



Archival Photographs – Heritage Building Policy

Date policy was adopted by Council:	21 January 2004
Resolution number:	10/04
Previous Policy review date:	August 2013
Next Policy review date:	3 February 2016
Reference number:	C0917773

1. OUTCOMES:

To establish a collection of photographs of heritage significant buildings

2. POLICY:

That in order to ensure the longevity and accessibility of archival photographs that are required as condition of consent for buildings with heritage significance.

3. DEFINITIONS

Nil

4. LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

Nil

5. CONTENT:

1. Archival Photograph conditions of consent to include requirement for the two sets of prints
2. The standard of photographs taken is to be as follows:

Photographs must be taken on a digital camera of no less than 8 megapixels. The camera must be set at the highest possible resolution to record the images.

All images must be saved in JPG formats and burned to a CD, complete with the full address of the property and the date on which the photographs were taken.

Images should be re-named to include the property name and feature that has been photographed. If more than one image of the same object is supplied, then it must be distinguished with a number to give it a unique file name. For example:

Rusten House Verandah 1
Rusten House Verandah 2
Rusten House Verandah Decorative Work
Rusten House Kitchen 2

Council must receive two copies of the photographs. Only photographs printed by a commercial photographic laboratory will be accepted. Images printed on a home/office computer are not a professional photographic laboratory standard, and therefore are not acceptable, and

Image size, to ensure all detail of the building is visible, should be no smaller than 10"x8" (25cm x 20cm)


3. When photographs are received the digital images are to be placed on the DA file with a reference to the originals location of prints.
4. One set of the photos will be held by Records in protective archival storage albums.
5. The second set of prints will be held by the Library in the Local History Area.
6. The Local Studies Coordinator will provide for suitable storage and public access to the set of photographs held in the Local History Area.

6. PERFORMANCE INDICATOR

That photographs are received for all Heritage Significant Buildings when a development application is being submitted.

POLICY:-	
Policy No:	
Policy Title:	Archival Photographs – Heritage Buildings
Date Policy was adopted by Council:	25 March 2009
Resolution Number:	102/09
Previous Policy Review Date:	August 2013
Next Policy Review Date:	Annually - February
PROCEDURES/GUIDELINES:-	
Date Procedure/Guideline (if any) was developed:	Nil
RECORDS:-	
Container Reference in TRIM: Policy	SF080616
Container Reference in TRIM: Procedure	Nil
Other locations of Policy:	Intranet (linked to TRIM Container)
Other locations of Procedures/Guidelines:	Nil
DELEGATION (if any):-	
	Nil
RESPONSIBILITY:-	
Draft Policy developed by:	Group Manager Sustainability and Better Living
Committees (if any) consulted in the development of the Draft Policy:	Nil
Responsibility for Implementation:	Group Manager Sustainability and Better Living
Responsibility for Review of Policy:	Group Manager Sustainability and Better Living

INTEGRATED PLANNING FRAMEWORK:	
Community Strategic Plan:	Strategic Priority No.
Delivery Program Title:	
Operational Plan:	Program No.

Senior Authorising Officer	Position General Manager	Signature/Date  25 March 2009
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ACTION	COUNCIL MEETING DATE	RESOLUTION NUMBER	REPORT ITEM NUMBER
NEW/RECONFIRMED/ AMENDED			
New	21/01/04	010	Director Environmental Services – item 4
Amended	25/03/09	102/09	Item 16/2

DATE REVIEWED	REVIEWER POSITION	REVIEWER NAME
August 2013	Group Manager – Sustainability and Better Living	Mike Thompson