

# Museum Advisory Committee

## MINUTES

*Section 5.8 of the Local Government Act 1995*

**Thursday 16 August 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 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 23 August 2018.



Stan Scott  
**CHIEF EXECUTIVE OFFICER**

## Confirmed Minutes

These minutes were confirmed at a meeting held on 15/11/18.....

Signed: A Bell.....

*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 16 AUGUST 2018

# MINUTES

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

The Chairperson declared the meeting open at 4.00 pm and noted that Ms Sally Craddock has resigned as a MAC Member, effective immediately.

### 2. RECORDS OF ATTENDANCE / APOLOGIES

#### 2.1 RECORD OF ATTENDANCE

##### Members

Cr R Welburn	Council Member
Ms M Eberle	Museum Curator
Mrs J Edgecombe	Community Member
Mr D Pike	Community Member (A)
Mrs B Frayne	Community Member
Mr B Keens	Community Member
Mrs A Bell	Manager Community Development

##### Staff

Mrs C McGowan	Community Development PA
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#### 2.2 APOLOGIES

Nil

### 3. DISCLOSURE OF INTERESTS

There were no disclosures of interest.

### 4. CONFIRMATION OF MINUTES

#### 4.1 Museum Advisory Committee Meeting held on 17 May 2018

##### **OFFICER'S RECOMMENDATION/MAC RESOLUTION NO 01/08/18**

**MOVED** Ms Edgecombe **SECONDER** Mr Keens

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 17 May 2018 be confirmed.

**MOTION CARRIED**

#### 4.2 Matters arising from previous minutes

##### 4.2.1 Map Cabinets

The Toodyay Historical Society unfortunately have no room for the map cabinets offered by Cr Welburn

#### 4.3 Review of MAC Status Report

##### 4.3.1 Toodyay Lock up Visitor numbers

The volunteer who opened the goal 3 days a week has now resigned. About 50% of visitors were interested in seeing the lock up. A trifold brochure has been created on the old lock-up to have at the Visitors Centre and the Goal to create some interest.

##### 4.3.2 Original Bus Crash Plaque

The original plaque is on display at the school. The plaque from the 1990's commemorative garden is part of a display for the bus crash at the Visitors Centre and envisage this remaining in the museum collection. If the plaque goes on public display it will have to be de-accessioned and will cease to be the responsibility of the Shire. It may not be protected in the future.

Ms Frayne commented that as a community member she would like to see it on display as a piece of history.

Action 1:	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.
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##### 4.3.3 Museum signage for Connor's Mill

Vinyl stick on letters will be placed on the old wheel out the front of Connor's Mill stating that it is a museum. A stand now inside steel grate door states it is a museum.

#### 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>	7 August 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 May 2018.

## **OFFICER COMMENT**

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

Collections:

- Transcriptions
  - farm diaries from the Newgain property dating between 1921 & 1925
- Condition assessment of saddles & bridles has commenced
- Restoration of cedar desk, commissioned for the Toodyay Road Board circa 1900, has been undertaken by colonial furniture restorer Tim Harris.
- Fordson tractor restoration update: new, (second-hand) radiator installed and new custom made exhaust system fitted. The exhaust has been made and donated by Toodyay Tyre and Exhaust
- An upgraded version of the Mosaic database has been purchased, but not installed at this stage. This version includes an online component. Initial plans are to share photographs from the museum collection.

On site Newcastle Gaol:

- Soak well installed between Police Stables & Wicklow Shearing Shed. Brick paving has been laid around the stables perimeter and to the shearing shed, greatly improving the safety of people moving between the two sites. The Police Stables sign has been moved about 3 metres down the road in order to accommodate the development of the parking area, and the footpath has been moved closer to the road edge.
- Lotterywest application for funding of the re-shingling of the Newcastle Gaol roof was successful. Also included is an interpretive project, the “Toodyay Convict Depot Walk” proposed to run between the Visitors Centre and the gaol museum precinct.
- We are trialling the opening of one section (male exercise yard) of the 1907 Lock-up on a couple of days to museum visitors who express an interest. Little interpretation is in place at present. The cells here are currently being used to store objects and are not open for public access. More cleaning and tidying up at this site has been undertaken.
- Western Australian Genealogical Society’s Convict Special Interest Group visited the Newcastle Gaol specifically to view Toodyay Convict Depot exhibition. The Wicklow Shearing Shed was used as a lunch venue
- The Central Districts Rural Ambassador Award judging was held at the Wicklow Shearing Shed, with interviews being undertaken in the Police Stables. The Wicklow Shearing Shed was used by competitors and families for lunch and shelter throughout the day.
- The projector lamp in the Native Cell has been changed and the filter replaced.



MINUTES OF MUSEUM ADVISORY COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS ON 16 AUGUST 2018

Onsite Connor's Mill:

- The display cabinet facing the stairwell on the top floor of the mill fell off the wall while the room was unattended. The Perspex cover was cracked but the artefacts within were undamaged. An examination of the other display case also hanging on the wall has been undertaken to determine its safety as well. It is proposed two bases to support the weight of both cases be manufactured and installed, in addition to the existing split baton hanging system, to ensure this does not happen again. We are currently awaiting the manufacture of a new Perspex cover, and the damaged display case has been temporarily secured to the wall while sitting on the floor under its usual position in Connor's Mill.
- A small sign has been placed just inside the open front door of Connor's Mill, to inform casual passers-by that this site is actually a museum open to the public with access via the Toodyay Visitors Centre next door.

Promotion:

- Articles about museum and heritage subjects are included in the monthly Shire newsletter.
- In the June and July editions of the Toodyay Herald photographs from the Shire Collection were published on page 4
- Two more A4 tri-fold brochures have been developed about the Stables and 1907 Lock-up sites
- New bookmarks have been designed incorporating the new Toodyay Museums Facebook group page address

Displays:

- Completed slide show about the Toodyay Convict Depot was launched in June in the temporary exhibition room at the Newcastle Gaol Museum. The slide show has been professionally produced and the option is available for it to be shared in the future online, once the exhibition closes
- A display celebrating the upcoming centenary of the Wood family's association with Coorinja Winery has been installed in the free-standing cabinet on the top floor of Connor's Mill. This is planned to be the first of a small series of displays which are showcasing privately owned artefacts associated with local wine-making.
- At the Police Stables site objects and display cases have been moved around with a view to refresh displays and more clearly present themes that have relevance to horses and the history of the site. Planning for the saddle support rail which is embedded in the wall of the building to be removed from the feed room and installed on stands in the other end room, which according to restoration plans is the original saddlery
- A small display commemorating the 1931 Toodyay School Bus Crash has been installed in the Toodyay Visitors Centre replacing the Avon Valley Secret Societies display.

Disposal of agricultural material removed from the Newcastle Gaol site in 2015:



MINUTES OF MUSEUM ADVISORY COMMITTEE MEETING  
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- A re-examination of the agricultural machinery and material that was removed to the old depot site (some of which has already been formerly de-accessioned from the museum collection) in 2015 has been undertaken to review the Action Plan compiled in December 2015. This plan has been deemed to be still valid. Its implementation is awaiting funds to be allocated in budget to proceed with advertising and physical management of material (inc. proposed installation of some of the larger more intact ploughs in the community as art or display pieces and suitable storage for the larger items which are still part of the museum collection such as the merry-go-round).

Museum Strategy:

- Five year strategy approved by Council

Points discussed as per report:

- Volunteers are necessary part of the museum operations
- The new Convict Depot slideshow, professional narrated, is creating a lot of interest. This screen will be used for future exhibitions.
- Museum Roof Restoration Project and Convict Depot Walk meeting on Monday 20 August to discuss logistics of the project. Museum closure will need to be organised for a quiet period, not peak visitor season.

**6.2 Unaccessioned material – August 2018**

<b>Date of Report:</b>	8 August 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 25 contour survey maps from 1946 for the Fremantle to Kalgoorlie standard gauge railway

MINUTES OF MUSEUM ADVISORY COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS ON 16 AUGUST 2018

Fremantle- Kalgoorlie Standard Gauge Railway Survey 1946 Contour survey maps of South bank of River Avon within the Boundaries of The Shire of Toodyay.

	A	B	C	D	E	F	G	H
1	Map Ref	CCE left join	CCE Map Re	CCE right Join	Distance from start covered	Km. conversion	Notes	Museum Ref.
2			36089	36046	19m.11c - 21.17	30.8 -- 34.14	Outside area	
3	SG 110/1R		36089	36046	19m.11c - 21.17	30.8 -- 34.14	Keep for reference	
4	SG110/3R		36028	35990	22m.33c -23m.60c	36.69 -- 38.22		
5	SG112/1R	36028	36028	35990	22m.33c -23m.60c	36.69 -- 38.22	Saved together	
6	SG112/3R	36028					Map Missing	
7	SG113							
8	SG114/3R	35990			25m.55c - 27m.65	41.34 -- 44.76		
9	SG115/1R		35776		27m.65c - 29m.15c	44.76 -- 46.97		
10	SG116/C	35776	35839	35840	29m.15c - 30m.64c	46.97 -- 49.57		
11	SG116/2R	35776	35839	35840	29m.15c - 30m.64c	46.97 -- 49.57		
12	SG116/4R	35776	35839	35840	29m.15c - 30m.64c	46.97 -- 49.57		
13	SG117/2R/4R	35839	35840	35931	30m.64c - 32m.37c	49.57 -- 52.24	2 maps saved together	
14	SG118/C	35840	35931	35932	32m.37 - 34m.10c	52.24 -- 54.96	Mortigup Creek	
15	SG118/3R	35840	35931	35932	32m.37 - 34m.10c	52.24 -- 54.96	Mortigup Creek	
16	SG119/C		35932/3		34m.10c - 36m.12c	54.96 -- 58.18	)	
17	SG119/3 3R	35931	35932/3 (1)		34m.10c - 36m.12c	54.96 -- 58.18	)	
18	SG119/3 4R		35932/3 (2)		34m.10c - 36m.12c	54.96 -- 58.18	)	
19	SG119/3 3R		35932/3 (3)	35998	34m.10c - 36m.12c	54.96 -- 58.18	)	
20	SG120/2R		35998	35999	36m.12c - 37m.75c	58.18 -- 61.05		
21	SG121						Missing	
22	SG122/2R		36165	36212	40m.57c - 42m.56c	65.52 -- 68.72		
23	SG123/1R	3636165	36212	36220	42m.56c - 44m.32c	68.72 -- 71.45		
24	SG124						Missing	
25	SG125/1R		36252	36289	44m.68c - 46m.50c	72.18 -- 74.82	Avon Terrace	
26	SG126/1R	36252	36289	36298	46m.50c - 48m.05c	74.82 -- 77.25		
27	SG127/1R	36289	36298	36327	48m.05c - 49m.35c	77.25 -- 79.13	Toodyay Townsite	
28	SG127/2R	36289	36298	36327	48m.05c - 49m.35c	77.25 -- 79.13	Toodyay Townsite	
29	SG128/1R	36298	36327	36329	49m.35c - 50m.68c	79.13 -- 80.60	Lloyds Crossing	
30	SG129/1R	36327	36329		50m.68c - 51m.68c	80.60 -- 82.21		
31	SG130/2R	36329	36344	36378	51m.68c - 53m.46c	82.21 -- 86.22	Tunnel, Abattoir	
32	SG131/1R	36344	36378	36386	53m.46c - 55m.11c	86.22 -- 88.74	End of Shire	

Summary of maps studied

Offered to the collection by Tom Hogarth which had been initially discarded as duplicates from the AHRS (Australian Historical Railway Society), Bassendean.

**OFFICER COMMENT**

The railway maps are indicative of immediate post world war two plans to reignite economic development in Western Australia. While the funding for this project to develop further did not eventuate until 15 years later, the information preserved on these maps document the built and natural environment of the Shire of Toodyay at a very specific time period, namely the mid-twentieth century.

The maps 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 25 contour survey maps from 1946 for the Fremantle to Kalgoorlie standard gauge railway.

**MOTION/MAC RESOLUTION NO 02/08/18**

**MOVED** Cr Welburn

**SECONDER** Ms Frayne

That the Museum Advisory Committee recommends that Council authorise the CEO to accession as part of the museum collection a group of 25 contour survey maps from 1946 for the Fremantle to Kalgoorlie standard gauge railway.

**MOTION CARRIED**

**7. REPORTS OF COMMITTEE MEMBERS**

**7.1 Cr Welburn - Museum Facebook page**

Cr Welburn commented that he has received feedback that community is enjoying the Shire Museum Facebook page.

**7.2 Mr Keens - Volunteering**

Mr Keens commented that he is enjoying volunteering at the Front of House at the Gaol and the Museum workshop.

**7.3 Mrs Eberle – Museum donations**

Mrs Eberle stated that some books were recently gifted to the museum collection in July and a donation form was signed by the owner, as per Shire Policy. A request has been made for one of the books to be returned as a family member would like to keep it, due to a family reference in a couple of pages. Mrs Eberle makes a point to question if family members are aware any items are being donated.

These particular pages were scanned in high resolution, neatly bound and presented to the family member. No feedback has been received from the family. Inclined to give the book back if requested.

The Committee agree that clear emphasis is needed in the gift/donation form regarding notifying family members of gifts/donations to the museum collection.

Action 2:	M. Eberle to report outcome of the donated Midwifery books to the next MAC meeting 15 November 2018.
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**7.4 Mrs Edgecombe – Old Gaol Roof Restoration**

Happy to hear about the grant for the old gaol roof restoration, however a number of volunteers in the fire brigade worry about the vulnerability of the goal with a wooden shingled roof and the vegetation around grounds. Can some sort of sprinkler system be set up as protection as the gaol is a vital part of the town?

Action 3:	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.
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Mrs Eberle commented that the shingled roof is becoming rarer and rarer. All visitors comment on the gaol roof as it is so unique.

**7.5 Ms Bell – Update of 5 Year Museum Strategy Projects**

Updates discussed:

- promotion of Facebook going very well
- separate Museum website still being discussed
- Shire Disposal of Items Policy being looked at, this is to include items from Museum collection. Items are to be advertised and formally deaccessioned through MAC when the time comes.
- Police Stable car park in progress – crew still working on drainage. New pathway makes very safe for visitors as no uneven ground or gravel rocks to slip on.
- Toodyaypedia Stage 3 – West Toodyay Walk deemed too dangerous to create a formal walk brochure. Over time as new roadworks happen, this may be looked at into the future. A slideshow/video of these areas to be created for West Toodyay.
  - Mrs Edgecombe commented that many visitors ask about West Toodyay, but there is not a lot to see of the original site as most is on private land or are no safe stopping points.
- 40 year old drive route signage called Toodyay Pioneer Trail is causing confusion on Julimar Rd; plaques, boulders and signage are still there however some are in different places due to the realignment of Julimar Rd. Toodyaypedia has been created on this. Signage needs to be removed as not safe for visitors to stop.

**7.6 Ms Bell – Visit from new CEO from Destination Perth**

New CEO from Destination Perth and representatives from Tourism WA visited Toodyay, Northam and York on 15<sup>th</sup> August. They were provided a guided tour around the Gaol, Connors Mill, Christmas Shop, Duidgee Park and Pelham Reserve. They were very impressed by what Avon Valley Region has to offer and are eager to promote the outer regions.

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

NIL

**9. NEXT MEETING**

The next Museum Advisory Committee Meeting is scheduled for 15 November 2018, commencing at 4.00pm.

**10. CLOSURE OF MEETING**

The Chairperson declared the meeting closed at 5.25pm.

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# Attachments to Minutes

Museum Advisory Committee

Thursday 16 August 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 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. (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.	
	7.3	Museum Donations	M. Eberle	M. Eberle to report outcome of the donated Midwifery books to the next MAC meeting 15 November 2018.	
	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.	
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.	





# 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 May 2018	4.2.1	Map Cabinets	M. Eberle	Mrs Eberle to email Cr Welburn regarding the map cabinets offered to the Museum. The Toodyay Historical Society unfortunately has no room for them.	
	7.1	Bus crash original plaque from school	M. Eberle	Mrs Eberle to photograph the original bus crash plaque (from railway station) and forward to MWS to incorporate into the Toodyay bus crash commemorative garden *16/8/2018 - Original plaque is on display at TDHS – the commemorative garden plaque is being used as part of a museum display at the Visitors Centre. (new action item above)	
	7.2	Museum signage for Connors Mill	M. Eberle/A. Bell	Mrs Eberle/Ms Bell to discuss 'Museum' signage for Connors Mill *16/8/2018 Grove Wesley will place the 'Museum' vinyl lettering on the wheel outside the Mill next week.	