

1. Introduction

The Wellington Museums Trust Incorporated (trading as Experience Wellington) is a Council Controlled Organisation of the Wellington City Council (the Council) and was established by Deed on 18 October 1995 (amended on 15 August 2007). The parties to the Deed are the Council and the Trustees of the Wellington Museums Trust Incorporated (the Board).

Since 1 April 2010 Experience Wellington has managed Space Place at Carter Observatory (Space Place) by agreement with Council which includes the Carter Observatory collection. The agreement allows Experience Wellington to manage Space Place as if it were an Experience Wellington institution under the Deed.

In accordance with the Deed, Experience Wellington's purpose in respect of the Collections is to:

- acquire and manage the Collections for the benefit of the residents of Wellington and the public generally;
- develop acquisition, de-accession and collection development policies; and
- insure the Collections.

This Policy describes Experience Wellington's responsibilities in respect of the Collections in its care as prescribed by the Deed.

2. Delegations

The Board shall delegate authority to carry out this Policy to the Chief Executive, who may further delegate authority to staff as is deemed appropriate provided that the Board is consulted on the acquisition of items for the Collections which will have significant financial implications for Experience Wellington in terms of their conservation or storage or exhibition. The Board will also be consulted on the de-accessioning and disposal of 'unclassified assets' or 'significant items' as defined below.

3. Legal Framework

Agreement for Transfer of Assets

Experience Wellington will obtain the written consent of the Council (whose consent will not be unreasonably withheld) prior to disposing of an item from the Wellington Maritime Museum Collection defined as an 'unclassified asset' in the Agreement for Transfer of Assets (Agreement) between Experience Wellington, the Council and the Wellington Maritime Museum Trust Clause 4.4(b) of the Agreement refers.

'Unclassified asset' in this context means any item as set out in Schedule 5 of the Agreement and is valued in excess of \$500.

Wellington Museums Trust Incorporated Deed

Experience Wellington will obtain the written consent of the Council (whose consent will not be unreasonably withheld) prior to the exercise of any power to 'dispose of any significant item forming part of the collections' Clause 7.1.1(a) of the Deed refers.

A 'significant item' means an item forming part of the Collections of high cultural, social, technological or historical importance. Experience Wellington will only seek to dispose of such an item if it does not conform to the Collection Management Principles (Section 4) of this Policy and there is no other compelling reason to retain the item as an asset for general use.

4. Collection Management Principles

Museums and their collections are part of the collective wealth of society and help to shape its unique identity. A critical role of museums is to collect and preserve items that society values for their historical significance or as representative of their time, for future generations.

Experience Wellington's Collections:

- i) Are an integral part of Experience Wellington and contribute to the achievement of its purpose and vision;
- ii) Help to shape Wellington's unique identity;
- iii) Support and underpin many of the activities of Experience Wellington's institutions; and
- iv) Establish and identify museological obligations and create opportunities.

The focus of the Collections is the heritage and histories of tangata whenua and other peoples of Wellington - Te Upoko o Te Ika a Māui, and Carter Observatory's historic role and activity as the National Observatory. Experience Wellington also collects on the civic, social, cultural, maritime, scientific, technological and transport history of Te Upoko o Te Ika a Māui and space science as it relates to Space Place.

Experience Wellington uses the Collections for both permanent and temporary exhibitions and for research purposes within its institutions. Experience Wellington lends the Collections to other institutions and makes them available for public research purposes.

Experience Wellington will adhere in its management of the Collections to:

- The laws of New Zealand.
- The UNESCO Convention on the Means of Prohibiting and Preventing Illicit Import, Export and Transfer of Ownership of Cultural Property 1970.

It will be guided by:

- The principles of Te Tiriti o Waitangi.
- The Museums Aotearoa Code of Ethics 2013 as this applies to Collections, for example it will take all practical steps to ensure that Collections are maintained in optimal conditions, protected by good record-keeping and security systems and held in trust for the public and/or on behalf of iwi Māori.

All proceeds from the sale or other disposal of item(s) from the Collections will be used only for the purposes of:

- Purchase of items for the Collections;
- Work on the Collections in terms of their conservation or storage or exhibition; and
- Other collection related purposes agreed to by the Chief Executive.

For the purposes of this Policy:

- Tangata whenua is defined as all Māori, past and present, resident in or who have significant association with Te Upoko o te Ika a Māui with an emphasis on those who have in the past or who currently hold mana whenua status.
- Te Upoko o te Ika a Māui (the Head of Māui's Fish), is defined as the Greater Wellington Regional Council's boundaries – Wellington City and harbour, Porirua, the Kapiti Coast, the Hutt Valley and the Wairarapa.

5. Custody, Ownership and Repatriation

Experience Wellington seeks where appropriate to obtain clear legal title for all items that are to be acquired for the Collections.

With regard to the material culture of tangata whenua, Experience Wellington is kaitiaki (guardian) and may hold items on behalf of traditional owners rather than seek the transfer of ownership to Experience Wellington. Experience Wellington will develop and maintain a contact list of owners and/or their descendants and will hold the same level of documentation as other items, such as those that have been fully accessioned.

In the event that tangata whenua or their representatives seek the return of items held by Experience Wellington, Experience Wellington will consult and seek guidance as appropriate and enter into discussions with concerned parties in good faith.

6. Existing Collections

The Collections were established through the transfer of items from the Wellington City Council including from Wellington City Archives and the Carter Observatory and from the Wellington Maritime Museum Trust and the Colonial Cottage Museum Society. The Collections have grown through private and institutional donations and purchases.

7. Collection Development

Collection development will be in accordance with the Collection Management Principles as prescribed in Section 4 of this Policy and the priority will be on items that will be displayed as part of exhibitions.

8. Limitations on Collecting

Experience Wellington recognises its responsibility in acquiring items for the Collections to ensure that the care, documentation and use of the Collections meets the requirements recommended in the Museums Aotearoa Code of Ethics 2013. It will also take account of the limitations, on collecting, imposed by resource available such as staffing and the capacity and quality of storage facilities.

9. Collecting Policies of Other Museums

Experience Wellington will take account of the collecting policies of other museums and other organisations collecting in the same or related areas or subject fields. It will consult with these organisations where conflicts of interest may arise or to define areas of specialization, in order to avoid unnecessary duplication.

Specific reference is made to the following institutions:

Other Wellington City Council institutions:

- Wellington City Archives
- Wellington City Library

National institutions including:

- Museum of New Zealand Te Papa Tongarewa
- Alexander Turnbull Library
- National Library of New Zealand
- Archives New Zealand
- Nga Taonga Sound & Vision
- New Zealand Police Museum
- New Zealand Cricket Museum

Regional institutions including:

- The Dowse Art Museum
- Petone Settlers Museum Te Whare Whakaaro o Pito-One
- Pātaka Art + Museum
- Adam Art Gallery Te Pātaka Toi
- Expressions Whirinaki Arts and Entertainment Centre
- Aratoi – Wairarapa Museum of Art and History

10. Access to the Collections

Experience Wellington will make the Collections accessible within operational constraints and without detracting from the standards of good care and its responsibilities as kaitiaki.

Members of the public, including researchers, shall have access to the Collections subject to any legal conditions agreed when the item came into the care of Experience Wellington, or conditions imposed by Experience Wellington.

Experience Wellington will facilitate non-commercial reproduction of collection items subject to operational constraints and the Copyright Act 1994. Commercial use of reproductions will be by agreement.

11. Acquisition of Items for the Collections Not Covered by this Policy

Acquisition of items for the Collections outside this Policy will only be made in very exceptional circumstances, and then only after proper consideration by the Board on the recommendation of the Chief Executive.

12. De-accessioning and Disposal

Experience Wellington undertakes the de-accessioning and disposal of collection items by applying its Collection Management Principles as described in Section 4 of this Policy. De-accessioning and disposal of items is administered through Experience Wellington's Collection Management Procedures.

13. Collection Management Procedures

The Experience Wellington Collection Management Procedures document sets out the administration of the collection development activities of Experience Wellington. It includes details of the processes used to evaluate items for acquisition or de-accession, including the assessment process, procedures and documentation; and Experience Wellington approval and transfer of ownership process.

14. Related Policies

- Experience Wellington Gifts Policy
- Sensitive Expenditure Guidelines

15. Review Procedure

The Chief Executive will initiate a review of this Policy every five years or more frequently as needed.

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| Approved by: Experience Wellington Board | Date: 23 August 2017 |
| Date of next review: February 2022 | Responsible: Chief Executive |