

3. COMMUNITY SERVICES

3.1 COMMUNITY DEVELOPMENT

3.1.7 Manjimup Heritage Park Collections

Background and Issues

The Manjimup Heritage Park ('the Park') Collection policy is a public document that guides the management and development of the collections within the Park. It outlines why, what, where, how and when the Park collects objects, and how and why items may be deaccessioned and disposed.

The collection is a source of knowledge, ideas, stories and memories. It is developed and managed as a community resource to inspire, educate and inform the community and visitors, and to contribute to the conservation of the history and heritage of Manjimup and the Southern Forests region. Further background to the history of the Manjimup Heritage Park and the collections it contains is detailed in the Appendix to this policy.

Objectives

The mission of the Park is to continue to engage the local community and visitors to the Park with stories of our region, its industries and its people, through the display of a diverse but focused collection, whilst undertaking best practice collection management.

The objectives that underpin development of the collection are:

- Collect and conserve important objects associated with the history of the region;
- Develop the collection as an educational resource;
- Interpret the history and development of region; and
- Treat all historical buildings the same as the collection objects and ensure they are conserved for future generations whilst continuing to make available the internal spaces for object displays.

Definitions

“Advisory Committee” refers to the Manjimup Heritage Park Advisory Committee of Council.

“Assessing officers” or “officers” refers to those individuals tasked with assessing collection offers (or consider item deaccessioning). This generally refers to the Director of Community Services, Park officer (community services) and the Honorary (voluntary) Curator.

“Accession” is the formal process of accepting items into the collection.

“Deaccession” deaccessioning is the process of removing an object from the collection.

Area of Application

This Policy applies to the existing collection of objects housed within the Manjimup Heritage Park, and the acquisition of new objects. This includes all objects explicitly donated to the Manjimup Heritage Park but excludes items managed by other organisations such as the Manjimup Historical Society.

Applicable Council Policies

Council's Corporate Policy 2.3.9 Disposal of Shire of Manjimup Property applies, and should be read in conjunction with this Policy when objects are being considered for disposal.

Key Themes

Objects within the collection and its sub-collections can relate to one or more of the below key themes.

- Relationship between human settlement and the natural environment is complex;
- Cultural practices interrelated with industry;
- Aboriginal people, particularly with regards to management of resources for thousands of years prior to human settlement;
- Agriculture being critical to the establishment of the region;
- The timber industry being pivotal to the establishment of Western Australia, particularly the South West of Western Australia;
- Energy resources and technology being pivotal to the establishment of Western Australia, particularly relating to regional development
- Transportation and railway development being critical to the shaping of regional settlement and industry;
- Domestic life, early settlement, working life, peoples, families, recreation and culture;
- Contemporary events and subjects, particularly to the region and its communities;
- Connection of regional industries and the international synergies and intrinsic connections with the international community;
- Migration, diasporas and minorities – diversity being a central and essential component to regional redevelopment and rural community living;
- Post world war culture – the impact on industry and growth of communities;
- Sustainable management of natural resources;
- Technological innovations to foster regional development; and
- Community resilience – the community as a living organism that changes, adapt and morphs, constantly succeeding on the other-side of adversity.

Although the collection is wide ranging and well populated, the Park will strategically collect objects that have high provenance and relative to one of more of the above themes.

Note: the immediate priority is to care for the existing collection.

The priority for the Park as of the date of adoption of this policy will be to formally accession all current collection items and record any relative historical information including oral histories, on significant items within the collection.

Acceptance of any further objects or material will be limited for the next five years (to 2026) and only be open to objects in which the officers assessing the offer unanimously agree to accept.

Generally the Park will **not** collect the following:

- Moved buildings or items or moveable heritage that should be left in situ;
- Large equipment such as agricultural machinery, cars, trucks and engines, or parts of such machinery;
- Indigenous artefacts;
- Items which have no provenance to the Southern Forests and Valleys region;
- Books, newspapers, periodicals, magazines or documents unless they are directly linked to an item in the collection and add value to that item;
- Whole private collections of oddments which do not relate to the themes of the Park;
- Parts of demolished buildings;
- Firearms and explosive devices; or
- Shire of Manjimup Council records.

Policy Measures

1. Acquisition Criteria

- 1.1 Objects and collections may be acquired as donations, bequests, purchases, transfer or commissions.
- 1.2 The Park will only acquire objects that can be properly stored, documented and managed.
- 1.3 The Park provides community access to the collection, through exhibitions, access to collection information, response to public enquiries and other means.
- 1.4 The Park only acquires objects that have provenance to the region, or that help to interpret themes, places and people in the history of the region.
- 1.5 The Park aims to build unique historical records about local people and places, culture, themes and environments through the collection, related archives and associated projects.
- 1.6 The Park will identify priority themes; with assistance from the Advisory Committee, as a focus for research, strategic collecting and documentation.
- 1.7 Where possible the Park will develop non-collecting initiatives, such as assisting the community to document and care for their heritage collections in their original context of use.

SHIRE OF MANJIMUP
3. COMMUNITY SERVICES
3.1 COMMUNITY DEVELOPMENT
3.1.7 Manjimup Heritage Park Collections

- 1.8 Where possible the Park will record the owner's memories of the objects and photograph and document objects in their original context, before relocation to the Park.
- 1.9 The Park works in partnership with other museums, libraries, galleries, archives, heritage and community organisations in the region, and where possible develop a collaborative approach to collecting, and the research, analysis and interpretation of collections.
- 1.10 No objects will be acquired from significant heritage sites and buildings where acquisition and removal would diminish the significance of the place; except in the circumstances where the object is at risk and where financial capacity allows (subject to Council approval where required).
- 1.11 No objects or collections will be acquired or accepted with conditions or restrictions on the way they might be used or displayed in the future.
- 1.12 Evidence must be provided that the donor or vendor of a proposed acquisition has a clear legal title to the item.
- 1.13 The Park will adhere to the *Copyright Act 1968* (Amended 1 January 2005) and the Australian Copyright Council 2005 guidelines in all collection activity including acquiring new objects for the collection.
- 1.14 Where possible, the Park will obtain copyright and reproduction rights for new objects at the time of acquisition. No item will be acquired or accepted where copyright cannot be obtained (see 1.11).
- 1.15 Collecting, management and interpretation of Indigenous items will be in accordance with Museums Australia Indigenous Heritage policy.
- 1.16 All collecting activity and collection management processes to be in accordance with the ICOM Code of Ethics, Combating Illicit Trade and within the framework of the NSW Heritage Office's movable Heritage Principles (or the equivalent national document).
- 1.17 The collection policy is a public document that is readily available in the Park for inspection by visitors and volunteers. Include a copy of the collection policy in volunteer training packages and resource kits.

2. *Acquisition Procedure*

- 2.1 A receipt will be issued when an object is legitimised as a possible donation. A copy of the receipt is to be issued to the donor, and one to be kept by the Park (kept in the Object File).
- 2.2 Where possible ask the donor to write down the history, associations, context and significance of the object they are donating. Alternatively the person receiving the item should make notes on the objects history and associations. Keep this information with the receipt to allow a proper assessment of the objects significance. If there is no information this may indicate the object is of limited significance and should not be acquired.
- 2.3 The assessing officers will assess the significance of the object and consider the proposed acquisition against the collection policies, themes and acquisition criteria. Consider if the Park can properly

store, care for and manage the item. If there is a financial implication (not met by the current budget) for accessioning the object (e.g. ongoing object management), approval may be sought from Council via the Advisory Committee).

- 2.4 A short Statement of Significance will be prepared for all acquisitions although this may be revised at a later date after further research.
- 2.5 Register the object in a bound accession register, noting the date description of the object, object number and reference to the receipt number and donor details.
- 2.6 The object will be uniquely numbered, photographed for security purposes, catalogued and contextual information collected in an object file.
- 2.7 A letter of thanks will be written to the donor.
- 2.8 Maintain an index of donors with a list of their donations and the object numbers.
- 2.9 Items that are not approved for acquisition will be returned to the owner unless the receipt spells out an alternative arrangement.

3. Deaccessioning Policy and Procedures

- 3.1 Deaccessioning is the process of de-registering an object from the collection for clearly stated reasons, and disposing of it in accordance with approved policies and procedures. Caution and transparency are essential in the deaccessioning process.
- 3.2 To deaccession an object from the collection, assess the item against the Park's mission, this policy and Key Themes, and the assessment criteria.
- 3.3 The criteria for deaccessioning include:
 - Little or no significance – using the assessment process and significance criteria (this includes poor condition and lack of provenance); and
 - No clear legal title to the item.

Also consider:

 - Duplication;
 - Inability to safely store and manage the object;
 - Lack of relevance to collection themes and policy; and
 - Lack of relevance to the Park's mission and purpose.
- 3.4 Raising money for the museum through the sale of deaccessioned items is not a valid reason for deaccessioning.
- 3.5 In identifying priority items for deaccessioning, the Park will give priority to larger items that take up storage and display space, objects in poor condition, items that are hazardous or that create particular problems for management or visitors.
- 3.6 In exceptional circumstances, items may be deaccessioned where the object is of particular cultural significance and its return will support the maintenance and renewal of cultural traditions.

SHIRE OF MANJIMUP
3. COMMUNITY SERVICES
3.1 COMMUNITY DEVELOPMENT
3.1.7 Manjimup Heritage Park Collections

- 3.7 Where there are reservations or disagreement about the significance and relevance of items proposed for deaccessioning, the Park may hold items for a period of 12 months before disposal. Items proposed for deaccessioning will be available for inspection, together with a statement detailing the reasons for deaccessioning.
- 3.8 Items proposed for deaccessioning will be formally presented to the Advisory Committee for approval and recommendation to Council for formal consideration and determination.
- 3.9 A short statement will be prepared indicating why the object is being deaccessioned and a photo taken. This information is kept in a register of all deaccessioned objects with a note about the method of disposal.

There are five main methods of disposal:

- Return to the donor;
- Transfer to another museum;
- Sale;
- Reserve or Education Collection; and
- Destruction or discarding.

- 4.1 In the first instance, the donor of the object, if known, will be informed and offered the item, with an explanation of why it is to be deaccessioned. Return the item to the donor if they wish to have the object back.
- 4.2 Alternatively, deaccessioned items may be transferred to another entity. If items are transferred to another institution, the Park will ensure the item is appropriate to the organisation's mission and collection policy, and that they have the resources to manage the item.
- 4.3 In some cases, where the item is incomplete, in poor condition, and or no value, it may be destroyed or discarded (e.g. sent to the tip).
- 4.4 In other cases, objects of lower significance may be deaccessioned and transferred to a reserve or education collection for active hands-on use in the education programs – see 6.9.
- 4.5 Deaccessioned items may be sold through public auction or other method of sale. Disposal of the object in this manner must meet the requirements of Corporate Policy 2.3.9 Disposal of Shire of Manjimup Property and the *Local Government Act 1995*.
- 4.6 All funds raised through the sale of deaccessioned items will be used for collection development or new acquisitions, or reserved for the collection conservation, management or interpretation.
- 4.7 Note the reasons for deaccessioning in the register and catalogue. Draw a line through the object in the register or the card catalogue. Do not delete the record.

- 4.8 No members, volunteers, staff, or committee members, or their relatives may benefit or in any way acquire objects that have been deaccessioned.

5. *Object Loans*

- 5.1 No objects will be accepted on indefinite or long term loan.
- 5.2 Loans in or out may only be arranged for fixed periods and for specific purposes.
- 5.3 Before accepting or making a loan, photograph and record a detailed description of the object's condition.
- 5.4 Prepare a written and signed loan agreement between the museum and the lender or borrower, detailing the condition of the object and a fixed time span for the loan. This is signed by the museum and the lender or borrower.
- 5.5 Ensure that items lent from the Park's collection are in good condition, and are displayed in appropriate environmental conditions, in places with adequate security and supervision.

6. *Exhibition and Education Policies*

- 6.1 Make the collection accessible through well-researched and interpreted displays and exhibitions.
- 6.2 Where possible promote local heritage places, attractions and businesses, such as settlement towns.
- 6.3 Objects made from organic materials will not be kept on permanent display as they deteriorate over time, e.g. textiles, costumes, leather, bone and original paper items.
- 6.4 Where possible original historic photographs will be copied, with the copies placed on exhibition and the original photos kept in secure storage and shown for limited periods of time.
- 6.5 Historic photographs in their original frames and mounts should be considered as objects and kept intact, and rotated on display for limited periods or copied.
- 6.6 As resources allow, work with local teachers to develop education programs and opportunities for students to learn from the collection.
- 6.7 Develop a research and publication program with identified priorities, detailed in the Park's strategic plan.
- 6.8 Explore opportunities to make the collection accessible on the internet.
- 6.9 A secondary education collection may be developed comprising objects of lower significance that may be used for demonstrations, hands-on access and education activities. Such objects will be clearly identified in a separate register as part of the education collection.
- 6.10 Manage relocated buildings in the Park (Settler's Cottage, Forester's Office, Police Station, Police Lock Up, Doctor's Surgery, School and Bush School) as objects, document its fabric and history, assess

significance and interpret the building's original location, use, context, inhabitants, and how and why it was removed.

7. *Management of the Collection*

- 7.1 Nominate a team to be responsible for the collection and its management. This team will at the minimum include a Park curator and a Shire officer, and if/when required a subject specialist will be invited. This team will report to the Advisory Committee.
- 7.2 Provide training opportunities for volunteers working on the collection. This might include funding their participation in workshops and conferences where financial capacity allows. Ensure there is a clean, secure working space for collection documentation, research and significance assessment.
- 7.3 Regularly monitor and check the condition of the collection on display and in storage.
- 7.4 Conduct a stock take or audit of the collection every 5 years. Alternatively review designated sections of the collection on an annual basis.
- 7.5 Before conservation or restoration work to any item in the collection, prepare a statement of significance for the item and an outline of the proposed treatment. If available, seek advice from a trained conservator before starting work. Photograph and document any restoration or conservation work in the object file, including details of all materials used, processes and people involved in the work.
- 7.6 Develop an annual work program for the collection and ensure there is an annual budget line for collection management expenses and training.
- 7.7 Collection management is a standing item on the agenda of the Park's regular Advisory Committee meeting's.
- 7.8 Regularly review the collection policy as knowledge of the collection develops.

8. *Related Collections*

- Manjimup Public Library and Art Gallery
 - Manjimup Historical Society
 - Pemberton History and Heritage Group
 - Northcliffe Pioneer Museum
 - Walpole Nornalup and District Historical Society Inc
- 8.1 The Park will complement the collections in other museums, galleries, libraries and archives in the region.
 - 8.2 The Park will explore ways of working co-operatively to collaborate on strategic collecting of particular themes and priorities.

9. *Future collection development priorities*

- 9.1 The Park will review the significance of the collection to identify priority areas for active collecting through research, public promotions and community awareness campaigns. This process will identify key themes or subjects for targeted collecting with priorities linked to forthcoming exhibitions.

REVIEWED AND ADOPTED XX MONTH 2021

NEXT DUE FOR REVIEW MONTH 2025

The Administration of this Policy is by Community Services Directorate.
--

APPENDIX

History of the Park

Formal Shire management of the Manjimup Heritage Park, started in 1985 with the vision to continue to be a community maintained public park. Originally the Park was developed as a 'museum' to record the history of the timber industry within the region. As the historical collection of exhibits grew, it was noted that the 'museum' had evolved and covered all aspects of life during the early days of the community.

Below is a timeline listing some of the major developments in the Park:

- | | |
|-------------|--|
| 1977 | Western Australia's only Timber Museum opened on 8 October. Designed by notable Western Australian architect Marshall Clifton and built by the State Government. The exhibition displays and stores a significant range of objects donated by the Community. |
| 1985 | Land gifted to the Commonwealth Government and given to the Shire of Manjimup on a management lease, Park known then as 'The Timber Park'. |
| 1986 - 1989 | Bunnings Pty Ltd build the Age of Steam Museum as part of their centenary celebrations.

Local businesses, individuals and organisations (such as Lions and Rotary) contribute to major development period including the installation of the original 'Rail Relics' display, and 'Historic |

SHIRE OF MANJIMUP
3. COMMUNITY SERVICES
3.1 COMMUNITY DEVELOPMENT
3.1.7 Manjimup Heritage Park Collections

Hamlet' featuring several relocated original settlement buildings. As well as construction of the Roundhouse, the Old Saw Mill shed, the Blacksmith and the Long Shed.

2002 Name of the Park changed to the 'Manjimup Timber & Heritage Park' to reflect the evolving historical exhibits. With a new Mission Statement,

For the Manjimup Timber & Heritage Park to be a timber industry icon and a major tourist attraction for the region making a significant contribution to the commercial sustainability of Manjimup.

2004 Publication "Manjimup Timber & Heritage Park Interpretation Concept Plan" developed by Insight Communication and endorsed 'in principle' by the Shire of Manjimup Council.

2006 Publication "Manjimup Timber & Heritage Park Management & Development Plan" developed by Kate Daniels after significant community consultation, endorsed by the Shire of Manjimup Council and subsequently built into the Integrated Planning Framework.

2013 The Shire of Manjimup undertake Stage I of the Manjimup Town Centre Revitalisation project; funded by the State Government via Royalties for Regions, which included the installation of a large inter-generational playground, 17m high slide tower (replicating a fire lookout tower) and the construction of History House, a records storage facility and home of the Manjimup Historical Society.

2016 The Shire of Manjimup commenced Stage II of the Manjimup Town Centre Revitalisation; funded by the Royalties for Regions, Lotterywest and the Federal Government (Building Better Regions Fund).

Publication "Timber and Heritage Park Precinct: Interpretation Plan and Exhibition Design" is developed by Mulloway Studio and endorsed by the Shire of Manjimup Council.

A new vision reflects the new direction,

The vision of the Manjimup Timber & Heritage Park is to become a national-standard, open-air museum and one of the 'must see' places in Western Australia's South West.

Based on notions about resource management and sustainability, the Park provides a unique, innovative experience that combines cultural and recreation activities in the same place for young and old, groups and individuals.

The State Government; via the South West Development Commission, gift the World of Energy Collection formerly owned

SHIRE OF MANJIMUP
3. COMMUNITY SERVICES
3.1 COMMUNITY DEVELOPMENT
3.1.7 Manjimup Heritage Park Collections

by Western Power and displayed at their museum in Fremantle, Western Australia.

- 2017 The Park is renamed the 'Manjimup Heritage Park' to better reflect the changing nature of the Park and new vision.
- 2018-2019 The Shire facilitates the Collection Management Workshop Series, a series of workshops led by industry leaders in conservation, free for community members with the expressed interest in recruiting trained volunteers to conserve the identifiably large museum collection in the Park.
- 2019 Stage II of the Manjimup Town Centre Revitalisation is completed including a major landscaping component, refurbishment of the State Timber Museum, construction of two replica hamlet buildings, construction of an outdoor stage, redeveloped the Old Saw Mill shed into a collection management hub and development of a new gateway building home to the new visitor centre, Power Up Electricity Museum and café.

The State Timber Museum receive a Museums and Galleries Australia National Award.

Throughout the history of the Park, the Park has been gifted and have been part of actively sourcing a significant collection – significant both in size and interest. To date the Shire of Manjimup, has not had a Policy to guide any collecting activity.

Current collection attributes

The overall collection has some significant strengths being such a diverse but intrinsically connected collection, with a strong local connection, housed in a 12 hectare tourism precinct. The capacity for the key themes to be presented across several locations within the Park (and connected to other sites across the region), using several sub-collections, is of high value to the local community as well as the growing tourism market. There are substantial opportunities in education, interpretation and immersive experiences.

The collection however has some weaknesses, primarily related to unsolicited donations that have 'appeared' in the Park without formal management or a Collections Policy to guide any accessioning/deaccessioning. There is a significant number of 'objects' that have minimal to low significance that need to be managed i.e. disposed of.

Further, the Collection is a liability with regards to maintaining such a large collection with a small volunteer base. Particularly pertaining to the large objects, some of which are on display outside of buildings without cover. Annual conservation activities are required to ensure best practice management of these larger objects, however this is unlikely to be undertaken on all objects.

Purpose and Significance of the Collection

The Collection; whilst wide ranging and including several sub-collections, has an overarching purpose of telling the history of regional development in Western Australia, with a focus on Manjimup and the South West of Western Australia. The collection is defined primarily by physical objects from small technical equipment to large engines.

Sub-collections in the Park are of high significance with other smaller collections in the Park being less significant but highly representative. The sub-collections and their objects are significant for the following reasons:

- Items with documented provenance to Manjimup, the region or the State with historical records of use generally relating to regional development (e.g. timber industry, power stations, farming etc.);
- Items of social significance representing the communities in regional development e.g. domestic appliances. Many in good condition and highly representative.
- Scientific significance, items representative of the development of technological developments in trade such as surveying equipment in forestry, metering for electricity, transmission of electricity, hauling of timber logs etc.
- Items significant due to rarity such as items with limited historical use as superseded by more advance technology e.g. electricity transmission equipment.
- Most if not all items have historical significance, although there are a number of 'multiples' in the collection with provide opportunity for items to be committed to an 'educational' collection (i.e. hands on items for education purposes).

The components of the collection that have formal Significance Assessment's prepared include the (former) World of Energy Collection ('Energy Collection') and the Timber Collection.

Moving forward, the objectives that underpin development of the collection are:

- Collect and conserve important objects associated with the history of the region;
- Develop the collection as an educational resource;
- Interpret the history and development of region; and
- Treat all historical buildings the same as the collection objects and ensure they are conserved for future generations whilst continuing to make available the internal spaces for object displays.

Buildings

Forming Part of the Collection are a series of historically significant buildings, including several original settlement buildings and the State Timber Museum. The buildings in the Park that should be treated as Collection objects are:

- State Timber Museum;

- Doctors Surgery;
- Forestry District Office;
- Police Station;
- Police Lock-Up;
- Towerman's Hut;
- Settler's Cottage;
- (Settlement) School;
- Bush School; and
- Gantry.

Sub-Collections

The following is a list of the major sub-collections that form the overarching Park collection, noting objects may be a part of a sub-collection but interpretation capacity may crossover multiple sub-collections and themes (listed below). Also noting some objects may not be part of a sub-collection and simply are part of the over-arching Park collection:

- Timber Sub-Collection – objects, photographs and documents reflecting the history, technology and people of Western Australia's first major industry. Highly significant collection. Collection started in approx. 1964 after the recommencement of the Manjimup Historical Society. From there the collection grew over time. Most objects donated by community members of local businesses. High historical, aesthetic, scientific and social significance. Most if not all objects have been accessioned but are records are yet to be brought over to Shire's managed system.
- Energy Collection – objects reflecting the development of technology around energy and electricity. Donated to the Shire of Manjimup in 2016 (whole collection). Much of the collection of national significance. Significance Assessment prepared for collection, items yet to be accessioned into Shire managed system.
- Agricultural Collection – A collection of primarily individual donated or collected agricultural equipment used in the region. Majority; if not all, without records – as such have low significance but moderate value in terms of educational and interpretation capacity.
- Blacksmith Collection – a collection of blacksmithing tools and equipment. The original collection (prior to the acceptance of the former World of Energy collection) was subject to major theft in the Park in 2017. Many of the object stolen were replaced with like and new items, and was further augmented by a substantial blacksmith collection that formed part of the former World of Energy collection. The combined collection has some historical significance and high educational value and interpretation capacity.
- Rail Collection – a collection of mainly large machines pertaining to hauling logs in the forest and transporting via rail. High historic and social significance, particular to the local historical narrative. Condition of many of the large items good, provided major restorations in 2017/18 and provenance strong as highly connecting to local community.