

Council Policy – Collections

Responsible Directorate	Community Engagement
Responsible Business Unit/s	Community Development
Responsible Officer	Manager Community Development
Affected Business Units	Community Development Library Services Statutory Planning and Compliance Operations Engineering Finance

Objective

The objective of this Policy is to provide a framework for the acquisition, development, management, and stewardship of the Shire of Serpentine Jarrahdale's collections.

Scope

This Policy applies to items owned and/or managed by the Shire of Serpentine Jarrahdale, including:

- fine art
- public art
- reference materials, printed materials and publications
- physical and digital photographs and recordings
- artefacts
- ephemera and objects of memorabilia.

Policy

Introduction

The Shire of Serpentine Jarrahdale (the Shire) recognises the importance of its artwork, artefacts and historical materials in contributing to the enhancement of public spaces, commemorating the Shire's unique history and heritage, building civic pride and strengthening community identity.

This Policy establishes a framework for acquiring, managing, conserving, and when necessary, deaccessioning of collection items that celebrate the Shire's rich heritage, diverse cultural identity and distinctive sense of place.

Acquisitions

Items may be acquired into the Shire's collections via purchase, commissioning, donation or bequest, or transfer. All acquisitions will be subject to an assessment of cultural significance, review and confirmation of provenance, and proof of ownership. The following factors will be considered for all items:

- Integrity and quality of the item, along with maintenance or conservation requirements
- Authenticity and ethical provenance
- Availability as an outright purchase, commission or transfer of ownership (subject to relevant copyright and moral rights provisions)
- Enhancement of one of the Shire's collections
- Ability of the Shire to store, maintain and or display/provide access to items.

Commissioning of works will be undertaken in accordance with the Shire's procurement policies. Donations and bequests of collections or individual items will be managed in accordance with Council Policy – Community Contributions.

Public Art Collection

Acquisition of original contemporary public artworks is guided by Council Policy – Public Art and the Public Art Strategy and Masterplan.

Fine Art Collection

New acquisitions, including commissioned works will be assessed on their relevance and suitability within the scope of the collection. Assessment will consider one or more of the following:

- Representativeness of significant periods, events, initiatives in the development of the Shire, and in contemporary life in the Shire
- Build on the strength of the existing collection items
- Represent and support local artists or Western Australian artists who are recognised for their work at a local, state or national level
- Acknowledge and represent Aboriginal culture, storytelling and traditions associated with the Shire and region, with appropriate cultural protocols and permissions.

Council may make an annual allocation for acquisition of fine art within the Annual Budget.

Community History Collection and Memorabilia

New acquisitions will be assessed on their relevance and suitability within the scope of the collection. Assessment will consider:

- Historical significance
- Relevance to Shire locations and places, or broader region the Shire is situated in
- Social, cultural, economic or political significance to the Shire, known individual, event or period of history
- Scientific research potential.

Loans (Incoming and Outgoing)

The Shire will consider loan requests that form meaningful, reciprocal arrangements that benefit the Shire and community.

Loan requests should be made in writing to the Director Community Engagement.

Requests will be reviewed and approved by the Director Community Engagement with a Loan Agreement signed by the applicant.

Loan agreements must specify duration, insurance, transport, installation, condition reporting, and responsibilities.

This requirement does not apply to materials contained within the borrowable library collection (e.g. community history collection materials for loan).

Asset and Records Management

All collection items will be recorded in the appropriate asset register or catalogue in line with relevant collection policies and procedures and industry standards. Accurate records will be maintained including information such as acquisition, description, provenance, maintenance and conservation, location, condition and valuation information. Records will be maintained in accordance with the *State Records Act 2000*.

Conservation, Maintenance and Repair

The Shire recognises its responsibility to preserve and conserve the collection to the best of its ability. Conservation and management practices for specific collections and items will be undertaken in accordance with relevant industry standards for that item regarding storage, display, access, insurance and movement, as far as practicable and subject to availability of resources.

Management of the Community History Collection will be undertaken in accordance with State Library Western Australia standards and guidelines as applicable.

Operational procedures to guide the maintenance and management of collections support implementation of the policy where applicable.

Deaccession, Disposal, and Repurposing

Items in collections may be deaccessioned when they have fulfilled their purpose, are duplicated within a collection, are unsafe, damaged beyond repair or cannot be feasibly maintained. When deaccessioning occurs:

- The artwork or item will be documented (condition, rationale, provenance).
- The Shire will contact the donor (if applicable) and the artist (if applicable) to confirm return options or repatriation.
- The item will be de-registered as a Shire asset, following deaccession procedures.

Definitions

Collection Management means acquisition, documentation, maintenance, conservation, loans, and deaccessioning.

Community History Collection means a curated collection of local records, objects, photographs, recordings, publications or other items documenting the heritage and history of the Shire.

Deaccession means the official removal of an item from the Shire's collections.

Fine Art Collection means any two-dimensional or small-scale three-dimensional artwork commissioned or acquired by the Shire.

Public Art means permanent or long-term artworks sited in or visually accessible from public spaces (e.g., sculptures, murals, integrated ground treatments, lighting, digital screens, canopies, architectural integration).

Related Documents

- Council Policy – Public Art
- Council Policy – Procurement of Goods or Services through Public Tendering
- Council Policy – Procurement of Goods or Services up to \$250,000
- Council Policy – Community Contributions
- Shire of Serpentine Jarrahdale Public Art Strategy and Masterplan
- Community History Collection Procedures

Legislation / Local Law Requirements

- *Local Government Act 1995*
- *Copyright Act 1968 (Cth)*
- *Copyright Amendment Act (Moral Rights) Act 2000*
- *State Records Act 2000*
- *Aboriginal Heritage Act 1972 (WA)*

Amendment Record

Relevant Delegations		Nil. <i>or</i> Refer to Register of Delegations and Sub-delegations (as amended)	
		Date	Resolution Number
Council Adoption		20 July 2026	OCM-215-2026
Version	Date	Resolution Number	Amendment Details