

# Investigation into Storage Solutions for Historical Societies on the Mornington Peninsula



## Purpose

The Mornington Peninsula Shire Council (Shire or Council) is seeking quotations from suitably qualified and experienced consultants to undertake an investigation into storage solutions for Historical Societies across the Mornington Peninsula. This project will build on Council's knowledge of current storage conditions, identify challenges, and provide recommendations for a sustainable and fit-for-purpose storage model that ensures the long-term preservation and accessibility of historical collections.

## Introduction

The Mornington Peninsula is home to eight Historical Societies, each preserving valuable records, artifacts, and materials of historical and cultural significance. However, these societies face significant storage challenges, including:

- **Unsuitable environmental conditions** – Many current storage locations do not provide appropriate climate control, putting collections at risk of deterioration.
- **Limited space** – Existing facilities lack the capacity to store and manage growing collections effectively.
- **Occupational Health & Safety (OH&S) concerns** – Many storage spaces have accessibility issues, inefficient layouts, and inadequate security, creating risks for both volunteers and collections.

Council is committed to identifying practical, cost-effective, and sustainable solutions to address these issues. This investigation will provide the necessary evidence and strategic direction to support future decision-making regarding the storage and management of historical collections.

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## Scope of Work

The appointed consultant will:

### 1. Research

- Conduct a desktop review of existing Shire documents, including an audit report of facilities used by Historical Societies on the Mornington Peninsula.
- Assess storage conditions, including environmental controls, space limitations, security, and OH&S compliance.
- Engage with Historical Societies to understand their specific storage needs, challenges, and future requirements.

### 2. Benchmarking and Best Practice Analysis

- Investigate storage solutions implemented by other local governments and heritage organizations.
- Identify best-practice models for archival and artifact storage, particularly in regional or coastal environments.
- Assess options such as centralized storage facilities, shared storage models, mobile storage units, or climate-controlled archives.

### 3. Feasibility and Cost Analysis

- Evaluate the feasibility, cost, and long-term sustainability of different storage solutions.
- Provide a risk assessment for each option, including maintenance, operational costs, and management considerations.
- Identify potential funding sources, grants, or partnerships to support implementation.

### 4. Engagement and Stakeholder Consultation

- Facilitate discussions with Historical Societies and key stakeholders to ensure the proposed solutions align with their needs.
- Present preliminary findings and seek feedback on potential storage models.

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## 5. Recommendations and Implementation Plan

- Develop a report outlining key findings, preferred storage models, and practical recommendations.
- Provide an implementation roadmap, including short-term and long-term actions.

### Key Deliverables

1. **Desktop review** of current storage conditions.
2. **Case studies and best-practice examples** from other municipalities.
3. **Cost-benefit analysis** of potential storage solutions.
4. **Stakeholder engagement summary**, including input from Historical Societies.
5. **Final report** with recommendations and an implementation plan.

### Qualifications and Experience

The ideal consultant will have:

- Experience in heritage management, museum curation, or archival storage solutions.
- Expertise in facility planning, environmental controls for artifact preservation, and OH&S standards.
- Strong stakeholder engagement and consultation skills.
- Proven ability to develop practical and cost-effective storage strategies.

### Timeline

May 2025 – July 2025.

### Budget

Price guide is \$18,000 – 23,000.

The engagement will be on a **Lump Sum fee basis**, and **Schedule of Hourly Rates** for any additional services outside of this consultant brief. Fees for additional services will be covered under a fixed Provisional Sum which is only to be expended with express permission of the Shire's Project Manager. A purchase order will be issued to the successful consultant.

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## Proposal Submission

Proposals should include:

- Project approach and methodology.
- Relevant experience and qualifications.
- Proposed timeline and budget.

## Contact Details

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