Cultural Heritage Committee
Agenda & Reports

22 July 2019

Our Vision

A City which values its heritage, cultural diversity, sense of place and natural environment.

A progressive City which is prosperous, sustainable and socially cohesive, with a strong community spirit.
To all Members of the Cultural Heritage Committee

Committee Members
- Cr Scott Sims
- Cr Christel Mex
- Cr Kester Moorhouse
- Cr Evonne Moore
- Cr Sue Whitington
- Cr Carlo Dottore

Staff
- Lisa Mara (General Manager, Governance & Community Affairs)
- Denise Schumann (Cultural Heritage Adviser)

NOTICE OF MEETING
I wish to advise that pursuant to Sections 87 and 88 of the Local Government Act 1999, the next Ordinary Meeting of the Cultural Heritage Committee, will be held in the Cultural Heritage Centre, St Peters Town Hall, 2/101 Payneham Road, St Peters, on:

Monday 22 July 2019, commencing at 6.30pm

Please advise Lisa Mara on 83664549 or email lmara@npsp.sa.gov.au, if you are unable to attend this meeting or will be late.

Yours faithfully

Mario Barone
CHIEF EXECUTIVE OFFICER
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2. CONFIRMATION OF MINUTES ............................................................................. 1

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VENUE  Cultural Heritage Centre, St Peters Town Hall

HOUR

PRESENT
Committee Members
Staff

APOLOGIES

ABSENT

TERMS OF REFERENCE:
The Committee is established to fulfil the following functions:
• to act in an advisory role on the management and execution of the Council’s Cultural Heritage Program; and
• to do anything necessary, expedient or incidental to performing or discharging the functions of the Committee as listed herein or to achieving its objectives.

1.  APPOINTMENT OF PRESIDING MEMBER

2.  CONFIRMATION OF MINUTES
    As this is the first meeting of this Committee, there are no minutes to be confirmed.

3.  STAFF REPORTS
3.1 2019 CULTURAL HERITAGE PROGRAM

REPORT AUTHOR: Cultural Heritage Adviser
GENERAL MANAGER: General Manager, Governance & Community Affairs
CONTACT NUMBER: 83340262
FILE REFERENCE: S/
ATTACHMENTS: A

PURPOSE OF REPORT

The purpose of this report is to provide information to the Cultural Heritage Committee regarding Council’s Cultural Heritage Program and the operation of the Cultural Heritage Centre.

BACKGROUND

The Council’s Cultural Heritage Program assists citizens to understand and appreciate the City’s distinctive and diverse history and to celebrate its unique sense of place.

The Cultural Heritage Program (the Program), operates as a heritage and history program, combining the disciplines of social and architectural history, cultural heritage interpretation, collections development and curation, public programs and community engagement.

The City of Norwood Payneham & St Peters was the first Council in South Australia to develop and implement a specialist cultural heritage program that encouraged the community to examine its historic past, to engage creatively with it, and to utilise this history and built heritage for the community’s social well-being.

This concept and rationale moved beyond the traditional concept of local history to developing a sense of historical consciousness and a set of heritage values within the community.

Over a number of years, the Program has assisted local traders, community groups and individuals on special projects, programs and events that garnered support for the Council’s history and heritage and raised its profile as a heritage destination.

Examples included the creation of The Parade Cultural Walk, the Cultural Heritage Interpretive Signage Trail, the development of commemorative artworks such as the Centenary of Federation’s ‘Yangadliya’ by Aboriginal artist Darryl Pfitzner Milika and the ‘Whirling Mandala’ by sculptor, Greg Johns, which marked 150 years of Local Government in the City.

Each project aimed to enrich the community’s understanding of the importance of cultural heritage and the need to preserve and celebrate history as a part of community life.

A measure of the City’s cultural history, was the admission of the City of Norwood Payneham & St Peters to the International League of Historical Cities in 2007. Outside of the City of Melbourne and the City of Ballarat, in Victoria, it is the only other Australian city admitted to the League at the time.

The Cultural Heritage Centre, located at the St Peters Townhall Complex, opened in December 2012 and was the first cultural facility of its type in South Australia. The successful adaptive reuse of a State Heritage listed building provided a model for other Councils to consider when re-developing their aged civic facilities.

The establishment of the Cultural Heritage Centre has allowed the Cultural Heritage Program to expand its services to the community.

The Cultural Heritage Centre incorporates the following facilities:

- Archives and Research Room;
- Exhibition Gallery;
- Collections Workspace;
- Collections Storage Facility; and
- access to the Banquet Hall for Public Programs.
The Cultural Heritage Centre provides specialist heritage services aimed at:

- encouraging the community’s understanding, appreciation and experience of its built and natural heritage and the persons associated with it through the provision of professional historical research services;
- creating cultural heritage interpretative strategies which contribute to a sense of place and underpin the City’s unique built heritage and inspire residents and visitors;
- implementing a public program strategy that celebrates and fosters an awareness of the City’s historical significance and its distinctive cultural identity and its sense of historical continuity;
- providing access to the Council’s Civic Collection for research, education, commercial use, social engagement, communication activities and life-long learning; and
- supporting our City’s Aboriginal cultural heritage, guided by the Kaurna community.

This report presents a brief overview of activities and services from 1 July 2018 to 30 June 2019 for the Committee’s information.

**RELEVANT STRATEGIC DIRECTIONS & POLICIES**

The relevant Outcomes and Objectives in CityPlan 2030 are:

**Outcome 1: Social Equity**

A connected, accessible and pedestrian-friendly community

Objectives:
1. Convenient and accessible services, information and facilities
3. An engaged and participating community.
4. A strong, healthy, resilient and inclusive community.

**Outcome 2: Cultural Vitality**

A culturally rich and diverse city, with a strong identity, history and sense of place.

Objectives:
1. An artistic, creative, cultural and visually interesting community.
2. A community embracing and celebrating its social and cultural diversity.
3. A City which values and promotes its rich cultural and built heritage
5. Dynamic community life in public spaces and precincts

The Cultural Heritage Program provides a range of services, activities, and experiences for differing generations that promotes social and cultural engagement, well-being, lifelong learning and an appreciation of the City’s natural and built heritage resources and assets.

**FINANCIAL AND BUDGET IMPLICATIONS**

There are no financial and budget implications arising from this report.

**EXTERNAL ECONOMIC IMPLICATIONS**

Not Applicable.

**SOCIAL ISSUE**

The Cultural Heritage Program is committed to the process of social inclusion and provides access to the City’s history and heritage through the delivery of services, public events and community activities that foster a sense of belonging and well-being. Understanding the past provides context and meaning to a community and encourages social cohesion.
CULTURAL ISSUES

The provision of events which celebrate the City’s rich history encourages creative and artistic expression, supports learning and contributes to the vitality of the City’s culture and heritage.

The Cultural Heritage Program is committed to cultural diversity and has identified a need within the Council to develop specific cultural heritage policies and protocols with respect to Aboriginal culture in our City. This includes cultural knowledge bequeathed through the oral tradition of song, story, art, language and dance from generation to generation, and which embodies and preserves the Kaurna’s relationship to Country.

ENVIRONMENTAL ISSUES

Not Applicable.

RESOURCE ISSUES

Not Applicable.

RISK MANAGEMENT

Not Applicable.

CONSULTATION

- Elected Members
  Not Applicable.

- Community
  Not Applicable.

- Staff
  Not Applicable.

- Other Agencies
  Not Applicable.

DISCUSSION

The Council’s Cultural Heritage Centre is a resource for the community and is a place where the City’s history is showcased and made accessible to the community.

Through the Cultural Heritage Centre, the Council collects and makes available primary and secondary material for a wide range of historical research. It houses the Council’s Civic Collection, Oral History Collection, and a significant proportion of the Council’s Archives.

Cultural Heritage services include the management of the heritage collection; a range of professional history research services and public programs and activities including educational services for schools and community groups.
The following specific services are provided at the Cultural Heritage Centre:

- curation, registration and management of the Council’s Civic Collection containing archives, artworks, sculpture, artefacts, memorabilia, textiles, furniture, photographs, oral recordings, audio recordings and reference books;
- facilitation of public access to the local history collection and Council archival material;
- provision of information and professional research services regarding biographical and family history, residences, streets, public buildings, civic facilities, Council history, commercial businesses, migrant history and historical events;
- site-histories for Council staff, Government agencies, traders, etc;
- historical exhibitions and displays;
- cultural heritage services for Aboriginal and multicultural organisations;
- provision of guided cultural heritage walks and cultural tours for the general public and special interest groups;
- provision of talks, seminars, workshops and public events for community organisations and special interest groups;
- outreach education programs for local schools and community groups including talks, guided walks and provision of educational materials;
- outreach history services for aged-care facilities including reminiscent workshops and talks;
- collaborative projects with the History Trust of South Australia in the creation and development of events as part of the annual state-wide SA History Month;
- partnership with both the University of Adelaide and Flinders University School of Archaeology in conducting projects within the City;
- Development of appropriate interpretive signage and commemorative plaques for historic sites in the City; and
- Grant applications for history projects.

The Cultural Heritage Centre Office is open to the public daily from Monday to Thursday from 9.30 to 5pm. The Cultural Heritage Gallery is open to the public in line with the St Peters Library’s hours of operation.

Volunteers also assist with Cultural Heritage projects including, conservation and research activities on the Civic Collection, assisting with guided tours for SA History Month and with re-organising the local history collection.

The Volunteers play an important role in supporting the programs on offer at the Cultural Heritage Centre.

A number of requests have also been received over the last 12 months from other organisations for guided tours of the Cultural Heritage Centre to look specifically at the facilities and to view the exhibition space. Tours have been conducted for the Prospect Local History Group, Country Women’s Association (CWA), Hans Heysen Foundation, Muriel Matters Society, Salisbury Probus Club, Padman Family Descendants and Hickling Family Descendants.

Each year there has been a steady increase regarding onsite historical enquiries and in visitation to the Cultural Heritage Centre.
1. Heritage Enquiries

Enquiries are received as part of the Cultural Heritage Program from members of the public, corporate, commercial and business clientele, cultural and tertiary agencies, and others seeking assistance with various cultural heritage services, including:

- general enquiries from citizens, schools; the media, real estate agents, Council staff, etc regarding personal histories, nomenclature in respect to properties, streets and suburbs, etc;
- site histories from citizens, Council staff, State Government, universities, State Library of South Australia, Kaurna Nation Cultural Heritage Association, etc;
- Genealogy; and
- Civic collection (ie reference books, archives, objects, photographs, artworks, civic memorabilia); and
- and donations

Over the last twelve months there has been an increase in requests by the general public to access Council Archives and in visitation to the Cultural Heritage Centre to examine records.

The other growing area of enquiries relates to increased referrals from the Council staff for information regarding properties, streets and Council decisions across the City, and from other agencies such as Heritage SA and the Department of Planning, Transport and Infrastructure (DPTI).

2. The Civic Collection

The Council’s Civic Collection is comprised of archival material and historic artefacts from the 19th century which are managed in accordance with the City of Norwood Payneham &St Peters Civic Collections Policy.

A copy of the Civic Collections Policy is contained within Attachment A.

The Civic Collection includes items from the three former Councils, the Town of Kensington and Norwood, Town of St Peters and City of Payneham.

The former Town of Kensington and Norwood was the first municipal town council declared in 1853, outside the City of Adelaide and played a critical role in the movement for responsible government and in the cultural life of the Province of South Australia.

Civic memorabilia and archives associated with the former Town of Kensington and Norwood are of great significance given it was the oldest municipal town council in South Australia until its amalgamation in November 1997.

The Civic Collection contains:

- archives;
- photographs;
- oral recordings;
- objects;
- costumes;
- textiles;
- artworks;
- furniture; and
- reference books.

The archival collection includes Council documents such as official Minutes, correspondence, Assessment records and print outs, street registers, Mayor’s reports, property and street files, survey plans, building plans, maps, commissioned reports and studies, health and community agencies information, legal documentation and other administrative archives dating from 1853 to 1997.

The object collection consists of numerous items that range from civic memorabilia to domestic artefacts, which span the period 1853 to more recent times. The photographic collection consists of historic and contemporary images that span the period from 1869 to the present day. In addition to these components there is a significant collection of historic 19th century artwork.
There are currently 6,335 items registered as part of the Council’s Civic Collection.

In the period from July 2018 until June 2019, the Cultural Heritage Adviser with assistance from Volunteers conducted an audit of the former Town of St Peters framed pictorial collection. Various items were photographed and an interim check list developed as these items were originally listed as part of the St Peter’s Library Collection.

Each item was catalogued and notes were made regarding any damage and conservation requirements. A number of items suffered damage when they were located in the St Peters Town Hall in the 1990s. The damage included broken glass, frayed backings, water damage and deterioration of photographs and frames.

These items have been sorted into groups with the most immediate requirement being reframing, new mounts and new hanging wires attached.

It is intended to seek grant funding to assist with the restoration of these items.

The Council's Civic Collection actively acquires items in accordance with the Civic Collections Policy, which sets out the criteria for the identification and appraisal of cultural material and clarifies the principles under which material will be acquired or not acquired, managed and used as part of the Civic Collection.

Table 1 below sets out the public donations which have been provided to the Council during the period 1 July 2018 to 30 June 2019:

**TABLE 1 – CIVIC COLLECTION DONATIONS**

<table>
<thead>
<tr>
<th>Donor</th>
<th>Association</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrew Davies</td>
<td>Photos and Archival Material WW1 Davies Family</td>
</tr>
<tr>
<td>Bill Hickling</td>
<td>Photos, Film, Archival Material, Maps Memorabilia of the Norwood Hotel 1890-1950s; City of Kensington &amp; Norwood Council Archival Material, Photos</td>
</tr>
<tr>
<td>Albany Museum</td>
<td>Joy Roberts Collection Archives &amp; Photos 19th century</td>
</tr>
<tr>
<td>James Everett</td>
<td>Costume Fur Stole c1930s and Reference Books</td>
</tr>
<tr>
<td>Evonne Moore</td>
<td>Costume Fur Stole c1940s</td>
</tr>
<tr>
<td>John Connell</td>
<td>Reference Books</td>
</tr>
<tr>
<td>David Cree</td>
<td>Winston Churchill Books</td>
</tr>
<tr>
<td>Diane Orr</td>
<td>Painting Norwood by Helen Hambidge 1895</td>
</tr>
<tr>
<td>Greg Bickford</td>
<td>May Grigg landscape Painting 1907</td>
</tr>
<tr>
<td>Marcie Johnson</td>
<td>Colton Family photos 1870s-1890s</td>
</tr>
<tr>
<td>Crawford Family</td>
<td>Pte H Crawford AIF WW1 Medals</td>
</tr>
<tr>
<td>City of Plaford</td>
<td>Holton’s Nursery Labels</td>
</tr>
<tr>
<td>Margaret Angove</td>
<td>St Peter’s RSL Records</td>
</tr>
<tr>
<td>Dorothy Kitto</td>
<td>Photos &amp; Archives from the Padman Family</td>
</tr>
<tr>
<td>James Everett</td>
<td>Two (2) original Hans Heysen Prints (1920)</td>
</tr>
<tr>
<td>Bill Purvis</td>
<td>Photograph of Lt H Blee AIF 1918</td>
</tr>
<tr>
<td>Jenny Tuttle</td>
<td>Doreen Freak Payneham School Archival, Photos &amp; Artefacts</td>
</tr>
<tr>
<td>B &amp; D King</td>
<td>Photos, Archival Records</td>
</tr>
<tr>
<td>Brian Essery</td>
<td>Reference Books Various</td>
</tr>
<tr>
<td>Jane Niehus</td>
<td>Photographs 19th century</td>
</tr>
<tr>
<td>Reg Potter</td>
<td>William Potter’s Diary 1914-1935</td>
</tr>
</tbody>
</table>

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These donations are important and reflect the community's attachment to preserving and commemorating the City's history and more broadly their support for the Cultural Heritage Centre.

These items are used as part of exhibitions and displays.

The interpretive capacity of the Civic Collection is often not identified but the collection plays a central role in supplying materials for schools, for tertiary students and for programs such as *History in a Box* and reminiscent workshops in aged-care facilities.

In 2005, the History Trust of South Australia (HTSA), on behalf of the State Government of South Australia, undertook a major review of cultural and museum facilities in South Australia, including the City of Norwood Payneham & St Peters History Centre.

On the basis of the significance of the Council’s Civic Collection, the History Trust of South Australia Board advised the Council that it had achieved registration and therefore continued to be eligible to apply for State Government Grants. The Cultural Heritage Program has been successful in achieving grants for various funding publications and exhibitions as a result of this.

The Civic Collection, as documented in the Collections Policy, adopted the History Trust of South Australia’s system of managing collections, which includes the systematic registration, accessioning, conservation and storage procedures. The History Trust of South Australia has recently announced that all registered History Centres will be reviewed again and will be required to undergo a formal assessment process in 2019 and 2020.

In response to this, the Council’s Civic Collections Policy (the Policy) will be reviewed and updated to include appropriate cultural heritage protocols and the process of acknowledging Aboriginal Cultural Heritage resources within the framework of the Policy.

In addition, the Policy will include a commitment to digitise the registration and accessioning process, and to develop an online presence for the Civic Collection and the services and programs provided as part of the Cultural Heritage program.

As Committee Members are aware, funding has been allocated in the 2019-2020 Budget to undertake the digitisation of the Civic Collection and to develop a fully integrated collections catalogue and online research service in a new web-based data system.

3. eHive Civic Collection Project 2019-2020

The project involves the digitisation and electronic cataloguing of the Council’s Civic Collection including objects, artworks, photographs, archives, furniture, textiles, oral histories and research files. It will also provide an online presence for the City of Norwood, Payneham and St Peters Cultural Heritage Centre allowing it to interface with cultural agencies in Australia and overseas.

The implementation of *eHive* will result in a set of physical and electronic resources that will allow for more efficient management of the Council’s cultural heritage assets. The program can be extended to cover the registration of all memorials, monuments, fountains and plaques and other heritage items across the Council.

The *eHive* project will create a set of physical and electronic resources that can be used to:

- inform and guide the decision-making process for managing and shaping the cultural heritage collections of the Council;
- inform and enable other staff to access information;
- promote the unique cultural heritage of the City;
- aid the interpretation online thematically of the history and development of the City; and
- provide an educational and research facility for the community physical and online.

The transfer of the current Civic Collection Register to a digitised system will enable the development of a more coordinated and consistent approach to the management of the collection. It will also enable a more efficient advisory service noting the diverse demands for information, physical use, curatorial requests and interpretation of items in the collection.
4. 2019 History Month

The Council participated in the annual SA History Month Festival which was held from 1 May 2019 to 31 May 2019.

2019 marked the 125th anniversary of women’s suffrage in South Australia and the program featured talks and an exhibition on progressive women of the nineteenth and early twentieth centuries, such as Lady Mary Colton and Catherine Helen Spence, who helped work towards women’s suffrage.

The program also included two (2) films by Australian film director Peter Butt of Blackwattle Films - *I Spry* (2010) which explores one of the most dramatic cases of espionage in Australia's history, and *Silent Storm* (2003) which tells the story of CSIRO scientist and local St Peters resident, Dr Hedley Marston and the controversial atomic tests of the 1950s and 1960s.

The program also included the following:

- an exhibition at the St Peters Town Hall Complex - Changing Places: Norwood through the lens of Italo Vardaro
- an exhibition in the Cultural Heritage Gallery - Yesterday’s Daughters: A History Exhibition Celebrating Women
- two (2) talks - Mary MacKillop and Muriel Matters
- bus tour - Movers and Shakers in Nineteenth Century Payneham;
- guided walking tours throughout St Peters; and
- a dance celebrating bush and colonial dancing was held at the St Peters Banquet Hall.

A review of the 2019 History Month events is currently being undertaken and will be presented to the Committee at its next meeting.

**OPTIONS**

This report is for information purposes and therefore there are no proposals which present any options for consideration.

**CONCLUSION**

A separate report will be provided on the Cultural Heritage Centre’s Public Programs including listing all curated exhibitions, workshops, seminars, tours, talks and participation in Zest.

There will also be an analysis of the Council’s History Month Program and a report will also be provided on the Council’s Historic Signs and Plaques Program.

**COMMENTS**

Nil.

**RECOMMENDATION**

1. The report be received and noted.

2. That the Committee notes that a report regarding the Council’s Historic Signs and Plaques Program will be presented to the Committee for consideration at its next meeting.

3. That the Committee notes that a report be presented to the next meeting of the Committee setting out the Cultural Heritage Program for 2019-2020.
1 OVERVIEW

The City of Norwood Payneham & St Peters Cultural Heritage Program has operated since 1994 when it became apparent that there was a need to systematically document, preserve, and record the history of South Australia’s oldest municipality and one of the state’s most historic inner-urban areas.

The Cultural Heritage Program aims:

“To assist all sections of the community to understand, celebrate and benefit from the Council’s rich and distinctive history through the provision of a number of specialist historical services and cultural activities.”

The City of Norwood Payneham & St Peters recognises that there is a legitimate need for local communities to collect, record, analyse, and interpret their past in order to understand the present. The City has embraced the concept that an investment in the cultural vitality of the area is an investment in the well-being of the local community and contributes to the enrichment of community knowledge. The celebration, management and preservation of this cultural “Sense of identity” is seen as an important part of the City of Norwood Payneham & St Peters City Plan 2030.

2 THE CIVIC COLLECTION

The City of Norwood Payneham & St Peters’ Civic Collection is comprised of historic artefacts, artworks, archival material and civic memorabilia pertaining to the City and dating from 1853. The Civic Collection refers to:

- Archives
- Photographs
- Objects
- Artworks
- Textiles
- Costumes
- Furniture
- Oral Histories.

The archival collection includes private donations and municipal documents such as official minutes, correspondence, letter books, assessment and rate books, street registers, mayoral reports, property and street files, survey plans, building plans, maps, commissioned reports and studies, health and community agencies information, legal documentation, electoral records and other administrative archives dating from 1853.
The object collection consists of numerous items that range from priceless civic memorabilia to unique domestic artefacts, which span the period from 1853 up to more recent times. Many of these objects have been donated to the City and their provenance is associated with notable civic identities such as Sir Edwin Smith, Henry Holden and the Hon Lionel Hill among others.

The extensive photographic collection consists of rare historic images and contemporary images that span the period from 1860s to present day. This collection is quite unique as the provenance of the photographs is in many cases the corporation itself - as such it complements the collections of the State Library of South Australia and the National Archives SA.

Among the collection’s more valuable items are a series of rare colonial artworks dating from the 1850s which includes works by James Shaw, Alfred Sinclair, and James Ashton et al. The collection also contains some interesting pieces of Victorian furniture which were gifted to the corporation in response to the building of the new Norwood Town Hall (1883) and the St Peters Town Hall (1885).

The Civic Collection has been the recipient of a number of significant donations from individuals and organisations. These donations have been systematically incorporated into the Civic Collection and include the following examples:

- Collection of World War 1 militaria (The Horace Blee Collection 1914 to 1919)
- Collection of Victorian sheet music (The Hurley Collection 1870-1920)
- Collection of business records & artefacts 1850-1950 (Almond Joiners Ltd)
- Collection of Victorian shoes (The Frith & Son's Shoe Manufacturers)
- Collection of historic photographs Italian migrants (Spinelli Knitwear Manufactures)
- Collection of historic photographs of Payneham (The Pitt Family 1870s-1920s)
- Collection of historic photographs of Norwood and South Australia (W Essery & Sons Building Contractors 1880-1975)
- Collection of historic photographs of South Australia (Johnston Bros 1880-1960)
- Collection of local history material associated with St Peters Corporation (Warburton Files 1982)
- Collection of musical books and bound manuscripts (The Hurley Collection 1870s-1920s).

In 2005 the History Trust of South Australia Board (HTSA) reviewed the registration of the Norwood History Centre, as a museum and cultural facility, as part of a broader program of reviewing the status of all museums and cultural facilities across South Australia. In April 2006, the City of Norwood Payneham & St Peters was notified by the HTSA Board that it had achieved registration within this State Government program. Registration for the Civic Collection was first achieved in 1995 and this renewal of registration meant that the City of Norwood Payneham & St Peters could continue to apply for, and be awarded, significant grant funds for the conservation of the collection and public programs associated with the collection and its promotion.

The City of Norwood Payneham & St Peters Cultural Heritage Advisor is committed within the framework of this Civic Collections policy to provide access to the collection and recognises that access is a core part of managing the collection. The collection is used extensively by professional researchers, academics, the public, school and tertiary students, corporate clients, commercial clients, council staff and the wider community. The Cultural Heritage Adviser has undertaken professional training with respect to the process of significance assessment and conservation training with Artlab Australia.

The City of Norwood Payneham & St Peters Civic Collection is promoted through the provision of professional historical research and advisory services, the development of exhibitions and displays and the commissioning of various publications. Photographic and archival material, artworks and objects have been loaned and used by a broad range of local government bodies, state government agencies and commonwealth institutions and major private clients.

The collection is utilized for major infrastructure programs such as cultural tourism interpretative signage and in restoration of built heritage across the City. The main repository for the collection is the Norwood History Centre in the Norwood Library while other parts of the collection are housed at the St Peters Town Hall and St Peters Library.
Offsite storage facilities are also utilized by the corporation. It is planned to relocate the Cultural Heritage Program and the collection to St Peters Precinct in 2010.

Finally, the City of Norwood Payneham & St Peters collects, preserves and displays items that are of cultural significance to the City through the implementation of a policy of accessioning and de-accessioning items which make up the collection.

The purpose of the collection’s policy is to document the philosophy, procedures and practices to be followed by staff and volunteers working for the City of Norwood Payneham & St Peters in the acquisition, registration, cataloguing, documenting, handling, storing and disposing of all archival and cultural material that forms part of the City of Norwood Payneham & St Peters’ Civic Collection.

3 MISSION STATEMENT

“The mission of the City of Norwood Payneham & St Peters’ Cultural Heritage Program is to promote excellence in the curation, conservation and management of the City’s Civic Collection and to develop public programs that create greater awareness in the community about the cultural significance of the collection.”

The Civic Collection Policy guides the management and development of the City’s cultural heritage collection. It outlines why, what, where, how, and when the City of Norwood Payneham & St Peters collects and it also informs how and why, items may be accessioned or de-accessioned. The civic collection is an important source of cultural knowledge.

The collection has been developed and managed as a community resource to inspire, educate and inform the wider public. The collection contributes in a significant way to the conservation of the history and cultural identity of the City of Norwood Payneham & St Peters.

A number of key principles underpin the management of the Civic Collection these are:

- To collect and conserve important objects associated with the history of the City
- To collect and conserve important archives associated with the history of the City
- To collect and conserve local photographs that are associated with the history of the City
- To collect and conserve pictorial material that is associated with the history of the City
- To collect and conserve artefacts that are associated with the history of the City
- To develop the collection as a community and educational resource
- To interpret the history and development of the City through the collection
- To identify key historical themes that determine the strategic priorities for the collection.

The City of Norwood Payneham & St Peters cultural, natural and built heritage provides a rich reservoir of source material for determining the scope of the collection. A number of historical themes have been identified which inform the collection:

- Aboriginal heritage
- European settlement patterns
- Migration and settlement patterns
- The legacy of built heritage
- Evolution of local government.
- Domestic life
- People and families
- Local businesses
- War

Assessing the relative significance of the collection provides a framework for the City of Norwood Payneham & St Peters to measure the value of this civic collection with respect to the community.
4 COLLECTION PRINCIPLES

The collection management philosophies, procedures and practices adopted by the City of Norwood Payneham & St Peters have been developed within the policies enunciated by the History Trust of South Australia (HTSA) as part of the registration of the collection under the South Australian History Trust Act (1981).

The following principles regulate how the City of Norwood Payneham & St Peters develops and manages the Civic Collection:

- Objects and collections may be acquired as donations, bequests, purchases, transfer or commissions.
- The City will only acquire objects that can be adequately stored and managed.
- The City provides community access to the collection through public programs and services.
- The City only acquires objects that share a provenance with the area, or that help to interpret themes, places and people in the history of the area.
- The City aims to build unique historical records about local people and places, themes and environments through the collection, related archives and associated projects.
- The City will review key historical themes as a focus for research, strategic collecting and documentation on a five year basis.
- The City will develop non-collecting initiatives such as assisting the community to document and care for their heritage collections in their original context of use.
- The City will record (if possible) the owner’s understanding of the object and photograph and document objects in their original context before depositing in the City’s collection.
- The City works in partnership with other local, state and national museums, libraries, art galleries, archives, heritage and community organisations where possible developing a collaborative approach to collecting, and to the research, analysis and interpretation of collections.
- No objects will be acquired from significant heritage sites and buildings where acquisition and removal would diminish the significance of the place except in circumstances where the object is at risk.
- No objects or collections will be acquired or accepted by the City with “unfair” conditions or restrictions on the way they might be used or displayed in the future.
- The City will ensure the donor or vendor of a proposed acquisition has clear legal title to the item before accepting it into the collection.
- The City will adhere to the Copyright Act 1968 (amended 2006) and the Australian Copyright Council, “Galleries and Museums: A Copyright Guide” (2006) in all collecting activity including acquiring new objects for the collection.
- The City will obtain copyright and reproduction rights for new objects at the time of acquisition. No item will be acquired or accepted where copyright cannot be obtained or assigned. (Refer 3.11).
- Collecting, management and interpretation of Aboriginal items will be in accordance with the South Australian Movable Cultural Heritage Act.
- All collecting activity and collection management processes to be in accordance with the History Trust of SA and the Museums Australia and National Gallery Australia’s Code of Ethics Policy and Guidelines.
- The City of Norwood Payneham & St Peters Collections Policy is a public document that is readily available from the City’s customer services centres, libraries and website for public consultation.

5 NATURE OF THE COLLECTION

The City of Norwood Payneham & St Peters collects objects which relate to the City’s cultural, natural and built heritage. The following criteria are always applied in the process of determining whether an item ought to be acquired by the City of Norwood Payneham & St Peters Civic Collection:

- The items will be relevant to the purposes and stated aims of the Civic Collection.
- Significance assessment of the item is considered against a set of principles
- The item shall be in good condition, not requiring major reconstruction or reinforcement, nor requiring extensive conservation, which could alter the original integrity of the item.
• The item is an unconditional donation or purchase.
• The person donating the item has valid or legal title to it.
• It shall not duplicate any item already in the collection except where they are required for a special purpose.
• The provenance (history of the item) should be established and obtained on donation. Items with provenance shall have priority.
• Items that cannot be stored, catalogued or conserved in a safe environment cannot be accepted.

6 ACQUISITION AND ASSESSMENT CRITERIA

The City of Norwood Payneham & St Peters will ‘acquire’ objects that have a direct and clear connection with the cultural history of the Council area and that are deemed to be significant.

To accession means to formally receive an object into the City of Norwood Payneham & St Peters Civic Collection through the process of registration which assesses, documents, records, numbers and labels and catalogues the object’s details in the City of Norwood Payneham & St Peters Civic Collection Registers. This is a permanent reference record of all objects in the collection. The following criteria guide this process.

6.1 The City will keep accurate, up to date and detailed records.

6.2 The City will establish object files for the most significant items and all new acquisitions.

6.3 The City will prepare a ‘Statement of Significance’ for all new acquisitions. Significance assessment is the basis for considering new acquisitions and determining relevance to the City of Norwood Payneham & St Peters Civic Collection’s stated mission, purpose and its collection themes. Significance means the historic, aesthetic, scientific/technical and social values that an object or collection has for past, present and future generations. Significance does not only refer to the physical fabric of the object, or its appearance. Significance incorporates all the elements that contribute to an object’s meaning, including its context, its uses, and its social and spiritual value to people and communities.

Depending on the circumstances, significance assessment can be applied to a single object, to a specific collection, or to the whole of a collection.

Significance assessment is a process that follows the set procedures of:

• Analysing the object
• Understanding its history
• Identifying its value for the local community

Significance assessment is considered against a set of criteria, which establish the specific characteristics, and meanings of each object or item.

There are four primary criteria:

1. historical significance
2. aesthetic significance
3. scientific, research or technical significance
4. social significance

Five comparative criteria are used to evaluate the degree of significance:

1. representativeness
2. rarity
3. intactness, completeness, condition
4. provenance
5. interpretive potential
An item may still be highly significant even if only one or two criteria apply. Assessing the relative importance of objects and collections is embedded in a range of tasks that are part of the City of Norwood Paynehem & St Peters Cultural Heritage Program.

The process and methodology of significance assessment enables a re-evaluation of the meaning of objects and collections according to changing circumstances and knowledge. It can be used with respect to a range of tasks and be undertaken at any point in the City of Norwood Paynehem & St Peters collection process:

- It should be done at the time an object is acquired as part of the decision-making process on acquisition.
- It may be undertaken as part of registration, cataloguing, and collection documentation. It is particularly useful in ensuring that the most significant objects are documented fully.
- It may be undertaken before conservation work on an object, to understand its values thoroughly before commencing.
- It may be used in disaster planning to target the most significant items for priority action.
- It provides an explicit framework and process for decisions on de-accessioning items.
- It can be used to assess and review a whole collection, or specific collections within the City. (Significance assessment can also be undertaken in collaboration with other agencies to review certain types of collections or themes on a regional, state or national basis.)

6.4 Assess potential new acquisitions in light of the scope and content of the collection. (Does the proposed acquisition relate to key themes in the collection or strengthen the interpretation of a particular subject or group of items?)

6.5 Avoid duplicating items already in the collection unless the proposed acquisition is more significant than the items already in the collection, for example, where the proposed new acquisition has a better provenance or is in better condition.

6.6 No further objects will be acquired if there is a backlog with registration and collection documentation.

7  ACQUISITION PROCEDURE

The City of Norwood Paynehem & St Peters will ‘acquire’ objects that have a direct and clear connection with the cultural history of the Council area and that are deemed to be significant. To accession is to formally receive an object into the City of Norwood Paynehem & St Peters Civic Collection.

This Accession Register is a permanent reference record of all objects in the collection. If an object is approved for acquisition then the following procedures must be followed.

7.1 A receipt will be issued when an object is received as a possible donation. Where possible the receipt will have two copies; one to be issued to the donor, one to stay with the object until the object is acquired (after which it will be kept in the City of Norwood Paynehem & St Peters Collections File).

7.2 Where possible ask the donor to write down the history, associations, context and significance of the object they are donating. Alternatively the person receiving the item should make notes on the object’s history and associations. Keep this information with the receipt to allow a proper assessment of the object’s significance.

7.3 The Cultural Heritage Advisor will assess the significance of the object and consider the proposed acquisition against the collection policies, themes and acquisition criteria.

7.4 A ‘Statement of Significance’ (list appropriate criteria) will be prepared for all acquisitions, though this may be revised at a later date after further research.

7.5 Register the object in a bound accession register noting the date, description of the object, object number and reference to the donor details.
7.6 The object will be numbered, registered, catalogued and the contextual information collated in the bound register accession.

7.7 The Accession Register is the formal catalogue of all objects that comprise the Civic Collection of the City of Norwood Payneham & St Peters

7.8 A letter of thanks will be written to donor.

7.9 Items that are not approved for acquisition will be returned to the owner.

8 **DEACCESSIONING POLICY**

De-accessioning is the process of removing permanently from the collection accessioned historical items. The de-accessioning process shall be cautious, deliberate and scrupulous.

To de-access an object from the collection, assess the item against the collection policy and themes, and the assessment criteria. Items to be considered for de-accessioning must meet at least one of the following conditions:

8.1 The item is outside the scope of the City of Norwood Payneham & St Peters Civic collections Policy.

8.2 The item is irrelevant to the stated purposes and aims of the City of Norwood Payneham & St Peters Collections Policy.

8.3 The item lacks physical integrity as a result of substantial changes made to the original item.

8.4 The item has failed to retain its identity or authenticity, or has been lost or stolen and remains missing for longer than two years.

8.5 The item has deteriorated beyond usefulness.

8.6 The item is of doubtful potential use in the foreseeable future or has been accessioned twice.

8.7 In identifying priority items for de-accessioning the Cultural Heritage Advisor will give priority to items and objects that are hazardous or that create particular problems for management or visitors.

8.8 In exceptional circumstances, items may be de-accessioned where the object is of particular cultural significance and its return will support the maintenance and renewal of cultural traditions.

8.9 A short statement will be prepared indicating why the object is being de-accessioned and a photo taken. This information is kept in a register of all de-accessioned objects with a note about the method of disposal.

**Method of Disposal**

8.10 There are four main methods of disposal:
- Return to the donor
- Transfer to another museum
- Sale
- Destruction.

8.11 In the first instance, the donor of the object, if known, will be informed and offered the item, with an explanation of why it is to be de-accessioned. Return the item to the donor if they wish to have the object back.
8.12 Alternatively, de-accessioned items may be transferred to another institution. If items are transferred to another institution, the museum will ensure the item is appropriate to the organisation’s mission and collection policy, and that they have the resources to manage the item.

8.13 In other cases, where the item is incomplete, in poor condition, and of no value, it may be destroyed.

8.14 Note the reasons for de-accessioning in the register and catalogue. Draw a line through the object in the register or the card catalogue. Do not delete the record.

8.15 No members, volunteers, staff, or committee members, or their relatives of the City of Norwood Payneham & St Peters may benefit or in any way acquire objects that have been de-accessioned.

9  LOANS PROCEDURES

9.1 No objects will be accepted on indefinite or long term loan.

9.2 Loans in or out may only be arranged for fixed periods and for specific purposes.

9.3 Before accepting or making a loan, photograph and record a detailed description of the object’s condition.

9.4 Prepare a written and signed loan agreement between the City of Norwood Payneham & St Peters and the lender or borrower, detailing the condition of the object and a fixed time span for the loan. This is signed by the Cultural Heritage Advisor and the lender or borrower.

9.5 Ensure that items lent from the collection are in good condition, and are displayed in appropriate environmental conditions, in places with adequate security and supervision.

10  EXHIBITION AND EDUCATION POLICIES

10.1 Make the collection accessible through well-researched and interpreted displays and exhibitions.

10.2 Where possible promote local heritage places, attractions and businesses.

10.3 Objects made from organic materials will be not be kept on permanent display as they deteriorate over time, e.g. textiles, costumes, leather, bone and original paper items.

10.4 Where possible original historic photographs will be copied, with the copies placed on exhibition and the original photos kept in secure storage and shown for limited periods of time. Historic photographs in their original frames and mounts should be considered as objects and kept intact, and rotated on display for limited periods or copied.

10.5 As resources allow, work with local teachers to develop education programs and opportunities for students to learn from the collection.

10.6 Develop a research and publication program with identified priorities.

10.7 Explore opportunities to make the collection accessible on the web.

10.8 A secondary collection may be developed comprising objects of lower significance that may be used for demonstrations, hands-on access and education activities. Such objects will be subject to the same acquisition process and loan arrangements as part of the education collection. The City of Norwood Payneham & St Peters has a travelling resource known as ‘History in a Box’.
11 MANAGEMENT OF THE COLLECTION

11.1 The City of Norwood Payneham & St Peters will provide training opportunities for volunteers working on the collection. This might include funding their participation in workshops and conferences.

11.2 The City of Norwood Payneham & St Peters will ensure there is a clean, secure working space for collection documentation, research and significance assessment.

11.3 The City of Norwood Payneham & St Peters will regularly monitor and check the condition of the collection on display and in storage.

11.4 The City of Norwood Payneham & St Peters will conduct a stock take or audit of the collection every 2 years. Review designated sections of the collection on an annual basis.

11.5 Before conservation or restoration work to any item in the collection, prepare a statement of significance for the item and an outline of the proposed treatment. Seek professional advice if required.

11.6 Photograph and document any restoration or conservation work in the object file, including details of all materials used, processes and people involved in the work.

11.7 The Cultural Heritage Advisor will regularly review the collection policy as knowledge of the collection develops.

11.8 The City of Norwood Payneham & St Peters Civic Collection will complement the collections in other museums, galleries, libraries and archives in the area.

11.9 The City of Norwood Payneham & St Peters will explore ways of working co-operatively with other agencies at local, state and national level to enhance and promote the collection.

12 CONCLUSION

This policy summarises the procedures to be followed by staff and volunteers of the City of Norwood Payneham & St Peters in the acquisition, registration, classification and storage of the City of Norwood Payneham & St Peters Civic Collection.

This policy adheres to the guidelines and procedures recommended by the History Trust of South Australia for the management of history collections.

13 REVIEW PROCESS

The Council will review this Policy within 3 years of the adoption date of the Policy.

14 INFORMATION

The contact officer for further information at the City of Norwood Payneham & St Peters is Council’s Cultural Heritage Adviser, telephone 8366 4536.

15 ADOPTION OF THE POLICY

This Policy was recommended by the Cultural Heritage Committee on 22 April 2008 and adopted by Council on 5 May 2008.
4. **OTHER BUSINESS**
   (Of an urgent nature only)

5. **CLOSURE**