



MUSEUM POLICY

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VISION

A patriotic socially cohesive society

MISSION

To promote social cohesion and nation building through culture, sport and information service to the people of Mpumalanga.

AIM

The aim of the Museums and Heritage Services sub programme is to preserve the heritage of the province through museum services and heritage resource management.

PREAMBLE

With democracy in South Africa came the reappraisal of culture and heritage and the role it plays in the development of a new national identity. During the past two decades of democracy considerable transformations have transpired in the cultural landscape but the transformation of heritage institutions is yet to be completed. Museums in particular need to cultivate sustainable management models.

Nature conservation and culture conservation are exceptionally similar. Where nature conservationists endeavour to prevent the extinction of species or ecosystems, cultural conservationists strive to prevent the extinction of cultural resources. Within this context Mpumalanga can be seen as a province with a diversity of underutilised and unprotected cultural resources. By promoting a tradition of cultural conservation at all levels of society, Mpumalanga can be established as a *cultural reserve* that will lead to the survival and protection of all the province's heritage resources.

The aim of the Mpumalanga Museums Policy is to facilitate the transformation of the management and operation of museums in the province with focus on access, redress, equity, social cohesion and nation-building in order to empower the sector to efficiently preserve our provincial heritage.

1. INTRODUCTION

The draft document develops a framework for the management of museums in the Mpumalanga Province, and defines the principles to guide the management of museums and the establishment of such institutions. The policy considers the vital need to consolidate Mpumalanga's inheritance, including the wealth of collections kept in government museums

and stores, universities and private homes, but also perhaps most importantly it includes the people who are caring for this heritage.

This Policy will provide a basis for the Mpumalanga provincial museum legislation. The following will be addressed by the new legislation:

- The rationalization and provision of a new outline for museums in the province and the affiliation of museums other than provincial to the provincial museum structure.
- The support of municipalities who are in the possession of heritage collections or who manages museums.
- The removal of any prejudiced terminology in existing museum legislation.
- The provision of non-discriminatory access to all museum visitors.
- The encouragement of museums to generate revenue and to utilise alternative sources of funding for the transformation and conservation of museum and to ensure their sustainability.
- The provision of an all-encompassing and transversal museum policy framework.
- The provision of a framework for funding for the heritage sector in Mpumalanga.
- The provision of a framework for the transformation of collections, exhibitions and public programmes.
- The establishment of measures that will ensure efficient and economic services, including requirements for auditing and reporting.
- The encouragement of cooperation and coordination between the provincial Museum Service, museums, other spheres of government and heritage, education and research institutions.
- The provision of a basis for the access to accredited training and opportunities for development for members of governing bodies, employees and volunteers.
- Provision for the acquisition of significant artefacts, objects, specimens or collections.
- The provision of an institutional structure for the preservation of artefacts, objects, specimens or collections that are threatened.
- The creation of a framework for the marketing of museums and the promotion of the province's cultural and heritage tourism.

2. PROBLEM STATEMENT

The roles of museums in their communities have changed over the years and more and more museums are taking on a more active social role in order to offer platforms where socio-political issues can be addressed. This has not detracted from the concerns around the preservation of heritage, which remains a constant. This has led to museums having to develop new practices that can assimilate specialist museum fields and heritage management while still providing a space for community heritage practice. The museums of today have to become more service-oriented.

In South Africa, museums have to align with government imperatives, including:

- National reconciliation, the development of a national identity and social cohesion.
- Improving the quality of basic education
- Equitable distribution of resources
- Improved access to resources and opportunities, including knowledge and jobs
- Redress in terms of inclusiveness, multiple narratives and ownership of programmes

3. CONSTITUTIONAL FRAMEWORK

This policy is aimed at museums situated within the borders of the Mpumalanga Province, other than national museums, in terms of the exclusive provincial legislative mandate conferred by schedule five of the National Constitution, Act 108 of 1996. It furthermore considers the Founding Provisions and the Bill of Rights set out in Chapter Two of the National Constitution, the values and provisions of cooperative government between the spheres of government, and the promotion of intergovernmental relations.

The specific provisions in the Mpumalanga provincial museum legislation pertaining to national museums will only be promulgated after consultation with the national Minister responsible for Arts and Culture.

4. DEFINITIONS

- “**Accession register**” means a permanent written or digital record or database in which all items forming part of a collection of a museum are recorded
- “**Collection**” means a collection of specimens, objects, artefacts or documents acquired by or in the possession of an institution or museum for purposes of conservation, exhibition, display or research

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- **“Department”** means the Department of Culture, Sport and Recreation of the Mpumalanga Provincial Government, which is responsible for heritage affairs and more specifically for museum services
- **“Governing body”** means an authority legally responsible and accountable for setting policy, implementing policy, monitoring progress and evaluating performance in all aspects of operation. May be termed a board of trustees, museum council or management committee
- **“Interpretation point”** refers to signage which fulfils only the exhibition aspect of the museum function
- **“Intangible cultural heritage”** means the practices, representations, expressions, knowledge and skills that communities, groups and, in some cases, individuals, recognise as part of their cultural heritage (Convention for the Safeguarding of the Intangible Cultural Heritage, UNESCO, 2003)
- **“Living heritage”** means the intangible aspects of inherited culture, and may include:
 - cultural tradition
 - oral history
 - performance
 - ritual
 - popular memory
 - skills and techniques
 - indigenous knowledge systems
 - the holistic approach to nature, society and social relationships
- **“Municipality”** carries the meaning as defined in section 155(6) of the Constitution of the Republic of South Africa, 1996
- **“Museum”** means a non-profit-making, permanent institution in the service of society and of its development, which is open to the public and acquires, conserves, researches, communicates and exhibits, for purposes of study, education and enjoyment, material evidence of people and their environment (ICOM code of ethics 2004)
- **“Museum services”** include the coordination of museum activities; setting of museological standards; standardisation of professional practices; provision of training opportunities; undertaking on behalf of museums, heritage centres and interpretation points certain functions or activities, advising or assisting them, as agreed, in respect of these functions, and providing them with centralised specialist skills and facilities

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- “**National Constitution**” means the Constitution of the Republic of South Africa, Act 108 of 1996
- “**National museums**” are museological institutions that are established in terms of legislation for national museums passed by the national Parliament
- “**Preservation**” means the act or process of applying measures necessary to sustain the existing form, integrity and material of the artefact, object or place
- “**Significance**” means the aesthetic, architectural, historical, scientific, social, spiritual, linguistic or technological value or significance of an artefact, object, collection or place
- “**Subscriber organisation**” or “**friends of the museum organisation**” means an organisation that aims to provide financial and other assistance and support to a specific museum, and whose members subscribe annually to the funds of the organisation a minimum amount fixed by the governing body of the organisation.

5. INTERNATIONAL CONVENTIONS

The Republic of South Africa has agreed to a number of international conventions. These are now part of South African law in terms of section 231 of the national Constitution. They are:

- The Convention for the Protection of Cultural Property in the Event of Armed Conflict (1954)
- The UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property (1970)
- The UNIDROIT Convention on Stolen or Illegally Exported Cultural Objects (1995)
- The UNESCO Convention for the Safeguarding of Intangible Cultural Heritage (2003)
- The UNESCO Convention on the Protection and Promotion of the Diversity of Cultural Expressions (2005).

This Policy will, as far as possible within the legislative framework of the Republic of South Africa and the financial capacity of the Department, assist museums to comply with the provisions of the international conventions pertaining to museums and heritage.

6. RESPONSIBILITIES OF THE PROVINCIAL MINISTER RESPONSIBLE FOR HERITAGE AFFAIRS

The provincial Minister responsible for Heritage Affairs in the Mpumalanga Provincial Government will exercise his or her powers as set out in the constitutional frameworks and the provincial legislation pertaining to museums. Provision will be made for the delegation of powers of the provincial Minister to a senior official employed in the Department.

7. THE PURPOSE OF MUSEUMS

Museums have a long history dating back to the third century BC. The traditional role of museums was to collect objects and material of cultural, religious and historical significance, preserve them, research them and present them to the public for the purpose of education. These early institutions were meant for the elite and only encouraged the educated to visit while the general public was excluded.

In the present day, museums have become institutions that are answerable to the communities that they serve and are established for the public good. Museums play a role in the modelling and expression of the cognizance, identities and understanding of communities and individuals in relation to their natural, historical and cultural environments, through collection, documentation, conservation, research and educational programmes that are based on the needs of society. The principal purpose of museums is to protect and preserve our heritage as a whole. Museums should determine their significance and value to society through scientific studies. This will support a worldwide ethic, grounded on good practice, for the conservation, protection and dissemination of cultural and natural heritage. Of equal importance to the scientific work of museums, is the educational duty of museums. Museums are also responsible for promoting themselves to the society that they serve. All of these functions must take place under the auspices of good governance and responsible management of their resources.

The definition of a museum therefore brings to light three important elements:

- Museums are not to be denoted by the buildings which house them, but by the content housed in these buildings, namely the collections relating to natural, historical and cultural phenomena. In some instances though, museums are

fundamentally linked to the building in which it is housed. Some museum buildings in Mpumalanga are declared as provincial heritage sites in terms of the National Heritage Resources Act of 1999 and some are related to the storyline or theme of the museum. In cases like these, separating the museum from that particular building would impact the significance of the museum.

- Museums are institutions of public memory that collect, conserve, research, educate and make accessible the natural, historical and cultural inheritance of a community or locality to the public. It is important to take notice of the fact that although museums are located within a particular setting; their roles go beyond local precincts as they contribute towards a national, provincial and local consciousness, nation building and national identities.
- Through their activities, museums frame and manifest the connection of communities to their natural environment, history and culture.

8. THE VALUE OF MUSEUMS: INSTRUMENTS OF SOCIAL COHESION AND INCLUSION

The role of a museum is to collect, care for and protect artefacts and specimens which have been entrusted to them by society. Museums also make these collections accessible to the society. The society can hold museums accountable to hold collections in trust on its behalf, to render a public service, to inspire people to explore its collections for the purposes of learning, inspiration and enjoyment, to consult and involve the community, to acquire collections in an ethical manner, to protect the long term interest in the collections, to recognise the interest of people who made, used, owned, collected or donated items in the collection, to support the protection of both the natural and human environment beyond their own immediate environment, to research, interpret and share information on their collections and to review their own performance in order to improve its service to the community.

Through their collections museums make a unique and positive contribution to society by:

- Providing learning opportunities
- Supporting the use of collections to expand human knowledge
- Inspiring creativity and inquisitiveness
- Providing a sense of pride and social cohesion
- Supporting local economies through tourism

- Offering opportunities for personal development for both individuals and communities by developing a better understanding of their role in society, pride in their heritage and an appreciation of cultural diversity
- Creating a sense of security at times of change in society
- Entertaining and educating visitors

No museum has sufficient resources to fully take advantage of all these

Opportunities at a single point in time. Successful museums are those that:

- Understand the political, social and economic environment in which they operate
- Provide activities and programmes that focus on the contribution most appropriate to the current environment
- Maintain a long-term perspective that will enable the museum's collections to be relevant in an ever-changing environment

Museums therefore:

- Assist people in understanding the world through the use of objects and ideas to interpret the past and present and to explore the future
- Preserve and research collection, and make objects and information accessible in actual and virtual environments
- Are established in the public interest as permanent, non-profit organisations that contribute long-term value to communities
- Are supported by volunteers (individuals and organisations) and society

9. MUSEUM FUNCTIONS

9.1. Collections standard:

Artefacts in a museum collection are a tangible representation of the community's heritage. In order for these artefacts to retain their informational and historical value they must be properly preserved and documented. Museums will demonstrate their stewardship and facilitate access to collections and the information they hold by maintaining a well-organised, managed and documented collection and meeting the following requirements.

Requirements:

1. A museum has a written collection development policy stating that it will:
 - a. Ensure that the scope of collection is consistent with the museum's statement of purpose

- b. Establish priorities for collection development
 - c. Demonstrate a commitment to ethical behaviour in collection development (e.g. repatriation, human remains)
 - d. Meet municipal, provincial and national legislative requirements that have an impact on collecting activities (e.g. illicit materials)
2. A museum has a written collections management policy stating that it will:
 - a. Ensure appropriate procedures and documentation for the acquisition, use and deaccessioning of artefacts in the collection
 - b. Ensure appropriate procedures and documentation for incoming and outgoing loans
 - c. Ensure appropriate procedures for the management of collections records
 - d. Demonstrate a commitment to conservation standards in the labelling, care and handling of artefacts
 - e. Distinguish between artefacts in a research (or study) collection and artefacts in an education (or hands-on) collection
 - f. Meet municipal, provincial and national legislative requirements that have an impact on collections management and documentation (e.g. firearms, hazardous materials).
3. A museum assigns the duties of a registrar to an appropriately trained staff member and provides adequate time, workspace and funding for collections management activities.
4. A museum uses an effective collection documentation system, which may be paper-based, electronic, or a combination. The system will include a standardized numbering system, an accession register, a master catalogue file, and signed donor and loan forms.
5. A museum keeps a periodically updated paper or electronic copy of the collection records off-site in a secure location.
6. The museum's collection records are current.

9.2. Exhibition standard

A museum's exhibits provide an important link between the community and its heritage. In the planning and presentation of exhibitions, a museum will strive for accuracy of information, relevance to the community, effective communication, opportunities for learning, and the safe display of artefacts. The following requirements must be met when establishing an exhibition.

Requirements:

1. A museum has a written exhibition policy stating that it will:
 - a. Ensure that the themes and number of exhibits are consistent with the museum's statement of purpose and the needs and interests of the communities it serves
 - b. Demonstrate a commitment to accuracy and objectivity in exhibit presentation
 - c. Demonstrate a commitment to ethical behaviour in exhibit presentation
 - d. Meet conservation standards in exhibit design, materials and use of artefacts
 - e. Meet municipal, provincial and national legislative requirements that have an impact on exhibit presentation (e.g. safety codes, copyright, and disability legislation).
2. All exhibits are consistent with the museum's exhibition policy.
3. A museum has an exhibition schedule comprising a mix of permanent and temporary exhibits.
4. A museum ensures the relevance, accuracy and effective communication of each exhibit by:
 - a. Establishing clearly defined objectives and evaluating exhibits against their objectives
 - b. Using appropriate expertise, including staff, volunteers, community groups, or consultants
 - c. Carrying out sufficient research.
5. A museum ensures that all staff (including volunteers) involved in the planning, preparation and installation of exhibits have the necessary skills and training.
6. A museum ensures that exhibits are safe for visitors and staff by:
 - a. Placing hazardous materials in display cases
 - b. Adequately supporting, securing or providing barriers against heavy objects or moving parts that could cause injury
 - c. Training staff in the safe operation of exhibits (e.g. machinery)
 - d. Meeting legislated requirements in the handling and display of firearms.
7. A museum endeavours to ensure that exhibits are accessible and capable of being used and enjoyed by visitors of all ages and abilities.
8. A museum ensures that exhibits effectively promote learning and enjoyment through:
 - a. Providing a variety of interpretation methods to meet a range of visitor needs
 - b. Regularly replacing artefacts in permanent exhibits with other examples from storage, to refresh the exhibits for the community's enjoyment as well as for conservation purposes.

9. A portion of a museum's budget is allocated annually for exhibit development, design, construction, maintenance and evaluation expenses.
10. A museum ensures that exhibit preparation activities that are harmful to artefacts are carried out in a workshop that is isolated from collection areas (i.e. display and storage). Such activities would include those that produce dust, excessive heat or vibrations, and those that involve the use of aerosols and solvents (e.g. paints and varnishes).

9.3. Interpretation and education standard:

Interpretation and education programs provide an opportunity for the community to interact more closely with a museum's collections and information. They also complement other sources of learning in the community, both formal and informal. Through its education programs, a museum reaches audiences of all ages, interests and abilities, and serves as a resource for its communities. The following are requirements for achieving interpretation and education standards.

Requirements:

1. A museum has a written interpretation and education policy stating that it will:
 - a. Ensure that the themes, content and formats of interpretation and education programs are consistent with the museum's statement of purpose and meet the needs and interests of the communities it serves
 - b. Establish priorities for the development of interpretation and education programs
 - c. Ensure that responsibility for interpretation and education programming is delegated to appropriately trained staff
 - d. Demonstrate a commitment to accuracy and objectivity in interpretation and education programs
 - e. Demonstrate a commitment to ethical behaviour in interpretation and education programs
 - f. Demonstrate a commitment to meet conservation standards in use of artefacts
 - g. Meet municipal, provincial and national legislative requirements that have an impact on interpretation and education programs (e.g. copyright, disability legislation).
2. A museum has an interpretation and education program comprising a mix of school programs, public programs, and special events:

- a. All interpretation and education programs are consistent with the museum's statement of purpose and meet the needs and interests of the communities it serves
 - b. All interpretation and education programs promote learning and enjoyment.
3. A museum ensures the relevance, accuracy and effective communication of its interpretation and education programs by:
 - a. Establishing clearly defined and measurable learning objectives and outcomes, and undertaking a process of program evaluation
 - b. Using appropriate expertise, including staff, volunteers, community groups, or consultants
 - c. Carrying out research.
4. A museum ensures that all staff involved in the development and delivery of interpretation and education programs have the appropriate skills and training.
5. A museum provides sufficient space and a safe and secure environment for interpretation and education programs.
6. A portion of the museum's budget is allocated annually for interpretation and education program expenses.

9.4. Research standard:

Research is an ongoing activity in a museum. Through well-researched exhibits, interpretation, publications and educational programming the museum continually adds to the knowledge, self-discovery and enjoyment of the community. In addition to accommodating staff researchers, the museum has a responsibility to assist outside researchers. The following requirements should be met in order to achieve research standards.

Requirements:

1. A museum has a written research policy stating that it will:
 - a. Demonstrate a commitment to the pursuit of research by staff and outside researchers
 - b. Ensure that the scope of research is consistent with the museum's statement of purpose
 - c. Establish priorities for research activities
 - d. Demonstrate a commitment to accuracy and objectivity in the results of research
 - e. Demonstrate a commitment to ethical behaviour in research (e.g. confidentiality of records, ownership of information)



- f. Meet municipal, provincial and national legislative requirements that have an impact on research activities and products (e.g. copyright legislation).
2. A museum has a research program that is consistent with its statement of purpose, and reflects the needs of its communities, site, collections and public programs.
3. Time is scheduled for staff to carry out the museum's research program.
4. A portion of the museum's budget is allocated annually for research expenses such as reference material, photocopying and staff travel.
5. The museum provides a clean, well-lit, separate space for staff and external researchers to carry out research.
6. The museum ensures that researchers who have access to the collection have training in handling artefacts.

9.5. Conservation standard:

The museum has a responsibility to protect and preserve the collection entrusted to its care, so that future generations will have the opportunity to enjoy and learn from it. The museum will demonstrate its stewardship of the collection by following procedures that ensure the long-term preservation of the collection. The following requirements should be met for conservation.

Requirements:

1. A museum has a written conservation policy that sets out how it will:
 - a. Demonstrate its understanding of the distinction between preventive care and conservation treatment
 - b. Demonstrate its commitment to the preventive conservation of the collection
 - c. Establish priorities for making decisions regarding conservation treatment
 - d. Ensure that responsibility for collections care is delegated to appropriately trained staff
 - e. Demonstrate a commitment to consult with and be guided by the advice of qualified experts in conservation
 - f. Demonstrate a commitment to ethical behaviour in the care of collections
 - g. Meet municipal, provincial and national legislative requirements that have an impact on the conservation of collections.
2. A museum demonstrates a commitment to protecting the collection through proper care and handling by:
 - a. Implementing a program of staff instruction in the safe handling of artefacts

- b. Ensuring that artefacts are durable enough to withstand their proposed use (for example, displays, interpretation, loans, hands-on activities)
 - c. Implementing safe packing, unpacking, and transportation procedures.
 3. A museum provides one or more separate spaces for the storage of the collection. These areas will be:
 - a. Used for collection storage only
 - b. Large enough to store existing artefacts without crowding and to accommodate projected future acquisitions
 - c. Organized by type of object or material (for example, textiles, metals, wood)
 - d. Kept clean through the implementation of a regular housekeeping schedule performed by staff or volunteers with the necessary training
 - e. Kept dark except when staff are present
 - f. Restricted to access only by curator or designate(s)
 - g. Equipped with suitable and safe shelves, cabinets and artefact supports.
 - h. Equipped with suitable climate control equipment.
 4. A museum maintains the safety and preservation of artefacts on exhibit by:
 - a. Ensuring that cases and floor spaces are large enough to hold artefacts without crowding or distortion
 - b. Ensuring that artefacts on display are adequately supported with safe materials
 - c. Using display materials (such as case materials, backgrounds, adhesives, labels) that are not harmful to artefacts
 - d. Ensuring that exhibits are kept clean and maintained by staff trained in the handling of artefacts
 - e. Ensuring that light-sensitive artefacts are displayed only for short periods of time
 - f. Implementing a program of regular inspections of artefacts on exhibit to check for losses and damage.
 5. A museum ensures the security of the collection by the following measures:
 - a. Protecting artefacts from water damage
 - b. Protecting artefacts from theft and vandalism, including restricting access to artefacts
 - c. The establishment of written standard procedures to deal with emergencies and disasters, and training of all staff in these procedures.
 6. A museum provides an appropriate environment for artefacts in all storage and exhibit areas by:
 - a. Reducing visible light levels to accepted standards



- b. Removing all ultraviolet radiation
 - c. Maintaining relative humidity and temperature levels within an appropriate range for museum artefacts
 - d. Reducing dust and pollution through a combination of physical plant (e.g. use of vestibule, appropriate air filtration) and preventive procedures (e.g. use of door mats, no smoking rules)
 - e. Implementing a regular cleaning and maintenance schedule performed by staff or volunteers with the necessary training
 - f. Implementing preventive pest management procedures, including regular inspections for pests in the museum and inspection of all incoming collection and non-collection material
 - g. Implementing a program of regular checking and recording of environmental conditions, with follow up procedures to correct deficiencies.
7. A museum ensures that conservation treatment procedures will not damage artefacts and are carried out in accordance with professional standards of practice by:
- a. Ensuring that individuals treating artefacts have an appropriate level of training in conservation
 - b. Ensuring that all conservation treatments are properly documented and the documentation is retained on file
 - c. Ensuring that conservation treatment carried out in the museum takes place in a separate space that is appropriately equipped and ventilated according to health and safety standards.

11. CORPORATE GOVERNANCE OF MUSEUMS

All affiliated museums will be governed in accordance with the principles of good governance, including:

- accountability
- representation
- consultation
- self-determination within the broad guidelines of affiliated museums
- accessibility for visitors and researchers to collections and information
- cooperation
- multiculturalism
- multilingualism

- ethical conduct.

Some institutions present themselves as museums, but are not adhering to internationally accepted minimum principles and standards and may be misleading the public as to their purpose and functions. This necessitates that provision is made for the affiliation of museums to the Mpumalanga Museum Service in order to ensure that museums meet the minimum required standards to safeguard heritage and to ensure that they enjoy a reputable status in their communities.

The status of affiliation of a museum will determine the representation on the museum's governing body. The Mpumalanga provincial museum legislation will provide for the authority to appoint members of governing bodies. Where a subscriber organisation exists or where one is established with the purpose of providing financial and other support to an affiliated museum, such organisation will have representation on the governing body of the museum.

12. ESTABLISHMENT OF A PROVINCIAL MUSEUM ADVISORY COMMITTEE

The provincial Minister responsible for Heritage Affairs may establish a Mpumalanga Provincial Museum Advisory Committee with the purpose of advising the Minister on matters concerning museums. The Committee will consist of representatives of stakeholders and will be required to meet at least once a year. The Committee will serve only in an advisory capacity.

13. MPUMALANGA MUSEUM SERVICE

The Department and the Mpumalanga Provincial Government will establish and provide continued support to the provincial Museum Service. Such support must be resourced by the Department from funds voted by the Provincial Legislature (staffing, infrastructure, equipment and other resources).

The objectives of the Museum Service include, but are not limited to the provision and coordination of museum service activities of affiliated museums, the setting of museological standards and the standardisation of professional practices and the provision of training opportunities. The Museum Service will undertake certain functions or activities for affiliated museums, heritage centres and interpretation points or advise and assist them with these functions and activities including centralised specialist skills and facilities, per agreement.

These agreements must be signed by the provincial Ministers of the Head of the Department.

The Museum Service will have the authority to enter into partnerships or agency agreements with national museums or a future National Museum Service that would be symbiotic in order to provide joint services to national museums and affiliated museums placed in Mpumalanga. Such agreements must be in writing and must set out the terms and conditions of the partnership or agreement and the accountabilities of each of the parties.

The Museum Service may furthermore enter in to partnerships with the private sector, educational institutions, governmental departments, organs of state, research institutions and affiliated museums located in Mpumalanga. These partnerships must be put in writing and must set out the terms and conditions of the partnership and the accountabilities of each of the parties as well as have the endorsement of the parties' principals.

The Museum Service may also enter into cooperative agreements with museum services or museums outside the borders of South Africa after consultation with the applicable provincial and national authorities responsible for international cooperation in the arena of culture. Such agreements must take place within the intergovernmental relations framework and agreements between the regional or national governments concerned, or their agents. The agreements must be in writing, setting out the terms and conditions of the partnership and the responsibilities of each of the parties and must be endorsed by the principals of the parties involved.

14. MPUMALANGA MUSEUM FRAMEWORK AND AFFILIATION OF MUSEUMS

Establishments located within the borders of the Mpumalanga Province that are striving to preserve and promote cultural and natural heritage through the management, collecting, researching, conserving and interpretation of artefacts, objects, specimens and/or collections for the public, will be required to affiliate themselves to the Mpumalanga Museum Service. If such establishments opt not to affiliate with the Museum Service, they will not be permitted to promote themselves as museums. This measure is intended to offer the assurance of good practice to both visitors and donors.

With the provision of a new framework of categories of museums that could be affiliated to the Museum Service, the Department is of the view that affiliation will ensure constitutional and legal compliance and thus facilitate a successful interrelationship between spheres of government, the heritage sector, the private sector and educational institutions. A



timeframe for the affiliation of institutions to the Museum Service will be provided by the Mpumalanga Museum legislation.

Affiliated museums will have socially inclusive approved themes to guide acquisitions, exhibitions and research policies.

Governing bodies should adopt a code of ethics that provides guiding principles aimed at respecting legislation, standards and guidelines and determines professional behaviour. The acceptance of gifts, donations and sponsorships should only be considered in accordance with a policy determined by the themes, financial management legislation, ethical behaviour, good governance considerations and the accepted functions of museums. The gifts, donations and sponsorships that are accepted should be used for its intended purposes.

Long term loans of artefacts, specimens and collections should only be accepted in exceptional circumstances and where the risk is minimised as such loans could incur unwanted expenditure regarding storage, conservation, security and insurance. This does not refer to short-term loans for the purposes of specific temporary exhibitions or research.

13.1 The Mpumalanga Provincial Government Museum

Among the assets of the Mpumalanga Provincial Legislature and provincial government and organs of state are immovable property, artefacts, objects, specimens and collections that reflect the history of Provincial Government of Mpumalanga. It is advocated that these assets should form part of the collection of the projected Mpumalanga Provincial Museum.

13.2 Regional museums

Regional museums should be established in specific regions in Mpumalanga, specifically in the district municipalities of the province. Where geographical and other considerations allow, more than one regional museum could be established in a district municipality.

Regional museums should embody the heritage of the particular region it is situated in. Where a cluster of museums or collections occur in a region, a regional museum could be established by consolidating the museums or collections. The existing museums should not be closed when incorporated into a regional museum, but should serve as satellite museums, if agreed upon by all parties involved. The provincial museum legislation will



provide for the migration of these museums to form part of a regional museum. The locality of regional museums will be determined by the provincial Minister.

Where suitable, and with the endorsement of the national Minister responsible for Arts and Culture and, where applicable, the Minister of Public Works, and the board of trustees of national artefacts or collections currently forming part of the national museums, collections or immovable property owned by the national government could be transferred to establish regional museums.

The Department will capacitate regional museums to ensure effective, efficient and economic services for museum governance, financial management, collection management, exhibition, public programmes, education programmes and marketing services.

The governing body of a regional museum should be representative of the regional population and its stakeholders. Members appointed to the board of the governing body should have the required qualifications and expertise to provide strategic direction and guidance to the Department and the management of the museum.

Regional museums should collaborate with the Museum Service and other institutions in order to meet their objectives and reflect the heritage of the region and its inhabitants it represents.

The Department will employ the staff of regional museums in terms of the Public Service Act, 1994, as amended. The staff of a regional museum will report to a museum manager who will be accountable to the governing body of the museum.

Regional museums will be governed in terms of the applicable museum legislation and the Public Finance Management Act, Act 1 of 1999, and be subject to auditing by the Auditor-General. The establishment of regional museums will also ensure that effective, efficient and economic museum services are provided by the Department to the people of Mpumalanga.

13.3 Community museums

Community museums serve as repositories of the collective memory of communities, preserving and presenting their material culture. Standards and guidelines for the activities of community museums should include the following:

- A community museum serves a community through the preservation and presentation of collections and forms part of the cultural life of that community. A community museum has a solid base of support in that specific community.
- Affiliated community museums will play an important role in the commitment of the Mpumalanga Provincial Government to the preservation and presentation of the material culture of the Mpumalanga Province.
- The Department will provide professional and technical assistance to community museums but will not be obliged to assist with the day-to-day running costs of the museum. The assistance rendered by the Department must be augmented by a solid base of support from the local community to the museum.
- The assistance rendered by the Department will be focused on the improvement of community museums and to ensure that they strive to achieve the required standards.
- A community museum should serve the community and be supported by the community. It should have a clear statement of purpose defining the justification for its existence, a written collection policy, adequate physical accommodation, an appropriate governing body, a collection of artefacts, trained staff and a programme plan to serve the community and ensure support from the community. The governing body of the museum must develop financial support for the museum at a local level.

The support rendered by the Department to community museums may include the following key elements:

- Project funding from the Department to community museums which fulfil their role of collecting the material culture of the Mpumalanga Province and preserve, restore, exhibit and interpret their collections to their communities, by means of an annual operating grant based on a percentage of the actual audited expenditure of the previous year.
- The Department will not make subsidies available for the development and maintenance of community museums in Mpumalanga. The Department will, however, endorse applications by affiliated community museums to other funding agencies for financial support in order to to upgrade existing museum facilities, plan studies for the upgrading of museum facilities or plan new facilities. It may also facilitate capital and interest redemption on loans for the restoration and maintenance of structures of historical and/or architectural significance as museums.

- Departmental assistance to community museums will be by way of professional, technical and managerial advisory services. This support will be based on the principle of equal access and shared services.
- The Department recognises that regional museums and the Museum Service should serve as role models and provide leadership and support to other heritage institutions in Mpumalanga. The Department encourages the liaison and cooperation with other museums and heritage, educational and research institutions at regional, national and international level.

It will be the exclusive responsibility of the community museum's management structure to staff the museum. Departmental policies and programmes regarding community museums will be formed by an ongoing dialogue between the Department and the community museums.

13.4 Municipal museums

The Financial and Fiscal Commission in its 2012/13 Submission for the Division of Revenue Report, indicates that "museums other than national museums" is a Schedule 5A functional area in terms of the national Constitution that falls within the exclusive legislative competence of a province.

Provinces in South Africa have been administrating and supporting museums with powers given to them by the constitution. Though museums are not listed as a functional area of local government in the national constitution, municipalities have been administrating museums, a practice that predates the Constitution, as part of their tourism function. As museums were a local government issue until the national Constitution came into operation in 1996, some museums are still being administrated and/or funded by municipalities. The Financial and Fiscal Commission stated that as museums are not a basic service, no onus is levied on municipalities to establish or support them. If the Mpumalanga Province were to assign the legislative function to municipalities, it would merely be extending a discretionary competence. Municipalities cannot be obligated to establish, run or support a museum. Should a municipality decide to establish, run or support a museum, the Department could set minimum standards for the management of museum collections, visitor services and facilities. As the functional are of museums is a discretionary power, any costs incurred would be for the account of the municipality concerned.

In view of the above, provisions in the new Mpumalanga provincial museum legislation would empower and enable those municipalities in Mpumalanga that own collections, objects, artefacts and/or specimens, or manage and support museums, to fulfil their obligation towards donors who have bequeathed these items to those municipalities or their predecessors in title, or where collections were purchased by municipalities and/or their predecessors, to manage those museums within the framework of the Municipal Financial Management Act, 2003.

13.5 Private, corporate or institutional museums

A great number of the museums in Mpumalanga are institutional or privately owned. Private, corporate or institutional museums and collections do not rely on public sector funding.

By affiliating to the Museum Service, these museums will gain access to professional and technical services and support. The Museum Service, in turn, will be able to monitor and evaluate these museums to ensure that they comply with the relevant minimum standards.

13.6 Heritage centres

The Department envisages the recognition and affiliation of heritage centres to the Museum Service in order to give previously marginalised communities and communities who cannot afford to establish or maintain a museum, the opportunity to showcase their heritage and history. These Heritage centres perform limited museological functions and would not necessarily be owners of objects, artefacts or collections and thus would not be necessitated to care for these as with museums where the collection forms the core. Heritage centres will have access to the Mpumalanga Museum Service to empower them to play a key role in heritage awareness, education and tourism. Heritage centres established and managed by municipalities will be subject to the same provisions as municipal museums.

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13.7 Interpretation points to promote cultural and heritage tourism

Cultural and heritage tourism include travelling to see and experience both the natural and cultural heritage of an area. Heritage tourists will normally visit places with historical interest, private and/or public historic buildings, museums, heritage centres and sites with or without guided tours.



The Mpumalanga Museum Service, together with stakeholders, will play a role in the interpretation of sites and places in an effort to coordinate signage and/or exhibitions at heritage sites and to enrich the experience of visitors. The cooperation of both the South African Heritage Resources Agency and the Mpumalanga Heritage Resources Agency as well as the owners of these sites will be essential in making this undertaking a success.

14. FUNDING

The Department will, in its annual estimates of income and expenditure provide for the expenditure associated with the museum Service and regional museum, from funds voted by the Mpumalanga Provincial Legislature.

Project funding will also be made available by the Department to affiliated museums and heritage centres for specific programmes or projects within the funds available for this purpose.

Affiliated museums should be encouraged to develop income streams that will ensure sustainability and fair access. This would include a progressive access policy that provides for reasonable entrance fees and entrance concessions for specific categories of museum visitors, e.g. school groups attending educational programmes.

15. STAFFING OF MUSEUMS

A new staff establishment will be developed for both the Museum Service and the museums that the Department will be responsible for staffing.

All applicable labour legislation should be observed by governing bodies employing staff

16. REPORTING

All affiliated museums will be required to submit annual reports with financial statements to the provincial Minister responsible for Cultural Affairs through the Department. The financial statements must be verified independently by an appropriate qualified person.

Regional museums will be audited by the Auditor-General in terms of the provisions of the Public Audit Act, Act 25 of 2004.

17. OFFENCES AND PENALTIES

Provision should be made for offences and penalties for transgressions in the Mpumalanga provincial museum legislation. These should include offences and penalties where a person has been found guilty of theft from a museum, an attempted burglary of a museum and the sale or attempted sale of museum artefacts, objects or specimens. Penalties for these offences should be more severe than common-law provisions in order to deter thefts from museums.

Provision should be made for the forfeiture of equipment used in an attempt at stealing or in the actual theft of museum artefacts, objects or specimens. The Department would also pursue the possibility of an appropriate period of imprisonment and/or community service imposed by the court. The legislation will also provide for a magistrate to order the return of stolen property to the institution concerned.

18. PROCEDURES FOR NON-COMPLIANCE, ARBITRATION AND DISPUTE RESOLUTION

Procedures to address non-compliance with the provisions of the legislation, policies and strategies by affiliated museum will be developed by the Department as well as processes relating to any arbitration or dispute resolution that may occur between the Department and any relevant party.

19. SUBSCRIBER ORGANISATIONS OR FRIENDS OF MUSEUMS AND VOLUNTEERS

The establishment of subscriber organisation by communities and volunteers should be encouraged in order to provide support to the museum in its aims and objectives. Such organisations must be represented on the governing bodies of the relevant museums in accordance with the support they provide.

20. RESCINDMENT OF AFFILIATION OF MUSEUMS

The provincial Minister may rescind the affiliation of a museum in consultation with or on the application of a governing body of an affiliated museum by proclamation and with effect from a date specified in such a proclamation in the *Provincial Gazette*.

Provision must be made for the disposal of all assets, rights, liabilities and obligations of the governing body whose affiliation will be rescinded, in such a manner as the provincial Minister may, in consultation with the governing body or owner/s of the collection, deem fit. The provincial museum legislation must provide for the museum collection to be absorbed into a collection/s of other affiliated museums in Mpumalanga or placed in the care of the Museum Service.

Collections placed in the care of the Museum Service will be handled according to a policy approved by the provincial Minister.

21. TRANSITIONAL ARRANGEMENTS

Provision will be made in the museum legislation to accommodate the transition and migration of existing museums into the new museum framework planned for Mpumalanga. The basis for these transitional arrangements will be formed by the ownership of immovable and movable property and any existing legal agreements on the loan of collections or other resources. Provision will also be made for the Museum Service and the relevant museum to consolidate information relating to the management of the museum and its assets.

Staff employed by the Department at existing province-aided and provincial museums, depending on the agreement reached between the governing bodies of each museum, will continue to be employed in terms of the Public Service Act, 1994, as amended. Should it be necessary for staff to be deployed at a different location, such arrangements will be negotiated within the provisions of policies related to the deployment of officials of the Public Service.

22. Policy Amendment

No amendment (s) may be made to any section of this policy without such amendment (s) duly approved and signed by the delegated official as per the Department's Delegation of Authority



MR GS NTOMBELA
HEAD: CULTURE, SPORT AND RECREATION
DATE: 07/04/2019