

ROCKHAMPTON HERITAGE VILLAGE COLLECTION MANAGEMENT PROCEDURE



1 Scope

This procedure applies to the Rockhampton Heritage Village Collection of heritage and replica items.

2 Purpose

The purpose of this procedure is to ensure a consistent approach in considering, accepting, deaccessioning, recording and caring for items in the collection.

3 Related Documents

3.1 Primary

Rockhampton Heritage Village Collection Management Policy

3.2 Secondary

Copyright Act 1968 (Cwth)

Income Tax Assessment Act 1997 (Cwth)

Asset Management Policy

Code of Conduct

Conflicts of Interest Policy

Heritage Village Donation Application Form

Loan Agreement Template

4 Definitions

To assist in interpretation, the following definitions apply:

Acquisition	The act of gaining physical possession an item or object by gift, bequest, or donation.
Bequest	The bestowal by will of privately owned items to Council.
CAG	Collection Advisory Group
Collection	An identifiable selection of objects, buildings, or digital assets with shared historical, cultural or thematic significance managed under this policy.
Conservation	The processes and practices used to preserve and protect collection items from deterioration, damage, or loss.
Council	Rockhampton Regional Council
Deaccession	The process of removing an item from the collection and the recording of the disposal/removal of an item from the collection when it is sold, donated, destroyed, lost, or repatriated.

LEGAL AND GOVERNANCE USE ONLY

Adopted/Approved:	Approved, 9 December 2025	Department:	Communities and Lifestyle
Version:	1	Section:	Communities and Culture
Reviewed Date:		Page No:	Page 1 of 5

Employee	Local government employee: (a) The Chief Executive Officer; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Loan	A temporary transfer of collection items to or from RHV without transfer of ownership, governed by a formal agreement.
Provenance	The documented history of ownership, origin, and use of an item, used to establish authenticity and significance.
RHV	Rockhampton Heritage Village The public institution owned and operated by Council that develops and manages Council's RHV Collection.
Volunteer	Any person, who of their own free will, offers to undertake unpaid work for Council and is accepted as a volunteer by the Chief Executive Officer and/or their authorised delegates.

5 Procedure

5.1 Collecting Principles

RHV acquires items that align with the identified priority areas for development outlined in the RHV Collection Management Policy and the essential criteria for acquisitions outlined in this procedure. In summary, acquisitions should:

- Reflect the cultural, technological, and social history of Central Queensland between 1850 and 1950;
- Fulfil the essential criteria for acquisitions outlined in paragraph 5.1.1;
- Be assessed and recommended by the RHV CAG;
- Be endorsed for acquisition by the Manager Communities and Culture; and
- Be documented in accordance with Council procedures.

5.1.1 Essential Criteria for Acquisitions

For Council's protection against potential legal and ethical complications, this paragraph lists essential criteria that all items must satisfy before being assessed for acquisition.

An item will not be considered for the RHV Collection if:

- A conflict of interest (or perceived conflict of interest) has not been managed in accordance with Council's Conflicts of Interest Policy. Employees should not personally benefit from acquisitions or deaccessions, any real, perceived or potential conflict of interest must be declared.
- Full legal title cannot be transferred to RHV.
- Ambiguous provenance exists. RHV does not acquire any item where provenance is questionable including, but not limited to, theft, sale under duress, uncertain origin or unethical obtainment.
- The item is in poor condition and requires extensive conservation beyond RHV's capacity.
- The item duplicates existing holdings unless it is of superior quality or required for parts.
- The item cannot be stored safely and accessibly within RHV's available infrastructure.
- The item poses a safety risk or is culturally sensitive without appropriate consultation and permissions.

LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	Approved, 9 December 2025	Department:	Communities and Lifestyle
Version:	1	Section:	Communities and Culture
Reviewed Date:		Page No:	Page 2 of 5

- (h) The item is offered with restrictive conditions that limit RHV's ability to manage, display or conserve it appropriately.

5.2 Collection Management

5.2.1 Documentation

All items in the RHV Collection must be comprehensively documented using a consistent and centralised system. Documentation ensures accountability, supports research and interpretation, and enables effective collection care. Minimum documentation requirements include accession number, object name and description, dimensions and materials, condition report, provenance and acquisition details, storage location and photographic record.

5.3.1 Storage

The RHV Collection must be stored in a manner that ensures its physical safety and accessibility. Collection storage areas at the RHV will be secure, well-maintained, and sealed against weather exposure. Access is strictly controlled by limiting key distribution to authorised personnel. No item is admitted to the Permanent Collection storage areas unless it has completed the formal acquisition process and been added to the appropriate register. Each item will be assigned a permanent storage location, and any changes to its location including temporary moves, must be promptly recorded in the database. Items should not be moved unless necessary, and designated storage location must be maintained. If adequate storage space is unavailable, no additional items are accepted into the collection.

5.3.2 Conservation

Preventative conservation involves regular inspections for signs of deterioration, safe handling procedures, and ongoing environmental monitoring and pest management. Active conservation includes cleaning and carrying out repairs when required. If an item is deemed beyond repair, or unsuitable for public display, they are considered for deaccession. Conservation priorities are determined based on the significance and condition of each item, ensuring that resources are directed where they are most needed.

5.4 Collection Acquisitions

5.4.1 Methods of Acquisition

All acquisitions into the RHV Collection must adhere to the criteria and principles outlined in this procedure and require a completed Donation Application Form.

There are two methods for items to enter the RHV Collection:

5.4.1.1 Donation: All donation offers must be submitted using the Heritage Village Donation Application Form and assessed against the acquisition criteria. Items left at the site without prior approval are not automatically accepted and may be returned or disposed of in accordance with Council's Employee Gifts, Benefits and Hospitality Procedure. Employees and volunteers should not accept any items brought to the site.

5.4.1.2 Bequest: Bequests must be accompanied by legal documentation and, where possible, involve consultation with the donor's family to avoid disputes. RHV requires comprehensive documentation to consider the item for acquisition.

Acquisition of items that are offered with imposing conditions or stipulations for example limitations of display, care requirements, sunset clauses etc. are not accepted.

5.5 Loans

RHV may lend and borrow collection items to support exhibitions, research, education, and community engagement. All loans must be temporary, documented, and governed by formal agreements to ensure the safety, accountability, and appropriate use of collection items.

LEGAL AND GOVERNANCE USE ONLY

Adopted/Approved:	Approved, 9 December 2025	Department:	Communities and Lifestyle
Version:	1	Section:	Communities and Culture
Reviewed Date:		Page No:	Page 3 of 5

5.5.1 Inward Loans

Inward loans are accepted for fixed periods and specific purposes, such as temporary exhibitions or research projects. RHV does not accept permanent or indefinite loans.

Requirements for inward loans:

- (a) A loan agreement signed by both parties.
- (b) A condition report completed upon arrival and return.
- (c) Insurance coverage documentation.
- (d) Agreed loan period and terms of care, handling, and display.

5.5.2 Outward Loans

RHV may lend items to other museums or educational institutions for temporary exhibitions or research. RHV does not lend to private individuals or commercial entities.

Requirements for outward loans:

- (a) A loan agreement signed by both parties.
- (b) A facility report from the borrowing institution.
- (c) Proof of insurance covering the full value of the item.
- (d) Agreed loan period (maximum 12 months, renewable upon request).
- (e) Conditions for transport, handling, display, and security.

Exceptions to these requirements may be negotiated at the discretion of the Manager Communities and Culture. Loans within Council, either temporary or long-term, shall at default adhere to the same loan procedures and requirements as inter-institutional loans, unless negotiated with the Manager of Communities and Culture.

Long-term loans of works of items proposed as future gifts are considered in accordance with the collecting principles and essential criteria for acquisitions and negotiated, accepted or rejected at the discretion of the Manager Communities and Culture.

5.6 Deaccession and Disposal

Deaccessioning is the formal process of permanently removing an item from the RHV Collection. This process must be transparent, well-documented and ethically managed to maintain public trust and institutional integrity.

5.6.1 Criteria for Deaccessioning

An item may be considered for deaccession if:

- (a) It no longer aligns with the RHV Collection Management Policy or collecting scope.
- (b) It lacks sufficient historical, cultural, or educational value.
- (c) It is a duplicate or redundant item.
- (d) It is damaged beyond repair or poses a safety risk.
- (e) RHV lacks the capacity to store or conserve the item responsibly.
- (f) Provenance is found to be false, fraudulent, or unverifiable.
- (g) A substantiated request for return is received from the original owner, donor, or community (for example Indigenous repatriation).
- (h) The item was acquired unethically or under questionable circumstances.

LEGAL AND GOVERNANCE USE ONLY

Adopted/Approved:	Approved, 9 December 2025	Department:	Communities and Lifestyle
Version:	1	Section:	Communities and Culture
Reviewed Date:		Page No:	Page 4 of 5

5.6.2 Deaccession Procedure

To deaccession an item the following process must be followed:

- (a) Identification and Recommendation: Items proposed for deaccession are identified by RHV employees and presented to the RHV CAG with written justification referencing this procedure.
- (b) Review and Approval: The RHV CAG reviews the proposal and makes a recommendation. Final approval to deaccession an item and the appropriate method of disposal is granted by the Manager Communities and Culture.
- (c) Documentation: The item's record is updated to reflect its deaccession status, including the reason for removal.
- (d) Income from Sales: Proceeds from any sale must be returned to Council, ideally in support of RHV.

5.6.3 Disposal Methods

The following methods may be used to dispose of an item:

- (a) Return to donor;
- (b) Transfer to another institution;
- (c) Sale by public auction or tender;
- (d) Destruction or recycling; or
- (e) Internal Quotation.

5 Review Timelines

This procedure is reviewed when any of the following occur:

- (b) The related information is amended or replaced; or
- (c) Other circumstances as determined from time to time by the General Manager Communities and Lifestyle.

6 Document Management

Sponsor	Chief Executive Officer
Business Owner	General Manager Communities and Lifestyle
Policy Owner	Manager Communities and Culture
Policy Quality Control	Legal and Governance



LEGAL AND GOVERNANCE USE ONLY			
Adopted/Approved:	Approved, 9 December 2025	Department:	Communities and Lifestyle
Version:	1	Section:	Communities and Culture
Reviewed Date:		Page No:	Page 5 of 5