

Museum Advisory Committee

MINUTES

Section 5.8 of the Local Government Act 1995

Thursday 24 September 2020

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.

Museum Advisory Committee Membership Composition

Council Representation - Primary	Cr Pearce and Cr Hart
Council Representation - Deputy	Cr McKeown
Community Representation	J Edgecombe, B Frayne (Chair), and B Keens
Admin Representation	Manager Corporate and Community Services Economic Development Coordinator Museum Curator / Cultural Heritage Officer

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 September 2020.



Suzie Haslehurst
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on17 Dec. 2020

Signed:Elizabeth Frayne

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

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ATTACHMENTS *with separate index follows Item 10.*

6. BUSINESS LEFT OVER FROM PREVIOUS MEETING (if adjourned)

Nil.

7. REPORTS OF OFFICERS

7.1 Current activities – Shire Museum and its collections

Date of Report:	14 September 2020
File Reference:	COC4/Museum Advisory Committee
Author:	M Eberle – Museum Curator, Cultural Heritage Officer
Responsible Officer:	M Ross – Economic Development Officer
Attachments:	Accessions into the Collection

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 June 2020.

OFFICER COMMENT

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

Collections

- Transcriptions
 - New Norcia Police Occurrence Book 1878 – transcription ongoing of police activities when New Norcia was a part of the Toodyay Road Board district. Resumed in August 2020 after volunteer activity ceased at the site in late March 2020 due to Covid-19.
- Accessioning of a group of smaller items (which have been stored for a long time with the museum collections, but not included in the current database) has continued after a review of their suitability for inclusion in the collection. See attached list (ExportObjects_1) of 46 more items which include photographs, audio recordings and agricultural objects.
- High resolution photography of museum artefacts has resumed (after a break due to Covid-19) through the efforts of two volunteers.
- Of the six historic firearms in the museum it has now been determined that five can be removed from the Shire's general gun licence, as they date from the 19th century and are muzzle loading. This can happen after their status as such is authenticated by a qualified person. The sixth historic firearm, converted from muzzle loading to breach action, is still required to be included on the Shire's licence but can be stored separately from the Ranger's guns at the museum workshop (once the gun safe there has been made compliant). Toodyay Gunsmith Bob Ashley is being contracted to modify the gun safe and certify the five muzzle loading firearms.

On site Newcastle Gaol precinct

- Painting of interior walls of front wing (warder's quarters) and side wing (prisoner's day room & kitchen) was completed while these rooms were empty.
- Furniture and heavy artefacts were then moved back into the gaol museum from the container opposite (where they had been stored since the museum displays were dismantled in 2019) with the assistance of the Works crew.
- Smaller artefacts and shelving were moved with the assistance of volunteers throughout July and relocated into the museum workshop or moved across the road and included in the new displays being assembled in the gaol. Four new sets of shelving (purchased for the safe storage of museum artefacts in the container) were incorporated into the museum workshop.
- In July, the gaol site opened at weekends as well as Wednesdays. In August, the gaol site resumed opening every day.
- A new front of house volunteer commenced at the gaol on Thursdays.
- Older style halogen lights in the front rooms built in display cases were replaced with energy efficient LED globes.
- Daily sanitising of the Newcastle Gaol Museum precinct continues under the WA Government's Stage 4 Roadmap to Recovery Strategy guidelines.
- Wi-Fi reinstalled (password protected) at gaol for visitor use.
- Newly laid shingles that had buckled were removed and replaced under warranty.

Connor's Mill

- Daily sanitising of Connor's Mill continues under the WA Government's Stage 4 Roadmap to Recovery Strategy guidelines.
- Era 3 Part 1 (Power Station 1923-1939) slide show by Beth Frayne launched in Connor's Mill as well as online. Acknowledging the 150th anniversary of Connor's Mill.
- Visit by Rockingham Photography Club with Toodyay Historical Society as models in historic costumes.

Promotion

- Articles about the museum, activities and heritage subjects are included in the monthly Shire newsletter.
- The Toodyay Herald continues to publish photographs from the Shire Collection on page 4.
- The Toodyay Museums Facebook group continues to promote the activities of the museum to those who have joined. Sharing of a group of more than 100 photographs from the 1950s shared by a member of the Gregson family has recently proved very popular

MINUTES OF MUSEUM ADVISORY COMMITTEE MEETING
HELD IN SHIRE OF TOODYAY COUNCIL CHAMBERS ON 24 SEPTEMBER 2020

- Occasional posts about the two museum sites on the Toodyay museum Instagram page.
- Worked with Kate Ferguson Media for a new audio feature being produced for installation at the Gaol, as part of the revised Pioneer Pathway trail throughout the Wheatbelt.

Community engagement

- Volunteer project to recover and sell old shingles is ongoing.

Displays

- Toodyay Convict Hiring Depot display re-installed to coincide with the launch of the new Toodyay Convict Depot walk installed in time for the July school holidays.
- New displays installed in the three front rooms of the gaol, bringing out many new artefacts from storage.

Public programs / public engagement

- Tour bookings for the mill and gaol sites have resumed. There has been interest by a few bus companies that have not previously visited Toodyay.
- Fun packs, compiled by Museum Volunteer Michelle, were given away to children during the July school holidays. A different fun pack is currently being assembled for the upcoming September school holidays.

OFFICER'S RECOMMENDATION

The Museum Advisory Committee recommends to Council the following:

That Council receives the Museum update report on Current Activities – Shire Museum and its Collections.

Clarification was sought in relation to the content of the report and M Eberle provided an overview in relation to the content.

OFFICER'S RECOMMENDATION/MAC RES. NO. 11/09/20

MOVED J Edgecombe

SECONDED B Keens

The Museum Advisory Committee recommends to Council the following:

That Council receives the Museum update report on Current Activities – Shire Museum and its Collections.

MOTION CARRIED 5/0

8. NOTICE OF BUSINESS FOR NEXT MEETING

B Keens gave notice of business for the next meeting in respect to a proposal for a laptop/tablet computer at the Old Gaol Museum.

He tabled the proposal at 4.44pm.

The content read as follows:

“Front of house officers at the OGM are regularly asked questions about exhibits on display and also those that are not.

The full information is kept in the Mosaic database which is not available at the Museum.

There is a wireless link between the Museum and the Shire Offices which could be used to enable access to Mosaic by OGM staff to answer questions and even print off data sheets if required.

This would require staff to have access to the main server to open Mosaic.

Mosaic can then be accessed at Visitor level. Visitor level ensures that the database cannot be changed and the laptop should not need to access any other Shire data or software.

Costings:

<i>Acer 14 inch laptop</i>	<i>\$499.00</i>
<i>HP Ink Jet printer</i>	<i>\$58.00</i>
<i>Mosaic additional Licence</i>	<i><u>\$220.00</u></i>
<i>Total</i>	<i><u>\$777.00</u></i>

***plus cost of connection to Wireless link.*

9. NEW BUSINESS OF AN URGENT NATURE

Nil.

10. NEXT MEETING

The next meeting of the Museum Advisory Committee is scheduled to be held on 26 November 2020 commencing at 4.00pm.

11. CLOSURE OF MEETING

The Chairperson declared the meeting closed at 4.47pm.

Attachments to Minutes

Museum Advisory Committee

24 September 2020

INFORMATION ADDITIONAL TO THE AGENDA

5.1 Review of Museum Advisory Committee Status Report 1

REPORTS OF OFFICERS

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Attachment 1 – Accessions into the Collection 6

MAC STATUS REPORT

Museum Advisory Committee

Supporting Officer
 Manager Corporate & Community Services



Meeting Date	Purpose	Resolution	Target date for completion	Actioned by	Completion Date	Meeting Commentary
25/06/2020	Confirmation of Minutes	That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 27 February 2020 be confirmed.	25/06/2020	Committee	25/06/2020	Minutes signed off by Presiding Member and will be uploaded to the Website and Councillor Hub ASAP by the Shire Admin.
25/06/2020	<p>Item 5.1 (from Minutes of 25 June 2020) Review of the Audit Committee Status Report</p> <p>The Status Report within the Agenda was compared with the one that was in the 27 February 2020 minutes.</p> <p>Item 8.1 (from 27 Feb 2020 Minutes) - Advertising for new members of the MAC</p>	<p>That the Museum Advisory Committee recommend to Council the following:</p> <p>That Council authorise the CEO to advertise on the Shire's website expression of interest for community members to become a part of the Museum Advisory Committee.</p>	15/07/2020	Admin		<p>Cr Pearce & MCCS advised the Council deferred the Council decision to get more members on the committee. B Keens asked whether a new Community Member would be advertised through social media in the meantime. Resolution made in respect to this as this Committee does not have delegated authority.</p> <p>The Committee has no delegated authority to instruct staff attending the meeting. CEO to determine whether this recommendation requires Council authority or not.</p>
25/06/2020	Item 7.1 (from Minutes of 25 June 2020) Current Activities – Shire Museum and its	That advice is sought from the Western Australian Museum about what the correct manner is to store or display historical guns owned by the	30/06/2020	Admin		Ongoing - Margie advised she is sorting out the storage and display so no further action has been undertaken (24/09/2020).

MAC STATUS REPORT

Museum Advisory Committee

Supporting Officers
MCD/MC-CHO



Meeting Date	Purpose	Resolution	Target date for completion	Actioned by	Completion Date	Meeting Commentary
	collections. Question asked by M Eberle about the guns being held by the Museum in light of advice received from Toodyay Police.	local government authority. That the Museum Advisory Committee receive the Museum update report on Current Activities – Shire Museum and its Collections.				
25/06/2020	Item 7.2 (from Minutes of 25 June 2020) Unaccessioned Material – June 2020	The Museum Advisory Committee recommends to Council the following: That Council authorise the CEO to accession as part of the museum collection a group of 200 smaller items in stable condition which have been assessed as having some historical interest and have been stored for a number of years with documented collection artefacts.	ASAP	M Eberle	Completed 24/09/2020.	** Note: the CEO and Margie are able to do this through delegated authority. Therefore, a recommendation will not be being made to Council. Note: Form for use of Delegated Authority will be utilised by the CEO and/or Margie. Useful for Margie to seek input if unsure about accession where resources are limited.
25/06/2020	Item 8 – Notice of Business for the next meeting (in the Minutes of 25 June 2020)	That business for the next meeting be in respect to whether it is possible to produce shingles that can be painted to put on a Christmas tree. Further, a Christmas tree could be made of shingles, subject to funding being in the Council Budget.	Next Meeting	MCCS / M. Eberle / M Ross		B Keens – discussion with volunteers producing shingles that can be painted to put on a Christmas tree. Further, a Christmas Tree could be made of shingles, subject to funding being in the Council Budget. The idea was to bring in community, school

MAC STATUS REPORT

Museum Advisory Committee

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MCD/MC-CHO



Meeting Date	Purpose	Resolution	Target date for completion	Actioned by	Completion Date	Meeting Commentary
						<p>children, etc to do that. The resolution made in the minutes:</p> <p>That business for the next meeting be in respect to whether it is possible to produce shingles that can be painted to put on a Christmas tree. Further, a Christmas tree could be made of shingles, subject to funding being in the Council Budget.</p> <p>@24/09/2020 – work involved from volunteer workforce. Beyond capabilities. COVID restrictions</p> <p>Process to be amended so that the MCCS is provided with a copy of the minutes and status report for follow up of questions and / or recommendations made for Council.</p>
25.06.2020	Item 7.4 (from 27 Feb 2020 Minutes) Old Gaol Roof Restoration	No resolution made	Next Meeting	MCCS / M. Eberle / M Ross		<p>A. Bell to discuss the fire risk of the old Gaol at the next Museum project meeting. Grounds needs clearing, can roof sprinklers be installed to reduce risk and protect the building. *9/5/19 MCD issues raised with Heritage Advisor. To be discussed at building approval stage. *27/2/20 To be</p>

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						<p>discussed with Fire Brigades.</p> <p>MCCS to follow up and report.</p> <p>@24/09/2020 – M McKeown wished to have noted that he had raised this matter also with Councillors and the CEO – MCCS to provide information.</p> <p>Can a fire-retardant be put onto the shingles to protect from fire? <i>Question taken on notice.</i></p> <p>Disaster Management Planning to be considered (no resolution made).</p>
17 Aug 2017	8.3 Strategic Planning, review of Policy 0.3 Museum Interpretation and Exhibition	<p>Recommends that Council endorses the update of Policy 0.3 Museum Interpretation and Exhibition; and</p> <p>Notes that an extensive review of policies is underway and the policy may not be considered immediately. (07/05/17)</p>	ASAP	Council	December 2019	<p>December 2019 OCM: Res No. 314/12/19 for Policy 0.3 Museum Interpretation and Exhibition Policy Res No. 314/12/19 for Policy 0.4 – Museum Collection and Conservation Management</p>
15 Feb 2018	6.3 Museum Strategy 2018-2022	That Council endorse the Shire of Toodyay Museum Strategy 2018-2022 at the March 2018 Ordinary	ASAP	Council	June 2018	RES NO 105/06/18

MAC STATUS REPORT
Museum Advisory Committee

Supporting Officers
MCD/MC-CHO



Meeting Date	Purpose	Resolution	Target date for completion	Actioned by	Completion Date	Meeting Commentary
		Council Meeting.				
18 Aug 2018	Item 4.3.2 (from 27 Feb 2020 Minutes) Commemorative Plaque	This has been installed. There is no further action required to be taken.	ASAP	Council	2019	Complete

ExportObjects_1

Accession\	Accession\	ItemName
2020	201	TOOL. HAMMER/SPANNER
2020	202	TOOL. SPANNER HAND FORGED
2020	203	TOOL. STRIPPING KNIFE
2020	204	GATE LATCH
2020	205	BRACKET CLAMP FOR TUBE OR PIPE
2020	206	ROPE HOLDER
2020	207	INSTRUCTIONAL BANDAGE.
2020	208	LINKAGE FOR AGRICULTURAL USE
2020	209	FORGED IRON BAR
2020	210	HOOK AND EYE LARGE
2020	211	TOODYAY KEY TAG
2020	212	ABORIGINAL GRINDING STONE
2020	213	WOODEN STEP LADDER
2020	214	TOODYAY RACE CLUB TICKET
2020	215	CD COMPACT DISC PHOTOGRAPHS TOODYAY DAYS 1947-1953
2020	216	TOODYAY RACE CLUB SOUVENIR BOOKLET 1949
2020	217	TOODYAY RACE CLUB BOOKLET 1950
2020	218	TOODYAY RACE CLUB BOOKLET 1956
2020	218	TOODYAY RACE CLUB BOOKLETS SEPT 1956 AND BETTING SLIP
2020	219	GREGSON FAMILY NEWSPAPER CUTTINGS (COPIES)
2020	220	TOODYAY CRICKET TEAM
2020	221	TOODYAY CRICKET TEAM
2020	222	CENTENARY OF TOODYAY OLD IDENTITIES
2020	223	TOODYAY TOURIST CENTRE LETTERS TO R GARVEY
2020	224	MB ENFIELD RIFLE SIGHT
2020	225	TIDY TOWNS 2016 SOUVENIR BAG
2020	226	MIDWIVES CASE REGISTER MARTHA CHITTY
2020	227	NOTIFICATION OF CASES ATTENDED MARTHA CHITTY
2020	228	MIDWIVES CASE REGISTER MARTHA CHITTY
2020	229	NOTIFICATION OF CASES ATTENDED MARTHA CHITTY
2020	230	MIDWIVES REGISTRATION BOARD REGISTRATION BOOKS
2020	231	MALE BIRTH REGISTRATION PAPER THOMAS CHITTY
2020	232	BEE KEEPING WITH COOK FAMILY
2020	233	INTERVIEWS WITH DR. PATERSON
2020	234	INTERVIEW WITH BARRY LEE AND MAX CHITTY ON SHEARING
2020	235	VHS TAPE BY SUE SIMMS TOODYAY VISITOR CENTRE
2020	236	AUDIO TAPE INTERVIEW WITH ANITA THURMAN
2020	237	CD OF INTERVIEW WITH ANITA THURMAN
2020	238	AUDIO TAPE. PENSIONER GUARD SENTRY AT NEWCASTLE GAOL
2020	239	CD RECORDING PENSIONER GUARD(SENTRY)
2020	240	DVD.TOODYAY PROMOTION HELD IN MEMORIAL HALL
2020	241	ORAL HISTORIES AS MP3 FILES.COMPILATION
2020	242	LADIES SKIRT LIFTER AND CLASP
2020	243	AVON CITYLINK PROPOSAL
2020	244	PHOTO ALBUM: MILL DISPLAYS OTHER CENTRES
2020	245	TOURISM DISPLAY IN SHED, DWELLINGUP?
2020	246	TOODYAY TOURIST CENTRE ROYAL SHOW DISPLAY

