

Sir Henry Parkes Memorial School of Arts Museum – 2022 Museum Audit

REPORT SUMMARY

In 2017 staff at Museums & Galleries NSW (M&GNSW) requested that Museum Audit be undertaken across NSW professionally managed staff and volunteer managed museums. The audits were completed by staff/volunteers at the three Tenterfield museums. Completed audits were collected and forwarded by me to M&GNSW.

Although much of the information in the 2017 audit is still relevant in 2022 it was not 'fit for purpose' in order to respond to the Tenterfield Shire Council's request for an up-to-date audit that included visitor statistics, current volunteer numbers and current financial status of the museum. Council staff has provided the relevant information for these areas which are outside my remit for this current updated Museum Audit Report.

To date, as the review of the figures quoted in the 2017 audit in the Museum Collections column is an on-going task, I am unable to advise if there have been any changes to the following information:

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| ✓ Collection on display | 80% |
| ✓ Collection objects numbered | 100% |
| ✓ Collection objects photographed | 100% |
| ✓ Collection spreadsheet inventory | 100% |

And I was not able to locate, either hard copy or digital files, for the following:

- ✓ Accession Register
- ✓ Object files
- ✓ Statements of Significance for individual objects
- ✓ Statement of Significance for the whole collection
- ✓ Wind-up clause for the dispersal of the collection

In the Museum Management column the Education Programs, Volunteer Recruitment Strategy and Volunteer Handbook are due to be reviewed and revised.

Libby Newell
Museum Advisor
Tenterfield Shire Council

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Museum	Museum Operations	Museum Collections	Exhibitions	Museum Management	Key Needs
<p>Sir Henry Parkes Memorial School of Arts</p> <p>Heritage place Theme museum</p> <p>Tenterfield Shire Council</p> <p>205 Rouse Street, Tenterfield NSW 2372 (P Box 214, Tenterfield Shire Council)</p> <p>museum@tenterfield.nsw.gov.au</p> <p>02 6736 6100</p> <p>Key Contacts:</p> <p>Lee Mathers, Manager, Arts Culture and Library Services</p> <p>Bah Valadi, Arts and Culture Officer</p>	<p>Museum established 2001</p> <p>Open 7 days & by appointment Hours 10 am – 4 pm</p> <p>Admissions: Adults \$7.00, Concessions \$5.50, Family \$17.00, Children \$3.50, Groups \$7.00 pp</p> <p>Museum Visitors: FY 2018 2589 FY 2019 2757 FY 2020 1520 FY 2021 4894 FY 2022 2284</p> <p>Education programs: Yes</p> <p>School Visits: FY 2022 = 39 pax <i>(from March 2022 only - hiatus on excursions due to Covid-19)</i></p> <p>Peak body affiliation: National Trust NSW</p> <p>Internet access: Yes</p>	<p>Sir Henry Parkes Collection (National Trust NSW)</p> <p>Objects: photographs, ceramics, numismatics (coins & medals), books, paintings, documents, prints.</p> <p>Collection Management:</p> <p>Collection on display: 80%</p> <p>Accession Register: 100% Numbered: 100% Photographed: 100% Collection inventory: 100%</p> <p>Object files: 100%</p> <p>Statements of Significance: Objects 85% Statement of Significance for entire collection: Yes</p> <p>Dedicated collection working space: Off-site Resource Building</p> <p>The Tenterfield Shire Council School of Arts</p>	<p>Sir Henry Parkes Gallery: Memorabilia & Ephemera – Sir Henry Parkes & Family</p> <p>Banquet Hall: Site of Sir Henry Parkes Oration</p> <p>Reading Rooms: Butler Photographic Collection</p> <p>Mineral/Fossils Collection</p> <p>Norman Crawford Indigenous Collection</p> <p>New Exhibitions: Temporary 2014-2018: <i>Conflict & Compassion</i> (to commemorate 100 anniversary of World War One Curators: Ken Halliday and Libby Newell</p>	<p>Sir Henry Parkes Memorial School of Arts Museum is located in a Heritage Building owned by National Trust, leased to the Tenterfield Shire Council</p> <p>Current Lease: Yes</p> <p>Conservation Management Plan: Yes</p> <p>Tenterfield Shire Council Plans: Strategic) not Business) viewed Corporate)</p> <p>Tenterfield Shire Council School of Arts Collections, Acquisition and Deaccession Policy</p> <p>Security System: Yes Risk Management: Disaster Plan (to be updated)</p> <p>Climate Control measures do not meet</p>	<p>Curatorial staffing or skills training required in the following areas:</p> <ul style="list-style-type: none"> • Acquisition • Accession • Registration • Cataloguing • Condition Reports • Assessing Significance • Writing Statements of Significance <p>Sourcing funding and grant applications</p> <p>Fundraising activities</p> <p>New Permanent and Temporary Exhibition Policy Development as per Section 4 Policy Statement under Temporary Exhibitions and/or Displays in the TSC SOA Collections, Acquisitions and Deaccession Policy. Policy to include strategies for hosting touring exhibitions.</p>

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	<p>Website: Yes</p>	<p>Collections Acquisition and Deaccession Policy Section 4 Policy Statement lists under the sub-heading Collections other material with provenance to the original School of Arts Museum, the original Literary Institute Library and the Tenterfield School of Arts Friends Committee.</p> <p>Above collection policy to be reviewed in 2025</p>	<p><i>Federation Fervour</i> collection material for this exhibition displayed in the Banquet Table. Curator: Ken Halliday</p>	<p>‘best practice’ museum standards</p> <p>Volunteer Management: Current Volunteer Numbers: 14 Recruitment Strategy: Yes Volunteer Handbook: Yes</p> <p>Collection Storage: Off-site Resource Building (needs upgrading to improve storage facilities)</p> <p>Wind-up Clause: unable to locate</p> <p>Access for staff/visitors with disabilities: Yes (all ages and levels of mobility)</p>	<p>Improved working and storage spaces for collection management activities (as per skills training)</p> <p>Audience development Strategies</p> <p>Community engagement and collaborative partnerships</p> <p>Education program development to reinforce new National Curriculum for Primary and Secondary students</p> <p>Volunteer recruitment, training and retention</p> <p>Web and social media development</p>
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