

# Museum Advisory Committee

# MINUTES

*Section 5.8 of the Local Government Act 1995*

## Thursday 15 November 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 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 19 November 2018.



pp Stan Scott  
**CHIEF EXECUTIVE OFFICER**

## Confirmed Minutes

These minutes were confirmed at a meeting held on *14.2.2019*

Signed: ..... *Therese Chitty* .....

*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

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## MUSEUM ADVISORY COMMITTEE MEETING 15 NOVEMBER 2018

# MINUTES

### 1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson declared the meeting open at 4.04 pm

### 2. RECORDS OF ATTENDANCE / APOLOGIES

#### 2.1 RECORD OF ATTENDANCE

##### Members

Cr T Chitty	Council Member
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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#### 2.2 APOLOGIES

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 16 August 2018

##### **OFFICER'S RECOMMENDATION/MAC RESOLUTION NO 01/11/18**

**MOVED** Mrs J Edgecombe **SECONDER** Mrs B Frayne

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 16 August 2018 be confirmed.

**MOTION CARRIED**

#### 4.2 Matters arising from previous minutes

##### 4.2.1 Museum Facebook Page

Cr Chitty agrees with Cr Welburn's comments regarding the positive feedback on the Museum Facebook page.

#### **4.3 Review of MAC Status Report**

##### **4.3.1 Original Bus Crash Plaque**

Mrs Frayne suggests the original plaque goes back into the public domain and recommends it be fixed to the stone in the commemorative garden with the new plaque.

Cr Chitty agrees the plaque should be back in the public eye.

##### **4.3.2 Midwifery Book**

Ms Eberle commented that the owner has not returned and the book will remain in the collection. Hoping the mounted copy would suffice. No further action is required

##### **4.3.3 Roof restoration project**

Lotterywest Grant funding received of \$190,000 along with a commitment of \$100,000 from the Shire of Toodyay. The shortfall is unknown as yet. The project lead for the roof is MPD, who is in regular contact with the Shire's Heritage Advisor and is organising quotes. Ms Eberle needs to know timelines for future planning of Museum and Volunteers. MCD has placed on SMG agenda to discuss. Ms Eberle is currently looking at a Heritage Appeal Event and promotion ideas to raise funds.

##### **4.3.4 Toodyay Lock up Visitor Numbers**

Half of the people who were informed of the lock up were interested. Limited interpretation is at the site with no proper displays. The numbers indicate an interest, however will need further budget to expand this area. A pamphlet has been created on the 1907 lock up.

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

Nil.

#### **6. REPORTS OF OFFICERS**

##### **6.1 Current activities – Shire Museum and its collections**

<b>Date of Report:</b>	November 2018
<b>File Reference:</b>	
<b>Author:</b>	M Eberle – Museum Curator, Cultural Heritage Officer
<b>Responsible Officer:</b>	A Bell - Manager Community Development
<b>Attachments:</b>	

#### **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 August 2018.

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

### **Collections**

- Transcriptions
  - farm diaries from the Newgain property dating between 1926 & 1928
- There was a successful funding application to the GLAM Peak “Digital Access to Collections” program (more money was awarded than had initially been applied for!) and a photographic tent, a macro lens and an adjustable “Gorillapod” table-top tripod was purchased to enable a higher quality of photographs to be produced of museum artefacts. (For sharing publicly, production of promotional material, condition monitoring etc.)
- The Mosaic database has now been transferred to the Shire’s server, and will be backed up automatically and further secured. An extra licence has been purchased and access to the database has now been provided to the museum curator’s main office computer in the Visitors Centre. (Previously the museum database was a stand-alone system, accessible only on the museum workshop computers)
  - An upgraded version of the Mosaic database has also been purchased and installed. This version includes an online component. Initial plans are to share historic photographs from the museum collection, followed up with information and images of some of the more significant museum objects.
- An additional computer has been installed at the museum workshop, taking the number there to three. (After the computer upgrade of the museum curator’s computer at the VC office, the older computer has been relocated to the museum workshop for continued service)

### **On site Newcastle Gaol**

- The Police Stables car park has been upgraded – ground has been levelled, bituminised and covered with gravel
- The section of the 40 year old post and rail fence next to the Police Stables removed to make way for the new brick pathway to the Wicklow Shearing Shed during the previous quarter, was re-used to extend the existing fence along Clinton Street
- A small plough de-accessioned from the museum collection in ... (due to lack of local significance and resources to care for it appropriately) but recommended to be retained by the Shire as a “sculptural piece” for external display has been placed in a newly created garden beside the recently upgraded Police Stables car park.

- Work experience student Josh Cording assisted our volunteers with a stocktake of items in the archive storage room at the museum workshop
- Two new front of house volunteers have been engaged, to replace a long term front of house volunteer who left earlier in the year

### **Onsite Connor's Mill**

- Wooden bases to support the two hanging display cases on the top floor of Connor's Mill have been manufactured and installed, as a precautionary measure for the future. A new Perspex case has been installed to replace the damaged one that had fallen off the wall.
- Vinyl letters spelling "MUSEUM" have been affixed to the large cog installed in front of the Mill, informing casual passers-by that this building is open to the public as a museum.

### **Promotion**

- Articles about the museum, activities and heritage subjects are included in the monthly Shire newsletter.
- In the September and October editions of the Toodyay Herald photographs from the Shire Collection were published on page 4
- A final A4 tri-fold brochure has been developed about the Shearing Shed to complete the set of 4 recently produced for the Gaol museum site
- Photographs from the museum collection are now regularly included on the Toodyay Museums Facebook page "Throwback Thursday" feature, with requests for any further information. This has generated quite a few responses which has enabled us to update our database records. Likewise, sharing on the Toodyay Photos Facebook page has also brought forward previously unknown historical information which have been added to our records. In both cases we are achieving the dual function of promotion and information sourcing.

### **Displays**

- A small display about the Toodyay Race Club was installed in the Police Stables in time for the Toodyay Picnic Race day in September.

### **Public programs**

Toodyay Historical Society sundowner at Connor's Mill between 6pm and 8.30pm on Saturday October 27

### **OFFICER COMMENT**

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

#### Points discussed as per report:

- Upgrading the Mosaic database to share museum photographs online – pros and cons on sharing online – do we watermark photographs as



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there is a copyright issue? Photographs in the Museum collection will be uploaded online so if anything happens to the physical copies, the Shire still holds a record. Will work through copyright issue with MCD and report back to the MAC at a later date.

- Full quota of volunteers again with 2 new volunteers front of house
- Museum "M" vinyl lettering has been pulled off – will need to fix or look at new idea
- Need ideas on how to engage the public with Connors Mill. Suggestions were to talk with Judith Walton, Peter Chiffings and Alison Wroth.

**6.2 Unaccessioned material – August 2018**

<b>Date of Report:</b>	November 2018
<b>File Reference:</b>	
<b>Author:</b>	M Eberle – Museum Curator, Cultural Heritage Officer
<b>Responsible Officer:</b>	A Bell - Manager Community Development
<b>Attachments:</b>	

**PURPOSE**

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

**BACKGROUND**

**Item / item group 1:**

Collection of 9 black and white photographs, mounted on damaged display card, of the Industrial Extracts factory, Toodyay in operation



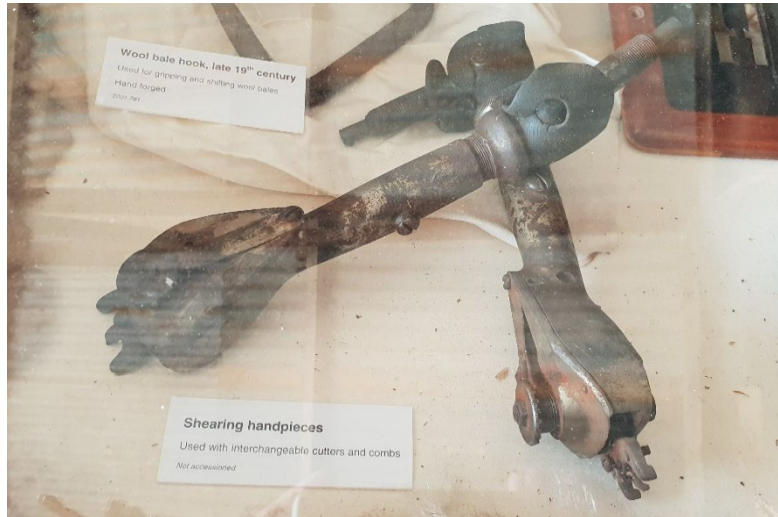
The photographs were a part of display removed from Connor's Mill, possibly in 2009. They have been stored in the museum workshop since their removal, awaiting restoration. The photographs appear to be of a similar era to those

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currently in the museum collection, estimated to be from the 1950s. They are all showing different views to what is currently in the collection.

**Item / item group 2**

Two shearing handpieces

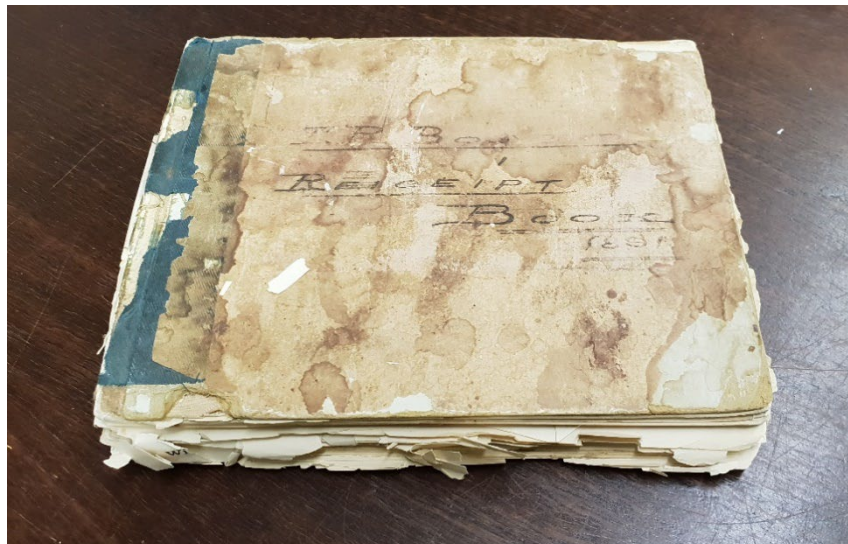


Used with interchangeable cutters and combs.

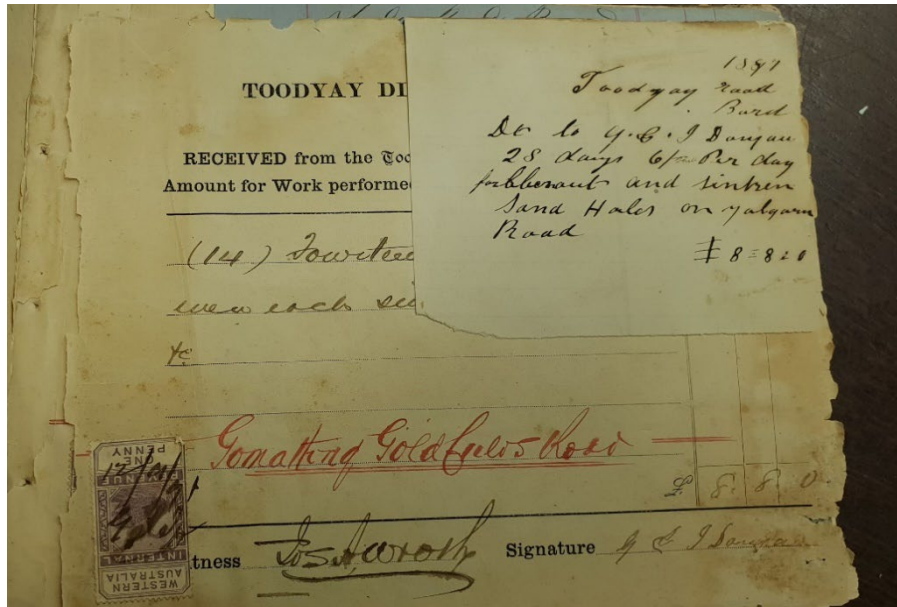
In 2015 they were found amongst material being stored at the 1907 lock-up. Their history is unknown. They are currently on display in the Wicklow Shearing Shed.

**Item / item group 3**

Toodyay Road Board Receipt Book, September 1891 – August 1894



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In fragile condition, but clearly showing records pertaining to the operation of the Toodyay Road Board over a three year period in the 1890s..

#### OFFICER COMMENT

The photographs, while currently in a compromised condition due to the damaged backing card, are still of suitable clarity for scanning for use digitally. They show the operation of a significant post World War industry established in Toodyay which had a profound effect on the community for three decades.

There are only few artefacts in the museum collection relating to the production of wool, one of the staples of agricultural activity in this region since the very early years of settlement. While little is known of the history of these shearing handpieces, they are in a stable and robust condition.

The Toodyay Road Board Receipt Book provides an insight into the financial management of the Toodyay District at the end of the nineteenth century. The book itself is quite fragile but the records are able to be photographed for future preservation.

All relate to theme 1.1.2 in the Collections Policy: "Those objects that document or relate to the exploration and settlement of the Shire of Toodyay."

#### OFFICER'S RECOMMENDATION

The Museum Advisory Committee recommends to Council the following:

That Council:

1. Authorise the CEO to accession as part of the museum collection a group of 9 black and white photographs on card of the Industrial Extracts Factory in the 1950s, two shearing handpieces and the Toodyay Road Board Receipt Book 1891-1894.

Committee members discussed the significance of the items and agreed these should be included in the museum collection.

**MOTION/MAC RESOLUTION NO 02/11/18**

**MOVED** Cr Chitty                    **SECONDER** Mrs Frayne

That the Museum Advisory Committee recommends that Council authorise the CEO to accession as part of the museum collection:

1. Authorise the CEO to accession as part of the museum collection a group of 9 black and white photographs on card of the Industrial Extracts Factory in the 1950s, two shearing handpieces and the Toodyay Road Board Receipt Book 1891-1894.

**MOTION CARRIED**

**7. REPORTS OF COMMITTEE MEMBERS**

**7.1 Mrs Frayne – Toodyay Historical Society**

Toodyay Historical Society will be using the Wicklow Shearing Shed for another gathering. Will be creating Part 4 of the Long Toodyay Chronology – will be for sale through the Historical Society website.

**7.2 Mrs Edgecombe – Drummond Hedge**

Thank you to Shire gardening staff who have taken an interest in the Drummond Rose hedge. Many community members are very happy the hedge will now fall under the Shire gardening schedule. This hedge has been in town forever and should not be lost.

Ms Bell commented that a local resident expressed his concerns of losing the hedge and he will be assisting with some propagation and regeneration of the hedge.

Ms Eberle would like some cuttings of the hedge at the Museum site. Ms Frayne also suggested sandalwood for the garden.

**8. NEW BUSINESS OF AN URGENT NATURE**

Nil

**9. NEXT MEETING**

The next Museum Advisory Committee Meeting is scheduled for 2 February 2019, commencing at 4.00pm.

**10. CLOSURE OF MEETING**

The Chairperson declared the meeting closed at 5.00pm.

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# Attachments to Minutes

Museum Advisory Committee

Thursday 15 November 2018

## CONFIRMATION OF MINUTES

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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
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.

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>	
	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.
16 Aug 2018	7.3	Museum Donations	M. Eberle	M. Eberle to report outcome of the donated Midwifery books to the next MAC meeting 15 November 2018. <i>*15/11/18 mounted copy of pages presented to the family, no further questions have been raised.</i>	
17 May 2018	6.1	Toodyay Lockup visitor numbers	M. Eberle	Mrs Eberle to request that visitor numbers are tallied for the Toodyay Lock-up. <i>*15/11/18 numbers show a great interest. Further funds will be required in budget for this area.</i>	