

	COUNCIL POLICY	
	Art and Heritage Collections Council Policy	
	Policy Number	CP096
	Directorate	Strategy, Community and Development
	Owner	Executive Manager Community and Culture
	Last Approved	30 June 2025
	Review Due	30 June 2028

## 1. PURPOSE

This policy provides a framework and principles to guide the management of Council's art and heritage collections.

Through this policy, Council is committed to ensuring that its art and heritage collections:

- are reviewed, documented and developed to represent the diversity, creativity and culture of the Fraser Coast community;
- are valued, conserved and preserved as an asset;
- are actively shared and promoted; and
- are managed in a manner that conforms to Council's vision, policies and strategies and reflects the National Standards for Australian Museums and Galleries including acquisition, commissioning, de-accessioning and lending.

## 2. SCOPE

This policy refers to the following three categories which make up the Council's Art and Heritage Collections: *Hervey Bay Regional Gallery Collection; Fraser Coast Regional Council Civic Collection; Fraser Coast Regional Council Heritage Collection.*

This policy does not include the History Collection maintained by Fraser Coast Regional Libraries or other private collections owned by tenants leasing property from Council.

This policy applies to all staff who have a role in the use and management of Council's Art and Heritage collections. The following positions within Cultural Services are the key staff responsible for management of each collection:

- a) **Hervey Bay Regional Gallery Collection**  
Hervey Bay Regional Gallery Director  
Hervey Bay Regional Gallery Exhibitions & Collections Coordinator
- b) **Fraser Coast Regional Council Civic Collection**  
Hervey Bay Regional Gallery Director  
Hervey Bay Regional Gallery Exhibitions & Collection Coordinator
- c) **Fraser Coast Regional Council Heritage Collection**  
Senior Museums Coordinator

## 3. HEAD OF POWER

Local Government Act 2009 (QLD)

#### 4. RELATED LEGISLATION

Aboriginal Cultural Heritage Act 2003  
Firearms Regulations 2016  
Weapons Act 1990  
Work Health and Safety Act, 2011 (QLD)

#### 5. DEFINITIONS

To assist in the interpretation of this Policy the following definitions apply:

**“accession”** means the process of formally transferring title or ownership of an object or item from the providing source to Fraser Coast Regional Council.

**“acquisition”** means taking legal possession and ownership of an object or item through purchase, bequest, gift or donation.

**“artwork”** means any original creative work including but not limited to drawing, painting, sculpture, photograph, installation, digital media or design item.

**“bequest”** means a donation bestowed by will of privately owned artworks or cultural items to Fraser Coast Regional Council.

**“collection”** means an identifiable selection of objects having some significant commonality. This would be by donor, artist, subject matter, or theme.

**“Collections Committee”** means an internal committee, maintained by Council, whose purpose is to review objects for accession and deaccession and address collections related matters.

**“Council”** means the Mayor, Councillors, and staff of Fraser Coast Regional Council

**“Cultural Gifts Program”** means the Australian Federal Government’s program of tax incentives for culturally significant gifts to Australia’s public collections. Donors are eligible for tax incentives under the program.

**“deaccession”** means the process of permanently removing and deregistering an object or item from Fraser Coast Regional Council Collections following all legal and procedural requirements and the recording of the disposal/removal when it is sold, donated, destroyed, or lost.

**“donation”** means the process of giving an item/s to the Fraser Coast Regional Council without encumbrance. Donations are to be appropriately documented.

**“Interpretive Centres”** means one of the two Heritage Collection venues owned and operated by Fraser Coast Regional Council including The Story Bank and The Bond Store.

**“loan”** means the act of borrowing an artwork or museum object for temporary display with the understanding that the artwork will be returned to the original owner.

**“national significance”** means prior acknowledgement of significance by a collecting institution or equivalent and/or excellence in concept, research, skill or innovation.

**“Significance 2.0”** means the industry guide to assessing the significance of collections as published by the peak federal body Collections Council of Australia.

## 6. POLICY STATEMENT

### 6.1. Categorising the Collections

The Fraser Coast Art and Heritage Collections Management Policy seeks to review, assess and consolidate the valuable cultural objects owned by Council to effectively manage these items as a Council asset.

To manage the scope of the existing collection and future acquisitions, each item owned by Council under the Fraser Coast Art and Heritage Collections Management Policy must meet the requirements of one of the following collections categories:

#### **a) Hervey Bay Regional Gallery Collection**

The Hervey Bay Regional Gallery Collection is for artworks of national significance.

Artworks with poor significance as defined by the industry standard Significance 2.0 will not be accepted into this collection.

Hervey Bay Regional Gallery Strategic Plan 2022-2026 outlines Council's intention to "build, maintain and share a fine art collection of state significance" through strategic acquisitions. The Gallery actively acquires works through purchase, commission and donation, including through the acquisitive biennial art prize, *Girra: Fraser Coast National Art Prize*.

#### **b) Fraser Coast Regional Council Civic Collection**

The Fraser Coast Regional Council Civic Collection is for objects or artworks with significance to the Fraser Coast community, that reflect relationships of/with the Fraser Coast Regional Council and/or that pertain to the history and culture of the region.

The Fraser Coast Regional Council Civic Collection is predominantly a furnishings collection for public or corporate display across Council venues. To enter this collection, objects and artworks must be suitable for public or corporate display.

Council does not maintain a dedicated storage facility for objects and artworks in this collection. As such, the scale of this collection cannot exceed the capacity for public or corporate display across Council venues.

#### **c) Fraser Coast Regional Council Heritage Collection**

The Fraser Coast Heritage Collection is for objects that pertain to the social and cultural history of the region.

To enter the Heritage Collection, objects must be provenanced to the Fraser Coast region and must represent a specific social and/or cultural environment, activity or event related to the Fraser Coast municipality and Council's Interpretive Centres. Objects with poor significance or insufficient information relating to their provenance as defined by the industry standard Significance 2.0 will not be accepted into the collection.

The Fraser Coast Heritage Collection is predominantly for interpretive and educational purposes at Council's Interpretive Centres. Council does not maintain a dedicated storage facility for objects in this collection. As such, Council does not actively acquire objects and the scale of this collection cannot exceed the capacity for public programming and safe and permanent display.

## **6.2. Acquisition**

The objective of the Fraser Coast Regional Council Procurement Policy will govern all Art and Heritage Collection acquisitions. In the case of any acquisition, Council's hierarchical focus is firstly with *Value for Money*, followed by *Local Benefit*.

Acquisitions to art and heritage collections may take place by way of purchase, commission, donation or bequest. Council will not accept loans to art and heritage collections. All acquisitions regardless of method must follow the Acquisition and Deaccessioning Internal Procedure relevant to their destination collection category and must be approved at a scheduled quarterly meeting of the Collections Committee.

## **6.3. Care and documentation of Collections**

All objects and artworks owned by Council under the Fraser Coast Art and Heritage Collections must be managed with care in line with Council's vision, policies and strategies.

Council acknowledges the importance of accurate documentation and record-keeping practices in managing the value of Council assets.

### **6.3.1 Standard of Care**

Each category of the Fraser Coast Art and Heritage Collection requires the following standard of care:

#### **a) *The Hervey Bay Regional Gallery Collection***

The Hervey Bay Regional Gallery Collection is managed in line with museum conservation practices outlined in the National Standards for Australian Museums and Galleries. As long as objects and artworks in the Hervey Bay Regional Gallery Art Collection continue to meet their collection criteria, these objects and artworks are intended to be conserved for perpetuity. Objects and artworks in the Hervey Bay Regional Gallery Art Collection are managed as an appreciating asset.

#### **b) *Fraser Coast Regional Council Civic Collection***

The Fraser Coast Regional Council Civic Collection is managed to ensure its suitability for public or corporate display across Council venues. Objects and artworks in this collection are considered to have a limited useful life as furnishings and are managed as depreciating assets.

#### **c) *Fraser Coast Regional Council Heritage Collection***

The Heritage Collection is managed in line with museum conservation practices outlined in the National Standards for Australian Museums and Galleries and in accordance with the International Council of Museums (ICOM) Code of Ethics.

## **6.4. Exhibition and Display**

The Fraser Coast Art and Heritage Collection is intended to be accessible to the community and to enhance awareness, understanding and appreciation of culture and history through exhibition and display, including throughout appropriate Council venues.

The suitability of artworks or objects for exhibition and display in Council venues will be determined by the key staff responsible for management of each collection (as outlined in section 2) in consultation with the venue at which the artwork or object is to be displayed.

## 6.5. Legal and Ethical Obligations

### 6.5.1 Acquisitions

Council will manage acquisitions in accordance with State and Federal law and all relevant international agreements between Australia and other countries. Council will only acquire collections having a legal and ethical provenance.

### 6.5.2 Indigenous Australian Artefacts

Council acknowledges that it has a mandatory obligation under the *Aboriginal Cultural Heritage Act 2003* that Queensland Aboriginal Cultural Heritage collection items in its possession must meet the Act's requirements under Part 2: Ownership, custodianship and possession of Aboriginal cultural heritage.

In instances where the provenance of certain Aboriginal artefacts is unknown, advice will be sought from the Department of Aboriginal and Torres Strait Islander Partnerships.

Council acknowledges that it is illegal to buy, sell or harm Aboriginal objects without a cultural heritage permit.

Council acknowledges that it is illegal to remove Aboriginal objects from Queensland without a cultural heritage permit, excluding loans between interstate museums or galleries.

Council acknowledges that while in most cases Aboriginal artefacts will remain the property of the Council, under the *Aboriginal Cultural Heritage Act 2003* human remains, and secret and sacred material legally belong to the traditional owners and should be repatriated.

In accordance with the *National Standards for Australian Museums and Galleries*, requests from Aboriginal and Torres Strait Islander Communities for the return of cultural items held by Council will be given serious consideration.

### 6.5.3 Prohibited Weapons and Firearms

Prohibited weapons fall under the *Weapons Act 1990* and include a broad range of objects including historical swords, blunt ceremonial swords, bayonets, batons, and concealed weapons. Firearms, including longarms, pistols, handguns and cannons fall under the *Firearms Regulations 2016*.

### 6.5.4 Shipwreck Material

In Queensland shipwrecks fall under the *Underwater Cultural Heritage Act 2018*. Artefacts recovered prior to the introduction of laws prohibiting their removal are allowed to remain in the custody of the finder / collecting organisation. Regardless of when they were collected, all artefacts must be registered through the online Australasian Underwater Cultural Heritage Database. Council has an obligation to follow this Act, including notifying change of custodianship of shipwreck artefacts by submitting a Notification of Possession form when acquiring items. If Council wishes to transfer ownership of a shipwreck item a permit must be obtained and submitted using the Permit for Transfer of Possession form.

## 6.6 Deaccessioning

Council recognises that the deaccession and disposal of objects and artworks from the Fraser Coast Art and Heritage Collections are an essential part of responsible collections management. Council acknowledges that the Fraser Coast Art and Heritage Collections are not defined as a static entity but one that is subject to a process of review and evolution.

Deaccessioning must follow the Internal Procedure relevant to the collection of the item in question and must be approved at a scheduled quarterly meeting of the Collections Committee. In accordance with the requirements of the Commonwealth Cultural Gifts Program, items gifted under the Commonwealth Cultural Gifts Program will not be returned to their donor as a part of a deaccessioning process.

## 7 ASSOCIATED DOCUMENTS

This Policy complements, and is to be implemented in conjunction with, other Council policies, directives and relevant documents published by other agencies including, but not limited to:

[Fraser Coast Regional Council Corporate Plan 2023-2028](#)

[Procurement Policy eDocs#837195](#)

[Fraser Coast Arts and Culture Strategy 2022-2026](#)

[Hervey Bay Regional Gallery Strategic Plan 2022-2026](#)

[National Standards for Museums and Galleries 2.0](#)

[Significance 2.0: a guide to assessing the significance of collections](#)

[ICOM Code of Ethics for Museums](#)

## 8 REVIEW

This Policy will be reviewed when related legislation/documents are amended or replaced, other circumstances as determined from time to time by Council or at intervals of no more than three years.

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### Version Control

Version Number	Key Changes	Approval Authority	Approval Date	Document Number
1	New Policy – Adopted at the Ordinary Meeting 30 June 2025.	Council	30/06/2025	5242027