



## BASS AND FLINDERS MARITIME MUSEUM COLLECTION POLICY

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## 1. STATEMENT OF PURPOSE

The Bass and Flinders Maritime Museum's 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 the George Town Municipality. A key focus of the collection is to contribute to the interpretation and preservation of the history and maritime heritage of the George Town region and its connection with the Tamar Estuary. The replica of the sloop *Norfolk* and the exploration of George Bass and Matthew Flinders is an important feature of the museum's collection.

## 2. PURPOSE AND SCOPE OF THE COLLECTION POLICY

The Bass and Flinders' Maritime Museum Collection Policy is the guiding document for the development and management of the collection with the following objectives:

- To guide the selection of material to be included in the Collection
- To document the history and purpose of the Bass and Flinders Maritime Museum
- To build a historical resource for the community
- To develop the Collection as an educational resource
- To interpret the history and development of the district
- To outline the obligations to house, care for and manage the Collection

The Bass and Flinders Maritime Museum recognises and follows the Museums Australia Code of Museum Ethics and the *ICOM Code of Ethics for Museums*.

## 3. HISTORY

A comprehensive history can be found in Section 3 of Appendix A

The sloop *Norfolk* was built in the 1990s for the purpose of re-enacting the circumnavigation of Tasmania that George Bass and Matthew Flinders undertook. The re-enactment took place on the 200<sup>th</sup> anniversary in 1998.

The Bass and Flinders Maritime Museum started as the Bass and Flinders Centre and in 2006 with the sloop *Norfolk* as the central exhibit. The centre was run by volunteers as a not-for-profit. In 2018 the managing committee began to look for a more permanent solution to the continued management of the site.

Council took over as owner/operators in April 2020.

## 4. WHAT THE BASS & FLINDERS MARITIME MUSEUM WILL COLLECT

### 4.1 Key Themes

The Bass and Flinders Maritime Museum's Collection and exhibitions reflect that connection with the following key themes:

- Local History:
- Maritime History:
- *Norfolk*:
- Sailing on the Tamar:



- Communication:
- Shipwrecks:

Geographic region/Historic period

Physical Items

Priorities

May collect Aboriginal Artefacts as relevant to the above themes

Further information and details of the themes can be found in Section 4 of Appendix A

## 4.2 Collection Classification

More detail about Collection Classification can be found in Section 4 of Appendix A:

**Permanent (static and working):** Artefacts that meet the criteria in 4.1 (Key Themes) and align with the Statement of Purpose will be added into the Permanent Collection.

**Reserve:** The Reserve Collection consists of objects that are useful for public and educational programs, outward loan or display.

**Props and Duplicate Items:** The Props and Duplicate Items are generally not recognised as being part of the Collection, but attention is called to the historic merit and difficulty in obtaining certain items.

## 5. HOW THE BASS & FLINDERS MARITIME MUSEUM WILL COLLECT

More detail about method of acquisition can be found in Section 5 of Appendix A.

### 5.1 Method of Acquisition

### 5.2 Acquisition Committee

### 5.3 Acquisition Criteria

The Bass and Flinders Maritime Museum will consider the following criteria before approving acquisition of an object. More detail is outlined in Section 5 of Appendix A:

- Relevance
- Significance
- Provenance and Documentation
- Condition, Intactness, Integrity
- Interpretive Potential
- Rarity
- Representativeness
- Duplications
- Legal Requirements

At the discretion of the Bass and Flinders Maritime Museum the area of interest may be extended further afield as required, particularly when items being considered may



complement an already owned item or exhibit, or add to the information file pertaining thereto.

## **6. COLLECTION CARE: Documentation, Conservation and Storage**

Details and procedures around Collection Care can be found in Appendix A. All procedures are in line with best practice according the Australian Museum and Gallery Association National Standards.

### 6.1 Documentation and Record Keeping

### 6.2 Storage and Conservation

## **7. DEACCESSIONING AND DISPOSAL PROCEDURE**

Deaccession is the administrative process of removing an item from the Permanent Collection. It will only be approved by the Bass and Flinders Maritime Museum Co-Ordinator/Curator after the processes listed in 7.2 are completed. The Bass and Flinders Maritime Museum will follow the guidelines as set out in Appendix A, according to National Standards of Best Practice when deaccessioning and disposing of items.

### 7.1 Criteria for Deaccessioning

### 7.2 Deaccessioning Procedure

### 7.3 Disposal Procedure

## **8. LOANS**

Details and procedures around Loans can be found in Section 8 of Appendix A. All procedures are in line with best practice according the Australian Museum and Gallery Association National Standards.

### 8.1 Loan Procedures

### 8.2 Inward Loans

### 8.3 Outward Loans

## **9. ORAL HISTORY POLICY**

Details and Procedures around Oral History Projects can be found in Section 9 of Appendix A.

All procedures abide by the Guidelines of Ethical Practice of the Oral History Association of Australia. Where an oral history is to be published by either entity, it will comply with the requisite Tasmanian Legislation.

## 10. ACCESS

The Collection is accessible to the public through regular opening hours and by appointment. The collection records are accessible for research purposes by appointment.

### Regular opening hours:

It is intended that the Bass and Flinders Collection will be accessible to the public every day (Except Christmas Day, Boxing Day, New Year's Day and Good Friday) from 11:00am – 3:pm May to September, and 10:00am – 4:00pm October to April, depending on the availability of staff and volunteers. The opening hours may change without notice due to unforeseen circumstances.

## 11. LEGISLATION AND RELATED DOCUMENTS

### 11.1 Aboriginal Artefacts

The Bass and Flinders Maritime Museum may collect Aboriginal Artefacts as relevant to the Collection Policy.

The Bass and Flinders Maritime museum will abide by the *First Peoples: A Roadmap for Enhancing Indigenous Engagement in Museums and Galleries* by Terri Janke, commissioned by Australian Museums and Galleries Association, 2018 and the George Town Council's Reconciliation Action Plan (RAP).

It will also abide by any obligations to register Tasmanian Aboriginal collection items in its possession with Tasmanian Aboriginal Commission (TAC).

### 11.2 Prohibited Weapons and Firearms

Prohibited weapons fall under the Firearms Act 1996, and include a broad range of objects including historical swords, blunt ceremonial swords, bayonets, batons, cat o'nine tails, and concealed weapons.

Tasmanian Police may issue an exemption depending on the nature of the request

#### Other exemptions - Tasmania Police Firearms Services

While museums may legitimately hold some types of prohibited weapons for display or as part of its permanent collection under the Act, others remain regulated because of the danger they pose to the community. Regardless of exemptions, however, all museums are obligated by law to ensure prohibited weapons in their possession are stored and displayed securely (see Section 11 of Appendix A).

### 11.3 Shipwreck Material

There are two laws that protect the remains of shipwrecks in Tasmanian waters (see Section 11 of Appendix A)

## 12. WINDING UP PROCEDURE

In the unlikely event that the Bass and Flinders Maritime Museum is wound up the George Town Council will follow the best practice procedure as laid out by the Australian Museum and Gallery Association (See Section 12 of Appendix A).

### 13. RESPONSIBILITY

This policy applies to the Tourism and Heritage Operations Co-Ordinator, the Bass and Flinders Maritime Museum Coordinator/Curator, the General Manager of the George Town Council, and other designated supervising staff.

**Responsible Manager**

**Document Controller**

### 14. AUTHORISATION

**a. Adoption of Policy**

Adopted on 24/05/2022 by EMT.

**b. Amendments to Policy**

Nil

**c. Policy Review**

The Bass and Flinders Maritime Museum will review its Collection Policy every three years.

Trim File Ref: 14.13

### 15. APPENDIX

Appendix A: Includes all relevant details, procedures and information relating to the Bass and Flinders Collection Policy

Appendix B: Includes samples of the Donor Agreement, Inward, and Outward Loan forms

Appendix C: A Fact Sheet regarding potential donations which can be handed to potential donors to inform them of the process.



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Shane Power  
**GENERAL MANAGER**





## APPENDIX A: BASS AND FLINDERS MARITIME MUSEUM - COLLECTION POLICY

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## 1. STATEMENT OF PURPOSE

The Bass and Flinders Maritime Museum's 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 the George Town Municipality. A key focus of the collection is to contribute to the interpretation and preservation of the history and maritime heritage of the George Town region and its connection with the Tamar Estuary. The replica of the sloop Norfolk and the exploration of George Bass and Matthew Flinders is an important feature of the museum's collection.

## 2. PURPOSE AND SCOPE OF THE COLLECTION POLICY

The Bass and Flinders' Maritime Museum Collection Policy is the guiding document for the development and management of the collection with the following objectives:

- To guide the selection of material to be included in the Collection
- To document the history and purpose of the Bass and Flinders Maritime Museum
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- To interpret the history and development of the district
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The Bass and Flinders Maritime Museum recognises and follows the Museums Australia Code of Museum Ethics and the *ICOM Code of Ethics for Museums*.

## 3. HISTORY

Prior to the centre opening, in the late 1990's a group of volunteers decided to build a replica of the sloop *Norfolk*, the ship that was used by Bass and Flinders to circumnavigate Van Diemen's Land (Tasmania) and prove a strait existed. In 1998, on the 200 year anniversary, the voyage of Bass and Flinders was re-enacted, by both circumnavigating Tasmania and sailing up as far as Harvey Bay in Queensland, as Matthew Flinders had.

At the completion of those voyages Bern Cuthbertson, the main financier and master of the *Norfolk*, stated that he wanted the Norfolk to be installed in a museum in George Town because of its relevance to the entry and exploration of the river on which George Town exists. There was no immediate facility so the Norfolk was stored in a shed for some years whilst a group called "Friends of the Norfolk " worked on finding funding for such a facility and a suitable location.

The site of the old George Town Picture Theatre became available. The site had not been used in many years and was basically derelict, but with some assistance from the Tasmanian Government the building was purchased and necessary alterations were undertaken.

The facility opened for business in 2006 under the complete control of volunteers. The initial excitement in building and installing the *Norfolk* subsided after a few years and a curator/manager took on the running of the facility. Only small changes were made in the intervening



years as a projector and screen was installed for movies to be shown plus a small theatrette where a short film could be shown to visitors.

The mezzanine floor was modified to install a café, and was run with the assistance of the 'work for the dole' project. The facility was volunteer run for 12 months before being disbanded.

After the curator left, Peter Hale took over the management. He suffered an illness in 2016 and management of the facility declined.

In 2018 as the Bass and Flinders Centre was only staffed with volunteers, the café was revived by using a contractor. That lasted for some months when a change in circumstances of the contractor required a second contractor to take on that role, but in 2019 the contractor resigned and was not re-instated as a number of other cafes were being opened in close proximity to the Centre. The decision was made to close the café permanently and utilize the area as exhibition space.

Over the years the Centre acquired and purchased historic boats that add to the story of Bass and Flinders. For example, a whale boat, *Elizabeth*, was purchased after it had completed a re-enactment of the 1815 exploration of the coast line of Tasmania. Also on display is a boat originally used by the Australian Navy in 1912, and a replica of 'Tom Thumb', that George Bass bought out from England when he first visited Terra Australis.

A series of visual displays provide the history of Bass and Flinders and the history of George Town and its connection to Port Dalrymple and the river Tamar. Other boats on display have a connection to the Tamar area or were restored locally by the Boat Shed. Visitors were welcomed with a free guide tour of the display by enthusiastic volunteers.

In March 2020 the *Admiral* was acquired and installed on the mezzanine floor. The *Admiral* is on long term loan from the Admiral Restoration Group and will become a permanent item in the collection in the event that all remaining members have passed on.

In March 2020 the Bass and Flinders Centre closed due to the Covid-19 pandemic.

Peter Hale approached Council to take over the operations of the Bass and Flinders Centre to ensure that it is resourced into the future. The complex was taken over by George Town Council in April 2021 and re-opened as the Bass and Flinders Maritime Museum.

#### **4. WHAT THE BASS & FLINDERS MARITIME MUSEUM WILL COLLECT**

##### **4.1 Key Themes**

Tasmania is an island state with George Bass and Matthew Flinders being significantly involved in its history. Their circumnavigation of Van Diemen's Land (Tasmania) in 1789 confirmed the existence of a strait between Tasmania and the mainland. Their story is entwined with the story of George Town and the Tamar Estuary, and the role played in Tasmania's maritime history. The Bass and Flinders Maritime Museum's Collection and exhibitions reflect that connection with the following key themes:

**Local History:** The Bass and Flinders Maritime Museum is located in the old George Town Picture Theatre and has strong links to the local and social development of George Town. With George Town's location on the banks of the Tamar River/Estuary it was the first settlements in the northern part of Tasmania and the second settlement in Tasmania, after Hobart. This theme will focus on the key information about the area.

**Maritime History:** George Town is situated near the Low Head Pilot Station which played an important role in the maritime history of the area. The role of Bass and Flinders in Tasmania's maritime history is significant as they confirmed the existence of a strait between Van Dieman's Land and colonial NSW, they also explored the Tamar, leading to the settlement of the area. Understanding maritime history helps to connect people to the waterways and the use of, and changes over time.

**Norfolk:** In 1998 after building a replica of the sloop *Norfolk* a group sailed the vessel around Tasmania to re-enact the trip Bass and Flinders had undertaken 200 years before. The collection will focus on artefacts and stories connected to this voyage, and the original voyage by Bass and Flinders.

**Sailing on the Tamar:** The power of sail has important links to the Tasmanian environment and Tasmanians since early European exploration of the area. Recreational sailing and competitions have been a part of local life since 1837. The importance of sailing on the Tamar is reflected in the number of watercrafts designed and built locally. The collection will focus on artefacts and stories connected to the Tamar River and its role in people's sense of place and identity.

**Communication:** The Signal Stations located at Mt George and Mt Direction played a key role in semaphore communication between George Town and Launceston. The collection highlights the use of maritime communication systems from flags to bells, lamps and other maritime navigational aids.

**Shipwrecks:** The formal European history of the Bass Strait began with the wreck of the Sydney Cove at Preservation Island (near Flinders Island); a ship laden with rum bound for Sydney. Matthew Flinders' first journey into the area was aboard one of the salvage vessels. The wrecks increased as European activity increased and as Melbourne boomed. Artefacts from the Collection tell the story of the mishaps that occurred around the Low Head Lighthouse and incidents in the Tamar.

**Geographic region/Historic period:** The Bass and Flinders Maritime Museum artefacts, stories and research materials for the geographic region bound by the George Town Municipal area, boarded by the Tamar River, and including the townships of Lefroy, Pipers River and Hillwood. The historic period ranges from the early 1800s to the current day. George Town and the Tamar River/Estuary are integral to the Collection.

**Physical Items to be collected include:**

Three dimensional artefacts and general ephemera and memorabilia relating in any way to the circumnavigations of Tasmania by George Bass and Matthew Flinders in 1798, the re-enactment of the replica *Norfolk* in 1998, and maritime history or local history of the George



Town region as defined, or to persons, groups, or businesses involved in the history of the local area.

Items such as documents, maps, printed matter, books, photographic material, publications, diaries, oral histories, business records, personal papers, letters, drawings, sketches, textiles are more appropriately deposited at either QVMAG or State Archives, where the environment suits the materials.

## **Priorities**

Determined priorities are relative to gaps identified in the current collection through long term and temporary exhibition planning.

Bass and Flinders Maritime Museum may collect Aboriginal Artefacts as relevant to the above themes.

## **4.2 Collection Classification**

### **Permanent (static and working)**

Artefacts that meet the criteria in 4.1 (Key Themes) and align with the Statement of Purpose will be added into the Permanent Collection. The primary intention of the Permanent Collection is to preserve these artefacts in perpetuity. Any display, interpretive use or operational use must reflect that intention. Objects in the Permanent Collection are listed in the Bass and Flinders Maritime Museum's collection management system. Removal of objects from this category may only occur through the formal Deaccession process.

### **Reserve**

The Reserve Collection consists of objects that are useful for public and educational programs, outward loan or display. Items included in this classification may not be restricted to the criteria in 4.1 (Key Themes) and /or align with the Statement of Purpose. Reserve objects are listed in the Bass and Flinders Maritime Museum's Inventory. An object in the Reserve Collection is eligible for later inclusion in the Permanent Collection, using the same criteria to assess inclusion into the Permanent Collection.

### **Props and duplicate Items**

The Props and Duplicate Items are generally not recognised as being part of the Collection, but attention is called to the historic merit and difficulty in obtaining certain items. Props and duplicate Items may also consist of items that are useful for public and educational programs, outward loan or display. Accession and deaccession procedures for the Permanent Collection do not apply to the Props and duplicate Items. An object in the Props and duplicate Items Collection may be eligible for later inclusion in the Reserve Collection, using the same criteria to assess inclusion into the Reserve Collection.



## **5. HOW THE BASS & FLINDERS MARITIME MUSEUM WILL COLLECT**

### **5.1 Method of Acquisition**

The Bass and Flinders Maritime Museum shall acquire objects for the Permanent Collection by donation, bequest, purchase or transfer. To minimise operational restrictive practices, the Bass and Flinders Maritime Museum will not accept conditional donations unless under special circumstances or in the case of a temporary exhibition. The object would be returned immediately after the exhibition concludes. All acceptances are at the discretion of the Bass and Flinders Maritime Museum Co-ordinator taking into account the circumstances of the donation and consistency with the Acquisition Criteria set out in the Collection Policy.

### **5.2 Acquisition Committee**

The Bass and Flinders Maritime Museum Coordinator has the discretion to consider the acceptance/refusal of a donations within the parameters set by the Collection Policy. A recommendation will then be sent to the General Manager of the George Town Council for final acceptance/refusal of a donations. A list of new acquisitions is provided to the George Town Council annually for the Annual Report.

### **5.3 Acquisition Criteria**

The Bass and Flinders Maritime Museum will consider the following criteria before approving acquisition of an object:

#### **Relevance**

The Bass and Flinders Maritime Museum only collects objects that relate to the Museum's Statement of Purpose and Key Themes identified in 4.1.

#### **Significance**

Priority is given to objects which are significant for their historic, aesthetic, scientific/research or social/spiritual value

#### **Provenance and Documentation**

Priority will be given to objects where the history of the object is known, and associated documentation and support material can be provided

#### **Condition, Intactness, Integrity**

The condition of the object must be taken into consideration when acquiring material. Badly damaged material will not normally be accepted into the collection

#### **Interpretive Potential**

Objects that tell a story that adds to the interpretation of the Bass and Flinders Maritime Museum themes will be prioritised

## **Rarity**

Objects may be prioritised if they are rare examples of a particular kind of object

## **Representativeness**

Objects may be prioritised if they are an excellent representative example of a particular kind of object

## **Duplications**

Objects that duplicate items already in the collection will not be accepted unless they are of superior condition and/or historic value. In such a case the duplicate may be considered for de-accessioning

## **Legal Requirements**

The Bass and Flinders Maritime Museum only accepts objects where the donor/vendor has legal title to the object

At the discretion of the Bass and Flinders Maritime Museum the area of interest may be extended further afield as required, particularly when items being considered may complement an already owned item or exhibit, or add to the information file pertaining thereto.

## **6. COLLECTION CARE: Documentation, Conservation and Storage**

All procedures are in line with best practice according to the Australian Museum and Gallery Association National Standards.

### **6.1 Documentation and Record Keeping**

The Bass and Flinders Maritime Museum aims at all times to maintain an effective documentation system. Donor forms, receipts, registers, and catalogue information will be kept at the Bass and Flinders Maritime Museum.

The Bass and Flinders Maritime Museum will follow the guidelines below when acquiring material:

1. Owner or agent notifies the Bass and Flinders Maritime Museum of an object/item they would like to donate. An appointment is made to view the item, unless photos have been provided
2. The object/item may not be left at the Bass and Flinders Maritime Museum. In the event that the curator needs more time with the item, a receipt is issued to the owner recording the object name, address of the owner and contact number and date. The same information is written on a tag and attached to the object.
3. This records that the Bass and Flinders Maritime Museum is holding the object and does not mean or imply the object has been accepted as part of the permanent collection.



4. Notes on the history and associations of the object will be taken, for the Bass and Flinders Maritime Museum Coordinator to consider when assessing the object.
5. The Acquisition Committee assesses the donation for inclusion in the Bass and Flinders Maritime Museum collection. The item is then recommended to the General Manager. The decision is documented.
6. Refused objects are returned to the owner with an explanatory letter. If the object is not claimed within 90 days it will become the property of the Bass and Flinders Maritime Museum and may be disposed of.
7. If the object is accepted donors sign two copies of the Donor Agreement form (Appendix B), one for the Bass and Flinders Maritime Museum and one to keep. A letter of thanks is sent to the donor.
8. The object must be registered, numbered and catalogued. Where documentation relating to the significance of the object is available, an object file will be kept.
9. The object and object number are listed under the name of the donor in the register of donor book/files.
10. The object must be photographed and its condition recorded and entered into the catalogue.
11. The storage or display location of all objects must be recorded, along with any subsequent object movements.
12. The acquisition is listed in the monthly Operations Report. A list of new acquisitions is provided for the George Town Council's Annual Report.

A Fact Sheet regarding potential donations is in Appendix C. This can be handed to potential donors to inform them of the process.

## **6.2 Storage and Conservation**

The Bass and Flinders Maritime Museum aims to achieve high standards of collection care and storage.

- Acquisition will be dependent on exhibition potential and the capacity of the Bass and Flinders Maritime Museum to handle, display or appropriately store items.
- Storage areas must remain clean, secure and sealed against the weather. Display areas must kept secure during opening times (using security cameras and volunteers) and closing (locked and alarmed) and protected from the weather (undercover).
- The storage areas must be maintained and kept clean as reasonably possible for the care of the collection and safety of the volunteers.
- Access to storage areas is to be controlled
- Display areas are to be regularly checked for security, damage to collections, deterioration problems, pests and infestation.
- Temperature and relative humidity should be kept as stable as possible.



- Ultra-violet light should be excluded from storage areas. When storage areas are not in use lights must be turned off.
- Archival quality storage materials should be used for all significant material.
- Objects are not to be stored on the floor.
- Guidance must be sought before any preservation, cleaning and treating is undertaken on Collection items. Untrained personnel should **never** attempt to clean, treat or restore museum objects.

## 7. DEACCESSIONING AND DISPOSAL PROCEDURE

Deaccession is the administrative process of removing an item from the Permanent Collection. It will only be approved by the Bass and Flinders Maritime Museum Co-Ordinator/Curator after the processes listed in 7.2 are completed.

### 7.1 Criteria for Deaccessioning

An object can be removed from the Bass and Flinders Maritime Museum Permanent Collection through the deaccession process if:

- It does not comply with the current collection policy of the Bass and Flinders Maritime Museum
- It is damaged beyond repair
- The conservation and storage costs for it are beyond the means of the Bass and Flinders Maritime Museum
- It is a lesser quality duplicate of an object the Bass and Flinders Maritime Museum already owns
- It lacks any supporting information to enable proper identification or to establish its relevance to the collection
- a formal written and substantial request for the return of the object is received from the original owner/donor. This request would need to be considered on its merits and take account of the conservation work conducted by the Bass and Flinders Maritime Museum and the initial Donor Agreement made under section 6.1. This includes the return of sacred material to Indigenous peoples.

### 7.2 Deaccession Procedures

Deaccession of an object can only occur with approval of the Bass and Flinders Maritime Museum Co-Ordinator/Curator and the General Manager (or Management Committee) after the following procedures have occurred:

2. The Acquisition Committee has met to consider the recommendations for deaccessioning an object. All aspects associated with the acquisition and subsequent reasons for deaccession will be considered with particular reference to the criteria listed in 7.1.
3. The object identified for deaccession must be tabled at a meeting and ratified at the subsequent meeting effectively achieving a cooling off period of at least twelve month before it is finally disposed of.
4. The Acquisition Committee will follow the Disposal Procedures outlined in 7.3 if an object is to be deaccessioned.
5. The Acquisition Committee will take account of all reasons, particularly the reasons concerning any deed or agreement made, relating to the donation.

6. The Acquisitions Committee will document the reasons for their recommendation to deaccession an object and forward these to the General Manager.
7. Councillors, council staff, volunteers, committee members and their families are prohibited from purchasing, or otherwise obtaining, a de-accessioned object.
8. Any funds acquired from the sale of the deaccessioned item should be used for acquisitions or care of the Collection.

After approval by the Committee, the object will be formally removed from the Collection according to the deaccession and disposal procedures. The deaccessioned object will be recorded in the Bass and Flinders Maritime Museum collection management system and documented in any places where the object is noted, such as its Object File.

### 7.3 Disposal Procedures

In priority order the object must be:

1. Returned to the donor or family. If after a thorough search this is impossible, the object should be;
2. Transferred to another appropriate institution
3. Used as an educative/interpretive tool
4. Sold by public auction, where appropriate
5. Destroyed or recycled if appropriate

## 8. LOANS

All procedures are in line with best practice according the Australian Museum and Gallery Association National Standards.

### 8.1 Loan Procedures

- Permanent and long-term loans will not be accepted by the Bass and Flinders Maritime Museum.
- The Bass and Flinders Maritime Museum will lend and borrow material to help meet its purpose for temporary exhibition, public and education programs.
- The Bass and Flinders Maritime Museum holds separate forms for inward and outward loans.
- Such loans will be recorded in the Bass and Flinders Loan Register
- The maximum loan period is 12 months.

### 8.2 Inward Loans

An inward loan will be accepted under the following conditions:

- Inward loans shall only be accepted for specific exhibitions or research and for fixed periods of time.
- Inward loans shall be recorded in a separate Loans Register.
- A representative of both the Bass and Flinders Maritime Museum and the lender will be required to sign an agreed inward loan form. Each party will hold a copy of this agreement. This form will record conditions of the loan and loan item and the period of the loan.



- The Bass and Flinders Maritime Museum agrees to exercise the same care with respect to loans as it does for its own collection.
- Loans shall remain in the possession of the Bass and Flinders Maritime Museum for the time specified on the form.
- The Bass and Flinders Maritime Museum can request to renew loans if required. Documentation recording renewal must be signed by the Museum Coordinator or delegate and the lender.
- The Bass and Flinders Maritime Museum will not act as a repository for private loan collections. Permanent loans will not be considered.

A sample Inward Loan form is in Appendix B.

### 8.3 Outward Loans

- The Bass and Flinders Maritime Museum will lend objects to other museums and organisations holding collections. It will not lend to private collectors or operators.
- Borrowers and a representative from the Museum will be required to sign two outward loan agreement forms. Each party will hold a copy of this agreement. This form will record condition of the loan and loan item and the period of the loan.
- The borrower must exercise care in the handling, storage and display of the loan object and must be prepared to meet the conditions outlined in the outward loan agreement.
- The borrower must exercise care in transportation, handling and provide a secure display and/or storage area.
- The maximum loan period is 12 months. Applications for extension of this period must be made prior to the loan expiry date.
- Objects cannot be treated or altered in any way without the written permission of the Bass and Flinders Maritime Museum.
- Loans will remain in the possession of the borrower until returned to the Bass and Flinders Maritime Museum

A sample Outward Loan form is in Appendix B.

## 9. ORAL HISTORY POLICY

The Bass and Flinders Maritime Museum and George Town Council abides by the Guidelines of Ethical Practice of the Oral History Association of Australia. Where an oral history is to be published by either entity, it will comply with the requisite Tasmanian Legislation.

Where the Bass and Flinders Maritime Museum or George Town Council undertakes interviews to record oral history an Oral History Agreement is to be signed between the Bass and Flinders Maritime Museum or George Town Council and the person being interviewed. The agreement clearly states the purpose, intended use and the copyright provisions applicable.

## 10. ACCESS

The Collection is accessible to the public through regular opening hours and by appointment. The collection records are accessible for research purposes by appointment.



## Regular opening hours:

It is intended that the Bass and Flinders Collection will be accessible to the public every day (Except Christmas Day, Boxing Day, New Year's Day and Good Friday) from 11:00am – 3:pm May to September, and 10:00am – 4:00pm October to April, depending on the availability of staff and volunteers. The opening hours may change without notice due to unforeseen circumstances.

## 11. LEGISLATION AND RELATED DOCUMENTS

### 11.1 Aboriginal Artefacts

The Bass and Flinders Maritime Museum may collect Aboriginal Artefacts as relevant to the Collection Policy.

The Bass and Flinders Maritime museum acknowledges that all Aboriginal relics are protected under the **Aboriginal Heritage Act 1975** (Revised 2017). A person may only lawfully impact an Aboriginal relic if they have been granted a permit to do so by the Minister for Aboriginal Affairs and may only do so in accordance with the terms of any permit granted by the Minister. The *Aboriginal Heritage Act 1975* (the Act) is administered by the Department of Primary Industries, Parks, Water and Environment. It is the primary legislation for the protection of Aboriginal cultural heritage in Tasmania.

The Bass and Flinders Maritime museum will abide by the *First Peoples: A Roadmap for Enhancing Indigenous Engagement in Museums and Galleries* by Terri Janke, commissioned by Australian Museums and Galleries Association, 2018 and the George Town Council's Reconciliation Action Plan (RAP).

It will also abide by any obligations to register Tasmanian Aboriginal collection items in its possession with Tasmanian Aboriginal Commission (TAC).

- In instances where the provenance of certain Aboriginal artefacts is unknown, advice will be sought from the Tasmanian Aboriginal Commission (TAC).
- The Council acknowledges that it is illegal to buy, sell or harm traditional Aboriginal objects without a cultural heritage permit.
- The Council acknowledges that it is illegal to remove Aboriginal objects from Tasmania without a cultural heritage permit, excluding loans between interstate museums
- The Council acknowledges that while in most cases Aboriginal artefacts will remain the property of the museum, under the Aboriginal Heritage Act 1975 human remains, and secret and sacred material legally belong to the traditional owners and should be repatriated.
- In accordance with Museums Australia Guidelines and the *ICOM Code of Ethics for Museums*, requests from Aboriginal and Torres Strait Islander Communities for the return to them of cultural items held by the museum will be given serious consideration.

### 11.2 Prohibited Weapons and Firearms

Prohibited weapons fall under the Firearms Act 1996, and include a broad range of objects including historical swords, blunt ceremonial swords, bayonets, batons, cat o'nine tails, and concealed weapons.

Tasmanian Police may issue an exemption depending on the nature of the request

#### Other exemptions - Tasmania Police Firearms Services

While museums may legitimately hold some types of prohibited weapons for display or as part of its permanent collection under the Act, others remain regulated because of the danger they pose to the community. Regardless of exemptions, however, all museums are obligated by law to ensure prohibited weapons in their possession are stored and displayed securely.

#### Firearms

Firearms, including longarms, pistols and handguns, fall under the Firearms Act 1996.

Longarms made before 1900, where no commercially ammunition is available, are exempt from licensing and registration requirements under the Act.

Handguns are exempt from the licensing and registration requirements under the Act if they:

- Are made before 1900 and:
- Use percussion as a means of ignition, and
- Do not take commercially available ammunition or
- Are a single shot antique handgun.

Any organisation possessing firearms made after 1900, or other than that specified as exempt in Section 3(4) of the Firearms Act, must apply for an exemption (see Museums Australia (Victoria) Firearms resource sheet: [Microsoft Word - Info Sheet 15 Firearms.doc \(amagavic.org.au\)](#) ).

Regardless of exemptions collecting organisations are obligated to ensure all firearms (and prohibited weapons) are appropriately stored and displayed are bound by s87 of the *Firearms Act 1996*

#### Storage, Safekeeping & Transport - Tasmania Police Firearms Services

as specified by the Tasmanian Police:

- All firearms must be stored (or displayed) in a locked receptacle, of sturdy construction.
- Display cases or storage cabinets must be constructed of hard wood or steel and be not easily penetrable.
- Receptacles weighing less than 150 kilograms when empty must be fixed to the frame of the floor or the wall of the premises where the firearm is kept in such a manner that it is not easily removable.



- Display cases should be locked at all times and made with toughened glass or Perspex.
- Items fixed to the wall must be done so in a way that they cannot be readily removed.
- Museums with more than 15 firearms on the premises must have an approved intruder alarm system installed (the specifics of which are explained in Schedule 4 of the Firearms Act 1996).

While there is yet to be definitive legislation with regards to museums possessing or displaying live and or decommissioned ammunition, following consultation with Tasmanian Police and the Department of Justice, it is recommended that museums store and display cartridge ammunition separate from where firearms are stored and according to those requirements outlined in the Firearms Act 1996.

### 11.3 Shipwreck Material

There are two laws protect the remains of shipwrecks in Tasmanian waters.

- The Commonwealth [Historic Shipwrecks Act 1976](#) applies to Australian Commonwealth waters extending from the low water mark to the outer edge of the continental shelf.
- The State [Historic Cultural Heritage Act 1995](#) applies to shipwrecks that lie within the state waters of Tasmania (harbours, enclosed bays, estuaries, rivers and lakes).

Basically, the Crown controls all historic shipwreck artefacts. While private people and museums can be identified as the custodians of shipwreck artefacts, they are not the owners. Custodians have a responsibility to keep and protect shipwreck relics in their care and cannot sell or tamper with them. It is also the responsibility of custodians to professionally conserve artefacts and prevent them from deterioration.

Shipwreck legislation has a rolling date of 75 years, meaning that shipwreck items in museum collections can become historic over time, thereby falling under the protection of the Act. When this happens, it is the responsibility of the Museum to ensure items are appropriately catalogued in the museum database and complete a wreck notification form with Heritage Tasmania and/or contact the Maritime Archaeologist at the Historic Heritage Section, Parks and Wildlife Service.

## 12. WINDING UP PROCEDURE

In the event that the Bass and Flinders Maritime Museum is wound up the George Town Council will follow the best practice procedure as laid out by the Australian Museum and Gallery Association.

The collection itself, consisting of acquired objects, articles, documents, photographs and records, that have been formally catalogued, those awaiting cataloguing in a collection management system shall be dealt with as follows:-

1. Any item that has been loaned shall be returned to the lender



2. Transferred to another appropriate institution to which tax deductible gifts can be made
3. On dissolution or cancellation all items gifted are to be transferred as an entire collection to a museum, organisation, association or society whichever better fits the aims and objectives; and
4. The Association is to seek advice from the Friends of the Norfolk and Admiralty prior to any decision being reached as to where the *Admiral* should be transferred on dissolution or cancellation.

### 13. RESPONSIBILITY

This policy applies to the Tourism and Heritage Operations Co-Ordinator, the Bass and Flinders Maritime Museum Coordinator/Curator, the General Manager of the George Town Council, and other designated supervising staff.

**Responsible Manager**

**Document Controller**

### 14. AUTHORISATION

**a. Adoption of Policy**

Adopted on 24/05/2022 by EMT.

**b. Amendments to Policy**

Nil

**c. Policy Review**

The Bass and Flinders Maritime Museum will review its Collection Policy every three years.

Trim File Ref: 14.13



.....  
Shane Power  
**GENERAL MANAGER**



## APPENDIX B: BASS AND FLINDERS MARITIME MUSEUM - COLLECTION POLICY – DONOR AGREEMENT FORM

<b>Policy No.:</b>	GTC-24	<b>Approved by:</b>	Council	
<b>Version No.:</b>	1	<b>Approved on:</b>	24 <sup>th</sup> May 2022	
<b>Responsibility:</b>	Council	<b>Review Date:</b>	May 2025	
<b>Document Control</b>				
<b>Rev No.</b>	<b>Date</b>	<b>Revision Details</b>	<b>Reviewer</b>	<b>Approver</b>

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## 1. DONOR AGREEMENT

### Donor Agreement form

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**George Town Council / 16-18 Anne Street, George Town Tasmania 7252**

**P: (03) 6382 8800 / E: [council@georgetown.tas.gov.au](mailto:council@georgetown.tas.gov.au)**

**For**

**Bass and Flinders Maritime Museum / 8 Elizabeth St, George Town Tasmania 7253**

**P: (03) 6382 / E: [bookings@bassandflindersmuseum.com.au](mailto:bookings@bassandflindersmuseum.com.au)**

**This Deed was made on** *(day/month/year)* **between** *(name of Donor, now referred to as 'Donor')* **of** *(address of Donor)* **and** *(name of museum administrating body)* **as administrator of** *(insert name of museum, now referred to as 'the Museum')*

**This document records the Donor's gift of goods and property (described in the Schedule of Goods and Property below) to the Museum under the following terms and conditions:**

1. The Donor guarantees that they are the sole owner of the goods and property as described and that it is free from all claims and encumbrances.
2. On the date nominated in Clause 6, the Donor agrees to give to the Museum title and interest in the goods and property described in the Schedule, absolutely and in perpetuity.
3. The Donor agrees and declares on the date specified in Clause 6 the Deed will be absolute, whether or not the Donor is alive and that this Deed binds all representatives of the Donor.
4. The Donor declares they have entered into this Deed of their own free will, voluntarily and without influence.
5. The Donor declares they have held or obtained or permits and licenses of and incidental to the goods and property.
6. The fill date of transfer of property is:

#### **Schedule of Goods and Property**



*Please include a description of the object, including the acquisition number if possible.*

**If some materials within this donation are not considered suitable for retention by the Museum, the Donor authorises materials to be:**

☐ Returned to the Donor

☐ Disposed of at the discretion of the Museum

**Is the Donor the only owner of all the copyright in all the described material?**

☐ Yes    ☐ No    ☐ Unsure

**Please state for which parts of the described material the Donor is the sole copyright owner.**

**Please state for which parts of the described material the copyright is owned jointly by the Donor and someone else.**

**Is the Donor willing to assign the copyright of the described materials to the Museum?**

☐ Yes    ☐ No

---

**Donor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

**Witness:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

The Museum accepts your unconditional gift of the items in the attached Schedule. The Museum acknowledges in accordance with your expresses intention that it now has full title to, and responsibility for the gifted items.

**Museum representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

**Witness:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

(Two copies of this form are to be signed. One retained by the Donor and one by the Museum).

## Inward Loan Agreement

---

**George Town Council / 16-18 Anne Street, George Town Tasmania 7252**

**P: (03) 6382 8800 / E: [council@georgetown.tas.gov.au](mailto:council@georgetown.tas.gov.au)**

**For**

**Bass and Flinders Maritime Museum / 8 Elizabeth St, George Town Tasmania 7253**

**P: (03) 6382 / E: [bookings@bassandflindersmuseum.com.au](mailto:bookings@bassandflindersmuseum.com.au)**

**Loan purpose:**

**Loan period:**

**Date of receipt:**

**Return date:**

**Lender's name:**

**Organisation:**

**Address:**

**Phone:**

**Email:**

**Lender's object no:**

**Borrower's object no:**

**Object description:**

**Object condition:**

**Photos of object:**

<b>Insert photo here</b>
<b>Insert description</b>

**Please answer the following:**

**May the Museum reproduce this object in publications and for publicity purposes?**

**Do you elect to maintain your own insurance?**

NB: The value of the object(s) is to be negotiated in the event of loss or damage.

**May the Museum have permission to clean your loan or do any restoration work?**

**What is the recommended procedure for movement/display?**

**What is the recommended procedure for packing/transport?**

**Conditions of loan**

- *Bass and Flinders Maritime Museum* will exercise the same care and respect to this loan as it does in the safekeeping of its own property.



- Loans shall remain in the possession of *Bass and Flinders Maritime Museum* for the time specified on the form, but may be withdrawn from exhibition by *Bass and Flinders Maritime Museum* or by request from the lender.
- Unless the lender elects to maintain their own insurance coverage, *Bass and Flinders Maritime Museum* will insure this loan for the current market value, against all customary risks of physical loss or damage from external cause while in custody of *Bass and Flinders Maritime Museum* during the period of the loan.
- If the lender maintains their own insurance *Bass and Flinders Maritime Museum* must be supplied with a certificate naming *Pleasantville Museum* as additional insured or waiving subrogation against *Bass and Flinders Maritime Museum*.
- Otherwise the loan agreement shall constitute a release of *Bass and Flinders Maritime Museum* from any liability in connection with the loaned property. *Bass and Flinders Maritime Museum* does not accept responsibility for any error or deficiency in information furnished to the lender's insurers or for lapses in coverage.

**Signature of lender:**

---

**Date:**

---

(Two copies of this form are to be signed. One retained by lender and one by the museum).

---

**Date of return:**

---

**Received by:**

---

**Condition of receipt:**

---

## Outward Loan Agreement

---

**George Town Council / 16-18 Anne Street, George Town Tasmania 7252**

**P: (03) 6382 8800 / E: [council@georgetown.tas.gov.au](mailto:council@georgetown.tas.gov.au)**

**Object no:**

**Object name:**

**Borrower name:**

**Organisation:**

**Address:**

**Phone:**

**Email:**

**Loan purpose:**

**Loan period:**

**Date of receipt:**

**Return date:**

**Object description:**

**Object condition:**

**Photos of object:**

**Please note the following requirements and conditions.**

**Movement/display needs** (including recommended requirements):

**Packing/transport needs** (including recommended requirements):

**Conservation/maintenance needs** (including recommended requirements):

**Catalogue and publicity** (form of acknowledgement):

**Conditions of loan**

- The Museum requires notice for the borrowing of an object.
- No object will be lent unless the safety of the object is assured. Adequate security, environmental conditions and standards of care must be evident.
- The objects are regarded as being 'in good condition' unless *Bass and Flinders Maritime Museum* is otherwise notified.
- The receipt of any agent of the borrower shall be regarded as receipt of the borrower.
- The borrower shall not convey, transfer, assign, mortgage, pledge, lend or part with possession of the object(s).
- The borrower shall be responsible for any damage to person or property due to the condition of the object. *Bass and Flinders Maritime Museum* should be notified immediately of any such event, loss, damage or deterioration.
- All costs associated with the loan will be the responsibility of the borrower. These costs will include transport and insurance.
- No object will be reproduced while on loan without permission from the Museum.
- The borrower shall acknowledge the lender in any publications or whilst on display.
- The borrower will follow the instructions featured on the loan form.
- Representatives of *Bass and Flinders Maritime Museum* shall be permitted access to the borrower's premises to examine the object.
- The borrower may be required to return the object(s) at any time, but no later than the expiration of the loan.
- Any extensions of the original loan period must be negotiated with *Bass and Flinders Maritime Museum*.
- No object will be lent without the completion of *Bass and Flinders Maritime Museum's* Outward Loan agreement form.



**Signature of borrower:**

---

**Date:**

---

(Two copies of this form are to be signed. One retained by borrower and one by the museum).

---

**Date of return:**

---

**Received by:**

---

**Condition of receipt:**

---

#### 4. DONATION ASSESSMENT FORM

##### Donation Assessment

Donor Name:

Address:

Phone:

Object Name:

Description:

Object/items being considered for acquisition into the Bass and Flinders Maritime Museum Collection **may not** be left on site.

In the event that the curator needs more time with the item, a receipt is to be issued to the owner recording the object name, address of the owner and contact number and date. The same information is written on a tag and attached to the object.

This record of Donation Assessment is to acknowledge that the Bass and Flinders Maritime Museum is holding the object/item for assessment. It does not mean or imply the object has been accepted as part of the permanent collection.

The potential donation will be assess for condition, intactness and integrity. Any notes on the history and associations of the object will be required for the Bass and Flinders Maritime Museum Coordinator to consider assessing the significance of the object.

I, ..... Agree to allow the Bass and Flinders Maritime Museum to assess the potential donation and will leave the item on site until a decision has been made.

I accept that by leaving the item on site does not mean or imply the object has been accepted as part of the permanent collection.

..... Sign

.....Date



## APPENDIX C: BASS AND FLINDERS MARITIME MUSEUM - COLLECTION POLICY – FACT SHEET - DONATIONS

<b>Policy No.:</b>		<b>Approved by:</b>	
<b>Version No.:</b>		<b>Approved on:</b>	
<b>Responsibility:</b>		<b>Review Date:</b>	
<b>Document Control</b>			
<b>Rev No.</b>	<b>Date</b>	<b>Revision Details</b>	<b>Reviewer Approver</b>



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## 1. FACT SHEET - DONATIONS

### Donation Fact sheet

The Bass and Flinders Maritime Museum greatly appreciates the kind offers we receive from people looking to donate items for our collection.

Unfortunately, the space and curatorial capacity we have for new collection items is very limited.

New acquisitions are subject to a rigorous and extensive process of analysis and review to ensure they represent the best possible fit with our existing collections, public programs and research priorities.

If you have an item you would like to be considered for the collection please make an appointment with the Tourism and Heritage Operations Co-Ordinator so they can view and discuss the item.

Please contact Michelle Blake [michelleb@georgetown.tas.gov.au](mailto:michelleb@georgetown.tas.gov.au)

We cannot store items on site.

Please bring to your appointment any notes on the history and associations of the object and any photographs associated with the item. This will assist the curator in assessing the significance of the item.

### Legal Requirements

The Bass and Flinders Maritime Museum only accepts objects where the donor/vendor has legal title to the object. Evidence will be required upon donation of item.

## 2. FACT SHEET

## 3. FACT SHEET