



# Museum Advisory Committee

## MINUTES

*Section 5.8 of the Local Government Act 1995*

**Thursday 18 May 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 29 May 2017.



Stan Scott  
CHIEF EXECUTIVE OFFICER

## Confirmed Minutes

These minutes were confirmed at a meeting held on ..... *9th 18 May*

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>

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

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# Shire of Toodyay

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## MINUTES

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

Cr Chitty, Chairperson, declared the meeting open at 4.00pm.

### 2. RECORDS OF ATTENDANCE / APOLOGIES

#### 2.1 RECORD OF ATTENDANCE

##### Members

Cr T Chitty	Council Member
Ms M Eberle	Museum Curator
Ms S Hesse	Community Member
Mr D Pike	Community Member
Mrs B Frayne	Community Member

##### Staff

Mrs D. Andrijich	Community Development Coordinator
Mrs C McGowan	Community Development PA

##### Visitors

Nil

#### 2.2 APOLOGIES

Cr S Craddock	Council Member
Mrs J Edgecombe	Community Member
Mr S Scott	Chief Executive Officer
Mrs A Bell	Manager Community Development

### 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 16 February 2017 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 16 February 2017

#### OFFICER'S RECOMMENDATION/MAC RESOLUTION NO 03/05/17

**MOVED** S Hesse

**SECONDED** T Chitty

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 16 February 2017 be confirmed.

**MOTION CARRIED 6/0**

### 5.2 Matters arising from previous minutes

Nil

### 5.3 Review of MAC Status Report

#### 5.3.1 Result of Museum Brainstorming workshop (item 11 from 22 September meeting)

Cr Chitty questioned if there will be another brainstorming session to discuss the future direction of the museum?

M. Eberle commented that she is meeting with the MCD to discuss the forward planning of the museum and will report the outcome to next MAC meeting.

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

There were no public submissions at the 18 May MAC Meeting

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

Nil.

## 8. REPORTS OF OFFICERS

### 8.1 Unaccessioned material – November 2016

<b>Date of Report:</b>	9 May 2017
<b>File Reference:</b>	COC4
<b>Author:</b>	M Eberle – Museum Curator, Cultural Heritage Officer
<b>Responsible Officer:</b>	A Bell - Manager Community Development
<b>Attachments:</b>	Nil

#### PURPOSE

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

#### BACKGROUND

##### Item / group 1

Boot, child's 19<sup>th</sup> century



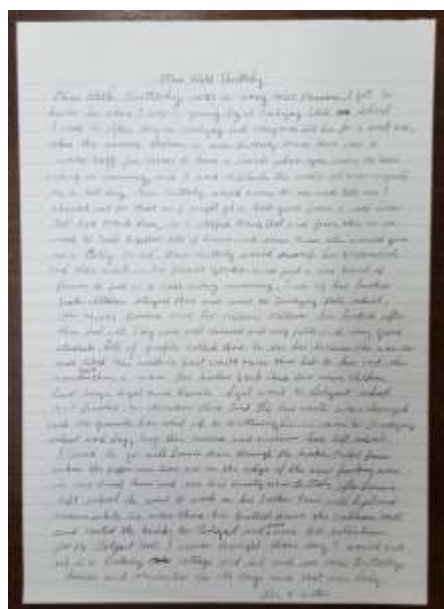
Leather remnants of ca 1880's child's boot found in damaged, fragile and incomplete condition.

Found in May 2016 inside footings, near back door, of 98 Stirling Terrace, Toodyay commonly known as Mrs O'Reilly's Cottage. The estimated date of this deliberate concealment is 1884, during the second era of construction of the house.

This is the second shoe found at this property deliberately concealed for it is assumed good luck. The first shoe found was originally under the floorboards at the front door of the 1889 extension, and then placed in the chimney where it was originally thought to have fallen from.

### **Item / group 2**

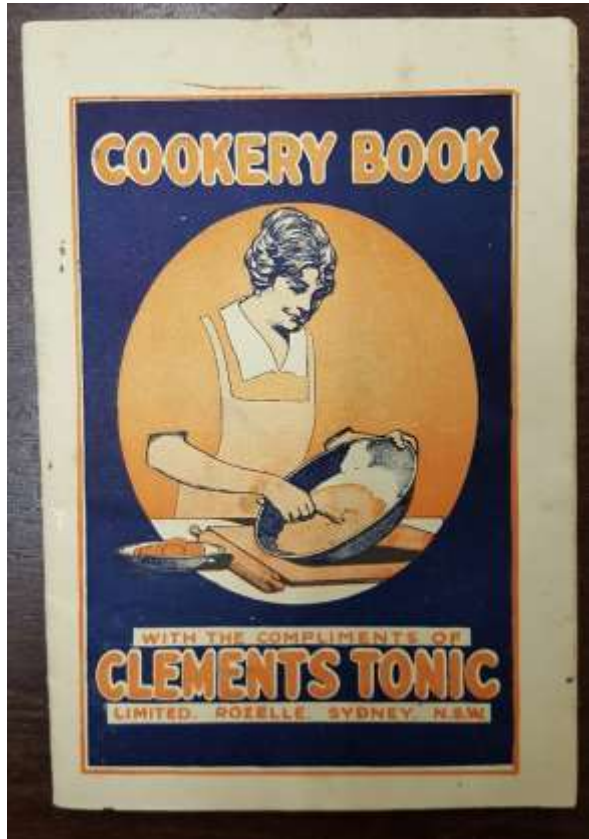
Handwritten account titled "Miss Kath Butterly" written by Ron Waters



Handwritten A4 single page of lined notepaper of Ron E Waters' memory of Miss Kath Butterly. It reveals some details of Ron's childhood interactions with Miss Butterly and includes names of people and places.

**Item / group 3**

Cookery book, "Clements Tonic", ca1930s



No provenance but has been stored with the museum collection for many years.

**Item / item group 4**

Ormolu Striking Clock

Gilt and gilded French Ormolu striking clock with original glass dome ca1780

Donated to the Shire of Toodyay by the Toodyay Historical Society in December 2016. This clock was originally owned by the Demasson family and had been donated to the National Trust. The National Trust passed it on to the Toodyay Historical Society due to its historical association with Toodyay.

The clock has been linked to the changing of the name of Newcastle to Toodyay in 1910. (When it was first sent to Australia it was forwarded to Newcastle in New South Wales instead of Newcastle in Western Australia; a number of other postal articles





MINUTES OF MUSEUM ADVISORY COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS ON 18 MAY 2017

had also been misdirected which had proved very frustrating to the local community)

**Item / group 5**

Items from the Sisters of Mercy site in Toodyay:-

1. Candle snuffer
2. Crucifix on brass stand
3. Church Psalter & Hymn book, Dictionary, New Testament (pocket edition)
4. Side plates with Sisters of Mercy Toodyay emblem x 2



Passed on to the museum during the clearance of the site following the departure of the Franciscan monks.in early 2017.

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**Item / item group 6**

Set of handwritten farm dairies (around 20) of Newgain farm. 1909-1922, 1923-1932.



Also additional documentation including: Fordson Tractor manual, Bulk wheat handling printed matter, Bank deposit book, Printed reports, Articles, Correspondence

In very dirty and damaged condition.

**Item / group 7**

Western Australian Government Railways freight card, blank



Found in November 2016 in the old railway building at the former freight yard, now community depot area.

**Item / group 8**

2009 Toodyay Bushfire Project material:



Included:-

- Project Report
- Toodyay Herald display books
- Various newspapers display books
- DVD Coondle-Nunile Bushfire Brigade
- DVD Network 10 TV coverage
- DVD x 2 Out of the Ashes
- Record of groups and individuals – contact details, nature of involvement
- Documents: Toodyay Bushfire Recovery Revegetation Project, Index Toodyay Herald articles, Information newsletter, Toodyay Bushfire Recovery Committee (various), survey Mavis Jefferys Nature Reserve, copyright permission forms
- Thumbdrive: report, powerpoint presentation 1<sup>st</sup> anniversary, cartoons, conservation workshop, official reports FESA etc., natural environment rehabilitation, digital photos, records
- Oral History interviews x 12 on CDs

**Item / group 9**

Objects associated with the 2009 bushfire:



Burnt metal sign  
Fundraising – concert gift package

**OFFICER COMMENT**

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

There is a broad range of themes represented and some are filling in gaps in the museum collection in its current role fulfilling a social history function.

- Some objects relate to 19<sup>th</sup> & 20<sup>th</sup> century cultural practices
- Some objects have associations with early Toodyay families
- Some objects have associations with an important religious group with historical connections to Toodyay
- Some objects have an association with a fairly recent, but significant event in the local community.
- One object is associated with a significant utility.

**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 the child's 19<sup>th</sup> century boot, handwritten account of Miss Kath Butterly, the Clements Tonic cookery book, the French Ormolu clock, the group of items from the Sisters of Mercy site (3 x books, candle snuffer, crucifix & 2 x plates), the Newgain farm diaries & associated material, WA Govt.

Railways freight card, the 2009 Toodyay Bushfire Project material and objects associated with the same fire.

Discussions commenced regarding the donated items from the Franciscans departure of the Stirling Terrace building. The committee agree that discussions should be held with the Sisters of Mercy as to whether they would like these items returned as these will be of great significance. All members of the committee agree that the Officer recommendation will omit the group of items from the Sisters of Mercy site (3 x books, candle snuffer, crucifix & 2 x plates) until further discussions take place.

**Action 1:** S. Hesse to contact Sisters of Mercy to discuss the items donated to the Shire of Toodyay Museum.

**MOTION/MAC RESOLUTION NO 04/05/17**

**MOVED** Cr Chitty

**SECONDED** S. Hesse

That the Museum Advisory Committee recommend to Council the following:

That Council:

Authorise the CEO to accession as part of the museum collection the child's 19<sup>th</sup> 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.

**MOTION CARRIED 6/0**

The committee agree that if an item has importance, relevance and value to Toodyay history/culture/events that it should be accepted into the museum collection. Some items may otherwise be destroyed.

The committee agree to wait until the ten year anniversary of the Toodyay Bushfires until the bushfire items should be on public display.

M. Eberle commented that the Ormolu Striking Clock is located at the Toodyay Visitors Centre in a recently restored cabinet.

The committee discussed the best location for the Ormolu Striking Clock, including pros and cons on each.

The committee agree that the best place for the clock is the Visitors Centre as this will have the biggest audience and in turn generate interest to visit the museum.

**Action 2:** D. Andrijich to discuss best location of the Ormolu Clock with MCD.

**8.2 Current activities – Shire Museum and its collections**

<b>Date of Report:</b>	4 May 2017
<b>File Reference:</b>	COC4
<b>Author:</b>	M Eberle – Museum Curator, Cultural Heritage Officer
<b>Responsible Officer:</b>	A Bell - Manager Community Development
<b>Attachments:</b>	Nil

**PURPOSE**

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

**BACKGROUND**

This update follows on from a verbal report presented at the Museum Advisory Committee meeting on 16 February 2017.

**OFFICER COMMENT**

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

Collections

- Condition assessment of the textile collection by volunteer Rebecca is ongoing. Textiles are being photographed, wear and damage noted 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.
- The 19<sup>th</sup> century cedar cabinets have been separated and restored. A custom fitted Perspex cover has been fitted to each to facilitate their conversion into display cases. One cabinet has been allocated for display of historic Ormolu clock which is now on display at the Toodyay Visitors Centre.
- New object supports have been manufactured to store horse saddles and tack.

On site Newcastle Gaol

- Avon Valley Tourism group networking tour of both museum sites in mid-February 2017.
- The window frames of the museum workshop have been repaired and re-painted.
- The large glass panels installed for the tack room display at the Police Stables have been removed. The panes of glass were not made of safety glass and most likely had been in place since the late 1970s or early 1980s. The removal of the panels has enabled this area to be opened up and will facilitate a re-interpretation of this space.

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- On April 25<sup>th</sup>, the Gunfire Breakfast was held at the Wicklow Shearing Shed straight after the Dawn Service. The venue was upgraded in time for this event; lighting has been installed along with extra power points and two water taps.
- The two sections of the wool press have been re-mounted for display in the Wicklow Shearing Shed.

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.
- Double page feature about the Gaol and Mill in the April edition of Ripe magazine, a Farm Weekly colour supplement

Displays

- Supports for large dray and fire cart have been manufactured – enabling weight bearing to be on axles rather than wheels.

Public programs

- On Sunday 30<sup>th</sup> April the Voices of Toodyay Artists exhibition of the Shire owned art collected was held at the Wicklow Shearing Shed. This was a registered event of the National Trust's 2017 Heritage Festival. There has been very positive feedback from this event which was attended by 102 people.

The committee acknowledge the refurbishment completed at the Wicklow Shearing Shed and agree this is a great place for public events and enquire what the future plans are for the space.

M. Eberle commented that the future direction of this space has not been determined and this will be discussed with MCD when activities and future projects are prioritised.

- Suggestion for the Wicklow Shearing Shed is for art exhibitions to be held by the local school and community art groups.

**9. REPORTS OF COMMITTEE MEMBERS**

There were no reports presented from committee members.

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

Nil

**11. NEXT MEETING**

The next Museum Advisory Committee Meeting is scheduled for 17 August 2017, commencing at 4.00pm.

**12. CLOSURE OF MEETING**

The Chairperson declared the meeting closed at 4.50pm.





# Attachments to Minutes

Museum Advisory Committee

Tuesday 18 May 2017

## CONFIRMATION OF MINUTES

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**5.3 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
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.	Next Council Meeting

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 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>	
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.	
	8.1	Ormolu Clock location	D. Andrijich	D. Andrijich to discuss best location of the Ormolu Clock with MCD.	



# 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.
16 February 2017	8.2	Strategic planning, review of Policy O.4: Museum Collection and Conservation Management	MCD	That the Museum Advisory Committee recommends that Council endorse the amendments to Policy 0.4 Museum Collection and Conservation Management as noted in the Officers Report 8.2 of the Museum Advisory Committee Meeting held on 16 February 2017. The timeframe noted to review the policy is to align with the Shire of Toodyay's review policies/guidelines	Endorsed at Council
16/2/2017	8.2	Update to Policy 0.4 Museum Collection and Conservation Management		Ms Bell to update the Policy 0.4 Museum Collection and Conservation Management and put forward a report to next Council meeting for endorsement.	Completed