



# Museum Advisory Committee Meeting

7 June 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 1 March 2023**

**OFFICER'S RECOMMENDATION**

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 1 March 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 1 March 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 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.*

MUSEUM ADVISORY COMMITTEE MEETING MINUTES1 MARCH 2023**1 DECLARATION OF OPENING**

Cr P Hart, Chairperson, declared the meeting open at 2.31pm.

**1.1 ANNOUNCEMENT OF VISITORS**

Nil.

**1.2 RECORD OF ATTENDANCE AND APOLOGIES**Members

Cr P Hart	Councillor (Chair) ( <i>via Zoom</i> )
Mrs E Frayne	Community Representative
Mr B Keens	Community Representative

Staff

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

Visitors

Nil

Apologies

Ms J Edgecombe	Community Member
Ms T Bateman	Manager Corporate and Community Services

**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 7 December 2022****OFFICER'S RECOMMENDATION/MAC RESOLUTION NO. MAC001/03/23**

**MOVED** Mr B Keens

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 7 December 2022 be confirmed.

**MOTION CARRIED 3/0**

**MUSEUM ADVISORY COMMITTEE MEETING MINUTES****1 MARCH 2023****2.2 REVIEW OF STATUS REPORT****2.2.1 Updated Status Report**

Attachments:	1. Updated MAC Status Report
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The MAC Status report was reviewed.

**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:	21 February 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 Museum and its collections.

**BACKGROUND**

This update follows on from a verbal report presented at the Museum Advisory Committee (MAC) meeting in December 2022.

**COMMENTS AND DETAILS**

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

Collections

- Transcriptions
  - Toodyay Police Station Occurrence Book 1860-1861 ongoing. Initial draft of transcription has been completed up to March 1860. Proof-reading of the draft by a second volunteer commenced on 3 Jan 2023.
- Collections WA
  - 1,993 records now shared
  - New features continue to be introduced – QR codes linking to uploaded records, magnification feature for high resolution images, analytics provided from Google Search data.

MUSEUM ADVISORY COMMITTEE MEETING MINUTES

1 MARCH 2023

- Four newly donated c1980 WA Lands & Survey Dept. / Mines Dept. Working Transparency maps of the Toodyay Shire have been documented, scanned, and filed.
- All the textiles currently in storage (110 items) were unpacked and examined as part of regular monitoring of the collection. This included checking condition and confirming location information held on the database. Nothing of concern was noted during the review

Volunteers

- Three off-the-shelf ramps have now been installed in the gaol courtyard from funds raised by volunteers. Two ramps have been placed over the granite step at the front entrance and one ramp is at the temporary exhibition room entrance.
- The bottle-rubbing activity has been renewed with new crayons, A5 paper and new cardboard containers from funds raised by volunteers.
- Another volunteer has joined us on Thursdays at the gaol museum and a second person has recently enquired about helping in the future with documentation.
- Museum volunteers were invited to a “Thank a Volunteer” event sponsored by the Dept. of Communities and held at the Toodyay Manor Art Gallery.

Promotion

- Toodyay Herald & Social media engagement continues.

Public programs / public engagement

- January 2023 school holiday activities were available at both the Mill and the Gaol. New “Under the Magnifying Glass” treasure hunts at both sites were developed. Cards in the shape of magnifying glasses were created with hints on the rear of each (three difficulty levels). An additional word-puzzle was included to complete the activity.
- As usual, both museums remained open throughout the Christmas / New Year period except for Christmas Day, Boxing Day and New Year’s Day. During the five-day period, 27-31 December 2022, there were 52 paying visitors to the Newcastle Gaol and 31 paying visitors to Connor’s Mill.
- In planning at time of this report – February 26 visit of WA 10<sup>th</sup> Light Horse Organisation to Toodyay and the Newcastle Police Stables at the museum precinct. Horses and riders are to undertake filming at the museum site at dawn for a documentary about the history of the regiment, followed by a procession down Stirling Terrace later in the morning.
- In planning at time of this report – April 29 National Trust Heritage Festival event, “Oral history focus day” at Connor’s Mill in partnership with the Toodyay Historical Society’s open day at Drummond House. The value of oral histories is planned to be showcases via apiarist Sam Cook’s recorded stories and informal chat sessions at Drummond House encouraging local folk to share their own memories.
- There was a visit to both museums in February by Shire of York staff, Annie the museum curator and Marcus the new Community & Place Co-ordinator.

Displays

- A small exhibition has recently been installed in the textile display cell. It has been based on photographs of an early Newcastle Gaol Museum display from the 1960s.

**MUSEUM ADVISORY COMMITTEE MEETING MINUTES****1 MARCH 2023**

Twenty out of the 50 objects visible in the early photo have been included in the new display. Of the remaining 30 objects, 7 are on display in other areas of the gaol, 13 are in storage, and 10 are no longer in the collection (for unknown reasons). QR codes provided in the display booklet in the cell can be scanned to provide access to our Collections WA records, where more detailed information about each artefact is available.

- Digital exhibitions – the “Toodyay Convict Hiring Depot” exhibition about convict-era Toodyay has been uploaded to the Shire website. The number of digital exhibitions accessible by the public now numbers five. They are soon to be joined by a sixth titled, “Taking up the Trail – Botanical Journeys from Toodyay to Mt. Lesueur”, based on an exhibition held in the Newcastle Gaol in 2019.

<https://www.toodyay.wa.gov.au/community-visitors/museums/digital-museum-exhibitions>

**OFFICER'S RECOMMENDATION/MAC RESOLUTION NO. MAC002/03/23****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**

**1 MARCH 2023**

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

Point raised:

- Advertisement for another photographer for the Museum.

**6 CONFIRMATION OF NEXT MEETING**

The next meeting of the Museum Advisory Committee is scheduled to be held on 7 June 2023 commencing at 2.30 pm.

**7 CLOSURE OF MEETING**

The Chairperson closed the meeting at 3.03pm.



**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
01/03/2023	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 in March 2023	Council Resolution OCM058/03/23



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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**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:	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.

**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 new gain 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;
    - Wendouree Tearooms in 2003;
    - Library in 2009; and on
    - a private property in West Toodyay in 2012;accessioned into the museum collection around the time of retrieval.)
  - In 2015 a Museum Volunteer created a full list of the material held at the museum workshop and highlighted the more intact items of interest. It is now proposed that these items be set aside, documented, and stored separately for use in future museum exhibitions.
  - 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 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.

**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 September 2023 commencing at 2.30 pm.

**7 CLOSURE OF MEETING**

The Chairperson will close the meeting.