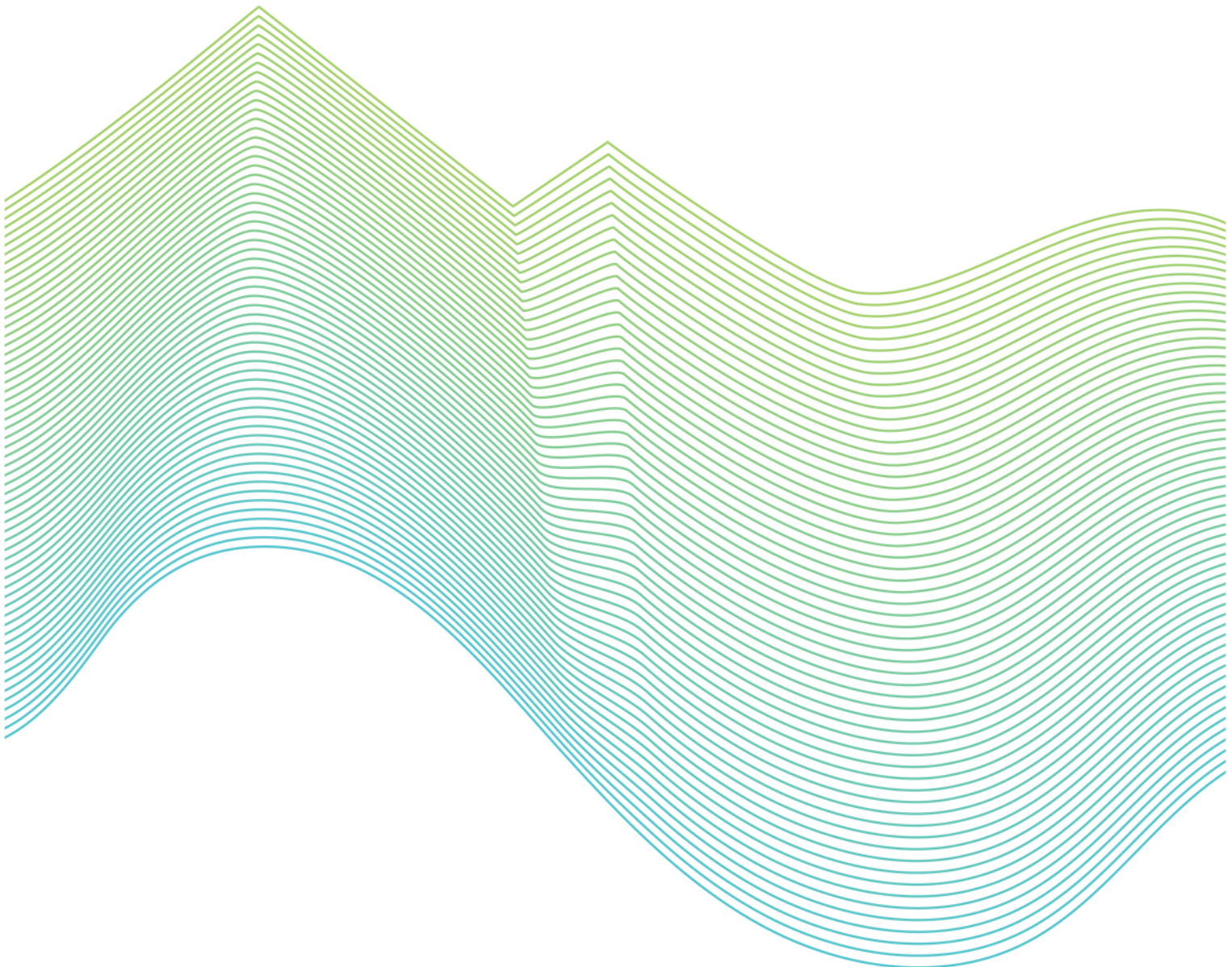


Movable Cultural Heritage Guidelines

HSEG0912.3

April 2019



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Role	Name	Signature	Date
WHS & HSE Systems Manager	Darren Pegram		16/10/15
Policy, Land and Heritage Manager	Ian Jones		06/05/19

1.0 Document Overview

1.1 Purpose

The purpose of this document is to:

- define items of Movable Cultural Heritage and processes for ascertaining their cultural significance; and
- outline the requirements, standards and procedures for the management of those items.

Hydro Tasmania (HT) recognises the importance of its Movable Heritage; items that are of historical and social value that reflect the history of the organisation and its activities. These items include everyday objects or specific technical or mechanical items. They may, or may not, be portable and may be a single item or a group of items that may form a recognisable collection.

These Movable Cultural Heritage items are not included in the scope of the material defined by HT's Information Management Policy, which refers to items such as records, technical information, documents, film, photographs or tender documents.

These Movable Cultural Heritage Guidelines have been established to ensure that important heritage items that fall outside HT's static asset and records management policies are also managed in accordance with the heritage management principles of the organisation. The management of these items must take into account financial implications, storage and conservation requirements.

HT will focus on the conservation and management of its existing Movable Cultural Heritage items and will not actively pursue the acquisition of items of historical interest, such as old machinery. However, HT may consider accepting unconditional donations of items that meet the eligibility criteria.

Frequently, decisions have to be made about equipment during power station upgrades and maintenance. These Guidelines, along with any recommendations made as part of a Heritage Impact Assessment (HIA) through the HSEP0912 – Cultural Heritage Management Procedure, will help to determine the cultural heritage significance of any items and enable HT to make sound decisions about what items should be retained, where they should be kept and how they should be managed.

These Guidelines outline the standards and procedures required for documenting, conserving, managing and accessing Movable Cultural Heritage items.

These Guidelines take into account the practices and principles of the Australia ICOMOS Burra Charter 1999, in particular Article 10: "Contents, fixtures and objects which contribute to the cultural significance of a place should be retained at that place."

1.2 Scope

The Moveable Cultural Heritage Guidelines should be applied in conjunction with HSEP0912 – Cultural Heritage Management Procedure and any relevant Heritage Impact Assessments, when dealing with any moveable cultural heritage.

Items of Movable Cultural Heritage are items relevant to Hydro Tasmania; either generated by, or relevant to, Hydro Tasmania activities. They may include items acquired in the course of official duties, or items that represent major events, activities and initiatives, but are not those items required to be kept under HT Information Management Policy. The latter are often, but not limited to, paper based documents and records.

Some examples of Movable Cultural Heritage are:

- Foundation stones, plaques, tablets or other commemorative installations associated with Hydro Tasmania (or HEC) sites, either indoor or outdoor, in situ or displayed
- Paper based awards/commemorative documents
- Framed documents
- Posters or illustrative material
- Gifts
- Objects such as office equipment, clothing or sporting equipment
- Sculptures
- Furniture
- Redundant mechanical/electrical items associated with generation
- Tools and equipment associated with construction, maintenance or any other Hydro Tasmania (or HEC) activity
- Generation equipment, such as a Pelton wheel on display
- Equipment removed during power station upgrades and maintenance

2.0 Process Details

2.1 Eligibility Criteria

Decisions on whether to keep items of Movable Cultural Heritage, either in situ or stored elsewhere, will be based on the Significance Assessment outlined in Part 1 and at least one of the other criteria in Part 2.

2.1.1 Part 1 – Significance Assessment

Establish the historic cultural significance of the item. This must be established in accordance with the steps outlined in section 2.2 of these Guidelines. The Significance Assessment should specifically refer to the Heritage Significance Ratings within the HSEP0912 - Cultural Heritage Management Procedure which states that items of very high and high significance should be retained. A higher degree of flexibility can be exercised for items of medium significance but items of low, neutral or intrusive cultural heritage significance have no heritage management requirements.

2.1.2 Part 2 – Other Criteria

Establish the legal title to the item. HT can only keep or accept items of Movable Cultural Heritage if they are owned by HT or given through a donation or bequest that is unconditional and constitutes clear and valid legal title. The item must have a distinctive and verifiable connection with HT (or HEC), its activities, operations or workers. It should be relevant to past and/or present research, interpretation, activities and operations of HT and its workers; and any donations presented to workers or Board Members must be in the course of their official duties or activities.

2.2 Establishing Significance

An assessment must be made to determine the significance of items of Movable Cultural Heritage significance in accordance with the Collections Council of Australia Significance – A Guide to Assessing the Significance of Cultural

Heritage Objects and Collections (2006), HSEP0912 - Cultural Heritage Management Procedure, and the Australia ICOMOS Burra Charter (1999).

The assessment will take into account the following documents by the Tasmanian Heritage Council:

- Movable Cultural Heritage Discussion Paper, October 2002
- Practice Note No 7 – Movable Heritage (no date)

This work will be undertaken by a suitably qualified practitioner or practitioners with professional expertise in matters pertaining to Cultural Heritage Management with reference to others with relevant knowledge or expertise.

Items of medium, high and very high significance will be recorded in the database linked to the HT Web Map. Items assessed as low, neutral or intrusive may be considered for disposal in accordance with the section relating to the Disposal of Movable Cultural Heritage of these Guidelines.

2.3 Retention of Movable Cultural Heritage

Retention of significant Movable Cultural Heritage in-situ considers that the operational context is the most appropriate setting for retaining the cultural significance of the item and the site with which it is associated. Items that meet the eligibility criteria will be retained in-situ as a basic premise unless there is an overriding management, conservation or safety imperative for their relocation and management elsewhere.

This consideration extends to paper records and technical documents relating to asset operation where those assets remain in service. Documentation for out of service assets should be dealt with in accordance with the HT Information Management Policy. Decisions to relocate or archive historic object-related documents should be informed by an assessment of their interpretation potential undertaken by a suitably qualified practitioner or practitioners with professional expertise in matters pertaining to historic records management and interpretation.

2.4 Disposal of Movable Cultural Heritage

Items that meet the eligibility criteria may be considered for disposal to an appropriate collecting institution where such a transfer is essential for the conservation and management of the item or otherwise necessary for retaining its cultural significance.

In this case an assessment of the heritage impact on the place from which the item is to be removed should be undertaken by suitably qualified practitioners and workers, as outlined above.

If an item does not meet the eligibility criteria then it may be disposed of by the following means, in order of priority:

1. offered by donation to a collecting institution such as the Tasmanian Museum and Art Gallery, Queen Victoria Museum and Art Gallery, the Archives Office of Tasmania or the State Library of Tasmania;
2. offered by donation to its creator or returned to the donor;
3. offered to HT Workers for sale or by donation with the individual bearing the costs associated with removal from HT premises;
4. sold by public tender; or
5. dismantled and/or destroyed in the event of no other options being suitable.

2.5 Management Standards

HT will manage Movable Cultural Heritage items to a high standard in accordance with international museum industry standards as set out in the International Council of Museums (ICOM) Code of Ethics for Museums (2006) or equivalent level of management.

This work will require the skills of a practitioner or practitioners with professional expertise in matters pertaining to Cultural Heritage Management with reference to others with relevant knowledge or expertise, particularly in the curation and conservation of museum objects and associated records.

2.6 Documentation and Information Management

Single or small groups of items identified as being of very high, high or medium Cultural Heritage Significance shall be recorded on a database and linked to the HT Web Map.

The management of the information within the database linked to the HT Web Map and collections registers will be the responsibility of the Cultural Heritage Program Coordinator.

2.7 Access to Movable Cultural Heritage

Items of Movable Cultural Heritage may be made available for loan, either to other institutions or internally, if it is practical to do so. Appropriate documentation, including a condition report, shall be completed as part of the arrangement and management of the loan. Loans of this type will be short-term, up to only twelve months only. There will be no long term, open ended loans. The management of loans will be the responsibility of Environment & Engagement Manager or the Information Management Manager.

All transport costs shall be the responsibility of the borrower and, if the item is of a fragile or specialised nature, it shall be packed and transported by a specialised transport company. The handling of large items will be in accordance with relevant HT Workplace, Health and Safety and Environment Policies and Procedures.

Insurance of any items borrowed from HT shall be the responsibility of the borrower. Any damage to loaned items must be reported to Heritage Tasmania immediately in order for suitable conservation measures to be determined.

Items of Movable Cultural Heritage may be made available for photography, or other forms of electronic reproduction, research or display. Access may be denied if the item or items are considered too fragile to move, inappropriate to expose to high light levels or in an operational area that is off limits to the public. The final decision on access and reproduction shall be the responsibility of Environment & Engagement Manager or the Information Management Manager.

Any reproduction of images of items of HT Movable Cultural Heritage will carry the acknowledgement "Courtesy of HT".