

TOWN OF BASSENDEAN

MINUTES

BASSENDEAN LOCAL STUDIES COLLECTION MANAGEMENT COMMITTEE

HELD IN THE COMMITTEE ROOM, 48 OLD PERTH ROAD, BASSENDEAN

ON THURSDAY 5 NOVEMBER 2015 AT 9.33AM

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Acknowledgement of Country

The Deputy Presiding Member opened the meeting, welcomed all those in attendance and conducted an Acknowledgement of Country.

2.0 PUBLIC QUESTION TIME AND ADDRESS BY MEMBERS OF THE PUBLIC

Nil

3.0 ATTENDANCES, APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

Present

Michael Grogan, Acting Presiding Member
Cr Gerry Pule
Val Hobson, Bassendean Historical Society

Staff

Allan Caddy, Manager Library & Information Services
Janet Megarrity, Local Studies Librarian
Amy Holmes, Minute Secretary

Visitor

Anne Brinkworth

Apologies

Cr Paul Bridges, Presiding Member

4.0 DEPUTATIONS

Nil

5.0 CONFIRMATION OF MINUTES

5.1 Minutes of the Meeting held on 6 August 2015

COMMITTEE/OFFICER RECOMMENDATION – ITEM 5.1

MOVED Val Hobson, Seconded Michael Grogan, that the minutes of the meeting held on 6 August 2015 be confirmed as a true record.

CARRIED UNANIMOUSLY 3/0

6.0 DECLARATIONS OF INTEREST

Nil

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

7.1 Reconciliation Action Plan - Implications for the Management Committee

At its last meeting the committee discussed the RAP and its impact on this committee. It was agreed that the Instrument of Appointment and Delegation be amended to increase the membership from four to five to include an ATSI representative. This was considered and approved by Council.

The committee now request that Council further amend the Instrument of Appointment of Delegation to increase the membership from five to six to include a community representative.

COMMITTEE RECOMMENDATION – ITEM 7.1

LSCMC – 1/11/15 MOVED Michael Grogan, Cr Gerry Pule, that Council amend the Instrument of Appointment of Delegation to increase the membership from five to six to include a community representative.

CARRIED UNANIMOUSLY 3/0

8.0 **REPORTS**

The Acting Presiding Member noted this would be the final meeting for the Manager Library and Information Service and expressed great appreciation to Allan Caddy for his years of service to the Town of Bassendean and his passionate commitment to the library service.

8.1 **Manager Library & Information Services (MLIS) – Retirement**

The creation of the LSCMC in the early 1990's ensured that important parts the Town's history, heritage and culture was able to be collected, recorded, stored and made accessible in an orderly and managed way.

The Local Studies Collection has grown from a collection of photographs, newspapers and assorted items into a well organised, catalogued, comprehensive and accessible collection held in a variety of formats and managed by a professional trained Librarian.

The oversight work conducted by the Committee continues to ensure that the Bassendean community is intimately engaged and involved in recording, collecting and developing its history, heritage and culture.

Recognition needs to be given to Jennie Carter who substantially raised the Local Studies move to importance through her donation of the research material she accumulated whilst writing "Bassendean – a Social History 1829-1979".

This substantial treasure trove created the need for a "home" and the Council moved swiftly to create a Local Studies storage area in the under croft of the Library in 1986.

The formation of the Bassendean Historical Society (Inc) shortly afterwards was also very significant for the Collection – with the Historical Society approaching the Town to set up a management structure to assist in moving forward with development of the LSC .

This happy partnership of the Town and the Historical Society in a management structure led to the Town being successful in obtaining a national grant in the early 1990's for an evaluation of our collection and its housing. The evaluation was invaluable in enabling us to structure and ultimately position the Local studies Collection within the Library operations and

determine the Collection's excellent physical environment in the upgraded Library facility.

The Town has a very good facility for its Local Studies Collection and puts to shame the often inadequate provisions of many larger Local Authorities.

Support from Council has been at the highest level with Mayoral or Deputy Mayoral involvement in nearly all of the Committees. In addition, the Bassendean Historical Society (Inc) has ensured that its President has been on the Committee. Mr Michael Grogan has to be commended as the longest serving Committee member, as he has been present since the very beginning and along with providing a continuous service, his family connections and his extensive knowledge of our Town's people, culture and heritage has been without peer.

The Local Studies Management Committee remains one of the Town's "long life" committees and its oversight of the Collection and policy development has been, and will remain, invaluable in keeping the history of this truly wonderful community accessible and current.

Bassendean "punches above its weight" in terms of its commitment and support to Local Studies and the recent increase of hours to the Local Studies Librarian's position reinforces and continues the commitment by the Town to Local Studies.

The current Librarian, Janet Megarrity, has brought enthusiasm, knowledge and the highest professional standards to the Collection and her daily contributions are highly valued and benefit the Town immeasurably.

The MLIS has been incredibly honoured to have been given the opportunity to work for and with the Bassendean community, its many local organisations, the succession of Councillors elected to represent that community and the many outstanding people within the community who individually and collectively make it the genuinely rewarding, caring and positive place that Bassendean has consistently proven itself to be.

One of the most consistently enjoyable experiences for the MLIS over the past 34 years has been the interaction with this Committee and its many and varied members. I just wish to place on record how genuinely honoured and proud I feel to have had the opportunity to be part of this community and be engaged with capturing some of its history and heritage through working for this Committee.

COMMITTEE RECOMMENDATION – ITEM 8.1

LSCMC – 2/11/15 MOVED Michael Grogan, Seconded Cr Gerry Pule, that a vote of acclamation be made to Mr Allan Caddy.
CARRIED UNANIMOUSLY 3/0

8.2 Local Studies Librarian's Report

The Local Studies Librarian wants to put on record her thanks and appreciation to Mr Allan Caddy for his support and valuable contribution to the Local Studies Collection of the Town of Bassendean.

The Local Studies Librarian attended a Local Studies Practitioners meeting at the Kwinana Public Library in September. The Local Studies Librarian considers this a valuable networking opportunity with other colleagues and historians.

A new volunteer has been working on text for a guided walk along Old Perth Road using the research collection in the Local Studies Collection.

The Bassendean Fire Station has received interim listing on the State Heritage Register. An error in the documentation has incorrectly identified the original site of the West Guildford Volunteer Fire Brigade in their database (Inherit). The Local Studies Librarian has contacted DFES to get the error corrected by their heritage consultant. To date this has not occurred.

The Australia Post red pillar box dated 1876 on the corner of Surrey Street and North Roads may be added to the State Heritage Register as a group registration, along with other Victorian mail boxes still in use. The Town will be advised by the Office of Heritage when this occurs.

The Local Studies Librarian has created a hard copy file of images and documentation about the State registered sites in the Town of Bassendean, so this information can be accessed easily in one place.

The Local Studies Librarian met with members of the Ashfield Community Action Network to identify information about the Ashfield Primary School for its 60th anniversary.

Collection Management

The Local Studies Librarian has added genre labels to identify items with Aboriginal and Torres Strait Islander content as part

of the Reconciliation Action Plan. This aims to make information easy to find within the entire collection. As new items are obtained, these will be labelled.

New items

Additions to the Bassendean Memorial Library catalogue include:

- Bassendean Briefings No 80-103 (date range May 2011-2015) catalogued and linked to pdf's;
- These are all indexed and patrons can find the index entry and note the citation then go to the full issue and access the required page or pages;
- Town News Vol 1-81 (1970-2006) are all catalogued and linked to pdf versions but not yet indexed;
- The Local Studies Librarian has catalogued and scanned and attached 81 issues of the Bassendean Town News (1970-2006) making these available on the Library Catalogue and in the intranet;
- Biographical information about local families have been added to the Local Studies Collection including the Miller family, Purser family (including portrait), Ryce family, Parkin family and Guppy family;
- Cast Iron Pillar Boxes of Western Australia – An Early History of the J. and E. Ledger Foundry by Sue Hobson;
- Marli Riverpark – An Interpretation Plan for the Swan and Canning Riverpark Final Report April 2014 by National Trust and Swan River Trust;
- Newspaper articles on BIC, on Bassendean Town Hall, Padbury's Building and Bassendean Rochdale Cooperative and Success Hill;
- The History of the Bassendean Volunteer Fire Brigade by G. Gardiner (thesis 1963);
- Walter Harper and the Farmers (donation) by John Sandford;
- Western Images: Western Australia in pictures from the colonial era to the present by Tom Austen; and
- Rinderpest in Western Australia 1923 by W.A.N. Robertson.

Processing

Two issues of the Bassendean Briefings have been indexed - Bassendean Briefings 104 August-September 2015 and Bassendean Briefings 105 October- November 2015.

Newspapers - 54

Books - 6

Rates Book Indexing - 53,741

Oral History

The Local Studies Collection Management Committee committed to interview three people each year representing Aboriginal or Torres Strait Islander interviews as part of the Collection's future development.

The first candidate selected was contacted and subsequently our professional oral history interviewer advised that the subject has requested payment.

The Committee has not determined any policy or position statement about interviewees being paid. Before staff can progress this and any future interviews, the Committee's position on requests for payment will need to be clearly articulated and documented.

There may be financial and budgetary implications, along with a potential for broader application of payments in the future. These interviews provide potential for unique information and perspectives to be captured and the information recorded for posterity and are part of the ongoing commitments expected through the Town's Reconciliation Action Plan.

The Committee is requested to earnestly consider a position and policy on payment requests for interviews for forwarding to the Town Council for ratification.

An interview with Phyllis Ptolomey will be conducted as soon as possible.

COMMITTEE RECOMMENDATION – ITEM 8.2(a)

LSCMC – 3/11/15 MOVED Michael Grogan, Seconded Cr Gerry Pule, that the committee accept and support that it is not Council policy to pay for oral history interviews.

CARRIED UNANIMOUSLY 3/0

Enquiries

Students wanted information on the history and architecture of Bassendean for university studies. Information was provided from the Municipal Inventories, monographs, newspapers, ephemera files and other resources in the Local Studies Collection.

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

A member of the public wanted information about their relative and soldier on the Bassendean War Memorial. Access to service record, photographs and information provided.

A member of the public wanted a picture of the missing plaque on the Bassendean Fire Station. Photograph sourced from a calendar in the Local Studies Collection and from images taken by the Librarian.

A member of the public wanted access to historic images for inspiration for a private mural being designed for a local business. Information about accessing images on the Library catalogue was provided.

A member of the public wanted information about the history of Bassendean Primary School. Information provided from the Local Studies Collection, newspapers from the National Library of Australia and oral history interviews.

Two students requested information about Ashfield Flats. Information provided from Town of Bassendean reports, newspaper articles and published books.

The Local Studies Librarian assisted a member of the public with genealogical research advice, including the use of Ancestry.com and how to search the New Zealand Past Papers and Australian newspaper in Trove.

A member of the public wanted research advice for genealogy, including searching using Ancestry.com. Genealogical forms and research advice was provided.

A member of the public wanted information and pictures of their house in Bassendean. Information and pictures supplied in A History of Bassendean and Bassendean: A Social History. Information sourced from Trove and rates book index.

A member of the public wanted information about a previous owner of their house. Information was provided using National Library of Australia newspapers and research by the Local Studies Librarian.

A member of the public wanted a photograph of a soldier listed on the Bassendean War Memorial. The Memorial Research Unit database was consulted without success. Information was provided about the National Archives of Australia for service records, the Australian War Memorial and Commonwealth War Graves for commemorative certificates, using Ancestry.com in the hope of finding a relation with a photograph.

Surrey Street Steering Committee

The committee agreed that this is an integral part of the history of the Town.

The Committee noted that the Steering Committee will be forwarding a motion to Council to progress the development of the museum at the residence.

History Review Steering Committee

The steering committee met on 14 September and reviewed photographs and captions chosen. The appendix list of Mayors and Councillors has been completed. The Local Studies Librarian has almost completed research on street name origins.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.2

LSCMC – 4/11/15 MOVED Val Hobson, Seconded Cr Gerry Pule, that the Local Studies Librarian’s report be received.
CARRIED UNANIMOUSLY 3/0

8.3 Financial Activity Statements

The Financial Activity Statements 1 July 2015 to 28 October 2015 are shown below.

LOCAL HISTORY EXPENDITURE 2015/2016

Date	Description	Credit
	Income as at 30 July 2015	\$9.09
	Income Received from 1 July 2015 to 28 October 2015	\$9.09
	SUMMARY	
	Total Income for 2015/2016 - from 01/07/2015 to 28/10/2015	\$9.09
	Budget for 2015/2016	\$7,500.00
	Income required to meet Budget	\$7,490.91

LOCAL HISTORY PROJECT EXPENSES 2015/2016

Date	Description	Debit
	Expenditure as at 30 July 2015	\$ -
11/08/2015	TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH LIBRARY - LOCAL STUDIES - MEETING CONSUMABLES	\$20.00
13/08/2015	STYLUS DESIGN TO RETREIVE AND CONVERT TO PDF FORMAT BREIFINGS 60 TO 78	\$440.00

21/08/2015	TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH LIBRARY - LOCAL STUDIES - SUBSCRIPTION	\$50.00
18/09/2015	TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH LIBRARY - LOCAL STUDIES - CAST IRON LETTERBOX AND MEETING CONSUMABLES	\$64.86
Outstanding Purchase Orders		
13/08/2015	Heather Campbell - Oral History Interview with Allan Kickett	909.10
17/08/2015	Heather Campbell - Oral History Interview with Phyllis Ptolomey	90.91
Expenditure (inc Purchase Orders) From 1 July 2015 to 28 October 2015		\$1,574.87
SUMMARY		
Total Expenditure 2015/2016 - from 01/7/2015 to 28/10/2015		\$1,574.87
Budget for 2015/2016		\$12,200.00
Balance of Expenditure to Budget		\$10,625.13

The committee sought clarification on the line item that shows 'Income required to meet Budget \$7,490.91'. Staff will follow up and report back.

COMMITTEE/OFFICER RECOMMENDATION – ITEM 8.3

LSCMC – 5/11/15 MOVED Cr Gerry Pule, Seconded Michael Grogan, that:

1. That the Financial Activity Statement be received, subject to clarification and a report back to committee at the next meeting on the line item that shows 'Income required to meet Budget \$7,490.91'.
2. That staff commence preparation of the 2016/2017 Budget for consideration at the March meeting.

CARRIED UNANIMOUSLY 3/0

9.0 MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

10.0 ANNOUNCEMENTS OF NOTICES OF MOTION FOR THE NEXT MEETING

Nil

11.0 **CONFIDENTIAL BUSINESS**

Nil

12.0 **CLOSURE**

The next meeting is to be held on Thursday 3 March 2016, commencing at 9.30am.

There being no further business the Acting Presiding Member declared the meeting closed, the time being 10.42am.