

**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, 4 August 2016, commencing at 9.30am.

Mr Bob Jarvis  
**CHIEF EXECUTIVE OFFICER**

29 July 2016

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**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**                    **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**

#### **4.0 DEPUTATIONS**

#### **5.0 CONFIRMATION OF MINUTES**

##### **5.1 Minutes of the Meeting held on 5 May 2016**

##### **OFFICER RECOMMENDATION – ITEM 5.1**

That the minutes of the meeting held on 5 May 2016 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 presented the Annual Library History Lecture on 15 June: 'Cyril Jackson and Daylesford House- the Man and his Mansion'. The lecture was attended by the new owners of the property. A display of information was also created and the lecture was recorded.

The Local Studies Librarian attended a guided walk with members of the Success Hill Action Group by invitation on 30 April. The highlight of the walk was visiting the historic State Heritage Registered Lockridge Hotel. The site was photographed and images will be included in the Library Catalogue and Local Studies Collection.

The Local Studies Librarian attended some of the reconciliation events at the Mary Crescent gathering site on 24 May with students from three local schools.

The Local Studies Librarian took the new Children's Librarian on a cultural and historical tour of the Town of Bassendean in July.

The Local Studies Librarian attended an A.L.I.A. WA Symposium on 15 July at Curtin University with colleagues from Bassendean Memorial Library.

The symposium focused on current practices in university, public and specialised libraries, including makerspaces, software implementation and community development. It was an excellent opportunity to network across sectors.

A brochure on State registered heritage sites within the Town of Bassendean has been created by the Local Studies Librarian. This brochure provides information about all the sites in one place, including relevant dates and the site registration numbers pertaining to the 'Inherit' database. This allows for easy access to more comprehensive information about the sites. As additional sites are added to the State Heritage Register, the brochure will be updated.

The Local Studies Librarian researched and found two images of soldiers listed on the Bassendean War Memorial who won gallantry awards. The Local Studies Librarian has created an ANZAC resource to be used with schools about the War Memorial, soldiers who fought and fell, soldiers who returned, gallantry award winners, timeline of events and photographs of the monument over time. Volunteers have assisted with this activity which is aimed at upper primary school students but can also be adapted for use with lower primary school students.

The Local Studies Librarian assisted students at St Michael's Primary School with information about the Bassendean War Memorial and soldiers listed on it prior to an excursion to visit it during Term 2.

### **Collection Management**

Over six hundred images have been catalogued and added into the Library catalogue. These images have been taken by the Local Studies Librarian during the last few years and provide a current image of local sites to complement earlier images of the same location.

### **New items**

Documents from SRO including letters by Peter and Caroline Broun, plans of West Road School and the Guildford Bridge.  
Copy of 2016 Anzac Day Speech by Sandra Playle.

Information on Vickers Hoskins including Trove newspaper articles.

Information on BIC Reserve from Landgate.

Indexed Bassendean Briefings vol 109

### **Processing**

Newspapers- 71

Books - 2

Rates Book Indexing 55, 436

### **Oral History**

Interviews have occurred with Darryl Long, Gwen Fenech and Nat Gillespie.

Committee members are requested to advise the Local Studies Librarian about preferred oral history interview candidates.

### **Enquiries**

A member of the public requested access to the Pensioner Guard Cottage and artefacts from the archaeological digs. Access and information was provided by the Local Studies Collection.

Information was requested on World War I from a local primary school, including information about soldiers and impact of war on local community. Information was provided including access to mapping our Anzacs online tribute and access to war service records, street name origins for streets in Eden Hill named for the Centenary of Gallipoli and James L. Mckinlay's biography. Local contacts were also supplied.

A member of the public requested information about the status of the Montessori School application for Earlsferry House and the Information was provided from Council minutes and Local Studies Collection resources.

A military researcher requested access to the Pensioner Guard Cottage, which was opened on request, and access to information located in the Local Studies Collection about the Pensioner Guard Cottage, Enrolled Pensioner Guards etc. Information was provided.

A member of the public wanted general information on the history of Bassendean. Information was provided from the Local Studies Collection and local history books.

A commercial guide wanted information about the history of Bassendean for a guided walk. Information was provided from the Local Studies Collection and local history texts. The Pensioner Guard Cottage was opened on request for the guide.

A member of the public wanted a copy of a newspaper article from the local community newspapers. The article was provided from the newspaper archival collection.

A member of the public wanted biographical information about their father, a former Councillor with the Shire of Bassendean, and this was provided from the biographical files collection.

A member of the public wanted to know the naming origins of a street in Bassendean. Information was provided from the Local Studies Collection.

A member of the public wanted to look at the artefacts associated with the Pensioner Guard Cottage archaeological digs. Items were retrieved from the Conservation room and made available for patron to view.

A member of the public wanted general information on the history of Bassendean. This information was provided using local history texts and information contained in the Local Studies Collection.

A member of the public wanted contact details of a former Councillor. Information supplied from the online white pages.

A member of the public wanted to search newspapers. Information was provided about searching Trove newspapers online from the National Library of Australia.

A member of the public wanted to find legal information and was referred to online free legal resources.

A member of the public wanted information about the Bassendean Volunteer Fire Brigade. Information was provided from ephemera files and resources, including timelines and biographical information about members.

A member of the public wanted assistance with genealogical research. Information was provided about using the WA pioneer index and Metropolitan Cemetery Board, Ancestry.com, Trove newspaper articles and expertise at the Western Australian Genealogical Society Inc.

A member of the public requested information about a former Councillor and basic biographical information was provided.

A member of the public wanted information about Earlsferry House and previous owners. Information provided from the Annual Library History Lecture, trove newspaper articles and the Earlsferry conservation plans (one and two) located in the Local Studies Collection.

A member of the public wanted to access the current electoral roll and this was provided to them from the Local Studies Collection.

A member of the public queried if they were listed on the electoral roll located in the Local Studies Collection, the roll was consulted and they were not listed.

A member of the public wanted information about the Anglican Church rectory as part of the review of the Municipal Heritage Inventory. The history of St Marks Anglican church book 'Persistence in Faith' was consulted for a list of clergy who resided there.

**Surrey Street Steering Committee**

The Surrey Street Steering Committee met in May and information was provided about the content on the panels for the interior. The Committee also met in July to view the first architectural plans.

**History Review Steering Committee**

The History Review Steering Committee met on 11 July to review edited chapters. The manuscript will be finalised as soon as possible and then images and captions can be included and the entire document proof read prior to production.

OFFICER RECOMMENDATION – ITEM 8.1

That the Local Studies Librarian’s report be received.

**8.2 Financial Activity Statements**

The Financial Activity Statement as at 30 June 2016, is shown below.

<b>LOCAL HISTORY EXPENDITURE 2015/2016</b>		
<b>Date</b>	<b>Description</b>	<b>Credit</b>
	Income as at 27 April 2016	\$61.09
06/05/2016	HISTORY BOOK	\$20.00
27/05/2016	HISTORY BOOK	\$20.00
30/06/2016	HISTORY BOOK	\$20.00
	Income Received from 27 April 2016 to 30 June 2016	\$60.00
	<b>SUMMARY</b>	
	Total Income for 2015/2016 - from 01/07/2015 to 30/06/2016	\$121.09
	Budget for 2015/2016	\$7,500.00
	Income required to meet Budget	\$7,378.91

<b>LOCAL HISTORY PROJECT EXPENSES 2015/2016</b>		
<b>Date</b>	<b>Description</b>	<b>Debit</b>
	Expenditure as at 27 April 2016	<b>\$1,473.16</b>
	Expenditure from 27 April 2016 to 30 June 2016	
31/03/2016	WEST-NET IMAGING PTY LTD MICROFILMING ECHO AND EASTERN REPORTER NEWSPAPERS FOR 2015	\$1,980.15
22/04/2016	TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH LIBRARY - LOCAL STUDIES SUPPLIES	\$25.18
28/04/2016	QUICK CORPORATE AUSTRALIA PTY LTD A3 DISPLAY FOLDERS & SHEET PROTECTORS (LOCAL STUDIES)	\$103.94
05/04/2016	COMMONWEALTH CREDIT CARDS LIBRARY - STATIONERY, BOOK, PRINTS CREDIT CARD - APRIL 2016	\$295.31
13/05/2016	TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH LIBRARY MEETING CONSUMABLES	\$10.00
13/05/2016	QUICK CORPORATE AUSTRALIA PTY LTD A4 BINDING COVER & LEATHER GRAIN BLACK - LIBRARY	\$26.46
10/06/2016	OFFICEWORKS SUPERSTORES PTY LTD DISPLAY FOLDER & REFILLS - LIBRARY	\$75.44
17/06/2016	TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH LIBRARY - LOCAL STUDIES - LECTURE CONSUMABLES & GIFTS	\$63.77
17/06/2016	HEATHER CAMPBELL ORAL HISTORY INTERVIEW AND TRANSCRIPT WITH DARRYL LONG	\$890.50
17/06/2016	HEATHER CAMPBELL ORAL HISTORY INTERVIEW AND TRANSCRIPT WITH GWEN FENECH	\$150.00
17/06/2016	HEATHER CAMPBELL ORAL HISTORY INTERVIEW AND TRANSCRIPT WITH GWEN FENECH	\$300.00
17/06/2016	HEATHER CAMPBELL ORAL HISTORY INTERVIEW AND TRANSCRIPT WITH NAT GILLESPIE	\$480.00
28/06/2016	TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH LIBRARY - LOCAL STUDIES - STATIONERY	\$39.91
30/06/2016	OFFICEWORKS SUPERSTORES PTY LTD A3 SHEET PROTECTORS - LIBRARY	\$8.15
30/06/2016	ENTITY MEDIA TO ENTITY MEDIA FOR RECORDING, EDITING AND SUPPLY OF DVDS (15) OF ANNUAL LIBRARY LECTURE ON 15/06/2016	\$1,500
	<b>Outstanding Purchase Orders</b>	
	Expenditure (inc Purchase Orders) From 1 July 2015 to 30 June 2016	\$7,421
	<b>SUMMARY</b>	
	Total Expenditure 2015/2016 - from 01/07/2015 to 30/06/2016	\$7,421
	Budget for 2015/2016	\$12,200
	Balance of Expenditure to Budget	\$4,778

**OFFICER RECOMMENDATION – ITEM 8.2**

That the Financial Activity Statements as at 30 June 2016, be received.

**9.0                    MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil.

**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, 6 October 2016, commencing at 9.30am.