



# Museum Advisory Committee Meeting

Section 5.8 of the *Local Government Act 1995*

*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.*

## 25 February 2021

# Minutes

To: Museum Advisory Committee Members and Councillors

Here within the Minutes of the Museum Advisory Committee Meeting of the Shire of Toodyay held on the abovementioned date in the Council Chambers at the Shire of Toodyay, 15 Fiennes Street, Toodyay.

Suzie Haslehurst  
**CHIEF EXECUTIVE OFFICER**

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.
Shire Officer Representation	Manager Corporate & 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 2 March 2021.



Suzie Haslehurst  
**CHIEF EXECUTIVE OFFICER**

## Confirmed Minutes

These minutes were confirmed at a meeting held on 27 May 2021

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 11.*

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

*The start time is scheduled for 4.00pm.*

**2. RECORDS OF ATTENDANCE / APOLOGIES**

**2.1 RECORD OF ATTENDANCE**

Members

B Frayne	Chairperson/Community Representative
Cr Hart	Councillor
Cr Pearce	Councillor
B Keens	Community Representative

Staff

M Eberle	Museum Curator/Cultural Heritage Officer
M Rebane	Executive Assistant

**2.2 APOLOGIES**

J Edgecombe	Community Representative
M Ross	Economic Development Coordinator

**3. DISCLOSURE OF INTERESTS**

The Presiding Member will request disclosures of interest in the form of a written notice be provided by Members wishing to disclose an interest.

**4. CONFIRMATION OF MINUTES**

**4.1 Minutes of Meeting held on 17 December 2020.**

**OFFICER'S RECOMMENDATION/MAC RES. NO. 01/02/21**

**MOVED** B Keens

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 17 December 2020 be confirmed.

**MOTION CARRIED 4/0**

**5. INFORMATION ADDITIONAL TO THE AGENDA**

**5.1 Review of Museum Advisory Committee Status Report**

*Refer to the Status Report in the Agenda Attachments.*

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

Nil.

## 7. OFFICER REPORTS

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

<b>Date of Report:</b>	19 February 2021
<b>File Reference:</b>	COC4/Museum Advisory Committee
<b>Author:</b>	M Eberle - Museum Curator/Cultural Heritage Officer
<b>Responsible Officer:</b>	M Ross – Economic Development Officer
<b>Attachments:</b>	Nil

#### PURPOSE

To receive information on current activities involving the Shire Museum and its Collections.

#### BACKGROUND

It has been a management practice to provide an update that will follow on from the verbal report given at the previous Museum Advisory Committee Meeting, last held on 17 December 2020.

#### COMMENTS AND DETAILS

No further actions are recommended in relation to this report on current activities.

#### 1. Collections

- Transcriptions
  - New Norcia Police Occurrence Book 1878 – checking of first draft now underway by volunteer at home. Page 33 out of 133 completed.
  - Newcastle Police Station Charge Book 1898-1903 – updating and expanding an earlier partial transcription.
- High resolution photography of museum artefacts has resumed after the Christmas break by two volunteers.
- Data about the museum collection continues to be uploaded to the online platform Collections WA.
- Preparations are underway for three items from the museum collection to be included on a new website or tourism portal designed to attract tourists and other visitors to regional collections.

This project is being managed by the WA Museum and will be connected to the Collections WA platform.

A team will be visiting the Newcastle Gaol Museum site sometime between 9-11 March to photograph the site and selected objects from the museum collection.

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## 2. On site Newcastle Gaol precinct

- A new printer has been installed in the Museum Workshop.
- Daily sanitising of the gaol precinct continues under the WA Government's Stage 4 Roadmap to Recovery Strategy guidelines.

## 3. Connor's Mill

- Daily sanitising of Connor's Mill continues under the WA Government's Stage 4 Roadmap to Recovery Strategy guidelines.

## 4. 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 (<https://www.facebook.com/groups/ToodyayMuseums/>) continues to promote the activities of the museum to those who have joined.

## 5. Public programs / public engagement

- Enrolled in this year's National Trust Heritage Festival with an event in partnership with the Toodyay Historical Society.
- Date: Sunday May 16 12pm – 3pm. Venue: Wicklow Shearing Shed. Titled "Families – linking our past, present and future" it will be an informal afternoon sharing information, hints and practical strategies for uncovering and preserving family histories. Also included will be the launch of a new exhibition at the Newcastle Gaol titled "Families: past, present & future".
- A second project, in partnership with the Toodyay Historical Society that is currently underway marks the milestone of 150 years of local government in Western Australia.

Photographs from the museum collection will be used to augment a virtual portrait gallery (to be hosted on the Shire's website) of the people listed on the honour rolls displayed in the Council Chambers.

Our grateful acknowledgement to Beth Frayne for her all her work in this area.

## 6. Displays

- Temporary exhibition schedule for the Newcastle Gaol in 2021 has been proposed:
  - Until May – Toodyay Convict Depot.

- May to June – Families: Past, Present & Future.
- July/August onwards – Sisters of Mercy, Toodyay.
- New metal display panels have been produced for the grounds behind the Newcastle Gaol – topics: Machinery Shed & John Oldham landscape design.

**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, as contained in the Officer's Report.

Clarification was sought in relation to the above Officer's Report.

**OFFICER'S RECOMMENDATION/MAC RES. NO. 02/02/21**

**MOVED** Cr Pearce

The Museum Advisory Committee recommends to Council the following:

That Council receives the Museum update report on current activities – Shire Museum and its Collections, as contained in the Officer's Report.

**MOTION CARRIED 4/0**

**8. NOTICE OF BUSINESS FOR NEXT MEETING**

Nil

**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 27 May 2021 commencing at 4.00pm.

**11. CLOSURE OF MEETING**

The Chairperson closed the meeting at 4.38pm.



# Attachments to Minutes

Museum Advisory Committee

25 February 2021

## INFORMATION ADDITIONAL TO THE AGENDA

5.1	Review of Museum Advisory Committee Status Report	1
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## REPORTS TO BE TABLED

7.1	Current Activities – Shire Museum and its Collections	N/A
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No Attachments

# MAC STATUS REPORT

## Museum Advisory Committee

Supporting Officer  
Manager Corporate & Community Services



Meeting Date	Purpose	Recommendation and/ or Resolution	Target date for completion	Actioned by	Completion Date	Meeting Commentary
17/12/2020	7.1 Officer's Report - Current activities – Shire Museum and its collections	The Museum Advisory Committee recommends to Council the following:  That Council consider options in their 2021/2022 Annual Budget deliberations to increase appropriate storage areas for Museum artefacts; in particular, large objects.	ASAP	M Ross	Required for January 2021 Council Meeting.	This is an internal budgeting process. M Eberle has been looking at alternative storage spaces for the objects that they have so that Council can be provided with options.
25/02/2021	Internal Budgeting	In addition to the above a meeting with the Manager Corporate & Community Services for the Museum, Visitor Centre and other team members to be included in the March budget review meetings	ASAP	EA	t.b.a.	Maddie Ross returns from leave in a week – set up an appointment after the Tuesday for her to meet with Manager Corporate & Community Services for budget discussion and team members having input.
25/02/2021	Minutes confirmed	December 2020 MAC Meeting	ASAP	EA	Posted 26/02/2021	Signing page to be scanned and put onto the website and hub.

# MAC STATUS REPORT

## Museum Advisory Committee

Supporting Officers  
MCD/MC-CHO



Meeting Date	Purpose	Recommendation and/ or Resolution	Target date for completion	Actioned by	Completion Date	Meeting Commentary
25/02/2021	Officer Report	That Council receives the Museum update report on current activities – Shire Museum and its Collections, as contained in the Officer's Report.	ASAP	M Ross	Required for March 2021 Council Meeting	Minutes to be provided to the Council with the updated report – an extract will suffice.