

Museum Advisory Committee

MINUTES

Section 5.8 of the Local Government Act 1995

Thursday 15 February 2018

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

- Councillor Craddock, Council Member
- Councillor Welburn, Council Member
- Museum Curator
- Mrs J Edgecombe, Community Member
- Mr D Pike, Community Member
- Mrs B Frayne, 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 22 February 2018.



Stan Scott

CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on

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.*

Shire of Toodyay

MUSEUM ADVISORY COMMITTEE MEETING 15 FEBRUARY 2018

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Mr Scott declared the meeting open at 4.05pm and informed the Committee that Cr Craddock had resigned as a Shire of Toodyay Councillor effective immediately. A new Chair is to be elected and Mr Scott called for nominations of position of Chairperson of MAC.

Manager Community Development, Audrey Bell is nominated as Chairperson and Mr Scott declares Ms Bell elected unopposed as Chair of the Museum Advisory Committee.

2. RECORDS OF ATTENDANCE / APOLOGIES

2.1 RECORD OF ATTENDANCE

Members

Cr R Welburn	Council Member
Mrs M Eberle	Museum Curator
Mrs J Edgecombe	Community Member
Mrs A Bell	Manager Community Development

Staff

Mrs C McGowan	Community Development PA
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2.2 APOLOGIES

Mrs B Frayne	Community Member
Mr D Pike	Community Member

3. DISCLOSURE OF INTERESTS

There were no disclosures of interest.

4. CONFIRMATION OF MINUTES

4.1 Museum Advisory Committee Meeting held on 16 November 2017

OFFICER'S RECOMMENDATION/MAC RESOLUTION NO 1/02/18

MOVED: Mrs J Edgecombe **SECONDER:** Mrs M Eberle

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 16 November 2017 be confirmed.

MOTION CARRIED

4.2 Matters arising from previous minutes

There were no matters raised from the previous minutes.

4.3 Review of MAC Status Report

4.3.1 Strategic Policy, review of Policy 0.3 Museum Interpretation and Exhibition

Ms Bell commented that this policy will be presented to Council in due course as the Shire is in the process of Document Improvement Management Project (DIMP).

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:	7 February 2018
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 2017.

OFFICER COMMENT

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

Collections

- Transcriptions
 - Appendix B *Original Owners of Freehold Avon Locations in the Toodyay Road Board District*, from the Old Toodyay & Newcastle book, author: Erickson 1974
 - Midwife's Registration books compiled by Martha Chitty, early 1900s
 - farm diaries from the Newgain property dating from the years 1917, 1918 & 1921
- Ongoing proof reading and amendment of Newcastle Police Visitors book (1870s-1880s) transcription
- Cleaning and oiling of metal components of agricultural machinery on display behind Gaol
- Examination of 50 railway maps from 1946 Standard Gauge survey to assess suitability for inclusion in museum collection.

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- Textile collection survey photographs and data being processed for inclusion on museum database (mainly labelling & editing of photographs at this stage)

On site Newcastle Gaol

- Sundowner at Wicklow Shearing Shed – Toodyay Historical Society Christmas event
- Evening visit to the Gaol (Toodyay Convict Depot exhibition) and Police Stables]
- Christmas morning tea at the museum workshop
- Visit by Shire of York Heritage officer (Carol Littlefair) and curator (Katie Benfield) to the Toodyay Convict Depot exhibition (York Residency Museum have loaned several items for our display)

Promotion

- Regular updates on Gaol news continue to be posted on Facebook.
- Toodyay Herald - historic photographs from the museum collection published in editions.
- Shire newsletter – articles about Demasson display, puzzle book & support material being developed for the Convict Depot exhibition, marking 150 years since the cessation of transportation to Australia.

Displays

- Updated Demasson display with additional material offered on loan from community member (metal templates for fruit boxes)
- Information from Beth Frayne's database about convicts associated with Toodyay is being produced as support material for the Convict Depot exhibition

Public programs

- Free Gaol puzzle book (specifically pertaining to our own museum exhibitions) and lolly bag giveaways during summer school holiday period.

Mrs. Eberle highlighted the following points:

- Volunteers work tirelessly and are great asset to museum. It is very important to have the site manned each day.
- Mr. Barry Keens, a new museum has expressed his interest in becoming a member of the Museum Advisory Committee. He has forwarded his letter of interest to Council.

Mrs. Edgecombe congratulates Mrs. Eberle on the success of her museum volunteer program involving a wide variety of passionate people.

MINUTES OF MUSEUM ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 15 FEBRUARY 2018

6.2 Unaccessioned material – February 2018

Date of Report:	7 February 2018
File Reference:	COC4/Museum Advisory Committee
Author:	M Eberle – Curator & Cultural Heritage Officer
Responsible Officer:	A Bell - Manager Community Development
Attachments:	Nil

PURPOSE

To consider for inclusion in the Museum's Collection the following material.

BACKGROUND

Item / item group 1

Collection of 30 railway survey maps of Toodyay produced in 1946 as part of the contour survey of the south bank of the Avon River for the Fremantle – Kalgoorlie Standard Gauge Railway project.

Offered to the collection by Tom Hogarth

Item / item group 2

Collection of six colour photographs taken at Toodyay in 1999 by Sally Anne Hasluck OAM.

Five are of Newcastle Museum agricultural artefacts located at the Stables block and behind the Gaol and one photograph shows Donegan's Cottage.



Offered to the collection by Sally Anne Hasluck

OFFICER COMMENT

Railway survey maps

A collection of 50 contour survey maps produced in 1946 for the Standard Gauge railway project were offered to the museum by Tom Hogarth who saved them from disposal after their de-accession from the collections of the Railway Museum, Bassendean, WA.

Barry Keens, a Newcastle Gaol Museum volunteer, has examined the maps to determine their precise locations. Of the 50 maps offered I would recommend we retain 30 for the Newcastle Gaol Museum collection. These maps are either situated within the Shire of Toodyay or immediately adjoin.

The significance of the maps are explained in the following report authored by Barry Keen in January 2018 as part of our assessment of this material. (The notes referred to by Barry are not included in this report to the Museum Advisory Committee)

Fremantle – Kalgoorlie Standard Gauge Railway Survey 1946.

Contour Survey- South Bank of Avon River.

Surveyed by H.T. Williams, R.C. Rowe and H.S Marriott.

The starting point of this survey is at, what is now, Millendon Junction, being the point where the Standard Gauge Railway was to leave the Narrow Gauge Midland Railway line.

The maps produced from the survey were designated SG 101 and onward and were also given CCE, (Chief Civil Engineer), numbering which is also tabulated.

Maps SG112 – SG131 are relevant to the area within the Shire of Toodyay and are recommended for acquisition to the Museum collection. (Maps SG 110 are within the Shire of Swan but should be kept also). Maps SG113, SG121 and SG124 are missing from the series, which is unfortunate, but does not detract from the value of the maps that we have. The maps are copies and are in good condition on quality paper and with proper storage have an infinite life.

All measurements on the maps are in Miles and Chains and the distance covered is approximately 32 Miles, (51kms), along the South Bank of the River Avon. Maps are to a scale of 1 inch = 100feet and have good detail.

Conversions of distances is based on 1 chain = 22yards, 80 chains = 1 mile and 1 mile = 1.6km. 1 chain = 20.12m (approx.). (The kilometre conversion is to the nearest 10 metres).

The Toodyay Townsite is covered by maps SG126 and SG127 and has details of buildings and the original narrow gauge railway structures and alignment.

Other maps, apart from the contours, often have information on streams, roads, rocks, buildings, flood levels, fences, land ownership and the water pipeline from Northam.

Notes are attached relating to the additional information in the maps and are directly referenced to the maps as tabulated. (I can prepare more detailed notes, when Maps are added to the Museum collection, with possible site visits and photographs.)

Where more than one map with an SG reference is kept this is because of revisions which have a bearing on their value as a resource and show possible alignments of the new railway and surveyors notes which are of interest.

These maps are a valuable resource adding to the Heritage value of the Shire and showing the planning of the Standard Gauge Railway in 1946, which came to fruition in 1968 as a dual gauge railway, through the Shire as far as Avon Yard Northam and then Standard Gauge to Kalgoorlie. Toodyay is now on a direct main line from Perth instead of a branch line.

Photographs

In 1999 Sally Anne Hasluck undertook a Collections Management Plan consultancy for the museum / Shire. At this time equipment and furniture associated with the management of the museum were housed at Donegan's Cottage.

It was not until April 2002 that the first professional museum curator was appointed by the Shire and an archival facility was established at the Newcastle Gaol Museum site.

These photographs show an earlier period of the museum operation; many items visible still remain in the current museum collection. The photographs were taken by a prominent West Australian museum professional and indicate the changes and progress made in collection management practices at Toodyay today.

OFFICER'S RECOMMENDATION

The Museum Advisory Committee recommends to Council the following:

That Council accession into the museum collection a group of 30 contour survey maps produced in 1946 for the Standard Gauge railway project, and a set of 6 colour photographs taken in 1999 as part of a museum collections management consultancy.

Mrs Eberle highlighted the following points:

- 30/50 railway maps are of historical significance as they show flood levels, buildings and topography from 1946 within the Shire of Toodyay

Cr Welburn commented that he has an old map cabinet that the museum is welcome to have to store the maps.

Action 1: Mrs Eberle to follow up with Cr Welburn on the measurements of the map cabinet for the Railway Maps.

- Sally Anne Hasluck's gifted photographs (taken in 1999) shows the progress and development of the Museum site over the years.

OFFICER'S RECOMMENDATION/MAC RESOLUTION NO 2/02/18

MOVED: Mrs J. Edgecombe **SECONDER:** Cr Welburn

The Museum Advisory Committee recommends to Council the following:

That Council accession into the museum collection a group of 30 contour survey maps produced in 1946 for the Standard Gauge railway project, and a set of 6 colour photographs taken in 1999 as part of a museum collections management consultancy.

MOTION CARRIED

6.3 Museum Strategy 2018 - 2022

Date of Report:	8 February 2018
File Reference:	COC4/HER5
Author:	A Bell – Manager Community Development
Responsible Officer:	A Bell - Manager Community Development
Attachments:	Copy of proposed Museum 5 Year Strategy

PURPOSE

To consider the Shire of Toodyay Museum Strategy 2018-2022.

BACKGROUND

In 2017 the Museum Advisory Committee commenced working on a strategy for the Museum.

A new Vision was agreed to and passed by Council Resolution No. 14/01/2017 – The Museum is a welcoming place where the community conserves and shares Toodyay's unique heritage.

A new Mission Statement was agreed to and passed by Council Resolution No. 14/01/2017 – The Museum conserves, interprets and promotes Toodyay's unique cultural and environmental heritage by using a range of technologies and active public programs to attract and engage visitors of all ages.

Both current policies of Council which relate to the Museum – 0.3 Museum Interpretation and Exhibition and 0.4 Museum Collection and Conservation Management have been reviewed and updated. These have been approved by Council and will be included in the overall updates of all Council policies in 2018.

Following on from the various workshops/brainstorming sessions, the Museum/Cultural Heritage Officer and Manager of Community Development have worked through listing all items which relate to site, buildings, programs, heritage projects and smaller events.

These site and building items will be worked through the Senior Management Team at the Shire and through the normal project/budget process.

From the larger listing a more condensed/focused listing for the next 3 years was completed as a strategy for the Museum Curator to undertake and complete. In further workings and discussions between the Manager of Community Development and the Museum/Cultural Heritage Officer, the document has now expanded into 5 years.

Further workings of the Museum which will be included/reviewed during the course of undertakings of this strategy will include:

- Service Delivery – The Museum is currently open 7 days a week.
- Facilities – Some matters relating to accessible access, hearing and sight impaired can be included over time as budget allows.
- Workforce including Volunteers – Fulltime Museum/Cultural Heritage Officer is employed. The Museum currently has a full quota of volunteers

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who assist as Front of House – Information Guide and those Volunteers who work more on the research and back of house operations. The Shire as a whole will be reviewing policies and its overall Volunteer Program in the near future which include input from the Museum.

- Collections – Documenting the collection onto database. This is currently happening.
- Technology – Website, Facebook, Screen – narrated slide show for exhibits, other Social Media – will be researched and implemented if suitable. Analytics of the platforms used will be reviewed and reported on.
- Programs – Community Events – 2 per financial year. These may include – schools, holiday program, exhibits. These will vary each year and will include both visitors and community of Toodyay.
- How can revenue/finances be increased – Entry fees have been raised for 2017/2018. New fee has been listed for rental of venues – i.e. Wicklow Shearing Shed, Museum – i.e. Wedding Photographs. Shire Administration is also in discussion with National Trust for a Heritage Appeal.
- How will this strategy be measured? How will success be measured? Visitor Numbers. Income. Grants. Completion of projects. These will be reported on at each MAC meeting into the future.

OFFICER COMMENT

With this further work completed by the Museum/Cultural Heritage Officer and Manager of Community Development on the strategy, attached for the Museum Advisory Committee is the completed document for review and any further comment.

OFFICER'S RECOMMENDATION 1

That the Museum Advisory Committee accepts the Shire of Toodyay Museum Strategy 2018-2022, as presented.

OFFICER'S RECOMMENDATION 2

The Museum Advisory Committee (MAC) recommends to Council the following:

That Council endorse the Shire of Toodyay Museum Strategy 2018-2022 at the March 2018 Ordinary Council Meeting.

Ms Bell highlights the following:

- Strategic Plan shows projects for all museum sites and includes community engagement and cultural heritage. This document will be used for budget process and timeline for future projects.
- Grant funding is subject to availability. Some projects will have to be pushed back to the following year and the Strategy will be adjusted to reflect this.

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Ms Bell also notes that all these projects involve other departments, such as Works and Services or Parks & Gardens, and need to be placed on the works schedule of each department.

OFFICER'S RECOMMENDATION/MAC RESOLUTION NO 03/02/18

MOVED: Cr Welburn

SECONDER: Mrs J. Edgecombe

That the Museum Advisory Committee accepts the Shire of Toodyay Museum Strategy 2018-2022, as presented.

MOTION CARRIED

OFFICER'S RECOMMENDATION/MAC RESOLUTION NO 4/02/18

MOVED: Cr Welburn

SECONDER: Mrs J. Edgecombe

The Museum Advisory Committee (MAC) recommends to Council the following:

That Council endorse the Shire of Toodyay Museum Strategy 2018-2022 at the March 2018 Ordinary Council Meeting.

MOTION CARRIED

7. REPORTS OF COMMITTEE MEMBERS

7.1 Museum site

Cr Welburn commented that both the Gaol Museum and Connor's Mill are significant historical sites for locals and tourist. The town has many visitors over the weekend, how do we get them to the Gaol?

Mrs Eberle commented that the railway line seems to a barrier for people exploring the town and hoping the Convict Depot Walk Trail Project will increase visitation up the Precinct with interpretation signage along the trail.

8. NEW BUSINESS OF AN URGENT NATURE

There is no business of an urgent nature

9. NEXT MEETING

The next Museum Advisory Committee Meeting is scheduled for 17 May 2018, commencing at 4.00pm.

10. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 4.50pm.

Attachments to Minutes

Museum Advisory Committee

15 February 2018

CONFIRMATION OF MINUTES

4.3 Updated Status Report	1
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REPORTS OF OFFICERS

6.3 Museum Strategy 2018 - 2022 17	2
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Museum 5 Year Strategy 2018 - 2022 17



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
17 Aug 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.
15 Feb 2018	6.3	Museum Strategy 2018-2022	M Eberle / MCD	That Council endorse the Shire of Toodyay Museum Strategy 2018-2022 at the March 2018 Ordinary Council Meeting.	March 2018 OCM

ACTION LIST

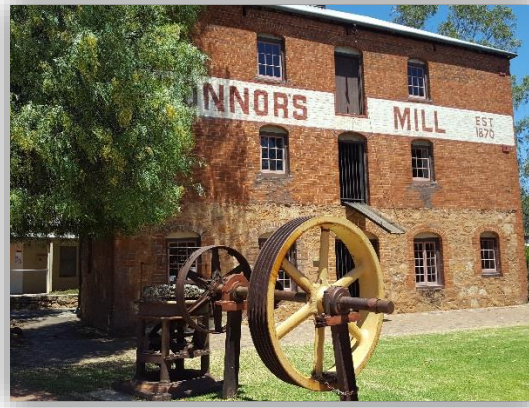
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes or Comment
16 Feb 2018	6.2	Unaccessioned material – railway maps	M. Eberle	Mrs Eberle to follow up with Cr Welburn on the measurements of the map draws/cabinet for the 1946 Railway Maps.

COMPLETED RECOMMENDATIONS THAT HAVE GONE TO COUNCIL (and ACTIONS Completed)

Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes	RESOLUTION NO.
16 Nov 2017	7.1	Update on Museum Strategy	A. Bell	That the MS will be brought back to the MAC Meeting on 15 February 2018.	Completed
15 Feb 2018	6.2	Unaccessioned material – February 2018	M Eberle	That Council accession into the museum collection a group of 30 contour survey maps produced in 1946 for the Standard Gauge railway project, and a set of 6 colour photographs taken in 1999 as part of a museum collections management consultancy.	Completed. (Museum Curator has delegated authority to carry out accessions)

MUSEUM 5 YEAR STRATEGY

2018 - 2022



Museum Vision Statement:

“The museum is a welcoming place where the community conserves and shares Toodyay’s unique cultural heritage”

Museum Mission Statement:

“The museum conserves, interprets and promotes Toodyay’s unique cultural and environmental heritage by using a range of technologies and active public programs to attract and engage visitors of all ages”

Museum Policies

- O.3 Museum Interpretation and Exhibition¹
- O.4 Museum Collection Conservation Management Policy

¹ 17 August 2017 - MAC recommend that Council endorse the update of Policy O.3 Museum Interpretation and Exhibition and notes that an extensive review of policies is underway and the policy may not be considered immediately (MAC Resolution No 07/05/17)

8.3 Strategic Planning, review of Policy 0.3 Museum Interpretation and Exhibition

Date of Report:	25 July 2017
File Reference:	COC10
Author:	M. Eberle – Museum Curator, Cultural Heritage Officer
Responsible Officer:	A Bell - Manager Community Development
Attachments:	0.3 Museum Interpretation and Exhibition Policy

PURPOSE

To continue planning for the museum's future by reviewing the Museum's Interpretation and Exhibition Policy O.3

BACKGROUND

After the review of Policy 0.4 Museum Collection and Conservation Management was completed it was felt that it would be appropriate for the second policy pertaining to the management of the museum, Policy O.3 Museum Interpretation and Exhibition, also be reviewed.

OFFICER COMMENT

The following review has been based on sentiments expressed during discussions with community members at two museum planning workshops about our Vision and Mission Statements and the Museum Collections Policy.

The most significant change, compared to the existing Policy, is the removal of Policy Statement 1. "The Shire of Toodyay Museum Collection is to be central to interpretation in the Museum and associated buildings." A review of the objects in the museum collection - presented to the second of the museum planning workshops mentioned above - indicates a high proportion of domestic equipment artefacts in the collection that are not reflective of five out of the six themes identified in the Museum Collection and Conservation Management Policy O.4. It was felt that allowing the objects to primarily determine the types of exhibitions may be too restrictive at the present time.

The other changes reflect the thematic changes in the updated Museum Collection and Conservation Management Policy O.4, and the addition of a Policy Review section.

The Committee should note that Council is undertaking a comprehensive review of its document management processes including its policy manual. This may include:

- Determining which policies have a strategic intent and need to be Council Policies;
- Identifying policies that are more operational and need not be considered by Council;
- Separating procedural elements of policies; and
- New templates for policies and version control.

As a result it may be several weeks or even months before the proposed policy is considered by Council.

MINUTES OF MUSEUM ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 17 AUGUST 2017

An update of Policy O.3: Museum Interpretation and Exhibition is proposed as follows:-

STATEMENT OF INTENT

This policy aims to guide the interpretation of materials within the Shire of Toodyay collection.

OBJECTIVES

1. To create entertaining, educational and interactive displays within the Museum that appeal to the target audiences.
2. To design a style, use of space and branding appropriate to the theme of the individual exhibition, without being detrimental to the existing exhibitions.

TERMINOLOGY

Interpretation: the act of providing information or conveying knowledge about an object or theme. The physical evidence of this including wall panels, information sheets, text labels and diagrams.

Thematic interpretation: the method of interpreting objects by historic themes as opposed to general classification

TARGET AUDIENCE

Previous studies of visitor data has shown the key visitation demographics to be people visiting from out of town fitting the following groups:

- Parents with young families;
- Semi-retirees (age demographic of 50+);
- Retirees (65+);
- Primary school groups; and
- Social groups (usually 65+)

Interpretation and exhibitions should be designed with this audience in mind. Displays should always be designed to also appeal to the local community. In future efforts could be made to attract young couples and individuals aged 18-35.

POLICY STATEMENT

1. The Museum aims to create displays and interpretation of a high professional standard.
2. Permanent displays are to interpret the main themes of collection as stated below;
 - 2.1 Those objects that relate to the Indigenous cultural history of the Shire of Toodyay
 - 2.2 Those objects that document or relate to the exploration and settlement of the Shire of Toodyay
 - 2.3 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

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- 2.4 Those objects that relate directly to Connor's Mill in its usage as a mill and power station
- 2.5 Those objects that relate to Toodyay's involvement in military conflict
- 2.6 Those objects that relate to the environmental history of the Shire of Toodyay
3. Thematic interpretation principles are to be used as the best practice for displays and displays should be created with meaningful context.
4. Interpretation of objects on display is not to compromise the conservation considerations of an object. It is recognised that deterioration of objects may occur within the course of normal museum use however interpretation should never increase risk to an object's condition.
5. All interpretation is to be based on the best research available and be as accurate and accessible as possible.
6. The museum is to use a range of interpretive strategies to appeal to the diversity of the target audience and encourage visitor and community participation. Each should be designed in a format and media appropriate to the target audience.
7. Exhibitions and displays are to be designed in a manner that best facilitates public access to the displays, within the constraints of the buildings.

POLICY REVIEW:

This policy should be reviewed every three years in line with Shire of Toodyay guidelines

OFFICER'S RECOMMENDATION

That the Museum Advisory Committee:

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.

Ms Bell clarifies the policy review process being undertaken by the Shire of Toodyay and comments that the existing O.3 Museum Interpretation and Exhibition Policy remains the same with the exception of a change which reflects themes and removal of Policy Statement 1.

MOTION/MUSEUM COMMITTEE RESOLUTION NO 07/05/17

MOVED J. Edgecombe

SECONDED: D. Pike

The Museum Advisory Committee recommend:

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.

MOTION CARRIED



0.4 Museum Collection & Conservation Management

Introduction:

This policy aims to guide the management of the Shire of Toodyay collections and the environments in which it is stored or displayed. The objective of this policy is to provide guidelines for correct documentation, exhibition, storage and conservation of the Shire of Toodyay collection.

Scope

This Policy applies to all employees at the Shire of Toodyay and it is a requirement that all employees adhere to this Policy. Breaches of this Policy may result in disciplinary action

Vision Statement:

The Museum is a welcoming place where the community conserves and shares Toodyay's unique heritage

Mission Statement:

The Museum conserves, interprets and promotes Toodyay's unique cultural and environmental heritage by using a range of technologies and active public programs to attract and engage visitors of all ages.

Terminology:

Collection: Refers to the significant objects, photographs, artworks, documents and books that represent the history and people of the Shire of Toodyay.

Preventive Conservation*: The process of reducing rates of deterioration for a whole collection to minimize further damage (Western Australian Museum).

Provenance: Refers to the confirmable history of the ownership and usage of an object.

Patina of age: Physical signs of age that contribute to the significance of an object.

Interventive Conservation*: The process of intervening with individual objects that have sustained damage in order to halt and prevent further damage (Western Australian Museum)

Restoration*: The process of not only intervening but repairing the damaged object (Western Australian Museum)

***Note:** Preventive Conservation is the optimum way to treat objects in the collection followed by Interventive Conservation. Restoration should only be considered in extreme circumstances.

Policy Statement

1. Acceptance of Material into the Collection

Acceptance into the collection will be subject to:-

1.1 One of the following themes

- 1.1.1 Those objects that relate to the Indigenous cultural history of the Shire of Toodyay.
- 1.1.2 Those objects that document or relate to the exploration and settlement of the Shire of Toodyay
- 1.1.3 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
- 1.1.4 Those objects that relate directly to Connor's Mill in its usage as a mill and power station.
- 1.1.5 Those objects that relate to Toodyay's involvement in military conflict.
- 1.1.6 Those objects that relate to the environmental history of the Shire of Toodyay
- 1.1.7 Objects that fall outside of the region but are relevant to one of the above criteria may be considered for acquisition in to 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).

1.2 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.

1.3. Objects will only be accepted into the museum in accordance with the Museums Australia Inc. Code of Ethics, 1999, which supports the "international efforts of UNESCO, ICOM and other organisations to control and eliminate international trafficking in stolen and/or illegally exported works of art (particularly of indigenous peoples), antiquities, endangered or protected animal and plant species, and any other museum object".

Objects must also be accepted in accordance with Local, State and Federal laws regarding our National Heritage (see Australian Government's Environment Protection and Biodiversity Conservation Act 1999 at <http://www.environment.gov.au/epbc/>)

2. Acquisition of Objects

- 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.
- 2.6. All objects accepted into the collection will be accessioned, by the Curator or appointed Shire of Toodyay staff, in accordance with the Shire of Toodyay Procedural Manual for Collection Management of the Toodyay Museum Collection.

3. Object Storage and Security

- 3.1 All objects are to be stored in accordance with the Shire of Toodyay Procedure Manual for Collections Management.

4. Safe Handling of Objects

- 4.1. Objects will be handled in accordance with the Museums Australia Inc Museum Methods practical manual extract.

5. Loans (Incoming and Outgoing)

- 5.1. Loans shall be processed in accordance with the Shire of Toodyay Procedural Manual for Collection Management of the Toodyay Museum Collection.
- 5.2. Objects will not be accepted on a short term loan for purposes other than for an event, exhibition or research.
- 5.3. Long term loans are unacceptable to the Museum. Three options exist for long term loans:
 - 5.3.1. The owner offers the object by donation;
 - 5.3.2. The owner bequest the object; or

5.3.3. The object is documented, photographed and entered on the database, then returned to the owner.

5.4. Proper documentation shall accompany all incoming and outgoing loans.

6. Deaccession of Objects

6.1. Deaccession may only be undertaken due to duplication, condition, or irrelevance to the collection.

6.2. Deaccession by sale is only acceptable if the proceeds contribute to the conservation aims of the collection.

6.3. Disposal of the object must comply with the Museums Australia Inc. Code of Ethics.

6.4. Deaccession will take place in accordance with the Shire of Toodyay Procedural Manual for Collection Management.

6.5. Full documentation of all deaccessions will take place.

7. Conservation

7.1. Conservation and conservation practice must be the primary concern when using the collection particularly in reference to exhibition and display.

7.2. Only staff and volunteers that have been trained in Safe Handling Procedures will be allowed access to the collection.

7.3. Conservation treatment or restoration of objects will only be conducted by, or under the supervision of, a qualified conservator.

7.4. Any conservation treatment of object/s should be done in such a way that retains the significance, patina of age and evidence of use of the object/s. wherever possible, conservation treatments should be reversible.

7.5. The Museum will take every precaution to avoid accidental damage or loss to the collection through fire, flood, water damage, theft, vandalism, accident and damage from environment. Guidance is to be taken from Be Prepared: Guidelines for Small Museums for Writing a Disaster Preparedness Plan, Museum Methods: a Practical Guide to Managing Small Museums and re Collections: Caring for Collections across Australia.

7.6. The public will not be allowed to physically handle the collection unless under the direct supervision of the Curator.

8. Policy Review

8.1 Policy to be reviewed by the Museum Advisory Committee every three years in line with Shire of Toodyay guidelines.

Amended Council Meeting 21 May 2009
 Reviewed Council Meeting 13 May 2010
 Amended Council Meeting 19 June 2012
 Amended Council Meeting 28 March 2017 (Council Res No. 46/3/17)

Reference Information

Related Documents

- Museums Australia Inc. Code of Ethics
- Museums Australia Inc Museum Methods practical manual extract

Related Legislation

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Associated Forms and Attachments

- Shire of Toodyay Procedure Manual for Collections Management.
- Museum Appendix 1-19

Version Control Information

Version No.	Issue Date	Nature of amendment	Developed By	Approved By	Stakeholders consulted:
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Shire of Toodyay Museum & Cultural Heritage Strategy 5 Year Plan 2018 – 2022

YEAR	PROJECT	When	What	Status Update
17/18	Community Events/engagement 2 events – 1 every 6 months (Theatre event at Connor's Mill)	Every 6 months	Community Engagement	
	Promotion – Exhibition Flyers/Facebook/Websites	February 2018	Museum Cultural Heritage Community Engagement	
	Disposal of equipment/items – seek original donors/advertise and dispose of items not or no longer part of Museum collection	February – August 2018	Museum	
	Apply for Lotterywest grant funding for Convict Depot Walk in conjunction with Museum Roof Project	February 2018	Cultural Heritage	
	Museum Roof – Lotterywest grant funding (work in with Project Team)	February 2018	Cultural Heritage Museum	
	Newcastle Gaol cell display cabinets x 2	February 2018	Museum	
	Complete Museum Strategy Document for CEO/MAC and Council approval	February 2018	Museum	
	Budget Plans/Prep for Projects 18/19	February – April 2018	Museum Cultural Heritage Community Engagement	
	Toodyaypedia Stage 4 (prep for budget input)	March 2018	Cultural Heritage	
	Pelham Reserve (prep for budget input)	March 2018	Cultural Heritage	
	Wicklow Shearing Shed (prep for budget input – interpretation, cover for items stored externally) increase community usage of site	March 2018	Museum Cultural Heritage Community Engagement	

YEAR	PROJECT	When	What	Status Update
17/18	Police Stables – carpark area/garden (prep for budget input)	March 2018	Cultural Heritage	
	Upgrade Convict Depot Exhibition – unveil new slide show on new screen	March 2018	Cultural Heritage Museum Community Engagement	
	Online Educational Resources for schools (tie in with website, school curriculum, history teachers association (HTAWA – launch to take place in March/April)	April 2018	Museum Community Engagement	
	Bill Edgar “Convict System” and educational materials; liaise with school	April/May 2018	Museum Community Engagement	
	Possibility of new Museum website (dependant on budget review) – to be completed by 18 May 2018 (International Museum Day)	May 2018	Museum Cultural Heritage Community Engagement	
	Launch Toodyaypedia Stage 3 Move boulders/some new plaques/brochure	May/June 2018	Cultural Heritage Community Engagement	

YEAR	PROJECT	When	What	Status Update
18/19	Community Events/engagement; 2 events – 1 every 6 months (See July & ?)	Every 6 months	Community Engagement	
	Commemorate Bus Accident - Unveiling of new plaque with Community	July 2018	Community Engagement Cultural Heritage	
	Prepare for 2019 Exhibitions	August – December 2018	Museum Cultural Heritage Community Engagement	
	Commence work on Toodyaypedia Stage 4	August 2018	Cultural Heritage Community Engagement	
	Commence work on Museum Roof (dependant on project plan, budget and grant funding)	December 2018	Museum	
	Exhibitions – Toodyay Convict Depot until Dec 2018 <ul style="list-style-type: none"> Revitalise Exhibition at Police Stables Interpretation Panels at Shearing Shed 	Dec 2018	Museum Cultural Heritage	
	Promotion – Exhibition Flyers/Social Media	January 2019	Museum Cultural Heritage Community Engagement	
	Increase digital online presence/digital photos <ul style="list-style-type: none"> Online exhibitions/database/webpage of photos 	February – April 2019	Museum Cultural Heritage	
	Stage 4 Toodyaypedia – move boulders to correct sites. Produce Walk Brochure in W. Toodyay	February – April 2019	Cultural Heritage	
	Budget Plans/Prep for Projects 19/20	February – April 2019	Museum Cultural Heritage Community Engagement	

YEAR	PROJECT	When	What	Status Update
18/19	Commence work planning on Police Stables Area – Grant & Budget Funds <ul style="list-style-type: none"> • Lockup – compile plan for disposal/relocation of items being stored here • Duke Street Building • Access paths • Wicklow Shearing Shed • Levels & drainage • Youth Park – possible Community Garden? • Find homes for Merry-Go-Round, Toodyay Club Ice Chest, Tractor and Agricultural Sieve 	February 2019	Museum Cultural Heritage Community Engagement	
	Commence work on Pelham Reserve (Work in with Project Team)	June 2019	Cultural Heritage	

YEAR	PROJECT	When	What	Status Update
19/20	Disaster Preparedness (See Museum Aust document) Review insurance for collection	July 2019	Museum	
	Prepare for 2020 Exhibitions	August – December 2019	Museum Cultural Heritage Community Engagement	
	Community Events/engagement 2 events – 1 every 6 months	Every 6 months	Museum Cultural Heritage Community Engagement	
	Promotion – Exhibition Flyers/Social Media/Websites	January 2020	Museum Cultural Heritage Community Engagement	
	150 th Connors Mill Event (event/play in Mill – Theatre Group)	May 2020	Museum Cultural Heritage Community Engagement	
	Commence planning for Gaol Museum Gardens/Landscaping Plan (1962) – Interpretation / seating / 2 nd open storage shed (budget prep)	August 2020	Museum Cultural Heritage Community Engagement	
	Prepare for 2021 Exhibitions	August – December 2020		
	Budget Plans/Prep for 20/21	Feb – April 2020	Museum Cultural Heritage Community Engagement	

YEAR	PROJECT	When	What	Status Update
20/21	Community Events/engagement 2 events – 1 every 6 months	Every 6 months	Museum Cultural Heritage Community Engagement	
	Budget Plans/Prep for 21/22	Feb – April 2021	Museum Cultural Heritage Community Engagement	
	Commence work on the garden/landscaping Gaol Museum	June 2021	Museum Cultural Heritage Community Engagement	
21/22	Community Events/engagement 2 events – 1 every 6 months	Every 6 months	Community Engagement	
	Promotion – Exhibition Flyers/Social Media/Websites	January 2021	Museum Cultural Heritage Community Engagement	
	Budget Plans/Prep for 22/23	February – April 2021	Museum Cultural Heritage Community Engagement	
	Commence work on storage for collection <ul style="list-style-type: none"> Implement relocation of 'lockup' artefacts when new storage completed 	August 2021	Museum	
	Plan for New plaques for Pioneer Heritage Trail – Morangup Section – requires safe parking bays and new maps	Sept 2021	Cultural Heritage	