



**Museum Advisory
Committee Meeting**

Minutes

8 May 2014

Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the following Museum Advisory Committee Meeting, where the Minutes will be confirmed subject to any amendments made by the members of 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 put together as an addendum to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 15 May 2014.



Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 14 Aug. 2014

Signed: S. Craddock

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

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ADDENDUM *with separate index follows Item 12.*

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Shire of Toodyay

MUSEUM ADVISORY COMMITTEE MEETING – 8 MAY 2014

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson declared the meeting open at 4.03 pm.

2. RECORDS OF ATTENDANCE / APOLOGIES

2.1 RECORD OF ATTENDANCE

Members

| | |
|-----------------|-----------------------------------|
| Cr S Craddock | |
| Ms M Eberle | Museum Curator / Heritage Officer |
| Ms S Hesse | |
| Dr B Shepherd | |
| Mrs J Edgecombe | |
| Mr David Pike | |
| Ms A Bell | |

Staff

| | |
|--------------|-----------------------|
| Mrs N Rodger | Rates/Finance Officer |
|--------------|-----------------------|

Visitors

Nil

2.2 APOLOGIES

Mr S Scott
Cr P Greenway

3. DISCLOSURE OF INTERESTS

The Chairperson advised that there were no disclosures of interest in the form of a written notice prior to the commencement of the meeting.

4. PUBLIC QUESTIONS

4.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the Meeting held on 13 February 2014 there were no questions taken on notice.

4.2 PUBLIC QUESTION TIME

Nil.

5. DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

5.1 Petitions

Nil.

5.2 Deputations

Nil.

5.3 Presentations

Nil.

5.4 Submissions

Nil.

**6. BUSINESS LEFT OVER FROM PREVIOUS MEETING
(if adjourned)**

Nil

The Chairperson requested that the Museum/Heritage Officer table her report.

The Museum/Heritage Officer tabled a verbal report at 4.07 pm.

7. CONFIRMATION OF MINUTES

7.1 Museum Advisory Committee Meeting held on 13 February 2014.

MOVED J Edgecombe

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 13 February 2014 be confirmed.

MOTION CARRIED

7.2 Matters arising from previous minutes

Michael McGuinness from the Toodyay Dental Surgery has heard about the two pictures of Yandee homestead. There have been discussions with the Museum/Heritage Officer regarding displaying the pictures at the dentist surgery however one of the frames is compromised.

8. REPORTS OF OFFICERS

8.1 Purpose of the Museum Advisory Committee

| | |
|-----------------------------------|--|
| Date of Report: | 2 May 2014 |
| Proponent: | Museum Advisory Committee |
| File Ref: | COM10 |
| Author: | Narelle Rodger – Rates/Finance Officer |
| Responsible Officer: | Stan Scott – Chief Executive Officer |
| Officer's Disclosure of Interest: | Nil |
| Attachments: | Nil. |
| Voting Requirements: | Simple majority |

INTRODUCTION

The purpose of this report is to consider the purpose of the Museum Advisory Committee.

BACKGROUND

The purpose of the Museum Advisory Committee is stated as follows:

The purpose of this committee is "to provide guidance and assistance to the Local Government:-

- a) on matters affecting the selection, interpretation or display of the museums artefacts; and
- b) matters relating to the promotion of the Museum."

The current policy O.4 – Museum Collection and Conservation Management has the following purpose:

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

CONSULTATION

There was no consultation in relation to this report.

STATUTORY ENVIRONMENT

Establishment of committees is in accordance with Section 5.8 of the *Local Government Act 1995*.

POLICY IMPLICATIONS

This committee does not have delegated authority. The Museum Advisory Committee wishes for Council to consider delegation to the Chief Executive

Officer to endorse the recommendation by the Museum Advisory Committee in respect to accession and deaccession matters.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable Strategic Implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

The purpose of the committee will be discussed at the Museum Advisory Committee meeting.

OFFICER'S RECOMMENDATION

The Museum Advisory Committee recommends to Council the following:

1. That discussion is undertaken with regard to broadening its terms of reference to include all matters pertaining to history and heritage within the Shire of Toodyay.
2. That delegation authority is granted to the Chief Executive Officer in respect to accession and deaccession matters.

MOVED Cr Craddock

SECONDED B Shephard

The Museum Advisory Committee recommends to Council the following:

1. The terms of reference to remain as they are at present and to include point C
"To provide oppourtunity for matters of interest or concern regarding the museum to be discussed".
2. That delegation authority is granted to the Chief Executive Officer in respect to accession and deaccession matters.

MOTION CARRIED

9. REPORTS OF COMMITTEE MEMBERS

General discussion around the table regarding Museum matters.

10. NEW BUSINESS OF AN URGENT NATURE

Nil

11. NEXT MEETING

Museum Advisory Workshop 23 July 2014 at 2.00 pm
Museum Advisory Committee Meeting 14 August 2014 at 4.00 pm

12. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 5.13 pm

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ADDENDUM

Attachments to Minutes of the

MUSEUM ADVISORY COMMITTEE MEETING

8 May 2014

MUSEUM UPDATE VERBAL REPORT

Date of Report **7 May 2014**
File/Record No. **COC4**
Author: **Margie Eberle – Museum Curator**
Responsible Officer **Audrey Bell – Manager Community Development**

MUSEUM UPDATE

PURPOSE

The purpose of this discussion paper is to provide information on current activities involving the Shire museums and its collections.

SUMMARY OF THE FACTS

Background:

This update follows on from a verbal report presented at the last Museum Advisory Committee meeting 13 February 2014.

Current Status:

Collections

- Information on around 126 photographs of the Glass and Sinclair family have been recorded manually.
- A series of documents included with the Glass and Sinclair photographs are now being examined. Most of these are certificates and letters pertaining to Vivian Sinclair's employment with the West Australian Government railways while he was stationed at Brookton c1914-1916. Both photographs and documents are being re-housed in polypropylene sleeves in the order in which they had been placed in the original photograph album. Sally Craddock and Jan Pentin have been working on this project on different days.
- The collection review (locating, photographing) continues with Beth Frayne's assistance – examining items in the archival storage room, mainly documents and smaller items.
- Nina Paterson has completed her transcribing of two ledgers of the Newcastle Police charge books, and has now begun transcribing a farm diary (Nardie) from the early 1900s.
- Brian Shepherd continues to transcribe the Log Book Comptroller of Prisons for the Newcastle Gaol (first decade 20th century) – mainly a

record of correspondence on matters pertaining to the daily running of the gaol, e.g. postage, maintenance work etc.

On site

- Moondyne Festival – we had dress-ups, bush poetry by Bill Gordon and Clydesdales bringing people up to the gaol throughout the day. Steady visitation with around 80 people popping in. (our door counter actually registered 560 for the day).
- New volunteer Taia Sinclair came on board and energised a group of locals to make some costumes in time for the Moondyne Festival. A sewing day was held at the gaol on 14 April and volunteers Roz and Janet slaved away in the heat to produce some simple dress-ups for children and adults to add to the ones that Taia had already made. A range of hats have also been gathered.

Promotion

- Regular updates on gaol news are being posted on Facebook. The sewing of costumes was promoted with a series of photos of children and adults dressed up - some were used in the Moondyne Festival program.
- Article about the gaol and the Moondyne Festival were forwarded to newspapers via the Festival committee.
- Historic photos (flood waters) from the collection were published in April's edition of the Toodyay Herald.
- Advertising has been placed in May's edition of the Toodyay Herald to promote the upcoming furniture restoration happening in the gaol between May 14 and 18.

Public programs

- Taia organised traditional games at the gaol during the Moondyne Festival and also encouraged any children visiting to join in the fun by dressing up.
- Bush poet Bill Gordon was at the gaol for most of the day. We really only had about 5-10 people at a time but he still was happy to perform
- Furniture Restoration by Tim Harris is coming up from Wednesday May 14 – Sunday May 18.

Displays

- 23 QR codes linked with Wikipedia pages have been unobtrusively installed in Connors Mill linking directly to Wikipedia pages on the internet. A discussion page on Wikimedia about the Toodyaypedia project notes:

Connors Mill one of two museums in Toodyay became the first Australian museum to use qr coding and link every exhibit to available content enhancing the visitors experience, this is being followed up with Old Gaol Museum but there some content writing that needs to take place before it can be comprehensively covered.

http://outreach.wikimedia.org/wiki/GLAM/Newsletter/March_2014/Single

- Have been involved in early discussions with the Toodyay RSL sub-branch to discuss centenary commemorations for Gallipoli next year. We have touched on working out the content for the WA Museum's Remembering Them exhibition being launched in the gaol museum on April 2015; further consultation to happen.

Additional items

On Sunday 27th April, I attended the annual Museums Australia WA Wheatbelt Chapter meeting hosted by the Merredin Museum and Historical Society at the Old Railway Station Museum on Gt Eastern Highway, Merredin.

Options (*i.e. next steps, Officer Comments*):

Any help or feedback on the above appreciated by the museum curator.

CONCLUSION (and/or Recommendations)

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

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