

SYDNEY WATER

moveable

heritage

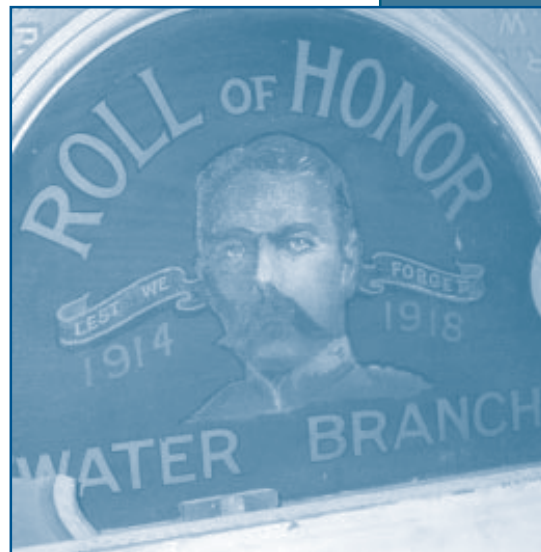
policy and

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manual

HERITAGE DESIGN SERVICES

report
no.0229



sydney water corporation



september
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**Sydney Water Corporation (SWC) Moveable Heritage
Policy And Procedures Manual**

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EXECUTIVE SUMMARY

Since 1880 the Sydney Water Corporation (SWC) and its predecessor organisations have supplied water to the inhabitants, industries and agriculture of the Sydney basin. In that time they have also removed storm water from some areas of the city and processed the waste products of millions of people.

Many sites developed by the SWC have had a significant impact on technological development on a local, state and international level and from the public's perspective have had a social impact that warrants a full investigation of the site heritage significance.

As with many sites developed by a Government Instrumentality the moveable contents of these sites, as defined by the Heritage Act, form part of the site.

The contents enhance the significance of the site and may also be significant objects in their own right. These objects may have historic importance and are assessed for cultural significance as well as rarity. This is best done using criteria set down in the Burra Charter (ICOMOS Australia) and a collection policy, which has been recommended in this manual.

This document will provide a management tool that will:

Identify Moveable Heritage Asset (MHA)

Define if the MHA is significant in situ or in its own right

Provide management directions to care for the item

The report is structured to:

- Outline a process for the acquisition and management of MHA
- Describe the legislative framework that determines how the SWC MHA collection must be registered and conserved.
- Establish collection development, collection management and conservation policies for the MHA collection.
- Provide a series of notes on museological practice to guide management of MHA by the SWC.

The following are the major management tasks arising from the report:

- Identify Moveable Heritage Assets
- Survey existing ad hoc collections
- Survey operational and disused sites
- Assess significance of assets to NSW and SWC
- Form volunteer group from retired staff to assist in the above
- Prepare inventory of moveable heritage
- Amend the SWC s170 Heritage and Conservation Register to include MHA and the inventory in the SWC Annual Report as directed by the Heritage Act
- Maintain in-house database of moveable heritage
- Adopt appropriate policies (as outlined in the report) to guide the development of a Moveable Heritage collection and collecting themes

Develop strategies for long term care of Moveable Heritage assets

- Assess condition of all MH assets
- Plan preventive maintenance and/or conservation treatment
- of all MH assets
- Establish an appropriate display storage facility

The benefits for carrying out the recommendations of this report for Sydney Water to care responsibly for its moveable heritage are;

- Compliance with government agency obligations under the NSW Heritage Act which covers moveable heritage items as defined in Section 4a.
- Care and control over public assets, heritage and moveable heritage being a significant element of that asset
- A tangible links to key figures/ stakeholders in the water supply history of NSW and Australia
- The research value offered by a well curated collection.
- Increased corporate esteem through the establishment of interpretative centre showing the skills and specialisation within SWC over time.
- Educative role of the history, function and role of SWC in the community
- Education in the development of water supply technologies and associated equipment.
- Showcasing particular leading edge developments of local, national and international significance by SWC
- Important reference material for future investigations, studies and comparative analysis.
- Conserving items which are often the only tangible remaining elements of major infrastructure now defunct, demolished or highly modified.

Moveable heritage is an important component of all Government Agencies heritage strategy and required by the NSW Heritage Act. It is important that a Collection Policy is developed to provide a mechanism to secure the moveable heritage items that are significant to the agency or site. The development of Collection Policy provides coherent themes for collection and will contain the costs involved in managing the collection. It will provide the basis of exhibiting and orientates to the public the history of Sydney Water Corporation.

I.0 PREAMBLE

I.1 PROJECT TEAM

The project team for this document consists of:

David McBeath	Project Co-ordinator/Heritage Design Services, DPWS
Roger Parris	Concept and Policy Development

I.2 ACKNOWLEDGEMENTS

Our thanks to the many organisations and individuals who have provided assistance during the preparation of this report, particularly officers of Sydney Water Corporation, Sydney Catchment Authority and the NSW Heritage Office

Special thanks are due to MacLaren North and Jon Breen for freely contributing their time and expertise to the project.

I.3 SCOPE

This report seeks to set out a policy and procedural framework within which a moveable heritage collection can be developed and interpreted by SWC. Such a collection should prove a cultural and educational asset for SWC and the people of NSW as well as allowing SWC to meet its statutory obligations under section 170 of the Heritage Act.

The report summarises government policies and legislation, which provide the formal context for heritage preservation in NSW. It then proposes a collection development policy and nominates a number of collecting areas. Importantly the report also establishes criteria for assessing the significance of objects as well as related procedures for determining the suitability of objects for accession to the collection. Other important sections of the report set out a conservation policy, detail storage options for the collection and present general approaches to object care. Collection management guidelines are also provided which set out acquisition and disposal procedures as well as museological practice for registration, numbering, cataloguing and labelling of objects.

The report has been informed by the work of earlier authors and organisations notably,

Aird, W.E, The Water Supply, Sewerage and Drainage of Sydney, 1788 – 1960, Sydney, 1961

Australian Water Technologies et al, 2001 Upgrade of Sydney Water's Heritage & Conservation Register, July 2001

Beasley, Margo, The SWC Sweat of their Brows, Sydney, 1988

Hobson, Tim, Moveable Relics Study Report, Sydney, 1992

A full bibliography is provided in Appendix A

I.4 LIMITATIONS

This document only provides information regarding 3 dimensional objects. Archival material (i.e. documents and drawings) are the subject of a separate Archives Collections Development Policy, managed by the SWC Archivist.

I.5 ABBREVIATIONS

Abbreviation (if any)	Term	Meaning
	Approved	Approved by heritage authority or agent.
	Component	Part of an element or item, for example, the wheel of a trolley.
	Element	An identifiable part of the building fabric: e.g. column.
	Item	Any moveable heritage asset being referred to.
	Collection	An identified number of items in a place.
	Assemblage	An identified number of items that operate in a working sequence.
CMP		Conservation Management Plan
db		Database
DIS	Discard	Discard after photographing and relocating as per Heritage Office guidelines.
DPWS		Department of Public Works and Services
ED		Extensive Damage
LEP		Local Environment Plan
LR	Label and Remove	<p>Labelling is to be carried out before the element is removed. Label the element with a semi-permanent marking appropriate to the material that is clearly legible, resistant to weather and removeable without damage to the item or element.</p> <p>Label is to include exact original location of the item using an approved cross-referencing system and information such as dimensions and material to facilitate re-use.</p>
MHA		Moveable Heritage Asset
NA	No Action	No action required. Work by others or no longer existing.
PL	Permanent Label	
R	Reconstruct	Return the element or item to a known earlier state by the introduction of materials (new or old) into the fabric.
RI	Re-install	Re-install the element or item in the fabric using the original fixing method or other approved method.

		Preferably re-install in original position; otherwise re-install in an appropriate similar position in the fabric.
RIS	Retain in situ	Leave an item in its original location.
RME (PS)	Replace to match existing (preferably with salvaged material)	Where items are scheduled to be 'replaced', they are to be replaced with matching sections in size, profile and material.
S	Store	All items are to be first labelled and itemised on a computer database to facilitate tracking, retrieval and re-use. All items subject to weather damage are to be stored under cover in a stable environment. Store like elements together. Thin elements, such as lintels or sills are to be stacked according to best industry practice to prevent cracking.
SI70		Section 170 of the NSW Heritage Act
SCA		Sydney Catchment Authority
SD		Surface Damage.
SHI		State Heritage Inventory
SHR		State Heritage Register
SWCC		Sydney Water Corporation

2.0 THE BIG PICTURE: HERITAGE IN NSW

2.1 WHAT IS MOVEABLE HERITAGE?

The NSW Heritage Office has defined moveable heritage as any natural or manufactured object of heritage significance. The following commentary by Kylie Winkworth provides a useful development of the concept and the second paragraph in particular neatly encapsulates the scope and significance of the SWC collection:

“Moveable heritage is an indispensable part of the heritage of NSW. It includes items, themes, stories and associations that are not well represented in other aspects of heritage or written archives. A wide range of material is covered by the term moveable heritage including mining and transport items, in situ collections related to heritage sites, domestic collections and artefacts in museums and keeping places. Moveable heritage exists in a variety of ownership regimes that fundamentally affect its conservation. Significant items and collections may be owned by governments, community groups, businesses, clubs, museums and families. Carefully co-ordinated policies are required to address the range of circumstances impacting on moveable heritage.

Moveable heritage owned by government departments includes the full range of moveable items, from furnishings to industrial collections, memorabilia and written material. These collections often describe the organisation, its history and development, changing work processes and policies, and the people and communities associated with its work.”

(Kylie Winkworth, Moveable Heritage in NSW, NSW Heritage Office, May 1997)

Most authorities are now agreed on the desirability of retaining objects in situ when their original context still exists and their long-term preservation can be guaranteed. However, most items in the SWC collection are already divorced from their original contexts and in situ retention is not possible. This may also apply to future acquisitions when operational requirements make it impracticable to retain heritage items in situ. However in the rare cases where objects are still largely in context, for example the at North Richmond Pumping Station, they should not be moved.

2.2 LEGISLATIVE FRAMEWORK FOR SYDNEY WATER CORPORATION'S HERITAGE ASSET MANAGEMENT

2.2.1 Total Asset Management

State government instrumentality and corporations are major custodians of the State's heritage assets, and as such have responsibility for managing the State's heritage under the umbrella of Total Asset Management principles.

The preparation of a Heritage and Conservation Register for a Government Instrumentality (usually referred to as a Section 170 Register) whereby heritage assets are identified is a crucial first step in the Total Asset Management process. (Refer to Appendix B Capital Works Investment – Total Asset Management Manual 1992 & 1998, see guidelines under “Heritage Assets”)

2.2.2 The NSW Heritage Act

The 1998 amendments to the Heritage Act make the responsibility of government agencies for appropriate management of their heritage assets more explicit.

HERITAGE ACT 1977 - SECT 4A

4A Heritage significance interpretation

(1) In this Act:

- State heritage significance, in relation to a place, building, **work, relic, moveable object** or precinct, means significance to the State in relation to the historical, scientific, cultural, social, archaeological, architectural, natural or aesthetic value of the item.
- Local heritage significance, in relation to a place, building, **work, relic, moveable object** or precinct, means significance to an area in relation to the historical, scientific, cultural, social, archaeological, architectural, natural or aesthetic value of the item.

(2) An item can be both of State heritage significance and local heritage significance. An item that is of local heritage significance may or may not be of State heritage significance.

(3) The Heritage Council is to notify the Minister of the criteria that it uses for the making of decisions as to whether or not an item is of State heritage significance and is to notify the Minister of any change to those criteria that may occur from time to time. The Minister is to cause notice of the criteria and any such change to the criteria to be published in the Gazette.

The Heritage Act requires government instrumentality that own, lease, control or manage heritage assets including moveable heritage assets as outlined above to:

- Prepare and maintain a Section 170 (Heritage and Conservation) Register (Draft Section 170 Register Guidelines for Government Instrumentality : Why and How, NSW Heritage Office, September, 1999 are included as Appendix C)
- maintain and manage items on their section 170 register and items on the State Heritage Register (SHR) in their care, control or management with due diligence in accordance with State Owned Heritage Management Principles. These principles will be issued by the Minister for Planning on the advice of the Heritage Council.
- (draft Moveable Heritage Principles issued by the NSW Heritage Council in September 1999 are included as Appendix D, a description of the SHR and issues surrounding it are given in Appendix E)
- include information about the following in its annual report:
 - its section 170 register
 - its compliance with the State owned Heritage Management Principles
 - the condition of each item on its section 170 register

- the condition of each item on the SHR under its care, control or management

The Heritage Council can issue directions to agencies about the information to be provided in their annual reports.

The provisions of the Heritage Act require the SI70 Register to be reviewed, and where appropriate amended, annually. The Register is to be available for inspection by the public free of charge. A copy of the Register, including amendments must be provided to the Heritage Council of NSW by the relevant government instrumentality.

2.2.3 The State Heritage Register (SHR)

The 1998 amendments to the Heritage Act established the State Heritage Register as the primary listing of items of State significance in NSW. This replaces the previous system of Permanent Conservation Orders (PCOs) which had been a feature of the Act since its inception.

The SHR is a much more comprehensive listing than the previous system where in most cases a PCO was only made where a perceived threat to the item existed. Few PCOs were made over heritage items owned by government instrumentality because of the assumption that such action was not necessary.

Items of State significance are listed on the SHR and are covered by its management provisions regardless of ownership.

Sydney Water will need to identify items for the SHR while preparing and updating its Section 170 register of moveable assets.

An item is regarded as of State (or local) heritage significance if, in the opinion of the Heritage Council of NSW, it meets one or more of the following criteria:

Criterion (a) - an item is important in the course, or pattern of NSW' cultural or natural history (or the cultural or natural history of the local area);

Criterion (b) - an item has strong or special association with the life or works of a person, or group of persons, of importance in NSW's cultural or natural history (or the cultural or natural history of the local area);

Criterion (c) - an item is important in demonstrating aesthetic characteristics and/or a high degree of creative or technical achievement in NSW (or the local area);

Criterion (d) - an item has strong or special association with a particular

community or cultural group in NSW (or the local area) for social, cultural or spiritual reasons;

Criterion (e) - an item has a potential to yield information that will contribute to an understanding of NSW's cultural or natural history (or the cultural or natural history of the local area);

Criterion (f) - an item possesses uncommon, rare or endangered aspects of NSW's cultural or natural history (or the cultural or natural history of the local area);

Criterion (g) - an item is important in demonstrating the principal characteristics of a class of NSW's

- cultural or natural places; or
- cultural or natural environments.
- (or class of the local area's cultural or natural places; or
- cultural or natural environments.)

These criteria are based on those used in the Australia ICOMOS Charter for the Conservation of Cultural Materials (the Burra Charter)

The subject of assessment is treated in more detail in Section 5.5

THE BIG PICTURE

Prepare a Section 170 Heritage and Conservation Register of MHA and submit to Heritage Council

Identify potential items for the SHR while preparing and updating the Section.170 register of moveable assets

The SWC Annual Report should include the following information;
its section 170 register
its compliance with the State owned Heritage Management Principles
the condition of each item on its section 170 register
the condition of each item on the SHR under its care, control or management

3.0 THE COLLECTION PROCESS

3.1 ACQUISITIONS

The following sources for acquiring objects for the SWC Moveable Heritage Collection are envisaged. Dealing with the existing ad hoc collections should prove straightforward but acquisition of objects still in use will probably be more difficult.

Existing Collections

Small ad hoc collections of MHA already exist particularly at Guildford, North Ryde and Head Office. Following assessment of their significance these items should be incorporated into the collection.

Previously Surveyed Sites

A number of sites have previously been surveyed to identify their significance. Unfortunately the importance of MHA was not appreciated at the time and were often assessed exclusive of contents. These sites should be revisited by SWC Heritage staff or trained volunteers to identify MHA items of significance.

Conservation Management Plans (CMPS)

Future CMP studies of sites should be guided by Section 4a of the NSW Heritage Act to include the full definition of the Act (see 2.2.2) as part of the brief. This would require the study to assess not only the built fabric but the contents as well, giving a context to the moveable items and the purpose of the site.

An item may be significant to a site or significant in its own right. The CMP should recommend if an item should be retained on site or better managed elsewhere. If the site's cultural heritage significance is diminished by the removal of MHA then a management strategy should be developed to retain the MHA on site or in context. The management strategy developed in CMP should be inclusive of all fabric included in the CMP Schedule or Inventory.

Objects from currently working sites that are obsolete or about to become so.

A site that is to be made redundant and closed should be assessed for MHA's using the recommendations of this report. This process should become part of the decommissioning of any SWC site that has not had a formal assessment or CMP carried out.

Two strategies are suggested to assist in the assessment for MHA's at these sites.

- Site survey by Heritage staff

- Ask section heads and site supervisors to nominate equipment likely to be redundant in the next ten years. This may provoke a variable response but the exercise can be used to make those concerned aware of their responsibilities under the Heritage Act.

The budgets allocated for decommissioning a site should provide for any heritage requirements.

As the assessed objects become obsolete they should be recovered, conserved where necessary and placed in store.

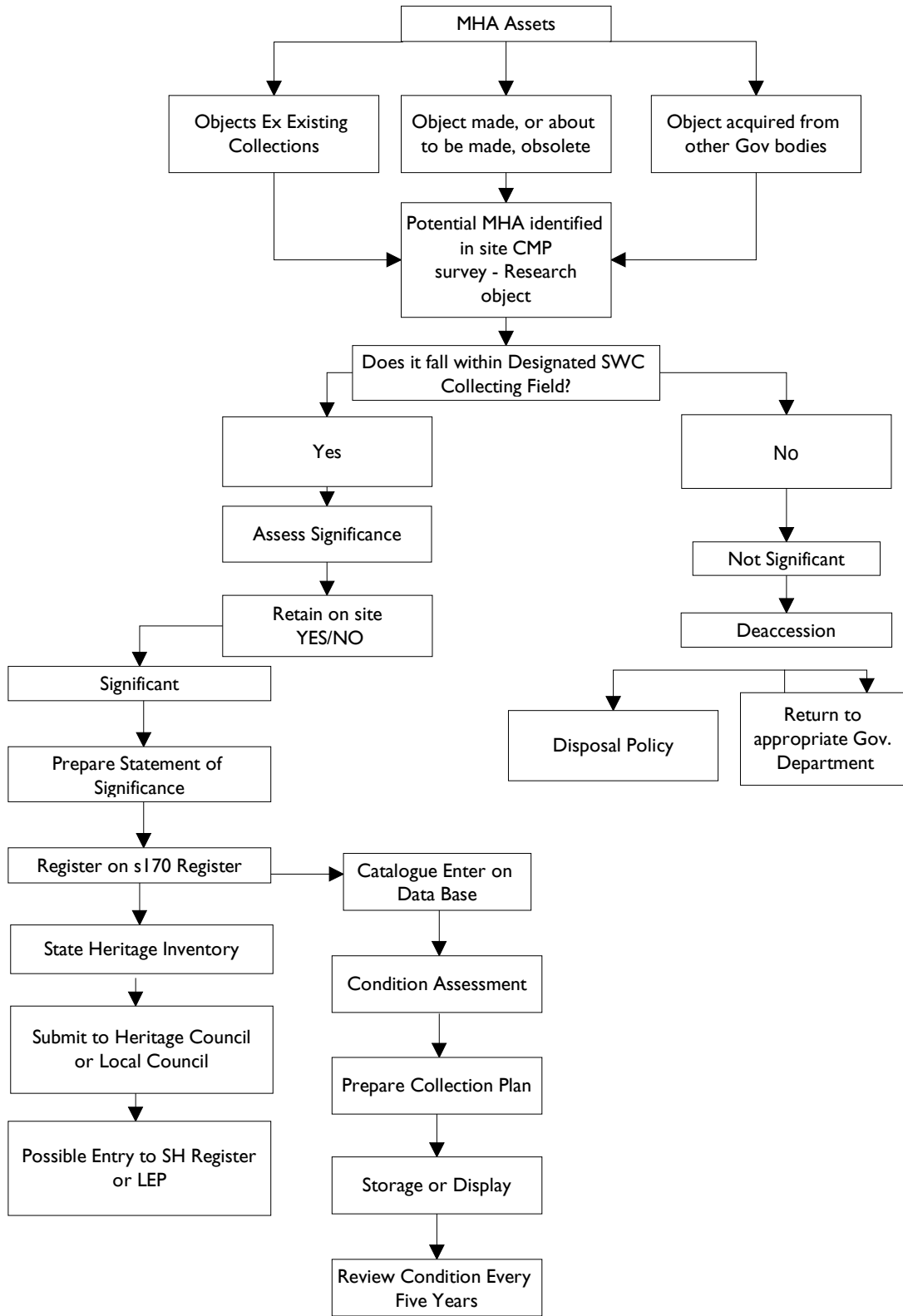
The process of developing awareness by staff to alert the Heritage Manager when items of possible significance become redundant should be ongoing but the exercise should be repeated on a formal basis every five years.

Objects acquired from external sources

Very occasionally it may be appropriate to acquire a highly significant item of MH, by donation or purchase, from a source outside the SWC.

All the objects acquired, from any source, should be surveyed by the heritage section to assess their heritage significance and where appropriate entered on the Section 170 Register.

3.2 MANAGEMENT CHART



3.3 DATA COLLECTION

To assist in recording information about MH assets and to facilitate entry to the database proposed in 8.3 the following fields are nominated:

- Catalogue Number – see 8.1
- Previous Catalogue Number or Asset Number
- Brief description including major materials of construction
- Current location
- To be kept in original location ? - Y/N
- Statement of significance
- Brief provenance/history
- Trade or Profession
- Operational context
- Nominated storage conditions
- (this may be as brief as “keep undercover”)
- Conservation notes
- Photographs/drawings
 - Up to four annotated photographs illustrating object and its condition

This information should be sufficient for the s.170 register to be appropriately completed.

THE COLLECTION PROCESS

1. Survey existing ad hoc collections.
2. Survey operational and disused sites including those previously surveyed where MHA were not considered.
3. Assess significance of MH assets to NSW and SWC.
4. Develop an alerting process from staff at sites to nominate MHA.
5. The decommissioning of sites should have budget allocations for the future management of MHA from those sites.

4.0 THE SWC MOVEABLE HERITAGE COLLECTION

4.1 SCOPE OF THE COLLECTION

Sydney Water, and its predecessors, have a long history in New South Wales and it now holds many moveable objects that are important in understanding and interpreting its history. SWC moveable heritage has not yet been assembled as a formal collection although local initiatives have resulted in small but significant groups of objects being secured and brought together at a number of sites. In this regard the dedication of a number of individuals within SWC must be acknowledged as a major contribution to the preservation of a cross section of the SWC heritage.

The collection features engineering and scientific heritage items, sporting and social memorabilia and items associated with some of the pioneers of Sydney's water supply.

4.2 PROPOSED SWC MOVEABLE HERITAGE POLICIES

Policies obviously play a major and useful role in guiding the operations of any organisation. Large museums often have a multitude of policies covering every aspect of their operations from acquisitions to security to cultural diversity, whereas in many small museums a brief collection policy may suffice. A useful discussion of policies is given in the Heritage Working Group of the Heritage Collections Council publication for small museums, re-collections. This can be viewed at amol.org.au/recollections/4/2/04.htm.

For SWC moveable heritage it is proposed that collection development, collection management and conservation policies should be adopted. In outline these should contain:

Collection Development Policy

A Collection Development Policy would include;

- Mission statement setting out the purpose of the collection
- Aims of the collection
- Acquisition policy setting out what should be collected
- Tests of significance for determining the suitability of objects proposed for acquisition (the term acquisition here embraces all items in the existing collection which should be resubmitted for formal acquisition).

Collection Management Policy

A Collection Management Policy would include;

- Documentation
- Exhibition and display
- Loans
- Storage
- Security
- Deaccessioning and disposal

Conservation Policy

A Conservation Policy would include;

Statutory requirements

Physical conservation recommendations

These policies are developed more fully in the succeeding sections.

5.0 COLLECTION DEVELOPMENT POLICY

5.1 MISSION STATEMENT

The Sydney Water Corporation will develop, interpret and preserve a permanent collection of moveable heritage items associated with the water supply, sewerage and drainage of Sydney. The collection should inform SWC staff, researchers and members of the general public about this major strand in the city's history.

5.2 AIMS

In establishing and interpreting its moveable heritage collection SWC will aim to:

- reflect the major technological achievements of SWC and its predecessors
- explore the contributions of the individuals and groups who designed, built and operated the water supply, sewerage and drainage infrastructure of Sydney
- make SWC's heritage accessible to a diverse audience through exhibition, display storage, loans and public programs.
- retain moveable items in their historical context wherever possible and appropriate.

5.3 ACQUISITIONS POLICY

Items relating to the following themes from SWC history should be included in the organisation's moveable heritage collection:

Water Supply including domestic, industrial and irrigation supplies.

Sewerage

Storm water drainage

Domestic fittings

Administration

Social History

These terms are defined in the following section.

It should prove a reasonably straightforward exercise to assess the suitability of the contents of the existing collection for retention and inclusion on the Section 170 Register. However the best approach to future acquisitions is more difficult to determine. The Heritage Act implies that all the holdings of the SWC should be assessed as to their heritage significance as soon as possible but it may prove more practical to assess each item as it becomes obsolete and is removed from service. For exhibition purposes it is anticipated that occasionally very significant items will be acquired from external organisations or individuals by purchase or donation.

5.4 SWC COLLECTION AREAS - DEFINITIONS, EXISTING HOLDINGS AND FUTURE DEVELOPMENT

The following major groups are proposed to sub-divide the collection:-

- Water Supply
- Waste Water
- End Use
- Administration
- Social history

In the following sections preferred subject heading lists have been developed to allow accurate referencing.

There are a number of MHA held by the SWC which might more properly be held by the SCA and vice versa. One example is the small horse drawn grader on display at Prospect which belongs to the SWC but was used in dam maintenance and might be more properly assigned to the SCA. Conversely a hay rake used at Potts Hill reservoir is held by the SCA at Cataract Dam. A joint approach to storage and display of assets would be of advantage to heritage preservation in both organisations.

5.4.1 Water Supply

Definition

Water supply encompasses all the equipment associated with the capture and storage of water and its supply to domestic and industrial users and irrigators. It thus embraces the construction and operation of dams, weirs and reservoirs as well as the treatment and testing of water. It also involves such areas as pipes, pumping machinery, valves and water metering.

Responsibility for water supply is shared between the SCA who manage bulk supply and the SWC who manage transfer and reticulation downstream of dams. Historically these areas were administered by one organisation. Collecting and interpreting the link between the two organisations can have benefits of a shared history, as the end user of water has not changed.

These can be further subdivided into:-

- SCA – catchment areas
dams

- SWC – transfer – pipelines, canals and tunnels**
treatment
reservoir storage
distribution (networking)

The technology of quantity and quality control in terms of valves, meters, analytical equipment etc is a further subsection used across both SCA and SWC.

Recommended Subject Headings

From the above a list of preferred subject headings has been devised to allow sub-division of this area of the collection:-

Tools, equipment and materials associated with the protection and maintenance of catchment areas

Tools, equipment and materials used in the construction, operation and maintenance of dams

Tools, equipment and materials used in the manufacture, laying and maintenance of pipelines

Tools, equipment and materials used in the construction and maintenance of canals

Tools, equipment and materials used in the construction and maintenance of tunnels

Tools, equipment and materials used in the construction, operation and maintenance of water treatment works

Tools, equipment and materials used in the construction, operation and maintenance of reservoirs

Tools, equipment and materials used in the manufacture, laying and maintenance of reticulated pipes

Survey equipment associated with any of the above

Valves

Water Meters (flow meters and pressure gauges)

Water quality control equipment including analytical equipment

Pumps and associated machinery

Workshop equipment (eg lathes)

The last six subjects could be included in the earlier ones but as they form distinct and traditional sub sets they have been retained.

Existing Collection

All of the above topics, except the last, are represented in the collection. Items associated with water treatment are uncommon and in many areas few, if any, hand tools have survived.

Development

As in all areas the further acquisition of objects demonstrating past work practices is desirable as well as items demonstrating SWC innovations in engineering, design and manufacture. It proved difficult to locate some of the items catalogued in the Hobson report of 1992 and it would be a useful exercise to attempt to retrieve these. Examples are the planing machine and turret lathe from the Mechanical Services Depot at Potts Hill.

5.4.2 Waste Water

Definition

This encompasses all the technology associated with the collection, treatment and disposal of sewage and also covers storm water drainage.

Subject headings

Tools, equipment and materials used in the construction, operation and maintenance of sewage collection pipes

Tools, equipment and materials used in the construction, operation and maintenance of sewage treatment works

Tools, equipment and materials used in the construction, operation and maintenance of sewage outfalls

Tools, equipment and materials used in the construction, operation and maintenance of storm water drainage facilities

Existing Collection

The existing collection appears minimal although a few ejectors, some sewer inspection pipes and some plan books have been preserved

Development

The area requires active development and the de-commissioning of the Warragamba sewerage facility may provide an opportunity to augment the collection.

5.4.3 End Use

Definition

All equipment associated with the domestic and industrial use of both water and sewerage systems. The use of water for irrigation would also fall in this area but these users are entirely serviced by SCA.

Subject headings

Tools and fittings used in the installation, operation and maintenance of domestic water supply. Domestic refers to individual dwellings, individually connected to water main.

Tools and fittings used in the installation, operation and maintenance of domestic sewerage facilities.

Tools and fittings used in the installation, operation and maintenance of water supplies for industry.

Tools and fittings used in the installation, operation and maintenance of water supplies to industry.

Tools and fittings used in the installation, operation and maintenance of sewerage facilities to industry.

The above set of subjects is preferred but an alternative classification into individual fittings such as pipes, taps, cisterns, valves, toilets, tanks is possible.

Existing Collection

Minimal holdings except for some boxes of taps at Guildford.

Development

This is seen as an important section of the collection to develop as being readily intelligible for the general public and providing a point of entry to the sometimes more arcane technology. It is also seen as an important area to demonstrate the impact of water technology developments on the public. The Powerhouse Museum has a significant collection of late nineteenth century toilet ware and a joint approach to future collecting/display is a possibility.

5.4.5 Administration

Definition

Includes any items associated with the administration of the SWC and its predecessors.

Subject headings

Office furniture and furnishings

Computers and calculating machines

Telephone and fax equipment

Stationery

Typewriters

Existing collection

Some computers and office furniture have been preserved.

Development

Unless items are unique to the SWC this does not seem a particularly rewarding area to develop. Many large organisations would retain similar holdings.

Redundant computers and their associated equipment pose difficult problems for all collecting institutions. It is usually impractical to preserve them in operational condition because of rapid changes in software, hardware and particularly storage systems (tape - floppies - CDs). In most cases non-working computers are difficult to display and interpret and yet they may have made significant contributions to SWC operations. If they have any significance in the history of computing per se they should be offered to collecting institutions such as the Powerhouse. The Australian Computer Museum Society (www.terrigal.net.au/acms) may also be a helpful contact.

5.4.6 Social History

Definition

This should represent the working and personal lives of those all those people who have designed, built, managed and operated the SWC's facilities by the 'sweat of their brows'.

Subject Headings

Work clothes and uniforms

Honour Boards

Sporting trophies

Personal memorabilia

House furnishings

Existing collection

Strong in honour boards, sporting trophies, personal memorabilia etc. but little in the way of work uniforms.

Development

This is an area that would profit from development as it is often attractive material for display purposes. Its 'personal' touch allows current and past employees to relate to it as well as the general public. Appeals for personal items to current and past employees might generate some interest.

SWC COLLECTING AREAS

Adopt the sub-divisions and subject headings to provide a working basis for development and registration of the collection

Negotiate a joint approach to the care of MHA with the SCA

Carry out an exercise to locate ,wherever possible, the items catalogued in the Hobson report of 1992

Develop the collection particularly in the areas of wastewater, end use and social history.

5.5 ASSESSMENT CRITERIA

Government Agencies are required under the s 170 of the NSW Heritage Act to undertake and maintain a Register of Heritage Assets.

The process for determining if an item should be accessioned into the collection and placed on the SHI and/or the Section 170 Register is:

- 1. Assess the heritage significance of the item using criteria based on those published by the NSW Heritage Council and quoted in Section 2.3 of this report.**
- 2. Develop a statement of significance for the item.**
- 3. Determine if the item falls within one of the collecting areas nominated in section 4.4. If not, consider whether the SWC is the appropriate collecting institution.**
- 4. Assess the level of significance of the item:**
 - a) Significant to the SWC**
 - b) Significant to the local community**
 - c) Significant to the state**
 - d) Significant to the nation**

In almost all cases SWC material will fall within a) or c)

The process of assessment is developed at greater length in the Section 170 Register Guidelines for Government Instrumentality: Why and How included as Appendix

Although the assessment criteria employed must comply with those nominated by the Heritage Council it is useful to reword these slightly to make them directly applicable in the SWC context:

- 1. An item is important in the history of NSW and /or SWC**
- 2. An item demonstrates a high degree of creative or technical achievement in NSW and /or SWC**
- 3. An item has strong or special association with the life or works of a person, or group of persons, of importance in the history of NSW and /or SWC**
- 4. An item has a potential to yield information that will contribute to an understanding of the history of NSW and/or SWC**
- 5. An item possesses uncommon, rare or endangered aspects the history of NSW and /or SWC**

- 6. An item demonstrates aesthetic characteristics of importance to NSW and/or SWC**
- 7. An item has strong or special association with a particular community or cultural group in NSW and /or SWC for social, cultural or spiritual reasons;**

The criteria have been deliberately re-ordered, as the first four seem more relevant to the SWC.

The nature of significance can be qualified by the application of additional generic criteria that are particularly appropriate to the assessment of moveable heritage (see Winkworth, Moveable Heritage in NSW and Townley and Parris, Caring for Heritage Objects).

The additional criteria are:

- **Is the item representative of a class of objects once common?**
- **Is the item particularly rare?**
- **Does the item retain sufficient structural integrity to be informative?**
- **Is the item well provenanced?**
- **Does the item have interpretative potential?**

5.5.1 Assessment Examples

- Any assessment of significance is necessarily subjective but application of a checklist of standardised assessment criteria as developed in 5.5 can reduce the degree of subjectivity.

PRIMARY CRITERIA	Y/N	NOTES
1. Does the item fall within an SWC collecting field		
2. Is the item important in the history of NSW and /or the SWC		
3. Does the item demonstrate a high degree of creative or technical achievement in NSW and /or the SWC		
4. Does the item have a strong or special association with the life or works of a person, or group of persons, of importance in the history of NSW and /or the SWC		
5. Does the item have the potential to yield information that will contribute to an understanding of the history of NSW and/or the SWC		
6. Does the item illustrate an uncommon, rare or endangered aspect the history of NSW and /or the SWC		
7. Does the item demonstrate aesthetic characteristics of importance to NSW and/or the SWC		
8. An item has strong or special association with a particular community or cultural group in NSW and /or the SWC for social, cultural or spiritual reasons		
ADDITIONAL CRITERIA		
9. Is the item representative of a class of objects once common		
10. Is the item particularly rare		
11. Does the item retain sufficient structural integrity to be informative		
12. Is the item well provenanced		
13. Does the item have interpretative potential		

The fact that an item falls within a SWC collecting field is not in itself a sufficient reason for acquisition. It should meet at least one other primary criteria and one additional criteria. The examples given below have been assessed by an assessor with minimal knowledge of water technology but in practice an experienced assessor is required.

Example 1 - small horse drawn grader currently on display at Prospect - purchased in 1935

For maintenance of the Upper Canal Road



PRIMARY CRITERIA	Y/N	NOTES
1. Does the item fall within an SWC collecting field	Y	The item falls within the “Tools, equipment and materials associated with the protection and maintenance of catchment areas” subject area of water supply. Its origin suggests the grader might more properly form part of the SCA collection
2. Is the item important in the history of NSW and /or the SWC	N	
3. Does the item demonstrate a high degree of creative or technical achievement in NSW and /or the SWC	N	

4. Does the item have a strong or special association with the life or works of a person, or group of persons, of importance in the history of NSW and /or the SWC	N	
5. Does the item have the potential to yield information that will contribute to an understanding of the history of NSW and/or the SWC	Y	The grader may have some potential to yield information about the degree of mechanisation of SWC operations in the nineteen thirties. It also indicates the change in scale of such equipment since then.
6. Does the item illustrate an uncommon, rare or endangered aspect the history of NSW and /or the SWC	N	
7. Does the item demonstrate aesthetic characteristics of importance to NSW and/or the SWC	N	The item is quite attractive but has been repainted in what are probably inappropriate colours
8. An item has strong or special association with a particular community or cultural group in NSW and /or the SWC for social, cultural or spiritual reasons	N	
ADDITIONAL CRITERIA		
9. Is the item representative of a class of objects once common	N	
10. Is the item particularly rare	N	Further work would be necessary to establish the number of such graders manufactured and the number surviving
11. Does the item retain sufficient structural integrity to be informative	Y	
12. Is the item well provenanced	Y	
13. Does the item have interpretative potential	N	It could possibly provide contextual support for a display on dams.

The grader should be offered to the SCA . If they are not interested it is not appropriate for accession to the SWC collection.

Example 2 –segment of wooden stave water pipe bound with steel wire - stored at North Ryde Roundhouse



PRIMARY CRITERIA	Y/N	NOTES
1. Does the item fall within an SWC collecting field	Y	The item falls within the “Tools, equipment and materials used in the manufacture, laying and maintenance of reticulated pipes” subject heading of the Water Supply field
2. Is the item important in the history of NSW and /or the SWC	Y	It is important in the history of the SWC as illustrating an important phase of water pipe construction.
3. Does the item demonstrate a high degree of creative or technical achievement in NSW and /or the SWC	Y	It demonstrates a technical achievement by the SWC
4. Does the item have a strong or special association with the life or works of a person, or group of persons, of importance in the history of NSW and /or the SWC	N	
5. Does the item have the potential to yield information that will contribute to an understanding of the history of NSW and/or the SWC	Y	It has some potential to illuminate one aspect of SWC history
6. Does the item illustrate an uncommon, rare or endangered aspect the history of NSW and /or the SWC	N	
7. Does the item demonstrate aesthetic characteristics of importance to NSW and/or the SWC	N	
8. An item has strong or special association with a particular	N	

community or cultural group in NSW and /or the SWC for social, cultural or spiritual reasons		
ADDITIONAL CRITERIA		
9. Is the item representative of a class of objects once common	Y	Such pipes were installed between 1915 and 1934.
10. Is the item particularly rare	N	The SWC has a small collection of similar steel bound wooden pipes
11. Does the item retain sufficient structural integrity to be informative	Y	
12. Is the item well provenanced	N	
13. Does the item have interpretative potential	Y	

The section of pipe complies with sufficient criteria to be accessioned into the collection

Example 3 – small assemblage of pipe maintenance tools stored at Potts Hill



PRIMARY CRITERIA	Y/N	NOTES
1. Does the item fall within an SWC collecting field	Y	The item falls under the subject heading “Tools, equipment and materials used in the manufacture, laying and maintenance of reticulated pipes” in the water supply field
2. Is the item important in the history of NSW and /or the SWC	N	
3. Does the item demonstrate a high degree of creative or technical achievement in NSW and /or the SWC	N	
4. Does the item have a strong or special association with the life or works of a person, or group of persons, of importance in the history of NSW and /or the SWC	N	
5. Does the item have the potential to yield information that will contribute to an understanding of the history of NSW and/or the SWC	Y	The tools indicate something of manual work practices in SWC
6. Does the item illustrate an uncommon, rare or endangered aspect the history of NSW and /or the SWC	Y	The era of manual work that the tools represent is rapidly passing and thus in one sense they represent an endangered aspect of SWC history
7. Does the item demonstrate aesthetic characteristics of importance to NSW and/or the SWC	N	
8. An item has strong or special association with a particular community or cultural group in NSW and /or the SWC for social, cultural or spiritual reasons	N	
ADDITIONAL CRITERIA		
9. Is the item representative of a class of objects once common	Y	
10. Is the item particularly rare	N	
11. Does the item retain sufficient structural integrity to be informative	Y	
12. Is the item well provenanced	N	
13. Does the item have interpretative potential	Y	Easily interpreted display material

Acquisition is appropriate particularly as the tools illustrate work practices which may soon vanish

COLLECTION DEVELOPMENT POLICY

1. Adopt the Collection Development Policy as described, or its equivalent, including
 - mission statement
 - aims
 - acquisitions policy
2. Adopt the assessment criteria developed in 5.5

6.0 COLLECTION MANAGEMENT POLICY

6.1 DOCUMENTATION

Each object in the collection will be adequately documented to allow its proper management and the fulfilment of statutory and audit requirements. Where available, documentation will be held to enhance the use and interpretation of objects.

6.2 EXHIBITION AND DISPLAY

Whenever possible public access to the collection will be fostered by exhibitions and display for the purposes of enjoyment, education and research.

Access to the stored collection will be promoted through a program of guided and self guided tours.

6.3 LOANS

Outward Loans

- Collection items may be lent to other collecting institutions, but not individuals, for the purpose of exhibition.
- All loans will be for a fixed period and will only be allowed where care and security are appropriate.
- Insurance of loan items will be the responsibility of the borrower. Valuation will be determined by agreement with the owner prior to commencement of the loan.

Inward Loans

- Collection items may be borrowed by SWC from institutions or individuals for the purposes of exhibition.
- All loans will be for a fixed period, may be subject to renewal, and will be subject to the same care as afforded SWC collection items.
- All loan items will be covered by SWC insurance.

6.4 STORAGE

- Items will be stored in safe and secure locations and under appropriate environmental conditions. (The issue of storage is considered in greater depth in Section 8).

6.5 DE-ACCESSIONING AND DISPOSAL

De-accessioning

- De-accessioning is the process of de-registering an object from the SWC moveable heritage collection. An object once de-accessioned is then disposed of.
- The same careful assessment must be applied to objects recommended for de-accessioning as to those proposed for acquisition.
- Objects suggested for de-accessioning must meet one of the following criteria:
- The object does not comply with the current collection development policy
- The object so lacks technological, scientific, historical or aesthetic interest that its contribution to the collection is minimal
- The object lacks any supporting documentation or provenance and so its relevance to the collection cannot be established
- The object duplicates another object in the collection and has no conceivable use for educational or other legitimate purpose
- The costs of conservation and storage are so excessive or onerous relative to significance as to render retention impractical legitimate considerations when assessing an object for de-accession.

Disposal

- This policy applies to assessed SWC moveable heritage objects which have been de-accessioned, or never accessioned.
- The SWC may dispose of de-accessioned objects by the following methods:
- Transfer to another collecting institution.
- Transfer to SCA

- (State or Commonwealth institutions are preferred as this ensures the object remains within the public domain. If no appropriate State or Commonwealth recipient is available donation to a not – for – profit society or association may be considered. There are however complex legal and ethical issues which must be considered before taking such a course).
- Sale by auction
- Recycling
(This may involve anonymous donation to registered charity institution or disposal to a recycling depot)
- Destruction
- No commitment may be given to any possible recipient before de-accessioning has been approved
- Disposal of any SWC object should not favour any member, or former member of SWC staff or their relatives
- The SWC will not dispose of objects to individuals, private collecting institutions or organisations operating for profit.
- Records of the disposal of objects will be maintained

COLLECTIONS MANAGEMENT POLICY

Adopt the Collection Management Policy as described, or its equivalent, including clauses governing:

Documentation

Exhibition and Display

Loans

Storage

De-accessioning and Disposal

7.0 CONSERVATION POLICY

7.1 LEGAL REQUIREMENTS

The Heritage Act requires Government agencies to:

Maintain and manage items on their section 170 register and items on the State Heritage Register (SHR) in their care, control or management with due diligence in accordance with State Owned Heritage Management Principles.

7.2 DEFINITIONS

Condition assessment

The process of examining and documenting the condition of an object. The starting point for all conservation work.

Preventive Conservation

Those procedures that protect and maintain an object in its existing state and prevent damage through the provision of appropriate storage and display conditions.

Conservation treatment

Action resulting in physical and/or chemical change to an object including:

- Stabilisation – the use of procedure to retard the deterioration of an object
- Restoration – action taken to modify the existing materials and structure of an object to represent a known former state
- Reconstruction - the replacement of missing or damaged parts of an object to simulate a known former state

In the short term SWC will primarily be concerned with preventive conservation, the provision of appropriate storage and display conditions for the moveable heritage collection. Very little of the collection is in such poor condition as to require immediate conservation treatment.

7.3 POLICY AIMS

SWC recognises that caring for the moveable heritage collection is both an ethical and a statutory responsibility and as such is the responsibility of all staff.

SWC actively promotes care of the collection and recognises that this is a continuing responsibility.

It is understood that all objects have a finite life. SWC will seek to appropriately balance the needs of use, conservation and display to optimise that life.

All condition assessments and conservation treatment will be appropriately documented. Environmental conditions for storage and display will be planned and documented as part of the condition assessment process.

Appropriate environmental conditions will be provided for the collection wherever possible.

Interventive conservation treatments will be kept to a minimum to preserve the object as close as possible to its original state.

Procedural Notes

As far as possible any processes used, or materials added, during the conservation process should be reversible.

All non-original components should be detectable and permanently identified by the use of date stamps or other labelling methods.

CONSERVATION POLICY

1. Adopt the Conservation policy given, or its equivalent
2. Maintain and manage items on the SWC section 170 register and items on the SHR in the care, control or management of SWC with due diligence in accordance with State Owned Heritage Management Principles
3. Assess condition of all SWC MH assets
4. Plan preventive maintenance and/or conservation treatment of all MH assets

8.0 MUSEOLOGICAL PRACTICE

8.1 NUMBERING

A simple and effective numbering system is year of acquisition followed by a sequential number and a part number where appropriate. Four digit sequential numbers allow 9,999 items to be accessioned into the system each year. The use of sub part numbering is not thought necessary or desirable for SWC. An example is thus 2002/0456/03 which indicates part number three of the 456th item to be acquired in 2002. Existing items in the collection will be given the year the number is applied as their year of acquisition. If the actual year of acquisition is of particular significance it can be noted in the subsequent cataloguing information.

If a number of storage locations are established and it becomes necessary to readily distinguish between them consideration could be given to appending simple mnemonics to the numbers such as Gu for Guilford, Pr for Prospect.

8.2 BARCODING

Tracking of objects by bar-coding is slowly gaining acceptance in the museum world and the method is recommended for SWC. Objects, storage locations and associated files should all be bar-coded. The Australian National Maritime Museum has experience in the area and should be consulted. If an appropriate system already exists for asset management within SWC then the heritage collection should be included under it.

8.3 COLLECTION MANAGEMENT SOFTWARE

Management of registration and conservation records is best carried out by a proprietary computer system. AMOL (Australian Museums & Galleries Online) has recently surveyed available software systems and their findings are shown in Appendix G

Offshore sourcing of such systems can present problems through lack of service support and is not recommended. Possible Australian based systems are:

- Collections Mosaic Plus
- DB/Textworks
- KE Emu
- Museum Accession Record
- Queensland Museum Accessioning Resource Kit for Small Museums

Of these KE Emu is designed for very large collections and has been successfully adopted by a number of major museums. The others have not been assessed in any depth but the professional version of Collections Mosaic Plus could offer a starting point. It offers access for five users at less than three thousand dollars and is translatable to the web. Contact details for the above software vendors are included in Appendix G. A brief article on assessing systems for small museums is also attached.

SWC is presently using TRIM as an on line records management system, this system has the capacity to be configured to take or append as a plug-in to the main database the information required to manage the MHA's. Presently the TRIM database does not allow for images but is capable of handling images if required. This would be an advantage as it could be maintained within SWC and be accessed across the organisation at minimal cost.

8.4 CATALOGUING

In view of the resources likely to be available the SWC collection can most effectively be recorded using digital photography. For most items a single shot will be sufficient. The photographic record should be supplemented by basic cataloguing information such as date, manufacturer, material and provenance. The photographic images can be simply annotated online to provide a conservation record e.g. crack at top, base rusted through. Repeat photography every 5 years provides a simple method of tracking condition changes.

Example Only

HERITAGE CONTENTS INVENTORY

Level	Level 3	Inv. No.	CSB 20	
Room	3124	Area		
Title	BELGIAN SLATE MANTLE CLOCK			
Artist_maker	Japy Freres	Date of Work	c 1875	
Fabric	Slate	Number in Collection		
		of		
Heritage Significance	Exceptional	Dimensions (height x length x width/depth/diameter)		
Ownership	Chief Secretary's Building	29		33.5
CONSERVATION ASSESSMENT				
Condition	Working 2 Repairs on face Key next to clock Slightly worn surface.			
Proposed Action				
PHOTOGRAPH (s)				



Remarks	French movement. White enamel face / black slate / carved decoration (floral).
---------	--

belgian slate mantle clock

1993 Location

Maker	
Label	
Marked "Japy Freres"	
Provenance	
Not known	Located in Room 323
Reference	
Statement of Significance	
This clock was a replacement for the original clock which was transferred to Government House. Its association with the other items in this room is less significant because it is a more recent addition to the furnishing of the room.	

8.5 LABELLING

Although most museums apply numbers directly to the items in their collections for SWC it is suggested that in most cases metal or plastic tags are appropriate. These can be tied on with steel wire. The barcode should be applied to one side of the tag and the registration number embossed on the other.

9.0 STORAGE AND DISPLAY

9.1 STORAGE FACILITIES

As much of the collection is divorced from its original context it seems both efficient and desirable to establish a central storage facility. The temptation to establish a museum per se should be resisted as being too far removed from the core business of SWC.

The two basic options for a central store are to construct a new building or to convert an existing one. Although the former has attractions substantial cost savings can usually be achieved by re-use of an existing building and this latter option is recommended.

The 1950s water pumping station at Prospect seems appropriate to the purpose and as Prospect offers many other advantages including its conversion is recommended.

Mr MacLaren North has made the excellent suggestion that some of the very large items of heritage technology might be placed at intervals along the proposed cycling and jogging tracks at Prospect. This would optimise their interpretative potential as well as displaying their sculptural qualities to advantage. Most were designed to endure very arduous environmental conditions and could be displayed as is without the need for protection from the environment.

A major advantage of Prospect is that it is in some sense a meeting point between the SWC and the SCA and this will be of inestimable value if some form of joint administration of moveable heritage assets can be adopted. In addition the current and planned recreational and educational facilities at the site should provide a ready client base for display of the collection. Another advantage is the existence of many heritage structures on the site and public access should provide no conflict with operational requirements.

Although the development of a museum is not envisaged, the concept of display storage seems entirely appropriate, as it would allow public access with minimal resource implications. Display storage, a concept growing in popularity in the museum world, involves storage that allows visitors good visual access to the bulk of the collection while providing minimal interpretation in the form of basic cataloguing data. An excellent example can be seen at the National Railway Museum at York in the UK. In the store at York visitors take a plan of the store and annotated object lists from a rack at the entry and can plan and conduct their own visit. In a more limited fashion visitors can view storage and conservation areas from mezzanine walkways at the National Maritime Museum and the Australian War Memorial.

It is thus envisaged that the bulk of the collection will be housed in a central display storage facility at Prospect with some larger items exhibited in the open air. Where appropriate items will be left in their original context. Possible examples are at North Richmond and some of the memorabilia housed at Head Office.

9.2 STORAGE CONDITIONS

Museums commonly call for storage conditions such as 55 +/- 5 % relative humidity and 20 +/- 2 °C. However the need for such stringent controls has been questioned in recent years, notably by workers at the Conservation Analytical Laboratory of the Smithsonian Museum in the USA (see Appendix H). Given the nature of the collection it is only necessary to keep the SWC collection in a space below 65 % relative humidity and below 25 °C. It is also desirable that the space be buffered against sudden temperature changes. These conditions can be achieved in a well sealed and insulated store with the possible addition of a de-humidification system to control humidity on some of Sydney's more humid days.

The store should be secure and be appropriately protected against disasters such as fire and flood. Sealing is of particular importance as insect pests, rodents and dust are all major sources of object deterioration. Dust is a particular hazard as it is hygroscopic as well as providing a medium for the growth of mould. To guard against pests a regular control program should be put in place by a commercial supplier.

Essential features of the stores construction are wall batt and sarking insulation and a ceiling height of five metres. A dry medium fire fighting system is a highly desirable feature and no water supply should be connected to the store. If the budget allows a de-humidifier should be installed. Munters are strongly recommended as a supplier for this.

If a new store is to be built then Besser block walls clad with Zincalume erected on a concrete slab is the recommended method of construction.

The store must accommodate objects in a wide variety of sizes, shapes and materials. A flexible arrangement might be 1/3 open storage for large objects, 1/3 compactus cabinets for small objects and 1/3 pallet racking. The pallet racking should be not more than three high both for safety reasons and to allow good visual access. The overall size is difficult to estimate as future acquisition rates are not known but 1,000 sq metres is a reasonable starting point.

10.0 FUTURE STRATEGIES AND OPPORTUNITIES

The establishment of a team of volunteers drawn from SWC retirees is highly recommended. Such a group would be of great value for developing strategies in the acquisition, assessment process, and the development of tours and signage.

Additional recording techniques may help assist in demonstrating the use of a site and its contents.

These techniques include:

- **a record of the process** - by description, diagrams and appropriate archival photographs. Describe the process used on the site;
- **identification and recording of machinery** - its manufacture, operation, place in production process and technological significance;
- **video or film records** - professionally produced to systematically record the process on the site (preferably while the site is in use);- prepared by a competent historian;

10.1 EXHIBITION AND DISPLAY

To promote SWC heritage conservation both within the corporation and to the general public an active program of exhibition and display is obviously desirable. This can also act as a vehicle for promotion of the organisations corporate image. Possible strategies are:

- Open the display storage facility at Prospect (described in Section 8) to the public at weekends.
This has obvious resource implications but if self-guided tours are developed then one attendant may be all that is required



Example of open storage display

- Offer guided tours of the Prospect site and store to school groups
- Develop small displays to be rotated through a showcase at Head Office on a regular (quarterly?) basis.
- Develop a touring exhibition on the history of water supply that can be displayed at small museums, libraries, shopping malls and other venues.

10.2 PARTNERSHIPS

The SWC has developed over many years with changes to the organisation as the Government of the day has seen beneficial to the management of water in the Sydney Region. This has created artefacts that have a historical provenance in partnership with other organisations. The most recent reorganisation is the development of the Sydney Catchment Authority, which now administers water storage but was once administered by SWC. This historical link between water storage and SWC is a logical connection to develop displays on both a thematic and chronological basis.

The current interdependency between SCA & SWC to provide water as a business enterprise would make the development of a joint history and management of its movable heritage a logical step in understanding both organisations from the public's perspective.

If a partnership existed in managing and interpreting the history of both organisations the resources could be shared and reducing costs to both organisations.

Similar partnerships could be developed with Local governments because of the historic interdependency with current services such as Storm Water. The development of some suburbs was dependent of provision of services at a State Government Level. The sharing of resources with Local History Museums would enhance the profile of SWC at a local level and enhance local collections

APPENDICES

APPENDIX A - BIBLIOGRAPHY

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www.org.au/reollections/4/2/09.htm

Moveable Heritage at

<http://www.heritage.NSW.gov.au/about/moveable.htm>

The Ancient Monuments Laboratory Bar Code Location Recording System at

http://www.eng_h.gov.uk/barcodes/

APPENDIX C
DRAFT SECTION 170 REGISTER GUIDELINES FOR GOVERNMENT
INSTRUMENTALITY – SEPTEMBER '99

APPENDIX B
CAPITAL WORKS INVESTMENT – TOTAL ASSET MANAGEMENT MANUAL 1992

APPENDIX D
MOVEABLE HERITAGE PRINCIPLES – SEPTEMBER '99

APPENDIX E
DESCRIPTION OF SHR AND ISSUES SURROUNDING IT

APPENDIX F
AMOL SOFTWARE SURVEY

APPENDIX G
SMITHSONIAN PRESS RELEASE ON OBJECT STORAGE

APPENDIX H
NATIONAL FILM AND SOUND ARCHIVE COLLECTION DEVELOPMENT POLICY

APPENDIX I
SAMPLE BRIEF

APPENDIX I SAMPLE BRIEF

SYDNEY WATER MOVEABLE HERITAGE

policy and procedures manual

report no.

HERITAGE DESIGN SERVICES
September 2002