



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 17 November 2016

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 18 November 2016.



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.

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	2
5.	CONFIRMATION OF MINUTES.....	2
5.1	Museum Advisory Committee Meeting held on 22 September 2016	2
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	Unaccessioned material – November 2016.....	3
8.2	Current Activities – Shire Museum and its collections.....	6
8.3	Strategic Planning – Museum Vision and Mission.....	9
9.	REPORTS OF COMMITTEE MEMBERS	12
9.1	Exhibitions.....	12
9.2	Mentoring relationship with other larger local governments	12
9.3	Replacement of roof shingles.....	12
10.	NEW BUSINESS OF AN URGENT NATURE.....	12
11.	NEXT MEETING.....	12
12.	CLOSURE OF MEETING.....	12

ATTACHMENTS *with separate index follows Item 12.*

Shire of Toodyay

MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

In the absence of the elected Chairperson, Cr S Craddock, Stan Scott declared the meeting open at 4.18pm.

M Eberle nominated Cr Rayner for the position of Chairperson of the Museum Advisory Committee in respect to chairing the meeting in the absence of Cr Craddock.

As there were no further nominations Cr Rayner assumed the Chair.

2. RECORDS OF ATTENDANCE / APOLOGIES

2.1 RECORD OF ATTENDANCE

Members

Ms M Eberle	Museum Curator / Heritage Officer
Mrs J Edgecombe	Community Member
Cr B Rayner	Council Deputy Member
Mrs B Frayne	Community Member
Ms A Bell	Manager Community Development

Staff

Mr S Scott	Chief Executive Officer
Mrs M Rebane	Executive Assistant

Visitors

Nil

2.2 APOLOGIES

Cr S Craddock	Council Member
Cr T Chitty	Council Member
Ms S Hesse	Community Member
Cr P Greenway	Council Deputy Member
Mr D Pike	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

4.1 RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

At the Museum Advisory Committee Meeting held on 22 September 2016, there were no questions taken on notice.

4.2 PUBLIC QUESTION TIME

Nil

5. CONFIRMATION OF MINUTES

5.1 Museum Advisory Committee Meeting held on 22 September 2016

OFFICER'S RECOMMENDATION/MOTION

MOVED B Frayne

SECONDED S Scott

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 22 September 2016 be confirmed.

MOTION CARRIED 5/0

5.2 Matters arising from previous minutes

5.2.1 Wicklow Shearing Shed

S Scott advised that discussion regarding security measures for the site is currently underway;

Light and sound options being investigated together with funding sources to facilitate these options;

THS have permission to use the space for a sundowner event;

Site Plan for surrounds being prepared to improve accessibility to the site.

Shire Annual Budget includes funding for improvement to the gates that can protect the space.

5.3 Review of MAC Status Report

Reviewed and no changes made.

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 Unaccessioned material – November 2016

Date of Report:	9 November 2016
File Reference:	COC4
Author:	M Eberle – Museum Curator, Cultural Heritage Officer
Responsible Officer:	A Bell - Manager Community Development
Attachments:	Nil

PURPOSE

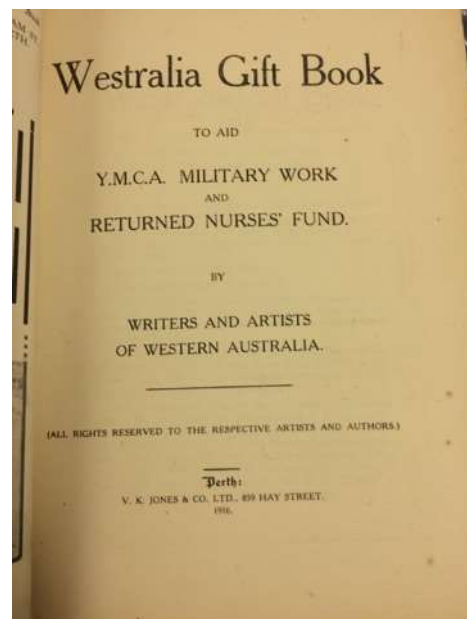
To consider for inclusion in the Museum's Collection the following material.

BACKGROUND

Details in respect to the items up for consideration are provided below:

Item / Item Group One

Westralia Gift Book, 1916



MINUTES OF MUSEUM ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 17 NOVEMBER 2016



The Westralia Gift Book was sold in aid of the YMCA's military work and the Returned Nurses' Fund. This edition was published by V.K. Jones & Co. Ltd. 859 Hay Street Perth in 1916.

It contains writings, drawings and seven colour plates from West Australian Authors and Artists, including Cartoonist Ben Strange who uses his illustrations to make judgements on the behaviour of world political leaders, Funded by advertising from leading manufacturers and retailers of the day.

This copy was owned by G. Whitfield and is presumed to have been donated to the Museum by Anita Thurman. It has long been stored with the Museum artefacts but appears to have been inadvertently not formally documented as part of the collection.

It is in a damaged, but stable condition. The rear cover is detached whilst the front cover, albeit attached, is held together by yellowing cello tape while the rear cover is completely detached. Most of the inside pages are in a reasonable condition.

Item / Item Group 2

Set of four black and white prints showing the construction in 1931 of the original Toodyay Herald building on Stirling Terrace Toodyay.



These prints have been reproduced from original, smaller sepia photographs which are owned by Leslie Harders. The original photographs have inscriptions on the back identifying the workers as Harry Harders, Alf Younger and Les Flynn.

Leslie Harders had them copied at his own expense and has offered them to the Museum collection. One of the subjects is his father.

The prints are good quality with the scenes clearly defined.

OFFICER'S COMMENT

These items could broadly be seen to conform to Theme 6.1.1 (*relating to European settlement in the Toodyay region*) in the Collections Policy, with the qualification that none date from between 1830-1900.

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

These objects have primarily been proposed due to them filling what could be seen as "gaps" in the Museum collection in its current role fulfilling a social history function viz.

- World War One era material; and
- Settlement planning and development, post nineteenth century

There is no specific guidance in the Current Collection's Policy on the type of photographs that should be accepted into the collection.

OFFICER'S RECOMMENDATION

The Museum Advisory Committee recommends to the CEO to accession as part of the Museum collection the Westralia Gift Book 1916 and the set of four prints showing the construction in 1931 of the original Toodyay Herald building.

The Manager Community Development entered Council Chambers at 4.31pm.

J Edgecombe moved the Officer's Recommendation.

B Frayne seconded the motion.

The motion was put.

OFFICER'S RECOMMENDATION/MUSEUM ADVISORY COMMITTEE RECOMMENDATION

MOVED Cr J Edgecombe

SECONDED B Frayne

The Museum Advisory Committee recommends to the CEO to accession as part of the Museum collection the Westralia Gift Book 1916 and the set of four prints showing the construction in 1931 of the original Toodyay Herald building

MOTION CARRIED 5/0

8.2 Current Activities – Shire Museum and its collections

Date of Report:	9 November 2016
File Reference:	COC4
Author:	M Eberle – Museum Curator, Cultural Heritage Officer
Responsible Officer:	A Bell - Manager Community Development
Attachments:	Nil

PURPOSE

To provide information on current activities involving the Shire Museums and its collections

BACKGROUND

This update follows on from a verbal report presented at the Museum Advisory Committee meeting in 22 September 2016. This meeting was re-scheduled to the August 2016 meeting which was postponed due to the Museum Curator taking annual leave. The current report therefore covers a lesser time frame than customary (eight weeks) rather than the usual quarterly period.

OFFICER COMMENT

Please note that this report is on current activities and 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 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.
- Volunteer Deb continues to work on the database – she has completed standardizing classifications of the Museum collection artefacts

On site Newcastle Gaol

- Wicklow Shearing Shed upgrade. Pathway linking the road and the wheelchair ramp of the timber decking was laid on 20 October 2016 using hot-mix (i.e. same as used on the road). The sides of the pathway are slightly raised and gravel is to be placed beside it to reduce the trip hazard.
- A new power pole (replacing an older one) has been erected on the road verge beside the Wicklow Shearing Shed.

On site Connors Mill

- Some minor maintenance was carried out on a belt that was slipping on the display machinery.

Promotion

- Regular updates on Gaol news continue to be posted on Facebook.

MINUTES OF MUSEUM ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 17 NOVEMBER 2016

- Toodyay Herald - historic photographs from the Museum collection continue to be published in some editions along with items in the Shire's pages.

Notable increase in casual visitation during spring period

- During September visitor numbers to Connor's Mill were more than double (412) compared to the same month last year and (213) during October visitor numbers to the Newcastle Gaol were more than double (585) compared to the same month last year (270).

Displays

- New exhibition launch on 28 October 2016 for Hurting and Healing – *Health Care in Toodyay*. Most of the Curator's time during the period of this current report has been devoted to the preparation of this exhibition which is dedicated to the memory of Doctor Richard Walkey. Themes presented include Ambulance Services, Toodyay Hospitals, Female pharmacist in 1920's Toodyay, Toodyay Matrons, Midwives and Doctors, Toodyay Medical Centre and the Sylvia Stretcher. Five booklets have been produced on historical information relating to the subject of the exhibition - Ambulance Services, Doctor Richard Walkey, Hospitals in Toodyay, Toodyay Hospital Matrons & Public Health. It is envisaged the exhibition will be in place for twelve months. Grateful acknowledgment is made to Beth Frayne and Taia Sinclair for their assistance.

Museums Australia WA 2016 State Conference update

On 12-14 October 2016 the Museum Curator attended the Museums Australia WA State Conference held at the State Library in Perth. A bursary was received from Museums Australia covering the cost of registration and accommodation in Perth city for two nights.

The theme of the conference was Engaging Communities – *New Times, New Strategies*.

The first day of the conference was aimed at Local Government practitioners. The keynote speaker, Ricky Burgess CEO WA Local Government Association, noted that Museums play a role about defining who we are in society. He suggested tourism, and natural and built environments have strong connections. He said we should be making links with current heritage and historic heritage, and long term plans should include wishes and aspirations. A number of local government cultural projects were showcased (including the Yaburgurt Art Memorial at Mandurah) – all included partnerships with various groups in the community which were working towards a common goal in celebrating local heritage.

The second two days of the conference particularly noted the reduction in funding across the cultural heritage sector which includes Museums, libraries and art galleries. There was a call to work together raising their profile and engaging the broader community in more diverse and creative ways. All were seen to be redefining their position in society and remaining an important part of the community.

Creative examples of sharing collections were presented, where Museums were being less constrained by the walls of the building which housed their collections and were moving in to the community to explore themes and form relationships.

MINUTES OF MUSEUM ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 17 NOVEMBER 2016

It was suggested that over the last twenty years there has been a drive for Museums to demonstrate their usefulness to society.

It was very much felt that Museums should be engaging with contemporary issues in the community.

Purpose of the Museum Advisory Committee

The current defined purpose of the Museum Advisory Committee is “to provide guidance and assistance to the Local Government:-

- a) On matters affecting the selection, interpretation or display of the Museums artefacts; and
- b) Matters relating to the promotion of the Museum; and
- c) Matters of interest or concern regarding the Museum”

The purpose of the Museum Advisory Committee was addressed as an agenda item at the May 2014 Museum Advisory Committee meeting whereupon it was resolved to remain as it was.

There may be a need to reassess this purpose in the future as current strategic planning progresses.

M Eberle provided a verbal overview of the above report.

Clarification was sought in relation to most items on the report.

Points raised as follows:

- Collections Policy: focus limited resources on preserving.
- Common Groupings: domestic equipment, costume accessories, books, rural industry items, handcrafts and not much at all in respect to ‘themes’.

8.3 Strategic Planning – Museum Vision and Mission

Date of Report:	3 November 2016
File Reference:	COC4
Author:	M Eberle – Museum Curator
Responsible Officer:	A Bell - Manager Community Development
Attachments:	Nil

PURPOSE

To begin planning for the Museum’s future by first considering it’s Vision (what the Museum is seeking to do) and, following on from that, it’s Mission (how it is proposed to achieve this).

BACKGROUND

The Museum has never had an overarching statement defining its purpose and guiding its activities.

In recent years a number of significant plans have been commissioned addressing aspects of Toodyay’s heritage where the function of the Museum, when addressed as a secondary consideration, appears to be changing from what it has been in the past.

Clarifying the role of the Museum will resolve who its clients will be and what it should be aiming to provide for them.

OFFICER COMMENT

An initial Strategic Planning Workshop was held on 3 November 2016 under the guidance of facilitator Jo Hyland. Attendees were Audrey Bell (Manager Community Development), Margie Eberle (Museum Curator, Cultural Heritage Officer), Beth Frayne (Toodyay Historical Society), Therese Chitty (Councillor), Sally Craddock (Councillor) and Claire McGowan (Community Development PA).

The goal was to develop Vision and Mission Statements for the Museum in line with the 2013-2023 Shire of Toodyay Strategic Community Plan Vision Statement, and more specifically representing what is currently being seen as the Museum’s role.

Topics discussed included –

- Shire of Toodyay 2013-2023 Strategic Community Plan Vision Statement: “We are a vibrant rural community that celebrates our past and embraces a sustainable future”
- Shire of Toodyay 2013-2023 Strategic Community Plan Mission Statement: “Local Government and community working together to obtain the best possible social, economic and environmental outcomes for the Toodyay Shire”
- The Museum is currently showcased over two heritage sites – the Newcastle Gaol and Connor’s Mill. How can Museums be considered consistent with the Shire of Toodyay’s values and fit in with its strategic direction? Who benefits?

MINUTES OF MUSEUM ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 17 NOVEMBER 2016

- The Museum needs to have direction. Is it to be considered a community venue or tourist venue? Do we also showcase contemporary issues?
- Toodyay has a unique cultural heritage.

Identity – defined by Museum buildings?	Agriculture	Law and Order
Stories – difference/unique	convicts	
Attracting people	provide community space – Celebrations/events/community groups	Forming relationships Tourism

Some possible suggestions/ideas made during the workshop:

- Native garden consisting of traditional bush medicine plants
- Greater emphasis on Law and Order
- Inclusion of 20th and contemporary issues
- Entry fee or admission by donation?
- Guest speakers for special events/exhibits
- Social media marketing to increase (best advertising tool – measurable by audience reach)
- Audio codes (like QR codes) to tell stories to provide an extra element (cost effective)
- Increase educational online material to engage school and increase visits
- Wicklow Shearing Shed to be used as community venue – art/events/interpretation etc.
- Council to help promote exhibitions/stories on website
- Opening of Moondyne Festival to be up at old gaol?
- Tap into Dept. of Culture & Arts funding – dance/art (Wicklow Shearing Shed)

The following statements were arrived at during this first workshop:-

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.*

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).

The next specific step in strategic planning should be a review of the Museum’s Policies to ensure they reflect the adopted Vision and Mission Statements. The most important single policy is likely to be the Collections or Acquisitions Policy which will define specific collection themes (or areas), and will enable limited resources (which includes time, space, people and money) to be more focussed on the preservation of related Museum artefacts.

MINUTES OF MUSEUM ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 17 NOVEMBER 2016

Following on from this other policies to be reviewed should address such areas as Conservation, Display, Public Programs and Education, and Disaster Preparedness.

It is proposed a second facilitated brainstorming workshop be held in February 2017 to begin this policy review process.

OFFICER'S RECOMMENDATION

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.'

Clarification was sought.

Manager Community Development provided a verbal overview of the workshop that occurred on 3 November 2016.

J Edgecombe moved the Officer's Recommendation, as amended.

A Bell seconded the motion.

The motion was put.

OFFICER'S RECOMMENDATION/MUSEUM ADVISORY COMMITTEE RECOMMENDATION

MOVED Cr J Edgecombe

SECONDED A Bell

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.'

MOTION CARRIED 5/0

9. REPORTS OF COMMITTEE MEMBERS

9.1 Exhibitions

- Cycling exhibitions every few years as a standard practice.
- Spreading exhibitions around in different spaces and setting them up differently.
- Hanging rails in an art space.

9.2 Mentoring relationship with other larger local governments

- Sharing resources to have a foster working relationship between the Shire of Toodyay and other larger local governments (e.g. Shires of Wanneroo / Joondalup)
- Finding comparable Strategic Planning resources between our Shire and another city Council.

9.3 Replacement of roof shingles

- Manager Planning and Development liaising with new Heritage Advisor in respect to this requirement.
- Identify Production Company able to cater for she-oak shingles.
- Three sections of the roof shingles require replacement, progressively.
- Two people National Trust – keen to assist the Shire. May be able to set up an account where people in the community can make tax-deductible donations toward the project.
- Exploration of possible Lotterywest Grant applications that can be pursued.
- York Hospital a prime example of grant sponsorship of shingles.

10. NEW BUSINESS OF AN URGENT NATURE

Nil

11. NEXT MEETING

The next meeting of the Museum Advisory Committee is scheduled to be held on 16 February 2017 commencing at 4.00pm.

12. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 5.23pm.



ATTACHMENTS

to Minutes of the

**Museum Advisory
Committee Meeting**

17 November 2016

ATTACHMENTS
TO MINUTES OF MUSEUM ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 17 NOVEMBER 2016

CONTENTS

CONFIRMATION OF MINUTES

Updated Status Report

1



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
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.'	This will need to go to Council so it has been put onto the OML on 18/11/2016

ACTION LIST					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes or Comment	
22/9/16	11	Result of 3 Nov 2016 brainstorming MAC Member's Workshop where the following was discussed: <ul style="list-style-type: none"> Broad Vision of Museum; Matters associated with Collection Policy; and General Museum Information. 	MC/MCD	<ul style="list-style-type: none"> December 2016 Forum / OCM – update Council – and also have them endorse the Museum's vision and mission statement; February 2017 MAC meeting - review and have workshop that time too; March Forum then March Council then inclusion in budget deliberations. 	

COMPLETED RECOMMENDATIONS THAT HAVE GONE TO COUNCIL (and ACTIONS Completed)					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes	RESOLUTION NO.