



## **Museum Advisory Committee**

# **MINUTES**

Section 5.8 of the *Local Government Act 1995*

**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.*

**General Meeting of Museum Advisory Committee**

**Held in Council Chambers**

**4.00 pm Thursday 16 February 2017**

Committee Members as per Council Resolution No. 202/10/15

Council Members:

Cr Craddock, Cr Chitty

Community Member:

S Hesse, J Edgecombe, B Frayne, D Pike

Staff Members:

S Scott - CEO, A Bell - MCD, M Eberle - MC

Deputies:

Cr Greenway, Cr Rayner

## 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 23 February 2017.



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 12.*

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# Shire of Toodyay

## MINUTES

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

Cr Craddock, Chairperson, declared the meeting open at 4.03pm.

### 2. RECORDS OF ATTENDANCE / APOLOGIES

#### 2.1 RECORD OF ATTENDANCE

##### Members

Cr S Craddock	Council Member
Ms M Eberle	Museum Curator / Heritage Officer
Ms S Hesse	Community Member
Mr D Pike	Community Member
Mrs B Frayne	Community Member
Ms A Bell	Manager Community Development

##### Staff

C McGowan	Community Development PA
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#### 2.2 APOLOGIES

Cr T Chitty	Council Member
J Edgecombe	Community Member

### 3. DISCLOSURE OF INTERESTS

The Chairperson advised that no disclosures of interest in the form of a written notice had been received prior to the commencement of the meeting.

### 4. PUBLIC QUESTIONS

At the MAC Meeting held on 17 November 2016 there were no questions taken on notice.

### 5. CONFIRMATION OF MINUTES

#### 5.1 Museum Advisory Committee Meeting held on 17 Nov 2016

#### OFFICER'S RECOMMENDATION/MUSEUM ADVISORY COMMITTEE RESOLUTION NO 01/02/17

**MOVED** Cr Craddock

**SECONDED:** B. Frayne

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 17 November 2016 be confirmed.

**MOTION CARRIED 6/6**

## **5.2 Matters arising from previous minutes**

### **5.2.1 Recommendations to Council**

*Clarification was sought regarding the recommendation to CEO instead of Council. The committee agree this recommendation was for the CEO, not for Council.*

## **5.3 Review of MAC Status Report**

### **5.3.1 Museum Vision & Mission**

*Council has adopted the Museum Vision and Mission statement.*

### **5.3.2 Query on budget deliberations – Action List Item 11**

*Ms Bell commented this was noted as there may have been budget items identified in the brainstorming sessions that need approval from MAC before presenting to Council via budget process for 2017/18. No items have yet been identified, however another brainstorming session is being planned.*

## **6. PUBLIC SUBMISSIONS (relating to the purpose of the meeting)**

Nil.

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

Nil.

## **8. REPORTS OF OFFICERS**

### **8.1 Current Activities –Shire Museum and its Collection.**

<b>Date of Report:</b>	13 February 2017
<b>File Reference:</b>	COC4
<b>Author:</b>	M. Eberle – Museum Curator, Cultural Heritage Officer
<b>Responsible Officer:</b>	A Bell – Manager Community Development
<b>Attachments:</b>	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 on 17 November 2016.

#### **OFFICER COMMENT**

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

- Collections
  - Condition assessment of the textile collection by volunteer Rebecca is ongoing. Textiles are being photographed, wear and damage noted

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and the garments are being repacked with new tissue where necessary.

- Transcription by volunteer Nina of the 1880s Visitors Book held in the Museum collection is ongoing. This project will take an extended time due to the number of pages in the ledger.
- Two 19<sup>th</sup> century cedar cabinets which had been joined together and were being stored are being separated, restored and adapted as display bases. One has been allocated for display of historic Ormolu clock which was presented to the Shire of Toodyay by the Toodyay Historical Society in December 2016.
- All material (mostly maps and plans) being held in the two plan cabinets in the Museum workshop have now been individually encapsulated in archival quality inert polyethylene map bags.
- On site Newcastle Gaol
  - Toodyay Historical Society held their Christmas get together at the Wicklow Shearing Shed on 27 Nov 2017
  - A Clinton Street and environs residents' Christmas Party was held at the Wicklow Shearing Shed on the evening of 18 Dec 2016
  - Mulch has been replaced around gardens, weeding has been undertaken by Shire of Toodyay grounds staff.
  - A second new power pole has been erected on the road verge opposite the Newcastle Gaol – part of the upgrading of all the poles on Clinton Street
  - Work areas within the larger Museum workshop area have been redefined, furniture has been rearranged, shelving cleaned, placement of artefacts and display material has been modified. Many thanks to volunteers Deb and Beth for the many hours of work this has entailed resulting in a much more efficient and organized workspace
  - Front of house volunteer staff continue to supplement cleaning / dusting of artefacts / showcases along with light weeding / sweeping / collecting fallen leaves in Gaol and surrounds. The site is now appearing particularly well-kept thanks to their efforts.
- Promotion
  - Regular updates on Gaol news continue to be posted on Facebook.
  - Toodyay Herald - historic photographs from the Museum collection continue to be published in some editions along with items in the Shire's pages.
  - Creation of new entry about Connor's Mill on Scoop Digital webpage (complementing existing entry about Newcastle Gaol)
- Displays
  - Factoring in possible closure of the Newcastle Gaol building (for replacement of shingles during 2017 should an application for funding this project be successful) a series of mini focus exhibitions have been prepared.

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- 3 under the banner of Hurting and Healing
  - 1931 Toodyay School Bus Crash
  - Toodyay nurses
  - Dental services
- 3 separate themes
  - Magic tokens
  - Oddfellows, Buffaloes & Druids in the Avon Valley
  - Unlocking the past – Farm Diaries
- The above 6 exhibitions could be placed in various areas around Toodyay such as the Toodyay Visitor Centre or the Library, or in other areas of the Gaol site to maintain the profile of the Museum while restoration work is carried out.
- Long term planning has commenced for launch of new major temporary display in October 2017. Theme: Toodyay Convict Hiring Depot
- Supports for larger objects on display (wool press, horse-drawn wagons, blacksmith bellows) have been manufactured. These steel frames, individually custom made for the artefacts, help support them reducing stress and exposure to moisture & insects.
- Public programs
  - The next Museums Australia Wheatbelt Chapter AGM is scheduled to be held in Toodyay in June 2017. Planning is underway to possibly combine a professional development workshop with the Wheatbelt Chapter AGM. At this stage the AGM is scheduled to be hosted at the Museum workshop for Wheatbelt Chapter members. If a workshop to which members of the public could be invited to, then the Memorial Hall may be utilized. A temporary booking has been made at this stage for the use of the hall on June 24 for a PD session co-hosted by Museums Australia and Art on the Move. This is still very much in the concept stage and may not go ahead.
  - National Trust's 2017 Heritage Festival – we have registered an event in this year's festival. Titled "Artists' Voices from the Shire of Toodyay's Art Collection", the exhibition will be held on Sunday 30th April from 10am to 3.30pm at the Wicklow Shearing Shed. Artworks which are currently mainly on display at the Administrative Centre will be re-hung for one day only on the Museum site. It is proposed a giveaway catalogue will be printed, artists (many of whom are local) will be contacted to find out about their inspiration behind the artworks and some will be present on the day to share a five minute talk about their works. Entry to the exhibition will be free.

M. Eberle highlighted the following:

- The Museum has a good number of volunteers and their assistance with current projects is greatly appreciated.



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- Structural and Heritage Conservation Plans have been forwarded to the Heritage advisor for reviewing for the grant submission relating to the replacement of roof shingles on Newcastle Gaol.

Clarification was sought regarding the Connors Mill website entry on the Scoop Digital webpage. Ms Eberle commented this is a free tourism promotion.

**8.2 Strategic planning, review of Policy O.4: Museum Collection and Conservation Management**

<b>Date of Report:</b>	13 February 2017
<b>File Reference:</b>	COC4
<b>Author:</b>	M Eberle – Museum Curator, Cultural Heritage Officer
<b>Responsible Officer:</b>	A Bell - Manager Community Development
<b>Attachments:</b>	1. 0.4 Museum Collection and Conservation Management

**PURPOSE**

To continue planning for the Museum's future by reviewing the Museum's Collection and Conservation Management Policy O.4.

**BACKGROUND**

Now that Vision and Mission Statements for the Museum have been adopted the next step in planning for the Museum's future was seen to be a review of the Museum's Policies to ensure they reflect these statements.

The most important single policy was determined to be the Collections Policy defining the specific collection themes (or areas) of the Museum.

**OFFICER COMMENT**

A second strategic planning workshop was held on 9<sup>th</sup> February at the Museum workshop on the Newcastle Gaol Museum site under the guidance of facilitator Jo Hyland. Attendees were Audrey Bell (Manager Community Development), Margie Eberle (Museum Curator, Cultural Heritage Officer), Beth Frayne, Sheena Hesse, Jenny Edgecombe, Sally Craddock (Councillor), and Maddie Ross (Community Development AO, recorder).

The goal was to review the Museum's Collection Policy within the broader strategic environment of the Museum and the Shire of Toodyay

Initial discussions pertained to the current Museum collection. Discussion topics included the following:-

- Every object in the collection must tell a story;
- Need to decide whether the collection leads the theme, or the themes lead the collection;
- The buildings (Old Gaol, Connor's Mill) should be considered the most important objects in our collection;
- Only approximately 50% of the current collection has well documented provenance; and
- Recently accessioned items (from the last 20 years) are well documented.

Discussions then focussed on the current Museum Collections Policy. A modification of the current policy was felt to be appropriate rather than the compilation of a new policy. Attention was directed to Section 1 of the Policy Statement: Acceptance of Material into the Collection.

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It was generally felt the collection themes in this section were too restrictive, and did not encompass all of Toodyay's unique history, particularly in regard to the 20<sup>th</sup> & 21<sup>st</sup> centuries, the environment and the Indigenous experience after European settlement.

Discussions then addressed specific themes included in the current Policy.

1.1.1 Concerns regarding the interpretation of Indigenous artefacts. If no provenance, then that can still be secondary objects for educational purposes. There are currently a small number of objects in the collection. Can also use plants and gardens that are relevant.

1.1.2 It is ideal that items exhibit a strong provenance with Toodyay.

1.1.3 Wording remains the same

1.1.4 The current objects in the collection are from Northam – they are relevant as they are industry items.

1.1.5 Generally items from this theme are souvenirs as opposed to authentic local items.

1.1.6 With the change to "environmental" history the objects can relate to fires, floods etc.

1.1.7 Wording remains the same, simply moved to the last point. This is an example of the milling machinery in Connor's Mill.

Facilitator Jo felt that our primary themes would probably reflect the two iconic buildings being used as Museum sites, i.e. Law & Order, and Flour Milling / Agriculture.

An update of Policy O.4: Museum Collection and Conservation Management was arrived at as follows:-

**STATEMENT OF INTENT:**

*Remain the same as earlier version*

**OBJECTIVES:**

*Remain the same as earlier version*

**VISION STATEMENT:** *Insert*

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

**MISSION STATEMENT:** *Change to following wording*

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:**

*Remain the same as earlier version*

**MUSEUM ADVISORY COMMITTEE:**

*Remain the same as earlier version*

## POLICY STATEMENT:

### 1. Acceptance of Material into the Collection

*Wording in this section revised as following – additions noted in **bold italics** and deletions noted as ~~strike throughs~~. Note: changed order of 1.1.6 and 1.1.7*

#### 1.1 One of the following themes

- 1.1.1 Those objects that relate to the **Indigenous** cultural history of the Shire of Toodyay ~~prior to European settlement.~~ .
- 1.1.2 Those objects that document or relate to **the exploration and** ~~European~~ settlement of the **Shire of Toodyay** region ~~with an emphasis on the periods of development from 1830 to 1900.~~ .
- 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** ~~Objects / documents / materials relating directly to Connor's Mill in its usage as a mill and power station; to any of the families that lived there; and work, working conditions or life in the mill.~~
- 1.1.5 Those objects that relate to Toodyay's involvement in military conflict ~~with a particular emphasis on World War I and World War II.~~
- 1.1.6 Those objects that relate to the **environmental** ~~natural~~ 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).

### 2 through to 7

*Remain the same as earlier version*

### 8. Policy Review

*Insert new section, possible wording could be:*

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

Margie expressed some reservation about the broad nature of the themes with regards to having clear guidelines to the type of objects that could be accepted into the collection. Jo indicated the guidelines included in the Collections Policy under Section 2. Acquisition of Objects clearly indicate the standards that should also be applied to objects that have been offered for donation.

Discussion then continued on broader strategic matters that could be seen to impact upon the future plans of the Museum.

## MUSEUM DIRECTION

1. What do we know about our community or region – the children, families, residents, and community's well-being – over the next 10-15 years that will affect the Museum?
  - Target audience: Primary – Tourists; Secondary – Locals
  - Demographic data can be sourced from the Shire of Toodyay Strategic Plan
  - Generally younger families or seniors in Toodyay, missing the middle age brackets
  - Lots of “migrants” who move up to Toodyay and stay for many years
  - For future planning will need dollar figures and attendance numbers, especially to take to Council to get future support
2. What positive change do we, along with our stakeholders and partners, believe is possible for the community and its families/children/citizens/etc. over the next generation?
  - Private events locations
  - Photo locations (Weddings etc.)
  - Public event locations
3. What distinct and valued contributions can our Museum make to help realise this change?
  - Presence in the new Sport & Rec Centre to reach a broader audience
4. Who must we serve deliberately and well to make progress towards this purpose and be a valued community resource
  - Both the tourists and local residents of Toodyay
5. What experiences, environments, and opportunities that bring distinctive value to our audience do we need to provide?
  - Take opportunities as they arrive
  - Venue hire, and hosting of events
  - Facebook
  - Free entry to locals
  - School groups and resources
6. What are the foremost capabilities and resources we must have to make achieving our programmatic efforts possible?
  - Send exhibition brochure with rates notices “Get Into Gaol Free”
  - Create interactive displays. Start with simple displays and work towards more in-depth ones.

Future strategic development could examine how to deliver the services of the Museum, and address such areas as workforce (including volunteers), facilities, policies, action plan and yearly schedule of Museum program (yearly planner) including strategic objectives (projects).

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The next specific step in strategic planning could be a review or development of further policies in areas such as Display, Public Programs and Education, and Disaster Preparedness.

The development of strategic priorities (3?) could be determined before the review of further policies.

**OFFICER'S RECOMMENDATION**

The Museum Advisory Committee recommends to Council the following:

That Council:

1. Endorses the amendments to Policy 0.4 Museum Collection and Conservation Management as noted in the Officers Report 8.2 of the Museum Advisory Committee Meeting held on 16 February 2017.

Clarification was sought on the wording relating to the timeframe of the Shire of Toodyay's review policies relating to point 8. Policy Review.

The Committee agree to accept the change of wording to align with the Shire of Toodyay guidelines/policies.

Ms Bell also commented that Mr Scott, notes he would like to amend the Museum brainstorming notes from 9 February 2017 to include the wording "Sport and Recreation Precinct", instead of 'Rec Precinct'.

**MOTION/MUSEUM COMMITTEE RESOLUTION NO 02/02/17**

**MOVED** Cr S. Craddock

**SECONDED:** B. Frayne

That the Museum Advisory Committee recommends that Council endorse the amendments to Policy 0.4 Museum Collection and Conservation Management as noted in the Officers Report 8.2 of the Museum Advisory Committee Meeting held on 16 February 2017. The timeframe noted to review the policy is to align with the Shire of Toodyay's review policies/guidelines.

**MOTION CARRIED 6/6**

**Action 1:** Ms Bell to update the Policy 0.4 Museum Collection and Conservation Management and put forward a report to next Council Meeting for endorsement.

Clarification was sought regarding the desired purpose of the next Museum Brainstorming Session. Discussions will include:

- Creation of a Strategic Plan for forward planning of the Museum; and
- Review and development of further Museum policies.

The Committee agree that forming a Strategic Plan and developing policies will lift the profile of the Museum.

Ms Bell commented that in regards to the Shire of Toodyay Corporate Business Plan, Museum and Heritage are hitting all the right targets.

**9. REPORTS OF COMMITTEE MEMBERS**

Ms Bell commented there is a WA State Heritage & History Conference in Perth on 11 & 12 May 2017. Ms Bell will forward details of this conference to the Committee.

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

Nil

**11. NEXT MEETING**

The next meeting is scheduled for 18 May 2017, commencing at 4.00pm.

**12. CLOSURE OF MEETING**

The Chairperson declared the meeting closed at 5.24pm.



# **ATTACHMENTS**

to Minutes of the

**Museum Advisory  
Committee Meeting**

**16 February 2017**



**ATTACHMENTS**  
TO MINUTES OF MUSEUM ADVISORY COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS ON 16 FEBRUARY 2017

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### **CONFIRMATION OF MINUTES**

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<b>5.3</b>	<b>Updated Status Report</b>	<b>1</b>
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### **REPORTS OF OFFICERS**

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<b>8.2</b>	<b>Strategic planning, review of Policy O.4: Museum Collection and Conservation Management</b>	<b>3</b>
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	Attachment 1 - Amended Policy - 0.4 Museum Collection and Conservation Management; and	<b>3</b>
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# STATUS REPORT Museum Advisory Committee

Including Recommendations made to Council, Action List and Completed items

<b>Recommendations made to Council</b>					
<b>Meeting Date</b>	<b>Item</b>	<b>Title/Description of Item</b>	<b>Resp. Officer</b>	<b>Proposed / Notes / Actions to be taken</b>	<b>Deadline</b>
16 February 2017	8.2	Strategic planning, review of Policy O.4: Museum Collection and Conservation Management	MCD	That the Museum Advisory Committee recommends that Council endorse the amendments to Policy 0.4 Museum Collection and Conservation Management as noted in the Officers Report 8.2 of the Museum Advisory Committee Meeting held on 16 February 2017. The timeframe noted to review the policy is to align with the Shire of Toodyay's review policies/guidelines	Next Council meeting after 16 February 2017

<b>ACTION LIST</b>					
<b>Meeting Date</b>	<b>Item</b>	<b>Title/Description of Item</b>	<b>Resp. Officer</b>	<b>Status / Action / Notes or Comment</b>	
16/2/2017	8.2	Policy 0.4 Museum Collection and Conservation Management	MCD	Ms Bell to update the policy and put forward a report to next Council meeting for endorsement.	
22/9/16	11	Result of 3 Nov 2016 brain-storming MAC Member's Workshop where the following was discussed: <ul style="list-style-type: none"> <li>• Broad Vision of Museum;</li> <li>• Matters associated with Collection Policy; and</li> <li>• General Museum Information.</li> </ul>	MC/MCD	<ul style="list-style-type: none"> <li>• December 2016 Forum / OCM – update Council – and also have them endorse the Museum's vision and mission statement;</li> <li>• February 2017 MAC meeting - review and have workshop that time too;</li> <li>• March Forum then March Council then inclusion in budget deliberations.</li> </ul>	



# STATUS REPORT Museum Advisory Committee

Including Recommendations made to Council, Action List and Completed items

COMPLETED RECOMMENDATIONS THAT HAVE GONE TO COUNCIL (and ACTIONS Completed)					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes	RESOLUTION NO.
17/11/2016 MAC Meeting	8.3	Strategic Planning – Museum Vision and Mission	MCD	The Museum Advisory Committee recommends to Council the following: That Council endorses the Vision and Mission Statements for the Shire of Toodyay Museum stated as follows: '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.'	14/01/2017 Endorsed

**OTHER POLICY**

<b>POLICY NO</b>	<b>O.4</b>
<b>POLICY SUBJECT</b>	<b>MUSEUM COLLECTION AND CONSERVATION MANAGEMENT</b>
<b>FILE NUMBER</b>	<b>HER5</b>
<b>ADOPTION DATE</b>	<b>15 May 2008</b>
<b>LAST REVIEW</b>	<b>19 June 2012</b>

**STATEMENT OF INTENT:**

This policy aims to guide the management of the Shire of Toodyay collection and the environments in which it is stored or displayed.

**OBJECTIVES:**

The objective of this policy is to provide guidelines for correct documentation, exhibition, storage and conservation of the Shire of Toodyay collection.

**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.

~~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. Objects are collected along themes of pre-settlement, settlement and settlers; natural environment; cultural and social development; the growth of new industries; and important or iconic figures in the Toodyay region.~~

**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.

### **Museum Advisory Committee**

The Museum Advisory Committee is to be consulted on acquisition and deaccession of objects to and from the Museum.

### **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 ~~prior to European settlement.~~
- 1.1.2. Those objects that document or relate to the exploration and European settlement of the Shire of Toodyay ~~region with an emphasis on the periods of development from 1830 to 1900.~~
- 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 ~~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.~~

4.1.4.1.1.5. Those objects that relate to Toodyay's involvement in military conflict, with a particular emphasis on World War I and World War II.

4.1.5.1.1.6. 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 (eg. For educational purposes).

4.1.6.1.1.7. Those objects that relate to the environmental natural history of the Shire of Toodyay.

- 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**

- 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 reCollections: 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**

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 .....2017**