



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.

27 May 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 17 June 2021.



Suzie Haslehurst
CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on *26 Aug. 2021*

Signed: *Gilbert 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.

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

The Chairperson, B Frayne, declared the meeting open at 3.03pm.

2. RECORDS OF ATTENDANCE / APOLOGIES

2.1 RECORD OF ATTENDANCE

Members

B Frayne Chairperson/Community Representative

Cr Hart Councillor

B Keens Community Representative

Cr Pearce Councillor

Staff

M Ross Economic Development Coordinator

M Eberle Museum Curator / Cultural Heritage Officer

M Rebane Executive Assistant

2.2 APOLOGIES

J Edgecombe Community Representative

3. DISCLOSURE OF INTERESTS

There were no disclosures of interest.

4. CONFIRMATION OF MINUTES

4.1 Minutes of Meeting held on 25 February 2021.

OFFICER'S RECOMMENDATION/MAC RES. NO. 03/05/21

MOVED B Keens

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 25 February 2021 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

Date of Report:	18 May 2021
File Reference:	COC4
Author:	M Eberle – Museum Curator, Cultural Heritage Officer
Responsible Officer:	M Ross – Economic Development Officer
Attachments:	Nil

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 February 2021.

OFFICER COMMENT

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

Collections

- Transcriptions
 - New Norcia Police Occurrence Book 1878 – checking of first draft is continuing by volunteer at home. Unfortunately, other commitments have impacted upon the amount of time they have been able to devote to this project during the last three months. Around 15 more pages have been checked since the last report. (estimated around 1/3 of the draft completed)
 - Newcastle Police Station Charge Book 1898-1903 – updating and expanding an earlier partial transcription is ongoing.
- High resolution photography of museum artefacts is continuing with one volunteer only. Our second volunteer on this project has now moved on from Toodyay.
- Data about the museum collection continues to be uploaded slowly to the online platform Collections WA. This process has initiated a parallel project to correct minor typing and spelling errors that have crept into our own database, and so progress to expand our online presence is slow and steady – 779 records out of 3,151 records uploaded. Not all of our records will be shared, due to possible confidentiality and copyright considerations. The broader reach of these records has already prompted enquiries from beyond Toodyay.

- Some objects identified as surplus to the museum collection and mentioned in a report to Council in November 2020 were collected in April by the Avondale Machinery Museum to be added to their heritage collections. These objects had been identified as being in poor or incomplete condition and had an unknown history. They were a partially & incomplete four-wheel trap, a roll of barbed wire, a metal bath in two sections, some components from disintegrated horse drawn vehicles (mainly from a light two-wheel cart and a four-wheeled dray), approximately 200 new cedar shingles (not associated with the gaol restoration), an egg incubator made of asbestos, a cast iron pot (made in Taiwan) and a set of metal gears.

On site Newcastle Gaol precinct

- Daily sanitising of the gaol precinct continues under the WA Government's Stage 4 Roadmap to Recovery Strategy guidelines.
- Museum workshop – internet connection lost for two extensive periods (27 Feb – 23 March & 27 April – 13 May) due to storm damage and faulty cable which impacted significantly on work behind the scenes during the past 3 months including transcriptions, database updates and preparation for new exhibition.
- A cost estimation for an urgently needed new museum storage shed was put forward for review to Shire senior management but this proposal has not been accepted for inclusion in the upcoming financial year's budget considerations.

Connor's Mill

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

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.

Public programs / public engagement

- A successful National Trust Heritage Festival event was held at the Wicklow Shearing Shed in the Newcastle Gaol Museum precinct on Sunday May 16 between 12pm – 3pm. Titled "Families – linking our past, present and future", it was an informal afternoon sharing hints and practical strategies for uncovering and preserving family histories. It was run in partnership with the Toodyay Historical Society and around 60 people visited throughout the afternoon. Our grateful thanks to our

museum volunteers: Barry, Michelle and Geoff, Cr Phil Hart who acted as our event photographer, Doris Martin and members of the Toodyay Historical Society.

Displays

- New exhibition opened in the temporary exhibition room of the Newcastle Gaol supporting the Nationals Trust's Festival event at the Wicklow Shearing Shed on May 16. "Families – Linking our past, present & future". It has been decided to extend its run time until at least August 2021. Many portraits, photographs and objects that have not been on display for a long time have been brought out. A slide show produced by the Toodyay Historical Society about searching for family histories in Toodyay is included in the display.
- New metal display panels produced late last year and early this year have now been installed in the Police Stables, the Wicklow Shearing Shed, the Machinery Shed and on the footbridge leading up to it. These panels provide more historical information about various aspects of the Newcastle Gaol Museum site.

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 is received.

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

OFFICER'S RECOMMENDATION/MAC RES. NO. 04/05/21

MOVED B Frayne

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, 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 26 August 2021 commencing at 4.00pm.

11. CLOSURE OF MEETING

The Chairperson closed the meeting at 3.34pm.

Attachments to Minutes

Museum Advisory Committee

27 May 2021

ADDITIONAL INFORMATION

5.1 Review of Museum Advisory Committee Status Report **1**

OFFICER REPORTS

7.1 Current Activities – Shire Museum and its Collections **N/A**

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	Manager Reviewed but the proposal not put forward to Council	In approximately 12 months' time this may be able to be discussed and planned for.