



Heritage Advisory Committee Meeting

6 December 2023

Commencing at 2:30 pm

AGENDA

The next Heritage Advisory Committee Meeting will be held at the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566 on the abovementioned date and time.

Members are requested to familiarise themselves with the Agenda and prepare notes to help address key issues for the debate during the Meeting.

Members are requested to email questions via email at ceo@toodyay.wa.gov.au at the earliest opportunity so that Officers can respond to those questions prior to the Meeting.

A handwritten signature in blue ink, appearing to read "Suzie Haslehurst".

Suzie Haslehurst

CHIEF EXECUTIVE OFFICER



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ATTACHMENTS can be found in the Attachments Paper on the Council website alongside this agenda.

1 DECLARATION OF OPENING**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 appoints a deputy chair, unless the committee decides otherwise.

OFFICER'S RECOMMENDATION: DECLARATION – HAC PRESIDING MEMBER 1

That the Heritage Advisory Committee elects _____ as Presiding Member.

- 1.2 ANNOUNCEMENT OF VISITORS
- 1.3 RECORD OF ATTENDANCE AND APOLOGIES
- 1.4 DISCLOSURE OF INTEREST

2 MINUTES AND ADDITIONAL INFORMATION

2.1 CONFIRMATION OF MINUTES

2.1.1 Minutes of Meeting held on 7 June 2023

OFFICER'S RECOMMENDATION

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

2.1.2 Minutes of Meeting held on 6 September 2023

OFFICER'S RECOMMENDATION

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

2.2 REVIEW OF STATUS REPORT

2.2.1 Status Report and Minutes of MAC meeting

Attachments:	<ol style="list-style-type: none"> 1. Extract of MAC Minutes from meeting held on 7 June 2023; ↓ 2. Minutes of Meeting held on 6 September 2023; and ↓ 3. Status Report; and ↓ 4. Committee Member Reporting Form. ↓
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The extract of the MAC Minutes from 7 June 2023 are provided for confirmation purposes. Historically, an 'extract' of the minutes has been provided which is the full minutes minus the cover and contents pages. The CEO has determined that the full minutes of Committee meetings will be provided for confirmation. Therefore the MAC Minutes from 6 September 2023 are provided for confirmation purposes.

The MAC Status report is provided for review.

The Committee Member Reporting Form is provided with this agenda, and separately via email for members to complete upon receipt of the Agenda for the committee meeting, and email completed forms to execsec@toodyay.wa.gov.au.

MUSEUM ADVISORY COMMITTEE MEETING MINUTES7 JUNE 2023**1 DECLARATION OF OPENING**

Cr P Hart, Chairperson, declared the meeting open at 2.43pm.

1.1 ANNOUNCEMENT OF VISITORS

Nil.

1.2 RECORD OF ATTENDANCE AND APOLOGIESMembers

Cr P Hart	Councillor (Chair)
Mrs E Frayne	Community Representative
Mr B Keens	Community Representative

Staff

Ms T Bateman	Manager Corporate and Community Services
Mrs M Rebane	Executive Assistant
Mrs M Eberle	Museum Curator/ Cultural Heritage Officer

Visitors

Nil

Apologies

Ms J Edgecombe	Community Member
Cr S McCormick	Councillor

1.3 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 1 March 2023**

OFFICER'S MAC003/06/23	RECOMMENDATION/MAC	RESOLUTION	NO.
MOVED	Mr B Keens		
That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 1 March 2023 be confirmed, subject to the inclusion of Cr S McCormick, Councillor, as an Apology to the meeting.			
			MOTION CARRIED 3/0

MUSEUM ADVISORY COMMITTEE MEETING MINUTES

7 JUNE 2023

2.2 REVIEW OF STATUS REPORT**2.2.1 Status Report and Minutes of previous meeting**

Attachments:	<ol style="list-style-type: none"> 1. Extract of MAC Minutes from meeting held on 1 March 2023; 2. Status Report; and 3. Committee Member Reporting Form.
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The extract of the MAC Minutes from 1 March 2023 are provided for confirmation purposes.

The MAC Status report is provided for review.

The Committee Member Reporting Form is provided with this agenda, and separately via email for members to complete upon receipt of the Agenda for the committee meeting, and email completed forms to execsec@toodyay.wa.gov.au

Please note that once the meeting is held, the title of this report will change to say update of the Status Report, in the minutes of the meeting.

2.3 INWARD/OUTWARD CORRESPONDENCE

Nil.

Put here correspondence about the National Award – use some stuff from action list. Photograph of the certificate/award.

3 BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)

Nil.

4 OFFICER REPORTS**4.1 Museum Advisory Committee Update**

Date of Report:	26 May 2023
File Reference:	COC4
Author:	M Eberle – Museum Curator and Cultural Heritage Officer
Responsible Officer:	T Bateman – Manager Corporate and Community Services
Attachments:	Nil

PURPOSE

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

BACKGROUND

This update follows on from a verbal report presented at the Museum Advisory Committee meeting in March 2023.

MUSEUM ADVISORY COMMITTEE MEETING MINUTES**7 JUNE 2023****COMMENTS AND DETAILS**

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

Collections

- Transcriptions
 - Toodyay Police Station Occurrence book 19 March 1860 – 27 April 1861 – initial draft of transcription completed. Proof-reading of draft completed to 15 May 1860 with additional research notes at front, including names of police officers and abbreviations used.
 - Collection of Newgain farm diaries spanning the years 1909 – 1932, authored by Frank Reginald Twine (b.1889 d.1949). Missing from the set are the years 1912, 1916, 1917, and 1930. Initial transcription and proof-reading of the diaries was undertaken in 2018. Proof reading of the diaries has resumed with additional re-formatting of transcriptions being undertaken
- Collections WA: Data about the museum collection continues to be uploaded to this online platform.
 - 2,045 records now shared including an audio recording of the 1994 oral history interview with beekeeper Sam Cook. To allow easier access to this 2 hour and 20-minute recording, five shorter, edited audio extracts have been created which focus on specific subjects. These are the 1920s-1950s operations overview, management and transport, extraction of honey, and marketing.
 - A new story titled “Have Bees, Will Travel” has been published on our page which features soundbites of Sam’s voice (from his oral history interview) expanding on the text in the article.
 - The article also includes images of related objects and photographs in the museum collection with additional photographs from “The Story of Toodyay” book published in 1949. <https://collections.wa.net.au/node/62484>.
- Newcastle Gaol Museum precinct
 - In April, a group of objects stored for safe keeping at the Newcastle Gaol Museum precinct site was able to be returned to its place of origin. They included parts for horse-drawn wagons, assorted scrap metal and various pieces of farming equipment. One of the cells at the 1907 lock-up had been used to store these objects associated with Syred’s Cottage since November 2005. (It is believed this material was moved to the lock-up for safe-keeping after the roof on the blacksmith’s shed there was blown off during a storm.)
- Connor’s Mill museum
 - A large stone grinding dish and stone, found in the Coondle area, have been loaned for display in Connor’s Mill by the Noongar Kaartdijin Aboriginal Corporation. They have been placed in a display case at the top of the first set of stairs.
- Volunteers
 - A new volunteer has joined the Museum to assist with documenting the archaeological collections (stored in the Museum Workshop) that have come from archaeological investigations at the:
 - Newcastle Gaol in 2002; and

MUSEUM ADVISORY COMMITTEE MEETING MINUTES**7 JUNE 2023**

- Wendouree Tearooms in 2003.
- Museum Volunteers funded the replacement of a new heater at the Gaol front desk.
- Promotion
 - Toodyay Herald p.4 historic photographs from the museum collection;
 - Toodyay Herald news on Shire page;
 - Social media (Facebook) posts;
 - National Trust Heritage Festival brochure and online program.
- Public programs / public engagement
 - April school holiday word search activity associated with beekeeping display at Connor's Mill, run by the Toodyay Visitors Centre.
 - National Trust Heritage Festival event in partnership with the Toodyay Historical Society on April 29.
 - The Noongar Kaartdijin Aboriginal Corporation hosted thirteen staff members from the City of Wanneroo at the Newcastle Gaol Museum precinct on May 26 for a presentation about the Gnulla Karnany Waangkiny (Our Truth Telling) project.
- Displays
 - The beekeeping display on the top floor of Connor's Mill has been expanded into the free-standing showcase nearby. More artefacts associated with Sam Cook have been installed. QR codes on five labels now allow visitors to listen to Sam's voice explaining further about what is on display. This was undertaken to support the National Trust Australian Heritage Festival event in Toodyay in late April.
 - Collections WA accommodated our request to use Sam Cook's oral history recording in our display and introduced a new feature on their platform that allowed QR codes to be generated and linked with audio files.

OFFICER'S RECOMMENDATION/MAC RESOLUTION NO. MAC004/06/23**MOVED** Mrs E Frayne

That the Museum Advisory Committee recommends to Council the following:

That Council receives the Museum update report on Current Activities – Shire Museum and its Collections.

MOTION CARRIED 3/0

MUSEUM ADVISORY COMMITTEE MEETING MINUTES

7 JUNE 2023

5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE

Nil.

6 CONFIRMATION OF NEXT MEETING

The next meeting of the Museum Advisory Committee is scheduled to be held on 6 September 2023 commencing at 2.30 pm.

7 CLOSURE OF MEETING

The Chairperson closed the meeting at 3.34pm.



Museum Advisory Committee Meeting

6 September 2023

Minutes

To: Museum Advisory Committee Meeting Members and Councillors.

Here within are the Meeting Minutes of the Museum 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 dark ink, appearing to read 'Suzie Haslehurst', is written over a light blue wavy graphic element.

Suzie Haslehurst

CHIEF EXECUTIVE OFFICER

MUSEUM ADVISORY COMMITTEE MEETING MINUTES


6 SEPTEMBER
2023

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 September 2023.



Suzie Haslehurst
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 6 December 2023.

Signed:

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

MUSEUM ADVISORY COMMITTEE MEETING MINUTES

6 SEPTEMBER
2023

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MUSEUM ADVISORY COMMITTEE MEETING MINUTES**6 SEPTEMBER
2023**

1 DECLARATION OF OPENING

Cr P Hart, Presiding Person, declared the meeting open at 2.35pm.

The Presiding Person ruled that proceedings of the meeting be suspended at 2.35pm for a period of up to 15 minutes in accordance with Standing Orders 3.12(a) Procedure where a quorum is not present during a meeting.

In accordance with Standing Order 3.13, the names of the Members present are as follows:

Members:

Cr P Hart

Mr B Keens

Staff:

Ms M Eberle, Museum Curator/Cultural Heritage Officer

Mr H de Vos, Executive Manager Development and Regulation

Mrs M Rebane, Executive Assistant.

The Presiding Member adjourned the business of the meeting to the next meeting of the Museum Advisory Committee scheduled to be held on 6 December 2023 commencing at 2.30 pm in accordance with Standing Orders 3.12 (c) Procedure where a quorum is not present during a meeting.

2 CLOSURE OF MEETING

The Chairperson closed the meeting at 2.45pm.

MAC STATUS REPORT
Museum Advisory Committee

Supporting Officer
Manager Corporate & Community Services



Meeting Date	Purpose	Recommendation and/ or Resolution	Target date for completion	Actioned by	Completion Date	Meeting Commentary
07/06/2023	4.1 Museum Advisory Committee Update	That the Museum Advisory Committee recommends to Council the following: That Council receives the Museum update report on current Activities – Shire Museum and its Collections.	ASAP	M Eberle	Completed	Council Resolution OCM146/06/23



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: | <input type="checkbox"/> Audit & Risk Committee | <input type="checkbox"/> Bushfire Advisory Committee |
| (please tick) | <input type="checkbox"/> Environmental Advisory Committee | <input type="checkbox"/> Heritage Advisory Committee |
| | <input type="checkbox"/> 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

2.3 INWARD/OUTWARD CORRESPONDENCE

Nil.

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 gaol 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 150th 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 1

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.

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 the first scheduled first 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 2nd 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

OFFICER'S RECOMMENDATION 1

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.



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.

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Museum Collection and Conservation Management

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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.

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- 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

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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
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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

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

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



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"> • Minutes of Museum Advisory Committee Meetings are to be where the consideration of items into and out of the Museum Collection are recorded. • 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. • The Museum Curator would find a place for items to be stored and make a record of that place on the above electronic record.
Delegation made by Council to authorise the CEO and/or other employees	<ul style="list-style-type: none"> • CEO.
Sub-Delegation made by the CEO to other employees	<ul style="list-style-type: none"> • Museum Curator
Conditions	<ul style="list-style-type: none"> • In accordance with the conditions listed in this delegation.
Appointment of Authorised Officers / Authorised Persons <i>☑ Suitable for Acting Through</i>	<ul style="list-style-type: none"> • Refer to Statement of Intent.
Adoption Date:	27 May 2014 (<i>Council Resolution 120/05/14</i>)
Last Review Date:	28 June 2023

5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE

6 CONFIRMATION OF NEXT MEETING

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

7 CLOSURE OF MEETING

The Chairperson will close the meeting.