

Cunderdin Museum – Management and Operations

POLICY STATEMENT

The Cunderdin Museum is housed in the Number 3 Pump Station Building and grounds. The site is a state-owned crown land reserve for heritage purposes. The Shire of Cunderdin and National Trust of WA have a joint management order in place for the site in place since 2000, administered under a Memorandum of Understanding.

The museum is owned and managed by the Shire of Cunderdin and was recognised as municipal museum March 1973, under the Museum Act 1969.

The Museum Committee is considered an advisory committee or working group to the Shire of Cunderdin and operates through implementation of a Council approved Terms of Reference.

The Shire of Cunderdin is the owner the museum collection, moveable assets and equipment and all contents, including donated items, but excluding items on loan for display purposes.

The Cunderdin Museum Committee is comprised of interested volunteers who assist the management and activities in the Museum.

All donations or loans other than monetary are to be directed to the Cunderdin Museum Manager.

All monetary donations and sponsorship are to be received through normal financial processes of the Shire. At the conclusion of the financial year consideration will be made regarding these funds.

Donations, loans and sponsorship must be in accordance with the aims and objectives of the Cunderdin Museum and not conflict with the core principles of the Shire.

All donations, loans and sponsorship arrangements are to be mutually agreed to and formalised in writing.

APPLICATION

Donations

Objects and items offered to the museum collection are considered and accepted guided by the Cunderdin Museum Collection and Management Policy.

In general, the following types of donations will be accepted – monetary gifts, collection items, archives and suitable art.

- i) Donations (other than monetary gifts) are to be in good / reasonable condition
- ii) Donations are accepted based upon meeting the guidelines set out in the Museum collection policy.
- iii) Acceptance of donations may be dependent on storage and display capacity at the Cunderdin Museum.
- iv) Donations, upon approval are to be delivered to the Cunderdin Museum.
- v) Donations will be acknowledged by with a letter of thanks, publicity through various forms of media as appropriate (in compliance with donor's approval) and through promotion within the Cunderdin Museum.
- vi) Ownership of objects rests with the Shire

Loans

Items may be accepted on loan for display or use at the Cunderdin Museum under the following conditions:

- i) In general, the items are to be relevant to the Museum Collection Policy
- ii) Dependent on storage and display capacity at the Cunderdin Museum;
- iii) Items to be delivered to the Cunderdin Museum;
- iv) Period of loan specified;
- v) Insurance on loaned items is determined by case-by-case arrangement. Long Term loans must be accompanied by a monetary agreed value for insurance purposes
- vi) Care will be taken by Cunderdin Museum staff with all loaned items however the Cunderdin Museum will not be liable for any damage;
- vii) The period of loan to be determined prior to items being accepted;
- viii) Loaned items will be acknowledged in association with the display or relevant items.

- ix) Loans are in custody of the Shire

Sponsorship

Sponsorship is welcomed from businesses, community organisations and individuals who would like to support projects and activities that are conducted in alignment with the aims and objectives of the Cunderdin Museum. Sponsorship agreements will be under the following conditions:

- i) The Project or Activity shall be mutually agreed by the sponsor, the Cunderdin Museum Manager and authorised by CEO;
- ii) The Cunderdin Museum Manager will inform and seek permission from the Sponsor in advance if any changes in the purposes or activities are required;
- iii) The period of sponsorship to be determined prior to agreement being signed;
- iv) Sponsors will be acknowledged with a letter of thanks, and with their approval, publicity through various forms of media as appropriate, at the sponsored project/activity and through promotion within the Cunderdin Museum.
- v) The terms and conditions of the sponsorship agreement shall not be disclosed to any third parties without the prior written consent of both parties.

Disposal of items

Collection items are only disposed of by review against the Collection management policy.

Where an item on loan or gifted to the Museum is no longer required for whatever reason, all reasonable efforts to return the item to the donor or donor's representative will be made.

Where the donor or donor's representative cannot be located or advises in writing that the item is not to be returned, the item may be disposed of in accordance with delegated authority to the CEO.

OBJECTIVE

To provide guidelines for donations, loans and sponsorship to the Cunderdin Museum and ensure compliance to statutory requirements as set out in the *Local Government Act 1995* and relevant regulations surrounding committees of Council.

STATUTORY CONTEXT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

CORPORATE CONTEXT

Delegations Register –

3.9 – disposing of property, and impounded, confiscated or uncollected goods

HISTORY

Former Policy 20 December 2018

Revised 26 July 2023

Revised 23 July 2025

REFERENCES

Definitions

Donation – A donation (including an unconditional gift, bequest or endowment) is a provision of cash or other items of value with no return benefits expected. The person or organisation providing these may request a modest acknowledgement or that the provision be used for a particular purpose and the recipient should as far as possible, respect those wishes.

Loan – Is the temporary physical transfer of an item/s or object/s from individual or organisation to another where there is no transfer of ownership

Sponsorship – A commercial arrangement in which a sponsor provides a contribution in money or in kind to support an activity in return for certain specified benefits.