

A Collection Policy for the Ballarat Tramway Preservation Society Ltd.

ACN 005 021 312

a. Why have a collection policy?

To assist the museum in determining what it should be collecting, and what it should be trying to do. It cannot accept everything that is offered, or collect everything that is available. This is due to;

1. Space limitations,
2. Duplication with other museums,
3. Appropriateness,
4. Worth of the object being collected.

b. Aim of such a policy

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A collection policy is to identify the general aim or purpose of the museum. It should be written, so that it can be referred to in the future. This provides some continuity of purpose to the museum. Each museum should clearly understand its particular purpose, its reason for existence in a community. Often this purpose is revealed in the title of the museum. The aim of the collection policy will reflect this purpose.

The aim will impose limitations on what is to be collected, and these should be clearly spelt out through the expression of defined or specific objectives. These objectives may comprise;

1. A distinctive theme of the collection, which is expressed in a formal station, and communicated through the displays of the museum.
2. Variation in the displays, and flexibility of the presentation of the theme to the public.
3. Having conditions for an object's acceptability, based on space limitation, appropriateness, worth or historical significance to the museum, history of the object (its provenance)
4. Physical characteristics and physical condition given its worth, and the ability of the museum to care for the object.

Not all items are necessarily significant, although significance does not depend on monetary value. An objects significance is enhanced by:

1. Its documented history
2. Its place in the past
3. Its physical condition

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Each museum should endeavour to make every effort to accept only those objects that fit the collection policy of the museum, and for which the museum is able to care.

Reference: Willis E, and Cook P. in 'Handbook for Small Museums', pp 10 - 15

c. 'The Museum' of the BTPS

In the case of the BTPS 'The Museum' is defined as the whole of the BTPS operation; its depot, the trams, track, overhead, method of operation, the display area within the depot and our collection of artefacts, drawings, photographs etc. We are an operating museum dependent largely upon visitors or tourists for our income. We are not just a tourist attraction.

d. Basis of BTPS Collection Policy

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The basis of the collection policy for the BTPS is found in the statement of the objects for which the Society was established for, as stated in the Company Memorandum of Association;

- a. To establish at Ballarat an authentic working tramway museum as a tourist, historical and educational attraction.
- b. To acquire, restore, maintain, repair, preserve, exhibit and operate trams on the Ballarat tramway system and elsewhere.
- c. To construct, manage, operate, maintain, alter, repair, extend and renew tramways together with all appurtenances works and conveniences necessary or desirable for any of such purposes.
- d. To purchase, take under trust or otherwise acquire tramcars and any plant, machinery, rolling stock, equipment or parts to be used in connection with any such tramcars and with any tramway owned or operated by the Society.
- e. To establish at Ballarat a transport museum and for that purpose to purchase, take under trust or otherwise acquire any item of transport equipment or of tramway historical significance and to maintain, repair, preserve, exhibit and operate the same.
- f. To produce, edit, print, publish, issue, sell, circulate, and preserve such papers, periodicals, books, circulars, tickets, photographs and other items of literary or artistic worth as are conducive to the objects of the Society.

While these objectives have been set very wide by the authors of the Memorandum so as not to unduly limit the activities of the Society, these have been further defined in practice by the Society's past activities through its various actions. This is not to say that in the future the Society can amend these objects, to extend or contract the activities of the organisation.

e. Society History

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As an operator of Ballarat Trams, the Society is forming its own history as an operator. As such it should collect and record its own history and that of its collection, particularly that of the tramcars.

Collection or Acquisition Policy of the BTPS

1. Aim

To define the general purpose of the museum operated by the Ballarat Tramway Preservation Society Ltd. (BTPS) and by this identify a collection policy for the care of our current collection and future acquisitions.

2. Purpose

The purpose of the policy is to assist the Board in fulfilling the aims of the Society in what it collects, maintains and disposes of in the future. It is not to detail the standard of upkeep, or presentation etc., this will be purpose of a separate Heritage Policy.

3. Basis

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The policy has been prepared on the following elements, given the history of the Society, its present aims and what is seen as its future.

1. The objects expressed in the Memorandum of Association.
2. The Society's expressed aims in the early days of the Society formation which was to 'preserve and operate a portion of the Ballarat system as it was done by the SECV, up to Sept. 1971'.
3. The current collection of the Society.
4. The limitation on space available to house the Society's collection in the South Gardens Reserve. (The present building cannot be extended further.)
5. What is likely to come available in the future, and that is consistent with the theme of the collection.
6. What would be nice to have in our collection.
7. The history of the various Ballarat tramway operators.

4. Collection Theme

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The theme has been constructed from the relevant elements of the policy basis outlined above, the need to tell the story of an aspect of society in the way that it lived in the past, and the present BTPS Board's aims.

The collection theme for the museum functions of the BTPS is 'the history of Ballarat's passenger tramways, its people, equipment, development and operation in relation to the history of Ballarat and the State Electricity Commission of Victoria.'

'Ballarat Tramways are Ballarat History' would be a short form statement of this theme.

5. Collection Policy

The Society's collection comprises a large number of items, varying in size. To prepare a combined or summary policy for all of them would not be relevant. Thus the policy has been broken down into a number of headings;

1. Tramcars,
2. Equipment/spare parts,
3. Overhead and track materials,
4. Photographs, and
5. Artefacts and other collectibles.
6. Society Archives

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5.1 Tramcars

The tramcars are the primary collection items of the Society and form the operating section of the museum. While these form the largest single collection item in terms of physical size, they are the smallest in numerical number. The history of the individual cars are reasonably well documented. In the case of tramcars, it is the body number that is considered unique to that car, i.e. its essence, not its trucks or mechanical equipment, which was often swapped between cars.

The collection has a number of duplications. This is necessary from an operational viewpoint, where restoration or maintenance of a tram to operating condition, can take a volunteer organisation such as ours, a number of years. It also allows the Society to represent the various colour schemes that were used on the various cars. This adds to the visual impact of the collection and enables better interpretation of the story of Ballarat's trams.

To assist in the understanding of the importance of the individual cars to the collection, a classification scale is proposed to be used. This is:-

- Essential** - BTPS ownership, or under long term control and an essential tram in relation to the history of the tramways of Ballarat. They would not be loaned out, or only leave Ballarat on temporary transfer under the most stringent safeguards.
- Desirable** - Not necessarily owned by the BTPS, but completes history of the Ballarat Tramways or useful to maintain or have as an operational part of the collection.
- Supplemental** - Owned by the BTPS, but not needed to illustrate the history of the Ballarat Tramways, and/or in poor condition.

To enable the determination of this classification a point scoring system has been used. This enables the criteria for determination to be defined, the features of each car to be taken into account, overcomes different

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understandings of individuals and gives an opportunity for policy guidelines to be implemented.

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The prime criteria is the value to Ballarat, not necessarily that of Australian or Melbourne tramcar history. Other criteria is the tram's rarity, physical and operational condition, ownership, and value as a passenger carrying vehicle in order to earn money to enable upkeep.

Criteria	Points
A Value to Ballarat history	30
B Value to Australian tramway history	10
C Rarity	25
D Physical condition of body	10
E Operational condition	10
F Ownership (or security of holding)	10
G Passenger carrying capability	5
Total	100

Stupid question -
Stupid again its either
30 or 0

Classification is based on the cars achieving the following scores:

Essential	70 or more points
Desirable	50 to 69 points
Supplemental	less than 50 points

a. The Present Collection

The present collection of trams and their interim classification is presented in the following table.

DMcC's Score							Total				
A	B	C	D	E	F	G	Tram	Description	Ownership	Status	Classification
30	7	10	10	10	10	6	1	83 BTC Horse tram	BTPS	Under Restoration	Core
30	7	5	5	5	10	8	11	70 SEC Single Truck	BTPS	Not Operational	Desirable
30	9	10	5	0	10	7	12	71 ESCo Single Truck	BTPS	To be Restored	Core
30	7	5	8	10	8	8	13	76 SEC Single Truck	Lake Goldsmith	Operational	Desirable
30	7	5	8	8	8	8	14	74 SEC Single Truck	BCC	Operational	Core
30	7	5	7	8	8	8	18	73 SEC Single Truck	Sebastopol	Operational	Desirable
30	7	5	7	10	10	8	26	77 SEC Single Truck	BTPS	Operational	Core
30	7	5	8	9	10	8	27	77 SEC Single Truck	BTPS	Operational	Core
30	7	5	8	8	10	8	28	74 SEC Single Truck	BTPS	Operational	Desirable
30	7	5	5	5	10	8	32	70 SEC Single Truck	BTPS	Restoration required	Body Not required
30	7	5	8	8	10	8	33	76 SEC Single Truck	BTPS	Operational	Core
30	8	7	8	6	10	10	38	79 SEC Bogie	BTPS	Operational	Desirable
30	6	7	5	0	10	0	39	58 SEC Bogie	BTPS	Not operational/display	Supplemental
30	6	7	7	8	10	10	40	78 SEC Bogie	BTPS	Operational	Core
0	6	5	10	10	10	10	661	51 MMTB Bogie	BTPS	Operational	Supplemental
0	6	5	10	10	10	10	671	51 MMTB Bogie	BTPS	Operational	Supplemental

Legend

BTC - Ballarat Tramway Company
 ESCo - Electric Supply Co. of Victoria
 SEC - State Electricity Commission of Vic.
 MMTB - Melbourne and Metropolitan Tramways Board
 BCC - City of Ballarat
 Sebastopol - Borough of Sebastopol
 Lake Goldsmith - Lake Goldsmith Steam Preservation Co-Operative

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b. Future Acquisitions

Missing from the BTPS collection are the following items;

- i ESCo - Toastrack Car - built new for the Company in 1913 where its use predominated on the Sebastopol line.

- ii SECV works car - used to maintain the tramway track and drainage system.

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Availability It is possible that the BTPS will obtain the body of tram no. 22 (ESCO Toastrack Car) at some time in the future. The body exists at present in Southern Ballarat. It is also possible that other bodies of ESCO trams exist in the Ballarat district. Any of these would likely have a classification of 2, i.e. 'desirable'.

With regards to a works car, it is possible that the SECV's scrubber car now at Bylands (TMSV) may become available. If this does not eventuate, then a substitute of Melbourne 8W would provide a better standard of track maintenance.

c. Policy Relevant to Melbourne Cars

On the basis of the present situation with respect to the scope of the BTPS, the two Melbourne cars, W3 661 and W4 671 exist within the collection, but do form part of the history of the Ballarat Tramways. They were acquired at a time when other ex Ballarat cars did not seem to be available for acquisition. This later proved to be incorrect. They are now supplemental to the collection.

d. Other forms of Ballarat transport

Other forms of transport used in Ballarat, e.g. horse drawn cabs, omnibuses, motor buses etc. are not directly relevant to the history of Ballarat Tramways. While these are relevant to the history of transport in Ballarat, it is considered that acquisition of these items is not part of the Society's aims, although the objects of the Society does allow it.

e. Summary of future acquisition of tramcars

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- 1 ESCo No. 22 - essential
- 2 Ballarat Scrubber - essential, if not available Melbourne 8W to be acquired because of its usefulness.
- 3 Other ESCo bodies - desirable depending on condition
- 4 Other ex SEC cars - desirable depending on condition.
- 5 Melbourne equal wheel cars - not to be acquired.

5.2 Equipment and Spare Parts

This area of collection management for an operating museum is a difficult one. It can collect everything that may be useful or very little and hope that spares will not be unduly needed. The latter practice relies on the ability to repair equipment without resorting to the needs of spare parts. On the other hand, spares are also useful for rebuilding or restoring tramcars. The other limitation of gathering equipment and spare parts is the ability to store, manage them and keep them in good order.

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The BTPS has currently a reasonable collection of spare parts for tramcars that it uses, however it is generally poorly stored and not catalogued. Most of the spares held are from SECV origin. The present source of spare parts is primarily from ex Melbourne trams. Most of these parts are not directly relevant to our cars, due to their later construction date and different type of vehicle.

With regard to equipment, e.g. machine tools, the BTPS has a reasonable range of modern hand tools, with some machine tools. Some old style ex tramway hand tools are held by the BTPS, but are seldom used due to their age, size or obsolescence. The need of the BTPS for large machine tools to undertake specialist work is limited due to the availability of the tramway workshops in Melbourne, other engineering shops in Ballarat, or other preservation operators facilities who have set up relevant machines to undertake their work.

The following priorities with respect to spare parts and equipment have been established.

- i. Spare parts directly relevant to our single truck or maximum traction bogie trams and in short supply to be acquired.
- ii. Spare parts related to Melbourne trams to be acquired only where relevant to our Ballarat trams or our two ex Melbourne trams where stocks are not at present held, or are critical to the future operation of the trams themselves.
- iii. Small hand tools relevant to the SEC operations are to be considered for acquisition where historically relevant, and are suitable for display or could be useful in the conservation of our present fleet.
- iv. Machines and machine tools to be acquired where considered to be useful, not requiring large space or specialist qualifications for their use. Consideration is to be given to other holdings or abilities of other groups at the same time.
- v. Spare parts related to non Ballarat trams or Melbourne trams which are not suited to our trams, will not be acquired.

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5.3 Overhead and Track Materials

The BTPS has currently a large collection of overhead equipment for use in constructing additional or maintaining its present system. Most of the material used in the construction of this equipment is brass, and thereby has a high scrap value. Equipment coming from Melbourne is limited because of its scrap value, however it has some usefulness for use in the maintenance of our overhead.

In the aspect of track materials, the Board has not stored any significant quantity of track materials due to the difficulty of doing this with regard to space, and the location of our depot within in the park. Materials if required for renewals would have to be done with railway type profile rails as grooved tramway rails are no longer manufactured. For points etc., second hand or reconstructed plant would be satisfactory for use in Ballarat.

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The collection policy for this type of operational material has been formulated as follows;

- i. Overhead materials where necessary for essential spare parts or for historical displays (includes all traction power supply equipment from the switchboard, to the actual trolley wire).
- ii. Track materials will not be acquired unless for direct use in the track or as essential material for the maintenance of existing material.
- iii. Samples of track materials, or equipment may be acquired where historically relevant and suitable for display.

5.4 Pictorial Records

The policy is to acquire pictorial records, which is inclusive of photographs, video and films of trams operating in Ballarat, and of the equipment used to maintain, operate construct the system, the personnel who worked on the system, or other photographs relevant to the history of Ballarat and its tramway system. The photographs should not be only of the trams themselves, but of life and street scape aspects of Ballarat's tramway history.

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In this respect the following priorities have been established, particularly where a purchase, or where the cost of storage and display are involved.

- i. Photographs of 1880 - 1920's, of all types, including those requiring restoration.

- ii. Photographs of 1930's - 1940's - poor or lower grade photographs acceptable.
- iii. Photographs of the 1950's - 60's should be collected where of good quality.
- iv. Photographs of the last years of operation - Ballarat street scapes, life and activity with the trams; photographs of trams cars standing for example would not form a prime priority for acquisition.

The location and knowledge of other museum's collections of relevant photographs should be incorporated into the collection files for reference purposes. Where possible copies of these photographs should be obtained.

5.5 Artefacts etc.

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This are is quite extensive and includes such items as; drawings, tickets, fare tokens, timetables, rule books, personal records, operational paperwork, uniforms. conductors bags, safeworking equipment, tramway street furniture - e.g. stop sign, record books, references used in the operation and maintaining the system, ancillary equipment such as a tower trucks.

The BTPS has a collection of such materials although not formally catalogued. The cataloguing of the material will allow for better implementation of this section of the policy in order to find 'holes' or excessive holdings of a particular type of material in the collection.

Such material should be collected on the following basis;

- i. Historically significant in understanding the operation of the Ballarat tramways over its life.
- ii. Size of the object/s, the ability to properly store it and its condition.
- iii. The number of similar items in our collection already.

Material not associated with the Ballarat tramways or the operation a tramway system should not be acquired, but should be directed to organisations where it would be more appropriate.

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Parts or materials removed from tramcars, such as defective structural members should be considered for acquisition, where the item's failure can be shown to a part of the tram's overall life history. It would not be necessarily to keep all failed or removed material. Examples, are parts of the Horse Tram showing deterioration of the wooden members, and a sample of the steel bolster that failed on the W3's truck due to metal fatigue.

5.6 Society Materials

The Society itself has operated or cared for Ballarat Trams longer than the Ballarat Tramway Company. As such our pictorial and physical records, materials, equipment and operational paperwork should be sampled and collected on a rational basis for form a collection of Society activities and its history for future reference. This should be done as a matter of course. We are today setting up the basis of future historical research into our activities.

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6. De-acquisition of Collected Items

An important part of any collection policy, is a policy of de-acquisition, which outlines the process for determining the need of disposal, i.e. finding a suitable home for object in a caring manner. The Society has a number of trams which are either supplemental or surplus to our collection.

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The pressure to de-acquisition a tramcar will be brought about by the pressure of space on the Society's collection, its, inability to house the item, and its lower standing in the classification ranking, or a deliberate decision at the time of acquisition to acquire an item for a specific purpose and to later dispose of part of it. This is the case for tram No. 32.

No. 32 was acquired by the Society purely for the mechanical equipment to enable the restoration of ESCo No. 12 to operational condition. It has been agreed by the Board, that the Maitland Tramway Museum group can have the body, when they are able to accommodate it under cover. The Society offered the body of this car to other museums under Council of Tramway Museums of Australasia.

Equal wheel bogie Melbourne cars have no relevance to the history of the Ballarat Tramways. There is no intention to acquire further cars of this type. De-acquisition could include sale or lease of these cars, which are in good body and mechanical condition. It is Board understanding, that no trams would be sold overseas.

The following should be taken into account when de-acquisitioning an item:-

1. Its relevance to the history of Ballarat tramways.
2. The condition of the object.
3. Any determination made at the time of acquisition.
4. The need to dispose - i.e. pressure on space.
5. Any alternative use that could be made of the object by the Society.
6. Its relevance to other Museum's collections.

When a item has been identified for de-acquisition, the item should be offered to other museums, either for sale, long term loan or as a donation, depending on the acquisition history of the object and its value on the open market. For tramway items, these should be offered firstly through COTMA, and then other museums, followed by private bodies. In the case of items which are not directly related to tramways, e.g. equipment or tools which could have been used by any organisation, these should be offered firstly to museums affiliated with the Central Highland Historical Association, and then other museums, before being offered on the open market. An exception to this would be if the item was determined to be of national or state significance when priority should be given to the Museum of Victoria.

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