



# Museum Advisory Committee

## MINUTES

*Section 5.8 of the Local Government Act 1995*

### Thursday 17 August 2017

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

Cr S Craddock, Council Member

Cr T Chitty, Council Member

Cr P Greenway, Deputy Member

Cr B Rayner, Deputy Member

Museum Curator

Mrs S Hesse, Community Member

Mrs J Edgecombe, Community Member

Mr D Pike, Community Member

Mrs B Frayne, Community Member

Chief Executive Officer and/or his nominated representative

## 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 5 September 2017.



Stan Scott  
CHIEF EXECUTIVE OFFICER

## Confirmed Minutes

These minutes were confirmed at a meeting held on 16<sup>th</sup> Nov. 2017

Signed: S. Craddock

*Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.*

Information about this Committee is located on the website at <http://www.toodyay.wa.gov.au/Shire-and-Council/Council-Meetings/Council-Committees/Museum-Advisory-Committee>

Minutes can be found on the website at <http://www.toodyay.wa.gov.au/Council/Council-Meetings/Agendas-Minutes-and-Notes>

## CONTENTS

1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS.....	1
2.	RECORDS OF ATTENDANCE / APOLOGIES.....	1
2.1	RECORD OF ATTENDANCE .....	1
2.2	APOLOGIES.....	1
3.	DISCLOSURE OF INTERESTS .....	1
4.	PUBLIC QUESTIONS .....	1
4.1	RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....	1
4.2	PUBLIC QUESTION TIME .....	1
5.	CONFIRMATION OF MINUTES.....	1
5.1	Museum Advisory Committee Meeting held on 18 May 2017.....	1
5.2	Matters arising from previous minutes .....	2
5.3	Review of MAC Status Report.....	2
6.	PUBLIC SUBMISSIONS (relating to the purpose of the meeting).....	2
7.	BUSINESS LEFT OVER FROM PREVIOUS MEETING (if adjourned) ....	2
8.	REPORTS OF OFFICERS .....	3
8.1	Current Activities – Shire Museum and its Collections .....	3
8.2	Unaccessioned Material – August 2017 .....	7
8.3	Strategic Planning, review of Policy 0.3 Museum Interpretation and Exhibition .....	10
9.	REPORTS OF COMMITTEE MEMBERS .....	13
10.	NEW BUSINESS OF AN URGENT NATURE.....	13
11.	NEXT MEETING.....	13
12.	CLOSURE OF MEETING.....	13

---

**ATTACHMENTS** *with separate index follows Item 12.*

---



# Shire of Toodyay

---

## MUSEUM ADVISORY COMMITTEE MEETING

# MINUTES

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

Cr Craddock, Chairperson, declared the meeting open at 4.04pm.

### 2. RECORDS OF ATTENDANCE / APOLOGIES

#### 2.1 RECORD OF ATTENDANCE

Cr S Craddock	Council Member
Cr B Rayner	Deputy Member
Ms M Eberle	Museum Curator
Mrs J Edgecombe	Community Member
Mr D Pike	Community Member
Mrs B Frayne	Community Member
Mrs A Bell	Manager Community Development
<u>Staff</u>	
Mrs C McGowan	Community Development PA (recorder)

#### 2.2 APOLOGIES

Cr T Chitty	Council Member
Ms S Hesse	Community Member

### 3. DISCLOSURE OF INTERESTS

There were no disclosures of interest.

### 4. PUBLIC QUESTIONS

#### 4.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the MAC Meeting held on 18 May 2017 there were no questions taken on notice.

#### 4.2 PUBLIC QUESTION TIME

There were no public questions.

### 5. CONFIRMATION OF MINUTES

#### 5.1 Museum Advisory Committee Meeting held on 18 May 2017

#### OFFICER'S RECOMMENDATION/MAC RESOLUTION NO. 5/08/17

**MOVED** B. Frayne

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 18 May 2017 be confirmed.

**MOTION CARRIED**

## 5.2 Matters arising from previous minutes

No matters were raised from previous minutes.

*Cr Rayner entered Council Chambers, and joined the meeting at 4.17pm.*

## 5.3 Review of MAC Status Report

### 5.3.1 Brainstorming session (item 11)

M. Eberle, MCD and CDPA held meeting on Thursday 20 July 2017 to discuss a proposed Museum Strategy which will include projects, buildings and maintenance timelines for forward planning. This document is in draft form and will be finalised before presenting to the next MAC Meeting, 26 October 2017 for comment.

### 5.3.2 Sisters of Mercy items donated

Mercy Heritage Centre in Perth has been contacted regarding the items that have been donated to the museum collection from the Toodyay Catholic Precinct. A Meeting has been scheduled on 21 August 2017 to discuss these items.

Mrs Eberle commented that a bell which was mounted on the entrance portico of the Convent building is being stored at the museum after the departure of the Franciscan Monks from the Toodyay Catholic precinct (Sisters of Mercy site). Because of a broad arrow moulded into the bell, it indicates government property and was likely not part of the original Catholic precinct. Mrs Eberle has no historical information pertaining to this object. Does it have association with the Toodyay Convict Depot? More information is needed to decide whether this should be included in the museum collection.

The Committee suggest to contact Veronica and Peter Dymond in regards to seeking historical information of the convent bell.

<b>Action 1:</b> Margie Eberle to contact Veronica and Peter Dymond in regards to seeking historical information of the convent bell being stored at the museum.
------------------------------------------------------------------------------------------------------------------------------------------------------------------

### 5.3.3 Ormolu Clock location

Currently situated in the Visitors Centre, the Ormolu Clock is attracting attention of visitors who are then directed to the museum. MCD comments this would be the best location for the clock.

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

No public submissions were received.

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

Nil.

## 8. REPORTS OF OFFICERS

### 8.1 Current Activities – Shire Museum and its Collections

<b>Date of Report:</b>	24 July 2017
<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>	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 18 May 2017.

#### **OFFICER COMMENT**

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

#### Collections

- Condition assessment of the textile collection by volunteer Rebecca has been completed. The information gathered from this very thorough examination has now to be collated and analysed. There are well over 1,000 high resolution (4-7mb per image) photographs to be examined, cropped, renumbered & recorded as well as the individual notes made on each garment. After the information has been organized then a comprehensive report can be produced. This process may take several months. Initial observations, however, indicate the textiles are in a stable condition and are being stored and cared for in a manner to ensure their long-term preservation.
- Transcription by volunteer Nina of the 1880's 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.
- The Fordson Tractor in the museum collection has been moved from the old Depot where it was being stored to the Shire's maintenance workshop for restoration under the supervision of Shire Mechanic, Wayne. When time permits the Shire's apprentice mechanic Tyee has been undertaking cleaning and dismantling of components. Although initial examination of the grey tractor suggested its age to be between 1917 and 1927 (because of its colour) further cleaning indicates it actually might date from 1942. It has a reconditioned motor dating from 1948.
  - There are numerous missing or home-made components and the tractor shows signs of either deliberate or accidental damage (Inc. blunt trauma to radiator cooling fins and damage to the evaporation chamber & jets - probably due to someone trying to remove them).

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

Incomplete parts include wheel bearings and steering wheel, and there is extensive rust in the body.

- Toodyay Tyres & Muffler have donated a muffler they custom designed and manufactured for the tractor. They have also offered to donate a new set of tyres to be placed on an additional set of steel rims that came with the tractor.
- The engine of the tractor has been started.
- New set of shelving installed in the archives room of the museum workshop. This will enable some older shelving to be re-purposed for other storage.
- Framed object collection items (some artworks, some photographs) have been removed from storage and lightly cleaned & dusted. Existing shelving will be upgraded with stainless steel wire (replacing nylon cord) for the upright storage of these objects.
- The Mercy Heritage Centre has been contacted regarding the items discussed at the May 2017 Museum Advisory Committee meeting which were associated with the Toodyay Catholic precinct. These items were offered to the museum by members of the community after the Franciscan monks departed the former Sisters of Mercy St Aloysius Convent and School site in early 2017. Annie Medley, curator of the collections at the Mercy Heritage Centre indicated she would be most interested in these items being passed on to the Heritage Centre as they did not have any material associated with the Toodyay site. As I felt the material had been saved by local community members, discussion on its repatriation should include them. A meeting has been scheduled for August 21 at the museum workshop between myself (Museum Curator), Annie Medley (Mercy Heritage Centre, Cultural Collections Curator) and local parishioners Jennifer Clarke & Gail Pattinson-Oakes to discuss this further. The items in question are being stored at the museum workshop.
- Fabric conservator, Rinske Car, visited the museum workshop in July 2017 to view our leather and fur artefacts, and offer suggestions on their care. She noted most of the saddles and bridles appeared to be in reasonable condition considering their age. I advised that we had cleaned the leather with white spirits in 2014 following the advice of materials conservator Vanessa Wiggin who suggested this treatment removes excess leather dressing, fatty spue, saddle soap & waxy corrosion on metal components.
  - Rinske observed some dryness of the leather and suggested some careful re-conditioning could be carried out with leather soap. Seeing the artefacts were currently being stored, covering them completely with cloth would prevent dust settling on the treated leather.
  - Rinske also inspected the fox fur and goat skin in the museum collection, and advised a relatively simple treatment (involving the removal of oxygen) for the skin which showed signs of past insect contamination. Rinske said she would follow up later with some suggestions on sourcing the materials for this treatment.

On site Newcastle Gaol

- Tour of Newcastle Gaol on May 26 by a Visibility Services group.



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

- Tour of Newcastle Gaol on June 27 by Moerlina Aged Care group.
- Work by Western Power in Toodyay throughout June impacted on the Newcastle Gaol site. Power cuts saw the museum closed to the public on 5 days.
- Visit to Newcastle Gaol on July 6 by Toodyay's Great Beginnings Childcare group

Promotion

- Regular updates on Gaol news continue to be posted on Facebook.
- Toodyay Herald - historic photographs from the museum collection continue to be published along with items in the Shire's pages.
- Article about display at Toodyay Visitors Centre of Ormalu clock in restored cabinet published in June Shire Newsletter.

Displays

- A new textile exhibition which opened in June has been mounted in one of the Gaol cells. Titled "Undercover at the Gaol – Hidden Garments Now Revealed" it is a display of undergarments
- Preparation is underway for upcoming exhibition at the Newcastle Gaol – Toodyay Convict Hiring Depot planned to run from October 2017 to October 2018. Will be borrowing three items from the Fremantle Prison collection for display – shackles, lock & toilet bucket
- Beth Frayne has begun a project supporting the upcoming Convict Depot exhibition. She is researching Ticket-of-leave holders associated with the Toodyay Convict Hiring Depot with the view of compiling a database.

Public programs

- On Saturday June 24 the Museums Australia Wheatlands Chapter 2017 AGM was held at the Toodyay Memorial Hall, followed by a Professional Workshop at the museum workshop titled "Museum Management on a budget". Representatives of regional museums located throughout the Wheatbelt attended as well as members of the Royal West Australian Historical Society and the Toodyay Historical Society. We welcomed 24 people from as far afield as Brookton, Northam, Cunderdin, Beverley, Yilgarn, York, Merredin, Waroona, Dowerin and Koorda.
- Cross promotion for the Fibre Festival – a Fibre Festival Critters treasure hunt comprising 10 crocheted creatures being hidden in display cases at the Newcastle Gaol for children to find. This activity proved extremely popular and we kept it in place for the July school holidays
- Following on from this a second treasure hunt in a similar vein has been rolled out - this time with crocheted mice who are themed to fit in with the display where they are concealed (Inc. a blacksmith mouse, a convict mouse and a police mouse)
- Painted rocks, convict themed, were released at the Gaol site in July (thanks to Taia & her family). This latest craze involves children looking for hidden painted rocks and then hiding them somewhere else for other children to find. Children can also paint their own rocks and hide them.

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

Points discussed in this report are as follows:

- Large scale project to collate over a thousand hi-res photographs of the textile collection – could not complete without the help of our volunteers.
- Research for the Toodyay Convict Depot Exhibition regarding ticket of leave holders will generate a great deal of interest. Would like to include this information on the Toodyay Cemetery database.
- Storage capacity is the museum's most prominent issue

**8.2 Unaccessioned Material – August 2017**

<b>Date of Report:</b>	24 July 2017
<b>File Reference:</b>	COM10
<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 consider for inclusion in the Museum's Collection the following material.

**BACKGROUND**

**Item / item group 1**

Photograph: Freda and Jim Johnstone 1952

Photograph features Freda wearing a rabbit skin cape made from animals caught in the Toodyay area during WW2 by her husband Jim, who made a living catching rabbits in the Toodyay district. The cape was made by a furrier in Fremantle.



A letter accompanying the photograph describes the demand for rabbits for both food during the war rationing years and for their pelts for use by the armed services (felt slouch hats).

(As far as I am aware Freda and Jim have never resided in Toodyay)

**Item / item group 2**

Group of 5 historic photographs from same donor (from Brookton) which are believed to be of a Toodyay subject.



Rose Cottage, Clinton Street,  
Toodyay

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

Unknown house (also tentatively identified as Rose Cottage by donor but appears to be a different location to above)



Unknown house (not identified but had been stored with other Toodyay photos)

Victoria Hotel, Toodyay



1905 Newcastle Football team  
(duplicate of another photograph in museum collection)

**OFFICER COMMENT**

These photographs are all of manageable size and stable condition and can be accommodated within the current storage capabilities in the museum workshop and archival facility.

All photographs could be seen to relate to theme 1.1.2 in the Collections Policy: Those objects that document or relate to the exploration and settle 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 six photographs comprising four historic buildings, the 1905 Newcastle Football Team and an image of a couple with associations to the rabbit trade in Toodyay during WW2.

Members discussed the photographs and it was confirmed two photos are front and back view of Rose Cottage. The third Toodyay house is to be identified.

**MOTION/MUSEUM COMMITTEE RESOLUTION NO 06/05/17**

**MOVED** J. Edgecombe

**SECONDED:** D. Pike

The Museum Advisory Committee recommends to Council the following:

That Council:

Authorise the CEO to accession as part of the museum collection six photographs comprising four historic buildings, the 1905 Newcastle Football Team and an image of a couple with associations to the rabbit trade in Toodyay during WW2.

**MOTION CARRIED**

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

<b>Date of Report:</b>	25 July 2017
<b>File Reference:</b>	COC10
<b>Author:</b>	M. Eberle – Museum Curator, Cultural Heritage Officer
<b>Responsible Officer:</b>	A Bell - Manager Community Development
<b>Attachments:</b>	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.

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 they 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

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

- 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**



**9. REPORTS OF COMMITTEE MEMBERS**

There were no reports presented from committee members.

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

No new business of an urgent nature was presented.

**11. NEXT MEETING**

The next Museum Advisory Committee Meeting is scheduled for 26 November 2017, commencing at 4.00pm.

**12. CLOSURE OF MEETING**

The Chairperson declared the meeting closed at 5.12pm.



# Attachments to Minutes

Museum Advisory Committee

17 August 2017

## CONFIRMATION OF MINUTES

**5.3 Updated Status Report** 1

## REPORTS OF OFFICERS

**8.1 Current Activities – Shire Museum and its Collections**

*No attachments*

**8.2 Unaccessioned Material – August 2017**

*No attachments*

**8.3 Strategic Planning, review of Policy 0.3 Museum Interpretation and Exhibition** 3

Attachment 1 – 0.3 Museum Interpretation and Exhibition Policy 3



# STATUS REPORT Museum Advisory Committee

Including Recommendations made to Council, Action List and Completed items

<b>Recommendations made to Council</b>					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Proposed / Notes / Actions to be taken	Deadline
17 August 2017	8.2	Unaccessioned Material	A. Bell	Authorise the CEO to accession as part of the museum collection six photographs comprising four historic buildings, the 1905 Newcastle Football Team and an image of a couple with associations to the rabbit trade in Toodyay during WW2. (06/05/17)	
	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)	

<b>ACTION LIST</b>					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes or Comment	
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> <p>*M. Eberle to will meet with MCD to discuss forward planning of the museum. Will report the outcome to next MAC Meeting</p> <p>*17/8 – Draft Museum Strategy to be presented to 26 October MAC Meeting</p>	
18 May 2017	8.1	Item/group 5 -Sisters of Mercy items donated	S. Hesse	S. Hesse to contact Sisters of Mercy to discuss items donated to the Shire of Toodyay Museum. *17/8 – M. Eberle meeting with representative from Mercy Heritage Centre Perth on 21 august to discuss these items.	
17 August 2017	8.1	Bell from Toodyay Catholic precinct stored at museum	M. Eberle	Margie Eberle to contact Veronica and Peter Dymond in regards to seeking historical information of the convent bell being stored at the museum.	



# 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.
18 May 2017	8.1	Unaccessioned Material	A. Bell	The MAC recommend to Council to authorise the CEO to accession as part of the museum collection the child's 19th century boot, handwritten account of Miss Kath Butterly, the Clements Tonic cookery book, the French Ormolu clock, the Newgain farm diaries & associated material, WA Govt. Railways freight card, the 2009 Toodyay Bushfire Project material and objects associated with the same fire.	Completed
	8.1	Ormolu Clock location	D. Andrijich	D. Andrijich to discuss best location of the Ormolu Clock with MCD. *17/8 – <a href="#">Visitors Centre</a>	Completed

**OTHER POLICY**

<b>POLICY NO</b>	<b>O.3</b>
<b>POLICY SUBJECT</b>	<b>MUSEUM INTERPRETATION AND EXHIBITION</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 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.
3. To improve the aesthetic appearance of the museum internally.

**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
- 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 Shire of Toodyay Museum Collection is to be central to interpretation in the Museum and associated buildings.
2. The Museum aims to create displays and interpretation of a high professional standard.
3. Permanent displays are to interpret the main themes of collection as stated below;
  - 3.1. Those objects that relate to the cultural history of the Shire of Toodyay prior to European settlement.
  - 3.2. Those objects that document or relate to the cultural history of the Toodyay region with an emphasis on the periods of development from 1830 to 1900.
  - 3.3. 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.
  - 3.4. 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.
  - 3.5. Those objects that relate to Toodyay's involvement in military conflict, with a particular emphasis on World War I and World War II.
  - 3.6. Those objects that relate to the natural history of the Shire of Toodyay.
4. Thematic interpretation principles are to be used as the best practice for displays and displays should be created with meaningful context.
5. 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 objects condition.
6. All interpretation is to be based on the best research available and be as accurate and accessible as possible.

7. 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.
8. Exhibitions and displays are to be designed in a manner that best facilitates public access to the displays, within the constraints of the buildings.

**Reviewed Council Meeting 21 May 2009**  
**Amended Council Meeting 13 May 2010**  
**Amended Council Meeting 12 June 2012**



