

# Museum Advisory Committee

## MINUTES

*Section 5.8 of the Local Government Act 1995*

**Tuesday 27<sup>th</sup> February 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 Manning
Council Representation - Deputy	Nobody appointed
Community Representation	J Edgecombe, B Frayne, B Keens and K Shanks
Admin Representation	Manager Community Development Museum Curator / Cultural Heritage Officer

MINUTES OF MUSEUM ADVISORY COMMITTEE MEETING  
HELD IN SHIRE OF TOODYAY COUNCIL CHAMBERS ON 27 FEBRUARY 2020

## 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 6 March 2020.



pp Stan Scott  
CHIEF EXECUTIVE OFFICER

## Confirmed Minutes

These minutes were confirmed at a meeting held on ..... 25 JUNE 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.***

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# Shire of Toodyay

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## MUSEUM ADVISORY COMMITTEE MEETING 27 FEBRUARY 2020

# MINUTES

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

Ms Bell opened the meeting at 4.03pm.

### 2. ELECTION OF CHAIRPERSON

At a Special Council Meeting held on 29 October 2019, Council appointed Cr Manning and Cr Pearce as Primary Members of the MAC Committee.

At the November 2019 Ordinary Council Meeting the Council appointed J Edgecombe, B Frayne, B Keens and K Shanks as Community Members.

Nominations are called for Presiding Member to Chair the meetings.

Cr Manning explained the Terms of Reference are still to be adopted by Council, however the Meeting is still to continue as a Committee of Council.

B. Frayne nominated as Presiding Member of the Museum Advisory Committee.

Cr Manning nominated B. Keens as Deputy for the Museum Advisory Committee. B. Keens accepted the nomination.

The Museum Committee all in favour

#### **DECLARATION / MAC RESOLUTION NO 1/02/2020**

**MOVED** Cr Manning      **SECONDED** B. Frayne

1. MAC elects B. Frayne as Presiding Member of the Museum Advisory Committee Meeting on 27<sup>th</sup> February 2020; and
2. A Deputy is to be nominated at a meeting where the elected Chairperson is an apology, being B. Keens

**MOTION CARRIED 3/0**

### 3. RECORDS OF ATTENDANCE / APOLOGIES

#### 3.1 RECORD OF ATTENDANCE

##### Members

Cr Manning	Council Member
B Frayne	Community Member
B Keens	Community Member
Mrs A Bell	Manager Community Development
Mrs M Eberle	Museum Curator / Cultural Heritage Officer

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Staff

Mrs C McGowan            Community Development PA

**3.2 APOLOGIES**

J Edgecombe            Community Member

K Shanks                Community Member

Cr Pearce                Council Member

K. Shanks resigned via email dated 27 February 2020.

**4. DISCLOSURE OF INTERESTS**

There were no disclosures of interest.

**5. CONFIRMATION OF MINUTES**

**5.1 Museum Advisory Committee Meeting held on 8 August 2019**

**OFFICER'S RECOMMENDATION/MAC RESOLUTION NO 2/02/20**

**MOVED** B. Keens. **SECONDED.** Cr Manning

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 8 August 2019 be confirmed with a correction to the date of 17<sup>th</sup> May on page 1 (to 8<sup>th</sup> August 2019).

**MOTION CARRIED 3/0**

**5.2 Matters arising from previous minutes**

Nil

**5.3 Review of MAC Status Report**

**5.3.1 Progress of Status Report – A. Bell**

Ms Bell provided a brief overview of the MAC Status Report for the Committee advising that all had now been completed and will be removed.

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

Nil.

**7. REPORTS OF OFFICERS**

**7.1 Current Activities – Shire Museum and its Collections**

<b>Date of Report:</b>	6 February 2020
<b>File Reference:</b>	COC4/Museum Advisory Committee
<b>Author:</b>	M. Eberle - Museum Curator/Cultural Heritage Officer
<b>Responsible Officer:</b>	A Bell - Manager Community Development
<b>Attachments:</b>	Toodyay Museums Collections Audit Report 2019

**PURPOSE**

To provide updated 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 August 2019.

## **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. (118 pages out of 200 completed 30 Jan 2020).
- Stocktake of the entire museum collection – completed.
  - Database amended with found artefacts.
  - Queries of items found but not accessioned & items not found are yet to be dealt with.
  - A separate document titled “Toodyay Museums’ Collections Audit” explains in further detail the various processes involved and is attached to this report. We acknowledge the extensive work undertaken by Barry Keens in this area.
- High resolution photography of museum artefacts (all of which are currently off display due to the Newcastle Gaol restoration) has commenced, with the assistance of volunteers, for sharing online in future and for improved database records.
- Fordson tractor restoration update – front end is being machined, new kingpins are being installed. Not much more to be undertaken other than rust to be cut out and re-painting. (Shire mechanic has supervised work on the tractor by the apprentice when time permits)

### On site Newcastle Gaol precinct

- 1907 lock-up – One cell and exercise yard in men’s section opened up during restoration of the Newcastle Gaol.
- New interpretative signage for the Wicklow Shearing Shed, Newcastle Police Stables & Machinery Shed has been installed.
- Restoration project: Re-shingling, structural & drainage works at the Newcastle Gaol Museum commenced on 23<sup>rd</sup> September. The gaol remained partially open to the public until 15<sup>th</sup> October when it was finally completely closed to the public. The Police Stables site opposite has remained open throughout. Work undertaken has included:
  - Removal of old shingles
  - Repair of boards the shingles were nailed to
  - Replacement of some roofing structures such as rafters & hip joints
  - Installation of a moisture proof membrane

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- New WA she-oak sawn shingles and roof flashing installed
- Repair of stone walls,
- Pest control spraying
- Temporary installation & then removal of scaffolding both external & internal
- Replacement of gutters
- Installation of sub-soil drainage around external walls
- Drainage upgrade of vents installed along garden walls at front
- Brick paving along front of gaol building lowered to allow wall vents to be re-exposed
- New downpipes installed externally and inside courtyard. Existing stormwater drains examined for effectiveness
- CCTV system upgraded at the Newcastle Gaol Museum – there was delay in final installation due to gaol restoration work but this has now been completed
- 40ft container placed opposite gaol to hold artefacts and furniture removed from building during restoration works
- Wooden picnic bench was installed next to the Newcastle Police Stables and museum workshop from money raised by volunteers
- Computers at museum workshop have been upgraded

#### Connor's Mill

- New drive belt connecting generator to milling machinery on first floor has been installed
- 150<sup>th</sup> anniversary year of Connor's Mill –
  - 32 page booklet has been produced about the history of the building
  - A series of activities at the mill are planned throughout the year.
  - A slide show of historic photographs will run on a small screen displayed in the mill throughout the anniversary year.
  - Launch event for invited guests to be held at the mill on the evening of 22 February 2020, coinciding with the Twilight Farmers Markets being held opposite in Stirling Park.

#### 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 ToodyayMuseums Facebook group continues to promote the activities of the museum to those who have joined
- The toodyaymuseum Instagram page continues to post photos about our two museum sites.



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- ABC Midwest interview in September about graffiti dating from the late 1950s/early 1960s discovered in gaol roof space above entry

Community engagement

- Volunteer project to recover and sell old shingles commenced in October and is ongoing. Shingles are being sold at the Toodyay Show, Toodyay Farmers Markets & Toodyay Visitors Centre to raise money for the museum. Shingles have also been used to create new craftworks offered for sale, including shingle bells & clocks.
- Museum panels produced for WW1 display loaned for display at the RSL Centenary Ball in October
- Private Syred life-size cut-out produced for WW1 display loaned to RSL for Remembrance Day plaque unveiling
- 2009 Bushfire Project archival collection (donated to the museum by the Toodyay Historical Society) was loaned to the Bushfire Risk Planning Co-ordinator for inclusion in fire prevention display at the 2019 Toodyay Christmas Street Party (acknowledging the tenth anniversary of the Toodyay bushfire)

Displays

- New display about the Industrial Extracts factory opened on the top floor of Connor's Mill.
- A small display about shingles has been put up in the Wicklow Shearing Shed
- Law and Order display relocated to 1907 Lock-up
- Trades display relocated to Newcastle Police Stables

Public programs / public engagement

- Guided tours – to both gaol and mill sites by school and tourist groups.
- Presentation at Toodyay Historical Society August meeting about new online education material developed
- Magic School demonstration at Wicklow Shearing Shed on 25 October – organised by Toodyay CRC
- Shire Christmas party held at Wicklow Shearing Shed on 29 November

Online educational package

- The additional 6 lessons awaiting feedback from the Noongar Kaartdijin Aboriginal Corporation (Toodyay) are now uploaded to the Shire websites. One change made per feedback. A total of 22 online lessons relating to the two museum sites and collections are now available.

**OFFICER'S RECOMMENDATION**

The Museum Advisory Committee recommends to Council the following:

That Council:

1. Receives the Museum update report on Current Activities – Shire Museum and its Collections.

Items discussed as follows:

- Excellent work and assistance by the dedicated volunteers
- Stocktake very important (took 14 months to complete by volunteers)
- 150<sup>th</sup> Anniversary of Connors Mill - Well done to all community members in previous years who saved the Mill from being destroyed.

Cr Manning enquired as to how many visitors go through Connor's Mill

**Action 1:** Question on Notice – A. Bell, MCD to provide visitor numbers of Connor's Mill

- Infinity Awards – B. Keens submitting application (closes 10<sup>th</sup> March) for Waste Management Awards as the roof shingles would have gone to landfill. Shingle sales going well.

**MOTION/MAC RESOLUTION NO 3/02/20**

**MOVED** Cr Manning     **SECONDED** B. Keens

That the Museum Advisory Committee receives the Museum Update on Current Activities – Shire Museum and its Collections.

**MOTION CARRIED 3/0**

## 8. REPORTS OF COMMITTEE MEMBERS

### 8.1 B. Keens

Another shingles project; Christmas tree with bells and lights inside Connors Mill window. Possible School Holiday Program or Toodyay Community Resource activity for residents to paint/decorate.

B. Keens also enquired if the Shire will now have to advertise for new members of the Museum Advisory Committee, with the resignation of K. Shanks and Cr Manning about to leave Council duties.

**Action 2:** Question on Notice; A. Bell to enquire if the Shire need to advertise for new members of the Museum Advisory Committee.

### 8.2 Cr Manning

When looking at the role of this committee, the purpose is to bring forth recommendations to Council – does the MAC have a wish list to bring before Council?

The committee explained that policy updates have been reviewed and adopted, the Wicklow Shearing Shed was upgraded to be used as a community venue and the Museum Roof Project is now completed, all which have gone through to Council. There is also the

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5 Year Museum Strategy which is included in the Long Term Financial Plans

**8.3 B. Frayne**

New book by Ann Jefferies (HS) about convicts in Dongara – THS assisted with research from Toodyay ticket of leavers who left Toodyay and settled in Dongara and Fremantle.

Toodyay Historical Society assisted Peter Brennen (RSL) in researching the 100 years of Toodyay RSL. This will be another great resource for assisting enquiries that come through the museum.

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

Nil

**10. NEXT MEETING**

The next Museum Advisory Committee Meeting is scheduled for 23 April 2020, commencing at 4.00pm. (Incorrectly stated on Agenda as 17 August 2020).

**11. CLOSURE OF MEETING**

The Chairperson declared the meeting closed at 5.20pm.

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# Attachments to Minutes

Museum Advisory Committee

Tuesday 27 February 2020

## CONFIRMATION OF MINUTES

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**5.3 Updated Status Report**

**1**





# 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/Comment
		nil			

ACTION LIST					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes or Comment	
27 Feb 2020	7.1	Shire Museum and its Collections - QON	A.Bell	A.Bell, MCD to provide visitor numbers of Connor's Mill	
	8.1	Reports of Committee Members B. Keen - QON	A.Bell	A.Bell, MCD to enquire if the Shire need to advertise for new members of the Museum Advisory Committee.	
16 Aug 2018	4.3.2	Commemorative Plaque	M. Eberle	Mrs Eberle to conduct research regarding the 1991 Commemorative Plaque for the Toodyay Bus Crash. Put photos on 'Toodyay Photo's for community member information and check previous meeting minutes to seek how the plaque was given to the Shire. <i>*15/11/18 Ms Eberle to find out associated costs involved for the original plaque to be mounted on the stone in the new commemorative garden. *14/2/19 discuss with MCD</i>	
	7.4	Old Gaol Roof Restoration	A.Bell	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. <i>*9/5/19 MCD issues raised with Heritage Advisor. To be discussed at building approval stage. *27/2/20 To be discussed with Fire Brigades.</i>	

COMPLETED RECOMMENDATIONS THAT HAVE GONE TO COUNCIL (and ACTIONS Completed)					
Meeting Date	Item	Title/Description of Item	Resp. Officer	Status / Action / Notes	RESOLUTION NO.
9 May 2019	6.1	Botanical Trail	MCD A. Bell	MCD to discuss the Botanical Trail from New Norcia to Toodyay with P/T Tourism Officer. <i>*MCD to provide update at next meeting - completed</i>	



# STATUS REPORT Museum Advisory Committee

Including Recommendations made to Council, Action List and Completed items

9 May 2019	7.2	Bin Plaques	MCD A. Bell	MCD to enquire on the cleaning of plaques/bins *Product has been purchased. Mr Keens volunteered his time to clean the plaques. *27/2/20 Mr Keens completed.	
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