



CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD

# **MOVABLE HERITAGE ASSETS COLLECTION POLICY (POLICY NUMBER 60989)**

**APPROVED BY COUNCIL:  
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CITY OF CAPE TOWN  
ISIXEKO SASEKAPA  
STAD KAAPSTAD

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## Movable Heritage Assets Collection Policy

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## **DEFINITIONS AND ABBREVIATIONS**

<b>Artefact</b>	<b>means</b> an object made by a human being, typically one of cultural or historical interest. Importantly, artefacts are moveable (for the purposes of this policy) and do not refer to immovable objects;
<b>City</b>	<b>means</b> the City of Cape Town, a municipality established by the City of Cape Town Establishment Notice No. 479 of 22 September 2000, issued in terms of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), or any structure or employee of the City acting in terms of delegated authority;
<b>Collection</b>	<b>means</b> the compilation of movable heritage assets in the possession of the City, acquired either through commission, purchase, receipt, bequests, donation or historical ownership;
<b>Collection Management</b>	
<b>Database</b>	<b>means</b> an electronic record of the historical assets and resources which form part of the Movable Heritage Assets Collection;
<b>De-accessioning</b>	<b>means</b> the removal of movable heritage assets from the collection such that they no longer reflect within the records of the City;
<b>Collection Manager</b>	<b>means</b> an official, appointed from within the Department responsible for Arts & Culture, who shall be responsible for the curation of the collection.
<b>Cultural Heritage</b>	<b>means</b> what society inherits and attaches sufficient value to, to nurture for future generations, while at the same time recognizing the value of the past <sup>1</sup> ;
<b>Executive Mayor</b>	<b>means</b> the Executive Mayor of Cape Town;
<b>Heritage Asset</b>	<b>means</b> assets, artefacts and objects that have “cultural, environmental, historical, natural, scientific, technological or artistic significance and are held indefinitely by the City for the benefit of present and future generations”;
<b>Movable Heritage Assets</b>	
<b>Collection</b>	<b>means</b> the City of Cape Town’s Movable Heritage Assets Collection; the collated collection of all artefacts and objects that are held in record by the City;

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<sup>1</sup> Extract from Cultural Strategy for the City of Cape Town (2005)

<b>Heritage significance</b>	<b>means</b> the artefacts and objects which are valued according to their contribution to the heritage of the City in terms of its history and development;
<b>Mayco Member</b>	<b>means</b> a councillor appointed to the serve as a Member of the Mayoral Committee, by the Executive Mayor;
<b>MEC</b>	<b>means</b> the member of the Executive Council of the Western Cape Government, responsible for cultural matters;
<b>Movable</b>	<b>means</b> an object which is capable of being moved and carried or transported;
<b>Objects</b>	<b>means</b> artworks, photographs, furniture, ceramics, silverware, items with a civic or municipal provenance especially relating to the City , which may hold current or future heritage value;
<b>Paper based;</b>	<b>means</b> artworks on paper, illuminated addresses, posters, or books which are presented as heritage assets for collection purposes. This does not include books, periodicals, or reference materials which relate to the history of the City and are used for record and resource purposes in the relevant heritage resource information centres;
<b>Photographs</b>	<b>means</b> prints, transparencies, film, negatives and recordings depicting the progression of the development of the City from earliest times, events and communities;
<b>Preservation</b>	<b>means</b> the non-invasive act of minimising deterioration and preventing future damage of the object;
<b>Representative</b>	<b>means</b> individuals who represent different groups or interests, as well as the demographic realities that exist in society.

## **1. PROBLEM STATEMENT**

- 1.1 The City has a collection of movable heritage assets which extend from the earliest days of the Municipality of Cape Town to present day, and which can be found on various data bases compiled over a period of time.
- 1.2 In addition to this a number of other specialist collections relating to the functions of the municipality such as fire services, utility services etc. exist, as well as heritage collections, such as the Rhodes Cottage Collection, and smaller collections incorporated through the formation of the Unicity.
- 1.3 Through various engagements, the City is constantly acquiring new artefacts and objects that are of historical value. Such acquisition can occur through donation, bequest, purchase or exchange.
- 1.4 A central directive for the collation, preservation, and exhibition of the City's movable heritage assets does not exist. As a result, protocol surrounding the management, tagging, and storage of the collections is, similarly, missing from the City's operational function.
- 1.5 This policy seeks to amend this organisational deficit by:
  - 1.5.1 Instituting guidelines for the supervision (collation, curation, preservation, and exhibition) of the City's movable heritage assets collection.
  - 1.5.2 Assigning an unique centralised responsibility for this important record-keeping function (including management, tagging, transportation).
  - 1.5.3 Establishing procedure for incoming movable heritage assets that contribute to the augmentation of the collection, as well as establishing procedure for the removal of movable heritage assets from the collection.
- 1.6 All disparate heritage collections must be considered under the protection of a single collection. This shall be referred to as the Movable Heritage Assets Collection.

## **2. PURPOSE OF THIS POLICY**

- 2.1 The intention of this policy is to:
  - 2.1.1 To provide a framework to manage, curate and safeguard movable heritage assets in the collection, according to recognised international standards.
  - 2.1.2 Set guidelines to transform, develop and grow the existing collection to be inclusive and representative of the diverse communities of Cape Town.
  - 2.1.3 Manage the collection within the legislative framework that is applicable to movable heritage assets.

### **3. DESIRED OUTCOMES**

3.1 It is intended that this policy:

- 3.1.1 Will manage the City's Movable Heritage Assets Collection through the application of an expected standard of delivery for the preservation of City's movable heritage assets. By upholding this standard, the collection will ensure the physical integrity of the City's movable heritage assets and thereby safeguard their value and allow for the continued study of components of Cape Town's history for years to come.
- 3.1.2 Will be supported by Standard Operating Procedures that provide guidance and standards on the management, roles and responsibilities of parties; display and exhibition of the Movable Heritage Assets Collection; and specifies the level of care required for all heritage assets.
- 3.1.3 Will facilitate the collection being shared with the public and staff, including interested researchers, through electronic platforms and temporary or permanent exhibition or loan. This should be undertaken in publically accessible localities with stable environmental conditions, appropriate security and high volumes of footfall.
- 3.1.4 Will construct a more coherent representation of the historical growth and governance of Cape Town, from earliest times to the present.
- 3.1.5 Will grant access to bona fide researchers to ensure transparent and accurate representation of and for all communities.
- 3.1.6 Will improve service delivery to the public and will build public trust.
- 3.1.7 Will ensure that, in its operation, the City complies with all national and provincial legislation, as well as local legislation.

### **4. STRATEGIC ALIGNMENT**

- 4.1 It is intended that the supervision of the City's Movable Heritage Assets Collection will support the City's strategic objectives by ensuring the following:

#### **PROMOTE AND FOSTER SOCIAL INTERACTION THROUGH RECREATIONAL AND ACTIVE CITIZENSHIP OPPORTUNITIES**

A desired outcome of this policy is that the City's movable heritage assets be made available through exhibitions, for the education and recreation of the citizens of Cape Town and visitors. These events should be seen as a catalyst for dialogue and engagement.



## **BUILD INTEGRATED COMMUNITIES THROUGH THE SCRUTINY OF ARTEFACTS**

- 4.1.2 The City recognises that “arts and cultural activities bring people together, challenge social norms, build awareness around marginalised people's issues and facilitate the appreciation of respect for diversity”<sup>2</sup>.

The supervision of the Movable Heritage Assets Collection Policy is intended to create awareness and transparency within the historical narrative of the City; thereby opening up its physical history to scrutiny and interpretation by current and future historians.

Given South Africa's history of exclusion and marginalisation, the basis of this strategic objective is that greater historical transparency is crucial to the healing process and the building of an integrated society.

## **TREAT HISTORICAL ARTEFACTS AS RESOURCES WORTHY OF PRESERVATION AND FUTURE CONSIDERATION**

- 4.1.3 This policy recognises that heritage assets are resources in their own right; deserving of preservation, and important to the creation of a future society which is aware of its cultural heritage. Such a society should have the right to scrutinise the artefacts and objects associated with its history in a manner which adds to the density of its narratives.

Furthermore, some of the heritage assets within the collection are of significant financial value. Whilst the intention is not to dispose of these heritage assets for financial gain, their value should be safeguarded.

## **5. REGULATORY CONTEXT**

- 5.1 The Constitution of the Republic of South Africa, 1996
- 5.2 National Arts Council Act, 1997 (Act No. 56 of 1997)
- 5.3 Cultural Institutions Act, 1998, (Act No. 119 of 1998)
- 5.4 The National Heritage Resources Act, 1999 (Act No. 25 of 1999)
- 5.5 The Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
- 5.6 The Municipal Asset Transfer Regulations, 2008 (GN 31346)
- 5.7 The City of Cape Town's Integrated Development Plan
- 5.8 The City of Cape Town's Social Development Strategy
- 5.9 Cultural Strategy for the City of Cape Town (2005)
- 5.10 City of Cape Town's Intellectual Property Policy
- 5.11 City of Cape Town's Asset Management Policy
- 5.12 Contributions to the City of Cape Town Policy
- 5.13 GRAP 103 (Generally Recognised Accounting Practice 103)
- 5.14 Relevant regulations and guidelines as stipulated by the South African Heritage Resources Agency (SAHRA)
- 5.15 UNESCO Convention on Stolen and illegally Exported Cultural objects, 1995

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<sup>2</sup> Social Development Strategy (SDS), City of Cape Town: 2013

## 6. POLICY PARAMETERS

6.1 This policy applies to:

- 6.1.1 All movable heritage assets in the possession of City (including those that are on loan) such that they can be recorded and catalogued in the City's Movable Heritage Assets Database. The movable heritage assets include paper based material;
- 6.1.2 The expansion of the City's movable heritage assets collection through the acquisition of artefacts and objects;
- 6.1.3 The removal of movable heritage assets from the City's collection either through donation, disposal or exchange.

6.2 This policy does **not** apply to:

- 6.2.1 Immovable heritage assets which cannot be stored or transported, such as statues or buildings;
- 6.2.2 General registry and archival material;
- 6.2.3 Photographs that are not deemed to be of heritage significance, after consideration by the Moveable Heritage Assets Collection Task-Team.

## 7. ROLE-PLAYERS AND STAKEHOLDERS

- 7.1 Executive Director: Community Services and Health
- 7.2 Arts and Culture Department
- 7.3 Advisory Movable Heritage Assets Collection Task-Team

## ADVISORY MOVABLE HERITAGE ASSETS COLLECTION TASK-TEAM

An Advisory Movable Heritage Assets Collection Task-Team will be established as part of the implementation plan for this policy, to advise and make recommendations to the relevant Portfolio Committee regarding:

- The purchase, exchange, acceptance of donations or bequest of movable heritage assets
- De-accessioning of movable heritage assets
- Exhibitions
- Loan agreements

The Task-Team Members will:

- be made up of representatives of Arts, Culture and Heritage institutions, museums or organisations.

- serve in a voluntary capacity whereby they will not receive any form of remuneration for the advisory role which they provide
- consist of a minimum of four and a maximum of eight members.
- be in office for a term of three years', but the term could be extended if the need arises.
- meet once a quarter and ad-hoc decisions can be made via e-mail or special meetings.
- give input into developing, implementing and monitoring all Standard Operating Procedures, pertaining to the management of the Movable Heritage Assets Collection.

7.4 Important role-players in the supervision of the City's Movable Heritage Assets Collection are:

7.4.1 The department responsible for arts and culture in the City, who will act as the Collection Managers, managers, guardians, and facilitators of the City's Movable Heritage Assets Collection;

7.4.2 The department responsible for heritage consideration within the City, who will lend their expertise in supporting the implementation of this policy;

7.5 Role-players and stakeholders outside of the organisational structure of the City, but who would be guided by this policy, include:

7.5.1 Any person who bestows gifts to the City, which stand to be included into the Movable Heritage Assets Collection;

7.5.2 Museums, institutions, organs of state, or companies, who share the broad aims and objectives of this policy and who would like to collaborate or partner with the City on certain collection management functions, as described in this policy.

## **8. POLICY DIRECTIVES**

### **MANAGEMENT OF THE COLLECTION**

8.1 The Collection Manager, appointed from within the department responsible for Arts and Culture within the City, shall be responsible for the curation of the collection. Such responsibility shall include:

8.1.1 The collation of all disparate collections into a single Movable Heritage Assets Collection;

8.1.2 The recording of all movable heritage assets within the Movable Heritage Assets Collection management database;

- 8.1.3 The preservation and storage of the collection, in appropriate locations across the City, such that the physical integrity and characteristics of the heritage assets are maintained;
  - 8.1.4 The co-ordinated exhibition of movable heritage assets, at appropriate times or when requested to do so by the Executive Mayor, the appropriate Mayco Member, or the City's Executive Management Team.
- 8.2 The Collection Manager shall, annually, conduct a comprehensive audit of all heritage assets within the collection, publishing a complete list of all items, which will be made available to the Executive Mayor and City's Executive Management Team for their review.
- 8.2.1 In line with the principles of transparency, the complete list of all items in the collection may be made available to the public where such a request is research related and will form part of a research project, exhibition or publication.
  - 8.2.2 The Collection Manager shall update the complete list of all items in the collection annually, reporting on all additions, losses, or damages to the collection.
  - 8.2.3 To ensure that the Movable Heritage Assets are sufficiently insured, the Collection Manager will make available a list of Heritage Assets to be included in the annual insurance process managed by the City's Treasury branch.
  - 8.2.4 The appropriate action relating to the loss or damage to the collection as a result of negligence on the behalf of the Collection Manager, shall be determined by the City Manager.
- 8.3 The Collection Manager shall be the only person authorised to relocate any heritage assets within the collection, though a request for relocation may stem from sources across the City. The documented advice or concerns of the Collection Manager shall be included in the authorisation required.
- 8.4 Authorisation of the removal of any heritage asset will rest with the discretion of the City Manager, as governed by section 34 of the Municipal Asset Transfer Regulations and in line with the National Heritage Resource Act.

## **HANDLING OF HERITAGE ASSETS**

- 8.5 Only the Collection Manager or anyone duly authorised by him or her, may handle heritage assets.
- 8.5.1 The handling of heritage assets must, at all times, be supervised by the Collection Manager or anyone duly authorised by him.

## **CONSERVATION**

- 8.6 The conservation of objects must be in line with the City's Movable Heritage Assets Conservation Management Plan, which includes the following:

- 8.6.1 All artefacts must be preserved from damage and deterioration;
- 8.6.2 Only a trained conservator may undertake conservation and restoration work on the artefacts;
- 8.6.3 Any damage to artefacts must be reported to the Collection Manager immediately.

## **ACCEPTANCE OF MOVABLE HERITAGE ASSETS BY THE CITY AND THE ACCESSION OF ARTEFACTS FOR INCLUSION IN THE COLLECTION**

- 8.7 The rules and related policies of Council govern the acceptance of gifts to officials or public representatives. These rules and related policies of Council are upheld within this policy.
- 8.8 Gifts will be considered as heritage assets for addition to the collection when:
  - 8.8.1 They are assessed to be so by the Advisory Movable Heritage Assets Collection Task-Team;
  - 8.8.2 The Executive Mayor requests that the artefact or object be included; or
  - 8.8.3 The Collection Manager calls upon the appropriate expert advice, when deemed necessary, to assess a given artefact or object.
- 8.9 Following assessment, if an artefact or object is to be added to the collection, the steps to be taken for this process shall be reflected in a supporting Standard Operating Procedure.

## **DEACCESSIONING OF HERITAGE ASSETS**

- 8.11 The decision to remove heritage asset from the collection will be recommended by the Advisory Movable Heritage Assets Collection Task-Team for approval by the MEC.
  - 8.11.1 Deaccessioning procedures should take place in accordance with:
    - a. The National Heritage Resources Act, 1999 (Act No. 25 of 1999)
    - b. Section 34 (1-3) of the Municipal Asset Transfer Regulations
    - c. SAMA De-accessioning Guidelines (2001)
    - d. ICOM Code of Ethics for Museums (2002)
  - 8.11.2 Reasons for deaccessioning:
    - a. The heritage asset is broken beyond repair or restoration;
    - b. The heritage asset is missing from the collection and a subsequent investigation indicates that it cannot be recovered;
    - c. The heritage asset is an exact duplicate of another object in the collection;

- d. The heritage asset would be more appropriate to another collection for reasons described upon application by that collection, including by invitation from the City;
  - e. Inherited material which is inappropriate and serves no useful purpose in the collection, exhibition or research programmes of the City;
  - f. When the City can no longer care for the heritage asset as a result of its deterioration; or
  - g. When required by law.
- 8.11.3 Once authority to remove a heritage asset has been granted by the MEC, it shall be disposed of as either a donation, transfer or exchange to an appropriate institution, or issued for sale, repatriation or destruction.
- 8.11.4 A specialist auction, held from time to time, or the services of an agent appropriate to the object, shall be the preferred method of disposal by sale. The price realised from such sale shall be considered for contribution toward the restoration fund for heritage assets within the collection, or for the further hosting of exhibitions of the collection.

## **LOANS**

- 8.12.1 Application for the loan of a heritage asset may be made to the Collection Manager. Council has sub-delegated the authority to approve a loan agreement, to the Executive Director, responsible for Arts & Culture.
- 8.12.2 Loans will be strictly controlled. A formal Loan Agreement must be drawn up and signed, in the presence of the Collection Manager, who will sign as a witness. One copy of the Loan Agreement must accompany the object(s) on loan and must be returned with the loan. The original Loan Agreement must remain with the City, to be retained and bound as a permanent record.

## **INCOMING LOANS**

- 8.12.3 Incoming Loan Agreements should only be considered for special exhibitions or programmes and the artefacts should go on display. All objects that are on loan to the City must be sufficiently insured.

## **OUTGOING LOANS**

- 8.12.4 A standardized Loan Agreement, approved by the City's Legal Services Department is the only acceptable and recognised document for all outgoing loans. Loans will only be made to institutions sharing the same values as museums.

## **COPYRIGHT**

- 8.13 Subject to any other copyright limitations as laid out in the City's Intellectual Property Policy, the City shall have sole discretion in granting permission for heritage assets to be copied without compensation except where it is used for commercial gain.

8.13.1 Without exception, the City of Cape Town Moveable Heritage Asset Collection shall be acknowledged as the owner of the object.

8.13.2 Where the copy of a heritage asset is proposed for commercial gain, the City reserves the right to leverage financial compensation therefrom.

## **9. IMPLEMENTATION PROGRAMME**

9.1 This policy shall be implemented by the department responsible for arts and culture within the City and by the nominated Collection Manager of the Movable Heritage Assets Collection.

9.2 Implementation of the policy directives will require a minimum period of three financial years.

9.3 The Collection Manager will work with the responsible arts and culture department as well as the department responsible for heritage to document, tag, store, and capture all heritage assets relevant to this policy, and upload that information onto a central database.

## **10. MONITORING, EVALUATION AND REVIEW**

10.1 Reports on the state of the City's heritage assets shall be provided to the appropriate Section 79 Committee on a quarterly basis.

10.2 Indicators used to assess the successful implementation of this policy shall include:

10.2.1 The number of heritage assets documented, provided with a unique identification code, and captured within a central database, noting timelines for the completion of this task.

10.2.2 The number of exhibitions held on an annual basis that display various heritage assets within the collection.

10.2.3 The number of requests received to inspect heritage assets or for the City to host exhibitions within specific historical themes, as a result of transparent and engaged communication surrounding the Moveable Heritage Assets collection.

10.2.4 The number of heritage assets damaged or lost due to negligence or mistreatment.

10.3 This policy shall be reviewed every five years.