



# Museum Advisory Committee Meeting

6 September 2023

Commencing at 2.30 pm

## AGENDA

The next Museum Advisory Committee Meeting will be held at the Shire of Toodyay Council Chambers, 15 Fiennes Street, Toodyay WA 6566 on the abovementioned date and time.

Members are requested to familiarise themselves with the Agenda and prepare notes to help address key issues for the debate during the Meeting.

Members are requested to email questions via email at [ceo@toodyay.wa.gov.au](mailto:ceo@toodyay.wa.gov.au) at the earliest opportunity so that Officers can respond to those questions prior to the Meeting.

Suzie Haslehurst

**CHIEF EXECUTIVE OFFICER**



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**ATTACHMENTS** can be found in the Attachments Paper on the Council website alongside this agenda.

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**1 DECLARATION OF OPENING****1.1 ANNOUNCEMENT OF VISITORS****1.2 RECORD OF ATTENDANCE AND APOLOGIES****1.3 DISCLOSURE OF INTEREST****2 MINUTES AND ADDITIONAL INFORMATION****2.1 CONFIRMATION OF MINUTES****Minutes of Meeting held on 7 June 2023****OFFICER'S RECOMMENDATION**

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 7 June 2023 be confirmed.

**2.2 REVIEW OF STATUS REPORT****2.2.1 Status Report and Minutes of previous meeting**

Attachments:	<ol style="list-style-type: none"><li>1. Extract of MAC Minutes from meeting held on 7 June 2023; <a href="#">↓</a></li><li>2. Status Report; and <a href="#">↓</a></li><li>3. Committee Member Reporting Form. <a href="#">↓</a></li></ol>
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The extract of the MAC Minutes from 7 June 2023 are provided for confirmation purposes.

The MAC Status report is provided for review.

The Committee Member Reporting Form is provided with this agenda, and separately via email for members to complete upon receipt of the Agenda for the committee meeting, and email completed forms to [execsec@toodyay.wa.gov.au](mailto:execsec@toodyay.wa.gov.au)

*Please note that once the meeting is held, the title of this report will change to say update of the Status Report, in the minutes of the meeting.*

MUSEUM ADVISORY COMMITTEE MEETING MINUTES

7 JUNE 2023

**1 DECLARATION OF OPENING**

Cr P Hart, Chairperson, declared the meeting open at 2.43pm.

**1.1 ANNOUNCEMENT OF VISITORS**

Nil.

**1.2 RECORD OF ATTENDANCE AND APOLOGIES**

Members

Cr P Hart	Councillor (Chair)
Mrs E Frayne	Community Representative
Mr B Keens	Community Representative

Staff

Ms T Bateman	Manager Corporate and Community Services
Mrs M Rebane	Executive Assistant
Mrs M Eberle	Museum Curator/ Cultural Heritage Officer

Visitors

Nil

Apologies

Ms J Edgecombe	Community Member
Cr S McCormick	Councillor

**1.3 DISCLOSURE OF INTEREST**

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.

**2 MINUTES AND ADDITIONAL INFORMATION**

**2.1 CONFIRMATION OF MINUTES**

**2.1.1 Minutes of Meeting held on 1 March 2023**

OFFICER'S	RECOMMENDATION/MAC	RESOLUTION	NO.
MAC003/06/23			
<b>MOVED</b>	Mr B Keens		
That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 1 March 2023 be confirmed, subject to the inclusion of Cr S McCormick, Councillor, as an Apology to the meeting.			
			<b>MOTION CARRIED 3/0</b>

MUSEUM ADVISORY COMMITTEE MEETING MINUTES

7 JUNE 2023

2.2 REVIEW OF STATUS REPORT

2.2.1 Status Report and Minutes of previous meeting

Attachments:	<ol style="list-style-type: none"> <li>1. Extract of MAC Minutes from meeting held on 1 March 2023;</li> <li>2. Status Report; and</li> <li>3. Committee Member Reporting Form.</li> </ol>
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The extract of the MAC Minutes from 1 March 2023 are provided for confirmation purposes. The MAC Status report is provided for review.

The Committee Member Reporting Form is provided with this agenda, and separately via email for members to complete upon receipt of the Agenda for the committee meeting, and email completed forms to [execsec@toodyay.wa.gov.au](mailto:execsec@toodyay.wa.gov.au)

*Please note that once the meeting is held, the title of this report will change to say update of the Status Report, in the minutes of the meeting.*

2.3 INWARD/OUTWARD CORRESPONDENCE

Nil.

Put here correspondence about the National Award – use some stuff from action list. Photograph of the certificate/award.

3 BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)

Nil.

4 OFFICER REPORTS

4.1 Museum Advisory Committee Update

Date of Report:	26 May 2023
File Reference:	COC4
Author:	M Eberle – Museum Curator and Cultural Heritage Officer
Responsible Officer:	T Bateman – Manager Corporate and Community Services
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 March 2023.

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**MUSEUM ADVISORY COMMITTEE MEETING MINUTES****7 JUNE 2023****COMMENTS AND DETAILS**

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

**Collections**

- Transcriptions
  - Toodyay Police Station Occurrence book 19 March 1860 – 27 April 1861 – initial draft of transcription completed. Proof-reading of draft completed to 15 May 1860 with additional research notes at front, including names of police officers and abbreviations used.
  - Collection of Newgain farm diaries spanning the years 1909 – 1932, authored by Frank Reginald Twine (b.1889 d.1949). Missing from the set are the years 1912, 1916, 1917, and 1930. Initial transcription and proof-reading of the diaries was undertaken in 2018. Proof reading of the diaries has resumed with additional re-formatting of transcriptions being undertaken
- Collections WA: Data about the museum collection continues to be uploaded to this online platform.
  - 2,045 records now shared including an audio recording of the 1994 oral history interview with beekeeper Sam Cook. To allow easier access to this 2 hour and 20-minute recording, five shorter, edited audio extracts have been created which focus on specific subjects. These are the 1920s-1950s operations overview, management and transport, extraction of honey, and marketing.
  - A new story titled “Have Bees, Will Travel” has been published on our page which features soundbites of Sam’s voice (from his oral history interview) expanding on the text in the article.
  - The article also includes images of related objects and photographs in the museum collection with additional photographs from “The Story of Toodyay” book published in 1949. <https://collections.wa.net.au/node/62484>.
- Newcastle Gaol Museum precinct
  - In April, a group of objects stored for safe keeping at the Newcastle Gaol Museum precinct site was able to be returned to its place of origin. They included parts for horse-drawn wagons, assorted scrap metal and various pieces of farming equipment. One of the cells at the 1907 lock-up had been used to store these objects associated with Syred’s Cottage since November 2005. (It is believed this material was moved to the lock-up for safe-keeping after the roof on the blacksmith’s shed there was blown off during a storm.)
- Connor’s Mill museum
  - A large stone grinding dish and stone, found in the Coondle area, have been loaned for display in Connor’s Mill by the Noongar Kaartdijin Aboriginal Corporation. They have been placed in a display case at the top of the first set of stairs.
- Volunteers
  - A new volunteer has joined the Museum to assist with documenting the archaeological collections (stored in the Museum Workshop) that have come from archaeological investigations at the:
    - Newcastle Gaol in 2002; and

**MUSEUM ADVISORY COMMITTEE MEETING MINUTES****7 JUNE 2023**

- Wendouree Tearooms in 2003.
- Museum Volunteers funded the replacement of a new heater at the Gaol front desk.
- Promotion
  - Toodyay Herald p.4 historic photographs from the museum collection;
  - Toodyay Herald news on Shire page;
  - Social media (Facebook) posts;
  - National Trust Heritage Festival brochure and online program.
- Public programs / public engagement
  - April school holiday word search activity associated with beekeeping display at Connor's Mill, run by the Toodyay Visitors Centre.
  - National Trust Heritage Festival event in partnership with the Toodyay Historical Society on April 29.
  - The Noongar Kaartdijin Aboriginal Corporation hosted thirteen staff members from the City of Wanneroo at the Newcastle Gaol Museum precinct on May 26 for a presentation about the Gnulla Karnany Waangkiny (Our Truth Telling) project.
- Displays
  - The beekeeping display on the top floor of Connor's Mill has been expanded into the free-standing showcase nearby. More artefacts associated with Sam Cook have been installed. QR codes on five labels now allow visitors to listen to Sam's voice explaining further about what is on display. This was undertaken to support the National Trust Australian Heritage Festival event in Toodyay in late April.
  - Collections WA accommodated our request to use Sam Cook's oral history recording in our display and introduced a new feature on their platform that allowed QR codes to be generated and linked with audio files.

**OFFICER'S RECOMMENDATION/MAC RESOLUTION NO. MAC004/06/23****MOVED** Mrs E Frayne

That 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 3/0**

**MUSEUM ADVISORY COMMITTEE MEETING MINUTES**

**7 JUNE 2023**

**5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE**

Nil.

**6 CONFIRMATION OF NEXT MEETING**

The next meeting of the Museum Advisory Committee is scheduled to be held on 6 September 2023 commencing at 2.30 pm.

**7 CLOSURE OF MEETING**

The Chairperson closed the meeting at 3.34pm.



**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
07/06/2023	4.1 Museum Advisory Committee Update	That the Museum Advisory Committee recommends to Council the following: That Council receives the Museum update report on current Activities – Shire Museum and its Collections.	ASAP	M Eberle	Completed	Council Resolution OCM146/06/23



### Committee Member Reporting form

#### Committee Member Details

Name(s): \_\_\_\_\_

Organisation representing  
(if applicable): \_\_\_\_\_

Contact Details: Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Request Details

I request for the item noted below to be discussed at the next:

- |               |   |  |
|---------------|---|--|
| Committee     | <input type="checkbox"/> Audit & Risk Committee               | <input type="checkbox"/> Bushfire Advisory Committee |
| Meeting:      | <input type="checkbox"/> Environmental Advisory Committee     | <input type="checkbox"/> Museum Advisory Committee   |
| (please tick) | <input type="checkbox"/> Local Emergency Management Committee |  |

Date of Committee Meeting: \_\_\_\_\_

Item Name: \_\_\_\_\_  
(e.g. Subject, title or purpose).

Are you tabling attachments at the meeting?     Yes  No     Copy attached

**Background Information OR if you only wish to ask questions please do so**  
(if not enough room please use reverse side of this page)

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Proposed recommendation required?     Yes  No    *write some wording below*

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**E** records@toodyay.wa.gov.au  
**W** www.toodyay.wa.gov.au



**Further information**

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**OFFICE USE ONLY**

Officer Received      Date: \_\_\_\_\_      Resolution Number: \_\_\_\_\_  
 Council approved       Report minuted

**2.3 INWARD/OUTWARD CORRESPONDENCE**

Nil.

**3 BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED)**

Nil.

## 4 OFFICER REPORTS

### 4.1 Museum Advisory Committee Update

Date of Report:	24 August 2023
File Reference:	MUS1
Author:	M Eberle – Museum Curator and Cultural Heritage Officer
Responsible Officer:	T Bateman – Executive Manager Corporate and Community Services
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 June 2023.

#### COMMENTS AND DETAILS

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

#### Collections

- Transcriptions
  - Register of Prisoners in the Newcastle/Toodyay Gaol 1901-1929 commenced.
  - Collection of Newgain farm diaries spanning the years 1909 – 1932, Proof reading of transcriptions ongoing.
- Collections WA: Data about the museum collection continues to be uploaded to this online platform.
  - 2,163 records now shared. Ten completed and checked transcriptions of Newgain farm diaries for years 1909, 1910, 1911, 1913, 1915, 1918, 1919, 1920, 1922, 1924 uploaded.

#### Newcastle Gaol Museum precinct

- Cultural immersion workshops by Robert Miles from the Noongar Kaartidijin Aboriginal Corporation were held at this site in July & August for external groups: Itch Recruiting Perth & Chalice Mining. A third is proposed in late September for staff from the District Education Office.
- Extracted information from Cemetery Master excel worksheet to create a folder containing a simple listing of names, death dates, ages & cemetery location for public access at the goal site.

#### Volunteers

- Photography and documentation of more intact items from the archaeological collection is ongoing.
- Condition assessment and review of storage of maps undertaken.
- The Toodyay Local Government Virtual Portrait Gallery project (undertaken by museum volunteer Beth Frayne) to celebrate the 150<sup>th</sup> anniversary of local government in 2021 has been concluded with the printing of two sets of booklets about the people whose names are on the Toodyay Road Board and Newcastle/Toodyay Municipal Council honour boards.

The capacity of the Shire to upload this information to its website has changed since the project was first proposed in 2019. Research undertaken for the third honour board will not be published but will still be available upon application. One set of booklets will be donated to the Toodyay Historical Society.

### Promotion

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- Toodyay Herald p.4 historic photographs from the museum collection in July and September editions
- Toodyay Herald news on Shire page
- Social media (Facebook) posts

### Public programs / public engagement

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- NAIDOC week activity run by Toodyay District High School titled, "Our Truth Telling" involved tracking down answers on a worksheet found at the gaol site as well as Duidgee Park
- Pre-booked gaol tours: Harman Park Community Centre Belmont, Montessori School Kingsley, Koorda Primary School, Harrisdale Senior High School

### Displays

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- Planning for a temporary exhibition next year at the Newcastle gaol about the Sisters of Mercy at Toodyay has commenced.

#### **OFFICER'S RECOMMENDATION 1**

That 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 at 23 August 2023.

**5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE**

**6 CONFIRMATION OF NEXT MEETING**

The next meeting of the Museum Advisory Committee is scheduled to be held on 6 December 2023 commencing at 2.30 pm.

**7 CLOSURE OF MEETING**

The Chairperson will close the meeting.