

Museum Advisory Committee

MINUTES

Section 5.8 of the Local Government Act 1995

Thursday 9th May 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 16 May 2019.



Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on3th August 2019.....

Signed:A Bell.....

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

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ATTACHMENTS *with separate index follows Item 10.*

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Shire of Toodyay

MUSEUM ADVISORY COMMITTEE MEETING

9 MAY 2019

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

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

Staff

Mrs C McGowan	Community Development PA
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Visitors

Nil

2.2 APOLOGIES

Cr T Chitty	Council Member
Cr R Welburn	Council Member
Mr B Keens	Community Member

3. DISCLOSURE OF INTERESTS

There were no disclosures of interest.

4. CONFIRMATION OF MINUTES

4.1 Museum Advisory Committee Meeting held on 14 February 2019

OFFICER'S RECOMMENDATION/MAC RESOLUTION NO 01/05/19

MOVED B Frayne **Seconded:** M. Eberle

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 14 February 2019 be confirmed.

MOTION CARRIED

4.2 Matters arising from previous minutes

Nil

4.3 Review of MAC Status Report

4.3.1 Commemorative Plaque of Toodyay Bus Crash

Ms Bell commented that she will discuss the Commemorative Plaque with M. Eberle. This can be placed in the Commemorative Garden.

4.3.2 Old Gaol Roof Restoration

Ms Bell commented that these issues were raised with the Heritage Advisor and will be discussed at the building approval stage.

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:	May 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 February 2019.

OFFICER COMMENT

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

Collections

- Transcriptions
 - farm diaries from the Newgain property - completed
 - 1877-1888 Police Visitors Book – had been on display as part of the Toodyay Convict Depot exhibition, and partially transcribed. Transcription now finished, proof reading underway.
 - New Norcia Police Occurrence Book 1878 – commenced. Book includes multiple mentions of Newcastle. (At this time the Toodyay Resident Magistrate was responsible for a much larger area, including New Norcia). The book itself resides in the collections of the Benedictine Community of New Norcia.

MINUTES OF MUSEUM ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 9 MAY 2019

- Fordson tractor restoration update – Some rust has been cut out of the body
- Stocktake of the entire museum collection – update/confirmation of the artefact's location on the museum's database
- 1920s/30s table, formerly stored in three sections in the 1907 lock-up, has been cleaned, carefully polished and reassembled. The table has been relocated to the museum workshop, and its location (which had been noted as 'unknown') has now been updated on the museum database along with a photograph.

On site Newcastle Gaol precinct

- The footbridge behind the gaol has been replaced in a sympathetic manner.
- On 29th March the Premier, the Hon. Mark McGowan, visited to Newcastle Gaol Museum to announce the successful Lotterywest funding grant for Toodyay's recreation precinct

Promotion

- Articles about the museum, activities and heritage subjects are included in the monthly Shire newsletter.
- In the February, March and April editions of the Toodyay Herald photographs from the Shire Collection were published on page 4
- Museum exhibitions 2019 brochure produced and sent out to Senior and Tour Groups
- The Toodyay Museums Facebook group (of the Shire of Toodyay Facebook page) continues to promote the activities of the museum to those who have joined - mostly Toodyay residents.
- An Instagram account with the name of Toodyay.Museum has been launched to promote the activities of the museum in a wider context (ie to Toodyay and beyond)
- Metal sign TOODYAY installed in front of Connor's Mill next to the machinery. A destination marketing initiative, designed to promote the Toodyay name on photos posted to social media such as Facebook & Instagram
- ABC interview undertaken at the Newcastle Gaol about Moondyne Joe and the re-shingling of the gaol roof was shared on Facebook
- Interview with Brooke from Radio ECU (operated by Edith Cowan University undergraduate & postgraduate students of broadcasting course) during the week they were featuring Toodyay. Subject: The museums, what is going on & what can visitors expect to see.

Displays

- New major temporary exhibition in the Newcastle Gaol. "Taking up the Trail – botanical journeys from Toodyay to Mt Lesueur" opened on Saturday 16th February.
- Sally Craddock's artwork "Margot's tree", acquired at the 2018 Toodyay Show, has been placed on display in a cabinet in the Toodyay Visitors Centre. Its subject (the Illyarie) dovetails well with the botanical theme of our new exhibition which is also being promoted alongside it.

Public programs / public engagement

- Toodyay Community Program event at the Gaol on 16th April during the school holidays – Treasure hunt & nature prints activity
- Guided tours – Amana Living in February,
- A descendant of Peter Salvaire, an early donor (1960s) of material to the museum collection requested to view these items. Most of the remaining items in the collection were retrieved from storage, laid out in the museum workshop, and viewed on 1st March. Further historical information was also supplied.
- Gunfire breakfast held at the Wicklow Shearing Shed following the ANZAC day dawn service.

M. Eberle highlighted the following points:

- The importance of the Museum volunteers who work tirelessly behind the scenes.
- Pioneer Pathway meeting to discuss interpretation signage for Moondyne Joe
- Possible collaboration of a botanical drive trail between New Norcia, Chittering and Toodyay, linking with the 'Taking up the Trail' exhibition. Map or brochure to be created.

Action 1: MCD to discuss the Botanical Trail from New Norcia to Toodyay with P/T Tourism Officer.

7. REPORTS OF COMMITTEE MEMBERS

7.1 B. Frayne

Researching the humble beginnings of the Moondyne Festival and documenting findings.

7.2 B. Frayne

Stainless steel Bin plaques and the bins around Toodyay are in need of cleaning.

Ms Bell commented she will look into which product to use and enquire on the cleaning of the plaques/bins.

Action 2: MCD to enquire on cleaning of bins and plaques.

8. NEW BUSINESS OF AN URGENT NATURE

Nil

9. NEXT MEETING

The next Museum Advisory Committee Meeting is scheduled for 8 August 2019, commencing at 4.00pm.

10. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 4.35 pm.

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Attachments to Minutes

Museum Advisory Committee

Thursday 9 May 2019

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Museum Advisory Committee

MINUTES

Section 5.8 of the Local Government Act 1995

Thursday 14th February 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

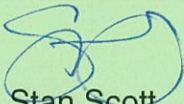
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The "Confirmed" Minutes are then signed off by the Presiding Person.

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 18 February 2019.



Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 9th May 2019

Signed: 

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

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Shire of Toodyay

MUSEUM ADVISORY COMMITTEE MEETING

14 February 2019

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Cr Chitty was selected as Chair in the absence of Ms Bell. The Chairperson declared the meeting open at 4.00 pm.

2. RECORDS OF ATTENDANCE / APOLOGIES

2.1 RECORD OF ATTENDANCE

Members

Cr T Chitty	Council Member
Cr R Welburn	Council Member
Ms M Eberle	Museum Curator
Mrs B Frayne	Community Member
Mr B Keens	Community Member

Staff

Mrs C McGowan	Community Development PA
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Visitors

Nil

2.2 APOLOGIES

Mrs J Edgecombe	Community Member
Mrs A Bell	Manager Community Development

3. DISCLOSURE OF INTERESTS

There were no disclosures of interest.

4. CONFIRMATION OF MINUTES

4.1 Museum Advisory Committee Meeting held on 15 November 2018

OFFICER'S RECOMMENDATION/MAC RESOLUTION NO 01/02/19

MOVED Mrs B Frayne

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 15 November 2018 be confirmed.

MOTION CARRIED

4.2 Matters arising from previous minutes

Nil

4.3 Review of MAC Status Report

4.3.1 Original Bus Crash Plaque

Ms Eberle noted the plaque is currently still part of a display at the Visitors Centre and will discuss the plaque with MCD.

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:	February 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 November 2018.

OFFICER COMMENT

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

Collections

- Transcriptions
 - farm diaries from the Newgain property, nearly completed
- Fordson tractor restoration update – Clutch plates have been sourced from the USA ready for the clutch to be re-built. In the meantime the accessory drive unit from the gear box was removed due to excessive play and new bearings were installed. (Work on the tractor is only proceeding when Wayne, the Shire Mechanic, does not have more important work to be done with other Shire machinery.)

On site Newcastle Gaol precinct

- 1907 Lock-up - Objects being stored in one of the cells at this site have been unpacked, examined and photographed as part of a long term plan to open up the venue for public access. The majority of these items are not a part of the museum collection and their history and how they came

to be stored here is unknown. Many of the objects are in poor or incomplete condition. Efforts are now being made to find out more about these objects by sharing photos on the museum's Facebook page. In the long term, a decision will be made on which items should become a part of the museum collection - after factors such as significance and the current lack of museum storage space is taken into consideration.

- Police Stables – disintegrating wooden sleepers used as flooring in the stables have been filled with Level Crete which has been coloured. This will provide a much more level surface for visitors to walk on
- The footbridge behind the gaol has been deemed to be unsafe. In mid-December it was blocked off for foot traffic. We are currently waiting for the sleepers to be replaced, after which the pathway will be re-opened.
- Pruning of trees on the vacant block side of the Gaol was carried out. Ensuring clearance for the shingle roof for future works and ongoing maintenance.
- Stephen Carrick Architects have been engaged to prepare the tender for the re-shingling of the Gaol roof. I believe at this stage it is hoped the tender will be awarded by the end of May 2019.

Onsite Connor's Mill

- Milling machinery was serviced in early January. Bearings on all the historic machinery were greased and supports for the electrical motor running the display were tightened, as they had become a bit loose.

Promotion

- Articles about the museum, activities and heritage subjects are included in the monthly Shire newsletter.
- In the November and December editions of the Toodyay Herald photographs from the Shire Collection were published on page 4

Displays

- Preparing for new major temporary exhibition in the Newcastle Gaol. "Taking up the Trail – botanical journeys from Toodyay to Mt Lesueur" will be opening on Saturday 16th February. The exhibition will be exploring the stories of botanical journeys over time to Toodyay, New Norcia and on to Mt Lesueur near Jurien Bay. Themes explored will be Deep Time, European Discovery and the 20th Century and beyond. Significant artefacts from the Benedictine Community of New Norcia collections have been borrowed for the exhibition which will run until the end of July 2019. Working in collaboration with the Toodyay Naturalists Group, Neville Marchant (former director of the State Herbarium) & Marina Baker (former museum collections manager, Benedictine Community of New Norcia)

MINUTES OF MUSEUM ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 14 FEBRUARY 2019

Public programs

- Toodyay Historical Society Christmas gathering at the Wicklow Shearing Shed on the evening of Saturday November 25

Points discussed as per report:

- Recent repairs are completed of the footbridge at the Gaol site. A plough from the museum is now a garden ornament at the front of the Police Stables
- Volunteers maintain a presence at the Museum every day.
- Mechanic is slowly working on the tractor with the Shire apprentice and will be returned to working order. A storage space will need to be decided once this is complete.
- Community members and volunteers are enjoying getting involved in the Museum and exhibitions.

7. REPORTS OF COMMITTEE MEMBERS

7.1 Mrs Frayne

Assisting with transcribing of the Newgain Diaries. These will be a great addition once completed.

7.2 B. Keen

Astounded at the amount of work that is involved behind the scenes to keep a museum running. It is a great place to volunteer and everyone enjoys it. Visitors really appreciate having someone there to greet them and be able to ask questions.

8. NEW BUSINESS OF AN URGENT NATURE

Nil

9. NEXT MEETING

The next Museum Advisory Committee Meeting is scheduled for 9 May 2019, commencing at 4.00pm.

10. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 4.30 pm.



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.	
	7.2	Bin Plaques	A.Bell	MCD to enquire on the cleaning of plaques/bins	

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.