National Conservation and Preservation
Policy and Strategy

Australia's Heritage Collections

Cultural Ministers Council
Heritage Collections Council
1998
National Conservation and Preservation Policy and Strategy

Australia's Heritage Collections

Cultural Ministers Council

Heritage Collections Council

1998
## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreword</td>
<td>1</td>
</tr>
<tr>
<td>Acknowledgements</td>
<td>2</td>
</tr>
<tr>
<td>Background</td>
<td>3</td>
</tr>
<tr>
<td>National Conservation and Preservation Policy for Australia's Heritage Collections</td>
<td>5</td>
</tr>
<tr>
<td>National Conservation and Preservation Strategy for Australia's Heritage Collections</td>
<td>9</td>
</tr>
<tr>
<td>Overview</td>
<td>10</td>
</tr>
<tr>
<td>Significance</td>
<td>14</td>
</tr>
<tr>
<td>Skills development</td>
<td>18</td>
</tr>
<tr>
<td>Collections management</td>
<td>22</td>
</tr>
<tr>
<td>Research</td>
<td>27</td>
</tr>
<tr>
<td>Awareness raising</td>
<td>29</td>
</tr>
<tr>
<td>Appendix 1</td>
<td>31</td>
</tr>
<tr>
<td>Appendix 2</td>
<td>32</td>
</tr>
<tr>
<td>Glossary</td>
<td>36</td>
</tr>
<tr>
<td>References</td>
<td>39</td>
</tr>
<tr>
<td>Index</td>
<td>41</td>
</tr>
</tbody>
</table>
Foreword

Australia's cultural heritage encompasses all the things that are significant to Australians which have survived from the past. Australia is one of only a few countries to have developed and published a specific policy and strategy to care for their heritage collections.

This heritage is made up of the tangible such as paintings, books, aircraft and natural history specimens and the intangible. Increasingly what was formerly intangible—such as traditions, customs and habits—are recorded and documented in photographs, films, tapes and disks. As rapid advances are made in technology, it is important that the preservation and accessibility of cultural heritage increases accordingly.

The National Conservation and Preservation Strategy for Australia's Heritage Collections is a joint Commonwealth, State, and museum sector initiative through the Heritage Collections Council (HCC), formerly the Heritage Collections Committee. The aim of the strategy is to implement the National Conservation and Preservation Policy for Movable Cultural Heritage, endorsed by the Cultural Ministers Council (CMC). The policy was released in 1995 and is reproduced here to accompany the strategy and should be read in tandem with it. The term 'movable cultural heritage' has been replaced in the strategy and throughout this document with the term 'heritage collections'.

The National Conservation and Preservation Policy and Strategy for Australia's Heritage Collections positions Australia as a leader in caring for the cultural material of our diverse community.

It is with a great deal of pleasure that I commend this policy and strategy to all Australians in the hope that we will continue to treasure our extraordinary cultural heritage for the enrichment of people today and in the future.

RICHARD ALSTON
Minister for Communications, the Information Economy and the Arts
January 1998
Acknowledgements

The Heritage Collections Council wishes to thank and acknowledge the contribution of the following groups to the Policy and Strategy:

Cultural Ministers Council
Members of the Heritage Collections Working Group
The Australian Institute for the Conservation of Cultural Material
University of Melbourne Conservation Service
Members of the former Heritage Collections Committee
Members of the Conservation Working Party
Museums Australia
Authors of the Strategy Forum Working Papers and the forum facilitator
All participants in the Strategy Forum of October 1996
All stakeholders who responded with comments to the draft strategy in 1997
Members of the Collections Management and Conservation Working Party
Past and present staff of the HCC Secretariat in the Heritage Branch of the Department of Communications and the Arts

The HCC's Collections Management and Conservation Working Party is responsible for coordination of the implementation of the strategy. Members of the Working Party and their contact details are listed at Appendix 1.
Background

Australia's heritage collections are in the care of many individuals and organisations. The Commonwealth, State, Territory and Local Governments are custodians of much of this heritage, but non-government organisations, voluntary groups, private sector companies and individual members of the community also play important roles in the conservation and preservation of Australia’s heritage collections.

Fundamental issues related to the conservation and preservation of Australia’s heritage collections are addressed in this document, including:

- cultural diversity;
- understanding the significance of this heritage;
- coordination;
- skills development, education and training; and
- research.

This document is the culmination of many years work and reflects a spirit of cooperation between governments and the private, community and non-government sector.

The Heritage Collections Working Group was formed by the Cultural Ministers Council in 1990 and identified the development of a national conservation and preservation policy as a cornerstone of a national program.

As a result of the recommendations of the Working Group, the Heritage Collections Committee—a collaboration between Governments and the heritage collections sector—was formed in 1993.

The HCC’s Conservation Working Party (CWP) tackled the development of the policy as its first task, having identified the policy as the foundation upon which other program elements could be based.

A consortium led by the University of Melbourne Conservation Service was commissioned to write a first draft and produced a comprehensive document in July 1994. This document was refined following discussion with the CWP and the redrafted policy circulated to peak bodies for comment. The National Conservation and Preservation Policy for Moveable Cultural Heritage was endorsed by the Cultural Ministers Council on 6 July 1995 and subsequently released.

To develop a national strategy to implement the policy, the CWP consulted with heritage collection stakeholders at a national forum in October 1996. A series of working papers was commissioned for the forum which identified the main issues that needed to be included in the strategy. Following extensive consultation and revision, the strategy was presented to the HCC for endorsement.

In December 1996 CMC Ministers agreed to form a Heritage Collections Council to build on the work of the Heritage Collections Committee and endorsed a five year strategic plan for the Council. The new HCC will work to achieve specific outcomes by the year 2001 including coordination of the implementation of the strategy. Online access to collections has already been achieved through Australian Museums Online (AMOL) which was developed by the Online Working Party of the HCC.

Many of the comments made in the consultation period were detailed and collection-specific and will be considered more closely in the implementation phase. Full implementation of the strategy depends on resources being available from both the public and private sector, and support across government and non-government institutions.

The HCC’s Collections Management and Conservation Working Party has been given the responsibility of developing yearly workplans until 2001 which incorporate initiatives to support the implementation of the strategy.
National Conservation and Preservation Policy for Australia’s Heritage Collections
Policy Statements

This series of policy statements form the National Conservation and Preservation Policy as endorsed by the Cultural Ministers Council in 1995.

Policy Statement 1
The Commonwealth, State, Territory and Local Governments affirm the importance of Australia's heritage collections to the life and well-being of the people of Australia.

Policy Statement 2
The Commonwealth, State, Territory and Local Governments acknowledge the diversity of cultures of the Australian people which should be reflected in the definition and identification of heritage collections.

This diversity includes Aboriginal and Torres Strait Islander cultures, as well as the range of cultures reflecting the history of immigration which has brought people from many places to Australia.

Policy Statement 3
The Commonwealth, State, Territory and Local Governments recognise the need to define the significance of heritage collections as a way of guiding conservation and preservation strategies and actions.

Developing general criteria and defining the significance of heritage collections will provide a sound basis for a range of management decisions related to conservation, preservation and access. It will also facilitate the delivery of targeted programs, such as local or national programs.

Policy Statement 4
The Commonwealth, State, Territory and Local Governments recognise the need to conserve and preserve Australia's heritage collections.

The conservation and preservation of Australia's heritage collections will be achieved by a variety and combination of means including: the provision of education and awareness programs; collection management planning; the development and implementation of standards, policy and legislation; the availability of professional training and development; research; the provision of appropriate storage and display environments; the treatment of vulnerable and endangered material; and reproduction.

While the conservation and preservation of heritage collections frequently involves difficult issues, the heritage created using relatively recent electronic technology poses a new set of challenges.

Policy Statement 5
The Commonwealth, State, Territory and Local Governments recognise the important right of the Australian people to have a reasonable and equitable opportunity of access to their heritage collections, subject to cultural restrictions or sensitivities.

The proposed national database will provide one opportunity for access to information about the Distributed National Collection.
Policy Statement 6
The Commonwealth, State, Territory and Local Governments recognise that conservation and preservation are essential to provide ongoing access to Australia's heritage collections for current and future generations.

Heritage collections are almost always in a form which will decay over time. Providing access to heritage collections contributes to the processes of decay, sometimes in a very major way. Conservation and preservation extend the life of heritage collections, in some cases indefinitely, and therefore the opportunities for access. This may include reproducing heritage collections. For example, reproducing a manuscript can preserve indefinitely the information it contains while at the same time providing wide opportunities for access for current and future generations.

Policy Statement 7
The Commonwealth, State, Territory and Local Governments recognise the need for a coordinated approach involving governments and the private, community and non-government sectors to achieve the improved conservation and preservation of, and access to, Australia's heritage collections.

Conserving, preserving and providing access to the Distributed National Collection requires a coordinated approach. Governments alone are not able to achieve these goals. However, both governments and the private, community and non-government sector own the Collection and have resources which can contribute to the achievement of these goals. Coordination, including networks and partnerships between individuals and organisations in governments and the private, community and non-government sector will enhance strategies and actions.

Community and professional organisations concerned with heritage collections can play a special role in establishing and fostering networks and partnerships which are valuable for coordination.

Policy Statement 8
The Commonwealth, State, Territory and Local Governments recognise the need to raise the level of general understanding about Australia's heritage collections to achieve improved conservation, preservation and access.

Improving general understanding, including education within the community is a key factor in achieving the conservation and preservation of Australia's heritage collections. It promotes an appreciation of appropriate conservation and preservation for heritage cared for by individuals. In addition, raising the level of general understanding encourages a broader awareness of the nature, importance and challenges facing Australia's heritage collections.

Policy Statement 9
The Commonwealth, State, Territory and Local Governments recognise the need for coordination of community-wide skills development, training and education of those involved in the conservation and preservation of Australia's heritage collections.

Coordinated community-wide skills development, training and education, including the establishment of related standards, is essential to achieving best practice in conservation and preservation. Professional organisations and training providers have a key role to play in this area.
Policy Statement 10

The Commonwealth, State, Territory and Local Governments recognise the need to carry out research related to Australia's heritage collections to achieve improved conservation, preservation and access.

The scale and nature of the problems confronting the conservation and preservation of heritage collections are generally not well understood. Practical and inexpensive solutions are yet to be developed for many problems which are, in many cases, unique to Australia. In addition, new forms of heritage pose new challenges. Research into materials, storage, display, methods and treatments is vital to developing both better and new solutions to ensure a future for Australia's heritage collections.
National Conservation and Preservation Strategy for Australia's Heritage Collections
Overview

Scope

The strategy is a nationwide approach which identifies broad actions to assist all heritage collections, and is designed to implement the National Conservation and Preservation Policy. The scope of this strategy is the conservation and preservation of all types of heritage collections. Where the word ‘museum’ is used, it may be taken to mean ‘heritage collections’ held in museums, libraries, archives, galleries, universities, historic sites and places, and in both the private and public domain.

The strategy does not aim to cover all activities associated with heritage collections, such as curation, interpretation and exhibition development. Significance and collection management are included as specific elements in the strategy because they have an impact on the effective conservation and preservation of collections.

The HCC’s Collections Management and Conservation Working Party has developed a five year plan and yearly workplans to co-ordinate and support the implementation of the strategy.

Full implementation of the strategy will depend on resources being available. The success of strategy implementation will depend on the effectiveness of developing key partnerships across the sector.

Structure

The strategy is organised into five main elements: significance, skills development; collection management; research; and awareness raising. The elements were chosen as encompassing all the major approaches suggested in the October 1996 forum discussion papers for Developing a National Strategy, at the forum itself and through feedback. All five elements are essential for the full implementation of the strategy.

Each element begins with an overall objective, outcomes by 2001, links and references. Links are included under each element to indicate that there will be a co-ordinated approach with other organisations and their strategies. Key strategies are specified for each element.

The key strategies apply to all kinds of collections, ranging from traditional museum collections through new forms of electronic media; to outdoor, in situ, maritime heritage; and the collections of indigenous and migrant groups.

However, different types of collections are not specifically addressed in turn. It is intended that when each key strategy is implemented, the needs of different types of collections will be taken into account. Digitisation as a preservation tool and the preservation of new media are two areas which will require more detailed examination in the implementation phase.

The five elements are:

1. Significance

Significance refers to an assessment of an object’s value in a context, whether historic, aesthetic, scientific, cultural or monetary. Assessment of significance provides the context for appropriate conservation and preservation. That is, conservators and others will be better able to determine priorities and levels of conservation and preservation treatments if they understand the item’s significance.
2. **Skills development**
   This element encompasses activities which increase the conservation and preservation expertise of those responsible for caring for collections.

3. **Collection management**
   The Strategy addresses how mechanisms for improving conservation processes in standard collection management practices can be promoted and achieved. The Strategy takes collection management to mean, ‘all the processes of acquiring, looking after, accounting for, and providing access to collections’ (Hallett 1996, Section 2.1).

4. **Research**
   Research may be defined as: ‘A search or investigation undertaken to discover facts and reach new conclusions by the critical study of a subject or by a course of scientific inquiry’ (l’Orns and Adams 1996, p. 2). Activities under this element aim to achieve a national research strategy which will encourage research projects and disseminate their results.

5. **Awareness raising**
   This element proposes actions which will create a culture of caring for and treasuring Australia’s heritage collections.

**Description and Implementation**

It is beyond the scope of this strategy document to include all the ideas and comments which have been received in the course of its development. These comments and ideas have been documented and will be available for consideration as various strategies and actions are implemented.

The strategy seeks to avoid duplication and will take into account existing programs or strategies at the national, state or local level.

Examples of strategies recently completed or under development by other organisations are: the Australian Institute for the Conservation of Cultural Material Inc. (AICCM) Strategic Plan 1996-97; Museums Australia Standing Committee on Regional, Local and Specialist and Museums Strategic Plan to 2001; and the Cultural Ministers Council Strategic Plan for the Return of Indigenous Cultural Property.

Examples of developing or existing projects are: the Australian Vice-Chancellors Committee (AVCC) University Museums Project; Museums Australia Standing Committee on Regional, Local and Specialist Museums, Guidelines for Regional, Local and Specialist Museums; Australian Survey of Sculpture, Monuments and Outdoor Cultural Material (AICCM & Art Gallery of NSW); the NSW Heritage Office Identification and Assessment Guidelines project; the Preserving Access to Digital Information (PADI) Working Group, a cross-sectoral group set up to provide guidance on preserving digital information; and the Australian Heritage Commission (AHC) Discussion Papers, ‘Options for Identifying Places of National Significance’ and ‘National Heritage Standards’.

The listed references are not intended to be comprehensive; however, they show what ideas and recommendations informed the development of the Strategy. To implement the Strategy, it is envisaged that the new Heritage Collections Council will allocate resources to the Strategy’s priority areas and will identify and work closely with organisations which will have prime responsibility for certain elements.
Australian Museums On-Line (AMOL) is an online service for all museum and art gallery collections. Wherever applicable AMOL will be used to promote or deliver initiatives proposed in the Strategy. Further expansion of AMOL could contribute substantially to fulfilling some of the Strategy’s objectives. It will be especially useful in providing advice and support to small heritage collections; and sharing information about items of significance, research projects, standards, disaster planning, expertise and facilities.

Findings from the HCC’s regional pilot projects, training workshops and internships, as well as material in the National Training Package, will be used in the development and implementation of relevant strategies.
The Importance of Partnership

The following chart is indicative of the kind of partnerships needed if the strategy is to be fully implemented.

National Conservation and Preservation Policy and Strategy for Movable Cultural Heritage,

Coordination of implementation by the Heritage Collections Council working in collaboration with:
- governments, their agencies and institutions
- education and training providers
- non-government associations and organisations
- private sector

Governments, their agencies and institutions, which may include

Federal
- Department of Communications and the Arts
- Department of Employment, Education, Training and Youth Affairs
- National Institutions eg National Museum of Australia, Australian National Gallery
- Department of Environment
- Australian Heritage Commission
- Other departments which liaise with groups who hold collections eg ATSIC

State
- Ministries for Arts/Heritage
- Ministries for Aboriginal/ Ethnic Affairs
- State/ Territory institutions, archives, galleries, museums, libraries eg Art Gallery of NSW, State Library of South Australia

Local
- Museums
- Galleries
- Collections
- Libraries

Private sector, which may include

- Corporate collections
- Private collections
- Commercial enterprises eg conservation laboratories

Non-government associations and organisations, which may include

- Museums Australia
- Historical societies
- Trusts eg History Trust, family trusts
- National Trust
- AusHeritage
- Professional associations eg AICCM
- State heritage councils

Education and training providers, which may include

- Museums Australia
- Universities
- Institutes of Technology
- TAFEs
- Museums
Significance

Developing criteria and processes for determining significance in a variety of contexts, for use by all heritage collections, is fundamental to the effective management of Australia’s heritage collections. Use of the criteria and processes will enable collecting institutions to make decisions about conservation and preservation priorities. Key Strategies 5 1, 2 and 4 involve the development of an agreed national set of criteria for determining significance and will aim to have these criteria adopted by managers of collections. The criteria would enable assessment of significance in any context. The importance of retaining items in their associated places, where appropriate, will be addressed through the significance criteria.

The regional pilot projects developed by the HCC found that some museum staff were unable to determine the significance of items and subsequently determine storage, conservation, preservation and exhibition needs. The searchable collections database on AMOL is a potential avenue museum workers can use to assess and identify their items in the wider context of Australia’s heritage collections. Where possible, it is also important that qualified curators, who have a wider contextual and historical knowledge of items and other collections, assess items for their significance. Under Key Strategy 5 3 consideration will be given to establishing a database of collections and items of significance on AMOL so that information about, and identification of, significant items will be available. The database would include items of significance which have been identified using the criteria developed by Key Strategies 5 1-4 (in any context and at any level). Any information contained on the database will be voluntarily contributed by institutions and issues of security and confidentiality will be addressed before contributions are made.

The infrastructure for conservation and preservation funding will be investigated under Key Strategy 5 5. Existing funds will be identified and an investigation will be made of the feasibility of a national fund. Depending on the resources available, such a fund will contribute towards the conservation and preservation of some items or collections included on the significance database. Contributions from private industry could be sought. Funded projects could include conservation and preservation needs assessment, specific treatments or improved storage for an item or collection.

The findings of the HCC's regional pilot projects showed that attention should be directed in the first instance towards managing the environmental conditions in which collections are housed, and that items of significance should be identified and housed in the most favourable parts of buildings. Environmental conditions are addressed under Key Strategy CM 3 in the Collections Management element.

Objective

To develop criteria for determining significance and identifying items and collections of significance; and to strengthen the infrastructure for their conservation and preservation.

Outcome by 2001

1. Managers of heritage collections are committed to managing their collections in accordance with agreed criteria and processes.

2. Greater knowledge in Australia and overseas of the significance of Australian heritage collections.

3. An infrastructure for continued conservation and preservation of significant items and collections.
Links

1. Collection Management Key Strategies in this document.
3. NSW Heritage Office Identification and Assessment Guidelines project.
4. PADI Working Group.

References


Key Strategy S 1

Review existing criteria and processes for assessing significance.

Output

Report on best format and content for criteria with recommendations.

Timeframe

By June 1998.

Actions

1. Consult with major Federal, State and Local Government heritage institutions on existing criteria.

2. Consult with major collectors including National Trust, private collectors, regional organisations, indigenous and ethnic communities.

3. Review overseas criteria.
Key Strategy S 2

Produce a set of criteria and define processes for determining significance in a variety of contexts.

Output

1. Manual or guidelines.

2. Formal adoption of criteria by AICCM; Museums Australia (MA); ALIA; ASA; Regional Galleries Association; and heritage organisations and related bodies.

Timeframe

By December 1999.

Actions

1. Consult with the industry to produce guidelines.

2. Compile a set of guidelines to facilitate assessment of significance at the appropriate level.

   The guidelines should:
   ~ identify criteria for assessing significance in a variety of contexts.
   ~ provide explanation of need and use.
   ~ improve community decision making.

Key Strategy S 3

Establish a database of items and collections of significance and link to related databases and catalogues.

Output

1. A database of items and collections of significance on AMOL with links to related sites, eg Memory of the World Register.

2. List of items and collections of significance in print formats.

Timeframe


Actions

1. Negotiate with Heritage Collections Council On Line Working Party on extension of AMOL to include a significance database.

2. Include condition report, conservation, preservation, detailed provenance and access information in the data set of the database of items and collections of significance.
Key Strategy S 4
Develop a strategy for adoption of criteria by managers of collections.

Output
Evaluation report on usage.

Timeframe
June 1999.

Actions
1. Market and promote criteria.
2. Place them on AMOL.
3. Distribute.
4. Evaluate whether and how criteria are used.

Key Strategy S 5
Investigate existing conservation and preservation funds and the feasibility of establishing a national fund.

Output
Infrastructure for conservation and preservation funding.

Timeframe

Actions
1. Liaise with State and other funding bodies and private industry.
2. Report on existing funding and recommend further development.
Skills development

The forum papers and groups clearly stated that conservation education and training strategies are needed for different purposes and for different groups including volunteers, professionals, entry level vocational training, indigenous people, and people of non-English speaking backgrounds. It was generally agreed that all training strategies for heritage collections staff should incorporate cross-cultural awareness training.

The forum and the findings from regional pilot projects and training workshops showed that there is already much expertise in small and regional heritage collections. However, the staff working with these heritage collections appreciate assistance and further skill development provided through on-site visits or training workshops. One of the regional pilot projects identified that only two museums had high standards of collection management practices and that all heritage collections needed more support to develop their expertise.

Full implementation of this component will require major commitments from key stakeholders.

Key Strategy SD 1 proposes a national conservation and preservation outreach program for workers in small heritage collections. A national approach to outreach services for regional and small heritage collections involving local and State and Territory governments and Museums Australia is essential to provide regular on-going access to conservation, preservation and curatorial expertise. A national approach will also develop and sustain the skills of people working in regional and small heritage collections. A range of avenues building on existing State, Territory and Museums Australia programs may be used to provide access to expertise and skills development, such as on-site visits, telephone advice, on-line help through AMOL and training workshops using material from the National Training Package which is being developed by the NCC. Outreach services could also provide practical support such as collective purchasing arrangements for materials, identifying lending or hiring schemes for environmental monitoring equipment and facilitating special interest networks.

Further work needs to be undertaken to develop appropriate training strategies for indigenous people and other communities so that they may conserve their collections and increase their participation in the museum field. Development of special training programs is proposed by Key Strategy SD 2. This involves working on ways to train and support indigenous people working in keeping places and cultural centres. This will be done in consultation with the Aboriginal and Torres Strait Islander Commission (ATSIC), the Department of Employment, Education, Training and Youth Affairs (DEETYA) and Museums Australia’s Standing Committee on Museums and Indigenous People. Appropriate training programs for other groups will be developed in consultation with existing conservation services dealing with collections held by non-English speaking background communities.

Key Strategy SD 3 addresses formal conservation and preservation education and training for volunteers, para-professionals and professionals. There needs to be a mechanism for working with education institutions so that they respond to the needs of industry by producing specialist conservators in, for example, textiles, furniture or photography. This strategy involves holding a forum, auditing courses, identifying gaps in specialisation and liaison with educational institutions and professional associations. Support could also be given to the development or use of existing professional codes of practice, codes of ethics, accreditation and standards for conservators. A register of accredited conservators and facilities could be placed on AMOL.
Objective
To develop a range of cultural heritage management training and education programs for personnel at all levels.

Outcome by 2001
1. People trained to an appropriate level of skill in conservation and preservation for all types of collections and specific conservation requirements.
2. Better conserved collections.

Links
1. Awareness raising Key Strategies in this document.
2. AICCM professional development subcommittee.
3. AICCM Strategic Plan 1996-97.
4. Museums Australia Standing Committee on Regional, Local and Specialist Museums, Strategic Plan.
5. Museums Australia professional development subcommittee.
7. Conservation training providers.

References
Key Strategy SD 1

Establish a national conservation and preservation outreach program for workers in small heritage collections which includes training opportunities and curatorial assistance to assess items and collections for significance (depending on available resources).

Output
1. Outreach programs.
2. On-going conservation and preservation training programs.
3. Staff trained in basic conservation and preservation practices for use in heritage collections.

Timeframe
July 1998-on going.

Actions
1. Assess existing outreach programs for effectiveness and coverage
   - develop criteria for assessing training providers.
2. Develop a nationally coordinated training program which includes the means found to be most effective to assist small heritage collections. This may include the Heritage Collections Council's National Conservation and Preservation Training Package and may also encompass:
   - on-site assistance by qualified conservators.
   - assessment of items and collections for significance by registered users of criteria for determining significance.
   - telephone advice.
   - computer online support.
   - collective purchasing arrangements for materials.
   - identify lending or hiring schemes for environmental monitoring equipment.
   - encouraging networks of special interest heritage collections or individuals.
   - training workshops.

Key Strategy SD 2

Develop special training programs for indigenous communities and community groups (depending on available resources).

Output
Targeted training and support programs.

Timeframe
Training programs begin in 1999.

Actions
1. Undertake training needs analysis for indigenous communities and migrant groups
2. Develop training programs for target groups with existing services and communities at national, state and local level, including ATSIC, DEETYA and Museums Australia Standing Committee on Museums and Indigenous People.
Key Strategy SD 3

Facilitate the development of a range of conservation and preservation education opportunities and support the development of professional codes of practice, codes of ethics, accreditation and standards for conservators and collection managers.

Output
1. Paraprofessionals and professionals who have appropriate conservation and preservation skills to meet specific needs of different types of collections.
2. A register of accredited conservators and facilities.
3. Trained indigenous conservators and conservators specialising in other cultures.
4. Conservators Code of Practice and support for accreditation systems.
5. Use of National Museum Competency Standards for training conservators and collection managers.

Timeframe
By end of 1999.

Actions
1. Audit gaps in skills and match of trained conservators in certain fields eg conservation and preservation of textiles, natural history collections, photography and furniture.
2. Meet with education providers and AICCM, MA, ALIA and ASA professional development subcommittees to discuss results of audit.
4. Explore with the On-Line Working Party and AICCM how AMOL could be extended to include a register of expertise and facilities.
6. Develop training and education options with the Federation of Ethnic Communities Councils Australia Inc. (FECCA) and existing State or local services for people of non-English speaking background.
7. Investigate ways that cross-cultural awareness training may be integrated into education and training programs.
8. With AICCM, investigate ways to develop a Code of Practice and to support accreditation for conservators.
Collections management

A necessary trend in heritage collections and galleries over the last two decades has been towards exhibition activities which educate the public as well as obtain income for the museum or gallery. This trend was mentioned by the Netherlands Government in its rationale for the Delta Plan for the Preservation of Cultural Heritage in the Netherlands (Ministry of Welfare, Health and Cultural Affairs 1990). There can be competing priorities for conservators between preparing items for exhibition and on-going conservation and preservation. There is an important interrelationship between conservation and preservation, assessment of significance and collection management and they should not be treated as unrelated activities. A high standard of collection management will include long-term conservation and preservation planning.

Key Strategies CM 1 and CM 2 of this element address the need to incorporate accepted conservation and preservation procedures into collection management and access programs. In his discussion paper, Hallett proposed a national collection management framework which would incorporate a checklist of key collection management issues and benchmarks (Hallett 1996, p. 3). Key Strategy CM 1 and CM 2 propose work be undertaken with AICCM, Museums Australia and related bodies such as the Australian Library and Information Association (ALIA) and the Australian Society of Archivists (ASA) to encourage the use of accepted conservation and preservation practices by collecting institutions. In 'Future directions in access and preservation technologies and new electronic formats' (Webb 1996), Colin Webb discusses the role of digital technology as a means of preserving items. These processes will need to be considered as part of any collection management framework which may be promoted as a result of this Strategy.

Key Strategy CM 3 will concentrate on preventive practices such as standards or guidelines for environmental conditions, storage, display and building maintenance. Key Strategy CM 4 will promote best practice examples of conservation and preservation assessment plans; risk analysis and asset management. Preventive conservation will be a guiding principle in the implementation of all the Key Strategies.

Key Strategy CM 5 will use the relevant sections in the National Training Package to train museums in disaster planning, encourage museums to document disaster plans, encourage regional networks for disaster response, and publish examples of disaster plans through AMOL.

Objective

To ensure that collection management and access programs incorporate conservation and preservation procedures and practices.

Outcome by 2001

Australia's heritage collections are managed and housed in accordance with nationally agreed standards.

Links

1. AICCM Strategic Plan 1996–97.
2. Museums Australia Standing Committee on Regional, Local and Specialist Museums
   - Guidelines for Regional, Local and Specialist Museums.
   - Strategic Plan.
3. Museums Australia Standing Committee on Museums and Indigenous People, Strategic Plan.
4. Significance Key Strategies.
5. AVCC University Museums Project.
   - Strategic Plan and Conservation Assessments
References


Key Strategy CM 1

Develop nationally agreed benchmarks for collection management resources and practices focusing on conservation and preservation issues.

Output

A set of benchmarks for collection management resources and practices focusing on conservation and preservation issues.

Timeframe

By June 1999.

Actions

1. Contribute towards benchmarks for local government museums and galleries being developed by Museums Australia (Vic) for Compulsory Competitive Tendering (CCT) project.

2. Research national and international benchmarks.

3. Recommend existing benchmarks and if any others need to be developed.

Key Strategy CM 2

Encourage acceptance and adoption of benchmarks.

Output

Agreement with AICCM, MA and related organisations on examples of accepted collection management practices which incorporate conservation and preservation practices and benchmarks.

Timeframe

By June 1998.

Actions

1. Meetings and workshops with AICCM, MA Special Interest Group and Australian Registrars Committee to agree on accepted collection management practices which incorporate conservation and preservation practices and benchmarks.

2. Promote accepted collections management practices.
Key Strategy CM 3
Develop guidelines and standards on appropriate environmental conditions in buildings that house collections.

Output
Guidelines and standards on appropriate environmental conditions in buildings that house collections.

Timeframe
1998 on-going.

Actions
1. Review existing national and international standards and guidelines on environmental conditions including relative humidity, light and temperature levels, exhibition and storage conditions.
2. Review current work within Australia on developing building standards for collections. This may include a sample audit of buildings.
3. Document local and regional issues in relation to environmental conditions.
4. Promote guidelines and standards on storage and display conditions to assist regional and local communities to preserve collections and items, eg using relevant section of National Training Package in training courses.
5. Develop guidelines on building maintenance to assist regional and local communities to preserve collections and/or items.

Key Strategy CM 4
Review existing Australian and international models for conservation and preservation assessment plans, including risk analysis models and asset management, and promote the use of best practice examples.

Output
Report with recommendations on best format and content for conservation and preservation assessment plans.

Timeframe
By December 1998.

Actions
1. Consult with Museums Australia NSW, AVCC, the National Library of Australia and major heritage organisations on existing plans.
2. Review overseas models including those developed and used by the American Institute of Conservation (AIC), the Getty Institute and the National Institute for the Conservation of Cultural Property (NIC).
3. Consult with conservators and heritage consultants undertaking conservation assessments in Australia.
Key Strategy CM 5

Raise level of disaster prevention for collections through encouraging organisations to document disaster plans.

Output

Published examples of disaster plans on AMOL.

Training in disaster planning through use of the relevant section in the National Training Package.

Timeframe

1998.

Actions

1. Assess existing Australian and international disaster plans for best practice examples of disaster plans.

2. Provide training in disaster planning through Skills Development programs, using the relevant section in the National Training Package.


4. Encourage development of regional networks for disaster response when not in existence.

5. Publish examples of disaster plans.
Research

Key Strategies 1-3 cover the development of a national research strategy. There needs to be a coordinated national research program to address critical conservation and preservation issues. Getting a picture of the current situation is a first step in identifying areas of greatest need, targeting resources and coordinating action. The strategy will take into account overseas research and support existing programs in institutions: it will not attempt to set their research priorities. A research needs-assessment will assist in understanding how research is currently undertaken and identify where there needs to be coordination and targeting of resources.

Objective

To develop coordinated national research programs that address critical conservation and preservation issues.

Outcome by 2001

1. Agreed responsibilities and mechanisms for implementing national research programs.
2. National coordination and funding of conservation and preservation research programs.

Links

1. Historic shipwrecks national research strategy (DCA).
3. PADI Working Group.
4. Tertiary, State, Territory and Federal research institutions.

References


Key Strategy R 1

Conduct a research audit and needs assessment.

Output

A report on current research arrangements which includes an audit of the existing situation and an analysis of its appropriateness for the conservation and preservation sector.

Timeframe

By December 1998.

Actions

1. Assess needs.
2. Document relevant research organisations.
3. Recommend action to HCC.

Key Strategy R 2

Prioritise research needs for the conservation and preservation sector.

Output

A report on research priorities with recommendations for action.

Timeframe

December 1998.

Actions

1. Prioritise research projects highlighting projects that address environmental control, paying particular attention to projects in the areas of building costs and maintenance.
2. Assess benefits of each option to the conservation and preservation sector.
3. Distribute reports on needs and priorities to stakeholders for consultation.

Key Strategy R 3

Implement recommendations from report on research priorities.

Output

1. A nationally coordinated, funded research strategy.
2. Research projects conducted by identified organisations.

Timeframe

1998-on-going.

Actions

1. Encourage appropriate organisations to pursue specific research projects based on priorities.
2. Develop a national register of conservation research projects.
3. Develop a mechanism to publish and disseminate the results of research projects promptly.
4. Make information and results available on AMOL.
Awareness raising

The Key Strategy AR 1 suggests public and targeted awareness campaigns. Australia's heritage collections are held in many places and are in both public and private hands. Cultural heritage is dynamic. Documents and objects currently owned by one individual, family or organisation may be of great significance to Australia in the future. This means there needs to be a general climate of valuing and treasuring heritage collections wherever they are located. Raising awareness of the value of our heritage will lead to a greater priority being placed on its conservation and preservation by the community, government and funding sources.

Public and targeted awareness campaigns with their focus in 2000–2001 could be developed. For example, there could be consultation with the Australian Local Government Association on ways to raise Local Government's awareness of its role in caring for local heritage; teaching resources could be introduced into schools as part of civics education or society and environment studies; and appropriate support could be given to initiatives aimed at raising awareness of heritage issues among indigenous and multicultural groups.

Objective
To raise awareness, educate and inform the community and government of the value of Australia's heritage collections and the need to conserve them.

Outcome by 2001
The value of Australia's heritage collections is widely acknowledged in the community, by government and funding providers.

Links
1. AICCM Strategic Plan for 1996-97.
4. Museums Australia Strategic Plan.

References
Key Strategy AR 1

Develop public and targeted awareness campaigns which highlight the importance of caring for items and collections including those held in corporate and private hands.

Output
1. Public awareness campaign.
2. Targeted awareness campaigns.
3. Teaching resources incorporating heritage components.
4. Cooperative efforts between local history groups, local Councils, libraries, indigenous groups and culturally diverse groups.

Timeframe

Actions
1. Work with National and State Local Government Associations to develop a Local Government awareness campaign.
   - Develop a national ‘What’s important to you?’ program that gains involvement and feedback at the community/local level.
2. Develop cooperative efforts with Museums Australia, AICCM, Centenary of Federation Council and other stakeholders.
3. Investigate scope for developing teaching resources with State education departments which encourage access to, caring for and use of heritage collections.
4. Liaise with ATSIC, Museums Australia Standing Committee on Museums and Indigenous People on initiatives to implement Previous Possessions-New Obligations.
5. Work with FECCA and other stakeholders to disseminate publicity and other information to migrant groups.
Appendix 1

Members of the Collections Management and Conservation Working Party of the HCC

Chair:
Margaret Anderson, Director, Social and Cultural History, Western Australian Museum, tel: (08) 9328 4411,
email: anderm@museum.wa.gov.au

Deputy Chair:
Ian Cook, Director, Artlab Australia, tel: (08) 8207 7520, email: artlab@senet.com.au

Karen Coote, Senior Objects Conservator, Australian Museum, tel: (02) 9320 6207, email: karenc@amsa.austmus.gov.au

Tamara Lavrencie, Collections Manager, Historic Houses Trust of NSW, tel: (02) 9931 5204,
email: tamaral@gh.hht.nsw.gov.au

Dr Jan Lyall, Assistant Director-General, Cultural and Educational Services, National Library of Australia,
tel: (02) 6262 1249, email: jlyall@nla.gov.au

Chris Tassell, Director, Queen Victoria Art Gallery and Museum, tel: (03) 6331 6777

Dr Ian MacLeod, Manager, Museum Internal Services, Western Australian Museum, tel: (08) 9431 8430,
email: macleod@museum.wa.gov.au

Phil Gordon, Aboriginal Heritage Officer, Australian Museum, tel: (02) 9320 6000

Robyn Sloggett, President, Australian Institute for the Conservation of Cultural Material, tel: (03) 9344 7989,
email: robyn_sloggett@muwayf.edu.au

Dr John Stanton, Curator, Berndt Collection, University of Western Australia, tel: (08) 9380 3854,
email: jstanton@cyllene.uwa.edu.au

Viv Szekeres, Director, Migration Museum, tel: (08) 8207 7580

Ian Stephenson, National Trust of Australia (NSW), tel: (02) 9258 0123

HCC Secretariat

Annabelle Cameron, Director, Collections Development Section, Department of Communications and the Arts,
tel: (02) 6271 1687, email: acameron@dca.gov.au
Appendix 2

This appendix has been reproduced from the National Conservation and Preservation Policy for Movable Cultural Heritage which was published in 1995.

It contains an overview of the key issues of the time which led to the development of the policy.

Cultural Diversity

Collections reflecting Australia's diverse cultures are not well represented in institutions; however, better collections exist at community or individual levels. The publication, A plan for cultural heritage institutions to reflect Australia's cultural diversity (1991) examined collecting policies of institutions and issues of access, representation, collection, display and consultation with community groups. Collection institutions are still in the initial stage of responding to this plan.

Cultural diversity issues include: a critical concern about significance and diversity; the role of intangible heritage; cultural reclamation and development; the private and public interest in this heritage, including its appropriate location and care; cultural restrictions and sensitivities, especially related to access; and acknowledging the desire of many individuals and communities to retain objects and collections within their own immediate access and care.

The Commonwealth Government's Office of Multicultural Affairs deals directly with cultural diversity matters. The Office, in turn, funds the Federation of Ethnic Communities Council of Australia. Extracts from the Federation's Arts, Culture and Heritage Policy of particular relevance to the conservation and preservation of heritage collections are:

As the community cultural development mechanism of [the Federation], the Arts Culture and Heritage Network will:

1.1 Lead, advocate and facilitate the promotion of community cultural conservation, cultural continuity and cultural democracy in a multicultural Australia;

The development of a National Policy Framework for Arts, Culture and Heritage in a Multicultural Australia will:

3.1 Identify, preserve and make accessible the oral, written and tangible documentary heritage of Australians of non-English speaking backgrounds;

3.2 Assist in the assessment of significance, identification, preservation, presentation and accessibility of heritage collections of Australians of non-English speaking backgrounds;

3.4 Recognise, preserve and disseminate folklife and other intangible aspects of heritage as an integral part of Australia's multicultural life that reflects and represents the beliefs, practices and traditions of every strata and section of Australian society;

3.5 Assist and participate in the development of appropriate criteria of significance, methodologies and a community user-guide for the nomination of places of significance to be preserved and also work towards community education and interpretation;

3.11 Promote and assist in the identification, preservation and continuation of language heritage of Australia.
The Office of Multicultural Affairs commissioned the publication *Heritage Curricula and Cultural Diversity* (Galla 1993).

Relevant recommendations include:

3. That the Cultural Ministers Council, through the federal, state and territory governments, [the Council of Australian Museum Directors] and [Museums Australia], and representative indigenous and multicultural organisations, establish a working group to consider the in-house approaches of various institutions and develop a national framework...for best policies and practices relating to heritage collections as an implementation mechanism for the Plan.

6. That the Museum Training Taskforce of Arts Training Australia encourage all museum studies and cultural heritage management programs to offer a current issues academic unit encapsulating the specific Australian experiences in the preservation, conservation, continuation, presentation and management of heritage collections in indigenous and multicultural Australia.

8. That state and territory Ethnic Affairs Commissions and Ethnic Community Councils, local government authorities and other appropriate agencies, in conjunction with state and territory departments for arts, establish local Arts, Culture and Heritage Development Groups with the primary objective of developing policies consistent with integrated community cultural development and heritage management.

**Aboriginal and Torres Strait Islander Heritage**

Museums have particular obligations to conserve and preserve the heritage collections of Aboriginal and Torres Strait Islander communities and peoples. Collections in Australian museums are relatively small, often fragile and therefore vulnerable (Anderson 1991). It is essential that the priority needs of these collections are recognised.

The relevant points raised in *Previous Possessions/New Obligations* (CAMA 1993, items 2.5, 3.1, 3.3, 3.5, 5) for the policy are: the focus on consultation and decision making with the informed consent of custodians; acknowledgment of their right to decide who carries out any conservation and preservation work; the acknowledgment that without due process of consultation, objects of a sensitive nature may not undergo a conservation or preservation process despite potential deterioration; and that training custodians in areas of museum practice will assist them in the management of heritage collections.

The Commonwealth Department of Communications and the Arts (DCA) released two draft publications (received December 1994): *Guidelines for the Protection, Management and Use of Aboriginal and Torres Strait Islander Cultural Heritage Places*; and *Protecting Aboriginal and Torres Strait Islander Cultural Heritage Places*. It is anticipated that the final publications will influence strategies and actions developed in relation to the policy.

**Museums**

'The silent, scarcely visible damage to items in Australian museums...’ (Piggott 1975) remains at crisis point almost 20 years after the Inquiry on Museums and National Collections.

While it can be argued that there have been significant improvements particularly in the area of training conservators, and within many of the larger museums, recent research has shown that collections in Australian museums are still in a perilous condition (Anderson 1991). Remedial action taken to date has simply been too little. The renaissance experienced by museums since the mid 1970s, and the dramatic growth in the number, range and quality of museums and programs in Australia has compounded the problems associated with the conservation and preservation of collections.
The major portion of the nation's heritage collections is held in State museums including art museums. However, these institutions constitute less than 5% of the total number of organisations caring for heritage collections.

While museums continue to collect they have a backlog of heritage in need of treatment. None of these institutions has adequate resources to meet their in-house conservation and preservation needs (Arts Victoria 1991–92). Often those who have responsibility for collections regularly make decisions and handle significant objects although they have not always been trained in preventive conservation.

Within museums the level of expertise in all areas of museum practice varies enormously. Many rely on volunteers to sustain the enterprise and the majority are not trained in preventive conservation. Yet the majority of collections are in urgent need of conservation. Preventive conservation is not practised universally and there are insufficient resources to address conservation and preservation needs (Museums Association of Australia—NSW 1991).

Another particular issue concerns regional and local collections. It is generally acknowledged that conservation and preservation must be considered part of overall collection management planning. However, at the regional and local levels there is a tendency for conservation and preservation to be seen in isolation from collection management planning (Piggott 1975 and Anderson 1991).

**Private and Corporate Heritage**

Heritage collections in private hands forms part of the Distributed National Collection. It may belong to large multi-national corporations or individuals. The private sector also includes: the creators of culture, including artists; publishers; software publishers; and the media industry.

There is no process to ensure the conservation and preservation of heritage collections held within this sector. One objective of the policy is to raise the level of awareness of the private sector of conservation and preservation issues.

There are a number of models for community and industry based conservation and preservation programs for heritage collections in private hands. The following groups could provide useful models for extension programs:

- Society of Archivists, friends of museums, regional historical societies, genealogical societies, Australian Institute for the Conservation of Cultural Material and Museums Australia. Funding programs which may provide useful models include Community Heritage Grants and ESSO Scholarships.

**Community-wide Skills Development, Training and Education**

With the proliferation of tertiary courses including those training librarians, archivists and curators, and museum studies and heritage management, there has been an associated increase in preventive conservation studies.

The training of conservators at the University of Canberra has built a strong professional base and many of these conservators now teach in tertiary institutions.

The incorporation of lectures on preventive conservation in teaching practical studio arts and crafts skills is still piecemeal and inadequate. Similarly with museum studies courses, preventive conservation is not taught to a significant extent. Programs to ensure a basic level of knowledge are important for all those involved in the care of heritage collections including staff and volunteers.

The use of the Arts Training Australia Competency Standards for Museums and Libraries will be fundamental to the establishment of conservation and preservation courses that reflect the needs of those organisations charged with the care of heritage collections.
The demand for lectures and short courses on conservation and preservation issues by community groups is growing. The model of open learning appears very useful in this area. The Australian Institute for the Conservation of Cultural Material and various branches of Museums Australia have provided community workshops across the country.

In recent times, the ICC of the Cultural Ministers Council has coordinated conservation workshops targeted at isolated communities. There is considerable scope for development by rationalising and focusing current efforts.
Glossary

AHC  Australian Heritage Commission
AIC  American Institute of Conservation
AICCM  Australian Institute for the Conservation of Cultural Material
ALIA  Australian Library and Information Association
AMOL  Australian Museums On Line is a collaborative project between Commonwealth, State and Territory governments and the museum sector to focus on the task of increasing access to Australia’s heritage collections. Contact HCC Secretariat for further details.
ARC  Australian Research Council
ASA  Australian Society of Archivists
ATSIC  Aboriginal and Torres Strait Islander Commission
Australia’s heritage collections  The sum of all heritage collections of significance to the nation, including cultural heritage collections and objects which are in the custody of a wide range of organisations and individuals, including governments and the private, community and non-government sectors. (Also known as Distributed National Collection.)
AVCC  Australian Vice Chancellors’ Committee
CAMA  Council of Australian Museum Associations, now Museums Australia.
CCT  Compulsory Competitive Tendering
CM&CWP  Collections Management and Conservation Working Party
CMC  Cultural Ministers Council

collection  The body of acquired objects held in title by the collecting organisation; or the accumulated items held by a collector.
collection management  All activities related to the care of a collection from the time an object is acquired to its eventual disposal. Collection management covers documentation (registration, accessioning, cataloguing); handling (storage, conservation, display); loan and disposal of objects.

conservation  All actions aimed at the safeguarding of cultural material for the future. Its purpose is to study, record, retain and restore the culturally significant qualities of an object with the least possible intervention.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>conservation plan</td>
<td>A strategy for the long-term care of collections. Developing a conservation plan involves identifying the conservation needs of collections, sorting them into priority order, and allocating resources to deal with them.</td>
</tr>
<tr>
<td>conservation standards</td>
<td>Degrees of care agreed upon as needed for the long-term conservation of collections.</td>
</tr>
<tr>
<td>cultural heritage</td>
<td>A tradition, habit, skill, art form, object or institution that is passed from one generation to the next.</td>
</tr>
<tr>
<td>Cultural Ministers Council</td>
<td>A group made up of Commonwealth, State and Territory Ministers and the New Zealand Minister with responsibility for the arts and culture. The relevant Minister from Papua New Guinea and a representative from Local Government are invited to attend meetings with observer status.</td>
</tr>
<tr>
<td>CWP</td>
<td>Conservation Working Party</td>
</tr>
<tr>
<td>DCA</td>
<td>Department of Communications and the Arts</td>
</tr>
<tr>
<td>DEETYA</td>
<td>Department of Employment, Education, Training, and Youth Affairs</td>
</tr>
<tr>
<td>disaster preparedness</td>
<td>Being prepared to implement practices which will speed the reaction and recovery phases after a disaster. More generally, disaster preparedness refers to the entire process of planning and equipping for a disaster. It includes anticipating the sorts of disasters which could occur and having procedures in place to deal with them, usually in the form of a counter-disaster or disaster control plan.</td>
</tr>
<tr>
<td>Distributed National Collection</td>
<td>See definition for Australia’s heritage collections.</td>
</tr>
<tr>
<td>FECCA</td>
<td>Federation of Ethnic Communities Council of Australia Inc.</td>
</tr>
<tr>
<td>Heritage Collections Council (HCC)</td>
<td>The Heritage Collections Council replaced the Heritage Collections Committee in 1997 to ensure Australia’s heritage collections become more accessible to all Australians.</td>
</tr>
<tr>
<td>Heritage Collections Working Group</td>
<td>A sub-committee of the Cultural Ministers Council, comprising representatives of the Commonwealth Government, State Governments and museum professionals, set up in 1990 to recommend on means of improving access to the nation’s material heritage. The Heritage Collections Working Group completed its work in 1993 and was replaced by the Heritage Collections Committee.</td>
</tr>
<tr>
<td>ICOMOS</td>
<td>International Council on Monuments and Sites</td>
</tr>
<tr>
<td>movable cultural heritage</td>
<td>Any reasonably portable item of notable historic, social, scientific, technological and/or cultural relevance (see Commonwealth Protection of Movable Cultural Heritage Act 1986, section 7). Also known as heritage collections.</td>
</tr>
<tr>
<td>Term</td>
<td>Definition</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Museums Australia</td>
<td>The national association of museums, art museums, other collecting institutions and those who work in them, including those who work in a voluntary capacity. Membership is open to those who subscribe to the ethics and aims of the association. Museums Australia was formed in 1953 from the amalgamation of the Council of Australian Museum Associations (CAMA) with other art and museum related bodies. Museums Australia is administered by a national Council and through Branches in each state. It produces a quarterly journal, holds a national annual conference and, at State and National level, administers professional development programs and advocates on behalf of the museum sector.</td>
</tr>
<tr>
<td>national significance</td>
<td>See significance</td>
</tr>
<tr>
<td>NIC</td>
<td>National Institute for the Conservation of Cultural Property</td>
</tr>
<tr>
<td>PADI</td>
<td>Preserving Access to Digital Information, an Internet site for cultural institutions found at <a href="http://www.nla.gov.au/padi/">www.nla.gov.au/padi/</a></td>
</tr>
<tr>
<td>preservation</td>
<td>All actions taken to retard deterioration of or prevent damage to cultural material. Preservation involves controlling the environment and conditions of use, and may include treatment in order to maintain an object, as nearly as possible, in an unchanging state. In the case of archival material, moving image and sound, this may include transfer to another medium.</td>
</tr>
<tr>
<td>preventive conservation</td>
<td>The discipline and practice of managing the prevention of deterioration of cultural material and collections through manipulation of the environment.</td>
</tr>
<tr>
<td>significance</td>
<td>The historical value attached to objects, sites, activities, or ideas by communities at a local, regional or national level.</td>
</tr>
<tr>
<td>strategic planning</td>
<td>Sometimes called forward or long-range planning, this process integrates the physical, financial, philosophical and educational goals of the organisation. It is based on systematically outlining the long term aspirations of an organisation, and determining strategies to achieve them.</td>
</tr>
</tbody>
</table>
References


Marshall, D., Pearson, M. & Young, L. 1995, Policies to Update the National Cultural Heritage Control List: Stages 1 and 2 Reports, Consultants' report prepared for the Department of Communications and the Arts and the National Cultural Heritage Committee, Canberra, unpub.


University Museums Review Committee 1996, Cinderella Collections: University Museums and Collections in Australia, Canberra.


## Index

This index contains selected names of organisations and topics with page numbers. A Glossary of acronyms, initialisms and other terms can be found on page 36.

### A

<table>
<thead>
<tr>
<th>Term</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aboriginal &amp; Torres Strait Islander Commission (ATSIC)</td>
<td>13, 18, 20-1, 30</td>
</tr>
<tr>
<td>Aboriginal &amp; Torres Strait Islander cultures &amp; heritage</td>
<td>6, 33</td>
</tr>
<tr>
<td>access to collections</td>
<td>7, 6, 32</td>
</tr>
<tr>
<td>cultural restrictions</td>
<td>6, 32</td>
</tr>
<tr>
<td>for future generations</td>
<td>7</td>
</tr>
<tr>
<td>online</td>
<td>3</td>
</tr>
<tr>
<td>accreditation</td>
<td>18, 21</td>
</tr>
<tr>
<td>AICCM (Australian Institute for the Conservation of Cultural Material Inc.)</td>
<td>11-35</td>
</tr>
<tr>
<td>ALIA (Australian Library &amp; Information Association)</td>
<td>16, 21-2</td>
</tr>
<tr>
<td>Alston, Richard, Minister</td>
<td>1</td>
</tr>
<tr>
<td>AMOL (Australian Museums Online)</td>
<td>3-36</td>
</tr>
<tr>
<td>Arts Culture &amp; Heritage Network</td>
<td>32</td>
</tr>
<tr>
<td>ASA (Australian Society of Archivists)</td>
<td>16, 21-2, 34</td>
</tr>
<tr>
<td>assessment</td>
<td>10, 22, 32</td>
</tr>
<tr>
<td>asset management</td>
<td>22, 25</td>
</tr>
<tr>
<td>ATSIC (Aboriginal &amp; Torres Strait Islander Commission)</td>
<td>13, 18, 20-1, 30</td>
</tr>
<tr>
<td>Australian Institute for the Conservation of Cultural Material Inc. (AICCM)</td>
<td>11-35</td>
</tr>
<tr>
<td>Australian Library &amp; Information Association (ALIA)</td>
<td>16, 21-2</td>
</tr>
<tr>
<td>Australian Museums Online (AMOL)</td>
<td>3-36</td>
</tr>
<tr>
<td>Australian Society of Archivists (ASA)</td>
<td>16, 21-2, 34</td>
</tr>
<tr>
<td>Australian Vice-Chancellors Committee (AVCC)</td>
<td>11, 25</td>
</tr>
<tr>
<td>awareness</td>
<td>7, 10-1, 29-30</td>
</tr>
<tr>
<td>definition of awareness</td>
<td>11</td>
</tr>
<tr>
<td>awareness training</td>
<td>18</td>
</tr>
</tbody>
</table>

### C

<table>
<thead>
<tr>
<th>Term</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>code of ethics</td>
<td>18, 21</td>
</tr>
<tr>
<td>code of practice</td>
<td>18, 21</td>
</tr>
<tr>
<td>collecting policies</td>
<td>32</td>
</tr>
<tr>
<td>collection management</td>
<td>6, 10, 14, 22-6</td>
</tr>
<tr>
<td>definition of</td>
<td>11</td>
</tr>
<tr>
<td>collective purchasing arrangements</td>
<td>18</td>
</tr>
<tr>
<td>Commonwealth Dept. of Communications &amp; the Arts</td>
<td>13</td>
</tr>
<tr>
<td>Commonwealth Dept. of Employment, Education, Training &amp; Youth Affairs (DEETYA)</td>
<td>13, 18, 21</td>
</tr>
<tr>
<td>Commonwealth Dept. of the Environment</td>
<td>13</td>
</tr>
<tr>
<td>competency standards</td>
<td>21, 34</td>
</tr>
<tr>
<td>Compulsory Competitive Tendering (CCT) project</td>
<td>24</td>
</tr>
<tr>
<td>conservation, preventive</td>
<td>22</td>
</tr>
<tr>
<td>conservation &amp; preservation</td>
<td>6</td>
</tr>
<tr>
<td>education &amp; training strategies</td>
<td>18</td>
</tr>
<tr>
<td>priorities</td>
<td>14</td>
</tr>
<tr>
<td>procedures</td>
<td>22</td>
</tr>
<tr>
<td>conservation expertise</td>
<td>11, 18</td>
</tr>
<tr>
<td>conservation laboratories</td>
<td>13</td>
</tr>
<tr>
<td>conservation workshops</td>
<td>35</td>
</tr>
<tr>
<td>Conservators Code of Practice</td>
<td>21</td>
</tr>
<tr>
<td>contextual value</td>
<td>10</td>
</tr>
<tr>
<td>see also significance of heritage collections</td>
<td></td>
</tr>
<tr>
<td>coordination</td>
<td>7, 27</td>
</tr>
<tr>
<td>role of Heritage Collections Council</td>
<td>13</td>
</tr>
<tr>
<td>corporate collections</td>
<td>13, 34</td>
</tr>
<tr>
<td>cross-cultural awareness training</td>
<td>18</td>
</tr>
<tr>
<td>cultural diversity</td>
<td>3, 6, 22-3</td>
</tr>
<tr>
<td>cultural heritage management training programs</td>
<td>19</td>
</tr>
<tr>
<td>Cultural Ministers Council</td>
<td>3, 11, 33</td>
</tr>
<tr>
<td>cultural reclamation</td>
<td>32</td>
</tr>
<tr>
<td>cultural restrictions &amp; sensitivities</td>
<td>6, 32</td>
</tr>
<tr>
<td>Page</td>
<td>Entries</td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
</tr>
<tr>
<td>6</td>
<td>database</td>
</tr>
<tr>
<td>14</td>
<td>departments,</td>
</tr>
<tr>
<td>16</td>
<td>Federal Government see under Commonwealth</td>
</tr>
<tr>
<td>10, 22</td>
<td>digitisation &amp; digital technology</td>
</tr>
<tr>
<td>22, 26</td>
<td>disaster planning, prevention &amp; response</td>
</tr>
<tr>
<td>6, 8, 22, 25</td>
<td>display of cultural materials</td>
</tr>
<tr>
<td>6, 7, 34</td>
<td>Distributed National Collection</td>
</tr>
<tr>
<td>7, 34</td>
<td>education &amp; training, for conservation &amp; preservation</td>
</tr>
<tr>
<td>13, 21</td>
<td>education &amp; training providers</td>
</tr>
<tr>
<td>14</td>
<td>effective management</td>
</tr>
<tr>
<td>14, 22, 25</td>
<td>environmental conditions</td>
</tr>
<tr>
<td>18</td>
<td>environmental monitoring</td>
</tr>
<tr>
<td>6</td>
<td>equality of access to heritage collections</td>
</tr>
<tr>
<td>11</td>
<td>expertise</td>
</tr>
<tr>
<td></td>
<td>see also skills</td>
</tr>
<tr>
<td>21, 30</td>
<td>Federation of Ethnic Communities Councils Australia Inc. (FECCA)</td>
</tr>
<tr>
<td>10</td>
<td>five year plan</td>
</tr>
<tr>
<td>14, 17, 27</td>
<td>funding</td>
</tr>
<tr>
<td>7, 8</td>
<td>future generations</td>
</tr>
<tr>
<td>13</td>
<td>Heritage Collections Council (HCC)</td>
</tr>
<tr>
<td>13</td>
<td>Heritage Collections Council Collections Management &amp; Conservation Working Party members, 31</td>
</tr>
<tr>
<td>16</td>
<td>Heritage Collections Council On Line Working Party</td>
</tr>
<tr>
<td>11</td>
<td>indigenous cultural property</td>
</tr>
<tr>
<td>18, 20</td>
<td>indigenous people, training for</td>
</tr>
<tr>
<td>32</td>
<td>intangible heritage</td>
</tr>
<tr>
<td>10</td>
<td>key partnerships</td>
</tr>
<tr>
<td>18</td>
<td>key stakeholders</td>
</tr>
<tr>
<td>10, 14, 15, 22</td>
<td>key strategies</td>
</tr>
<tr>
<td>14</td>
<td>management, effective</td>
</tr>
<tr>
<td>19</td>
<td>management training</td>
</tr>
<tr>
<td>17</td>
<td>marketing</td>
</tr>
<tr>
<td>16</td>
<td>Memory of the World Register</td>
</tr>
<tr>
<td>20</td>
<td>migrant groups, training for</td>
</tr>
<tr>
<td>32</td>
<td>multicultural life</td>
</tr>
<tr>
<td>10</td>
<td>museum, definition of</td>
</tr>
<tr>
<td>11-35</td>
<td>Museums Australia (MA)</td>
</tr>
<tr>
<td>20</td>
<td>National Conservation &amp; Preservation Training Package</td>
</tr>
<tr>
<td>6</td>
<td>national database</td>
</tr>
<tr>
<td>17</td>
<td>national fund</td>
</tr>
<tr>
<td>25</td>
<td>National Library of Australia</td>
</tr>
<tr>
<td>21</td>
<td>National Museum Competency Standards</td>
</tr>
<tr>
<td>27, 8</td>
<td>national research strategy</td>
</tr>
<tr>
<td>12, 18, 22, 25, 26</td>
<td>National Training Package</td>
</tr>
<tr>
<td>20, 27, 8</td>
<td>needs assessments</td>
</tr>
<tr>
<td>7, 18, 20</td>
<td>networks</td>
</tr>
<tr>
<td>10</td>
<td>new media, preservation of</td>
</tr>
<tr>
<td></td>
<td>non-English speaking background</td>
</tr>
<tr>
<td></td>
<td>communities, training of</td>
</tr>
<tr>
<td>32-3</td>
<td>Office of Multicultural Affairs</td>
</tr>
<tr>
<td>12</td>
<td>online services</td>
</tr>
<tr>
<td>18, 20</td>
<td>outreach programs &amp; services</td>
</tr>
</tbody>
</table>
P
partnerships ........................................ 7, 10, 13
pilot projects ........................................ 14
policy statements .................................... 6-8
preservation expertise ............................... 11
preservation priorities ............................... 14
preventive conservation ............................ 22, 34
Previous Possessions-New Obligations .......... 30, 33
private & corporate heritage ........................ 34
private collections ................................... 13
public awareness campaigns ...................... 30

R
registers ............................................. 7, 18, 21
reproducing materials ............................ 6-7
research .............................................. 3, 6, 8, 10, 27-8
definition of ........................................ 11
risk analysis .......................................... 22, 25

S
significance of heritage collections ............... 6, 10, 14-17, 32
determining .......................................... 14
policy statement ...................................... 6
understanding ....................................... 3
see also contextual value

skills
see also expertise
development ........................................ 3, 7, 10-11, 18-21, 26, 34
small heritage collections .......................... 18, 20
stakeholders ........................................... 3, 18

standards .............................................. 6-7, 34
for buildings ......................................... 25
for collection managers ........................... 21
for conservators ................................... 21
on environmental conditions .................... 25

storage of cultural materials ...................... 6, 8, 22, 25
strategic partnerships .............................. 13

t
technology ........................................... 6, 10, 22
t raining ............................................... 7, 34
cross-cultural awareness .......................... 18
for conservators .................................... 33-4
for indigenous communities ....................... 18, 20-1
for managers ........................................ 19
for migrant groups .................................. 20
training needs analysis ............................ 20
training providers .................................. 7, 13
training strategies .................................. 18

U
University of Melbourne Conservation Service .... 3

W
workshops ............................................ 18, 35

Y
yearly workplans .................................... 10