



**Museum Advisory  
Committee Meeting**

**Minutes**

**20 August 2015**

MINUTES OF MUSEUM ADVISORY COMMITTEE MEETING  
HELD IN COUNCIL CHAMBERS ON 20 AUGUST 2015

## 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 an addendum to these Minutes.

## Unconfirmed Minutes

These minutes were approved for distribution on 24 August 2015.



Stan Scott  
CHIEF EXECUTIVE OFFICER

## Confirmed Minutes

These minutes were confirmed at a meeting held on ..... *Nov 19<sup>th</sup> 2015*

Signed: ..... *S. Craddock* .....

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

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

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MINUTES OF MUSEUM ADVISORY COMMITTEE MEETING  
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# Shire of Toodyay

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## MUSEUM ADVISORY COMMITTEE MEETING – 20 AUGUST 2015

# MINUTES

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

Cr S Craddock, Chairperson declared the meeting open at 4.02 pm.

### 2. RECORDS OF ATTENDANCE / APOLOGIES

#### 2.1 RECORD OF ATTENDANCE

##### Members

Cr S Craddock	Chairperson
Ms A Bell	Manager Community Development
Cr P Greenway	Council Member
Cr B Lloyd	Council Member
Cr A McCann	Deputy Council Member
Ms M Eberle	Museum Curator / Heritage Officer
Mrs B Frayne	Community Member

##### Staff

Nil.

##### Visitors

Nil.

#### 2.2 APOLOGIES

Ms S Hesse	Community Member
Mr D Pike	Community Member
Mrs J Edgecombe	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 21 May 2015, 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 21 May 2015**

**OFFICER'S RECOMMENDATION/MOTION**

**MOVED** Cr Lloyd

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 21 May 2015 be confirmed subject to an amendment on page 1 of the minutes to alter the date from 19 February 2015 to 21 May 2015.

**MOTION CARRIED**

**5.2 Matters arising from previous minutes**

Nil.

**5.3 Review of MAC Status Report**

There were no objections to the status report.

**6. DEPUTATIONS/PRESENTATIONS/SUBMISSIONS (relating to the purpose of the meeting)**

**6.1 Deputations**

Nil.

**6.2 Presentations**

Nil.

**6.3 Submissions**

Nil.

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

Nil.

**8. REPORTS OF OFFICERS**

**8.1 Museum Update**

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**BACKGROUND**

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

**OTHER INFORMATION**

**Collections**

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- The reversal of the re-numbering project of 1,700 collection items - photographs and objects – continues with voluntary help. Sheena Hesse has kindly come on board to help manage the photographic collection re-numbering.
- The ongoing transcription of excerpts from the Lloyd family diary is continuing through the efforts of Nina Paterson.
- Wooden objects such as the balustrade in the Police Stables and some furniture also stored there have been conditioned with a solution of linseed oil and mineral turpentine.
- The textile collection has been examined in July for documentation purposes (confirming location), and also checked for condition and re-packed when necessary with new tissue paper.
- A collection artefact – wooden fire screen with inlaid mother-of-pearl design – on display in the fireplace of room 3 at the Gaol museum was damaged when a brick fell down the chimney. The screen, the condition of which was noted in 2008 as having a large crack down the central panel is now in a several main pieces; the fret work along the top border is broken. Little is known about the history of this object apart from it being donated by a Northam resident – its Toodyay provenance has yet to be established. At the present time the fire screen is being stored, in pieces, in the

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museum workshop; there are no immediate plans for its restoration.

Formally proposed for inclusion in the museum collection:

- 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.

Details about these items are in a separate report titled:  
“Unaccessioned material – August 2015”

On site

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- In an attempt to open up more of the museum site, two areas (1907 Lock-up and storage room at Police Stables) have been tidied and the objects stored within cleaned and re-located to other areas of the museum precinct.
- Guttering on the Police Stables was replaced in June with heritage appropriate materials & design – galvanized metal with a traditional profile
- Preparations moving forward for the relocation of farming objects around and off the museum site with the long-term aim of opening up the Shearing Shed for public access. At the time of writing this report objects are being moved around the museum site and some have been transferred to the old works depot for further processing.



### Upgrade of IT facilities at museum workshop

- A new computer & screen has been installed in the museum workshop along with upgraded programs – including the latest version of the museum database software Mosaic. A printer has also been installed and the furniture re-arranged to accommodate this new work area.

### 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. Article in July edition about the Gaol's upcoming 150th anniversary.
- Swan Magazine, May edition – feature on the “Remembering Them” exhibition.
- Experience Perth, Avon Valley advertising campaign promoting the Newcastle Gaol and Connors Mill along with other local attractions.
- A Geocache has been placed in the museum precinct to capitalize on this fast growing global treasure hunt activity and lure tourists up from the main street. Titled Tourist Precinct # 1- Lock-up your horses, it is planned to be part of a trail of perhaps 3-4 around the township. (There are another 10 caches already placed in Toodyay, but apart from one at Connor's Mill all are in the surrounding district.).
- Two Category 1 Main Roads approved “museum” directional tourist signs have been installed for the Newcastle Gaol Museum – on approach route from Visitors Centre. At time of writing this report the third directional sign and large historic site sign are awaiting installation (clamps on order).

### Displays

- Small temporary (3 months?) display at the Toodyay Library aligned with the “Remembering them” exhibition at the Newcastle Gaol Museum was opened in June. Topics covered include VAD nurses and artefacts from the museum collection on display include medical kit from WW2

era. An unused display cabinet has been moved to the library from the museum site. (Lid of the display case, found in the police lock-up building, was re-united with the base of the case being stored in the Police Stables).

- A temporary display to mark the 150th year of the Gaol has been installed in the recently cleared storeroom of the Police Stables – a re-creation of the popular courtroom albeit in a smaller version.
- Textile display changed over at the Gaol museum in June to rest fabrics and showcase some others in the collection – current display includes some Victorian era objects including a fabric covered chair & dress along with a kapok filled quilt c1930s.

#### Public programs

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- The Toodyay Historical Society hosted an event in the Gaol titled Historic Treasures on the last Friday of the July school holidays under the banner of the Toodyay Inclusive Program. As well as members of THS general community members also volunteered their help with activities such as butter making, damper cooking over an open fire, hand washing and using a mangle. Traditional games such as marbles, knuckle-bones and elastics were played and all the children could dress up in colonial outfits. A new game associated with occupations of historic figures from Toodyay history was underpinned by Beth Frayne's research and will be developed for use in the Gaol in the future. Many thanks too for Taia Sinclair's efforts in managing and co-ordinating this event.
- 150<sup>th</sup> Gaol anniversary celebration Saturday 12 September 2015 - planning for this event is now underway to mark the transferring of the completed Gaol (known then as the lock-up) building to the Colonial Police in 1865. Broad aim of this celebration however is to promote the entire museum precinct so many of the activities will be happening on the Police Stables side of the road. Historical member Milton Baxter will be sleeping in the Gaol overnight to commemorate the experiences of one of the first inmates, housebreaker Thomas Shaw. Activities on site throughout the day will include walks, a trial and birthday cake. Community groups such as Arts Toodyay, Toodyay Historical Society, Toodyay Spinners, Toodyay Scout

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Group, Avon Woodturners, Bush Poets, 1860 Rifle Regiment and the Hand Tool Association have expressed an interest in being involved.

- An inexpensive walk brochure has been produced & is provided free for visitors to the Gaol. Based on Beth Frayne's original walk titled Heritage Walk around the Gaol and Convict Hiring Depot Precinct it describes 11 points of interest, mainly on the Police Stables side of the road.

Research for commemorative booklet on the history of the  
Newcastle Gaol site

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- Appreciation is expressed for the efforts of Beth Frayne for undertaking the research and sourcing of photographs to underpin a planned pictorial booklet commemorating the history of the Newcastle Gaol site. Beth notes the 150 years can be roughly broken up into three phases approximating 50 years each – Lock-up/gaol era, private residence/abandonment era and museum era.

**SHIRE OFFICER'S COMMENTS/RECOMMENDATIONS**

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

**FOLLOW UP ACTIONS REQUIRED**

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

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The above information was discussed informally.

## 8.2 Unaccessioned material – August 2015

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### BACKGROUND

The Museum Advisory Committee is asked to consider the nine objects listed below for inclusion in the museum collection. Background information for each is provided.

1. Road map, Toodyay c1950s;



2. Road map, West Toodyay August 1969;



3. Peace Loan 1919 brass plaque mounted on wood



4. Painting oil on board Newcastle Gaol 1976 cm H:60.5, W:70.4 [Artist: D Armstrong];

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5. Painting oil on board Steam train 1984 cm H:49.5, W: 85  
[Artist: Paul Cassam];



6. Hymn book Sacred Songs & Solos early 20th century  
[Compiled by Ira D Sankey];



7. Wallet and contents c1919 owned by Trooper Hughie  
Robinson from Toodyay [Pigskin wallet];

*Contents: handwritten identity card, printed business card, 1915 printed pocket calendar, penny stamp, Turkish (?) stamp, torn piece of paper with handwritten text, 1919 pocket calendar booklet, small bone, small sepia photograph.*

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8. Photograph, Newcastle Gaol ruins c1960/61 cm H: 15.2,  
W: 20 [Boy climbing is Bob Jones];



9. Photograph Newcastle Football team 1905 [Mounted on  
card W: 30.2, H: 25]



## **OTHER INFORMATION**

### Items 1, 2 and 3

Craig Marsland found these objects in a back shed of his property at 37 Telegraph Road, Toodyay purchased about two years ago. This place was the home of the Ralph family for many years. Photographs and a 1919 RSA Appeal medallion also found with the objects have been passed on to the Ralph family per their request. The Ralph family are happy for the items listed here to be donated to the museum, although it should be noted Craig should be regarded as the owner of this property prior to its transfer to the museum collection.

The Peace Loan plaque was awarded to Toodyay residents in response to an oversubscription to the allotted quota. It was rescued from a fire disposing of unwanted objects in the mid-1990s by Mr Ralph who mounted it on a wood backing. The plaque is currently on display as part of the "Remembering Them" exhibition at the Newcastle Gaol Museum.

### Items 4 and 5

Lawrence Tan found these paintings left behind on the walls of his property at 8 Fiennes Street, Toodyay purchased in June 2015. This place, built in the nineteenth century is known as Fred Green's Cottage on the Shire of Toodyay's Municipal Inventory.

The Newcastle Gaol painting is signed and dated by the artist at lower left.

On the back of the steam train painting is a hand-written inscription "Paul Cassam Westrail 1984 Station Master Toodyay-Miling". The painting is unsigned.

### Item 6

Michelle Tan of Winthrop WA found this book 20 years ago amongst a deceased estate she helped clear in her role as a volunteer with a Perth paraplegic/quadriplegic association.

Hand-written dedication on label affixed to flyleaf "Presented to Mrs P Woodhams on the acasion [sic] of her leaving the district by the members of the Toodyay Methodist Church August 14th, 1927"

Item 7

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Les Lidbury of Bayswater WA received this wallet from a friend who was aware of his interest in “old things”. After investigation of the contents Les made contact with the curator and offered these to the museum at Toodyay due to the historical association of the original owner. Les himself has no connection with the Robinson family.

Hugh Robinson, a Toodyay grocer’s assistant, was 22 upon enlistment in October 1914. He served as a Corporal with the 10th Light Horse and returned to Australia in July 1919. He died in 1967.

Item 8

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Derek Donegan had this photograph reproduced, at his own expense, from a slide in his personal collection in response to a public appeal (Toodyay Photos Facebook page) for photographs to commemorate the Gaol’s upcoming 150th anniversary.

Item 9

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This photograph was given to Sheena Hesse in June 2015 by K. Lockley. Sheena, realising its historical association with Toodyay, has offered the photograph to the museum collection.

This photograph was originally published, with the names of the entire team and officials, in the Western Mail 2 September 1905. The team was called the Newcastle Wanderers. Photographer’s impression: CM Nixon, Northam & Fremantle. Date and name of football club inscribed at lower right.

**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.

### **SHIRE OFFICER'S COMMENTS/RECOMMENDATIONS**

These items could broadly be seen to conform to Theme 6.1.1 (relate 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
- Material associated with local religious organisations
- Material associated with railways
- 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**

It is recommended 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 following objects:-

1. Road map, Toodyay c1950s;
2. Road map, West Toodyay August 1969;
3. Peace Loan 1919 brass plaque mounted on wood;
4. Painting oil on board Newcastle Gaol 1976 cm H:60.5, W:70.4;
5. Painting oil on board Steam train 1984 cm H:49.5, W: 85;
6. Hymn book Sacred Songs & Solos early 20<sup>th</sup> century, Toodyay Methodist Church inscription 1927;
7. Wallet and contents c1919 owned by Trooper Hughie Robinson from Toodyay;
8. Photograph, Newcastle Gaol ruins c1960/61 cm H: 15.2, W: 20; and
9. Photograph Newcastle Football team 1905.

**FOLLOW UP ACTIONS REQUIRED**

It is recommended that in the future a discussion be scheduled to consider the overall vision of the museum (e.g. tourist destination or a place for the community to showcase local issues or a social history museum concentrating on the European 19<sup>th</sup> century settlement perspective). From this a re-examination of the Collections Policy may be appropriate.

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**OFFICER'S RECOMMENDATION/MOTION**

**MOVED** Cr Lloyd

The Museum Advisory Committee recommends to Council as follows:

(1) That the following objects be accessioned into the museum collection:-

1. Road map, Toodyay c1950s;
2. Road map, West Toodyay August 1969;
3. Peace Loan 1919 brass plaque mounted on wood;
4. Painting oil on board Newcastle Gaol 1976 cm H:60.5, W:70.4;
5. Painting oil on board Steam train 1984 cm H:49.5, W: 85;
6. Hymn book Sacred Songs & Solos early 20<sup>th</sup> century, Toodyay Methodist Church inscription 1927;
7. Wallet and contents c1919 owned by Trooper Hughie Robinson from Toodyay;
8. Photograph, Newcastle Gaol ruins c1960/61 cm H: 15.2, W: 20; and

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9. Photograph Newcastle Football team 1905.

- (2) That the overall vision (strategic direction) of the museum be reviewed by the Museum Advisory Committee; and
- (3) The Collections Policy be reviewed by the Museum Advisory Committee.

**MOTION CARRIED**

**9. REPORTS OF COMMITTEE MEMBERS**

Nil.

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

Nil.

**11. NEXT MEETING**

The next meeting is scheduled for Thursday 19 November, 2015 commencing at 4.00 pm.

**12. CLOSURE OF MEETING**

The Chairperson declared the meeting closed at 5.09 pm.





## **ADDENDUM**

Attachments to Minutes of the

## **MUSEUM ADVISORY COMMITTEE MEETING**

**20 August 2015**

**ADDENDUM**

ATTACHMENTS TO MINUTES OF THE MUSEUM ADVISORY COMMITTEE MEETING  
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**ADDENDUM**  
ATTACHMENTS TO MINUTES OF THE MUSEUM ADVISORY COMMITTEE MEETING  
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**ADDENDUM**

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# MUSEUM ADVISORY COMMITTEE MEETING

## Status Report

### Recommendations made to Council

Meeting Date	Item	Title/Description of Item	Resp. Officer	Proposed / Notes / Actions to be taken	Deadline
20 August 2015 MAC Meeting	Minutes	There are no recommendations requiring a Council Decision	Museum Curator	Nil.	



# MUSEUM ADVISORY COMMITTEE MEETING

## Status Report

### ACTION LIST

Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes or Comment
20 August 2015 MAC Meeting	8.2	Unaccessioned material – August 2015	Museum Curator/CEO	(1) That the following objects be accessioned into the museum collection:-  1. Road map, Toodyay c1950s; 2. Road map, West Toodyay August 1969; 3. Peace Loan 1919 brass plaque mounted on wood; 4. Painting oil on board Newcastle Gaol 1976 cm H:60.5, W:70.4; 5. Painting oil on board Steam train 1984 cm H:49.5, W: 85; 6. Hymn book Sacred Songs & Solos early 20 <sup>th</sup> century, Toodyay Methodist Church inscription 1927; 7. Wallet and contents c1919 owned by Trooper Hughie Robinson from Toodyay; 8. Photograph, Newcastle Gaol ruins c1960/61 cm H: 15.2, W: 20; and 9. Photograph Newcastle Football team 1905.
20 August 2015 MAC Meeting	8.2	Unaccessioned material – August 2015	Museum Curator/CEO	(2) That the overall vision (strategic direction) of the museum be reviewed by the Museum Advisory Committee; and
20 August 2015 MAC Meeting	8.2	Unaccessioned material – August 2015	Museum Curator/CEO	(3) The Collections Policy be reviewed by the Museum Advisory Committee.



