

1. Policy intent

This policy is intended to guide the acquisition, documentation, preservation and disposal of cultural heritage items for the Herberton Mining Centre collection.

2. Scope

The Herberton Mining Centre (HMC) collects, preserves, researches and presents the history of the mining industry of the Herberton Mineral Fields and its associated social history. This policy applies to all Tablelands Regional Council (TRC) staff, volunteers, contractors or visiting researchers who have a role in the use and management of the HMC collection.

3. Background/supporting information

The Herberton Mining Centre sits on the 24-hectare Great Northern Mine site in Herberton. It includes a museum, Visitor Information Centre, gardens, and the mine site which is listed on the Queensland Heritage Register.

HMC is owned and managed by TRC.

The Herberton Mining Museum History Association operates out of the HMC through a Memorandum of Understanding with TRC.

TRC operates a deductible gift fund for the benefit of the museum.

3.1 Strategic alignment

- TRC Corporate Plan 2021-26
- Tablelands Community Plan
- TRC Cultural Plan
- Herberton Mining Centre Strategy 2021-2026

4. HMC Advisory Committee

- 4.1 The HMC Advisory Committee will provide advice to TRC on the acquisition, deaccessioning and disposal of items, loans, display options and conservation projects of items for the HMC collection.
- 4.2 Items to be added to, or disposed of from, the collection that exceed \$5000 in value will require the approval of the General Manager Community and Corporate Services or their delegate.

5. Collection Themes

Four key themes govern the items that HMC collects.

5.1 Regional geology and mineralogy

The complex patterns of the Herberton Mineral Fields with both volcanic and alluvial mineral deposits present an array of minerals and metal ores, especially tin – the primary mining activity of the region.

5.2 Tin mining methods and technology

The progression of tin mining methods from manually operated to modern sophisticated equipment, and the different types of mining and processing.

5.3 Miners, explorers and mining companies

People who were the explorers, settlers, miners, and the small and large companies they worked for.

5.4 Social and economic history

Herberton and its Mineral Fields provide the backdrop for a range of fascinating stories about families, businesses, and economic boom and bust cycles that reveal the riches and hardships endured by the local community.

6. Acquisitions

6.1 Methods of Acquisition

- 6.1.1 HMC will accept items by gift, donation, bequest or purchase.
- 6.1.2 HMC will only collect items relevant to its Collection Themes as outlined in Section 5 and assessed against criteria noted in Section 6.2 of this policy.
- 6.1.3 HMC will not accept conditional gifts.
- 6.1.4 HMC will only accept loaned materials for specific short-term education or exhibition purposes of an identified duration.

6.2 Acquisition criteria

- 6.2.1 Relevance – items that relate to the collection themes.
- 6.2.2 Significance – items which are significant for their industrial, technical, historic, aesthetic, scientific/research or social/spiritual value.
- 6.2.3 Provenance and documentation – priority will be given to items where its history is known and associated documentation can be provided.

- 6.2.4 Condition –damaged items in poor condition will not be accepted into the collection.
- 6.2.5 Interpretive potential – items that tell a story and add to the understanding of the museum’s key themes.
- 6.2.6 Rarity – items that are rare examples of a type.
- 6.2.7 Representativeness – items that are an excellent representative example of an item.
- 6.2.8 Duplication – items which duplicate an item already in the collection will not be accepted unless they are of superior condition, historic value or of local significance.
- 6.2.9 Legal requirements – items will only be accepted when the donor/vendor has legal title to the item.
- 6.2.10 Capacity – items which exceed the storage available, the capacity of HMC to care for it, or which require extensive conservation treatment, will not be accepted.

6.3 Purchase

If an item is recommended for acquisition by the HMC Advisory Committee, funds may be raised by:

- 6.3.1 A request to the HMC Gift Fund Advisory Committee.
- 6.3.2 A request to the HMMHA.
- 6.3.3 Applying for a grant, subject to TRC’s process.

7. Documentation

- 7.1 An information management system including donor forms, registers and catalogue information will be kept according to TRC’s record-keeping standards and requirements.
- 7.2 TRC staff may approve acquisitions recommended by the HMC Advisory Committee within their delegation and up to the value of \$5000. For items in excess of \$5000 estimated value, acquisitions must be authorised by the General Manager Community and Corporate Services or their delegate.
- 7.3 HMC volunteers may not enter into any agreements or commitments on behalf of TRC.

8. Disposal

The HMC Advisory Committee will provide advice to TRC on the disposal of items from the collection.

8.1 Disposal criteria

- 8.1.1 The item is outside the scope of this policy.
- 8.1.2 The item's condition has deteriorated beyond usefulness, has been damaged beyond repair, or poses a risk to other items or safety.
- 8.1.3 Knowledge of the item's significance or authenticity has changed, and it is no longer relevant to the collection.
- 8.1.4 The item is duplicated in the collection.
- 8.1.5 In exceptional circumstances, in response to a substantiated and reasonable request for its return to the original owner.

8.2 Method of disposal

Any decision to dispose of items will follow accepted industry standards and comply with the *Local Government Act 2009*, *Local Government Regulation 2012* and TRC's Asset Disposal Policy.

Preference for the method of disposal is given to the following order:

- 8.2.1 Return to the donor or donor's family.
- 8.2.2 Offered to another museum or collecting organisation with similar objectives, or in exchange for a more suitable item.
- 8.2.3 Donated to a recognised charitable institution.
- 8.2.4 By sale or auction organised by TRC with funds to be transferred into the Herberton Mining Museum Gift Fund.
- 8.2.5 Used as an education tool.
- 8.2.6 Destroyed or recycled if the item is beyond repair.

9. Loans

- 9.1.1 HMC may lend and borrow items to meet a specific purpose.
- 9.1.2 Requests for loans will be considered by the HMC Advisory Committee.
- 9.1.3 HMC will not enter permanent or indefinite loans.
- 9.1.4 The maximum loan period is 12 months.
- 9.1.5 Responsibility for insurance of items will be at the borrowing organisation's expense.

10. Review

It is the responsibility of the Manager Community Services to monitor the adequacy of this policy and recommend appropriate changes. This policy will be formally reviewed every three years or as required by Council.

This Policy is to remain in force until otherwise amended/repealed by resolution of Council.