

**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, 5 November 2015, commencing at 9.30am.

Mr Bob Jarvis  
**CHIEF EXECUTIVE OFFICER**

29 October 2015

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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.

*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 nominations to fill vacancies on Committees will not be finalised in time for this meeting.*

*Cr Pule was endorsed as the Council Member on the Committee and Cr McLennan as Deputy Member for the 2015/17 term.*

*As Cr Bridges is an apology for this meeting, the current Deputy Presiding Member, Mr Michael Grogan, will chair the meeting.*

**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**

Apologies

Cr Paul Bridges, Bassendean Historical Society Inc representative

**4.0 DEPUTATIONS**

**5.0 CONFIRMATION OF MINUTES**

**5.1 Minutes of the Meeting held on 6 August 2015**

OFFICER RECOMMENDATION – ITEM 5.1

That the minutes of the meeting held on 6 August 2015 be confirmed as a true record.

**6.0 DECLARATIONS OF INTEREST**

**7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING**

## **8.0                      REPORTS**

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

Committee members will be aware that the Manager Library & Information Services will retire from his position in December of this year.

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.

Allan Caddy, Manager Library and Information Services

## **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 network a valuable opportunity to meet with other colleagues and visit Western Australian historical collections.

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 60<sup>th</sup> 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 t 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 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.

### 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

A meeting is scheduled for the end of October to discuss the update on the project.

### History Review Steering Committee

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

### OFFICER RECOMMENDATION – ITEM 8.2

That the Local Studies Librarian's report be received.

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

#### LOCAL HISTORY PROJECT EXPENSES 2015/2016

Date	Description	Debit
	<b>Expenditure as at 30 July 2015</b>	<b>\$ -</b>
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
	<b>Outstanding Purchase Orders</b>	
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
	<b>Expenditure (inc Purchase Orders) From 1 July 2015 to 28 October 2015</b>	<b>\$1,574.87</b>
	<b>SUMMARY</b>	
	<b>Total Expenditure 2015/2016 - from 01/7/2015 to 28/10/2015</b>	<b>\$1,574.87</b>
	<b>Budget for 2015/2016</b>	<b>\$12,200.00</b>
	<b>Balance of Expenditure to Budget</b>	<b>\$10,625.13</b>

#### 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, 3 March 2016, commencing at 9.30am.