

Museum Advisory Committee

MINUTES

Section 5.8 of the Local Government Act 1995

Thursday 8 August 2019

Committee Brief:

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.

Members as per Council Resolution 175/10/17 and 29/02/18 & 33/02/18

- Councillor Chitty, Council Member
- Councillor Welburn, Council Member
- Museum Curator
- Mrs J Edgecombe, Community Member
- Mr D Pike, Community Member
- Mrs B Frayne, Community Member
- Mr B Keens, Community Member
- Chief Executive Officer and/or his nominated representative
- Councillor Dow, Deputy Council Member

Preface

When the CEO 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 incorporated into a separate attachment to these Minutes.

Unconfirmed Minutes

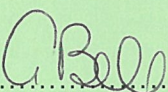
These minutes were approved for distribution on 12 August 2019.



Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 8 Aug 2019

Signed: 

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

CONTENTS

1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS.....	1
2.	RECORDS OF ATTENDANCE / APOLOGIES.....	1
2.1	RECORD OF ATTENDANCE	1
2.2	APOLOGIES.....	1
3.	DISCLOSURE OF INTERESTS	1
4.	CONFIRMATION OF MINUTES.....	1
4.1	Museum Advisory Committee Meeting held on 9 May 2019.....	1
4.2	Matters arising from previous minutes	1
4.3	Review of MAC Status Report.....	1
5.	BUSINESS LEFT OVER FROM PREVIOUS MEETING (if adjourned)	2
6.	REPORTS OF OFFICERS	2
6.1	Current activities – Shire Museum and its collections	2
7.	REPORTS OF COMMITTEE MEMBERS	4
7.1	J. Edgecombe.....	4
7.2	B. Frayne.....	4
7.3	B. Keen.....	4
7.4	A. Bell.....	5
8.	NEW BUSINESS OF AN URGENT NATURE.....	5
9.	NEXT MEETING.....	5
10.	CLOSURE OF MEETING.....	5

ATTACHMENTS *with separate index follows Item 10.*

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Shire of Toodyay

MUSEUM ADVISORY COMMITTEE MEETING 8 AUGUST 2019

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson declared the meeting open at 3.59 pm.

2. RECORDS OF ATTENDANCE / APOLOGIES

2.1 RECORD OF ATTENDANCE

Members

Ms M Eberle	Museum Curator
Mrs J Edgecombe	Community Member
Mrs B Frayne	Community Member
Mr B Keens	Community Member
Mrs A Bell	Manager Community Development

Staff

Mrs C McGowan	Community Development PA
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2.2 APOLOGIES

Cr T Chitty	Council Member
Cr R Welburn	Council Member

3. DISCLOSURE OF INTERESTS

There were no disclosures of interest.

4. CONFIRMATION OF MINUTES

4.1 Museum Advisory Committee Meeting held on 9 May 2019

OFFICER'S RECOMMENDATION/MAC RESOLUTION NO 01/08/19

MOVED B. Frayne **SECONDED** J. Edgecombe

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 9 May 2019 be confirmed.

MOTION CARRIED

4.2 Matters arising from previous minutes

Nil

4.3 Review of MAC Status Report

4.3.1 Strategic Planning

Ms Bell noted that all policies are being reviewed/updated as a project of the Shire.

4.3.2 Botanical Trail

Ms Bell commented that discussions had taken place between Toodyay and New Norcia. MCD to provide update at next meeting.

4.3.3 Bin plaques

Mrs Eberle commented that stainless steel cleaner has been purchased. Mr Keen offered to volunteer his time to clean the plaques.

5. BUSINESS LEFT OVER FROM PREVIOUS MEETING (if adjourned)

Nil.

6. REPORTS OF OFFICERS

6.1 Current activities – Shire Museum and its collections

Date of Report:	August 2019
File Reference:	COC4/Museum Advisory Committee
Author:	M Eberle – Museum Curator, Cultural Heritage Officer
Responsible Officer:	A Bell - Manager Community Development
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 May 2019.

OFFICER COMMENT

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

Collections

- Transcriptions
 - 1877-1888 Police Visitors Book – completed and proof read. Hopefully will be able to upload to Shire websites in our Historical Toodyay section to make this available more widely for researchers and family historians.
 - New Norcia Police Occurrence Book 1878 – transcription ongoing (46 pages out of 200 completed).
- Fordson tractor restoration update – Front end has been removed for new kingpins & bushes to be replaced. Steering box also removed for replacement of bearings.
- Stocktake of the entire museum collection – continuing

MINUTES OF MUSEUM ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 8 AUGUST 2019

- The metal components of the farming implements on display in the Machinery Shed were re-oiled in June by volunteers Michelle and Geoff. This provides a barrier to moisture, helping to prevent rust formation.

On site Newcastle Gaol precinct

- Two new display cabinets have been installed in the Law and Order cell. The new display includes an area to view some of the material produced for the Toodyay Convict Depot exhibition including stories about convicts.
- A small display in the Newcastle Police Stables titled “Unlocking the past” has been installed. It refers to the transcription of farm diaries in the museum collection being undertaken by volunteers behind the scenes.
- New interpretative signage for the Wicklow Shearing Shed, Newcastle Police Stables & Machinery Shed have been designed and ordered. At the time of writing this report the signage had not yet been supplied or installed.
- A contract for the re-shingling of the Newcastle Gaol Museum roof has been awarded and, at this stage, commencement should be in late September 2019.

Promotion

- Articles about the museum, activities and heritage subjects are included in the monthly Shire newsletter.
- The Toodyay Herald continues to publish photographs from the Shire Collection on page 4
- The Toodyay Museums Facebook group continues to promote the activities of the museum to those who have joined
- The Toodyay.Museums Instagram page continues to post photos about our two museum sites.

Displays

- Two new display cabinets have been installed in the Law and Order cell. The new display includes an area to view some of the material produced for the Toodyay Convict Depot exhibition including stories about convicts.
- A small display in the Newcastle Police Stables titled “Unlocking the past” has been installed. It refers to the transcription of farm diaries in the museum collection being undertaken by volunteers behind the scenes.
- In Connor’s Mill the temporary Coorinja display commemorating 100 years of the Wood family involvement with has been removed. A new display about the Industrial Extracts Factory is being developed for the showcase on the top floor.
- Panels about the dereliction of the Newcastle Gaol Museum and subsequent efforts on its restoration and ongoing care have been put up in the Wicklow Shearing Shed. As the re-shingling project proceeds opposite more material about this project will be shared in this area.

Public programs / public engagement

- Guided tours – Vision Impaired group, Iona Presentation College father and daughter group who stayed at the showgrounds for the weekend, Kalamunda History Village, tour bus groups on consecutive Saturdays in June (8th & 15th)
- Visit to the Newcastle Gaol in July by Toodyay, Northam & Yanchep groups.

Online educational package

- Educator Alex Kopp engaged to produce an online package directed at teachers based on our two museum sites and museum collections. Alex has developed 20 lessons organized under four themes: Being Then, Land of Bread & Honey, Cops & Robbers and Museum Visit
- 14 lessons have been uploaded to our Shire and Visitor Centre websites. A couple of lessons appear twice as they have relevance to more than one theme
- 6 lessons are awaiting feedback from the Noongar Kaartdijin Aboriginal Corporation (Toodyay), as there are some references to Aboriginal persons in them. When consultation has been completed then these will also be uploaded.

Key discussions by the committee regarding this report are as follows:

- Acknowledging the importance of having feedback from the Aboriginal Corporation regarding new educational resources.
- Museum Curator and Educator Alex Kopp co-presented new educational resources at HASS (Humanities and Social Science) Forum in Perth.
- The committee congratulated Mrs Eberle on a successful volunteer program.

7. REPORTS OF COMMITTEE MEMBERS

7.1 J. Edgecombe

Huge numbers of enquiries coming through the Historical Society webpage relating to family history or artefacts/heirlooms found and always happy to assist the museum with enquiries pertaining to these.

7.2 B. Frayne

Very interesting work transcribing the Newgain Diaries from the Museum collection. It has been great to find further links in Toodyay.

7.3 B. Keen

Been on holidays checking out other museums and can honestly say there is none that compare the Newcastle Gaol and Connor's Mill.

Stocktake of the museum collection is nearly finished, with a few items needing to be matched with their previous description – will then enter these into the database.

Mr Keens queried the purpose of large white metal pole that has been erected outside the gaol as it is really unsuitable for the heritage precinct.

Ms Bell replied that it is for the grant funded CCTV cameras that are being installed throughout town. The installers did not consult Shire staff before placing the pole, however after contacting the company, discussions will continue to find a possible solution.

7.4 A. Bell

Ms Bell gave the committee an update on the following:

- Newcastle Gaol Roof Project – all going well will be finished by the end of the year. The Gaol will remain open whilst the work is being carried out (builder to close sections).
- Convict Depot Walk – pedestrian bridge works to be finalised end of 2019. Would like to have opening of walk and coincide with the Gaol Roof being completed.
- Updating all forms, policies regarding volunteers, to include a Volunteer Strategy. Would also like to organise Volunteer shirts and badges.
- Report going to Council regarding some Council Committees to look at their functions and benefits. It may be that some change to a friends/working group, not Committee of Council.

All members of the committee strongly agree the Museum Advisory Committee should be retained as a Committee of Council. There is great community value in providing support to the decision making process of the Museum and its collections.

8. NEW BUSINESS OF AN URGENT NATURE

Nil

9. NEXT MEETING

The next Museum Advisory Committee Meeting is scheduled for 14 November 2019, commencing at 4.00pm.

10. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 4.49 pm.

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Attachments to Minutes

Museum Advisory Committee

Thursday 8 August 2019

CONFIRMATION OF MINUTES

4.3 Updated Status Report

1





STATUS REPORT Museum Advisory Committee

Including Recommendations made to Council, Action List and Completed items

Recommendations made to Council					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Proposed / Notes / Actions to be taken	Deadline/Comment

ACTION LIST					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes or Comment	
16 Aug 2018	4.3.2	Commemorative Plaque	M. Eberle	Mrs Eberle to conduct research regarding the 1991 Commemorative Plaque for the Toodyay Bus Crash. Put photos on 'Toodyay Photo's for community member information and check previous meeting minutes to seek how the plaque was given to the Shire. <i>*15/11/18 Ms Eberle to find out associated costs involved for the original plaque to be mounted on the stone in the new commemorative garden.</i> <i>*14/2/19 discuss with MCD</i>	
	7.4	Old Gaol Roof Restoration	A.Bell	A. Bell to discuss the fire risk of the old Gaol at the next Museum project meeting. Grounds needs clearing, can roof sprinklers be installed to reduce risk and protect the building. <i>*9/5/19 MCD issues raised with Heritage Advisor. To be discussed at building approval stage</i>	
9 May 2019	6.1	Botanical Trail	A.Bell	MCD to discuss the Botanical Trail from New Norcia to Toodyay with P/T Tourism Officer. <i>*MCD to provide update at next meeting</i>	
	7.2	Bin Plaques	A.Bell	MCD to enquire on the cleaning of plaques/bins <i>*Product has been purchased. Mr Keen volunteered his time to clean the plaques.</i>	

COMPLETED RECOMMENDATIONS THAT HAVE GONE TO COUNCIL (and ACTIONS Completed)					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes	RESOLUTION NO.
17 August 2017	8.3	Strategic Planning, review of Policy 0.3 Museum Interpretation and Exhibition	A. Bell	1. Recommends that Council endorses the update of Policy O.3 Museum Interpretation and Exhibition; and 2. Notes that an extensive review of policies is underway and the policy may not be considered immediately. (07/05/17)	Placed onto the Committee Meeting Status Report for time being, pending review.