



**Museum Advisory
Committee Meeting**

Minutes

18 February 2016

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 22 February 2016.



Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on *19 May 2016*

Signed: *S. Craiddock*

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

Shire of Toodyay

MUSEUM ADVISORY COMMITTEE MEETING 18 FEBRUARY 2016

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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 4.00 pm.

2. RECORDS OF ATTENDANCE / APOLOGIES

2.1 RECORD OF ATTENDANCE

Members

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

Staff

Mrs M Rebane	Executive Assistant
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Visitors

Nil.

2.2 APOLOGIES

Mrs J Edgecombe	Community Member
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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 19 November 2015 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 19 November 2015

OFFICER'S RECOMMENDATION/MOTION

MOVED Cr Chitty

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 19 November 2015 be confirmed.

MOTION CARRIED

5.2 Matters arising from previous minutes

Nil.

5.3 Review of MAC Status Report

The report was reviewed and typographical amendments were made to the report.

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 collections

BACKGROUND

This update follows on from a verbal report presented at the Museum Advisory Committee meeting in November 2015.

Collections

- The ongoing transcription of excerpts from the Lloyd family diary is continuing through the efforts of Nina Paterson and new volunteer Deb Haggitt;
- Documentation of archaeological material being stored in museum workshop has been undertaken with the help of new volunteer Rebecca Doughty – a spreadsheet providing basic information on the nature (size, type) of the material from excavations undertaken at the library, the former Wendouree Tearooms and sites relating to the Toodyay Convict Depot and Newcastle Gaol has been produced. Most of this material has not been accessioned and is largely fragmental.

On site

- Some internal walls in the front rooms and cells of the Newcastle Gaol were repainted in early January 2016;
- In late November 2015 the Toodyay Historical Society held its annual Christmas Party in the recently cleared Wicklow Shearing Shed; and
- Planning has commenced to hold the ANZAC Day Gunfire Breakfast adjacent to the Museum site, and to have the “Remembering Them” Exhibition about WW1 open for viewing from 6.00am.

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 each edition along with items in the Shire’s pages;
- An article about the new Toodyay Geocaching Trail, which visits the Newcastle Gaol site, was published on-line in the Swan Magazine in January 2016; and
- A large historic-site directional sign for Newcastle Gaol has been erected near the Stirling Terrace and Hamersley Road intersection and a smaller Museum directional sign has been placed at the corner of Fiennes and Clinton Streets.

The larger sign was moved to the opposite side of the road shortly after it was first installed to avoid obscuring the new entry statement.

Displays

- Some of the elements of the “WW1 Remembering Them” Exhibition have been updated to keep the exhibition fresh through to ANZAC Day in 2016. A net of poppies was strung from the ceiling for Remembrance Day.
- Servicing of the display machinery running in Connor’s Mill is being undertaken by Gary Henderson; and
- Temporary exhibition program has been finalized for 2016 as follows:
 - January to April: “Remembering Them – How WW1 affected a rural community”
 - May to October: “Not Just Barefoot and Pregnant, But Much Much More (searching for women’s stories in Toodyay , Western Australia)”; and
 - October to December: “Hurting and Healing – Healthcare in Toodyay”.

Public Programs

- The Toodyay Inclusive Program event “Historic Treasures” was held at the Police Stables side of the Museum site on Friday 22 January 2016. Taking a cue from the historic fire cart housed there, activities were based around fire and water. Two fire vehicles from Toodyay Fire and Rescue attended along with other community group members. Two local businesses (Makit Hardware and Hoddywell Archery Park) sponsored the event by providing materials. 40 children and 27 adults attended.

OFFICER’S COMMENT

Any help or feedback on the above appreciated by the Museum Curator. Otherwise, no further actions are recommended.

The Museum Curator provided an overview of the current activities of the Shire Museum and its collections.

8.2 Unaccessioned material – February 2016

Date of Report:	1 February 2016
Proponent:	Nil
File Ref:	COC4
Author:	Margie Eberle – Museum Curator / Heritage Officer
Responsible Officer:	Stan Scott – Chief Executive Officer
Officer's Disclosure of Interest:	Nil
Attachments:	Nil
Voting Requirements:	Simple Majority

INTRODUCTION

To consider an early 20th century single wooden ladder with the Hassel name painted on it, for inclusion in the Museum Collection.



BACKGROUND

This seven rung (plus top shelf) single ladder has an advertising banner painted on one side in yellow, "HASSEL'S PERTH SAVE YOU MONEY". The writing is faded but still legible.

This ladder was found at 12 Drummond Street, Toodyay which is the former residence of James Hassel. James was the grandson of George Hassel who constructed numerous early buildings in Toodyay.

James Hassel was a Sign Writer who created many distinctive blue advertising signs located in the local area, the last remaining example of which is displayed in Connor's Mill. The ladder is also splashed with blue paint which matches the colour used in the advertising sign.



The Drummond Street property was sold in 1985 after James's death and has had several owners; however the ladder has remained in situ until it was offered to the Newcastle Gaol Museum by the current owner, Bob Frayne, in late 2015.

STATUTORY ENVIRONMENT

This proposal does not contain any notable statutory implications.

POLICY IMPLICATIONS

Shire of Toodyay Policy O.4 Museum Collection and Conservation Management Mission Statement articulate that:

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.

The policy states that:

Acceptance into the collection will be subject to:

6.1. One of the following themes:

6.1.1. Those objects that relate to the cultural history of the Shire of Toodyay prior to European settlement.

6.1.2. Those objects that document or relate to European settlement of the Toodyay region with an emphasis on the periods of development from 1830 to 1900.

6.1.3. 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.

- 6.1.4. *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.*
- 6.1.5. *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 (e.g. for educational purposes).*
- 6.1.6. *Those objects that relate to the natural history of the Shire of Toodyay.*
- 6.2. *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.*

Also that:

- 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.*

The recommendation that follows is consistent with this policy.

FINANCIAL IMPLICATIONS

This proposal does not contain any notable financial implications.

STRATEGIC IMPLICATIONS

This proposal does not contain any notable strategic implications.

ENVIRONMENTAL IMPLICATIONS

This proposal does not contain any notable environmental implications.

SOCIAL IMPLICATIONS

This proposal does not contain any notable social implications.

OFFICER'S COMMENT

This item could be seen to conform to Theme 6.1.2 (relating to European settlement in the Toodyay region) in the Collections Policy, due to its association with a notable early Toodyay family, the Hassel's.

The ladder has a known provenance and is directly associated with a prominently displayed object in Connor's Mill. It is in a stable condition and can currently be displayed adjacent to the Hassel advertising sign.

The ladder also has the same function as a 19th century ladder recently restored and accepted into the museum collection. This may provide interesting opportunities for comparisons in the future for interpretation purposes.

OFFICER'S RECOMMENDATION/MOTION

MOVED S Hesse

That the Museum Advisory Committee recommends to the Chief Executive Officer of the Shire of Toodyay that it accession, as part of the Museum Collection, the early 20th century single wooden ladder with the Hassel name painted on it.

MOTION CARRIED

9. REPORTS OF COMMITTEE MEMBERS

9.1 Toodyay Tidy Town Committee

Committee decided to enter the Heritage and Culture category of this year's competition.

10. NEW BUSINESS OF AN URGENT NATURE

Nil.

11. NEXT MEETING

The next meeting is scheduled for 19 May 2016, commencing at 4.00 pm.

12. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 4.33 pm.



ATTACHMENTS

to Minutes of the

**Museum Advisory
Committee Meeting**

18 February 2016

ATTACHMENTS
TO MINUTES OF MUSEUM ADVISORY COMMITTEE MEETING
HELD IN COUNCIL CHAMBERS ON 18 FEBRUARY 2016

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CONFIRMATION OF MINUTES

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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

ACTION LIST				
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes or Comment
18/02/16 MAC Meeting	N/A	N/A	MC	No actions during meeting.



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.
21/02/2013	7.1.1	Heritage Master Plan	MCD	That the Committee endorse the strategic recommendations identified in the Shire of Toodyay Heritage Master Plan: MD1. Complete the developments of Newcastle Gaol and develop the Newcastle Police Stables area as suggested in the Newcastle Convict Depot Interpretation Plan when this document is written. MD2. Review the fee structure of the Toodyay museums to maximise interest in visitation. MD3. Ensure that the museums are open seven days a week. MD4. Seek funding and develop better methods of heritage experience delivery during peak periods or in association with tours. HT3. Improve directional signage to the Newcastle Gaol Museum (under the guidance of Main Roads regulations) and along Julimar Road.	318/11/12 (before advertising) 9.5.6 21/05/2013 163/05/13 (referred to Council Forum).
21/02/2013	7.1.1	Heritage Master Plan	Museum Curator/CEO	That the Museum Curator is to be congratulated on the comprehensiveness and vision of the Heritage Master Plan.	Completed.
20 August 2015 MAC Meeting	Minutes	There are no recommendations requiring a Council Decision	Museum Curator	Nil.	N/A



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.
20 August 2015 MAC Meeting	8.2	Unaccessioned material – August 2015	Museum Curator/CEO	<p>That the following objects be accessioned into the museum collection:-</p> <p>Road map, Toodyay c1950s; Road map, West Toodyay August 1969; Peace Loan 1919 brass plaque mounted on wood; Painting oil on board Newcastle Gaol 1976 cm H:60.5, W:70.4; Painting oil on board Steam train 1984 cm H:49.5, W: 85; Hymn book Sacred Songs & Solos early 20th century, Toodyay Methodist Church inscription 1927; Wallet and contents c1919 owned by Trooper Hughie Robinson from Toodyay; Photograph, Newcastle Gaol ruins c1960/61 cm H: 15.2, W: 20; and Photograph Newcastle Football team 1905.</p>	Completed.
20 August 2015 MAC Meeting	8.2	Unaccessioned material – August 2015	Museum Curator/CEO	That the overall vision (strategic direction) of the museum be reviewed by the Museum Advisory Committee; and	Completed.
20 August 2015 MAC Meeting	8.2	Unaccessioned material – August 2015	Museum Curator/CEO	The Collections Policy be reviewed by the Museum Advisory Committee.	Completed.



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.
19/11/15 MAC Meeting	8.2	Unaccessioned Material November 2015.	MC	The Museum Advisory Committee recommends to the Chief Executive Officer of the Shire of Toodyay that it accession the Pam Masters group of black and white images comprising 45 proof prints and 3 photographs as part of the museum collection.	Note: CEO has delegated authority given to him by Council to complete this.
18/02/16 MAC Meeting	8.2	Unaccessioned material February 2016	MC	That the Museum Advisory Committee recommends to the Chief Executive Officer of the Shire of Toodyay that it accession, as part of the Museum Collection, the early 20th century single wooden ladder with the Hassel name painted on it.	Note: CEO has delegated authority given to him by Council to complete this.