

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

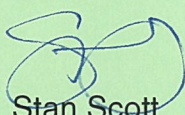
When the CEO approves these Minutes for distribution they are in essence "Unconfirmed" until the following Museum Advisory Committee Meeting, where the Minutes will be confirmed subject to any amendments made by the members of the Committee.

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 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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ATTACHMENTS *with separate index follows Item 10.*

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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.

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Attachments to Minutes

Museum Advisory Committee

Thursday 14 February 2019

CONFIRMATION OF MINUTES

4.3 Updated Status Report

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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. *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. *14/2/19 discuss with MCD	
	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.	

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 0.3 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.