



**Museum Advisory
Committee Meeting**

Minutes

13 February 2014

MINUTES OF MUSEUM ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 13 FEBRUARY 2014

Unconfirmed Minutes

These minutes were approved for distribution on 18 February 2014



Stan Scott
CHIEF EXECUTIVE OFFICER

Date: 18 February 2014

Confirmed Minutes

These minutes were confirmed at a meeting held on ..8 May 2014

Signed:S. Craddock.....

Presiding person at the meeting at which the minutes were confirmed.

Date:8 May 2014

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ADDENDUM *with separate index follows Item 12.*

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Shire of Toodyay

MUSEUM ADVISORY COMMITTEE MEETING – 13 FEBRUARY 2014

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson declared the meeting open at 4.02 pm.

2. RECORDS OF ATTENDANCE / APOLOGIES

2.1 RECORD OF ATTENDANCE

Members

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

Staff

Mrs N Rodger	Rates/Finance Officer
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Visitors

Nil

2.2 APOLOGIES

Cr B Lloyd
Cr P Greenway
Ms A Bell

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

Nil.

4.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the Meeting held on 21 November 2013 there were no questions taken on notice.

4.2 PUBLIC QUESTION TIME

Nil.

5. CONFIRMATION OF MINUTES

5.1 Museum Advisory Committee Meeting held on 21 November 2013

MOVED S Hesse

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 21 November 2013 be confirmed subject to the following amendment

- On page 15, remove the reference "Cr" before "S Hesse".

MOTION CARRIED

5.2 Matters arising from previous minutes

Nil

6. DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

6.1 Petitions

Nil.

6.2 Deputations

Nil.

6.3 Presentations

Nil.

6.4 Submissions

Nil.

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

Nil.

8. REPORTS OF OFFICERS

8.1 Unaccessioned material – Framed watercolour of Yandee homestead by Percy Hunt, 1947

Date of Report:	4 November 2013
Proponent:	Nil
File Ref:	COC4
Officer:	Margie Eberle – Museum Curator / Heritage Officer
Senior Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	1. Image.
Voting Requirements:	Simple Majority

INTRODUCTION

The Museum Advisory Committee is asked to consider a framed watercolour dating from 1947 currently held in storage at the Newcastle Gaol Museum.

BACKGROUND

In late July 2013, Ann Crane contacted the Shire of Toodyay about donating two framed artworks, estimated to date from the late 1940s, of Nunyle property Yandee Homestead. They had belonged to her husband, Gary Walter Crane, who was now deceased.

Gary Crane's father was Walter George Crane who purchased Yandee in 1946 and lived there with his family until January 1950. Ann Crane did not know how these works came to be in her husband's possession.

Ann resided at Oakford and was unable to bring them to Toodyay. In November the Curator drove down to her place to inspect and collect the items she was offering to the Shire.

This artwork is a framed watercolour (51.5cm x 41cm) signed by Percy Hunt and dated 1947. Hunt, was Head of the Art Department of Perth Technical College from 1954 until 1965. Prior to this he was temporary Art Master, then Art Master at the College from 1946 – 1953. Some of his works are currently amongst the collections of the Art Gallery of W.A.

The watercolour is of an Australian colonial style property situated on the top of a rise in front of a row of trees. There is a foreground of green pasture with a dirt path winding its way up to the homestead. It is framed with a Perspex cover and is in good condition.

STATUTORY ENVIRONMENT

This proposal does not contain any notable statutory implications.

POLICY IMPLICATIONS

Shire of Toodyay Policy O.4 Museum Collection and Conservation Management Mission Statement articulate that:

The Museum seeks to collect, document, conserve and interpret the history of Toodyay as well as educate and provide enjoyment in the history of the region.

The policy states that:

Acceptance into the collection will be subject to:

6.1. *One of the following themes:*

6.1.1. *Those objects that relate to the cultural history of the Shire of Toodyay prior to European settlement.*

6.1.2. *Those objects that document or relate to European settlement of the Toodyay region with an emphasis on the periods of development from 1830 to 1900.*

6.1.3. *Those objects 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 to become the Shire of Toodyay.*

6.1.4. *Objects/ documents/ materials relating directly to Connor's Mill in its usage as a mill and a power station; to any of the families that lived there; and work, working conditions or life in the mill.*

6.1.5. *Objects that fall 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).*

6.1.6. *Those objects that relate to the natural history of the Shire of Toodyay.*

6.2. *Whether objects are considered, upon assessment, to be significant to the Shire of Toodyay, where significant refers to the historic, aesthetic, scientific and social values of an object.*

Also that:

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. This includes provenance of the object as well as physical condition.*

The recommendation that follows is consistent with this policy.

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 artwork is of a significant property in the district which is recorded in the current Municipal Inventory & List of Heritage Places.

The artwork is by an artist represented amongst the Art Gallery of WA collections.

It complies with Collection Policy guideline 6.1.2 and relates to European settlement of the Toodyay region.

OFFICER'S RECOMMENDATION/ COMMITTEE RECOMMENDATION

MOVED B Shepherd

That the Museum Advisory Committee recommends to Council that it accession the framed watercolour of Yandee homestead by Percy Hunt, 1947 as part of the museum collection.

MOTION CARRIED

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Image 1: framed watercolour
Yandee Homestead by Percy Hunt
1947

8.2 Unaccessioned material – Panoramic photograph of Yandee homestead by W.R. Wallace, circa late 1940s

Date of Report:	4 November 2013
Proponent:	Nil
File Ref:	
Officer:	Margie Eberle – Museum Curator / Heritage Officer
Senior Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	1. Image.
Voting Requirements:	Simple Majority

INTRODUCTION

The Museum Advisory Committee is asked to consider a framed panoramic photograph dating from 1947 currently held in storage at the Newcastle Gaol Museum.

BACKGROUND

In late July 2013, Ann Crane contacted the Shire of Toodyay about donating two framed artworks, estimated to date from the late 1940s, of Nunyle property Yandee Homestead. They had belonged to her husband, Gary Walter Crane, who was now deceased.

Gary Crane's father was Walter George Crane who purchased Yandee in 1946 and lived there with his family until January 1950. Ann Crane did not know how these works came to be in her husband's possession.

Ann resided at Oakford and was unable to bring them to Toodyay. In November the Curator drove down to her place to inspect and collect the items she was offering to the Shire.

This artwork is a framed panoramic photograph (135cm x 38.5cm) with a photographer's mark at lower right "W.R Wallace, Post Office Place, Melbourne. All Rights Reserved"

(Note: Panoramic photographs of Indian and Holy Land locations dating from around the 1920s and signed by WR Wallace, appear on gallery catalogues for sale, but at present there is no confirmation that this is the same photographer.)

The photograph shows a long view of a homestead with verandah and multiple chimneys. A few sparse trees are around the house but for the most part the surrounding paddocks are fairly bare. It is assumed the photograph dates from the late 1940s, the period of the Crane family ownership of the property.

The condition of the wooden frame is poor, significant insect activity along the bottom section particularly has compromised the integrity of the wood. This activity appears not to be current, but care will need to be taken with its storage and display. The photograph should ideally be remounted but this may prove expensive due to its size. The image is covered with glass and the photograph itself appears to be in reasonable condition.

STATUTORY ENVIRONMENT

This proposal does not contain any notable statutory implications.

POLICY IMPLICATIONS

Shire of Toodyay Policy O.4 Museum Collection and Conservation Management Mission Statement articulate that:

The Museum seeks to collect, document, conserve and interpret the history of Toodyay as well as educate and provide enjoyment in the history of the region.

The policy states that:

Acceptance into the collection will be subject to:

6.3. *One of the following themes:*

6.3.1. *Those objects that relate to the cultural history of the Shire of Toodyay prior to European settlement.*

6.3.2. *Those objects that document or relate to European settlement of the Toodyay region with an emphasis on the periods of development from 1830 to 1900.*

6.3.3. *Those objects 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 to become the Shire of Toodyay.*

6.3.4. *Objects/ documents/ materials relating directly to Connor's Mill in its usage as a mill and a power station; to any of the families that lived there; and work, working conditions or life in the mill.*

6.3.5. *Objects that fall 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).*

6.3.6. *Those objects that relate to the natural history of the Shire of Toodyay.*

6.4. *Whether objects are considered, upon assessment, to be significant to the Shire of Toodyay, where significant refers to the historic, aesthetic, scientific and social values of an object.*

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Also that:

- 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. This includes provenance of the object as well as physical condition.*

The recommendation that follows is consistent with this policy.

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 photograph is of a significant property in the district which is recorded in the current Municipal Inventory & List of Heritage Places. There may not be many other photographs of the homestead.

It complies with Collection Policy guideline 6.1.2 and relates to European settlement of the Toodyay region.

OFFICER'S RECOMMENDATION/ COMMITTEE RECOMMENDATION

MOVED J Edgecombe

That the Museum Advisory Committee recommends to Council that it accession the panoramic photograph of Yandee homestead by W.R. Wallace as part of the museum collection.

MOTION CARRIED

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Image 1: *panoramic photograph*
Yandee Homestead by C.W. Wallace
late 1940s

8.3 Relevance of the Museum Advisory Committee

Date of Report:	11 February 2014
Proponent:	Museum Advisory Committee
File Ref:	COM10
Author:	Margie Eberle – Museum Curator
Responsible Officer:	Audrey Bell – Manager Community Development
Officer's Disclosure of Interest:	Nil
Attachments:	Nil.
Voting Requirements:	Simple majority

INTRODUCTION

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

BACKGROUND

At a MAC meeting held in November 2013, the committee members resolved as follows:

That a report be tabled at the next meeting of the Museum Advisory Committee in relation to the relevance of the Museum Advisory Committee.

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. In accordance with Clause 1.12 of the Museum Advisory Committee Guidelines, the Committee wishes to undertake an internal review to evaluate its effectiveness.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

This proposal may have strategic implications that can be researched prior to presenting a Committee Recommendation to Council.

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 Museum Advisory Committee's current terms of reference provides a formal framework for public consultation on matters affecting the management of the Shire's museums. Discussions and recommendations to the Council are recorded and followed up enabling a community voice to be heard pertaining to the selection of objects for the collection and how these objects should be interpreted, such as in displays for instance. How the museums should be promoted is also within this committee's terms of reference and there is an opportunity for the committee to discuss means of providing assistance to achieve any desired outcomes.

It is hoped a relationship between the community and the museum curator can also be fostered in a less formal way out of the confines of the above committee framework, although this is not a specific term of reference of the committee. An amicable relationship between all members of the committee would enable preliminary discussions to occur in an open and productive manner. This would provide the museum curator with a broader opportunity for understanding community wishes pertaining to the representation and interpretation of their history.

Other models for public consultation between an administrative body and a community are Friends groups. There are many models as there are many different types of museums and galleries. A Friends group may be independent or closely associated with the museum's management. The purpose behind the group will define its form.

A Friends role may be:-

- To represent a bridge between a museum and the community
- To lobby local, state and federal governments, or local and business communities for support
- To assist with the museum's public programs
- To provide a taskforce to help with a wide variety of duties
- To provide access to collections and staff expertise through members' activities
- To raise funds directly
- To raise funds indirectly by providing a client base for museum fundraising, or by seeking donations

Generally in Australia Friends groups have been set up as an incorporated body with their own constitution. A membership fee funds the various roles and activities - accountability would require the establishment of a bank account and minutes of meetings to be maintained. A Chair, a Secretary and a Treasurer

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would most likely need to be appointed. A decision would also have to be made on who administers the Friends group – the museum or an independent body.

There is an Australian Federation of Friends of the Museum website for further information. A May 2008 report commissioned by the Shire of Toodyay, titled Clinton Street Culture and Heritage Precinct Strategic Review and Action Plan suggested promoting interest in the museum by forming a Friends group. In today's economic climate, however, many Friends groups in Australia are struggling after a rush of enthusiasm in the wake of small museum expansion over the last few decades in rural, regional, suburban and city areas.

The present Museum Advisory Committee may have been established when the Shire appointed a part-time museum curator and moved the management of the museum from voluntary to a paid staff member. At that time the committee worked very specifically in the area of the museum and its collections. In 2014 the museum curator is also employed as the heritage officer with responsibilities compatible to but wider than the care of the two Shire museums. A conversation on widening the terms of reference for the Museum Advisory Committee may be an option to discuss.

Possible objectives for this committee could be:-

- To provide advice and information on history and heritage matters
- Work with volunteers to undertake projects and community initiatives aligned with Council heritage strategies
- Work with the Council to promote and advocate for the protection of community history and heritage assets.

The annual evaluation of the Committee's effectiveness (Section 1.12 of the Guidelines for the Museum Advisory Committee) may be the means by which the scope of the committee might be changed. This mechanism is in the current guidelines and provides an opportunity to examine the purpose of the committee, if it is being met and its effectiveness. However as the Committee has been established under Section 5.8 of the Local Government Act 1995 it is likely that it will continue not to have delegated authority should its terms of reference change.

OFFICER'S RECOMMENDATION

The Museum Advisory Committee recommends to Council the following:

That discussions be undertaken with regard to broadening its terms of reference to include all matters pertaining to history and heritage within the Shire of Toodyay.

Executive Assistant entered chambers at 4.47pm

Executive Assistant left chambers at 5.00 pm

COMMITTEE RECOMMENDATION

MOVED J Edgecombe

That the Officers report be deferred to the 8 May 2014 meeting of the Museum Advisory Committee.

MOTION CARRIED

COMMITTEE RECOMMENDATION

MOVED S Hesse

That the Museum Advisory Committee conducts workshops on the 16 April 2014, 23 July 2014 and 22 October 2014 at 4.00pm.

MOTION CARRIED

9. REPORTS OF COMMITTEE MEMBERS

The Museum / Heritage Officer tabled a verbal report at 5.16 pm.

10. NEW BUSINESS OF AN URGENT NATURE

Nil

11. NEXT MEETING

Museum Advisory Committee Workshop	16 April 2014
Museum Advisory Committee	8 May 2014

12. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 5.37pm.

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ADDENDUM

Attachments to Minutes of the

MUSEUM ADVISORY COMMITTEE MEETING

13 February 2014

ADDENDUM
ATTACHMENTS TO MINUTES OF THE MUSEUM ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 13 FEBRUARY 2014

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REPORTS OF COMMITTEE MEMBERS

9.1	Verbal Report – Museum Update	1
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VERBAL REPORT

Date of Report

File/Record No.

Author: Margie Eberle

Responsible Officer

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 21 November 2013.

Current Status:

Collections

- Proposed for inclusion at this meeting:
 - 2 framed images of Yandee homestead – a 1940s photograph and a watercolour
- Around 126 photographs of the Glass and Sinclair family are currently being examined and documented by Sally Craddock and Jan Pentin in preparation for consideration for inclusion in the Shire collection
- The collection review (locating, photographing) continues with Beth Frayne's assistance
- Transcribing of the Newcastle Police Station Charge sheets and Newcastle/Toodyay Gaol records by Nina Paterson and Jan Pentin is also ongoing

On site

- Thank a volunteer evening event in January
- Jim Page and Gail Moore remain our only front of house volunteers. (Opportunities for volunteering for only a few hours a day are available,
- and would be much appreciated when the cooler weather arrives)

Promotion

- A brochure about the upcoming yearly museum display program has been printed. Electronic copies have been circulated to Visitor Centre customer mail-lists. Senior Citizens and tour groups are being contacted personally via phone. Following up with postage of museum brochures, yearly events calendar and other tourist brochures.
- Two registered events in the upcoming National Trust's Heritage Festival April/May 2014 (Bush poets in the gaol courtyard , Moondyne Festival & Tim Harris, colonial furniture restorer 14 – 18 May)
- Museum Facebook page being maintained
<https://www.facebook.com/OldNewcastleGaolMuseum?ref=hl>

Public Programs

- Tim Harris will restore colonial pieces from the Newcastle Gaol Museum's collection in the temporary exhibition space in full view of visitors to the gaol. He will be happy to engage with members of the public. Please come and chat, or bring items in for historical information or advice. Tim has offered to do an evening talk or PowerPoint presentation while in Toodyay – a venue has yet to be organised.

Displays

- Newcastle Gaol
 - Temporary exhibition has been changed over, now showing *Into the Unknown, Explorations in Western Australia*. QR codes have been attached to some of the labels linking to Wikipedia pages in order to deepen the content offered to the visitor.

Planned/proposed

- West Australian Museum's partnered exhibition "*Remembering Them*", opening April 2015 at the Newcastle Gaol Museum.
Am presently conducting research into World War 1 and its effect on Toodyay. Considering story-lines (one will probably be about the first Toodyay casualty, Bill Strahan who died at Anzac Cove in April 1915. His funeral saw one fifth of the district's population attend. A verse written by him was published and then posthumously sent to the King. Strahan was a father of 11; a son was later wounded in 1917 in France. His death had a huge impact locally.) Any help with research in this area appreciated.
- Further QR codes are proposed for inclusion with displays at Connors Mill.

Additional items

- Still consulting about the appropriate means of setting up a shared database for the police and gaol records being transcribed. Working to ensure as simple and robust interface as possible, with as modest cost component as possible! Still planning to tie this in with an application for funding to improve IT facilities of the museum.

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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