

TOWN OF BASSENDEAN
NOTICE OF A MEETING OF THE
LOCAL STUDIES COLLECTION MANAGEMENT
COMMITTEE

Dear Committee Member

A meeting of the Local Studies Collection Management Committee is to be held in the Council Chamber, 48 Old Perth Road, Bassendean, on Thursday, 3 March 2016, commencing at 9.30am.

Mr Michael Costarella
ACTING CHIEF EXECUTIVE OFFICER

26 February 2016

A G E N D A

1.0 **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Acknowledgement of Traditional Owners

The Town of Bassendean acknowledges the traditional owners of the land on which we gather to conduct this meeting, and pays its respects to their Elders, both past and present.

2.0 **ELECTION OF PRESIDING MEMBER AND DEPUTY PRESIDING MEMBER**

The Committee's Instrument of Appointment & Delegation states that the Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Town of Bassendean Standing Orders 2011.

It should be noted that at its meeting held on 27 October 2015, Council endorsed to extend the term of membership, other than Councillors, of the Local Studies Collection Management Committee for the meeting scheduled to meet on 5 November 2015.

As this is the first Committee meeting of the new Committee, the positions for Presiding Member and Deputy Presiding Member must be decided.

The Director Community Development will conduct the election of the Presiding Member under delegated authority of the CEO.

The Presiding Member will then call for nominations for Deputy Presiding Member.

Nominations must be made in writing (nomination form attached) and a secret ballot will be conducted to decide the positions.

In Cr Pule's absence, Cr Pule has advised that he wishes to nominate Cr Paul Bridges as the Presiding Officer and himself for the position of Deputy Presiding Officer.

3.0 PUBLIC QUESTION TIME AND ADDRESS BY MEMBERS OF THE PUBLIC

Members of the public who wish to do so may ask questions or address the Committee at this point in the agenda.

3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Apologies

Cr Gerry Pule
Cr Renee McLennan

4.0 DEPUTATIONS

5.0 CONFIRMATION OF MINUTES

5.1 Minutes of the Meeting held on 5 November 2015

OFFICER RECOMMENDATION – ITEM 5.1

That the minutes of the meeting held on 5 November 2015 be confirmed as a true record.

6.0 DECLARATIONS OF INTEREST

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

8.0 REPORTS

8.1 Local Studies Librarian's Report

The Local Studies Librarian visited Daylesford House, an historical private residence which is on the State Heritage Register and which was the home of Cyril Jackson. The interior and exterior have been extensively photographed and these images will be presented in the annual library history lecture.

The Bassendean Memorial Library celebrated the 10th birthday of the new building on 2 November and the Local Studies Librarian attended Mr Allan Caddy's public lecture on 4 November based on his experience of forty years of library services at the Town of Bassendean.

The Local Studies Librarian attended a Library volunteer thank you lunch on 1 December. The support and local knowledge of volunteers in the Local Studies Collection is greatly valued.

The Local Studies Librarian visited the Stan Moses Pavilion to assess and record the information and photographs contained within the clubroom. The images and information will be added to the Local Studies Collection in due course. The Local Studies Librarian provided information to the Boer War Memorial Society of WA Inc. which was displayed at the Australia Day event at Ashfield Reserve and honours Mr R. A. McDonald.

Collection Management

The Local Studies Librarian updated information about local authors in the Library Catalogue and in the Local Studies Collection to create a comprehensive resource of authors and their works.

New Items

Early minute books of the West Guildford Road Board (1901-1910) have been scanned from the original copy in the State Records Office by a volunteer and make a new and valuable addition to the Local Studies Collection. Together with early newspaper articles (from the Swan Express newspaper and other newspapers) reporting on the meetings of the West Guildford Road Board, a significant increase in early information about the early local municipality is now available. Other West Guildford Road Board committee minutes have also been identified to copy in the future, as a result of the initial visits to the State Records Office.

Biographical information about the Bogue, Partington, McCreed, McIntosh, Reardon, Wray, Brennan, Brockman and Hardy families has been added to the Local Studies Collection.

AshCan minutes 2012 to 2015

Newspaper articles obtained on Ashfield and the Bassendean Junior Football Club, Bassendean Junior Cricket Club.

Documentation from SRO on Ashfield Primary School (donations)

A very man : his last journey, the wartime letters and poems of Donald Drummond Clarkson 1880-1918 / compiled and edited by Gresley Clarkson.

On the Homefront Cookbook by Bayswater Historical Society (1995) donation

Disability Access and Inclusion Plan 2012-2017 Town of Bassendean

The Magnificent Life of Miss May Holman by Lebbie Hopkins
Newspaper articles on Bassendean Marshalling yards.

Processing

Indexed Bassendean Briefings vol 106

Newspapers- 68

Books – 4

Rates Book Indexing – 54 382

Oral History

An interview with Mrs Phyllis Ptolomey has been completed. The next interview will occur with either Darryl Long or Karen and Carl Nicoletto as agreed to previously. The next ATSIC interview will be with Bella Bropho.

Enquiries

A member of the public wanted information and research assistance about Revel Cooper, an aboriginal artist from Carrolup Aboriginal Settlement who was also at the Bassendean Native Camp in 1952. No information is contained in the Local Studies Collection but other sources of information in various organisations and repositories was provided to the person.

A member of the public requested assistance with searching using Ancestry.com Assistance was provided with genealogical advice.

A member of the public enquired about a private residence and publicly available information was provided about the architecture.

A member of the public requested assistance with using Ancestry.com. Information provided about the resource, WAGS and resources at the State Library of Western Australia.

A member of the public requested access to Ancestry.com Information provided about using the resource, WAGS and resources at the State Library of Western Australia.

A member of the public wanted information about the Bassendean Rochdale Cooperative. Information was provided from the archival collection of materials in the Local Studies Collection.

A member of the public wanted information about their relative's war service. Information was accessed from Commonwealth War Graves commission, AIF website and National Archives of Australia to provide the service record for their ANZAC soldier.

A member of the public wanted information about a member of the public who resided in Bassendean in 1948. Information was provided from the rates book index and Post Office Directories and online newspapers from the National Library of Australia.

A member of the public sought assistance researching a soldier who lived in Bassendean after World War I. Information provided from AIF website, National Archives of Australia and Commonwealth War Graves Commission website.

A member of the public wanted a photograph of Daylesford House. Information and access to photographs was provided in the Library catalogue.

A member of the public wanted information about Cyril Jackson and Daylesford House. Information provided from Heritage Council website, library catalogue, research on Cyril Jackson using online newspapers through the National Library of Australia's Trove and a biographical entry online. A member of the public wanted information about general historical sites in Bassendean. Information provided from various sources within the Local Studies Collection.

Surrey Street Steering Committee

The Local Studies Librarian attended the Surrey Street Steering Committee which was held in October 2015.

History Review Steering Committee

An editor has been appointed and the Committee met on 22 February 2016. An edited document will be received by April and then a RFQ for a designer will have been completed.

OFFICER RECOMMENDATION – ITEM 8.1

That the Local Studies Librarian's report be received.

8.2 2016/17 Budget Proposal

Since its inception, the Management Committee has examined and put forward an annual budget for Council's consideration. This budget proposal is predicated on those standard operational necessities that have driven the Local Studies Collection in past years.

2016/17 Local Studies Collection - Proposed Budget

Expenditure		
1	Thee oral histories ASTIC	\$3,000
2	Three oral histories	\$3,000
3	Microfilming newspapers	\$2,600
4	Photos-purchases/rescue/conversion	\$800
5	Stationery	\$300
6	Macquarie Equipment Rentals	\$5,000
7	Stock purchases	\$500
8	Memberships (WAGS and Oral History Association)	\$200
	Total	\$15,400
Income	Political history book	\$7,000

8.3 Financial Activity Statements

The Financial Activity Statements for the period 29 October 2015 to 22 February 2016, are shown below.

Date	Description	Credit
	Income as at 28 October 2015	\$9.09
24/12/2015	LIBRARY - FAXING	\$12.00
16/02/2016	HISTORYBOOK-SOFT COVER	\$20.00
	Income Received from 29 October 2015 to 22 February 2016	\$32.00
	SUMMARY	
	Total Income for 2015/2016 - from 01/07/2015 to 22/02/2016	\$41.09
	Revised Budget for 2015/2016	\$100
	Income required to meet Budget	\$59

Date	Description	Debit
	Expenditure as at 28 October 2015	\$574.86
	Expenditure from 29 October 2015 to 22 February 2016	
30/10/2015	TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH LIBRARY - LOCAL STUDIES PROJECT SUPPLIES	9.09
16/11/2015	ENTITY MEDIA TO BASIC COSTS TO RECORD LECTURE ON 4/11/2015 AND SUPPLY 20 DVD COPIES	200.00
27/11/2015	HEATHER CAMPBELL ORAL HISTORY INTERVIEW AND TRANSCRIPT WITH PHYLLIS PTOLOMEY	410.00
04/11/2015	COMMONWEALTH CREDIT CARDS LIBRARY - BOOK TITLE CREDIT CARD - NOVEMBER 2015	36.36
16/12/2015	TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH LIBRARY - MAP IMAGES	77.95
06/12/2015	WESTERN AUSTRALIAN GENEALOGICAL SOCIETY INC. ANNUAL SUBSCRIPTION AS ASSOCIATE MEMBER FOR 2015-16	90.91
01/01/2016	ORAL HISTORY ASSOCIATION OF AUSTRALIA LIBRARY LOCAL STUDIES - ORAL HISTORY MEMBERSHIP 2015/2016	65.00
	Outstanding Purchase Orders	
17/08/2015	Heather Campbell - Oral History Interview with Allan Kickett	90.91
	Expenditure (inc Purchase Orders) From 1 July 2015 to 22 February 2016	\$1,555.08
	SUMMARY	
	Total Expenditure 2015/2016 - from 01/7/2015 to 22/02/2016	\$1,555.08
	Budget for 2015/2016	\$12,200.00
	Balance of Expenditure to Budget	\$10,644.92

OFFICER RECOMMENDATION – ITEM 8.3

That the Financial Activity Statements be received.

9.0 MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

11.0 CONFIDENTIAL BUSINESS

12.0 **CLOSURE**

The next meeting is to be held on Thursday, 5 May 2016, commencing at 9.30am.