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<tr>
<td>Position Title of Responsible Business Unit Manager:</td>
<td>Lauren Bialkower Manager Libraries, Arts and Culture</td>
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1. TITLE
History and Heritage Collection

2. OBJECTIVE
To provide for the collection, preservation and display of objects of key significance to the history of Glen Eira City Council.

3. DEFINITIONS AND ABBREVIATIONS

<table>
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<tr>
<th>Term</th>
<th>Meaning</th>
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<tr>
<td>Collection</td>
<td>Council’s History and Heritage Collection as described</td>
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<td>in Part 3.1 of this Policy</td>
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4. POLICY

4.1 COLLECTION DEVELOPMENT

4.1.1 The Collection is focussed exclusively on the municipal history of the City of Glen Eira.

4.1.2 The City of Glen Eira is well served by two historical societies, two RSLs, a hospital archive, multiple museums, churches and other collecting organisations. These groups collect and preserve objects related to Glen Eira’s community and general history.

4.1.3 The Collection collects and preserves objects, archives, images and digital artefacts related to the history of the municipal governing bodies of the area. This covers the Caulfield and Moorabbin Roads Boards, the later Councils of the same names and the amalgamated Glen Eira City Council. Responsibility for the history of the former Moorabbin Council is shared with the Cities of Bayside and Kingston.

4.1.4 Objects considered for collection include
- Council paraphernalia, including textiles and physical objects.
- Council documentation, photographs, drawings, sketches and archives and records.
- Honour boards, plaques and ceremonial objects.
- Images and documents related to Caulfield Town Hall.
- Objects, documents and images related to individual members of Council or staff.
- Visual and audio recordings and digital artefacts such as social media posts, digital correspondence and archived websites related to Glen Eira City Council and its predecessors.

4.2 ACQUISITION

4.2.1 Objects will be acquired into the Collection by the following methods:
- Donation.
- Bequest.
- Internal Council Department Transfer.
4.2.2 Purchase of an object may be considered, but only under exceptional circumstances where a key piece of Council history is at risk of loss or destruction, and no other method of safekeeping is practicable. Any purchase must be authorised by the Director, Community Wellbeing.

4.2.3 Objects will only be collected if they fit the specific guidelines set out in this policy. Donors who offer objects that do not fit this policy will be directed to Glen Eira and Moorabbin Historical Societies, or to another suitable organisation.

4.3 LEGAL AND ETHICAL OBLIGATIONS
Council will comply with relevant codes of ethics and legal obligations, as set out in the Collection Procedures.

4.4 DOCUMENTATION AND RECORD KEEPING
The Collection will be managed and documented in an appropriate manner, using heritage industry standards to ensure that information relating to the collection is kept safe and organised.

4.5 DEACCESSIONING
Objects can be deaccessioned from the Collection if they are no longer relevant, as set out in the Collection Procedures. Collection objects selected for deaccessioning will be offered to local historical societies, community groups or relevant museums before disposal where reasonable and practicable.

4.6 LOANS
Council can borrow or lend objects for display or research purposes, as set out in the Collection Procedures. Council will not accept indefinite loans into the Collection unless under exceptional circumstances.

4.7 ORAL HISTORY
4.7.1 Council collects Oral History recordings as part of the Collection.
4.7.2 These will be collected either as part of a wider project or exhibition, or in dedicated oral history projects run by the History and Heritage team.
4.7.3 These will be collected according to the guidelines laid out in the Oral History checklist developed by History and Heritage.

4.8 ACCESS
Council will provide public access to the Collection in the manner set out in the Collection Procedures. This may include the evolving use of online, publicly accessible catalogue systems, use of social media or other relevant technologies.

5. HUMAN RIGHTS CHARTER COMPATIBILITY

This Policy has been assessed as being compatible with the Charter of Human Rights and Responsibilities Act 2006 (Vic).

6. ASSOCIATED DOCUMENTS

History and Heritage Collection Procedure

7. REFERENCES/RESOURCES

Aboriginal Heritage Act 2006 (Vic)
Control of Weapons Act 1990 (Vic)
International Council of Museums Code of Ethics
Historic Shipwrecks Act 1976 (Cth)
Protection of Moveable Cultural Heritage Act 1986 (Cth)