

ATTACHMENTS TO VARIOUS REPORTS COMMUNITY & CULTURAL COMMITTEE

MONDAY 19 AUGUST 2013

ATTACHMENT TO CCC 6A – 8/2013

***DRAFT* CULTURAL ASSETS DIGITAL
PRESERVATION AND DIGITISATION POLICY**

ATTACHMENT 1

Draft Cultural Assets Digital Preservation and
Digitisation Policy

POLICY NAME	<i>Draft Cultural Assets Digital Preservation and Digitisation Policy</i>
DIRECTORATE	Community & Recreation – Cultural Services



1. PURPOSE

The Cultural Assets Digital Preservation and Digitisation Policy (the Policy) provides the initial direction to ensure ongoing availability, and access to, the content of items in AlburyCity's cultural collections and other records from across AlburyCity, regardless of the physical media or digital file format on which they were originally created or acquired.

By digitising its collections, AlburyCity Cultural Service Team aims to:

- Enable people, regardless of location, to directly access, use and publish, where copyright and agreements allow, a range of collection materials.
- Preserve rare and fragile collections and those at risk of format obsolescence, while also improving access to their content by providing digital surrogates of the items for use.
- Build a critical mass of digital content relating to Albury's documentary and cultural heritage to support research and the Cultural Services Team's education, publishing and exhibition programs.
- Engage with new audiences by making AlburyCity's collections available in the online environment for use by different communities, including those who employ social networking and other new technologies.

2. SCOPE

Digital preservation includes the processes and systems in place that maintain accessibility of digital objects over a given period of time. Digitisation is the process of copying analogue material to a digital file form.

This Policy applies to the digital and physical cultural assets of AlburyCity, including:

- **Visual Arts**

The collection covers painting, photography, prints, posters, sculpture, digital art, decorative arts and public art.

- **Museum and Social History Collection**

This collection includes manuscripts, photographs, personal and corporate correspondence, objects, textiles and artefacts.

The Policy is seen within a budget context and the framework of community-wide priorities that will be determined by the AlburyCity.

For the purposes of this document, 'digitising' and 'digitisation' should be understood to refer not just to the act of scanning a document into digital form, but as a series of activities that results in a digital copy being made available to end users for a sustained length of time. The activities may include:

- Object identification, selection and preparation.
- Descriptive and technical metadata recording sufficient to allow retrieval and management of the digital copies and to provide contextual information for the user.
- Digital conversion in a consistent, repeatable, auditable manner according to agreed quality standards.
- Quality control of digital copies and metadata.
- Providing public access to the material via online delivery of reliable and authenticated copies.
- Providing online ordering for reproduction services at quality or quantities beyond the capacity of an end user.

3. CONTENT

Digital technology has enabled AlburyCity Cultural Service Team to employ innovative ways of providing access to its collections and to meet specific access and preservation objectives. Collection digitisation has been identified as one of the key ongoing activities enabling AlburyCity Cultural Service Team to meet the needs of users for rapid and easy access to collections.

4. POLICY PRINCIPLES

These principles underpin AlburyCity Cultural Service Team's digitisation activities:

- Digital material will enhance access to AlburyCity's collections.
- Preservation of cultural assets will be enhanced by reducing wear and tear on original material.
- Digital copies of assets represent the original item directly.
- Digitisation activities will be integrated into AlburyCity Cultural Service Team's routine activities, where appropriate.
- Digital preservation and digitisation will be undertaken in accordance with the Copyright Act 1968 (Cth) and other relevant legislation.
- The use and reproduction of digital material will be done in accordance with AlburyCity policies on access and user charging.
- Digitisation and digital asset management will be undertaken in the most efficient and effective manner possible and in accordance with AlburyCity's Digitisation Standards.
- Digitisation will capture, preserve and provide contextual information about the digitised material.
- AlburyCity Cultural Service Team will not aim to digitise its entire collection and the focus will be on unique material. Subject to resources available, AlburyCity Cultural Service Team will endeavour to provide a critical mass of digital information from parts of its collections, enhancing community knowledge of the history and development of Albury and region.
- Digitisation will not diminish AlburyCity Cultural Service Team's commitment to the preservation and care of cultural assets.

5. IMPLEMENTATION

The Internal Cultural Assets Digital Preservation and Digitisation Procedure outlines how the Cultural Services Team will implement the principles of the Cultural Assets Digital Preservation and Digitisation Policy.

AUTHORISATION

Status	Committee	Presentation to the Community and Cultural Committee - 19 August 2013
	Manex	Presentation to Manex Tuesday 13 August 2013
	Council	
Owner	Community & Recreation – Cultural Services	
History	This is a new policy document.	
Other	Implemented through the Cultural Assets Digital Preservation and Digitisation Procedure (DOC13/36860) Linked with the Albury Cultural Plan 2012- 2016 (DOC11/3746) Cultural Assets Development and Management Policy (DOC13/36824) Acquisition and De-accession Procedure (DOC11/28233)	
Last issued TBA once adopted	August 2015 or as required.	
TRIM REFERENCE: DOC12/20216		

ATTACHMENT TO CCC 6B – 8/2013

**ACQUATICS FACILITIES
ADVISORY COMMITTEE**

ATTACHMENT 1

Aquatics Facilities Advisory Committee
Draft Committee Guidelines

Introduction

This document outlines the working guidelines for the Aquatics Facilities Advisory Committee.

Name of the Committee

The committee shall be known as the Aquatics Facilities Advisory Committee.

Aim of the Committee

The committee shall provide advice and recommendations to Albury City Council on the development of policies and procedures and strategies in relation to management and operation of aquatic facilities in Albury.

Extent of the Committee's Role

The Committee shall limit itself to providing advice and recommendations upon policy and administrative matters relating to in the management and operation of the Aquatic Facilities. These shall not include staff matters or day to day issues which can be referred to the Team Leader Leisure Facilities or Management of the facilities for appropriate action.

All recommendations made by the committee shall be submitted to Council through its Community and Cultural Services Committee for consideration and approval before then proceeding to the next Council meeting.

Membership of the Committee

The committee shall be made up of one representative from each of the following Groups:

- Ovens & Murray Swimming Association
- Ovens & Murray Water Polo Association
- Albury Diving Club
- Albury Aquatic Management
- Community representative of Albury Swim Centre
- Community representative of Lavington Swim Centre
- AlburyCity Youth Council

As part of Councils Mayoral Election Council Meeting each September all delegates are appointed to the various Council working parties and advisory committees. At this meeting Council will appoint one Councillor to be its delegate on the Aquatics Facilities Advisory Committee, and one Councillor to be the substitute delegate.

Term of the Committee

Prior to the September meeting of the Committee each year all organisations will be asked to formally acknowledge who their representative will be for the coming year.

The representatives of the committee shall be formally appointed or reappointed annually through the September meeting of the Committee and nominations to be acknowledged in the minutes of this meeting.

Organisations represented are also to appoint a substitute (proxy) delegate.

The community representatives (1 representative for each facility) are to be elected by an Expression of Interest process every three years.

Chairperson

The chairperson of the committee shall be nominated by Council as part of Councils Mayoral Election Council Meeting each September. In the event that Chairperson is unable to attend, the second nominated councillor shall become the chairperson for the meeting.

Staff

The following staff or their representatives shall attend the meetings:

Team Leader Leisure Facilities
Leisure Facilities Administration Assistant

These staff members shall not be entitled to a vote at the meeting.

Leisure Facilities staff shall provide adequate secretarial support to ensure the accurate recording of the minutes.

Guests

Guests will occasionally be invited to attend and or present to the Committee in line with the aim and extent of the Committee's role.

Quorum

A quorum for a meeting shall be a minimum of 5 representatives including 1 Councillor.

Absenteeism

The Team Leader Leisure Facilities shall write to a representative organisation who has not had a representative at two (2) consecutive meetings asking whether the current representative wished to continue on the committee. If there is no reply within two weeks, the Team Leader Leisure Facilities shall write to the representative's group outlining that the representative has not attended the meetings and requesting the group nominate a new representative.

Resignation

Upon receipt of the resignation of any representative, the Team Leader Leisure Facilities shall write to the representative's group requesting the nomination of the new representative.

Meeting Procedure

The meetings shall be conducted in accordance with standard meeting procedures.

Voting shall be by a show of hands. The chairperson is entitled to a vote. In the event of a tied vote the chairperson shall have casting vote.

All delegates to the Aquatic Facilities Advisory Committee shall comply with the AlburyCity Code of Conduct while undertaking their delegate role.

Location of Meetings

Meetings shall be held at the AlburyCity Administration Building, 523 Kiewa Street Albury unless the representatives are otherwise informed of a change in venue by Leisure Facilities staff.

Meeting Dates and Times

Meetings are to be held on the 1st Wednesday of February, May and September each year. The normal meeting time shall be at 6.00pm Wednesday.

Additional or extraordinary meetings can be called in between the above meetings for a specific agenda item(s).

Notification of Meetings

Leisure Facilities staff shall send each representative notification of the next meeting two weeks prior to the date of the meeting, and an agenda and copy of the previous meetings minutes will be sent to each committee representative one week prior to the date of the meeting.

Agendas shall specify the meeting date, time, location and business to be discussed at the meeting.

Requests for items to be included in the agenda should be forwarded to the Team Leader Leisure Facilities at least two weeks prior to the nominated date of the next meeting.

Minutes

Leisure Facilities staff shall arrange for the minutes of all the meetings to be prepared and distributed to the representatives within two weeks after the last meeting.

The minutes of the Aquatics Facilities Advisory Committee meetings shall be submitted to the first meeting of Council's Community & Cultural Committee Services Committee held after the Aquatics Facilities Advisory Committee seeking formal endorsement.