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| **ITEM 10.4** | **Moveable Heritage Management Policy** |
| **REPORTING** **MANAGER** | **Executive Manager Strategic & Place Planning** |
| **TRIM file REF** | **2018/201898** |
| **ATTACHMENTS** | **1** **Draft Moveable Heritage Management Policy** |

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| **EXECUTIVE SUMMARY** |

**PURPOSE**

To provide a progress report on preparation of a Moveable Heritage Management Policy.

**SUMMARY**

Council at its meeting of 19 December 2017 resolved:

*That with the amalgamation of three (3) Councils into one (1), it is imperative that the Northern Beaches Council actively records, protects and becomes the custodian of items of 'Moveable Heritage', which are significant to the Council and the Northern Beaches, by:*

*A. Preparing a Moveable Heritage Management Policy.*

*B. Maintaining a 'Moveable Heritage' register of items, their value and their location.*

*C. Investigating the allocation of funding to allow Council to purchase items of significance held in private collections.*

*D. Exploring the establishment of a permanent space for the display of such items.*

*E. Preparing a progress report to Council by April 2018.*

Council manages moveable heritage as part of its local studies collections and the Manly Art Gallery and Museum (MAG&M). However, this management is largely focused around paper-based movable heritage (Local Studies collection) and objects related to the Australian beach theme (MAG&M museum objects collection). Council owns many other moveable objects of heritage significance, but to date these have not been documented and recorded.

As a newly amalgamated Council there is a need for a Moveable Heritage Management Policy to be prepared to manage these objects of local heritage significance.

A preliminary draft Moveable Heritage Management Policy has been prepared (Attachment 1), which will now go on public exhibition and also through a collaborative internal consultation process with relevant business units and the Places for People Strategic Reference Group (SRG).

The priority task of this draft Policy is the establishment of a Moveable Heritage Register, to ensure that all objects held by Council are documented and recorded, with a view to being made available on-line to the community.

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| **RECOMMENDATION OF ACTING** **General Manager Planning Place & Community**  That:   1. Council place the draft Moveable Heritage Management Policy on public exhibition for a period of 28 days inviting submissions. 2. Council consult with relevant business units and the Places for People Strategic Reference Group. 3. Council report back following completion of public exhibition and internal consultation. |

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| **REPORT** |

BACKGROUND

Council at its meeting on 19 December 2017, considered a Notice of Motion on Moveable Heritage and resolved:

*That with the amalgamation of three (3) Councils into one (1), it is imperative that the Northern Beaches Council actively records, protects and becomes the custodian of items of 'Moveable Heritage', which are significant to the Council and the Northern Beaches, by:*

*A. Preparing a Moveable Heritage Management Policy.*

*B. Maintaining a 'Moveable Heritage' register of items, their value and their location.*

*C. Investigating the allocation of funding to allow Council to purchase items of significance held in private collections.*

*D. Exploring the establishment of a permanent space for the display of such items.*

*E. Preparing a progress report to Council by April 2018.*

This purpose of this report is to update Council on what progress has been made on this matter.

**WHAT IS MOVEABLE HERITAGE?**

Moveable heritage is defined by the NSW Heritage Office as ...*any natural or manufactured object of heritage significance, but excludes archaeological relics found underground or underwater.*

Moveable heritage by its nature is not fixed or attached to land. As a result, it consists of objects which can be moved and are highly portable.

The custodians of moveable heritage include private individuals, community organisations as well as all levels of government.

Like other types of heritage, moveable heritage can provide historical information about an area, its development and the people and their stories that have been integral to the development of an area. As a result, moveable heritage can cover a wide range of objects and collections, ranging from physical objects (e.g. furniture, honour boards and medals) through to collections of photographs, documents, maps and paintings etc.

**WHO IS RESPONSIBLE?**

Everyone in the community is responsible for preserving and protecting important moveable items of heritage significance.

Specifically, Council has a responsibility to identify, protect and manage the heritage of its local area. With the amalgamation of the three former Councils of Manly, Warringah and Pittwater, Council now has a responsibility to look after the heritage of the whole Northern Beaches area.

Council is required to identify and protect items and areas of local heritage significance under the provisions of the Environmental Planning and Assessment Act, 1979. Built and natural items of local heritage significance are identified and listed under Council’s Local Environmental Plan.

However, this Act is related to management of land, and does not cover moveable heritage items.

The collection and management of moveable heritage of significance to a local government area, is not covered by any specific legislation. It is up to Council to decide how it wants to manage moveable heritage.

**HOW IS MOVEABLE HERITAGE MANAGED NOW?**

There are a number of collections of moveable heritage which are already actively managed by Council. The main custodians of moveable heritage within Council are the Local Studies units located within the Mona Vale, Dee Why and Manly Libraries and the Manly Art Gallery & Museum (MAG&M). Council’s records teams, in some instances, are also custodians of historical Council records.

**Local Studies**

Local Studies units manage a wide range of largely paper-based moveable heritage. The collections managed include historic photographs (which are available for viewing on-line) as well as collections of historic maps, books, newspapers, plaques and memorabilia. The collection and management of 3D objects of moveable heritage is not their primary focus, largely due to limited space and resources. In the former Manly LGA, collection and management of 3D objects fell to the MAG&M.

The Manly Local Studies unit has an existing *Collection Development Policy* which outlines why, what and how they collect items of interest to Manly’s heritage. Dee Why and Mona Vale Local Studies Units do not have a specific collections policy, however operate under similar principles. Local Studies collections are largely stored within the current libraries, with some limited storage off-site.

**Manly Art Gallery and Museum**

The Manly Art Gallery and Museum manages a significant art collection, as well as a collection of museum objects, photographs and other historical documents. They operate under a former Manly Policy – *A50 Arts & Culture Policy – Manly Art Gallery and Museum*.

In relation to museum objects, this policy focusses on the theme of Australian beach culture, with specific reference to Manly and they do not hold items outside of this theme. They have 1294 museum objects in their collection. They store their objects largely on-site in Manly.

**Information Management**

While a lot of historical records are contained within the Local Studies collections, there are still some historical Council meeting records and minutes, which are under the custodianship of the records department (Information Management).

**Storage**

Storage of moveable heritage is always an issue. Local Studies units largely store their material on-site at the various libraries. Some information is stored at off-site locations (e.g. Cromer depot) and this off-site storage would include 3D objects and memorabilia. The MAG&M largely stores their collection on-site in Manly, with some objects off-site. A majority of their museum objects are small items which are able to be catalogued and stored on-site.

**Exhibition Space**

Local Studies units within the various libraries have limited space to exhibit objects of moveable heritage, particularly larger objects. During annual events, such as History Week, they often mount a temporary exhibition of objects and paper documents which they hold in their collection. The Manly and Dee Why Local Studies units also currently store archival material which belongs to the Manly, Warringah & Pittwater Historical Society, as this Society has no storage facilities for its archives.

The MAG&M by its nature, has multiple exhibition spaces, which are used for an on-going programme of varying exhibitions. There is no permanent space within the gallery for the display of moveable heritage objects. However it has the ability from time to time, to mount exhibitions which use objects from their museum objects collection.

**Current On-line Access to Moveable Heritage**

At the moment, only photographs and maps in the Local Studies historic images collections and books are available to be searched on-line, by the community. The museum objects in the MAG&M collection are recorded in a database, but this is not publically accessible.

As a result of the Pittwater Community Based Heritage Study Review (2015), there was a resolution to establish a Moveable Heritage Register. This project was started, however the Register is currently an internal word document, only lists some objects in the former Pittwater area and is not available to the community.

**PREPARATION OF A MOVEABLE HERITAGE MANAGEMENT POLICY**

It is considered essential to prepare a Moveable Heritage Management Policy, to co-ordinate and manage moveable heritage across the Northern Beaches LGA.

This Policy will need to be prepared in consultation with all the business units across Council which are involved in moveable heritage management (including the Local Studies units within Library Services; MAG&M within Community Arts and Culture and the records department within Information Management).

This Policy also needs to be prepared taking into account the *Northern Beaches Thematic History* project, which is about to commence. This project will involve an historian writing a combined thematic history for the Northern Beaches and identifying the important historical themes in the development of the whole LGA. This is an important step in pulling together the history of the Northern Beaches and will be a document which will guide future heritage work - providing a base upon which Council will identify and list new heritage items and identify and record objects of movable heritage. It is anticipated that this Thematic History will be completed later in 2018.

A preliminary draft Moveable Heritage Management Policy can be seen at Attachment 1. This will be placed on public exhibition for 28 days and also be used as the basis of consultation with other relevant Council divisions. Once this has occurred an amended draft Policy will be reported to the Places for People Strategic Reference Group (SRG) for review and comment before the draft Policy is finalised and adopted. This SRG includes the President of the Manly, Warringah & Pittwater Historical Society as one of its members.

This draft Policy includes:

* Definition of *moveable heritage* and its significance for the Northern Beaches LGA
* Recognition of existing Council collections which could be classified as movable heritage
* Responsible officers within Council for managing moveable heritage
* Objectives to guide Council in the implementation of the Policy
* Criteria to be used to assess whether objects of moveable heritage are of heritage significance for the Northern Beaches area. These criteria will be based on the historic themes identified as part of the *Northern Beaches Thematic Study* (due to commence soon)
* Guidelines for the establishment and on-going management of a Movable Heritage Register to record objects not currently captured by an existing Council collections register
* Guidelines in relation to future acquisitions or donations of objects to be added to Council’s moveable heritage collection
* Measures for on-going policy reporting and review.

**MAINTAINING A MOVEABLE HERITAGE REGISTER**

Even though Council is currently the custodian of various objects of movable heritage, storage and display of these objects is an on-going issue. While a future permanent storage and display space can be investigated, in the interim, the best way to manage objects of moveable heritage is to ensure that they are photographed and details recorded on a database. As a first step, Council should establish a Moveable Heritage Register, to record all objects of moveable heritage in its custodianship. Once the information is collected, then the best way for this to be made available to the community, can be investigated.

It is understood that the Library will be implementing a collections management software called *Recollect*, to digitally record all items in the Local Studies Collection and also to enable the community to easily search and view items. It is understood that this system can provide access to multiple collection registers and moveable heritage objectsor different categories of objects would be able to be viewed and searched. Information about this software states “*Recollect provides management of physical and digital collections, making them available and discoverable online in curated collections that complement the physical curation”.*

Council can commence the documentation of its collection of moveable heritage objects, with a view to it being made available to the community when the new *Recollect* software is implemented by Library Services. Moveable heritage categories such as photographs, plans and other paper documents are already documented in existing collection registers, so this new Moveable Heritage Register should limit itself to 3D objects which are not already recorded in an existing register.

**FUNDING FOR FUTURE ACQUISITIONS**

The MAG&M already operates with an annual budget for the acquisition of significant art works and museum objects. Once a Movable Heritage Management Policy has been prepared and adopted, it would be appropriate for an annual amount to be included within Council’s budget to enable important objects of movable heritage significance to the Northern Beaches to be acquired. It is not expected that this would need to be a large amount and any objects purchased would need to meet the significance criteria established in the Policy.

Objects for addition to Council’s moveable heritage collection can also come via donation or bequeathment. The Policy will need to outline criteria for assessment of items and Council’s responsibilities around management of these donated items. Similar provisions are already included within the Manly Local Studies *Collection Development Policy*.

**ESTABLISHMENT OF A PERMANENT DISPLAY SPACE**

Northern Beaches Council does not currently have a permanent space for the display of objects of moveable heritage significance, with the exception of the MAG&M, which is largely focused on its Art Gallery component. Some objects of moveable heritage are already displayed in various Council buildings (e.g. Council Mayoral boards etc.), but these items are not recorded and recognised as being items of moveable heritage.

The establishment of a permanent display space would require a considerable budget outlay to either find or secure a new site or re-purpose an existing Council building, along with the costs associated with fit out and staff costs in relation to on-going curation of the collection and management of the facility. Some Council’s (e.g. North Sydney and Parramatta) operate a specific *History and Heritage Centre* which combines all local studies collections, family history resources, heritage education as well as storage and exhibition of museum objects.

This matter requires future investigation, given the budget and resources required for its establishment.

In the absence of a permanent display space, the priority for Council should be the establishment of a Moveable Heritage Register which records all known Council owned moveable heritage, making this information accessible to the community on-line and the on-going management of this collection through a policy of acquisitions and donations, outlined in a Moveable Heritage Management Policy.

**RECOMMENDATIONS – MOVING FORWARD**

As outlined, there is a need for a Moveable Heritage Management Policy for the whole of the Northern Beaches. As this Policy will involve various business units of Council, it needs to be prepared in consultation with all parties involved. The draft Policy at Attachment 1 will now be placed on public exhibition for 28 days and undergo internal consultation with relevant business units and the Places for People SRG, before being finalised. The results of this consultation will be reported back to Council.

Once this Moveable Heritage Management Policy has been finalised and adopted, the next priority will be the establishment of a Northern Beaches Moveable Heritage Register, with a view to it being made available to the community as a searchable on-line database.

The establishment of a permanent display space for moveable heritage is a matter which will need further investigation, however it is considered that initial priorities should be the finalisation of the Policy and the establishment of a Register.

**CONSULTATION**

Internal consultation has occurred with the Local Studies Librarians at Manly and Mona Vale; the Local Studies Historian at Dee Why and well as the Director and Curators at the Manly Art Gallery & Museum. These positions currently manage existing collections which could be deemed moveable heritage. The draft Policy will be placed on public exhibition for 28 days and also undergo further internal and SRG consultation, prior to it being finalised.

**TIMING**

It is proposed that the draft Moveable Heritage Management Policy be placed on exhibition as soon as possible.

**FINANCIAL CONSIDERATIONS**

There are no financial considerations in relation to preparation of the Policy. There may be implications on Council’s budget, depending on the final Policy. These costs could be related to extra staffing resources, costs of creating and managing an on-line register, allocation and management of a permanent exhibition space and provision of a budget allocation towards acquisition of items of moveable heritage.

**SOCIAL CONSIDERATIONS**

Objects of moveable heritage can provide a link with the past history and development of an area. The Policy will ensure that important links with the past will be retained for future generations.

**GOVERNANCE AND RISK CONSIDERATIONS**

The adoption of a Policy will provide an appropriate framework to guide the management of moveable heritage into the future.