Museum Advisory Committee Meeting

1 March 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 at the earliest opportunity so that Officers can respond to those questions prior to the Meeting.

Suzie Haslehurst

CHIEF EXECUTIVE OFFICER

CONTENTS

1 DECLARATION OF OPENING 1
1.1 ANNOUNCEMENT OF VISITORS 1
1.2 RECORD OF ATTENDANCE AND APOLOGIES 1
1.3 DISCLOSURE OF INTEREST 1
2 MINUTES AND ADDITIONAL INFORMATION 1
2.1 CONFIRMATION OF MINUTES 1
Minutes of Meeting held on 7 December 2022 1
2.2 REVIEW OF STATUS REPORT 1
2.2.1 Status Report and Minutes of previous meeting 1
2.3 INWARD/OUTWARD CORRESPONDENCE 14
3 BUSINESS LEFT OVER FROM PREVIOUS MEETING (IF ADJOURNED) 14
4 OFFICER REPORTS 15
4.1 Museum Advisory Committee Update 15
5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE 18
6 CONFIRMATION OF NEXT MEETING 18
7 CLOSURE OF MEETING 18

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

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 December 2022

OFFICER'S RECOMMENDATION

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

2.2 REVIEW OF STATUS REPORT

2.2.1 Status Report and Minutes of previous meeting

Attachments:	1. Extract of MAC Minutes - 7 Dec 2022; ⇩ 2. Status Report; and ⇩ 3. Committee Member Reporting Form. ⇩

The extract of the MAC Minutes from 7 Dec 2022 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

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.

1 DECLARATION OF OPENING

Cr P Hart, Chairperson, declared the meeting open at 4.07pm.

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 Office

Visitors

Nil

Apologies

Mrs K Hardie	Economic Development Coordinator
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 7 September 2022

OFFICER'S RECOMMENDATION/MAC RESOLUTION NO. MAC007/12/22

MOVED Cr P Hart

That the Unconfirmed Minutes of the Museum Advisory Committee Meeting held on 7 September 2022 be confirmed subject to amendments as follows: Mr B Keens be removed from the record of attendance and the first motion at item 2.1.1 be moved by 3/0 and not 4/0.

MOTION CARRIED 3/0

2.2 REVIEW OF STATUS REPORT

2.2.1 Review of Status Report

Attachments:	1. Updated Status Report

THE STATUS REPORT WAS REVIEWED AND UPDATED.

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:	18 November 2022
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 September 2022.

COMMENTS AND DETAILS

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

Gnulla Karnany Waangkini (Our Truth Telling) Project

- Cultural ceremony & official launch of project at Newcastle Gaol precinct: 8 Sept 2022

  Invitation only event attended by a cross-section of the community including Traditional owners, Noongar Kaartidijin Aboriginal Corporation members, school students, representatives of other groups and organisations involved with the project.

  A private smoking ceremony was also held inside the Newcastle Gaol to formally begin the process of healing.
- WALGA Aboriginal Engagement and Reconciliation Forum presentation: 5 Oct 2022

Delivered by Helen Shanks & Robert Miles from the Noongar Kaartidijin Aboriginal Corporation.

- Address to WA Legislative Council by Sandra Carr MLC: 26 Oct 2022.

  There is now a permanent record in Hansard of the Gnulla Karnany Waangkini project and the reconciliation work currently being undertaken in the community.

Collections

- Transcriptions

  Toodyay Police Station Occurrence Book 1860-1861 ongoing.

- Collections WA

  a) Continuing to upload to this platform and in the process updating the organisation and quality of our own records through further research;

  b) A new slide show about the jewellery in the museum collection has been created.

Displays

- Positioning of display cabinets and other internal elements in the temporary exhibition room has been modified. Part of the Toodyay Families exhibition has been removed and the 6-minute narrated video about the Toodyay Convict Depot has been brought back.

Museum volunteer project

- Off-the-rack rubber and metal ramps have been purchased for use in the Newcastle Gaol at the front entry into the courtyard and into the temporary exhibition room, to allow easier access for people in wheelchairs and for those using walkers.

Promotion

- Toodyay Herald & Social media engagement continues.
- Australia Re-Discovered with Ricko (a four-wheel drive travel show, televised on 7mate) visited the Newcastle Gaol on 9 November. They were following up the story of Moondyne Joe.
- During WA Seniors Week 2022 (6-13 November) a “two-for-one” offer was promoted in the Have a Go News magazine. During that week, if seniors paid an entry fee to visit one museum then they received free entry to our second museum.

Professional development

On 10 November 2022, we hosted a group of museum and heritage professionals at the Newcastle Gaol site. The program included a presentation in the temporary exhibition room about the Gnulla Karnany Waangkiny (Our Truth Telling) project, and a round table discussion in the museum workshop afterwards. Attendees came from across the metro region and York.

Public programs / public engagement

- “Who is Moondyne Joe?” - during the September school holidays the museum and the visitors centre partnered in an activity which entailed answering questions about Joe that were supplied on the Toodyay Convict Depot Walk signs. A second task was to track down the life-size cut-out of Joe inside the gaol; each day he was moved around by our volunteers.

- On 17 October a morning tea was held at the Newcastle Gaol to attract local visitors back to the gaol. This volunteer initiative was organised, promoted, and paid for out of volunteer fundraising funds and attracted 38 visitors.

Policy review

On 13 October 2022, a workshop was held by the MAC to review the following policies that relate to the management of the museum: Policy O.4 Museum Collection and Conservation Management, and Policy O.3 Museum Interpretation and Exhibition. Amendments for both policies were proposed and presented for consideration by Councillors at a policy review workshop on 4 November. Further changes were made, and the updated policies were submitted to the 23 November 2022 Ordinary Council Meeting.

Art collection

On 19 October 2022, the subject of managing the art collection was brought up at a Council Concept forum. Councillors indicated that for the present time Councillors would just prefer a register be kept of the collection and a procedure (rather than a policy) be created for its management.

I am assuming the procedure will be referring to updating the register for new artworks and changes of location. The management of the register should involve a simple administrative function.

In consequence, all the records associated with artworks that are currently considered to comprise the Shire of Toodyay art collection (as listed in the Art Collection August 2022 Summary report attached to the September MAC report) have now been removed from the museum database and are listed in a spreadsheet separate from the museum collection.

To move forward, a decision on what should be included in the Shire's art collection would be most appropriate. It is hoped we can discuss this at the meeting today. Based on feedback from this committee, a procedure can be compiled and presented to Council for consideration, if this is deemed necessary.

The questions to be considered could include: "Should some of the existing artworks in the museum collection be included in the Shire's art collection?", "Should the collection only include modern works, or only framed works or should it also include murals and/or sculptural works for indoors and/or outdoors?", and "Should the collection only include original works and not prints or reproductions?"

Clarification was sought by the Museum Curator with respect to the Art Collection.
OFFICER'S RECOMMENDATION/MAC RESOLUTION NO. MAC008/12/22 **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**

4.2 Council Policy - Public Art Policy

Date of Report:	29 November 2022
Applicant or Proponent:	Shire of Toodyay
File Reference:	PCY2
Author:	M Rebane – Executive Assistant
Responsible Officer:	T Bateman – Manager Corporate and Community Services
Previously Before Council:	N/A
Author's Disclosure of Interest:	Nil
Council's Role in the matter:	Review
Attachments:	1. CURRENT Public Art Policy; and 2. REFORMATTED Public Art Policy.

PURPOSE OF THE REPORT

To consider the adoption of the REFORMATTED Public Art Policy.

BACKGROUND

Council resolved to implement a review of all Shire policies at an Ordinary Council Meeting held in February 2022. Information regarding this policy is in the table below:

Old Ref	**New Ref**	**Policy Name**	**Adoption Date**	Most recent **Council Resolution No.** *where applicable*
SP.10	COM3	Public Art Policy	24/03/2020	CRN: 79/03/20

COMMENTS AND DETAILS

Council adopted the Public Art policy on 24 March 2020 (**Attachment 1**).

The REFORMATTED policy (**Attachment 2**) has had two amendments made to it as follows:

- A new part in Section 2 Assessing Public Art Proposals that reads:

  "Public Safety

  Any proposal should be assessed for possible public safety hazards. Compliance to current public safety standards defined in our Public Liability Insurance cover should be adhered to."

- At the beginning of section 4 – the following words: ***"The Shire will be responsible for the ongoing care of public artworks that are not ephemeral."***

The reason for the above amendments was that there needed to be something in the Policy about:

(a) Assessing the potential public safety hazards for any proposed public artwork.

(b) The Shire being responsible for the ongoing care of public artworks. The current policy implies that there is, but this was not clear.

The REFORMATTED policy is recommended for adoption.

IMPLICATIONS TO CONSIDER

Consultative:

This policy has been provided to Councillors via the Teams environment on 29 Nov 2022.

Strategic:

Strategic Community Plan – Toodyay 2028

Governance – the way the Shire leads and operates.

The strategic outcome is that Council will engage with the community and provide good governance on behalf of the Community.

Policy related:

The structure of policies presented is in line with Council's Corporate Documents Policy, adopted in November 2021.

Financial:

Nil.

Legal and Statutory:

s.5.41 of the *Local Government Act 1995*.

Risk related:

The risk of this policy not being adopted at this time is Minor (2) related to Compliance Risk. Adoption of these policies mitigates any risks.

Workforce related:

The policy review was undertaken in-house by Shire officers.

VOTING REQUIREMENTS

Simple Majority

Cr Hart moved the Officer's Recommendation as follows:

That the Museum Advisory Committee recommends to Council the following:

That Council:

1. **Adopts the REFORMATTED Public Art Policy (Attachment 2).**
2. **Authorises the Chief Executive Officer to make any necessary minor typographical changes to the above policies, prior to publication.**

Clarification was sought.

AMENDMENT/MAC RESOLUTION NO. MAC009/12/22

MOVED Cr P Hart

That amendments are made to the policy as follows:

(a) The word quality be removed from the words quality public art in the Policy statement;

(b) Under emerging artist definition the word specialist be amended to read specialised;

(c) The first and last paragraphs of the definition of artist be removed;

(d) At Point (b) of the Artist definition the word exhibit be changed to exhibiting;

(e) The definition of Public Art Commissions to read as follows:

In art, a commission is the act of requesting the creation of a piece, often on behalf of another. Artwork may be commissioned by private individuals, by the government, or businesses. Commissions often resemble endorsement or sponsorship.

Professional artists will be eligible to carry out public art commissions. Council reserves the right to be flexible and seek people other than professional artists to carry out artwork commissions. This may apply in instances when young, emerging (see definition) and indigenous artists or students may be considered.

(f) Clause 2.1 be reworded to read:

Proposals will be assessed for public safety hazards to ensure that public art will not pose risks to community safety, public or private property, or the environment.

(g) A sentence be added at clause 2.2 to read:

The following considerations would be undertaken prior to an artist being commissioned to produce work for the Shire of Toodyay.

(h) At Clause 2.3 the final sentence to read:

A Public Art Advisory Group may be established by Council (as required) to assess Public Art projects. Council will make the final decision.

(i) Clause 4(a) and (b) be reworded as point (a) to read: installation of the artworks, and in the case of ephemeral artworks, their removal and clean up; and

(j) At clause 6 be reworded to read: The Shire will maintain a public art register.

(k) At clause 7 the word not be removed after the word cannot.

AMENDMENT CARRIED 3/0

OFFICER'S RECOMMENDATION/MAC RESOLUTION NO. MAC010/12/22

MOVED Cr P Hart

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.

MOTION CARRIED 3/0

5 OTHER BUSINESS / NEW BUSINESS OF AN URGENT NATURE

5.1 MEETING DATES AND TIMES

The Chairperson advised that at the Audit and Risk Committee Meeting a recommendation was made to change the commencement time of those meetings to 12.30pm. It was proposed that the commencement time of the Museum Advisory Committee Meetings be amended to 2.30pm.

MOTION/MAC RESOLUTION NO. MAC011/12/22

MOVED Cr P Hart

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.

MOTION CARRIED 3/0

6 CONFIRMATION OF NEXT MEETING

The next meeting of the Museum Advisory Committee is scheduled to be held on 1 March 2023 commencing at 2.30pm, subject to a Council decision at the December 2022 Council Meeting.

7 CLOSURE OF MEETING

The Chairperson closed the meeting at 6.01pm.

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
07/12/2022	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	Ongoing	Still not a top priority at present time but the project will be addressed. Keep in abeyance until next year.
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	Tba	Council Resolution:OCM278/12/22
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	ASAP	M Eberle	Tba	Council Resolution: OCM279/12/22

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
		the above policies, prior to publication.				
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	Tba	Council Resolution:OCM280/12/22

Location: W:\CEOSEC\Agendas & Minutes - Committees\04 Museum Advisory Committee (COC4)\01 Status Report (MAC)\Current MAC Status Report.doc
Modified: 24/02/2023 7:41 AM

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:
(please tick)

☐ Audit & Risk Committee
☐ Bushfire Advisory Committee
☐ Environmental Advisory Committee
☐ Museum Advisory Committee
☐ 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 *(if not enough room please use reverse side of this page)*

_____
_____
_____
_____
_____
_____
_____
_____

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

_____
_____
_____
_____
_____
_____

Administration Centre
15 Fiennes Street (PO Box 96)
TOODYAY WA 6566

T (08) **9574 9300**
F (08) 9574 2158
E records@toodyay.wa.gov.au
W www.toodyay.wa.gov.au

Further information

Lengthier recommendation wording space

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:	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 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 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 7 June 2023 commencing at 2.30 pm.

7 CLOSURE OF MEETING

The Chairperson will close the meeting.