



## Heritage Advisory Committee Meeting

6 December 2023

# Minutes

To: Heritage Advisory Committee Meeting Members and Councillors.

Here within are the Meeting Minutes of the Heritage Advisory Committee Meeting, held on the above-mentioned date in the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566.

A handwritten signature in blue ink, appearing to read 'Hugo de Vos', is positioned above the printed name.

Hugo de Vos  
**Executive Manager Development and Regulation**

On behalf of  
Suzie Haslehurst  
**CHIEF EXECUTIVE OFFICER**



**Preface**

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the next Committee Meeting, where the Minutes will be confirmed subject to any amendments made by the Committee.

The "Confirmed" Minutes are then signed off by the Presiding Person.

Attachments that formed part of the Agenda, in addition to those tabled at the Meeting are incorporated into separate attachments to these Minutes.

**Unconfirmed Minutes**

These minutes were approved for distribution on 8 December 2023.



Hugo de Vos  
**Executive Manager Development and Regulation**

On behalf of  
Suzie Haslehurst  
**CHIEF EXECUTIVE OFFICER**

**Confirmed Minutes**

These minutes were confirmed at a meeting held on 14 February 2024.

Signed: .....

*Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.*

# CONTENTS

<b>1</b>	<b>DECLARATION OF OPENING</b> .....	<b>1</b>
1.1	Election of a Chairperson .....	1
1.2	ANNOUNCEMENT OF VISITORS .....	2
1.3	RECORD OF ATTENDANCE AND APOLOGIES.....	2
1.4	DISCLOSURE OF INTEREST.....	2
<b>2</b>	<b>MINUTES AND ADDITIONAL INFORMATION</b> .....	<b>3</b>
2.1	CONFIRMATION OF MINUTES.....	3
2.1.1	Minutes of meeting held on 7June 2023 .....	3
2.1.2	Minutes of meeting held on 6 September 2023 .....	3
2.2	REVIEW OF STATUS REPORT .....	3
2.2.1	Status Report and Minutes of MAC meeting .....	3
2.3	INWARD/OUTWARD CORRESPONDENCE.....	4
2.3.1	MEMBERSHIP APPLICATION .....	4
<b>3</b>	<b>BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)</b> .....	<b>4</b>
<b>4</b>	<b>OFFICER REPORTS</b> .....	<b>4</b>
4.1	Heritage Advisory Committee Update .....	4
4.2	Terms of Reference - Heritage Advisory Committee .....	7
<b>5</b>	<b>OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE</b> .....	<b>14</b>
<b>6</b>	<b>CONFIRMATION OF NEXT MEETING</b> .....	<b>14</b>
<b>7</b>	<b>CLOSURE OF MEETING</b> .....	<b>14</b>

**1 DECLARATION OF OPENING**

Mr H de Vos, Executive Manager Development and Regulation Chairperson, declared the meeting open at 2.37pm.

**1.1 Election of a Chairperson**

Date of Report:	29 November 2023
File Reference:	COC4
Author:	M Rebane – Executive Assistant
Responsible Officer:	H de Vos – Executive Manager Development and Regulation
Attachments:	Nil

**PURPOSE**

To elect the position of Presiding Member of the Heritage Advisory Committee (HAC).

**BACKGROUND**

At an Ordinary Council Meeting held on 22 November 2023, Council resolved to appoint membership to the committee (Resolution No. OCM281/11/23) as follows:

That Council:

1. Determines to rename the Museum Advisory Committee as the Heritage Advisory Committee.
2. Appoints the following elected members to the Heritage Advisory Committee:
  - (a) Cr Dival; and
  - (b) Cr McCormick
3. Determines existing community members to remain on the committee until the new terms of reference has been adopted by Council.
4. Requests the CEO to update the 2024 Council and Committee meeting schedule and adopted committee book to include the Heritage Advisory Committee.
5. Requests the CEO to bring the revised terms of reference to the February 2024 OCM for consideration and adoption.

At the same meeting Council endorsed a Committee Book for the Shire of Toodyay.

**Legal and Statutory Information**

*s.5.12 of the Local Government Act 1995.*

**COMMENTS AND DETAILS**

The CEO or her representative will preside over the meeting until the election of the Presiding Member has been completed.

If there is more than one nomination for either position, then members are to vote on the matter by secret ballot as if they were electors voting at an election.

Section 5.12(2) of the *Local Government Act 1995* states that members of a committee **may** elect a deputy presiding member from amongst themselves but any such election is to be in accordance with the Act.

A deputy chair has not been officially appointed before for the MAC therefore, it is not recommended at this stage that the HAC Members appoint a deputy chair, unless the committee decides otherwise.

Cr McCormick nominated Cr Dival as Presiding Member.

Cr Dival accepted the nomination.

**OFFICER'S RECOMMENDATION: DECLARATION – HAC PRESIDING MEMBER 1**

That the Heritage Advisory Committee elects Cr Dival as Presiding Member.

Cr Dival assumed the Chair at 2.41pm.

**1.2 ANNOUNCEMENT OF VISITORS**

Nil.

**1.3 RECORD OF ATTENDANCE AND APOLOGIES**

Members

Cr S Dival	Deputy Shire President
Cr S McCormick	Councillor
Mr B Keens	Community Representative

Staff

Mrs T Prater	Planning and Compliance Officer
Mrs K Hardie	Economic Development Coordinator
Mr H de Vos	Executive Manager Development and Regulation

Visitors

Nil

Apologies

Ms J Edgecombe	Community Member
Mrs E Frayne	Community Representative

**1.4 DISCLOSURE OF INTEREST**

The Chairperson advised that no disclosures of interest in the form of a written notice had been received prior to the commencement of the meeting.

**2 MINUTES AND ADDITIONAL INFORMATION**

**2.1 CONFIRMATION OF MINUTES**

**2.1.1 Minutes of meeting held on 7 June 2023**

**OFFICER'S RECOMMENDATION/HAC RESOLUTION NO.HAC001/12/23**

**MOVED** Cr S McCormick

**SECONDED** Mr B Keens

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 7 June 2023 be confirmed.

Voted For: Crs S Dival, S McCormick and B Keens

Voted Against: Nil

**MOTION CARRIED 3/0**

**2.1.2 Minutes of meeting held on 6 September 2023**

**OFFICER'S RECOMMENDATION/HAC RESOLUTION NO.HAC002/12/23**

**MOVED** Mr B Keens

**SECONDED** Cr S McCormick

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 6 September 2023 be confirmed.

Voted For: Crs S Dival, S McCormick and B Keens

Voted Against: Nil

**MOTION CARRIED 3/0**

**2.2 REVIEW OF STATUS REPORT**

**2.2.1 Status Report and Minutes of MAC meeting**

Attachments:	1. Updated Status Report
--------------	--------------------------

*The status report was reviewed.*

**2.3 INWARD/OUTWARD CORRESPONDENCE**

**2.3.1 MEMBERSHIP APPLICATION**

Mr Philip Roberts submitted an expression of interest in September 2023.  
It is attached to consider making a recommendation to Council.

Mr Barry Keens has been the person who requested this matter be discussed at this meeting. Shire Officers have contacted Mr Roberts who indicated that he is still interested in being a member of the Heritage Advisory Committee.

**OFFICER'S RECOMMENDATION/HAC RESOLUTION NO.HAC003/12/23**

**MOVED** Cr S McCormick

**SECONDED** Cr S Dival

That the Heritage Advisory Committee recommends to Council the following:

That Council appoint Mr Philip Roberts as a community member on the Heritage Advisory Committee.

Voted For: Crs S Dival, S McCormick and B Keens

Voted Against: Nil

**MOTION CARRIED 3/0**

**Attachments**

- 1 Expression of interest from Mr Roberts - **CONFIDENTIAL**

**3 BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)**

Nil.

**4 OFFICER REPORTS**

**4.1 Heritage Advisory Committee Update**

Date of Report:	24 August 2023
File Reference:	COC4/MUS1
Author:	M Eberle – Museum Curator and Cultural Heritage Officer
Responsible Officer:	T Bateman – Executive Manager Corporate and Community Services
Attachments:	Nil

**PURPOSE**

To provide information on current activities involving the Shire museums and its collections.

## BACKGROUND

This update was presented as part of the agenda for the meeting of the Museums Advisory Committee held on 6 September 2023 but was not considered as the meeting was cancelled due to lack of a quorum. The update follows on from a verbal report presented at the June 2023 Museum Advisory Committee meeting.

## COMMENTS AND DETAILS

This report is on current activities – no further actions are recommended.

### Collections

---

- Transcriptions
  - Register of Prisoners in the Newcastle/Toodyay Gaol 1901-1929 commenced.
  - Collection of Newgain farm diaries spanning the years 1909 – 1932, Proof reading of transcriptions ongoing.
- Collections WA: Data about the museum collection continues to be uploaded to this online platform.
  - 2,163 records now shared. Ten completed and checked transcriptions of Newgain farm diaries for years 1909, 1910, 1911, 1913, 1915, 1918, 1919, 1920, 1922, 1924 uploaded.

### Newcastle Gaol Museum precinct

---

- Cultural immersion workshops by Robert Miles from the Noongar Kaartidijin Aboriginal Corporation were held at this site in July & August for external groups: Itch Recruiting Perth & Chalice Mining. A third is proposed in late September for staff from the District Education Office.
- Extracted information from Cemetery Master excel worksheet to create a folder containing a simple listing of names, death dates, ages & cemetery location for public access at the goal site.

### Volunteers

---

- Photography and documentation of more intact items from the archaeological collection is ongoing.
- Condition assessment and review of storage of maps undertaken.
- The Toodyay Local Government Virtual Portrait Gallery project (undertaken by museum volunteer Beth Frayne) to celebrate the 150<sup>th</sup> anniversary of local government in 2021 has been concluded with the printing of two sets of booklets about the people whose names are on the Toodyay Road Board and Newcastle/Toodyay Municipal Council honour boards.

The capacity of the Shire to upload this information to its website has changed since the project was first proposed in 2019. Research undertaken for the third honour board will not be published but will still be available upon application. One set of booklets will be donated to the Toodyay Historical Society.

### Promotion

---

- Toodyay Herald p.4 historic photographs from the museum collection in July and September editions



- Toodyay Herald news on Shire page
- Social media (Facebook) posts

### Public programs / public engagement

---

- NAIDOC week activity run by Toodyay District High School titled, “Our Truth Telling” involved tracking down answers on a worksheet found at the gaol site as well as Duidgee Park
- Pre-booked gaol tours: Harman Park Community Centre Belmont, Montessori School Kingsley, Koorda Primary School, Harrisdale Senior High School

### Displays

---

- Planning for a temporary exhibition next year at the Newcastle gaol about the Sisters of Mercy at Toodyay has commenced.

#### **OFFICER'S RECOMMENDATION/HAC RESOLUTION NO.HAC004/12/23**

**MOVED** Mr B Keens

**SECONDED** Cr S McCormick

That the Heritage Advisory Committee recommends to Council the following:

That Council receives the Museum update report on current Activities – Shire Museum and its Collections as at 23 August 2023.

Voted For: Crs S Dival, S McCormick and B Keens

Voted Against: Nil

**MOTION CARRIED 3/0**

**4.2 Terms of Reference - Heritage Advisory Committee**

Date of Report:	29 November 2023
File Reference:	COC4
Author:	M Rebane – Executive Assistant T Prater – Planning and Compliance Officer
Responsible Officer:	H de Vos – Executive Manager Development and Regulation
Attachments:	1. Museum Collection and Conservation Management Policy; 2. Current Delegation CS9;

**PURPOSE**

- To consider terms of reference for the renamed Heritage Advisory Committee (HAC);
- To consider a change to the Museum Collection and Conservation Management Policy and a revocation of Delegation CS9 Accession of Artefacts into Museum Collection.

**BACKGROUND**

At an Ordinary Council Meeting held on 22 November 2023, Council resolved, as per Resolution NO. OCM281/11/23) the following:

That Council:

1. Determines to rename the Museum Advisory Committee as the Heritage Advisory Committee.
2. Appoints the following elected members to the Heritage Advisory Committee:
  - (a) Cr Dival; and
  - (b) Cr McCormick
3. Determines existing community members to remain on the committee until the new terms of reference has been adopted by Council.
4. Requests the CEO to update the 2024 Council and Committee meeting schedule and adopted committee book to include the Heritage Advisory Committee.
5. Requests the CEO to bring the revised terms of reference to the February 2024 OCM for consideration and adoption.

The membership composition that had been in the Committee Book for the MAC is below.

**Membership Composition**

- (a) an upper limit of one third of elected members be appointed (covering both primary and deputy positions)
- (b) Up to four community members - A pre-requisite to being appointed as a community member will be the applicant's commitment to museum promotion, heritage conservation, and preservation of historical artefacts.

- (c) Supporting Officers
  - i. Executive Manager Development and Regulation
  - ii. Economic Development Coordinator
  - iii. Museum Curator / Cultural Heritage Officer

It is proposed that the Committee considers updating the terms of reference for the Heritage Advisory Committee and make a recommendation to the December Ordinary Council Meeting. This will enable the first scheduled meeting of the Heritage Advisory Committee in 2024 to be held on 14 February 2024.

## COMMENTS AND DETAILS

### Museum Collection and Conservation Management Policy.

At the heart of any policy regarding museum collection is the identity and purpose of the museum. The museum collection is a focus of the Shire's and the Museum's mission. Defining a museum's purpose helps to identify what is significant about and for the collection. The mission statement, or the museum's key objectives that flow from it, should be used as a preamble to give the background to, and the rationale for, the acquisition and deaccession policy.

The name change of the Museum Advisory Committee will necessitate the review of the Museum Collection and Conservation Management Policy (the Policy) – **Attachment 1**.

The Policy Statement of the current policy states that:

*“The Museum Advisory Committee is to be consulted on acquisition and deaccession of objects to and from the Museum.”*

However, the policy also states that

*“Objects will only be accepted into the museum in accordance with the International Council of Museums Code of Ethics for Museums and in accordance with Local, State and Federal laws regarding our National Heritage.”*

It is therefore recommended that the Policy be updated to reword the Policy statement so it reads:

*“The Heritage Officer will use their discretion on the acquisition and deaccession of objects to and from the Museum in accordance with this policy.”*

The current delegation is attached for reference (**Attachment 2**). It is recommended that the delegation be revoked only if the changes to policy are accepted by Council.

The change being requested is due to the fact that accession and deaccession of artefacts is and always has really been in the realm of being an operational task of the Officer whose role it is to manage the Museums. With the name change to the Heritage Advisory committee, it is intended that the Committee will focus on strategic documents and policy.

Procedurally, any decisions made by the Heritage Officer to bring items into the collection are recorded through the creation of an electronic record in the Museum Collection database that would have its own unique identifiable number in accordance with the Shire of Toodyay Record Keeping Plan and Record Keeping Policy.

It is also up to the Heritage Officer to find a place for items to be stored and make a record of that place on the abovementioned electronic record.

### Terms of Reference for Heritage Advisory Committee

The purpose of the Museum Advisory Committee (MAC) was:

*“To provide guidance and assistance to the Council on matters affecting the selection, interpretation or display of the museums artefacts and matters relating to the promotion of the Museum.”*

Shire Officers informally created, for the purposes of stakeholder engagement, a ‘Heritage Working Group’ which operated through a Microsoft Office Teams environment as well as some face-to-face workshopping. The working group’s main focus was the review of the Central Toodyay Heritage Policy. The participants were members of the MAC, the Planning and Compliance Officer, the Museum and Cultural Heritage Officer, and the Shire’s Heritage Advisor.

The MAC also had a Microsoft Office Team that has been renamed to the HAC.

The benefit of having a Heritage Advisory Committee means that the purpose of the committee can be expanded to include broader heritage matters.

From a compliance perspective the State Heritage Office requires that local governments understand:

- the basic principles for local government inventories; and the
- the criteria for the Assessment of Local Heritage Places and Areas.

In addition, there are lots of exciting things happening in the heritage space, including:

- the upcoming review and update of the Municipal Inventory and Heritage List;
- the ongoing review of the Central Toodyay Heritage Precinct Policy; and
- development of a Shire wide Heritage Policy;
- the upcoming review of our existing overarching heritage strategies (Heritage Strategy 2014 and Heritage Master Plan 2015).

In the Shire’s *Plan for the Future – Council Plan 2023-2033*, the Markyt survey indicated that the community held the Shire’s museums in very high regard.

A sample terms of reference for the Heritage Advisory Committee is provided below for the Committee’s consideration and recommendation to Council.

### **Purpose**

*To provide guidance and advice to Council on a broad range of heritage matters including, but not limited to:*

- *the development, review and implementation of the Museums and Heritage Strategy;*
- *the review and update of the Municipal Inventory and Heritage List;*
- *the review of the Central Toodyay Heritage Precinct Policy; and*
- *the development and review of any future policy development around elements of heritage.*

### **Membership Composition**

- (a) *2 elected members be appointed (for primary and deputy positions)*
- (b) *Up to five external community members representing local museums and/or heritage groups, or with knowledge of local heritage issues and an understanding of the role Local Government plays in heritage matters.*
- (c) *Supporting Officers*

- iv. *Executive Manager Development and Regulation Services*
- v. *Planning and Compliance Officer*
- vi. *Economic Development Coordinator*
- vii. *Heritage Officer*

### **Committee Rules**

- (a) *Appointment of Committee Members shall be in accordance with Section 5.10 of the Local Government Act 1995 and Shire of Toodyay Standing Order 17.6.*
- (b) *Community nominees will address specific criteria as described below when nominating for membership of the Committee and responses to each criterion should be no more than 50 words:*
  - i. *Describe your interest in and knowledge of local heritage issues.*
  - ii. *What is your general understanding of the role Local Government plays in heritage matters?*
  - iii. *Outline your understanding of community needs, concerns and issues relating to Heritage in the Shire of Toodyay.*
- (c) *Nominations for community membership will be assessed by the HAC which will make recommendations to Council for the appointment of two representatives*
- (d) *Where a member is absent without notice and reasonable grounds throughout three consecutive meeting within any 12 month period, the continuance of that membership position shall be automatically terminated in order to ensure the effective operation of the Committee.*
- (e) *With the prior approval of the Chairperson, any persons or organisations may be invited to attend a meeting, where their attendance is directly related to the objectives of the Committee.*
- (f) *Members will abide by the Shire of Toodyay's Code of Conduct for Council Members, Committee Members and Candidates.*

### **Frequency of Meetings**

The Heritage Advisory Committee meets at 4.00 pm on the 2<sup>nd</sup> Wednesday of the months of February, May, August and November unless otherwise determined by the Presiding Member unless otherwise determined at the discretion of the Presiding Person. as explained under "1.1 Meetings under the heading Rules in respect to Committees of Council."

### **Annual Evaluation of Committee's Effectiveness**

*The Committee may annually undertake an internal review to evaluate its effectiveness, and as a guide the following should be determined:*

- *Is the purpose of the Committee being met?*
- *Is the committee's effectiveness improving or deteriorating?*
- *Are committee members regularly attending meetings?*

*The Committee may recommend to Council, changes to its terms of reference.*

It is recommended that the above be used as a base, and that the Committee considers and make amendments to the terms of reference, where applicable, before making a recommendation to Council.

**Strategic:*****Plan for the Future: Shire of Toodyay Council Plan 2023-2033******Outcome 9. Responsible and effective leadership and governance.***

*O9.1. Provide strong, clear and accountable leadership.*

**Policy related:**

Committee Book.

Council's Museum Interpretation and Exhibition.

Council's Museum Collection and Conservation Management Policy.

**VOTING REQUIREMENTS**

Simple Majority

---

Cr McCormick moved the Officer's Recommendation 1.

Clarification was sought.

Cr Dival foreshadowed an alternate motion and provided a draft terms of reference for consideration.

B Keens seconded the motion.

Further clarification was sought.

The motion was put.

**OFFICER'S RECOMMENDATION/HAC RESOLUTION NO.HAC005/12/23**

**MOVED** Cr S McCormick

**SECONDED** Mr B Keens

That the Heritage Advisory Committee recommends to Council the following:

That Council:

1. Requests the Chief Executive Officer amend the Policy Statement of the Museum Collection and Conservation Management Policy to read as follows:

*"The Heritage Officer will use their discretion on the acquisition and deaccession of objects to and from the Museum in accordance with this policy."*

2. Requests the Chief Executive Officer revoke the instrument of delegation CS9 Accession of Artefacts into Museum Collection.
3. Adopts the terms of reference for the HAC as follows:

**Purpose**

*To provide guidance and advice to Council on a broad range of heritage matters including, but not limited to:*

- *the development, review and implementation of the Museums and Heritage Strategy;*
- *the review and update of the Municipal Inventory and Heritage List;*

- *the review of the Central Toodyay Heritage Precinct Policy; and*
- *the development and review of any future policy development around elements of heritage.*

#### **Membership Composition**

- (a) *2 elected members be appointed (for primary and deputy positions)*
- (b) *Up to five external community members representing local heritage groups and museums.*
- (c) *Supporting Officers*
  - i. *Executive Manager Development and Regulation Services*
  - ii. *Planning and Compliance Officer*
  - iii. *Economic Development Coordinator*
  - iv. *Heritage Officer*

#### **Committee Rules**

- (a) *Appointment of Committee Members shall be in accordance with Section 5.10 of the Local Government Act 1995 and Shire of Toodyay Standing Order 17.6.*
- (b) *Community nominees will address specific criteria as described below when nominating for membership of the Committee and responses to each criterion should be no more than 50 words:*
  - i. *Describe your interest in and knowledge of local heritage issues.*
  - ii. *What is your general understanding of the role Local Government plays in heritage matters?*
  - iii. *Outline your understanding of community needs, concerns and issues relating to Heritage in the Shire of Toodyay.*
- (c) *Nominations for community membership will be assessed by the HAC which will make recommendations to Council for the appointment of two representatives*
- (d) *Where a member is absent without notice and reasonable grounds throughout three consecutive meeting within any 12 month period, the continuance of that membership position shall be automatically terminated in order to ensure the effective operation of the Committee.*
- (e) *With the prior approval of the Chairperson, any persons or organisations may be invited to attend a meeting, where their attendance is directly related to the objectives of the Committee.*
- (f) *Members will abide by the Shire of Toodyay's Code of Conduct for Council Members, Committee Members and Candidates.*

#### **Frequency of Meetings**

*The Committee meets at least four times per year unless otherwise determined at the discretion of the Presiding Person. as explained under "1.1 Meetings under the heading Rules in respect to Committees of Council."*

#### **Annual Evaluation of Committee's Effectiveness**

*The Committee may annually undertake an internal review to evaluate its*

*effectiveness, and as a guide the following should be determined:*

- *Is the purpose of the Committee being met?*
- *Is the committee's effectiveness improving or deteriorating?*
- *Are committee members regularly attending meetings?*

*The Committee may recommend to Council, changes to its terms of reference.*

Voted For: Nil

Voted Against: Crs S Dival, S McCormick and B Keens

**MOTION LOST 0/3**

*The reason why the above motion was lost was that the terms of reference did not reflect the resolution of Council and the intent of the new Committee.*

#### **ALTERNATE MOTION/HAC RESOLUTION NO.HAC006/12/23**

**MOVED** Cr S Dival

**SECONDED** Mr B Keens

That the Heritage Advisory Committee (HAC) recommends to Council the following:

That Council and the HAC Members workshop the draft terms of reference for the HAC, on 14 February 2024 prior to deciding on the terms of reference for Council consideration and approval at the February 2024 OCM.

Voted For: Crs S Dival, S McCormick and B Keens

Voted Against: Nil

**MOTION CARRIED 3/0**

#### **Attachments**

1 DRAFT Terms of Reference.



**5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE**

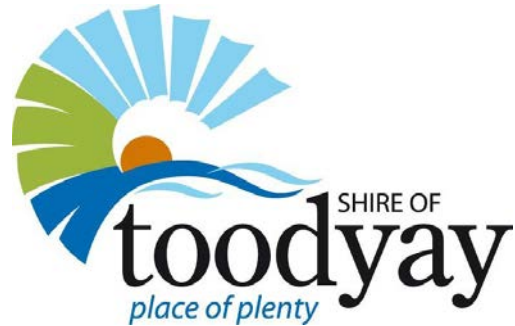
Nil.

**6 CONFIRMATION OF NEXT MEETING**

The next meeting of the Heritage Advisory Committee is scheduled to be held on 14 February 2024 commencing at 4:00pm.

**7 CLOSURE OF MEETING**

The Chairperson closed the meeting at 3.17pm.



# **ATTACHMENTS MINUTES**

**Heritage Advisory Committee Meeting**

**Wednesday, 6 December 2023**



## Table of Contents

---

### Amendment

Attachment 1 DRAFT Terms of Reference. ....	4
2.2.1 Update of Status Report	
Attachment 1 Updated Status Report; and.....	8
Attachment 2 Committee Member Reporting Form.....	9
4.3 Terms of Reference - Heritage Advisory Committee	
Attachment 1 Museum Collection and Conservation Management Policy; .....	11
Attachment 2 Current Delegation CS9; .....	16

---

## Heritage Advisory Committee – Meeting 6<sup>th</sup> December 2023

### DRAFT Terms of Reference

#### BACKGROUND

The Heritage Advisory Committee is constituted under Section 5.8 of the *Local Government Act 1995*, which empowers the Council to appoint committees.

#### PURPOSE

The Heritage Advisory Committee will provide leadership and direction on the functions and responsibilities listed below.

#### FUNCTIONS

The main functions of the Committee are to:

- Provide guidance and assistance to the Council on matters affecting the selection, interpretation or display of the museums artefacts and matters relating to the promotion of the museums and displays in the Shire of Toodyay
- provide input to Council on policy aimed at the conservation of heritage places and areas.
- promote a wider appreciation of the region's heritage (indigenous and post settlement) and its value in cultural, spiritual, educational and economic terms.
- provide policy input to Council on development issues involving heritage sites or areas.
- provide input to Council on the maintenance, restoration and promotion of heritage sites under the control of the Council.
- Provide input on applications for development within heritage sites or areas.
- identify places that the community recognises as being of cultural significance (indigenous and post settlement) within the Shire of Toodyay and to encourage their conservation for current and future generations.
- provide input to Council and the community on matters relevant to heritage preservation, restoration, education and promotion.
- liaise with other groups and organisations who share similar values/interests/concerns including community groups.
- identify issues within the Shire of Toodyay requiring further research and action.
- liaise and seek input, when necessary, from the community, and other groups and organisations including community groups who share similar values/interests/concerns on issues.
- Liaise with Shire administration to investigate sources of funding for specific heritage projects.
- provide advice on events, community and school education materials, specialist trade courses, etc to further cultural heritage and conservation awareness within the Shire.
- provide advice on marketing, branding and promotion of heritage and heritage related tourism within the Municipality.

## POWERS OF THE COMMITTEE

The committee is a formally appointed committee and is responsible to that body. The committee does not have executive powers or authority to implement actions in areas over which the CEO has legislative responsibility and does not have any delegated financial responsibility. The committee does not have any management functions and cannot involve itself in management processes or procedures.

The committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its terms of reference in order to facilitate informed decision-making by Council in relation to the legislative functions and duties of the local government that have not been delegated to the CEO.

## TENURE OF COMMITTEE AND MEMBERSHIP

DISCUSSION NOTE: to align with current description.

## MEMBERSHIP COMPOSITION

- (a) The Heritage Advisory Committee Membership will consist of the following:
  - An upper limit of one third of elected members
  - Residency Museum Curator / Cultural Heritage Officer of the Shire of Toodyay
  - Up to six representatives from the broader community with knowledge or interest in the preservation and promotion of history of the Shire of Toodyay
- (b) All Members of the Advisory Committee may vote on business before the Committee, except where the Member has a conflict of interest.
- (c) Where a Councillor cannot attend a meeting of the Committee, another elected member delegated by the Councillor may act as a Member of the Committee for that meeting.
- (d) If any Member of the Committee is absent from three (3) consecutive meetings without having obtained leave of absence from the Committee, the Member's continued membership of that Committee will be referred to the Chief Executive Officer for determination.

## SUPPORT STAFF

- a) The Manager of Planning Services, or nominee, shall provide appropriate advice and support to assist the Committee.
- b) The Economic Development Officer and Community Development Officer shall provide advice and support to assist the committee.
- (e) The Committee shall be provided with a Support Officer from the Shire of Toodyay
- (f) The staff will not be Members of the Advisory Committee or have voting entitlements.

## CHAIRPERSON

The Committee shall appoint the Heritage Advisory Committee chairperson.

## ACTING CHAIRPERSON

If the Chairperson is absent or unavailable to preside, a Member of the Advisory Committee chosen by the Members present at the Committee meeting will preside.

## QUORUM

The Quorum of any Advisory Committee meeting will be a minimum of 51% (DISCUSSION NOTE: confirm current practice) of the membership.

## TIMES AND PLACES FOR MEETINGS

The Council will determine the dates, times and places for its meetings. Council will be responsible for providing a suitable venue.

## MEETING PROCEDURES

Unless otherwise provided in these Terms of Reference, the Advisory Committee will generally adopt informal meeting procedures. Where more formal procedures are required, the procedures described in Council's Standing Orders shall apply. (DISCUSSION NOTE: confirm current procedures)

## VOTING

- (a) Each Member of the Advisory Committee has a vote on each question to be decided.
- (b) Voting at a meeting must be open and questions decided by a majority of the votes of the Members present. However, if the votes are equal, the Member presiding has a casting vote.

## CONFLICT OF INTEREST

- (a) Where Committee Members have a conflict of interest, or could reasonably be taken to have a conflict of interest, in an issue being considered or to be considered at the meeting, the Member must declare the conflict of interest to the meeting and must not be present while the matter, or a related matter, is being considered by the Committee or otherwise take part in any decision of the Committee in relation to the matter or a related resolution.
- (b) For the purposes of this clause, a Member has a conflict of interest in an issue if there is a conflict between the Member's private interest and the public interest.

## OPEN TO THE PUBLIC

- (a) Meetings are to be open to the public, except where confidential matters are discussed.
- (b) When the Committee proposes to close a meeting to the public, the Chair will direct all persons, other than Members of the Committee, to leave the meeting and every person will immediately comply with the direction.
- (c) Non-members may, with the permission of the Chairperson, address the Advisory Committee on any item of business listed on the agenda however, a non-member will not vote on any matter at an Advisory Committee meeting.

## CONFIDENTIAL MATTERS

Should matters of a confidential nature be discussed at a meeting, the meeting may be closed to the public in accordance with the *Local Government Act 1995*.

A person who is or has been a Member of an Advisory Committee must not make improper use of information acquired as a Member to -

- (a) gain, directly or indirectly, a financial advantage for the person or someone else;
- (b) harm the local government; or
- (c) release information that the person knows, or should reasonably know, is information that is confidential.

## REPORTING

An Advisory Committee must submit a report of each of its meetings to the Chief Executive Officer, who will list any recommendation for Council's consideration on an agenda of a meeting of a Council Committee.

## SUB-COMMITTEES

Sub-Committees may be appointed by the Council to assist the Advisory Committee.

## REMUNERATION

The Council will not generally authorise payment or provide remuneration to Members of Advisory Committees however, where special circumstances exist, Council may resolve to pay remuneration, reimburse expenses and/or provide facilities to Members of Advisory Committees, pursuant to the *Local Government Act 1995*.



**HAC STATUS REPORT**  
**Heritage Advisory Committee**

*Supporting Officer*  
*Executive Manager Development & Regulation*



Meeting Date	Purpose	Recommendation and/ or Resolution	Target date for completion	Actioned by	Completion Date	Meeting Commentary
6/12/2023	Membership Application	That Council appoint Mr Philip Roberts as a community member on the Heritage Advisory Committee.	ASAP			
6/12/2023	Heritage Advisory Committee update	That Council receives the Museum update report on current Activities – Shire Museum and its Collections as at 23 August 2023.	ASAP			
6/12/2023	Terms of reference – Heritage Advisory Committee	That Council and the HAC Members workshop the draft terms of reference for the HAC, on 14 February 2024 prior to deciding on the terms of reference for Council consideration and approval at the February 2024 OCM.	ASAP			



## Committee Member Reporting form

### Committee Member Details

Name(s): \_\_\_\_\_

Organisation representing  
(if applicable): \_\_\_\_\_

Contact Details: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Request Details

I request for the item noted below to be discussed at the next:

Committee Meeting:  Audit & Risk Committee  Bushfire Advisory Committee  
(please tick)  Environmental Advisory Committee  Heritage Advisory Committee  
 Local Emergency Management Committee

Date of Committee Meeting: \_\_\_\_\_

Item Name: \_\_\_\_\_  
(e.g. Subject, title or purpose).

Are you tabling attachments at the meeting?  Yes  No  Copy attached

**Background Information OR if you only wish to ask questions please do so**  
(if not enough room please use reverse side of this page)

---

---

---

---

---

---

---

---

Proposed recommendation required?  Yes  No *write some wording below*

---

---

---

---

---

---



**Administration Centre**  
15 Fiennes Street (PO Box 96)  
TOODYAY WA 6566

**T** (08) 9574 9300  
**F** (08) 9574 2158  
**E** records@toodyay.wa.gov.au  
**W** www.toodyay.wa.gov.au



Further information

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Lengthier recommendation wording space

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**OFFICE USE ONLY**

Officer Received      Date: \_\_\_\_\_      Resolution Number: \_\_\_\_\_  
 Council approved       Report minuted



## Museum Collection and Conservation Management

### Introduction

This policy aims to guide the management of the Shire of Toodyay Museum collection and the environments in which it is stored or displayed.

### Objective

The objective of this policy is to provide guidelines for correct documentation, exhibition, storage and conservation of the collection.

### Scope

This policy applies to all Workers at the Shire of Toodyay, and it is a requirement that all Workers adhere to this Policy. Breaches of this Policy may result in disciplinary action.

### Definitions

Term	Definition
Act	<i>Local Government Act 1995.</i>
Collection:	Significant objects, photographs, artworks, documents, and books that represent the history and people of the Shire of Toodyay.
Interventive Conservation	The act by a conservator that involves a direct interaction between the conservator and the cultural material through interventive treatments that involve cleaning, stabilising, or repair of the original object when individual objects have sustained damage. The process is undertaken in order to halt and prevent further damage.
Patina of age	Physical signs of age that contribute to the significance of an object.
Preventative Conservation	The process of reducing rates of deterioration for a whole collection to minimize further damage.
Provenance	Confirmable history of the ownership and usage of an object.
Restoration	The process of not only intervening but repairing the damaged object.
Shire	The Shire of Toodyay.
Workers	Employees, contractors, and volunteers of the Shire as per the Work Health and Safety legislation (WHS) and regulations.

## Policy Statement

The Museum Advisory Committee is to be consulted on acquisition and deaccession of objects to and from the Museum.

### 1. Acceptance of Material into the Collection

Acceptance into the collection will be subject to having a Toodyay provenance and subject to:

- 1.1. One or more of the following themes:
  - 1.1.1. That relate to the Indigenous cultural history of the Shire.
  - 1.1.2. That document or relate to the exploration of, settlement of, and/or arrivals to the Shire.
  - 1.1.3. That relate directly to law and order, law enforcement, convictism in the region, the Police Force in the region and those relating directly to imprisonment, life and conditions in the Newcastle Gaol or the region that became the Shire.
  - 1.1.4. That relate directly to Connor's Mill in its usage as a mill and a power station;
  - 1.1.5. That relate to Toodyay's involvement in military conflict;
  - 1.1.6. That relate to the environmental history of the Shire.
  - 1.1.7. Objects or information where the provenance falls outside the region but are relevant to one of the above criteria may be considered for acquisition into the primary collection. Alternatively, they may be documented, photographed and returned to the donor, or used in a secondary collection (e.g. for educational purposes).
- 1.2. Whether objects are considered, upon assessment, to be significant to the Shire, where significant refers to the historic, aesthetic, scientific and/or social values of an object.
- 1.3. Objects will only be accepted into the museum in accordance with the International Council of Museums Code of Ethics for Museums and in accordance with Local, State and Federal laws regarding our National Heritage.

### 2. Acquisition of Objects

- 2.1 Objects will be acquired by donation, purchase or bequest.
- 2.2 No object will be acquired that is constrained by any limitations.
- 2.3 The intending donor must have legal title to the object and be willing to pass legal title to the Museum.
- 2.4 Acquisition should not duplicate materials already in the collection unless for the exceptional purposes of education, comparison or condition.
- 2.5 Objects shall be collected only if in manageable condition and it is deemed possible for the Museum to safely document, conserve, preserve, store, display or interpret the objects without duress to its resources.

23/11/2022 (43.7)

Page 2

Museum Collection and Conservation Management

\*\*\* This Document is not controlled once it has been printed \*\*\*

2.6 All objects accepted into the collection will be accessioned, by the Curator or appointed Shire Officers, in accordance with the Shire's Procedural Manual for Collection Management of the Toodyay Museum Collection.

### **3. Object Storage**

3.1 All objects are to be stored in accordance with the Shire's Procedure Manual for Collections Management.

### **4. Safe Handling of Objects**

4.1 Objects will be handled in accordance with the Australian Museums and Galleries Association guidelines.

### **5. Loans (Incoming and Outgoing)**

5.1 Loans shall be processed in accordance with the Shire's Procedural Manual for Collection Management of the Toodyay Museum Collection.

5.2 Objects will not be accepted on a short-term loan for purposes other than for an event, exhibition or research.

5.3 Long term loans are unacceptable to the Museum.

5.4 Proper documentation shall accompany all incoming and outgoing loans.

### **6. Deaccession of Objects**

6.1 Deaccession may only be undertaken due to duplication, condition, or irrelevance to the collection.

6.2 Deaccession by sale is only acceptable if the proceeds contribute to the conservation aims of the collection.

6.3 Disposal of the object must comply with the Australian Museums and Galleries Association guidelines.

6.4 Deaccession will take place in accordance with the Shire's Procedural Manual for Collection Management.

6.5 Full documentation of all deaccessions will take place.

### **7. Conservation**

7.1 Conservation and conservation practice must be the primary concern when using the collection particularly in reference to exhibition and display.

7.2 Only staff and volunteers that have been trained in safe handling procedures will be allowed access to the collection.

7.3 Conservation treatment or restoration of objects will only be conducted by, or under the supervision of, a qualified conservator.

7.4 Any conservation treatment of object/s should be done in such a way that retains the significance, patina of age and evidence of use of the object(s). Wherever possible, conservation treatments should be reversible.

7.5 The Museum will take every precaution to avoid accidental damage or loss to the collection through fire, flood, water damage, theft, vandalism, accident and damage from environment. Guidance is to be taken from:

- (a) Be Prepared: Guidelines for Small Museums for Writing a Disaster Preparedness Plan;
- (b) Museum Methods: a Practical Guide to Managing Small Museums and Galleries; and
- (c) Recollections: Caring for Collections across Australia.

7.6 The public will not be allowed to physically handle the collection unless under the direct supervision of the Curator.

## 8. Policy Review

Policy to be reviewed every five years, in conjunction with the review of the Museum Strategy.

### Reference Information

- [Western Australian Museum Conservation Policy](#)
- [Museum Interpretation and Exhibition Policy \(COM1\)](#)
- [Heritage Strategy](#)
- [Heritage Master Plan](#)
- [Museum Strategy](#)
- [Be Prepared – Guidelines for Small Museums for Writing a Disaster Preparedness Plan](#)
- [International Council of Museums](#)
- [ReCollections](#)

### Legislation

- [Environment Protection and Biodiversity Conservation Act 1999](#)

### Associated documents

Museum Conservation Procedure

### Version control information

Version No.	Date Issued	Review position	Developed by	Approved by
V1	15/05/2008	Adoption	Museum Officer	Council
V2	21/05/2009	Amended	Museum Officer	Council
V3	13/05/2010	Review	Museum Officer	Council

23/11/2022 (43.7)

Page 4

Museum Collection and Conservation Management

\*\*\* This Document is not controlled once it has been printed \*\*\*

Version No.	Date Issued	Review position	Developed by	Approved by
V4	19/06/2012	Review	Museum Curator / Heritage Officer	Council
V5	28/03/2017	Amended	Museum Curator / Heritage Officer	Council
V6	18/12/2019	Review	Museum Curator / Heritage Officer	Council
V7	23/11/2022 OCM235/11/22	Reformatted, amended & reviewed	Museum Curator / Heritage Officer	Council

Document control information	
Document Theme	Communities
Document Category	Community Development
Document Title	Museum Collection and Conservation Management
Document ID	COM1
Document Owner (position title)	Manager Community Services
Author (position title)	Manager Community Services
Date of approval	23 November 2022 (CRN: . OCM235/11/22)
Approving authority	Council
Access restrictions	Nil
Date Published	25 November 2022
Date of last review	23 November 2022
Date of next review	3 November 2027
Archived antecedent documents and previous versions	Amended OCM 21 May 2009 Reviewed OCM 13 May 2010 Amended OCM 19 June 2012 Amended OCM 23 March 2017 Amended OCM December 2019 Amended OCM 23 Nov 2022

23/11/2022 (43.7)

Page 5

Museum Collection and Conservation Management

\*\*\* This Document is not controlled once it has been printed \*\*\*





## CS9 Accession of Artefacts into Museum Collection

Responsible Officer:	Chief Executive Officer
Responsible Department:	Executive Services
Affected Department:	Corporate and Community Services
Responsible Officer:	Executive Manager Corporate & Community Services

### STATEMENT OF INTENT

The intent of this delegation is for Council to delegate power to the CEO to approve the acquisition of and deaccession of objects to and from the Museum Collection.

### POWER AND DUTIES

This delegation authorises the CEO to exercise any of the local government's powers or the discharge of any of its duties in relation to carrying out the recommendations made by Council who have considered the Museum Advisory Committee recommendation(s) in accordance with the provisions of Council's Consideration of Committee Recommendations Policy.

### FUNCTION

To comply with the provisions of Council's Museum Collection and Conservation Management Policy.

### CONDITIONS

There are no other conditions other than mentioned above.

CS9 ACCESSION OF ARTEFACTS INTO MUSEUM COLLECTION	
Relevant Management Practice:	<ul style="list-style-type: none"> <li>Not applicable.</li> </ul>
Relevant Local Law:	<ul style="list-style-type: none"> <li>Not applicable.</li> </ul>
Relevant Council Policy:	<ul style="list-style-type: none"> <li>Museum Collection and Conservation Management; and</li> <li>Consideration of Committee Recommendations.</li> </ul>
Relevant References:	<i>Local Government Act 1995</i> <ul style="list-style-type: none"> <li>s. 3.18 (Performing Executive Functions)</li> </ul>
File Number:	<ul style="list-style-type: none"> <li>HER10.</li> </ul>



**SECTION 3**  
**Corporate and Community Services – Delegations to the CEO**  
**2022/2023 Register of Delegations**

CS9 ACCESSION OF ARTEFACTS INTO MUSEUM COLLECTION	
Record Keeping	<p>s. 5.46(3) (Register of, and records relevant to, delegations to CEO and employees) of the <i>Local Government Act 1995</i>:</p> <ul style="list-style-type: none"> <li>• Minutes of Museum Advisory Committee Meetings are to be where the consideration of items into and out of the Museum Collection are recorded.</li> <li>• Decisions made by the Delegators will require the creation of an electronic record in the Museum Collection database that would have its own unique identifiable number in accordance with the Shire of Toodyay Record Keeping Plan and Record Keeping Policy.</li> <li>• The Museum Curator would find a place for items to be stored and make a record of that place on the above electronic record.</li> </ul>
Delegation made by Council to authorise the CEO and/or other employees	<ul style="list-style-type: none"> <li>• CEO.</li> </ul>
Sub-Delegation made by the CEO to other employees	<ul style="list-style-type: none"> <li>• Museum Curator</li> </ul>
Conditions	<ul style="list-style-type: none"> <li>• In accordance with the conditions listed in this delegation.</li> </ul>
Appointment of Authorised Officers / Authorised Persons <i>☑ Suitable for Acting Through</i>	<ul style="list-style-type: none"> <li>• Refer to Statement of Intent.</li> </ul>
Adoption Date:	27 May 2014 ( <i>Council Resolution 120/05/14</i> )
Last Review Date:	28 June 2023