

**COLLECTION POLICY OF THE  
TRAMWAY HISTORICAL SOCIETY  
INCORPORATED**

**20 May 2007**

*As recommended by the Management Committee on 15 May 2007, for ratification  
at a General Meeting of the Society*

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### **Our Mission Statement:**

**“Preserving and demonstrating our Urban Public Transport heritage, for present and future generations to study, experience and enjoy.”**

## **1. Introduction**

- 1.1 The Collection Policy of the Tramway Historical Society Inc is a public document that guides the management and development of its collection. It outlines what, why, where, how and when the Society collects, and how and why items may be deaccessioned and disposed of.
- 1.2 The collection is a source of knowledge, ideas, stories memories and items. It is developed and managed as a community resource to inspire, educate and inform the community and visitors, and to contribute to the conservation of the history of urban public transport and its related heritage vehicles, structures and objects as outlined the Society’s constitution.
- 1.3 The Society provides community access to the collection, through operation of the Ferrymead Tramway and through its vehicles operating on the Christchurch City Tramway, the operation of buses, access to viewing inside the tram barns at Ferrymead, access to collection information, response to public enquiries and other means.
- 1.4 The document was prepared by Graeme Richardson and Dave Hinman, with assistance from John Shanks. It was based on both a template written by Kylie Winkworth with Museums & Galleries NSW, 2005 and the Ballarat Tramway Museum Collection Policy (2005). It also takes account of the Society’s draft Strategic and Business Plans.

## **2. A Brief History of the Tramway Historical Society (to 2007)**

- 2.1 In 1960, six years after the trams had ceased running in Christchurch, and with four years to go before the last trams in NZ ran in Wellington, the Tramway Preservation Association was formed in Wellington, with a branch established in Christchurch in February 1961. Four years later the Christchurch group was incorporated as the Tramway Historical Society.
- 2.2 The prime purpose of that original group of tram enthusiasts was to ensure the preservation of the last two tram vehicles held intact by the Christchurch Transport Board (former Tramway Board) - the historic 1881 Kitson Steam Tram, and 1887 Stephenson Horse tram – both complete but somewhat derelict and stored outside in a central city yard. The possibility at that time of having an electric tram was but a distant dream, and having trams running again in centre of the city was beyond the realms of imagination!

- 2.3 Forty-seven years on the Society has an operating electric and steam tramway and trolley bus line at Ferrymead Heritage Park, it has six trams operating back in the city, a representative fleet of trams (not all yet restored) from Christchurch, Invercargill and Dunedin (including Dunedin Cable cars), plus a leased ex Brisbane tram.
- 2.4 It also has a representative motor bus collection with ex CTB vehicles dating from the 1930s through to modern times, together with trolley buses from ChCh, Dunedin, Wellington, New Plymouth and Auckland (all the NZ cities which operated such vehicles), with pride of the fleet being ChCh No. 210, an English Electric Trolley Bus of 1931, one of the oldest operating trolley buses in the world. In addition it has an extensive archival collection, and has contributed to tramway/ transport literature in its collaborative publication (with the CTB) of the “On the Move” series of booklets, together with advice and contributions to other tramway authors and publications.
- 2.5 Much of the Society’s work over the years has been undertaken by volunteer labour, often with money and materials obtained from well-wishers and by sponsorship. For example, most of the Society tram fleet was donated (as old worn out tram bodies) by their owners, together with much of the track on which the trams now run. While many museum groups were able to obtain trams in complete condition when their local services ceased, THS had the additional challenge of having to rebuild most of its fleet from derelict bodies only and having to scour the world for parts and equipment to get them back into working order.
- 2.6 While income from leasing trams to the City tramway has enabled the Society to employ professional tram restorers, much of its work, including its management, remains voluntary. With the tramway system having closed in Christchurch more than 50 years ago, many of the Society’s currently active members are too young to remember the tramway era, and it is gratifying that new generations of supporters have come along so assist and ultimately take over from those pioneer members who had a dream and strove to make that dream a reality!
- 2.7 These are some of the milestones of the past 47 years.
- 1961 Formation of Tramway Preservation Association in Christchurch
  - 1962 Steam and Horse trams returned to old tramway workshops for restoration
  - 1963 Ferrymead site purchased by Heathcote County Council
  - 1964 (June) Tramway Historical Society formally incorporated.
  - 1964 (September) THS ran horse tram 43 on last section of remaining tram line, at Papanui.
  - 1965 Pilot Museum of Science & Industry established at Sockburn – THS a founder member.
  - 2 further trams (double decker 91 and “duckhouse” 115) obtained and restoration commenced at old CTB workshops. Trolley bus 210 obtained and restoration commenced.
  - THS joins Ferrymead Steering Committee – forerunner of Ferrymead Trust
  - 1966 - Donation of ¾ mile of rail track from old Blackball Branch negotiated with NZR, lifted voluntarily by members and railed to ChCh with donations from transport operators
  - 1967 – electric tram bodies Brill 178 and ChCh 1 obtained - in open storage at Ferrymead. Tram equipment donated from Melbourne

- Tram barn designed by George Lucking and built using funds from Queen Carnival which had been held earlier in the year.
- New Plymouth Trolley bus system closed. THS members helped dismantle the system and obtained overhead wire and fittings for Ferrymead tramway.
- Track laying at Ferrymead commenced
- 1968. Steam tram operation commenced at Ferrymead on 6 January
- Work began on restoration of first electric tram - Brill 178.
- Collection of tram bodies for future restoration began following South Island wide “tram hunting”
- 1970 - tram line to reserve completed and line towards future Ferrymead township area under way
- First power supply installed – an overhauled 1929 Hewittic mercury arc rectifier donated by the Timaru Harbour Board.
- Electric tramway opening May 9 - following completion of 178 and erection of overhead lines - poles donated and planted by MED, lines erected by volunteer members
- 1972 - Electric locomotives EO 3 from Otira and EC 7 from Lyttelton obtained by THS - both subsequently handed over to Ferrymead Railway
- 1973 - former CTB workshops traverser installed outside tram barn
- Double decker cage trailer 74 restored and operating
- Former tram shelters from Cathedral Square acquired when Square remodelled – one erected in triangle, with tram platforms at Bridle Path Rd site.
- 1974 – restoration of Dunedin combo tram 22 completed
- Tram track completed to paddock loop
- Society obtained former London Double Decker bus brought to NZ by English supporters to Commonwealth Games
- 1976 - 3 tram bodies and a bus body lost in fire (open storage – arson)
- Tram track completed to Truscotts Rd
- 1976-84 Govt employment schemes assist to extend track through Ferrymead township
- 1978 - Construction of no 2 tram barn completed
- 1978 – Sprinkler system installed in tram barns
- 1981 - Completion of restoration of Boon tram 152
- 1984 - Restoration of ex Roslyn Cable car 95 completed , for display in Hall of Wheels
- Tram track in Ferrymead Township completed
- 1985 - Ex Brisbane drop-centre tram 236 leased from Wellington and restored for operation
- 1987 - Dunedin No. 11 restoration completed
- 1987-92 - THS represented on CCC Tourist Transport Subcommittee
- 1989 CTB, prior to amalgamation with ChCh City Council, donated various vehicles which had been held by the Society on “permanent loan” - inc. Steam tram 7, horsecar 43 and buses 290 and 452
- 1990 - THS submission helped persuade CCC to construct Worcester Boulevard Tramway.
- 1993-4 - THS agreed to lease trams to City Tramway, and upgrading programme undertaken. Fulltime staff employed - subsidiary Heritage Tramways Trust established.
- 1995 - City Tramway Opened 4 Feb, using 5 trams provided by THS
- Restoration of ChCh no. 1 began

- 1998 - Decision to plan and build replica steam power house - collection of parts and equipment began.
- 1999 – Ferrymead trolley bus line completed
- Trolley buses 210 and New Plymouth 3 operated at Wellington TB Festival
- 2000 - ChCh No. 1 restoration completed.
- Rebuilding of Double Decker bus RT 3132
- 2001 Work under way on Double decker electric 26.
- 2003 - Kitty in the City - steam tram 7 and trailer 74, plus trolley bus 210 and some of heritage bus fleet in tram and bus parade. 7 & 74 did three demonstration circuits in town as part of celebration of 100 years of CTB.
- 2004 - work commenced on restoration of old Ferrymead Bridge. New Bridge on tram line constructed by Council as part of retention basin project
- Trolley bus 210 again operated in Wellington
- 2006 – negotiation with Tamaki Heritage Experience for provision of nightly tram service - scheduled to commence by year's end
- November – submissions to CCC on possible extension of City Tramway through City mall.
- 2007 – April – Tamaki Heritage Experience opened. Nightly tram service included

### 3. The Collection

3.1 This section summarises the scope of the Society's collection. A detailed schedule of the items held by the Society is attached as Appendix C.

3.2 The Society's Collection currently includes:

#### 3.2.1 Vehicles

16 electric trams*	(6 restored, 1 under restoration)
7 trailers *	(3 restored)
2 horse trams	(restored)
4 cable cars/trailers*	(1 restored, 1 under restoration)
1 steam tram	(restored)
9 trolley buses*	(4 restored/operable)
13 Petrol/diesel buses*	(7 restored/operable)
1 battery electric bus	(chassis only)
2 petrol tower wagons	(restored/operable)
1 ex CTB tractor (1923)	(unrestored)
1 ex CTB tip truck (1937)	(unrestored)
1 home-built rail tower and works wagon	(operating)

\* Many of these are only partially complete, sometimes body only, and varying from good/average to poor condition

### **3.2.2 Parts & Equipment**

Parts obtained from old tram and bus bodies for use in future restoration projects.

Equipment obtained from other tramway operators (worldwide) the same or similar to that used on our vehicles, for use in future restoration projects.

Spare parts obtained from a variety of sources to replace damaged or worn parts in the future.

### **3.2.3 Infrastructure**

1.5kms of tram line, some of which includes genuine tramway era items -eg traction poles, rail and pointwork retrieved from the streets of Christchurch. Elsewhere ex NZR rail track and sleepers used.

Overhead wires and fittings include parts from New Plymouth, Dunedin and Auckland Trolley bus systems, and Brisbane tramway system (this latter very similar to original ChCh fittings, most of which did not survive closure and scrapping).

0.7kms of trolley bus line, using wire and fittings from the Dunedin and Auckland trolley bus systems

Electrical supply equipment, including mercury arc rectifiers, related equipment and parts ex ChCh (tram), Dunedin and Auckland (trolley bus) and Timaru (Harbour Board) , ex CTB turbo-alternator (1912), rotary converter (Melbourne)

Spare overhead parts for future replacements and extensions of the tram and trolley bus systems

Former CTB workshops traverser (transfer table)

A former tram shelter/inspectors' office from Cathedral Square including an original 2 sided clock and passenger seat

Inspectors huts from the Riccarton and New Brighton ? raceways.

Superstructure and some surviving mechanism of the old (1907) Heathcote lift span bridge

Equipment (still being acquired) for a replica 1905 coal fired power house

Two tram barns with a well equipped workshop and a trolley bus barn.

### 3.2.4 Smaller items/objects

Tramway uniforms, conductors bags, tickets, timetables, rule books, signage, commemorative items, models, stamps etc

### 3.2.5 Archives

A large photographic archive and an extensive collection of ex CTB and other records, plans and tramway books and other publications.

Records and archives of the Society itself including a photographic record of its activities and achievements

## 4. Purpose and Significance of the Collection

4.1 The purpose and significance of the collection and is directly related to the objects of the Society as set out in its Constitution:

- *“To preserve tramcars and relics, archives, records and other items relating to tramway systems and to foster the preservation of South Island urban tramway infrastructure.*
- *To preserve omnibuses (including trolley omnibuses) and relics, archives, records, infrastructure and other items relating to urban omnibus systems.*
- *To maintain, further develop and operate an urban public transport museum, including an operating tramway, and trolley bus line, in Ferrymead Heritage Park, and on adjacent or nearby land in the Heathcote Valley, Christchurch.*
- *To foster an intelligent interest in tramways and other urban public transport including cooperation and/or affiliation with organisations having similar aims or interests, and to advocate for urban transport and transport heritage.*
- *To publish and distribute such promotional, historical or publicity material through print, photographic or electronic media compatible with the above objects as the Management Committee may from time to time approve either on its own or in cooperation with other organisations having similar aims or interests.*
- *To set up such other groups, bodies, societies or trusts as may be required to further the objects of the Society.”*

- 4.2 Urban public transport, commencing with the steam and horse trams of the 1880s helped shape our cities as we know them today, and the vehicles and other relics of the past can help to tell and illustrate our social and economic history. Urban passenger tramways were developed in a number of North Island cities and in Nelson, Christchurch, Dunedin and Invercargill in the South Island. Trolley buses, which generally superseded the trams, were limited to Auckland, New Plymouth, Wellington, Christchurch and Dunedin.
- 4.3 Given that there are also well established tramway museums in Auckland (MOTAT) and Wellington (WTM), the Tramway Historical Society tram focus is on Christchurch, together with Dunedin and Invercargill. There is no other South Island tramway museum, although the Otago Settlers Museum collection in Dunedin does include a former Dunedin Cable car and some electric tram bodies, held for restoration and static display.
- 4.4 For buses the focus has been on former Christchurch Tramway (later Transport) Board (CTB) vehicles, although in the case of trolley buses the Society does have representatives from all the NZ cities which have used this form of transport.
- 4.5 Authenticity is the keynote to all that the Society undertakes. This includes both infrastructure and rolling stock, so that the past is preserved in three dimensional and functional form, able to be demonstrated in actual operation as well as shown in archive form. Prototypical functional authenticity is paramount, even if replication becomes necessary in some areas.
- 4.6 Not all of the items held, or proposed to be held in the collection are of equal significance. The following classifications of categories have been made to assist decision making and answer questions in the future regarding how we view and prioritise our collection. The definitions are applicable for vehicles, infrastructure and other artefacts and archives.

**“Special”(Sp)** – Items which are so significant to the history of Christchurch or other South Island urban public transport and or their deteriorated or fragile condition or originality is such as to require special care and limited use (if any). These items are intended for exhibition and study, not for regular use.

**“Primary”(P)** – Items which are significant to the history of Christchurch or other South Island urban public transport or so significant as to illustrate a developmental step in transport history in world or Australasian terms.

**“Secondary”(S)** – Items which are significant to the history of the Society, the Ferrymead Tramway, or the (1995) Christchurch City Tramway.

**“Tertiary”(T)** - Items which are significant or relate to the history of Urban Public Transport generally, but not directly to Christchurch or other South Island urban public Transport.

**“Utility”(U)** – Items owned by the Society for the purposes of assisting with the conservation and operation of the Society’s collection.

## 5. Key Collection Themes

- 5.1 As noted above the Society's collection ranges from complete vehicles and partially complete hulks, plus parts and equipment, to tramway related structures, to smaller objects such as badges, tickets and uniforms, and photographs and archival material. Unlike more conventional museums where many artefacts will have been obtained in complete and good condition, for the intention of static display, the rarity of local tram vehicles, plus the clear intention to restore and operate has meant that at least in respect of the vehicles and infrastructure, some of the more traditional principles relating to acquisition, conservation/restoration and disposal will not always be applicable (eg replacement of original fabric if not in good condition) .
- 5.2 The Society's policy in respect of the various classes of items in or proposed for its collection now follows.
- 5.3 **Christchurch Trams** - Christchurch had a rich variety of styles, commencing with the steam trams and double decker trailers of the 1880s and 90s, and which survived well into the electric era. This part of the collection includes representatives of the various tramcar builders of the time including John Stephenson (New York) and locally Boon & Stevens, Moor and Sons. and Booth MacDonal. The first electric trams in Christchurch (1905) were imports from the USA (John Stephenson) and virtually all subsequent tram building was carried out locally in Christchurch by Boon & Co. which also built trams for a number of other NZ cities. The tradition of operating trailers was a special feature of the Christchurch tramways throughout the life of the system, with the old double deckers being converted for electric operation but eventually giving way to new trailers of various styles, designed and constructed in Christchurch.

For most of the 49 years of electric tramway operation in Christchurch virtually all of the trams and trailers built from 1905 remained in service, albeit with a number of body style and livery changes and there was no attempt to standardise the fleet. Given this great variety, the policy of the Society has been to obtain an example of nearly every tram and trailer style which ran in Christchurch, where suitable bodies still existed. Most of this acquisition occurred in the late 1960s and 1970s when the tram bodies were still in reasonable condition.

At this stage all the Christchurch trams and trailers in the collection are included in the "primary" category. In the future it may be necessary to regrade some to "Special".

- 5.4 **Dunedin Trams** – The collection includes examples of the early 4 wheel electric trams built by JG Brill & Co. Philadelphia, U.S.A. Dunedin, uniquely, had a cable tram system, and the THS collection includes trams and trailers from two of the four cable lines. We also have an 1880s horse tram, currently operating as an electric trailer on the City tramway. Although Dunedin, like Christchurch, never standardized its fleet, it has not been practical for our Christchurch based Society to obtain a complete selection of the Dunedin fleet types, and as already noted (para 4.3), a cable car (relatively complete) and the bodies of several electric trams are held by the Otago Settlers museum for future static

exhibition.

The Dunedin trams and trailers are included in the “primary” category

- 5.5 Invercargill Trams** - there were two styles of electric tram in Invercargill, and the collection includes an example of each.

The Invercargill trams are included in the “primary” category

- 5.6 Other trams** – the Society may from time to time lease or otherwise obtain trams from Other systems, including overseas for one or more of the following purposes:
- a) avoiding excessive use of local heritage vehicles,
  - b) providing for particular operational needs difficult to achieve with local heritage vehicles eg wheel chair accessible,
  - c) to illustrate the continuing evolution and development of tramway technology.

Current examples include Brisbane 236 (leased from WTM) and Melbourne 244 (donated by the Sydney Tramway Museum and operating on the City Tramway).

These trams are included in the “secondary” category ( because of their significance to the history of the Society and/or ChCh Tramway Ltd)

- 5.7 Buses** - Mainly ex CTB from 1930s and this policy provides for continuing collection of key representatives of current fleets as they become obsolete. In the case of trolley buses the collection includes vehicles from Auckland, New Plymouth, Wellington and Dunedin as well as Christchurch and this has enabled the illustration and demonstration of the development of the trolley bus beyond those which ran in Christchurch and which dated from the early 1930s. The Society also owns a former London Double Decker bus which it acquired following the Commonwealth Games in Christchurch in 1974.

Former Christchurch urban transport buses are included in the “primary” category. Trolley buses from other cities and the London double decker bus are “secondary” items.

- 5.8 Infrastructural items** – these have been collected or are proposed to be collected for the following reasons:
- a) As an alternative to destruction/demolition – they were no longer required or able to remain in their original location,
  - b) To add authenticity to the operating tramway at Ferrymead Heritage Park.
  - c) Where the original item no longer exists, where appropriate to create a replica using as far as possible materials and equipment dating from the relevant era. (eg Steam Power house)

It is the Society’s policy to encourage the retention of the few remaining items of tramway infrastructure in their original location if at all possible, and only to consider acquisition and relocation to Ferrymead where this is the only practical alternative to demolition.

Infrastructure items relating to Christchurch or other South Island urban public transport are included in the “primary” category, except in the case of track and overhead fittings and the like which are classed as “utility” items, along with tools and equipment which are owned for the purposes of construction, maintenance and restoration.

- 5.9 Smaller artefacts and archives** - the society’s collection of artefacts, photographs, oral histories, small items, tools and parts, provide examples of the materials that were needed to operate and maintain a public transport system, together with records of the people involved in operating it. They can be used as a research and interpretation facility for those interested in the social, economic and public transport development more particularly of Christchurch, but also of Dunedin and Invercargill.

Smaller artefacts and archives will fall into any of the five categories, depending on their origin and condition. Some of the Society’s archival material is very fragile and is in the “Special” Category. Copies of the original material will be made for practical use.

## **6. Conservation and Restoration – Vehicles and Infrastructure**

- 6.1 To further explain the collection policy, particularly in relation to urban transport vehicles, it is necessary to give an indication of the policy generally adopted by the Society in respect of conservation, restoration and exhibition. This section should be read in conjunction with the Society’s Conservation Policy (to be prepared) and the conservation plans to be prepared for individual exhibits. The NZ ICOMOS Charter will be used as a guide in developing the Society’s conservation policy.
- 6.2 The trams in particular often lasted in excess of 30 years in active service, and during this time underwent a number of livery changes, and other alterations, due to changes in operating requirements, passenger and crew expectations etc. It is the Society’s policy to restore the tram fleet to illustrate the various stages of the tramway era, rather than for all vehicles to be put back into original condition. Important social or economic change can be demonstrated by showing how the tram system adjusted to this with changes in style and livery. For example, the economic conditions of the post WWI period saw one man tram operation introduced in Invercargill, with the local adaptation of cars originally built as two man trams as well as the purchase of new one man trams.
- 6.3 In the case of significant change more than one example of a particular tram type may be appropriate, to better illustrate the changes made.
- 6.4 The Society has also had to acknowledge that social and safety expectations have continued to evolve since the cessation of tramway operation in the 1950s. Given its desire to operate its heritage vehicles, some compromises have to be made for safety reasons. This is more particularly so in the case of trams operating in modern traffic on the City tramway. The principle of reversibility shall apply in such cases, with any non-original elements

being carefully recorded, including the justification for change, and such changes being undertaken in such a way as to minimise damage to the tram's original (or replica) fabric and able to be removed and the tram restored to an original form (i.e. a form in which it ran during its life on its original system)

### **Restoration principles**

- 6.5 It is the Society's policy that wherever possible trams and other vehicles will be restored to operating condition and will be operated in public passenger service, either at Ferrymead or on the City Tramway, and in the case of buses be available for public charter. The adoption of this principle affects both the initial decision to include a vehicle in the collection and drives the extent to which it will be necessary to rebuild, adapt, replace or replicate original features, plus add additional features. Trams restored but not in service, will be exhibited in static form, with appropriate interpretation.
- 6.6 Retention of existing heritage fabric is always preferable if its condition is suitable to meet the needs of an operating vehicle. Where this is not the case, key samples of original fabric should be retained for future study etc. Given that it was not possible for most of the Society's tram fleet collection to be obtained in complete condition, there will almost always be a degree of replication and substitution. Should it be necessary to substitute more modern parts for safety or other operating reasons, it is the Society's policy that any original, or original style parts shall be retained and appropriately recorded in the collection.
- 6.7 With most electrical and mechanical equipment missing from in particular the tram collection (usually found as bodies only) there is a need to source replacement equipment and parts. The preference is to use equipment as close as possible to the original - obtained from other trams elsewhere in the world, or where this is not feasible, manufactured as a replica. The least favoured option is to collect and use equipment that is not of the original style and would occur if this was the only practical way to provide for the vehicle's restoration to operating condition. A detailed story is recorded of the restoration of each vehicle including identification of original features and the origin of sourced parts.
- 6.8 It is the Society's policy that a conservation plan shall be prepared in respect of all future tram, bus and infrastructure restoration projects.
- 6.9 In respect of infrastructure, while acknowledging that wear and tear /aging may require the ultimate replacement of original features the policy is to retain and maintain original equipment as long as is practicable, and where possible to replace worn out infrastructure with replica equipment which retains the visual appearance and function of the original.
- 6.10 The relative importance of items in the collection is shown in the schedule attached as Appendix C and will be a useful guide should the question of future de-accession, or further additions be considered.

## **7. Collection policies for items other than vehicles or infrastructure**

- 7.1 Objects and collections may be acquired as donations, bequests, purchases, transfer or commissions.
- 7.2 The Society will only acquire objects that can be properly stored, documented and managed.
- 7.3 The Society will develop and retain an archive and photographic collection of its own history and activities.
- 7.4 The society will focus on the acquisition of objects relating to urban public transport in Christchurch and other South Island cities, but will also consider those which are of particular relevance to the urban public transport vehicles in its collection which are not from the South Island.
- 7.5 The society aims to build unique historical records about local people associated with Urban Public Transport, through the archives collection, recording of oral history etc.
- 7.6 The society will identify priority themes as a focus for research, strategic collecting and documentation on an annual basis. See Appendix C –Prioritised Collection Register and Appendix D - Future Collection Priorities.
- 7.7 Where acquisition of significant Urban Public Transport artefacts is not possible or practical, the Society will develop non-collecting initiatives, such as assisting the community to document and care for their heritage collections in their original context of use.
- 7.8 Where possible the society will record the owner's memories of the object and photograph and document objects in their original context, before removal to the museum.
- 7.9 The society works in partnership with other museums, libraries, galleries, archives, heritage and community organisations in Australasia, where possible developing a collaborative approach to collecting, and the research, analysis and interpretation of collections.
- 7.10 No objects will be acquired from significant heritage sites and buildings where acquisition and removal would diminish the significance of the place; except in circumstances where the object is at risk.
- 7.11 No objects or collections will be acquired or accepted with conditions or restrictions on the way they might be used or displayed in the future.

- 7.12 The Society will ensure that the donor or vendor of a proposed acquisition has clear legal title to the item
- 7.13 The Society will adhere to the Copyright Act 1994 and the Ministry of Economic Development's "Copyright Protection in New Zealand" (Nov 2005) in all collecting activity including acquiring new objects for the collection.
- 7.14 Where possible, the society will obtain copyright and reproduction rights for new objects at the time of acquisition. No item will be acquired or accepted where copyright cannot be obtained (see 7.11).
- 7.15 The collection has no Indigenous items.
- 7.16 All collecting activity and collection management processes is to be in accordance with the Museums Aotearoa Code of Ethics.
- 7.17 This collection policy is a public document that is readily available on the Society's web site and at its premises at Ferrymead Heritage Park for inspection by visitors and volunteers.

## **8. Acquisition and Assessment Policies and Criteria**

- 8.1 The society will keep accurate, up to date and detailed records.
- 8.2 The society will establish object files for the most significant items and all new acquisitions.
- 8.3 The society will prepare a Statement of Significance for all new major primary, secondary or tertiary acquisitions.
- 8.4 Significance is the basis for considering new acquisitions, and relevance to the Society's mission, purpose, and its collection themes. What story does the object tell about people, places or themes that are of interest to the Society?
- 8.5 Potential new acquisitions shall be assessed in the light of the scope and content of the Society's collection. Does the proposed acquisition relate to key themes in the collection or strengthen the interpretation of a particular subject or group of items?
- 8.6 The Society will be guided by recognised current best practice, adapted to the scope of its interests as defined in its Objects. Such guidance can be sourced from, for example, the Collections Council of Australia, the NZ ICOMOS Charter, and the heritage protection provisions and processes of the NZ Historic Places Trust and the City Plan of the Christchurch City Council.

## **9. Acquisition Procedures**

- 9.1 A receipt will be issued when an object is received as a possible donation. Where possible the receipt will have two carbon copies; one to be issued to the donor, one to stay with the object until the object is acquired (after which it will be kept in the Object File). The original receipt will be kept in the receipt book.
- 9.2 Where possible donors will be asked to write down the history, associations, context and significance of the object they are donating. Alternatively the person receiving the item should make notes on the object's history and associations. This information should be kept with the receipt to allow a proper assessment of the object's significance. If there is no information this may indicate the object is of limited significance and should not be acquired.
- 9.3 The Restoration Committee, or such other Committee as set up by the Management Committee for the purpose, will assess the significance of the object and consider the proposed acquisition against the collection policies, themes and acquisition criteria. The Society shall consider whether it can properly care for and manage the item.
- 9.4 A short Statement of Significance will be prepared for all major acquisitions although this may be revised at a later date after further research.
- 9.5 An accession register shall be maintained for the registration of artefacts, noting the date, description of the object, object number and reference to the receipt number and donor details.
- 9.6 The object will be numbered, photographed for security purposes, catalogued and the contextual information collated in an object file.
- 9.7 A letter of thanks will be written to the donor.
- 9.8 An index of donors with a list of their donations and the object numbers shall be maintained.
- 9.9 Items that are not approved for acquisition will be returned to the owner unless the receipt spells out an alternative arrangement.

## **10. De-accessioning Policy and Procedures**

- 10.1 De-accessioning is the process of de-registering an object from the collection for clearly stated reasons, and disposing of it in accordance with approved policies and procedures. Caution and transparency are essential in the de-accessioning process.

- 10.2 If an item is to be de-accessioned from the collection, it will be assessed against the society's mission, the collection policy and themes, and the assessment criteria.
- 10.3 The criteria for de-accessioning include:
- Little or no significance – using the assessment process and significance criteria
  - This may include poor condition and lack of provenance
  - Also consider:
    - Duplication
    - Inability to safely store and manage the object
    - Lack of relevance to collection themes and policy
    - Lack of relevance to the society's mission and purpose
- 10.4 Raising money for the Society through the sale of de-accessioned items is not a valid reason for de-accessioning.
- 10.5 In exceptional circumstances, items may be deaccessioned where the object is of particular cultural significance and its return will support the maintenance and renewal of cultural traditions.
- 10.6 Where there are reservations or disagreement about the significance and relevance of items proposed for deaccessioning, the Society may hold items for a period of 12 months before disposal. Items proposed for deaccessioning will be available for inspection, together with a statement detailing the reasons for deaccessioning.
- 10.7 Items proposed for deaccessioning will be formally approved by the Society's Management Committee.
- 10.8 A short statement will be prepared indicating why the object is being deaccessioned and a photo taken. This information is kept in a register of all deaccessioned objects with a note about the method of disposal.

### **Method of Disposal**

- 10.9 There are five main methods of disposal:
- Return to the donor
  - Transfer to another museum
  - Sale
  - Reserve or Education Collection (see 10.14)
  - Destruction
- 10.10 In the first instance, the donor of the object, if known, will be informed and offered the

item, with an explanation of why it is to be de-accessioned. The item will be returned to the donor if they wish to have the object back.

- 10.11 Alternatively, de-accessioned items may be transferred to another institution. If items are transferred to another institution, the Society will ensure the item accords with the organisation's mission and collection policy, and that they have the resources to manage the item. For tramway or railway items these should be offered firstly through COTMA or FRONZ as appropriate,
- 10.12 In other cases, where the item is incomplete, in poor condition, and of no value, it may be destroyed or otherwise disposed of.
- 10.13 In some cases, objects of lower significance may be deaccessioned and transferred to a reserve or education collection for active hands-on use in education programmes – see 12.8
- 10.14 Deaccessioned items may be sold through public auction or other method of sale.
- 10.15 All funds raised through the sale of de-accessioned items will be used for collection development or new acquisitions, or reserved for collection conservation.
- 10.16 The reasons for de-accessioning in the register shall be noted in the register and catalogue. A line through the object in the register or the card catalogue should be recorded, however the record should not be deleted.

## **11. Loans/Leases**

- 11.1 An object will not usually be accepted on indefinite or long term loan, unless there are exceptional circumstances.
- 11.2 Loans in or out may only be arranged for fixed periods and for specific purposes.
- 11.3 Before accepting or making a loan or lease, the object shall be photographed and a detailed description of its condition recorded.
- 11.4 A written and signed loan/lease agreement between the Society and the lender or borrower shall be prepared, detailing the condition of the object and a fixed time span for the loan. This is signed by the Society and the lender or borrower.
- 11.5 Any items lent from the Society's collection are to be in good condition, and are to be displayed in appropriate environmental conditions, in places with adequate security and supervision.

## **12. Exhibition and Education Policies**

- 12.1 The Society will make the collection accessible through well-researched and interpreted displays and exhibitions.
- 12.3 Objects made from organic materials will be not be kept on permanent display as they deteriorate over time, e.g. textiles, costumes, leather, bone and original paper items.
- 12.4 Where possible original historic photographs will be copied, with the copies placed on exhibition and the original photos kept in secure storage and shown for limited periods of time.
- 12.5 Historic photographs in their original frames and mounts should be considered as objects and kept intact, and rotated on display for limited periods or copied.
- 12.6 As resources allow, the Society will work with local teachers to develop education programmes and opportunities for students to learn from the collection.
- 12.6 The Society will develop a research and publication programme with identified priorities, detailed in the Society's strategic plan.
- 12.7 The Society will explore opportunities to make the collection accessible on the web.
- 12.8 A secondary education collection may be developed comprising objects of lower significance that may be used for demonstrations, hands-on access and education activities. Such objects will be clearly identified in a separate register as part of the education collection.

## **13. Management of the Collection**

The Society will:

- 13.1 Nominate a team to be responsible for the collection and its management. The collection management team will be represented on the Society's Management Committee.
- 13.2 Provide training opportunities for volunteers working on the collection. This might include funding their participation in workshops and conferences.
- 13.3 Ensure there is a clean, secure working space for collection documentation, research and significance assessment.

- 13.4 Regularly monitor and check the condition of the collection on display and in storage.
- 13.5 Conduct a stock take or audit of the collection every 5 years. Alternatively review designated sections of the collection on an annual basis.
- 13.6 Before conservation or restoration work to any item in the collection, prepare a statement of significance for the item and an outline of the proposed treatment. Seek advice from a trained conservator before starting work.
- 13.7 Photograph and document any restoration or conservation work in the object file, including details of all materials used, processes and people involved in the work.
- 13.8 Develop an annual work program for collection and ensure there is an annual budget line for collection management expenses and training. *(For example this might include developing object files, setting a goal to do a certain number of statements of significance, reviewing particular collection themes or sections of the collection, deaccessioning or doing a stock-take. These priorities will also be included in the Society's strategic plan under the relevant collection goal. )*
- 13.9 Collection management should be a standing item on the agenda of the Society's regular Management Committee meetings. The Society's annual report to members will include a section on the collection management work of the preceding year.
- 13.10 The collection policy should be regularly reviewed as knowledge of the collection develops.

## **14. Related Collections**

- 14.1 The following is a list of affiliations with other organizations and other related collections:
  - Christchurch Tramway Limited
  - FRONZ
  - COTMA
  - NZ Rail Heritage Trust
  - Kapiti Coast Tramway (Wellington Tramway Museum)
  - Museum of Transport and Technology, Auckland
  - National Library
  - Archives New Zealand

- Hocken Library Dunedin
- Otago Settlers Museum, Dunedin
- Canterbury Museum
- Sumner Historical Society

14.2 The Society's collection will complement the collections in other museums, galleries, libraries and archives in the region.

14.3 The Society will explore ways of working co-operatively to collaborate on strategic collecting of particular themes and priorities.

## **15. Future collection development priorities**

15.1 The Society recognises that the best collections are developed by actively pursuing identified priorities and themes, rather than waiting for offers of donation. It will use the process of reviewing the significance of the collection to identify priority areas for active collecting through research, public promotions and community awareness campaigns. Current priorities for acquisition are set out in Appendix D. This is work in progress.

## **16. Adoption of the Collection Policy**

This Collection Policy was formally adopted by the Management Committee of The Tramway Historical Society Inc. on the \_\_\_ day of \_\_\_\_\_ 2007 and ratified at a General Meeting of the Society held on the \_\_\_ day of \_\_\_\_\_ 2007.

(Signed)  
 Graeme Belworthy  
**President of The Tramway Historical Society Inc.**

## **APPENDIX A : ABBREVIATIONS USED IN THIS DOCUMENT:**

CanTC – Canterbury Tramway Co.

COTMA – Council of Tramway Museums of Australasia

CTB - Christchurch Tramway/Transport Board

CTC – Christchurch Tramway Co.

Comb. – Combination (ie part open, part closed)

DC. – Drop Centre Tram (ie centre section lower for easier access)

DCC – Dunedin City Corporation

DCT Dunedin City Corporation Transport Department

DD – Double decker

ECW – Eastern Coach Works

FHP – Ferrymead Heritage Park

FRONZ – Federation of Rail Organisations of New Zealand

FT – Ferrymead Tramway

MOTAT – Museum of Transport & Technology of NZ

NZMB – New Zealand Motor Bodies Ltd

OMT – One Man Tram

TB – Trolley Bus

THS – Tramway Historical Society Inc.

WTM – Wellington Tramway Museum

4w – 4 wheeled or single truck

8w – 8 wheeled of double truck

Sp – Special    P - Primary    S - Secondary

T- Tertiary    U – Utility

## **APPENDIX B: Strategic Priorities for Collection Assessment and Development**

The society is not be able to immediately implement all the policies outlined in this document. In this section of the policy it identifies priority tasks to guide implementation of the collection policy. These priorities will be included in the Society's strategic plan or annual work programme. This includes the following areas:

1. Establish collection management procedures, receipt book, register and object files
2. Develop a clean, secure working space for collection documentation work
3. Train volunteers in collection management procedures
4. Identify and research the history of the most significant objects
5. Consider the deaccession of items that are in poor condition, incomplete, lacking a provenance or have low significance. Note: This will not apply to urban transport vehicles.
6. Undertake a stock take of the collection
7. Review all loans, consider the return of all items on long-term loan, or conversion to donations where appropriate
8. Prepare a statement of significance for the collection as a whole, see 9.4
9. Develop detailed object files and statements of significance for the most important objects  
Consider setting a target number of object files or statements of significance per year.
10. Put statements of significance on the web
11. Work with other museums in the district to develop complementary collection policies and collecting priorities for particular themes or subjects
12. Purchase a collection management system that will assist in developing on line access to the collection, e.g. Past Perfect
13. Review progress on identified strategic priorities every 12 months, as part of the annual report of the Society. These tasks can also be incorporated in the Society's strategic plan and annual work programme based on the strategic plan.

## APPENDIX C: Prioritised Collection Register

### a. Urban Transport Vehicles

No.	year	Maker	type	status	classification
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#### Trams Christchurch – pre- electric

7	1881	Kitson	steam tram	Restored and operating	P
10*	1894	Boon & Stephens	NBTC DD Trailer	Restored and operating	P
43	1887	J Stephenson	CTC. horse tram	Restored and operating	P
64	1879	J Stephenson	CanTC DD Trailer	Unrestored – body only Sp?orP	
74	1890s	Unknown	CTC cage DD Tr.	Restored as CTB 74	P
84	1882	Moor & Sons.	Cant TC horse tram	Unrestored – body only	P

\*CTB 91

#### Trams - Christchurch – Electric

1	1905	J Stephenson	Comb. 4wheel	Restored and operating	P
20	1905	J Stephenson	Yank – comb. 8w.	Unrestored - body only	P
24	1920	Boon & Co.	Hills – comb. 8 w.	Unrestored – body only	P
26	1905	J Stephenson	Double Decker 8 w.	Restoration in progress	P
115	1908	Boon & Co.	Trailer - 4 w.	Restored and operating	P
118	1911	Boon & Co.	Trailer – 8 w.	Unrestored – body only	P
152	1910	Boon & Co.	Boon – DC 8w.	Restored and operating	P
178	1922	Boon & Co.	Brill OMT 8w.	Restored and operating	P
202	1923	Boon & Co.	Std trailer – 4w.	Unrestored – body only	P

#### Trams - Dunedin – pre electric

18	1880s	Guthrie & Larnach?	Horse tram S/Deck	Restored and operating	P
95	1905	Cossens & Black	Ros. Cable car	Restored – static exhibit	P
103	1903	Glaister & Carey	Morn. Cable car	Unrestored – body only	P
110	1880s	Unknown	Morn. C.car trailer	Unrestored – body only	P
111	1920	DCT	Morn. C.car trailer	Restoration in progress	P

#### Trams – Dunedin – electric

3	1900	JG Brill	single saloon 4w.	Unrestored – body only	P
11	1903	JG Brill	single saloon 4w.	Restored and operating	P
22	1903	JG Brill	comb. 4w	Restored and operating	P
37	1905	JG Brill	cross bench 4w	Unrestored – body only	P

### Trams – other – electric

5W	1978?	THS	Works car 4w.	Operating	S/U
236*	1925	Meadowbank NSW	DC 8w	ex. Bris. Operating	S
244	1925	MMTB	DC 8w	ex. Melb. Operating	S

\* Leased from Wellington Tramway Museum Inc.

### Buses – Trolley

3	1950	Crossley	New Plymouth TB	Operable	S
4	1938	DSC Cousins/Leyland	Ak Farmers free TB	complete but unrestored	S
5	1950	NZMB/BUT	Dunedin TB	Complete - stored	S
79	1962	DCT/BUT	Dunedin TB	complete – operable	S
103	1964	NZMB/Scammell	Wellington. TB	complete – operable	S
105	1958	Park Royal/BUT	Ak Queen St TB	Complete – rest. in progress	S
209	1931	Boon/English Electric	ChCh. TB	Unrestored - body only	P
210	1931	Boon/English Electric	ChCh TB	Restored and operating	P
216	1934	CTB/Ransomes SJ	ChCh TB	Unrestored – body only	P

### Buses – Petrol /Diesel

225	1936	CTB/AEC	Q Diesel bus	complete but unrestored	U
227	1936	CTB/AEC	Q Diesel bus	chassis only	U
228	1936	CTB/AEC	Q Diesel bus	Complete but unrestored	P
233	1936	CTB/AEC	Regal Mk1 Diesel B	complete but unrestored	P
240	1936	CTB/AEC	Regal Mk1 Diesel B	chassis only	U
263	1941	NZMB/Ford V8	Petrol Bus	complete but unrestored	P
284	1950	McWhinnie/Leyland	OPS 3 diesel bus	complete but unrestored	P
290	1952	Crossley/AEC	Regal Mk IV	complete and operable	P
410	1958	Park Royal/AEC	Short Reliance	restored – under repair	P
452	1964	NZMB/AEC	New Reliance	complete, operable	P
480	1974	ECW/Leyland	Bristol RELL Mk1	complete, operable	P
510	1977	Hawke/Leyland	Bristol RELL Mk2	complete, operable	P
538	1979	NZMB/Leyland	Bristol Hess	complete and operating	P
3132	1949	AEC	MkIII Regent DD (RT – ex London)	complete and operating	S

### Other vehicles

1918	Boon/Walker electric	“Beetle” bus	chassis only	P
1923	McCormack-Deering	front end loader	complete but unrest.	P
1937	Leyland Lynx	3 way tip truck	complete but unrest.	P
1939	Ford V8	Tower wagon	Restored	P
1969	Bedford	Tower Wagon	operating	S

## b. Infrastructure Items

1920?		CTB workshops traverser	operating	P
1907		shelter/insp. office	operating	P
		Inspectors huts		P
1907		Lift span bridge	restoration in progress	P
1905		CTB tram poles and fittings	in use FT	P
?		Invercargill tram poles “	in use FT	P
1929	Hewittic	Mercury Arc Rectifier* (ex Timaru HB)	in use	S
	Hewittic	Mercury Arc Rectifier* (ex CTB)	in use FHP	P
	Hewittic?	Mercury Arc Rectifier (ex Ak?	In use FHP	U
1905-		Replica steam power house (parts being collected)		S
1905		Stoker driving engine	ex Falsgrave St (CTB)	P
1912	BTH	Steam turbo alternator	ex Falsgrave St	P
		ex NZR lathe	Restored and operating	U
1903		Ex DCC wheel press	Restored and operating	P
?	?	Ex Boon & Co. chisel/mortiser	operating	S

\*including transformer

## c. Smaller Items/objects

1907?		Double sided clock (ex Cath Sq. tram shelter)		P
190?		Ex Dunedin Bundy clock –restored and on display		P

(others to be catalogued and added)

## d. Archives

1904-5	CTB	Contract drawings for construction of cars		P
Various	CTB	drawings/plans– buildings, track, mechanical etc		P
	S. Webb	CTB photos 1911 (centre aisle reg. submissions)		P
	Various	Photographic history of THS Ferrymead Tramway Dev.		S
		Tramway publications		T

(others to be catalogued and added)

## APPENDIX D: Future Collection Priorities.

### Trams – Christchurch

194	1926	Boon & Co.	Brill PC car	Privately owned	1
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Reason: - Further car for City Tramway service  
- Ultimately restore to original 2 man style?  
- The last electric tram to be built by Boon & Co.

11	1905	Stephenson	Yank 8w comb.	Privately owned	2
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Reason: - significant car as it opened and closed Sumner line  
- would restore to final condition, to be a suitable town or Tamaki car  
- (existing example, 20, would be restored to original)

### Trams - Other

Ex Melbourne	W2 or later W class			Melbourne	3
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Reason: - Further car for City Tramway or Tamaki Service  
- commonality of parts with existing Melb. Trams

Dunedin	Takapuna			Otago Settlers Museum	2
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Reason: - fill gap in collection  
- suitable car for City Tramway or Tamaki Service

Dunedin	Sydney Bogie				2
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Reason: - fill gap in collection

Dunedin (Kaikorai – Stuart St)	Cable Car				
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Reason: - fill gap in collection

### Buses

Ex CTB/RedBus	MAN 202			Red Bus Ltd	2
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Reason: - fill gap in collection

**Other Items**

(to be completed)