

Title	Collection Policy 2025-2029
Description	A policy to set out the principles and practices that guide decision-making about the City of Yarra Art and Heritage Collection (the Collection): how it is to be developed, documented, conserved, interpreted and made accessible.
Category	Arts and Culture
Type	Policy
Approval authority	Council
Responsible officer	Visual Arts Officer
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Human Rights compatibility	This policy has been assessed and is compatible with the Victorian Charter of Human Rights and Responsibilities

1. Introduction

1.1 Purpose

Yarra City Council (Council) is committed to integrating arts and culture into everyday life within the municipality and the City of Yarra Collection (collection) plays a crucial role in this mission.

The City of Yarra Collection Policy (the policy) outlines the principles and practices for managing the collection, including development, documentation, conservation, interpretation, and accessibility.

This policy replaces the City of Yarra Collection Policy 2020-2024.

1.2 Context

The Policy sits within Council's social, cultural and planning frameworks (section 7).

1.3 Policy Development

This policy is the culmination of a review of the preceding City of Yarra Collection Policy (2020-2024). It is informed by a benchmarking survey of local government collection policies, consultations with Advisory and Working Arts Panels and relevant internal stakeholders from Council, and a review of national and international standards for museum collection management.

The City of Yarra Collection Policy 2025-2029 has had a Gender Impact Assessment completed and is compliant with the obligations and objectives under the Victorian Gender Equality Act 2020.

1.4 Glossary of Terms

Acquisition: The process by which Council may legally and formally accept items into its collection.

Collection Care: Methods of storage, handling, and display of collection items, as well as basic approaches to condition reporting, environmental monitoring, and pest control.

Cultural Gifts Program: An Australian Federal Government program that allows approved organisations to receive gifts of money or property, for which the donor may claim a tax deduction.

De-accessioning: The process by which the Council may legally and formally remove items from its collection.

Exhibitions: A curated display of items from the City of Yarra Collection, which may include items on loan from external organisations or individuals.

Loans: Processes by which items in a collection may be temporarily exchanged between approved institutions or organisations. Outward loans refer to items lent from a collection; inward loans refer to items brought into an institution or organisation.

Preventive Conservation: Part of collection care, undertaken to slow deterioration or prevent damage to cultural material.

Restorative Conservation: Part of collection care, undertaken to modify the existing material and structure of an item to represent a known earlier state. All restoration treatments applied to an item must be easily detectable and, if possible, removable.

Arts Advisory Committee: An expert panel of community members appointed for a fixed term and guided by Terms of Reference.

2. Council's collection

2.1 Vision

The artistic, cultural, social, environmental, historical and political life of the City of Yarra, its vibrancy and evolution are reflected in Council's collection.

The collection:

- invites the community to access, appreciate and identify with the municipality's history.
- recognises that the City of Yarra is a home to a diverse community of artists and is enriched by their creativity.
- is inclusive and engages with local artists and diverse communities.

2.2 Strategy

Council achieves this vision for its collection by:

- adopting clear, accountable and best practice collection management processes.
- applying storage standards that ensure the stability of the collection and preserve its asset value.
- commissioning conservation assessments and treatments as needed.
- managing the collection with consideration for sustainability. Choices about materials, acquisition, storage, display, access, de-accession and disposal will be considered for their impact on the environment, resources, fiscal responsibility and community well-being.
- applying standards for exhibiting, displaying and interpreting the collection in Council's public spaces and buildings.

- recognising all voices and experiences being inclusive of marginalised groups and peoples.
- promoting cooperation across Council to cohesively document, preserve and interpret the heritage of the City of Yarra.
- providing opportunities for the public to access and engage with the collection and to understand the social, historical, artistic, cultural, political and environmental development of Yarra.
- fostering and supporting the creative economy by investing in local artists and/or artists with prior strong connections to the municipality and acquiring their significant works.
- fostering a supportive working relationship with the arts, history and heritage networks operating within the City of Yarra.
- attracting donations, bequests and other external support because of the collection's professional management, standing and accessibility.

2.3 Scope

The City of Yarra is celebrated for its rich cultural heritage, known for its historical artist collectives and cultural institutions. It remains a vibrant hub for both established and emerging artists. Recognising the importance of preserving the city's unique history and cultural heritage, the Council is dedicated to documenting, managing, and enhancing accessibility to the City's collection.

Founded in 1994, the collection emerged from the amalgamation of the municipalities of Collingwood, Richmond, and Fitzroy. With over 1,000 items, the collection offers a valuable record of Yarra's history and people. It features a diverse array of indoor and outdoor artworks, including paintings, works on paper, sculptures, murals, memorials, monuments, and multimedia installations. Notably, some items, such as original fittings and furniture in the Richmond, Fitzroy, and Collingwood Town Halls, date back to the mid-19th century.

Contemporary works in the collection focus on local subjects and practitioners, ensuring high-quality contributions from professional Australian artists. The representation of First Peoples artists is also actively developed.

In addition to inherited public artworks, Council continues to commission new works as part of major redevelopment projects and in prominent public spaces within the municipality. The percentage for art directive within the City of Yarra's Public Art Policy has been instrumental in expanding this aspect of the collection.

2.4 Categories

The collection is comprised of both indoor and outdoor items, categorised into three main areas: Civic, Art and Public Art.

2.4.1 Civic collection

The Civic collection comprises items from town halls and those with a provenance in council business. This includes:

- Original fittings and furniture from and/or in use in the Collingwood, Fitzroy and Richmond town halls in the conduct of Council business.
- Decorative and ceremonial items including illuminations, mayoral robes and chains stained and etched glass and sculptures, mayoral and councillor portraits.
- Archival material such as maps and plans, documents and ephemera.

- Monuments, memorials, fountains and plaques deemed unique and relating to civic, ceremonial and commemorative events and people in the municipality's history.

2.4.2 Art collection

The Art collection features a diverse range of works that capture the historical and contemporary development of the municipality and beyond. It includes works on paper, paintings, photographs, textiles, sculptures, installations, and digital media. These artworks are intended for display and exhibition in publicly accessible spaces within Council buildings. The collection is curated through formal acquisition processes, including purchases, donations, and Council commissions.

2.4.3 Public Art collection

Public art refers to permanent or semi-permanent artworks, markers, monuments and memorials in any medium created outside a gallery setting, specifically intended for display in public spaces. These artworks are designed to engage the community and enhance a sense of place.

Public spaces, which are generally open and accessible to all, can be either indoors—such as foyers—or outdoors—such as forecourts, parks, squares, or plazas. Public works may comprise illustrations, paintings, photographs, portraits, digital art, site-specific installations, performances, artistic concepts integrated into urban or public space design, unique fabricated features for public spaces, mosaics, murals, and sculptures.

The Council's Public Art Policy provides a framework for acquiring public art through commission, purchase, donation, or transfer.

3. Collection development

Collection development involves the ongoing process of reviewing and refining the collection through both acquisition and deaccession. The management of acquisitions and deaccession will be managed by Council's Arts Development Unit.

3.1 Acquisitions

Items may be proposed for acquisition by members of the community, including collectors, artists, Councillors, Arts Advisory Committee members and Council officers.

Council acquires items for the collection by:

- Purchase
- Donation/Gift
- Bequest
- Commission
- Transfer

3.2 Acquisition funds

Funding for acquisitions (purchase/commission) may come from:

- Council's operational or capital works budgets.
- External funding such as grants from other government departments, agencies or philanthropic trusts and foundations.

- Partnerships and sponsorship with industry and the private sector.
- Partnerships with the local community.
- Donations, bequests and gifts of money for the collection or for specific commissions. If applicable, donations may be submitted through the Australian Federal Government's Cultural Gift Program (CGP).
- Funds generated from the sale of de-accessioned works from the collection.

3.3 Acquisition proposals

It is recommended that proposals for acquisition by the public refer to the Vision and Section 3.4 (Acquisition Criteria), of this policy within their submission. Proposals must be submitted with the following information and, where appropriate, made available for a studio or gallery visit.

- Image of work.
- Title of the work/item, name of artist/manufacturer and date of production (if known).
- Description of the item.
- History and provenance of the item.
- Significance of the item and relevance to the Collection (refer to the Vision and Section 3.5, Acquisition Criteria of this Policy).
- Associated costs such as storage or display requirements.
- Recommendations and valuations (market value).
- Purchase price (if applicable)
- Conservation report (where necessary).
- Date acquisition commitment required.
- Attachments as required.

Officers will conduct an initial assessment of the acquisition proposal to determine the item's suitability in meeting the Vision and Acquisition Criteria of this policy. Should the item fail to meet these criteria, it will not be considered for recommendation at this preliminary stage.

3.4 Acquisition criteria

For all three areas within the collection, namely Civic, Art, and Public Art, items considered for acquisition should refer to the **Vision** of this Policy and meet **all** the General criteria below:

3.4.1 General criteria

- Fill a gap or build upon the strength of items and/or areas in the collection.
- Be in sound and stable condition.
- Not require extraordinary conservation, restoration or storage except where rare items in poor condition are assessed as significant to the collection.
- Not require extraordinary installation and/or exhibition costs.
- Have display or exhibition and interpretive capacity.
- Have clearly established provenance.
- Be offered unconditionally and without restrictions, including the right to deaccession.
- Must not be discriminatory or offensive in line with Council policies.

Items must also meet **at least one** of the category criteria below:

3.4.2 Category criteria

- Increase the representation of items/artworks in the collection by First Peoples artists.
- Increase the representation of items/artworks in the collection by women and gender diverse artists.
- Increase the representation of items/artworks in the collection by artists that reflect the City of Yarra's diverse communities.
- Created by prominent emerging, mid-career, or established artists who live, work, or have a significant connection to the City of Yarra.
- Be innovative, relevant, and high-quality works, that expand the range of representation of art forms and contribute to contemporary art practice and theory.
- Be relevant and appropriate to the context of the proposed site for installation.
- Be consistent with the planning, heritage and environmental policies of the City of Yarra, including other artworks in the vicinity.
- Be significant to the social, cultural, and political history of the City of Yarra and/or Yarra City Council.
- Commemorate a group or individual that has contributed significantly to the artistic, cultural, economic, political, or social aspects of Yarra's development.
- Commemorate a significant anniversary of an event unique to Yarra's history and development.

3.5 Acquisition recommendations

An acquisition recommendation report by the Visual Arts Officer will be presented to the Arts Advisory Committee for their information and assessment of the proposed item's compliance against the vision and acquisition criteria of this policy.

In addition to the Arts Advisory Committee, Council will engage individuals with specialised skills and expertise to assist with the assessment of proposed items if required.

Acquisition recommendation reports will include an item description, provenance, a statement on the item's relevance to the Collection, and a current market value for insurance purpose.

Valuations for donations via the Cultural Gifts Program (CGP) are generally the donor's responsibility; however, Council may choose to cover these valuation costs.

Meetings to discuss recommendations for acquisitions will be held twice a year. For proposed items that present a unique opportunity or require an immediate response, an extraordinary meeting may be called, or the Arts Advisory Committee may be informed accordingly or retrospectively.

The committee must reach a consensus to recommend an item for acquisition; a motion that is moved and seconded by two members and carried by a majority, which will be noted in the minutes of the meeting. The committee will follow a similar process as per the deaccessioning of artworks from the Collection.

All members of the committee must declare any real or perceived conflict of interest prior to the consideration of proposed items for acquisitions. This declaration will be documented in the minutes, and those members identified with a conflict of interest will abstain from participating in the assessment process of that item.

3.6 Arts Advisory Committee

The Arts Advisory Committee is a group of local artists and industry professionals that represent the City of Yarra's diverse communities. They provide a formal mechanism for Council to seek specialist advice on arts and culture matters within the municipality, including recommending items for the collection. Their role is advisory only, in accordance with its Terms of Reference.

The Arts Advisory Committee may offer recommendations and advice on:

- The allocation of funds towards the purchase of one or more works for the collection.
- The acceptance of donations, gifts and bequest into the collection.
- The de-accessing of items in the collection.
- The strategic direction of the collection.

3.7 Acquisition formalisation

Recommendations for acquisition must be authorised in accordance with the Council's procurement policy and delegated authority.

Donated works recommended by the Arts Advisory Committee for acquisition are subject to approval by the Manager Libraries Arts and Events.

An acquisition acknowledgment form, which includes an accession number, will be sent to the artist (estate/gallery) or donor as a receipt of the item within the collection. This form will also include permission from the artist, estate, or copyright agency to reproduce an image of the item in print and online for collection management, educational, and promotional purposes.

3.8 Deaccessioning

De-accessioning is the process by which Council may formally remove items from its collection as part of responsible collection management. It is not a method for raising revenue, and any money raised from the sale of a deaccessioned item will be used for the care and development of the collection. The International Council of Museums Code of Ethics serves as the guiding document for this process.

3.8.1 Deaccessioning criteria

Items proposed for de-accessioning must meet **one or more** of the following criteria:

- Poor condition or have suffered irreparable damage.
- No known provenance or have legal ownership other than that of Council.
- Pose a risk to public safety, which cannot be mitigated.
- Conservation and storage costs are beyond the means of Council.
- Lost or stolen without possibility of recovery.
- Copies, duplicates, or reproductions of items already in the collection.
- Have no relevance or fall outside the scope of the policy.

Items cannot be proposed for de-accessioning if:

- They are being considered on purely aesthetic grounds.
- They have been in the collection for less than five years.

- They have a legal encumbrance that prohibits them from being de-accessioned.
- They have a contested provenance.

3.8.2 Deaccessioning procedure

- A report will be developed for the Arts Advisory Committee's consideration.
- The Arts Advisory Committee must vote (majority) on or resolve a motion to recommend the de-accessioning.
- The Arts Advisory Committee's recommendation is then approved by the appropriate Council officer.
- The item will be held within the collection for a twelve-month 'cooling off' period. This period allows Council time to contact the creator, donor, or the creator's estate to discuss disposal options.
- If the item poses a health and safety risk, the cooling off period may be waived for the object.
- Once the item is de-accessioned, it must be de-registered. A record of the item's provenance and deaccession documentation must be retained, and the electronic record marked 'de-accessioned' but not deleted.

3.8.3 Disposal

The item for disposal can either be:

- Returned to the artist, estate, or donor. *
- Offered to a more appropriate institution.
- Arranged for sale.
- Dismantled and/or destroyed as a last resort.

If a gift or donated item is sold, funds raised by the sale must be redirected towards the care and development of the Collection, which, with consent, may be attributed to the original donor.

* Items donated under the Commonwealth Government Cultural Gift Program will not be returned to the donor if de-accessioned, as they have already received the benefit of a tax deduction for the donation.

4 Collection management

Council's Arts Development Unit is responsible for the day-to-day management of the collection. An annual operational budget is provided by Council to ensure the collection is documented, handled, stored, preserved, and shared in accordance with this collection policy.

4.1 Record administration

Administration required for best practice collection management include:

- Acquisition Recommendation Report template (for all methods of acquisition).
- Art and Heritage Collection Asset Register (Enterprise Tech One).
- Acquisition Acknowledgment form (including permission to reproduce image).
- Commissioning agreement/contract.

- Deaccession Recommendation Report.
- Loan template (inward and outward).

4.2 The Asset Register

All items are formally processed and registered into Council's asset register (Enterprise/TechOne) to ensure their status as the property of the City of Yarra is legally substantiated.

The Asset Register serves as Council's Collection Management System and is maintained by the Arts Development Unit. This primary collection management tool records detailed information for all items, including provenance, date of acquisition, conservation status, valuation, and object storage location. The record also includes visual documentation and image references.

Where resourcing is available, Council should expand on these basic fields of registration by:

- Researching and documenting the significance of relevant items.
- Recording detailed exhibition and access history for each item.

4.3 Record keeping

Documents relating to items in the collection are stored in Council's record management system, Content Manager. These files are administered by the Arts Development Unit and managed by the Records Management Unit.

Prior to 2020, hard copy files were produced to store documents relating to the collection item and artist. In line with Council's move to paperless processing, hard copy files have now ceased (but still available), with documents scanned and attached to files relevant to the item recorded in the Asset Register and Content Manager whenever possible.

4.4. Accessioning

Accession numbers will be allocated in chronological order to each item in the collection. If an item consists of more than one integral part, those parts will be allocated a number and/or letter following the sequential number. Preceding these accession numbers each item will be allocated a three-letter code that indicate the category in which the item is registered:

- **Civic:** Historic Memorabilia **HM**, Contemporary Memorabilia **CM**, Decorative Art **DA**, Historical Fine Art **HFA**
- **Art:** Contemporary Fine Art **CFA**
- **Public Art:** Public Art **PA**, Monuments/Memorials **MM**

Each item will also be identified with a Yarra City Council label or tag attached to the back of the item (if applicable), stating the artist's name, title of the work, date, medium, dimensions, and accession number.

4.5 Image library

Each item within the collection will be digitally photographed for security, promotional and educational purposes and recorded in the asset register with its file name corresponding to the item's accession number.

4.6 Moral Rights and Copyright

Copyright of an item housed in the Collection shall be reserved by the artist (or their estate). Permission from the artist, estate, or copyright agency to reproduce an image of the item in print and online for collection management, educational, and promotional purposes is formalised within the Acquisition Acknowledgment form.

This usage shall not contravene any laws, including those governing copyright, intellectual property, or moral rights, nor conflict with any commitments made by the Council in agreements with artists or donors. The artist/maker/creator and title of the item will be attributed wherever and whenever an image, or the item is displayed.

4.7 First Peoples material

Council acknowledges its mandatory obligation under the Aboriginal Heritage Act 2006 to register Victorian Aboriginal cultural artefacts in its possession with Aboriginal Affairs Victoria and that human remains and secret and sacred material legally belonging to the Traditional Owners should be repatriated.

Council also adheres to legislative requirements related to Aboriginal and Torres Strait Islander culture, content and artefacts as follows:

- *Creative Australia, Protocols for Producing Indigenous Australian Visual Arts, 2007*
- *Indigenous Cultural Protocols and the Arts 2015* by Terri Janke
- United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).

4.8 Access, equity and inclusion impacts

The Visual Arts Officer will:

- Actively consider how community members of various ages, abilities, cultural and gender identities, sexual orientation, religions, locations and social economic backgrounds might access policies, programs or services differently and if there are any barriers which may hinder these groups from accessing these policies, programs or services.
- Will act to increase the inclusiveness of the collection and its accessibility.
- Review labels, other collateral and published texts to improve representation and accessibility.
- Address barriers to participation.
- Will ensure pay rates meet industry standards and explore ways in which to provide further assistance for artists.

4.9 Valuation and insurance

Council's Risk team manages insurance for the collection, with the value of new acquisitions forwarded to Risk by the Visual Arts Officer upon acquisition and before the end of each financial year. An independent valuation of the collection for insurance purposes, and to ensure the asset register is accurate will be conducted by an approved valuer every five years or based on the recommendation of Council's Risk manager and advisor. Items acquired since the previous valuation will be sighted in person by the valuer, with previous items undergoing a desk top valuation.

4.10 Winding-up

The collection is recognised as an asset of Yarra City Council. In the event of a local government restructure, the treatment of any assets would be in accordance with the Local Government Act.

5 Collection care

Council owns, manages and cares for the collection on behalf of the Yarra community. Within our limited resources we are committed to conserve and preserve the collection in accordance with best practice, providing a safe environment for the Collection, with effective storage, security and environmental controls, for the benefit of current and future generations.

The Arts Development team commits to liaising with Australian Museums and Galleries Associations about changing standards and procedures in collection management, conservation care, exhibition and operations particularly in relation to climate change. Addressing the environmental impact of maintaining and expanding the collection supports the long-term viability of the collection.

5.1 Preventative conservation

Council is committed to the preventive conservation of the Collection in accordance with recognised museum standards and will engage qualified and accredited conservators and approved contractors to advise on and undertake the care, repair, maintenance, display, and exhibition of the Collection.

The Arts Development Unit is responsible for day-to-day preventive conservation by:

- Ensuring the physical safety and security of collection items in storage and on display.
- Establishing regular inspections and a condition schedule for each item in the collection.
- Developing an annual collection maintenance schedule and budget in consultation with approved conservators. Audits of outdoor items, including public art, memorials and monuments, are assessed every five years by conservation experts and specialists.
- Coordinating and managing all movement, handling, relocation, and installation of collection items according to industry handling practices.

5.2 Storage

Collection items not on display will be stored on Council premises and offsite at suitable fine art storage facilities, adhering to museum conservation standards.

Council acknowledges the challenges of storing items and will endeavour to maintain a stable environment utilising appropriate storage solutions and practices to help preserve the integrity of the Collection and ensure that items are stored safely and efficiently. This includes:

- Providing and managing secure and environmentally controlled collection storage within resource and budget constraints.
- Maintaining a secure list of storage locations, their access arrangements, and a floorplan of each collection store noting numbered or labelled storage units.
- Minimising risk to the collection by monitoring storage conditions and addressing risks as required.
- Develop and implement emergency response plans tailored to specific risks such as flooding, storms, fires.

- Inspecting incoming material to ensure it is pest-free and arranging appropriate treatments.
- Using archival-quality boxes and protective coverings, to safeguard items from damage.
- Clear labelling of storage boxes and shelves, linked to Collection records, to minimise handling and facilitate easy retrieval.

5.3 Restorative conservation

The Arts Development Unit is responsible for commissioning and documenting all restorative conservation work on the collection. Treatments and priorities are determined by curatorial staff in consultation with the relevant artist and/or approved conservators. Conservation work will be undertaken according to established priorities and within budget parameters with repair and restoration work undertaken by qualified and accredited conservators or approved contract specialists.

5.4 Damage and at-risk process

If an item belonging to the collection is damaged or appears to be at risk the following actions and procedures must be followed:

- It must be immediately reported to a member of the Arts Development Unit.
- It must be left in situ together with all broken parts and cordoned off until it can be assessed by a member of the Arts Development Unit or an approved conservator. In such circumstances, consideration must be given regarding the safety of the item as well as public safety and access issues.
- It should only be removed and handled by a member of the Arts Development Unit or by Council maintenance officers if the item is too large and/or poses an immediate risk to the public.
- It should be photographed as soon as possible in the state it was found to provide a record of the event and to document the condition or risk of the item.
- Must be reported to appropriate authorities if an act of vandalism towards an item in the Collection has been identified.
- Council's Risk team must be notified, and a claim made to insurance if applicable.
- Damage sustained must be documented in the collection database. The altered condition of the object, as well as a description of the conservation treatment applied, should also be clearly recorded.

5.5 Occupational health and safety

Council is committed to providing ongoing Occupational Health and Safety (OH&S) training for both current and new collection staff. This commitment extends to observing the Council's OH&S procedures in every aspect of managing a mixed collection, including exhibition and display installation, as well as in the movement and handling of objects.

This includes:

- Wearing gloves to avoid touching objects where applicable.
- Using transport aids such as trolleys to minimise risks and assist with awkward and heavy items.
- Organising workstations for safe handling to minimise the potential for falls and breakages.
- Hiring specialists for the transportation and installation of artworks where required.

6. Collection access

Council is committed to making arts and culture an everyday experience in the municipality and to enriching the community's understanding of Yarra's artistic, social and cultural history. Exhibiting and interpreting the collection, lending items to other institutions, along with developing an online catalogue accessible through the Council's website and external platforms, are key strategies employed to achieve this goal.

6.1 Display

The display and allocation of items in the collection are the responsibility of the Arts Development Unit. Priority for display in Council buildings is given to areas with high levels of public and staff access, as well as security. These areas include:

- customer service, reception areas/foyers
- meeting rooms
- libraries
- offices where suitable hanging arrangements exist.

The rotation of items within Council premises is based on incoming staff, office changes and refurbishments, best art conservation practices, and available resources. The suitability, location, condition, and interpretation of each item will be regularly monitored and reviewed when displayed, and items may be subject to removal or relocation as necessary.

Tours of the collection in Council buildings will be programmed annually and available on request for community groups.

6.2 Digital access

Items in the collection can be accessed online via Council's website, as well as through social media and promotional platforms. Where artists have granted permission for digital reproduction, these items will also be available on the Victorian Collections website. The Visual Arts Officer will explore opportunities to utilise new technologies, such as virtual tours, to make the collection more accessible, engaging, and relevant to a wider audience

For items not currently on display or online, members of the public may contact the Arts Development Unit to arrange a viewing by appointment, subject to availability.

6.3 Exhibitions

Developed in accordance with the Vision of this Policy, Council's Arts Development unit will curate and present collection exhibitions of artistic, cultural, historical, social, and contemporary interest and relevance for all members of Yarra's diverse communities. These exhibitions may feature accompanying educational and public programs, including collection tours and will be displayed within Council's key civic buildings and dedicated arts spaces.

In addition, Council will seek opportunities to partner with other institutions, organisations, artists, curators, councils, communities, festivals, and events to exhibit Collection items and pursue funding opportunities to help realise these projects, programs and initiatives.

6.4 Environmental conditions

Where possible, Council will undertake sustainable practices in maintaining appropriate temperature, humidity conditions and optimal lighting when displaying and exhibiting items. Within our available resources we are committed to meeting this within conservation standards and best industry practice.

6.5 Interpretation

All items on display must be accompanied by a label and presented under optimal display conditions. Wall labels will include the following information:

- Artist name
- Accession details
- Title of work
- Creation date
- Medium
- Dimensions
- Acquisition/donation details
- Collection acknowledgement

6.6 Loans

Council temporarily lends items from its collection to other institutions or organisations for exhibition and community engagement purposes (outward loans).

Similarly, it may borrow items from other institutions, organisations, and individuals for comparable purposes (inward loans).

6.6.1 Loan approval

Council does not lend items from its collection to individuals. Applications will be considered from any public institution, with an item's conservation history and vulnerabilities, including handling, packing, transport, and installation, considered before it goes on loan. All loan requests will be reviewed and approved by the Coordinator of the Arts Development Unit.

6.6.2 Loan care

Council will exercise the same care with respect to borrowed items as it does for its own collection and will provide agreed and appropriate storage and display conditions for borrowed items for the term of the loan. Condition reports are written prior to an object being packed, upon unpacking at each borrowing institution, upon packing at each borrowing institution, and as soon as possible after return.

6.6.3 Loan agreements

Loan items shall only be sought for specific exhibitions or research purposes and for fixed periods of time, to be considered on a case-by-case basis. Adequate insurance provisions must be arranged and a copy of the insurance policy sighted or confirmed in writing. All loans will be subject to the terms and conditions outlined in a Loan Agreement form, as agreed upon by Council and the lending/borrowing organisation. Council reserves the right to terminate a loan agreement if the terms and conditions are breached.

7. References

This Collection Policy should be read alongside the following documents produced by the City of Yarra, as well as those that guide best practice in the museum and collection sector.

- Yarra 2036 Community Vision
 - Council Plan
 - Arts and Cultural Strategy
 - Public Art Policy
 - Arts Advisory Committee Terms of Reference
 - Yana Ngargna Plan
 - Access and Inclusion Strategy
 - Asset Management Plan
 - Climate Emergency Plan
 - Community Engagement Plan
 - Economic Development Strategy
 - Gender Equity Action Plan
 - Graffiti Management Framework
 - Heritage Strategy
 - Multicultural Partnerships Plan
 - Open Space Strategy
 - Procurement Policy
 - Risk Management Framework
 - Strategic Advocacy Framework
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- The Australian Institute for the Conservation of Cultural Material <https://www.aiccm.org.au>
 - International Council of Museums (ICOM) Code of Ethics for Museums 2017 <https://icom.museum/wp-content/uploads/2018/07/ICOM-code-En-web.pdf>
 - International Council on Monuments and Sites (ICOMOS) <https://australia.icomos.org/about-us/australia-icomos/>
 - National Standards for Australian Museums and Galleries 2023 (second edition) <https://mgnsw.org.au/wp-content/uploads/2023/03/Nationals-Standards-for-Australian-Museums-and-Galleries-2.0.pdf>
 - AMAGA First Peoples: a Roadmap for Enhancing Indigenous Engagement in Museums and Galleries 2018 https://www.amaga-indigenous.org.au/files/ugd/f76062_c67539d5b2e2433181f66b15ec499d89.pdf
 - Victorian Gender Equality Act 2020 <https://www.legislation.vic.gov.au/as-made/acts/gender-equality-act-2020>
 - National Copyright Act 1968 <https://www.legislation.gov.au/C1968A00063/2019-01-01/text>
 - Charter of Human Rights and Responsibilities Act 2006 <https://www.legislation.vic.gov.au/in-force/acts/charter-human-rights-and-responsibilities-act-2006/015>