

Preface

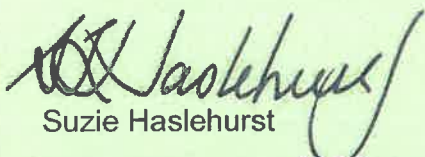
When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the next Committee Meeting, where the Minutes will be confirmed subject to any amendments made by the Committee.

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 separate attachments to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 2 March 2023.



Suzie Haslehurst

CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 7 June 2023.

Signed: Philip D. Hart.....

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.

Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "Unconfirmed" until the next Committee Meeting, where the Minutes will be confirmed subject to any amendments made by 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 separate attachments to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 2 March 2023.



Suzie Haslehurst

CHIEF EXECUTIVE OFFICER

Confirmed Minutes

These minutes were confirmed at a meeting held on 7 June 2023.

Signed:

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.

CONTENTS

1	DECLARATION OF OPENING.....	4
1.1	ANNOUNCEMENT OF VISITORS	4
1.2	RECORD OF ATTENDANCE AND APOLOGIES.....	4
1.3	DISCLOSURE OF INTEREST.....	4
2	MINUTES AND ADDITIONAL INFORMATION	4
2.1	CONFIRMATION OF MINUTES.....	4
2.1.1	Minutes of Meeting held on 7 December 2022	4
2.2	REVIEW OF STATUS REPORT	5
2.2.1	Updated Status Report.....	5
2.3	INWARD/OUTWARD CORRESPONDENCE.....	5
3	BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED).....	5
4	OFFICER REPORTS	5
4.1	Museum Advisory Committee Update	5
5	OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE.....	8
6	CONFIRMATION OF NEXT MEETING.....	8
7	CLOSURE OF MEETING.....	8

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
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 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

2.2 REVIEW OF STATUS REPORT**2.2.1 Updated Status Report**

Attachments:	1. Updated MAC Status Report
--------------	------------------------------

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.

- 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 10th 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.

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

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.



ATTACHMENTS MINUTES

Museum Advisory Committee Meeting

Wednesday, 1 March 2023

Table of Contents

2.2.1	Status Report and Minutes of previous meeting	
	Attachment 1 Updated MAC Status Report.....	4

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	Intended for the March 2023 OCM	Council Resolution: t.b.a.
07/12/2022	Virtual portrait gallery of Toodyay Museum Volunteers over the years	Use of the history of the museum booklet with some pictures – instead of feeding the volunteers, grant funding can be utilised through creation of a virtual gallery	ASAP	M Eberle	No further action	01/03/2023: M Eberle has an extensive list of volunteers. A photograph taken recently can be used to acknowledge the work in the museum field that volunteers provide. This item may be removed from the status report.
07/12/2022	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: OCM278/12/22

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
07/12/2022	4.2 Council Policy - Public Art Policy	That the Museum Advisory Committee recommends to Council the following: That Council: 1. Adopts the REFORMATTED Public Art Policy (Attachment 2) as amended. 2. Authorises the Chief Executive Officer to make any necessary minor typographical changes to the above policies, prior to publication.	ASAP	M Eberle	Completed	Council Resolution: OCM279/12/22
07/12/2022	5.1 Meeting Dates and times	That the Museum Advisory Committee recommend to Council the following: That the commencement time of Museum Advisory Committee Meetings be moved from 4.00pm to 2.30pm.	ASAP	M Eberle	Completed	Council Resolution:OCM280/12/22