

## **Terms of Reference**

### **Introduction**

This committee will be an Officers Reference Group.

### **Name**

The name of the Group is the Heritage Collections Advisory Group.

### **Objectives:-**

- Develop policies in relation to the access arrangements between the Cities of Wanneroo and Joondalup pertaining to the jointly owned heritage collections.
- Negotiate solutions where access arrangements between the two cities cannot be agreed.
- Decide on permanent housing arrangements for memorabilia items.
- Make recommendations on the management and disposal of items that are jointly owned.

### **Tasks:-**

To make recommendations on the following:

- Policy development
- Collection development
- Dispute resolution
- Acquisition standards
- Access arrangements between the two cities

### **Membership**

Two officers from both the City of Joondalup and City of Wanneroo as appointed by the respective CEO's.

### **Meetings**

- a) The Heritage Collections Advisory Group shall meet as required.
- b) Notice of meetings including an agenda shall be given to members at least 3 days prior to each meeting.

### **Termination of Committee**

Termination of the Committee shall be:

- a) at the direction of either CEO.

### **Officer(s) responsible for Management of Committee**

Manager, Libraries and Information Services, City of Joondalup

## **Heritage Collections**

### *Principles for items held in the Heritage Collections jointly owned by The Cities of Joondalup and Wanneroo*

#### **Background**

Following the abolition of the former City of Wanneroo at 30 June 1998, the Councils of the interim body determined at a meeting on 7 December 1999 that the report referring to the Heritage Collections be accepted. This meant that:

- The Heritage Collections of the former City of Wanneroo are a regional resource
- The Heritage Collections be jointly owned by the City of Joondalup and the new City of Wanneroo as tenants in common in equal shares

These protocols only relate to items jointly owned pre 1999.

#### **Definitions**

From the report considered by the Councils at the 7 December 1999 meeting:

- The 'Heritage Collection' means the local studies collection together with the collections of memorabilia and artefacts.
- The Cities of Wanneroo and Joondalup agreed that the 'Local Studies Collection' includes memorabilia displayed by the former City of Wanneroo and now located at the City of Joondalup.
- The 'Artefacts' collection includes those artefacts held at various locations, including Gloucester Lodge, Cockman House and Buckingham House all of which are in the district of the new City of Wanneroo.

#### **Financial and custodial responsibilities**

The City of Wanneroo is charged with the care, control and maintenance of the Artefact collection

The City of Joondalup is charged with the care, control and maintenance of the Local Studies collection.

#### **Loan of Items**

Both parties are entitled to borrow items for display.

- The permanent display of certain objects could be detrimental to their conservation and so loans would be alternated with appropriate conservation storage.
- At all times the safety, protection and preservation of items will govern access.

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- The primary home base would be as determined previously by the Council or as agreed by the Advisory Committee and so appropriate conservation storage is to continue to be provided by the managing authority.
- Loans will be facilitated through the joint Heritage Collection Advisory Group and will ensure free and equitable access (including loans between the Cities and Commercial entities).
- The borrowing body should provide appropriate storage; care and protection of the items loaned and cover extra costs incurred.
- A standard loan form (as for loans to other agencies) that specifies any conditions of a loan and that must be signed is to be used.
- Conditions are to relate to the protection of the items in the collection e.g. display conditions, length of the loan, insurance and movement of items.
- The well-being of the items is to be the only criteria to limit access unless the item is an integral part of a display in place by the custodial agency.
- Every endeavour is to be made to satisfy requests for the loan of items, made by the non-custodial agency.

**Recognition of items**

All items jointly owned by the two Cities pre 1999 are to be identified as such where possible. Guidelines to be developed and overseen by the Heritage Collection Advisory Group. For example:

- Signage on external buildings where commonly owned items are housed
- Agreed individual artefacts and memorabilia on display to have acknowledgement on signage of joint ownership.
- Publications featuring photographs, memorabilia, artefacts or any other part of the collection to acknowledge joint ownership.
- Commercial use by outside parties should include acknowledgement.
- To be implemented over a 2 year period.

**Dispute Resolution**

For any disputes that cannot be resolved at the Heritage Collections Advisory Group level a third party dispute resolution party will be utilized to resolve the dispute (LEADR - Lawyers Engaged in Alternative Dispute Resolution.)

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**Administration**

The Heritage Collection Advisory Group will be responsible for the administration of the loans and will meet as required to ensure that operational issues are addressed at officer level.

Jointly owned items to be removed from the register must be approved by both Councils.

**Media and Publicity**

Acknowledgment to be made where appropriate in any media or publicity featuring items jointly owned by the two Cities.

This includes:

- Press releases, publications, signage, invitations to events and relevant documents.
- Guidelines of appropriate use to be developed and overseen by the Heritage Collection Advisory Committee.