



**Museum Advisory
Committee Meeting**

Minutes

19 May 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 16 June 2016.



Stan Scott
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 22-9-16

Signed: S. Creedon

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 19 MAY 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 4.02 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
Mrs J Edgecombe	Community Member
Mrs B Frayne	Community Member
Ms A Bell	Manager Community Development

Staff

Mrs M Rebane	Executive Assistant
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2.2 APOLOGIES

Ms S Hesse	Community 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 were 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 18 February 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 18 February 2016

OFFICER'S RECOMMENDATION/MOTION

MOVED Cr Chitty

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 18 February 2016 be confirmed.

MOTION CARRIED

5.2 Matters arising from previous minutes

Nil.

5.3 Review of MAC Status Report

The status report was reviewed.

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 Update from Museum Curator

BACKGROUND

This update follows on from a verbal report presented at the Museum Advisory Committee meeting in February 2016.

OTHER INFORMATION

Collections:

A 70 page transcription of excerpts from photocopies of one of the Lloyd family working diary (Sept. 1905 to April 1915) has been completed by volunteers Nina Paterson and Deb Haggitt. In 2002 Oriel Lloyd allowed photocopies to be made of this diary; the photocopies – not the original - were retained in the archive collection of the museum.

Formally proposed for inclusion in the museum collection:

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- Group of 24 coloured photographs documenting the installation of the historic milling equipment in Connor's Mill;
- Group of negatives associated with photographs held in the museum collection;
- Late 1880s child's boot found in fireplace of 98 Stirling Terrace, Toodyay;
- Metal tin with hinged lid containing remnants of unidentified material; and
- Three sets of printed and bound music sheets associated with Sister Claver, the music teacher at the St Aloysius Convent of Mercy School, Toodyay.

Details about these items are on a separate report.

SHIRE OFFICER'S COMMENTS/RECOMMENDATIONS

On site:

New LED directional spotlights have been installed to illuminate the central area of the temporary exhibition room in the Newcastle Gaol Museum. These lights have been wired in to the movement sensor to activate when visitors enter.

Metal stands have been custom-made to more suitably support and lift off the ground some of the farming collection items being displayed in the Machinery Shed at the rear of the Gaol.

A catered evening event, welcoming delegates from across Australia to the Tidy Towns National Awards Presentation was held in the Newcastle Gaol Museum courtyard on Thursday March 17. Coloured lights were strung across the courtyard courtesy of the Christmas Shop and there was live music and catered refreshments (food/drink). "Thomas Shaw", our "prisoner" from the 150th anniversary event also made an appearance, as did "Moondyne Joe". We appreciated members of our local community joining us in period costume.

The ANZAC day gunfire breakfast was held at the Wicklow Shearing Shed and the "Remembering Them" exhibition about WW1 was once again opened specially from 6.00am for viewing to accommodate visitors to the site after the dawn service. (This exhibition was demounted throughout the following week after being in place for 12 months.)

Promotion

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

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

An article about current and planned exhibitions at the Newcastle Gaol was published in the on-line Swan Magazine in April 2016.

Displays

The net of poppies was moved from the temporary exhibition room after the lights were installed and hung from the ceiling in the front room with other WW1 themed material to remain in place until ANZAC day.

In May a new exhibition titled "Not Just Barefoot and Pregnant... But Much, Much More!" was opened in the temporary exhibition room. We are currently developing this exhibition further which is planned to be in place until October 2016. This exhibition is using the Australian Historic Themes Framework to frame histories about Toodyay women - uncovering lesser known stories of complex, productive lives integrated in many ways with the wider community.

Public programs

A Convict Depot Behind the Scenes walk was held on Saturday 19 March as part of the Tidy Towns celebrations following the national awards presentation the previous evening. Visitors were conducted around a part of the convict depot site to areas normally not accessed by members of the public – Shire Council Chambers, Museum Workshop, 1907 Lock-up and the Toodyay Masonic Hall. Beth Frayne shared her research about the Masonic Hall and we thank the Toodyay Freemasons for granting us access and hosting our walk participants at the conclusion of the walk.

SUMMARY / CONCLUSION

Any help or feedback on the above appreciated by the museum curator.

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

At Meeting

The Museum Curator provided an overview of her report.

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MOTION

MOVED B Frayne

That the report be received.

MOTION CARRIED

8.2 Unaccessioned material – May 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

PURPOSE

To consider the accession of unaccessioned material.

BACKGROUND INFORMATION

1. Photographs

The Museum Advisory Committee is asked to consider a group of 24 photographs documenting the installation of the historic milling equipment from Northam into Connors Mill in 1994.

- Sieving machine, prior to installation;
- Row of machines, prior to installation;
- Equipment arrayed on ground floor of Connor's Mill;
- Hilda Christian beside mural ground floor, Connor's Mill;
- Sieving machine being hosted inside Connor's Mill;
- Seed cleaner being hoisted to upper floor Connor's Mill;
- De-husker being hoisted;
- Seed cleaner on back of truck;
- Graham Mills on second floor of Mill;
- Peter Chiffings and another man on second floor of Mill;
- George Murray and Russel Chrimes watching delivery of equipment;
- Three men handling grindstone stand;
- Peter Chiffings and sifter;
- Man looking up through hole in top floor as equipment passed through;
- Equipment being unloaded from back of truck;
- Peter Chiffings and hoisted equipment;
- Sieving machine installed;
- Graham Mills regarding floor above steam engine;
- Chris Brown, first floor Connor's Mill;
- View of underside of pulley system;
- Woman standing on beam, view from below;
- Sieve being hoisted through Connor's Mill doorway; and
- Block and tackle

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These photographs were found stored in the museum archival facility awaiting identification and documentation.

2. Sets of Negatives

The Museum Advisory Committee is asked to consider a group of nine individual or sets of negatives. Most of these negatives (but not all) appear to be of images held as positive photographs in the museum collection, and have been identified as such.

- Euphemia Mackintosh;
- Ewen Mackintosh;
- Female gymnasts, early 1900s – 2 x identical negatives;
- Group of six men in front of old Newcastle bridge;
- Set of 3 strips of negatives of captioned photographs pertaining to sandalwood display; and
- Toodyay powerhouse near Connors Mill.

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These negatives were found stored in the museum archival facility awaiting identification and documentation.

3. Child's Boot

The Museum Advisory Committee is asked to consider a child's boot, c late 1880s, found in the fireplace of Mrs O'Reilly's Cottage, 98 Stirling Terrace, Toodyay (next to the Toodyay Library) during restoration work after storm damage in late 2015.



The heritage architect involved with the restoration, Philip Griffiths, recognised the significance of the shoe which showed no sign of having been burnt and had fallen down into the fireplace after the chimney had been dismantled.

The boot had been deliberately concealed in one of the cavities present inside the chimney, either during the house's construction c1872 or later during possible renovations (more likely in this case).

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This practice was carried out in the UK and some European countries from the 1500s through to the late 1800s to protect against evil influences such as witches and ghosts. As people migrated to the new Colonies from the Old Country the tradition came with them.

4. Metal Tin

The Museum Advisory Committee is asked to consider a second concealed object – a metal tin with hinged lid, containing remnants of unidentified material - found in a roof cavity at 12 Drummond Street, Toodyay.



The owner of the property came forward to offer the tin and its contents after publicity about the find of the shoe at Mrs O'Reilly's Cottage.

It is uncertain what the motivation was behind the concealment of this object. The property where it was found was constructed in 1890, possibly during the same era renovations were carried out on other local buildings such as Mrs O'Reilly's Cottage.

An internet webpage was tabled at 4.17 pm visually during the Meeting.

5. Music Sheets

The Museum Advisory Committee is asked to consider three sets of printed and bound music sheets, with handwritten pencilled notes. They are in a damaged condition; some covers missing, pages torn and missing, stitching coming apart.



These books were used for music examinations in the 1950s. The pencilled notes appear to have been made by Sister Claver, the music teacher at the St Aloysius Convent of Mercy School, Toodyay.

The books were owned by Susan Watkins, the sister of the donor Margot Watkins, and the daughter of Eric and Therese Watkins from Toodyay.

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.*

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- 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

The objects listed above could be seen to conform to Theme 6.1.2 (relating to European settlement in the Toodyay region) in the Collections Policy, due to their association with nineteenth century European cultural practices, which have been carried through to the twentieth century.

The negatives are associated with photographs currently in the museum collection and the coloured photographs from 1994 document the upgrading of displays in Connor's Mill.

OFFICER'S RECOMMENDATION/MOTION

MOVED Cr Chitty

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 nineteenth century child's boot, the tin containing unknown fragments, the negatives associated with photographs in the museum collection and the photographs documenting the 1994 installation of milling equipment into Connor's Mill.

MOTION CARRIED

9. REPORTS OF COMMITTEE MEMBERS

Nil.

10. NEW BUSINESS OF AN URGENT NATURE

Nil.

11. NEXT MEETING

The next meeting was scheduled for Thursday 18 August 2016 commencing at 4.00 pm however it will require to be rescheduled and re-advertised to occur on Thursday 22 September 2016 at 4.00 pm.

A brain-storming MAC Member's Workshop has been tentatively scheduled to occur on Thursday 3 November 2016 at 2.00 pm.

12. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 4.40 pm.



ATTACHMENTS

to Minutes of the

**Museum Advisory
Committee Meeting**

19 May 2016

ATTACHMENTS
TO MINUTES OF MUSEUM ADVISORY COMMITTEE MEETING
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CONFIRMATION OF MINUTES

Status Report 1

NEXT MEETING

Museum Workshop Flyer 4



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
19/05/2016 MAC Mtg		No recommendations made requiring a Council decision.			

ACTION LIST					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes or Comment	
19/05/2016		Wicklow shearing shed and restoring cultural heritage design Upcoming budget concentrated on exhibition of the convict era interpretation.		Landscape Architectural drawing of the Museum site. Develop landscape and make use of landscape (Wicklow) for public use. Is funding available for that specific purpose of doing landscaping and drainage work? Audrey responded not at present. Updating a performing arts area. Lighting and PA systems category. Front of stable area. Gardens or elsewhere no funding available.	



STATUS REPORT Museum Advisory Committee

Including Recommendations made to Council, Action List and Completed items

ACTION LIST				
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes or Comment
19/05/2016	8.1	During discussion	MC	<p>Toodyay Electoral Roll – B Frayne</p> <p>Picking out women who said they had a particular business / trade isolate what women doing in 1900's and 1910's. How many nuns / teachers the convent had.</p> <p>Don't know much about these women. Discussion went round the table – offering by Cr Chitty to provide photographs of women she knew from that time.</p> <p>Purchase handheld voice recorder to record someone's story. Record questioning. (B Frayne).</p>
19/05/2016	8.1	Organise a workshop two weeks or so prior to November – no minutes – just a brain mapping workshop exercise.	MC/MCS	<p>Discussion paper – and collection policy revision and the museum – can be addressed at the next meeting – who is the museum for? Is it the tourist attraction or is it a community attraction. Can it be both? With activities up and round the area – it should be both. Deadline is the November meeting.</p>



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.
18/02/16 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.	Completed 20/02/2016
19/05/2016 MAC Meeting	8.2	Unaccessioned material May 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 nineteenth century child's boot, the tin containing unknown fragments, the negatives associated with photographs in the museum collection and the photographs documenting the 1994 installation of milling equipment into Connor's Mill.	Completed 24/05/2016.

Museum Advisory Committee

BRAIN-STORMING

WORKSHOP

Date: Thursday 3 November 2016

Time: 2.00 pm

Venue: Council Chambers Toodyay

Matters associated
with the
Collection Policy.

Broad vision
of the
Museum

General
Museum Info

