Local Emergency Management Plan in place.

**Cr Jennings** - Asked Council to contact the hospital to see what they are doing.

### **4. Heat Wave Policy - 11.00015-05**

**Cr. Jennings** - Spoke to the previous request that Council develop a policy. Highlighted the increase temperatures and winter lower temperatures.

### **5. Area Zone Meeting - Libraries - 21.00054-07**

**Cr. Morse** - Attending meeting in Dubbo and noted that Bathurst mentioned positively.

### **6. Derelict Houses in William Street - 02.00005-07**

**Cr. Morse** - Mentioned at Heritage Meeting and acknowledged that Council can do little. Noted that Legislation needs to change to empower Council to forcibly secure properties. Seeking Council to lobby appropriate government departments to allow Councils to have greater powers to deal with derelict houses in Heritage areas.

### **7. International Womens Day - 23.00155**

**Cr. Morse** - Spoke of International Womens Day being held this Friday in Machattie Park and encouraged women to attend.

### **8. Agricultural Chemicals - 13.00022-05**

**Cr. Fry** - Noted that the recent insurance payouts in the USA are amounting to millions. Does Council have any plans to stop using herbicides.

**Director Engineering Services:** No not at present, only legal chemicals being used.

### **9. Water Security - 32.00017-06**

**Cr. Fry** - Thanked Paul Toole for getting Bathurst on Critical list. Asked if Greening Bathurst could make a submission to "Premise" as Greening Bathurst have approached Cr Fry to co-ordinate a response to the Safe and Secure Water Program and would they be considered.

**Director Engineering Services:** Approval process is through the State Government.

**Mayor:** Advised Senior staff will be meeting with the Government tomorrow.

### **10. Coronavirus - 09.00011-03**

**Cr. Christian** - noted the panic buying locally. Spoke of the importance that people obtain the facts before reacting. Council needs to proceed with caution and promote calmness.

### **11. Give Way Signs - Vale Road/Rocket Street Intersection - 25.00033-03**

**Cr. Christian** - Requests that Council install Give Way Signs in the middle of the road at the intersection of Vale Road and Rocket Street.

### **12. Community Groups Funding - 18.00195-35**

**Cr. Christian** - Council needs to develop a policy that requires groups to provide itemised expenditures for their project or event.

### **13. Old Hospital Gormans Hill - 22.02195-04**

**Cr. Christian** - Asked if Council owns this property as it is in disrepair .

**Director Environmental, Planning and Building Services:** No this property is not owned by Council.

### **14. Fencing of Adventure Playground - 04.00121-03**

**Cr. Christian** - Has fencing around the Adventure Playground been considered by Council previously.

**Director Engineering Services:** Yes, Council has previously resolved not to fence.

**Cr. Aubin:** Designer of playground advised Council at that time not to fence.

### **15. Green Core Program - 19.00039**

**Cr. Christian** - Would like Bathurst Regional Council to pursue funding for trainee programs, or at least look at the program. Believes it has great benefit to young people.

**Director Engineering Services:** Advised funding for program no longer available.

**Cr. Christian:** Bathurst Regional Council should consider looking into setting up its own program.

### **16. Water Tanks - 02.00005-07**

**Cr. Christian** - Asked if Council can regulate larger tanks to be installed on new dwellings.

**Director Environmental, Planning and Building Services:** Advised the tank size is regulated under BASIX. Councils are prohibited to require something more/greater than the criteria set by BASIX.

### **17. Water Tank Subsidies - 16.00175**

**Cr. North** - Noted that water tank subsidies have been listed for consideration in future budgets.

### **18. Fencing of Adventure Playground - 04.00121-03**

**Cr. North** - Agreed with Cr Aubins comments earlier.

### **19. Community Groups Funding - 16.00004-13**

**Cr. North** - Policy should also require applicants to identify other funding that they have sought/secured.

### **20. PFAS - 13.00008-05**

**Cr. North** - Asked about the court cases that have recently been resolved/settled elsewhere. Has Bathurst Regional Council received any advice?

**Director Environmental, Planning and Building Services:** Responded that no documentation has been received as yet. Spoke of guidelines for land holders.

### **21. Holden Concept Cars - 21.00050-06**

**Cr. North** - Advised that Holden are looking for somewhere to house/display these cars. Could Council look into this for Bathurst.

**Acting General Manager:** Advised the National Motor Racing Museum coordinator has been making enquiries.

### **22. Events in Bathurst - 23.00026-29**

**Cr. North** - Spoke to the positive comments he has received on what Bathurst is hosting given the drought and congratulated all staff involved in how great Bathurst looks.

### **23. Water Presentation February by Cr Fry - 32.00017-06**

**Cr. North** - Spoke to the ideas presented by Cr Fry in February, particularly Rockley Road idea as a water retention area. Seeking Bathurst Regional Council to create a policy to explore these ideas for future water environmental infrastructure.

**9. MEETING CLOSE**

**MINUTE**

The Meeting closed at 6.40pm.

**CHAIR:**

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<b>POLICY:</b>	<b>MUSEUMS COLLECTIONS MANAGEMENT</b>
<b>DATE ADOPTED:</b>	
<b>ORIGINAL ADOPTION:</b>	Director Cultural & Community Services Report #1 Policy 4 May 2016 Council 18 May 2016 Minute Book No. 12264
<b>FILE REFERENCE:</b>	21.00096, 21.00150
<b>OBJECTIVE:</b>	To articulate the ethics, standards and practices of activities relating to the ownership and management of Council's collections

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## 1. PARAMETERS

### Definition

The Museum Collections Management Policy informs the management and development of the Bathurst Regional Council (Council) museum's collections and details the way museum staff discharge their responsibilities.

For the sake of simplicity and consistency, this document uses the term "Museums Collections" to refer to all those groups of historic objects and works owned by Council and held under Museums Bathurst as well as the art collection held by the Bathurst Regional Art Gallery

### Purpose

Collections are held in trust for the public and are made accessible for the public's benefit, the public expects museums to maintain the highest legal, ethical and professional standards.

The purpose of this policy is to articulate the ethics, standards and practices of activities relating to the ownership and management of Museums Collections.

The policy expresses the planning framework, museum industry standards and legal responsibilities.

### Scope

The Museum Collections Management Policy directly relates to:

- Bathurst Rail Museum
- Bathurst Regional Art Gallery
- Chifley Home and Education Centre
- National Motor Racing Museum (NMRM)
- The Australian Fossil and Mineral Museum (AFMM)

and is specifically concerned with the following collections responsibilities and activities:

- a) Acquisitions
- b) Accessioning
- c) Object movement and locations
- d) Loans
- e) Collection care, display and storage



- f) Security
- g) Access
- h) Deaccessioning and disposals

### a) Acquisitions

*Acquisition is the act of obtaining custody of an item or group of items. It involves taking legal possession and ownership of the item/s to develop and enhance the collection.*

Councils museums continue to acquire material to grow and enhance their collections to provide education and public programs and to promote historical and cultural enrichment through the development and care of the permanent collection, temporary exhibitions and research facilities.

Acquisitions into Councils collections are done through Purchase, Gift, Donation through the Cultural Gifts Program or institutional transfer.

Any acquisition by purchase needs to adhere to Councils Purchasing Policy.

Any acquisition needs to be accompanied by a proposal that clearly states the how it meets the following criteria.

- **Significance**  
The material has high historic, artistic, aesthetic, scientific or research, and/or social or spiritual significance to the Bathurst museums and the region.
- **Provenance**  
The origin and/or history of the material can be thoroughly documented and authenticated to the highest standards, including documenting its chain of ownership.
- **Originality or rarity**  
The material is unique or relatively rare, or it is a fine example of its type.
- **Research value**  
The material has high research value through its potential to contribute to research and scholarship.
- **Display value**  
The material has high display value through its potential communicative power within an exhibition.
- **Conservation qualities**  
The material is suitable for long-term storage and preservation.

All acquisitions have long term costs and risks associated with them, separate to any initial financial outlay. These costs could include physical storage, insurance, crating, transport and conservation that will be part of the museum life of the object. As part of the acquisition process these costs, where known, should be included in any pre-acquisition report or submission.

All objects considered for acquisition within the permanent collections need to have their correct title or ownership recognised. It is important that Council acquires clear title to its collections. Without following the correct procedure for gaining title, Council may be restricted on the way it can use its collection, possibly making it difficult to

display, lend or publish images of its object as well as the possibility of future litigation over ownership of the object.

If any material is donated to a Council collection it is vital that accompanying documentation is generated and signed by all parties to document the passing of title from the donor or vendor to Council.

All Council Museums are committed to the principle that all collecting be done according to the highest standards of ethical and professional practice.

### **b) Accessioning**

*Accessioning is the act of formally recording or processing a new item into the relevant permanent collection and assigning to that item a particular level of care.*

In general, all items in the Council collections must have a minimum level of data recorded before they can be considered "accessioned". The collection of all information surrounding an object is vital for its use as a museum object. At a minimum level this includes:

- Accession number
- Significance
- Name or title
- A broader physical description including condition
- Maker or artist details
- Locality & geological details (primarily for AFMM)
- Acquisition and vendor details including provenance
- Valuation/ Insurance details
- Storage, parts, crating and display location
- Digital image(s)

The use of an object in the museum environment is problematic if all data and stories around it are not gathered and made accessible. To run public programs, provide requests to the public and institutions, develop exhibitions and most importantly know what items exist and where, it is vital that sufficient resources are made available in the form of staffing, storage, software and equipment to properly gather and process all information and images.

To correctly utilise the full information capability of any large Museum collection requires the use of standardised relational database. The Primary Collections tool used by Council is the KeEmu database. As a multi-themed system, it suits Council's wide range of subjects and also assists with Collections care, interpretation and digital asset management. For correct ongoing usage it is vital that it be resourced appropriately.

Items received on an interim basis also require documentation, storage and internal tracking.

### **c) Object movement and locations**

*Collection objects are moved for exhibition, research, loans, and storage. Maintaining tight control over the movement and locations of all objects is central to sound collections management. Given the disparate nature of the collections under Council control it is important that only authorised personnel move collection items, and that location information is rigorously kept up to date.*

Council will ensure the safe movement and transport of its collections and any items in its custody at all times. Accurate and up to date records of the location of each object or artwork will be maintained.

The Collection Manager needs to be notified of and approve any object movements prior to it happening as well as reasons for the movements i.e. research, display etc.

### **d) Loans**

*Loans are the temporary physical transfer of items from one institution or individual to another where there is no transfer of ownership. The outward loan process should be implemented for any collection items which are temporarily being placed, housed or looked after outside of Council's direct control, and the inward loan process for any items that are borrowed from other institutions, organisations or individuals that Council is temporarily responsible for.*

Council makes loans from its collections and borrows objects and works to facilitate exhibitions and displays, foster research, and enhance access.

Council will only lend objects from its collections to bona fide institutions and organisations that can satisfactorily demonstrate they have the facilities to safely care for, store and display the object(s).

Council museums will only borrow items when it can meet all conditions imposed by the owner.

Council will ensure full documentation supports any collection or inward loan activity. No loan agreement should be entered into without full insurance cover being agreed to and established.

### **e) Collection care, display and storage**

*Maintaining a collection involves practices that ensure each item remains in the most stable state possible. This includes keeping the items in a stable and suitable environment, clean and in good repair so they can be handled, moved, displayed, or researched safely. This may also involve conservation treatments.*

Within the limitations of the Council facilities, Council will ensure the provision of appropriate conditions and levels of care for all collection items, whether in storage or on display (this includes physical and environmental conditions), and in any activities involving the use of the collections.

It is accepted that while some collections will be stored and displayed in sub-optimal conditions (particularly with dust, temperature and humidity), these will be closely managed, and mitigation strategies implemented where required.

Long term strategies should be established to ensure that collections will have access to correct conditions or that future acquisitions are not accepted by Council if suitable conditions or resourcing are not achievable.

### **f) Security**

*Providing secure environments for collections is imperative. Security measures include the presence of correct procedures for accessing, moving, handling and auditing items and also involve both physical and electronic systems for monitoring and guarding items.*

Council endeavours to provide a secure environment for the storage, transportation and display of its collections at all times.

Security of the facilities and collections both whilst on display and/or in storage is paramount. Security of the collections is the responsibility of all relevant Council staff and volunteers.

To ensure security is maintained Council needs to ensure:

- Resourcing is provided for physical alarm and monitoring systems at all sites as well as ensuring staff resourcing is available to adequately secure all collections through procedural and policy adherence.
- The maintaining of accurate and up to date records and reporting relating to the location and value of each object.
- Items should be kept in secure conditions at all times – whether in use, in transit or in storage. This may include the use of both physical and electronic measures.

### **g) Access**

*Access to the collections involves allowing the physical viewing or use of a collection item either by a member of Council or other interested party as permitted by Council Collections personnel. Access to the collections includes the provision of access to collection information and images.*

The Council collections need to be made accessible so that they can be displayed or exhibited to the viewing public and interested parties. Collections all need to be made accessible via displays but also via external sources such as the internet. This will entail digitisation of the collection, so as to improve access for Council staff, researchers and the general public.

#### Physical access

While the principle mode of access is through exhibitions and access visits, the Museums also promote research and public programs which can involve varying degrees of access to the collections.

When objects are available for access they are vulnerable to the same risks as when they are stored and may be exposed to additional risks due to:

- a) removal from their normal environments
- b) exposure to light
- c) poor handling
- d) vandalism
- e) misplacement
- f) theft.

Access to collections must be planned, taking potential risks into account and implementing appropriate mitigation strategies include:

- a) supervised access
- b) handling training
- c) provision of handling aids, e.g. gloves, book supports, object cradles etc.
- d) barriers to restrict or prevent handling
- e) security provision.

### **h) Deaccessioning and Disposals**

*Deaccessioning is the permanent removal of an object from the permanent Council collections following stringent guidelines and detailed procedures. It is the procedural*

*action taken in relation to an item prior to its disposal. Disposal is the removal of an item from the collection after it has been deaccessioned.*

Deaccession of objects from the Council collections will only be considered in exceptional circumstances. All objects or works of art held in the Council collections are deemed to be owned by the Bathurst Regional Council. No object can be deaccessioned without following the guidelines and authorities detailed in the Collections procedures document.

Council can only deaccession items for which it can clearly demonstrate ownership of.

This policy applies to all items in the Bathurst Regional Council Cultural and Community Services' collections including:

- all accessioned objects.
- objects which have not yet been registered, accessioned or catalogued, but have documentation indicating their acquisition for the Council collections.

### **Deaccessioning Rationale**

Deaccessioning is not normally recommended but will be considered under the following circumstances:

- A work or object does not fit within the Museum's Acquisitions Policy as outlined in Section 2.
- A work or object is deemed to have deteriorated beyond repair;
- The conservation and maintenance of a work causes an unreasonable strain on the assets of the collection, and would be of no further use for the collection;
- A work or object endangers other works in the collection and/or poses a preservation threat to other elements of the collection;
- A work or object is unable to be appropriately cared for or stored
- A work or object is unnecessarily duplicated within the collection
- A work or object lacks sufficient documentation to support authenticity and provenance.
- A work or object is redundant or no longer considered significant to the collection
- A work or object has had a substantiated request made by the original donor for its return
- A work or object is clearly identified as having been stolen or lost (evidence must be provided).

## **2. PLANNING FRAMEWORK**

### **Council Responsibility**

Under Councils *2040 Community Strategic Plan* the correct use and future protection of these collections falls under the following objectives:

OBJECTIVE 1: Our sense of place and identity.

Strategy 1.1 To protect the region's unique heritage and history and to protect a unique identity

Strategy 1.2 Protect, enhance and promote the region's European heritage assets and character

OBJECTIVE 6: Community leadership and collaboration

Strategy 6.6 Manage our money and our assets to be sustainable now and into the future

### **A Cultural Vision 2036**

Council is custodian, on behalf of the people of Bathurst, of a range of different collections and cultural facilities that document the history and give substance to the cultural vibrancy of the City of Bathurst and region.

The ongoing planning, support and operation of Council's Museums Collections are to fall under the provisions of Bathurst Regional Council's 20year Cultural Plan. This is implemented and directed through the Director of Cultural and Community Services.

Council must also maintain effective relationships with a range of key interest groups. These include professional bodies, affiliated societies and interest groups, corporate partners and like institutions

### **Museum Industry Standards**

The objective of this document is to enable Council to align collection management activities with international and national professional standards. Council on behalf of its community are custodians for a range of unique items relating to:

- 1) Post 1950's Australian, Artists of Hill End 1947 to the present, Lloyd Rees collection and Australian small-scale sculpture
- 2) Australian, NSW and Local Social, political, railway, technological and sporting history
- 3) Australian and International Paleontology and Minerology,
- 4) Local and civic built heritage

which places a responsibility upon Council to ensure that it applies professional industry practices and standards at all times.

These practices and standards in Australia are determined by;

Museums Australia (MA) - Museums Australia has established the national standard for all museum activities through its *National Standards for Australian Museums and Galleries* that articulates that all museum collections represent the significant stories and interests of its diverse and changing communities and those museums preserve their significant collections for future generations

The *National Standards for Australian Museums and Galleries* have been endorsed by the boards of all state and territory museum industry groups such as Museums and Galleries NSW.

ICOM - The International Council of Museums Australia (ICOM Australia) is a part of the global network of museum and heritage professionals committed to the world's natural and cultural heritage. As a branch of the International Council of Museums it represents the international interests of its member museums and museum professionals across Australia and nearby regions.

*ICOM Code of Ethics for Museums* (2004) establishes the values and principles shared by ICOM and the international museum community. It is a reference tool that sets minimum standards of professional practice and performance for museums and

their staff. It urges each museum and gallery governing bodies to adopt authorised acquisition policies and standards. These policies reflect both internationally agreed ethical standards and the need for legal compliance with national and international laws, conventions and treaties. No substantial museum or gallery today acquires objects without the opportunity to assess their acquisitions within such frameworks and acknowledged standards.

### **Legislative Responsibilities**

Under Section 403 of the Local Government Act (1993 as amended) Bathurst Regional Council must have a long-term resourcing strategy to achieve the objectives established by the Community Strategic Plan, for which the council is responsible.

This strategy must include provision for asset management planning.

The Asset Management Plan/s must encompass all the assets under a council's control and must identify assets that are critical to the council's operations and outline risk management strategies for these assets.

Given the collections are assets and are pivotal to the existence of Council museums they must be incorporated into an asset Management plan.

### **3. COLLECTION MANAGEMENT RESPONSIBILITIES**

The Museum Collections sit within the Cultural and Community Services Department of Council and are managed by the Collections Manager on behalf of the Manager Museums and Art Gallery Director.

Council's Collections Manager provides Collection Management oversight across all of the collection, with the primary duties including:

- The operation and maintenance of the Collection Management Information Systems central to all object information and records.
- Development and processing of acquisition, interim, loan and collections documentation and reporting.
- Image capture and linking of collection images to data.
- Updating of Council insurance, asset records and valuations.
- Transportation, crating and storage for collection and loan items.
- Provision of physical and digital access to objects.
- Risk management and processing of conservation treatments.

### **4. SUPPORTING POLICES**

This policy sits alongside and should not contravene the following policies:

- *Museums Acquisition and Deaccessioning Policy*
- *Collection Care and Preservation Policy*
- *Museums Loans Policy*
- *Museums Disaster Plans*

### **5. REVIEW**

## Attachment 8.2.1.1

This policy will be reviewed every two (2) years and at other times, if any significant new organisational or legislative information warrants alteration.



**POLICY:** **COLLECTION CARE AND PRESERVATION  
POLICY**

**DATE ADOPTED:**

**ORIGINAL ADOPTION:** Policy  
Council  
Minute Book No.

**FILE REFERENCE:** 21.00096, 21.00150

**OBJECTIVES:** To provide the framework for the care and preservation of Bathurst Regional Council's Museums collections

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### 1. POLICY STATEMENT

Museums Bathurst are a group of cultural institutions charged with researching, collecting, preserving and exhibiting collections of significant material.

Museum collections are primarily exhibited at the individual Museum sites. Some collection items are included in travelling exhibitions and some are loaned to other organisations, in accordance with loan agreements. The bulk of the collections are not on display and are stored across various Council sites. Council's Collection staff work in close collaboration on the care, preservation and management of the Museum's collections.

### 2. SCOPE AND PRINCIPLES

This policy will apply to the collections operated within the following:

- The National Motor Racing Museum
- Australian Fossil and Mineral Museum
- Bathurst Rail Museum
- Chifley Home and Education Centre

The principles also apply to Council's Non-Museum Collections:

- The School of Arts Collections
- The Van Dyke Collection
- Council's Civic Collection

The principles of this policy apply to other collections owned by Bathurst Regional Council in the Museums, such as the Prop/Exhibition Specialty Collection and the Education Collection, however, in practice these collections are not accessioned and/are not priorities for preservation.

### 3. DESCRIPTION

This policy outlines the principles and guidelines that the Museums follow to achieve its aim of caring for and protecting the collections under its stewardship and preserving the historic, cultural, aesthetic and other significant characteristics of objects. It covers all activities across all areas of the Museums that involve collections.

### 4. PURPOSE

The purpose of this policy is to ensure that collections are appropriately protected at all times and that staff of the Museums understand their roles in caring for and protecting the collections.

### 5. PRINCIPLES OR GUIDELINES

This policy sets out high-level principles and guidelines for the care and preservation of the Museum's collections.

#### 5.1 General principles

- Whether through direct work with the collections and/or their environments or by ongoing indirect vigilance, the care of the Museum's collections is the responsibility of most staff and contractors employed by the Museums.
- The collections should be appropriately protected wherever they are and whatever the use to which they are put.
- Risk management is integrated into conservation and preservation decision-making to ensure that:
  - a) risks to the collections are accurately identified
  - b) conservation and preservation actions are targeted appropriately
  - c) the controls put in place are effective in the medium to long term
  - d) conservation and preservation actions provide benefits in proportion to the costs involved
  - e) there is an ongoing review program to ensure risks are identified and assessed on an ongoing basis and that mitigation strategies continue to be effective
  - f) work health and safety is effectively managed in all work associated with caring for collections.

5.2 Collection care and, more specifically, conservation decision-making must not only involve the consideration of the object and the materials it is made from, but also take account of:

- a) significance (e.g. the tangible and intangible heritage values attached to the object, such as its scientific, cultural and historical value)
- b) the functionality of the object
- c) the uses to which the object might be put
- d) the object's potential life cycle.

5.3 Collection care and conservation work must be transparent and staff are accountable for:

- a) Recording decisions about conservation and preservation actions, to ensure that this information is available for use in the future.
- b) Taking minimal intervention approach wherever possible and/or appropriate
- c) Responsible use of resources – both financial and staffing.

5.4 The Museums will provide appropriate equipment and training for staff and volunteers to work safely with the collections. Staff, volunteers and the Museums will comply with their responsibilities under the *Work Health and Safety Act 2011*.

5.5 Sustainability principles will be considered and applied as appropriate in the storage,

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display and transport of collection items.

- 5.6 Conservation work is based on sound ethical principles and, when appropriate, is in keeping with up-to-date international best practice. In order to achieve this:
- a) Staff are responsible for maintaining the currency of their conservation knowledge and skills base.
  - b) Council will support professional development for museum staff within the parameters of the annual budget cycle and based on the identified needs of the Museums and individual staff members.

### **6. COLLECTION TYPES**

6.1 The Museum's collections are categories as follows:

- a) Permanent Collection
- b) Research Collection
- c) Prop Collection

6.2 Conservation and preservation activities should, as far as is practicable, accommodate cultural sensitivities and practices.

### **7. PREVENTATIVE CONSERVATION**

7.1 The Museums recognise that preventative conservation is the most effective means of preserving the large number and diverse range of materials and object types in the collections. They must take a 'whole collection' approach to ensuring collections are protected in the present and for the future.

7.2 The aim of preventive conservation is to minimize deterioration and damage to collections by managing risks to the collections.

7.3 Preventative conservation occurs at all stages of the object's life in the Museums, and encompasses:

- a) Provision of stable environments in storage, while on display, in transit and while in use.
- b) Protection from physical damage through appropriate support, housing and handling
- c) Integrated pest management
- d) Readiness to respond appropriately to events that put collections at risk through identification and management of risk, including disaster response planning.
- e) Ensuring that all staff and collection users are trained to appropriate levels for their interaction with and/or management of the collections or individual items.

### **8. RISK MANAGEMENT**

8.1 Management of risk is vital in ensuring that collections are given the appropriate levels of care at all times.

8.2 The assessment and management of risk is a key part of planning and prioritising conservation and preservation activities.

### **9. STORING COLLECTIONS**

- 9.1 All collections benefit from storage in environmental conditions that:
- a) Limit the onset or speed of chemical reactions that cause deterioration or damage
  - b) Limit physical damage from fluctuations that cause physical changes in material
  - c) Limit exposure of sensitive materials to chemical and particulate materials that will react with them chemically or physically.
- 9.2 The most appropriate environmental conditions will vary depending on the composition of the individual collections or objects.
- 9.3 The maintenance and management of storage environments are shared responsibilities and include:
- a) Advice on appropriate storage conditions
  - b) Documentation of storage activities and adherence to storage protocols
  - c) Monitoring of environments
  - d) Maintenance of plant and equipment to meet requirements
  - e) Integrated pest management
  - f) Appropriate housekeeping regimes
  - g) Selection and provision of appropriate storage furniture
  - h) Training in handling and collection movement for staff working in storage furniture
  - i) Provision of appropriate security for storage environments
  - j) Disaster and business continuity planning
  - k) Developing strategies for future growth

### **10. DISPLAYING COLLECTIONS**

- 10.1 When objects are on display, they are vulnerable to the same risks as when they are stored and may be exposed to additional risks due to:
- a) Removal from their normal storage environments.
  - b) Necessary exposure to light
  - c) Increased handling during exhibition preparation, installation and de-installation
  - d) Local microenvironments within display furniture, and possible exposure to volatile organic compounds from off gassing if exhibition furniture manufacture lead in are insufficient
  - e) Possible increased environmental fluctuations and increased dust levels due to the presence of people.
- 10.2 The development, maintenance and management of display environments are shared responsibilities that include all those notes for storage as well as:
- a) Exhibition project management
  - b) Advice on appropriate support for objects on display
  - c) Light level testing for items on display and advice on lighting based on this testing
  - d) Managed movement of collections between storage environments, conservation and exhibition preparation areas and exhibition spaces, and back again
  - e) Briefing of hosts as to appropriate or inappropriate interaction with exhibits
  - f) Advice for, and contribution to, public programs

### **11. MOVING COLLECTIONS**

- 11.1 Movement of collections or collection items, for whatever reason, introduces additional uncertainty and thus increases risk. This is especially the case if the collection items are travelling out of their usual environment.

- 11.2 When collections are being moved they are vulnerable to the same risks as when they are stored and they are potentially exposed to greater risks due to:
- Increased handling during packing and preparation, in transit and unpacking
  - Movement and freight/cargo handling
  - Local micro-environments within packing
  - Possible environmental fluctuations
- 11.3 Museums Bathurst is committed to planned and documented collection moves carried out by staff and/or inducted contractors with appropriate training in moving and packing collections, and in the use of moving equipment and lifts as required.
- Planning is vital in any move. The level of planning and the documentation of planning processes and decisions will range in complexity.
  - Sound risk identification, assessment and treatments is required as part of the planning phase of any move.
  - Removing collections from their normal environments may involve compromise on some of the environmental and care standards. Planning should have an understanding of the implications of such compromises and the preparation of options to minimise any risks flowing from them. This may result in a statement outlining 'non negotiables' and areas where compromise might be achieved if necessary. Decision making should be based on risk management.
- 11.4 When items are on loan to other organisations, the shared responsibility for the care of the Museum collections is covered by a loan agreement.
- 11.5 The Museums are committed to meeting the terms of loan agreements to care for items on loan to the Museums from other organisations or individuals.

## 12. ACCESS TO COLLECTIONS

- 12.1 While the primary mode of accessing is through exhibitions and access visit, the Museums also promote research, provide outreach programs and run public programs, all of which can involve varying degrees of access to the collections.
- 12.2 When objects are available for access they are vulnerable to the same risks as when they are stored and may be exposed to additional risks due to:
- Removal from their normal environments
  - Exposure to light
  - Poor handling
  - Vandalism
- 12.3 Access to collections must be planned, taking potential risks into account and implementing appropriate mitigation strategies which, depending on the circumstances, includes:
- Supervised access
  - Handling training
  - Provision of handling aids, e.g. gloves, book supports, object cradles etc.
  - Barriers to restrict or prevent handling
  - Security provision
- 12.4 Access other than via exhibitions is controlled by Registration and is managed according to their protocols and procedures, which are aimed at protecting collections.

### 13. COLLECTIONS IN DISASTERS OR EMERGENCIES

- 13.1 Events that can have detrimental effects on collection item can have serious impacts on business continuity for collections based organisations and the Museums are committed to minimising these impacts through readiness and preplanning.
- 13.2 The protection of collections against the threat or actuality of a disaster is dealt with in the following Museums documents:
- a) *Museums Disaster Plans*
- 13.3 For effective responses to emergencies, and to ensure appropriate action to salvage collection items from a disaster situation:
- a) The *Museums Disaster Plans* need to be updated regularly, especially staff contact details
  - b) *Museums Disaster Plans* will be reviewed at regular intervals to ensure the documents remain relevant and that the roles and responsibilities are appropriately assigned and understood.
  - c) Salvage training exercises and/or emergency scenario planning events are to be carried out regularly.
- 13.4 Response to emergencies is a shared responsibility. The primary salvage roles will normally be undertaken by Registration, however, depending on the scale of the event and its impact, assistance and support will be required from Councils:
- a) Director, Cultural and Community Services
  - b) Manager Museums
  - c) Collections Manager
  - d) Museum site coordinators
  - e) Australian Museum Collections managers
  - f) Environmental Planning & Building Services and Engineering Services
  - g) Finance and Insurance Officers
  - h) Media and Communication Section
- 13.5 In the event of an emergency, care of the collections may require people to act outside their normal roles with guidance from Collections staff.

### 14. OBJECT TREATMENT

- 14.1 The Museums are committed to the maintenance of their collections. In support of the preventative conservation programs, Collections staff will seek conservation advice on:
- a) Collection maintenance programs, including assessments and rehousing projects
  - b) Treatment on individual objects and groups of objects.
- 14.2 Before any treatment occurs it should be confirmed that:
- a) Conservators will prepare options and recommendations for proposed treatments or maintenance work with justifications for the preferred option/s.
  - b) The implications of the treatments on the physical and chemical integrity of the object/s, and the impact of the treatment on significance, will be articulated to assist in informed decision-making.
  - c) The treatment approach will be based on minimal intervention and 'treatability'.
  - d) Treatments will be required to preserve significance, be cost effective, and be carried out to high professional standards, however basic the treatment might be.

### 15. OUTREACH

- 15.1 As a collecting institution, the Museums have a role to play in providing information to the public and to other organisations on care of collections. Outreach can take a variety of forms, including answering queries and providing advice, workshops, presentations and training programs.

### 16. DEFINITION OF TERMS

The following definitions represent the common use of the relevant terms in the collections preservation profession:

#### 16.1 Conservator

A conservator is a professional who has the training, knowledge, skills, experience and understanding to act with the aim of preserving cultural heritage for the future. Conservators contribute to the perception appreciation and understanding of cultural heritage in respect of its environment context and its significance and physical properties.

Conservators undertake responsibility for, and carry out strategic planning, diagnostic examination, development of conservation plans and treatment proposals, preventive conservation, conservation restoration treatments and documentation of observations and interventions.

#### 16.2 Conservation

Conservation activities are aimed at preserving objects and their significance and may include preservation, conservation treatments, restoration, examination, documentation, research, treatment, preventive conservation and education.

#### 16.3 Conservation Ethics

Conservation practice is guided by conservation ethics which outline conservators' obligations to maintain the integrity of the objects being cared for in the long term; to take into account the interests of stakeholders, including cultural and religious considerations; to preserve the values that contribute to the significance of the object; to record all actions taken to preserve/conservate the object; and to ensure that appropriate skills and knowledge are employed in all conservation activities.

#### 16.4 Conservation treatment

Conservation treatments consist mainly of direct, or interventive, action carried out on cultural heritage material with the aim of stabilizing condition, repairing damage and retarding further deterioration.

#### 16.5 Disaster

A disaster is any unplanned incident threatening the structure or contents of a Museum, with the potential to have a detrimental effect on collections, and which is beyond the immediate ability of the Museum's staff and normal management structure to control. A disaster can be a large or small event.

#### 16.6 Documentation

Documentation consists of the accurate pictorial and written record of all procedures carried out and the rationale behind them.

#### 16.7 Preventive Conservation

Preventive conservation consists of the actions taken to retard or prevent deterioration of, or damage to cultural material by control of its environment. This is done through

the formulation and implementation of policies and procedures for the following: appropriate environmental conditions; handling and maintenance procedures for storage, exhibition, packing, transport and use; integrated pest management; emergency and response; and reformatting/duplication.

### 16.8 Preservation

The preservation of cultural property through activities that minimize chemical and physical deterioration and damage, and that prevent loss of information. The primary goal of preservation is to prolong the existence of cultural property.

### 16.9 Restoration

Restoration is the treatment of damaged or deteriorated cultural heritage, preferably with minimal intervention, with the aim of facilitating its perception, appreciate and understanding, while respecting as far as possible its aesthetic, historic and physical properties, and the enhancing the interpretation of the original, Restoration may involve the reassembly of displaced components, removal of extraneous matter, and/or reintegration using new materials.

### 16.10 Significance

'Significance' refers to the values and meanings that items and collections have for people and communities. Significance helps unlock the potential of collections, creating opportunities for communities to access and enjoy collections and to understand the history cultures and environments of Australia.

### 16.11 Condition

The condition of collections and objects is framed in terms of risk in *normal* use, ie the usual or most common use for those collections or objects in their life at the Museum. This provides a standardized set of condition definitions that can be applied across the Museum and which relate to the proposed use of the collection or the object.

The definitions are as follows:

- a) Fair – slight damage and minimal risk of further damage during normal use.
- b) Poor – damaged with likely risk of further damage during normal use due to existing damage or impaired function.
- c) Unfit – significant risk of damage during normal use due to existing damage or impaired function.

## 17. DEFINITION OF RESPONSIBILITIES

### 17.1 Director, Cultural and Community Services

Overall accountability to Bathurst Regional Council through general Manager for the protection of Museum collections.

### 17.2 Manager Museums

Ensures that appropriate policies, structures, responsibilities and procedure are in place to effectively protect the collections.

### 17.3 Museum Coordinators

Develop display content of each Museum and also oversee the individual operational, security, display and building management systems for each Museum site. The Museum staff will often be the first line of response to any Collections incident or emergency.

### 17.4 Collections Manager

Develops policy, procedures and plans aimed at protecting, storing, moving and documenting collections. Manages the acquisition, cataloguing, storage, movement and documentation of, access to, and transport requirements of, the collections.

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Develops and administers loan agreements between the Museums and other groups and provides advice across the Museums on the terms of these agreements and the conditions required to meet them.

### 17.6 All staff

In the course of their daily duties, all Museums staff should be vigilant in being aware of risks to the collections and to changes in condition of collection and report risks and changes to conservation.

Staff should seek advice and training from Collections staff in order to better understand risks to collections and to more accurately interpret changes to collections on display.

## 18. REFERENCES

Australian Institute for the Conservation of Cultural Material, *AICMM Code of Ethics and Code of Practice*, 2000.

European Confederation of Conservator Restorers' Organisations, *ECCO Professional Guidelines*, 2002.

National Library of New Zealand, *Collection Protection Framework*, 2009.

Roslyn Russell and Kyle Winkworth, *Significance 2.0: A Guide to assessing the significance of collections*, Department of Sustainability, Environment, Water, Population and Communities, 2010.

## 19. DOCUMENTS AND FORMS

*Museums Bathurst Loans Policy*  
*Museums Acquisition and Deaccessioning Policy*  
*Collections Management Policy*  
*Museums Disaster Plans*  
*Outward Loan Agreement*  
*Vehicle Condition Report*  
*Interim Receipt Form*

## 20. REVIEW

This Policy will be reviewed every two (2) years and at other times, if any significant new information, legislative or organisational change warrants a change to this document.

<b>POLICY:</b>	<b>COLLECTIONS ACQUISITION AND DEACCESSIONING POLICY</b>
<b>DATE ADOPTED:</b>	
<b>ORIGINAL ADOPTION:</b>	Director Cultural and Community Services Report #. Policy Council Minute Book No
<b>FILE REFERENCE:</b>	21.00096, 21.00050, 21.00107, 21.00120, 21.00113
<b>OBJECTIVE:</b>	To define responsibilities around the development and collecting themes of the Bathurst Regional Council Museum collections.

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### DEFINITION

The Museums Acquisition and Deaccessioning Policy informs the development of the Bathurst Regional Council Museum Collections and details the way this is undertaken.

### PURPOSE

The purpose of this policy is to articulate the ethics, standards and practices relating to the development through acquisition and deaccessioning of the Museum Collections.

### SCOPE

The Museums Acquisition and Deaccessioning Policy is specifically concerned with what Council's museums collect, how they acquire and how they dispose of their Collection items.

### COUNCIL RESPONSIBILITY

Under Council's 2040 Community Strategic Plan the correct acquisition, use and future protection of these collections falls under the following objectives:

- Objective 1: Our sense of place and identity.
  - Strategy 1.1 Respect, protect and promote the region's Aboriginal heritage assets.
  - Strategy 1.2 Protect, enhance and promote the region's European heritage assets and character.
  
- Objective 6: Community leadership and collaboration.
  - Strategy 6.6 Manage our money and our assets to be sustainable now and into the future.

The Museums Acquisition and Deaccessioning Policy sits alongside, and is guided by, Bathurst Regional Council's Collections Management Policy.

Any activities around collection development and acquisition must not contravene Bathurst Regional Council's Purchasing Manual 2017.

The ongoing planning, support and operation of Council's Museum Collections falls under the provisions of Bathurst Regional Council's Bathurst Region: A Cultural Vision 2036, which is implemented and directed through the Director Cultural and Community Services.

### **MUSEUM INDUSTRY STANDARDS**

Council's Museum Collections practices must not be in contravention of the following with international and national professional standards and legislation.

These practices in Australia are determined by:

Museums Australia (MA) - Museums Australia has established the national standard for all museum activities through its National Standards for Australian Museums and Galleries. In particular, Section C articulates that all museum collections represent the significant stories and interests of its diverse and changing communities and those museums preserve their significant collections for future generations

The National Standards for Australian Museums and Galleries have been endorsed by the boards of all state and territory museum industry groups such as Museums and Galleries NSW.

The International Council of Museums Australia (ICOM Australia) is a part of the global network of museum and heritage professionals committed to the world's natural and cultural heritage. It represents the international interests of its member museums and museum professionals across Australia and nearby regions.

ICOM Code of Ethics for Museums (2004) establishes the values and principles shared by ICOM and the international museum community. It is a reference tool that sets minimum standards of professional practice and performance for museums and their staff. It urges each museum and gallery governing body to adopt authorised acquisition policies and standards. These policies reflect both internationally agreed ethical standards and the need for legal compliance with national and international laws, conventions and treaties. No substantial museum or gallery today acquires objects without assessing against their acquisitions Policy.

Guidelines and principles have also been informed by:

- The Australian Government's Australian Best Practice Guide to Collecting Cultural Material 2014.
- Ministry for the Arts, Cultural Gifts Program Guide 2009.
- UNESCO, The Hague Convention 1954, First Protocol 1954 and Second Protocol 1999.
- Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) (Amendment) 1979.
- UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property 1970.
- Protection of Movable Cultural Heritage Act 1986

### OVERSIGHT

The identification and recommendation for any collection acquisitions should be undertaken by the Museum Coordinator (or Curator).

Collection management tasks will be normally undertaken by the Collections Manager using this Policy as a guide with support from other Council Cultural and Community Services staff. Overall direction will be by the Director Cultural and Community Services Management through the Manager Museums.

Procedures and systems will guide the implementation of the Policy.

Input is also received from a range of sources, such as Council's Insurance and Finance officers, external stakeholders, industry advisors and other NSW collections groups.

### COLLECTION ITEM TYPES

A determination should be made upon receipt of any item as to which of the following usage type it is to be assigned to:

- (a) Permanent Collection  
Those significant objects which directly relate to the purpose and Mission Statement of the Museums. Objects accessioned into the permanent collections are to be acquired, catalogued, documented, preserved and managed according to prescribed procedures meeting current professional museum standards.
- (b) Research/ Library Collection:  
Those expendable objects which contribute to the educational or research programs of the Museums and which are available directly to the public for supervised examination. Objects in this category are readily accessible for research and do not require the level of processing nor care as permanent collection items.
- (c) Prop or Replica Collection:  
Those expendable objects which contribute to and enhance the visual and educational impact of exhibits. These are also significant promotional tools. Objects in the prop collection are not accessioned into the permanent collection but are still processed for insurance and asset purposes.

### BATHURST REGIONAL COUNCIL MUSEUM COLLECTIONS

These guidelines are specific to the movable cultural assets of:

1. Chifley Home and Education Centre (CHEC)
2. National Motor Racing Museum (NMRM)
3. Australian Fossil and Mineral Museum (AFMM)
4. Bathurst Rail Museum (BRM)

The specific Mission Statements and collecting themes of each museum are:

#### 1. Chifley Home and Education Centre (CHEC)

Mission Statement:

*The mission for Chifley Home is to conserve, research and interpret this historically important building and grounds with its unique collection of possessions and memorabilia of Prime Minister Ben Chifley and wife Elizabeth.*

The Chifley Home and Education Centre seeks to acquire significant items associated with:

- Joseph Benedict (Ben) and Elizabeth Chifley (nee McKenzie) their lives and domestic residence at 10 Busby St, Bathurst NSW.
- Influence of Ben Chifley in NSW Government Railway and Railway Unions from 1903 through to his death in 1951.
- Ben Chifley's political career as Local Government Member, Federal Politician, Government Minister and Prime Minister of Australia.
- Community presence, involvement and activities of Ben and Elizabeth Chifley in Bathurst NSW.

### **2. National Motor Racing Museum**

Mission Statement:

*The National Motor Racing Museum's mission is to present the history of Australian motor racing to enhance the understanding and significance of motor racing within Australia.*

The National Motor Racing Museum seeks to acquire significant items associated with:

- Early Australian motor racing, the tracks, individuals and vehicles from 1900 to 1940.
- The development of motor racing - broader themes such as technological development, racing societies and clubs, the commercialisation of motorsport, the rise of professional teams and drivers, to the present day.
- Mount Panorama: The development of the circuit, and how the circuit has become the focal point of Australian motor racing.
- International racing: Australia's and Australians involvement in overseas racing.
- The specific and unique race forms and categories include (but are not limited to): Motorcycle, Touring cars, Open wheelers, Sports/GT, Rally, Drag, Hill-climb, Go-kart and Speedway.

### **3. The Australian Fossil and Mineral Museum**

Mission Statement:

*We preserve, interpret and make accessible for all, the Somerville Collection of fossils and minerals to increase understanding about the Earth, its history and our place in it.*

Australian Fossil and Mineral Museum Collection acquisition:

The Australian Fossil and Mineral Museum is home to the Somerville Collection which is owned by the Trustees of the Australian Museum (1 William Street Sydney NSW 2010). As such the Australian Fossil and Mineral Museum does not acquire

items into the Collection. Any external specimens identified as having potential significance or relevance to the Collection will be referred to the Australian Museum.

#### 4. **Bathurst Rail Museum**

Mission Statement:

*Bathurst Rail Museum's mission is to interpret and present the industrial, social, educational and political history of the Railway in the Bathurst region.*

The Bathurst Rail Museum seeks to acquire significant items associated with:

- Development of railway industry and infrastructure in the Bathurst Region from the 1850s to present.
- Development of society, culture, employment, politics and education in Bathurst to the present day through the influence of the Railway.
- The Bathurst Railway Institute and affiliated sporting and social groups.
- New South Wales and Australian model trains and railway layouts.

#### **CRITERIA FOR ACQUISITION**

The Museums must only acquire objects for the Collection if the object is:

- Relevant to the collecting themes of the specific Museum.
- Unencumbered to allow the title to transfer to Council and without conditions and/or restrictions on how they may be displayed or used by the Museum.
- Able to be professionally resourced for transport, individual housing, display and storage by the Museum.
- In a physically complete state.
- Work Health & Safety must be considered in the acquisition of objects for Bathurst Regional Council museums. Objects that could be physically dangerous to our staff, volunteers and visitors (and other collection items) should undergo a high degree of scrutiny by Museum and Bathurst Regional Council staff.
- Should be supported by clear documentation that defines its significance, provenance or association.

#### **ACQUISITION PROCESS AND APPROVAL**

Acquisition may be through any of the following methods:

<b>Purchase</b>	Items may be purchased for the purpose of accession into a Collection.
<b>Gift</b>	Any donation of items by a living individual or individuals, or an institution or organisation is considered a gift.
<b>Cultural Gift</b>	Any donation of items by a living individual or individuals that meets the conditions of and is processed under the Commonwealth Government's <i>Cultural Gifts Program</i> is deemed a Cultural Gift.
<b>Transfer</b>	Items from other Bathurst Regional Council sites, meeting all criteria, are transferred internally.

**Bequest** A donor may promise a gift to Bathurst Regional Council Museums during their lifetime. A promised gift is a commitment by the donor to give an item in part or whole. The receipt of the gift is deferred until an agreed date(s) in the future.

All acquisitions must be proposed through a *Museums Acquisition Proposal* form which will communicate information regarding provenance, statement of significance and resourcing.

Items to be acquired are recommended by the Museum Coordinator (or Curator) following consultation with the Collections Manager. Approved Delegated Authority needs to be adhered to for any purchase.

Approval is by the Director Cultural and Community Services through the Manager Museums. If approval is gained, Collections staff may acquire in accordance with Council's procedure.

Given Museum Collections are Bathurst Regional Council assets, they must be incorporated into Council's Asset Management Plan upon gaining of title.

### **CRITERIA FOR DEACCESSIONING**

The Museum may only deaccession objects if it is established that the object:

- Is inconsistent with this Policy, Museums collecting themes or was erroneously included in the Collection.
- Lacks historical, scientific or technical authenticity or physical integrity.
- Has a more appropriate custodian than the Museum.
- Is damaged or suffered serious deterioration in condition.
- Is an obvious duplication or repetition of an object already in the Collection.
- Has significant storage, transport, display or WH&S hazards implications.
- Decisions to dispose of items will not be made with the principal aim of generating funds.
- Provenance or history is inaccurate.

### **DEACCESSIONING PROCESS**

If the Museum Coordinator and Collections Manager consider that an object is no longer appropriate to the Collection, they will report to the Manager Museums/Director Cultural and Community Services recommending that the object be de-accessioned.

The recommendation will include:

- Accession number (if applicable) and name of the object.
- History of the object's acquisition.
- Donor details.
- Reasons for deaccessioning.
- Proposed method of disposal.
- Copy of the catalogue or database entry (if applicable).
- Records, such as letters or contracts.

The Manager Museums/Director Cultural and Community Services will:

- Review the report of the Museum Coordinator and Collections Manager against the major collecting themes and criteria for de-accessioning (provided above) and make a recommendation on the de-accessioning of the object.
- If the Museum Coordinator recommends the de-accessioning of an object, the Collections Manager may de-accession the object in accordance with Council's procedure.
- If the Museum Coordinator does not recommend that the object be de-accessioned, the Collections Manager may not de-accession the object in accordance with Council's procedure.

Where a Collections item is no longer required by the Museum, and approval has been given for its disposal, it shall be offered first to its original Donor, secondly another recognised Museum, thirdly for open sale. The final option for disposal is destruction of the object as the only viable option.

### **GUIDELINES FOR DEACCESSIONING**

When deaccessioning objects, the Manager Museums/Director Cultural and Community Services must:

- Make reasonable efforts to ascertain if the Museum is legally entitled to deaccession and dispose of an object or group of objects.
- All proposals to de-accession objects are approached with caution and well researched and recorded.
- Objects accepted under the Cultural Gifts Program, under Subdivision 30-A of the Income Tax Assessment Act 1997 must not be returned to the Donor. If the Museum which accepted the Cultural Gifts Program donation fundamentally changes its core Collection Policy, then the donation may be transferred to another recognised Museum. The Museum should inform the Donor of the transfer.
- Full records must be kept of any object disposed of, and of the process undertaken.
- If an object willed or bequeathed to the Museum does not fit within the collecting criteria of the Museum, it will be offered back through Executors to heirs of the estate.
- Any proceeds gained from de-accession must be used in entirety for the acquisition or maintenance of the Collection.

### **FORMS AND DOCUMENTS RELATING TO THIS POLICY**

- *Australian Museum Research Institute Collection Policy – Natural Collections*
- *Museums Acquisition Proposal form*
- *Deed of Gift form – specific to each Museum*
- *Collections Management Policy*
- *Collection Care and Preservation Policy*
- *Condition Report*

### **REVIEW PROCESS**



## Attachment 8.2.1.3

This Policy will be reviewed every two (2) years and at other times if any significant new information, legislative or organisational change warrants revision of the document.

<b>POLICY:</b>	<b>MUSEUMS LOANS POLICY</b>
<b>DATE ADOPTED:</b>	
<b>ORIGINAL ADOPTION:</b>	Director Cultural and Community Services Report #? Policy Council Minute Book No.
<b>FILE REFERENCE:</b>	21.00096, 21.00050, 21.00107, 21.00120, 21.00113
<b>OBJECTIVE:</b>	To define responsibilities around object lending practices of Bathurst Regional Council Museums.

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### DEFINITION

The Museums Acquisition and Deaccessioning Policy informs the object lending practices of the Bathurst Regional Council (BRC) Museums and details the way this is undertaken.

### PURPOSE

The purpose of this policy is to articulate the ethics, standards and practices relating to object lending into and out of Museum Collections.

### SCOPE

The Museums Bathurst Loans Policy is specifically concerned with the Australian Fossil and Mineral Museum, Bathurst Rail Museum, Chifley Home and Education Centre and the National Motor Racing Museum and their object lending practices.

### INTRODUCTION

The Museums Bathurst Unit of Bathurst Regional Council will facilitate loans of objects with external organisations. Outward loans support effective and open access to BRC collections and Inward loans enhance the standard of temporary exhibitions and display in our Museum spaces.

### OUTWARD LOAN POLICY

All requests to Bathurst Regional Council (The Lender) for outward loans must be made in writing to and are subject to the approval of the Manager Museums, Collection Manager and relevant Museum Coordinator.

All outwards loans approved by Management are subject to completion of an Outwards Loan Agreement document. The loan does not take place formally until an outward Loan

Agreement has been signed and witnessed by both parties (Lender and Bathurst Regional Council as Borrower)

Any loan that places Bathurst Regional Council's Collection items at risk, should be declined.

Each loan request will be judged on its individual merits. The type of institution and program for which the loan is required will be considered in relation to the importance, monetary and intrinsic, of the material requested.

Each request should be received at least three (3) months in advance to allow sufficient time for scheduling and preparation. Requests made with less than three (3) months' notice may not be considered.

Failure to comply with Museums Bathurst's conditions of loan will result in the immediate recall of all items at the expense of the Borrower.

### **OUTWARD LOANS PROCEDURE**

Bathurst Regional Council has the right to refuse any loan request for the following reasons:

- Unusually fragile material and other material, which in Management's judgement, should not be subjected to the risks of removal and transport.
- Material on display or scheduled for exhibition under prior commitments.
- Environmentally sensitive material that has been displayed for an extended period in recent times.
- Material for which insufficient time has been given to process the request including preparation (under 3 months, or in the case of particular items, at the discretion of the Management).

### **BORROWER RESPONSIBILITIES**

The Borrower will be responsible for arranging, and all practical costs associated with:

- Transportation of objects using a reputable and suitable transport company that is agreed to by Bathurst Regional Council.
- Packing, object handling and standard of care at all times by suitably qualified people.
- Storage and display in risk free facilities.

### **OUTWARD LOANS INSURANCE AND INDEMNITY**

- For the entire period of the loan and until return to the Lender, inclusive of transport, the Borrower shall maintain adequate insurance or indemnification against loss,

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theft, damage or destruction of the object(s). Such insurance shall be for a sum no less than the agreed value of each item as stated in this Agreement and shall be maintained in the name of the Borrower and the Lender.

- If any object(s) is lost, stolen, damaged or destroyed, the Borrower shall do all acts and things necessary to make a claim on the insurance policy for the object(s).
- The Borrower agrees to indemnify the Lender against any claim arising from any financial loss or deficit which may be incurred by the Borrower in relation to the object(s).

### **INWARD LOAN POLICY**

Museums Bathurst (as Borrower) will accept loans where the object(s) is a unique exhibit or an otherwise unobtainable item that will augment an exhibition. The conditions placed on the loan should be clearly specified and appropriate documentation, copyright, insurance and security safeguards must be put in place.

The loan does not take place formally until an Inward Loan Agreement has been signed and witnessed by both parties (Lender and Museums Bathurst as Borrower)

Bathurst Regional Council's Insurance Officer must be notified immediately of all details including value, transit cover, means of transit, dates of coverage and Lender.

The Lender must have clear and free title to lend the objects.

The Museums must abide by all specific conditions on the agreement as well as providing appropriate standards of conservation, safety and security. Any loan that places Bathurst Regional Council's Museums at risk, should be declined.

Inward loans cannot be agreed to by staff where conditions for that loan cannot be met by Bathurst Regional Council.

Any Lender must provide insurance details covering any loan, to the Museum.

No Inward loan is to occur without the express permission of the Manager Museums.

### **INWARD LOANS PROCEDURE**

Loan documentation retained by Bathurst Regional Council includes details on insurance, condition reports, record photography, loan agreements, interim receipt forms, object handling, storage and provenance.

Vehicular loans must have an added vehicle condition report completed upon arrival to and exit from the Museum including photographic records of engine, body interiors and any identification plates.

### **INWARD LOANS INSURANCE**

- For the entire period of the loan and until return to Lender, inclusive of transport, the Museum shall maintain adequate insurance or indemnification against loss, theft, damage or destruction of the object(s). Such insurance shall be for a sum no less than the agreed value of each item as stated in this Agreement and shall be maintained in the name of the Borrower and the Lender.
- The Borrower agrees to indemnify the Lender against any claim arising from any financial loss or deficit which may be incurred by the Borrower in relation to the object(s).

### **FORMS AND DOCUMENTS RELATING TO THIS POLICY**

*Inward Loan Agreement*  
*Outward Loan Agreement*  
*Vehicle Condition Report*  
*Condition Report*

### **REVIEW PROCESS**

This Policy will be reviewed every two (2) years and at other times, if any significant new information, legislative or organisational change warrants a change to this document.