

**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, 2 March 2017, commencing at 9.30am.

Mr Bob Jarvis  
**CHIEF EXECUTIVE OFFICER**

24 February 2017

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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 6 October 2016**

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

That the minutes of the meeting held 6 October 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 attended a Library Volunteer's Christmas 'Thank You' function on 6th December to acknowledge the significant contribution of volunteers in the Local Studies Collection.

The Local Studies Librarian has contributed to and reviewed the draft Municipal Heritage Inventory by the Town of Bassendean and consultants by meeting with planning colleagues to check the accuracy of information.

Free Guided Walks for community members have been organised by the Local Studies Librarian and promoted as part of the Leisure Services 'Relax' program. The Guided Walks will be held on the first Wednesday of each month (February-November) by a Local Studies volunteer and provide information about local history, art and architecture on Old Perth Road.

The Guided Walks are being promoted on the Town of Bassendean Recreation and Culture Facebook page, Bassendean Memorial Library Facebook page, Bassendean Memorial Library webpage, in the Eastern Reporter newspaper (diary), on the community noticeboard and via flyers available in the Bassendean Memorial Library. Information has also been sent to many local groups and organisations and emails sent to interested parties.

### TRAINING/PLANNING/PERSONAL DEVELOPMENT

The Local Studies Librarian attended following courses:

- an online Occupational, Safety and Health training course 'Manual Handling in the Workplace' in September 2016 and 'Slips, Trips and Falls' in November 2016.
- 'At The Coalface' customer service training in October 2016.
- Fire Warden refresher Training.
- an over view of 'My Gov' website.
- Moodle self-paced training module using State Library of Western Australia resources.

#### *Professional development and networking:*

- attended the Local Studies Practitioner's meeting at Cambridge Library on 5th October 2016
- hosted the Local Studies Practitioners Group on 7th December 2016 and provided access to the Pensioner Guard Cottage. Approximately twenty colleagues from the metropolitan area attended.

Local Studies Practitioner's meeting provides an opportunity for colleagues to view other collections and share relevant knowledge and information.

### DISPLAYS

An Informational display about services offered by the Local Studies Collection, consisting of various brochures and flyers, was provided in the Library during December and January.

### VISITS/OUTREACH

A new colleague, Life Long Learning, Children's Youth Librarian, was welcomed and provided with an orientation tour of the Town of Bassendean showing historical and cultural sites.

## VOLUNTEERS

A new volunteer has started in the Local Studies in December.

## COLLECTION MANAGEMENT

The Local Studies Librarian has researched and documented election dates for the municipality from the West Guildford Road Board in 1901 to the present Town of Bassendean, using information from the WA Electoral Commission and Trove online newspapers. In addition to the election dates, information on candidates and the voting totals has been found and filed chronologically. Making this information accessible in a single location is significant. A document hyperlinking to Trove has been created for future electronic applications. This information can be updated annually to ensure it is comprehensive and current.

The Local Studies Librarian was advised that the Office of Heritage's database Inherit error regarding the incorrect information by the Department for Fire and Emergency Services (DFES) about the site of the former West Guildford Fire Station (before the station was built in Parker Street) will be corrected when DFES updates its Municipal Inventory. To date this has not yet occurred. The error has existed since September 2015.

### *Cataloguing, indexing, processing*

Conversion of over 1000 catalogued images from jpeg to tif, for appropriate archival storage, has been completed.

Information about Aboriginal site informants for the Swan River knowledge holders was provided by the Department of Aboriginal Affairs staff, three months after the request was lodged with DAA.

Timelines and Powerpoint presentations have been created for Guildford Road and Rail Bridges, Hyde family advertisements, Bassendean Oval, Hays' Swamp, local cyclist and shop owner Eddie Barron and the McDonald family.

Indexed Bassendean Briefings vol. 111, vol. 112  
Newspapers- 58  
Books - nil  
Rates Book Indexing - 56 218

### *New items*

- Bassendean and Guildford Sketchbook by Morva Gogan (Donation).
- Archaeological Management Plan for No 1 Surrey Street (October 2016) by Fiona Bush.
- A collection of eight photographs documenting the original train station, its demolition and temporary platforms.
- The original rural crown grant system in Western Australia and some aspects of its implementation / by D. Barrett-Lennard. 1990 (donation).
- The Coolbarro Club 1947-1960 [ brochure] (donation)
- Will of Sir Cyril Jackson.
- Illuminated address R. A. McDonald (donation).
- Biographical information on Wilkinson, Thomas Beasley (Illawarra), John Welbourne, Jarlath Duffy (street name), Mr Rule (draper), Tom Wardle (Tom the Cheap), Mr Gadd, Mr Welbourne and Eddie Barron (cyclist).
- Family history book containing photographs and genealogical information for the family of Charles Henry Partington and Lillian Bright. (donation).

### *Oral History*

An interview with Mrs Rossi has been conducted .

An extensive interview with Town of Bassendean Freeman, Gwen Fenech has been completed.

Oral History interviews with Associate Professor Ted Wilkes and Uncle Richard Wilkes are in progress.

An interview has been completed with Carl Nicoletto about Riverside Vineyard.

Two interviews remain to be completed this financial year.

### *Enquiries*

Many enquiries have taken research time including:

- queries on Pyrton.
- the location of Dodd Street.
- the location of Government Road.
- general local history questions and the history of a house.
- information about City of Bayswater's Eric Singleton Bird Sanctuary.
- requests for information about Bassendean Volunteer Fire Brigade.
- Information about access to Town of Bassendean minutes which were previously available on the Town of Bassendean's website.
- queries about people including Mr Ackling, Pisano family, Mr Allison, Bright family, Abell family, W. Clarke and Mr McDonald.

### *Website And Facebook*

The Local Studies Librarian updated information about the Local Studies Collection on the new Bassendean Memorial Library website and provided information to update the community directory on the new Town of Bassendean website.

The Local Studies Librarian continues to promote the Local Studies Collection by providing information and images for Tuesday Treasures and street name origins on the Bassendean Memorial Library Facebook page and Town of Bassendean Facebook page.

### SURREY STREET STEERING COMMITTEE

The Committee met to review architectural plans including landscape plans on 28 November and on 7 February. A LotteryWest grant application has been submitted.

### HISTORY BOOK STEERING COMMITTEE

The Committee met in the first week of February to review the layout of the text and images. The next meeting is planned for early March to progress the publication.

### OFFICER RECOMMENDATION – ITEM 8.1

That the Local Studies Librarian's report be received.

## **8.2 2017/2018 Budget Proposal**

The budget proposal covers operational requirements to enable the usual programs to be carried out without major changes to existing projects.

The Committee is requested to consider the budget proposal and, should they wish to add additional projects or cancel the existing one, to amend it accordingly.

### 2017/2018 Local Studies Collection – Proposed Budget

<b>Expenditure</b>		
1	Thee oral histories ASTIC	\$3,000
2	Three oral histories	\$3,000
3	Microfilming newspapers	\$3,000
4	Photos- purchases/rescue/conversion	\$800
5	Stationery	\$500
6	Local Studies Lecture- recording of	\$1,500
7	Stock purchases	\$500
8	Professional Memberships	\$400
9	Miscellaneous	\$500
	Total	\$13,200
<b>Income</b>	Political history book	\$7,000

## OFFICER RECOMMENDATION – ITEM 8.2

That the Committee considers the budget proposal.

### 8.3 Financial Activity Statements

The Financial Activity Statement as at 23 February 2017, is shown below.

<b>LOCAL HISTORY EXPENDITURE 2016/2017</b>		
<b>Date</b>	<b>Description</b>	<b>Credit</b>
	<b>Income as at 27 September</b>	\$ -
21/10/2016	LOST LIBRARY	\$ 4.00
07/12/2016	HISTORY BOOK	\$ 20.00
		\$ -
	<b>Income Received from 28 Septmeber 2016 to 22 February 2017</b>	<b>\$ 24.00</b>
	<b>SUMMARY</b>	
	<b>Total Income for 2016/2017 - from 01/07/2016 to 22/02/2017</b>	<b>\$ 24.00</b>
	<b>Budget for 2016/2017</b>	<b>\$ 7,000.00</b>
	<b>Income required to meet Budget</b>	<b>\$ 6,976.00</b>
<b>LOCAL HISTORY PROJECT EXPENSES 2016/2017</b>		
<b>Date</b>	<b>Description</b>	<b>Debit</b>
	<b>Expenditure as at 27 September 2016</b>	<b>\$ 221.39</b>
	<b>Expenditure from 28 September 2016 to 22 February 2017</b>	<b>\$ -</b>
14/10/2016	TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH LIBRARY - LOCAL STUDIES SUPPLIES	\$ 12.73
17/10/2016	ANNE YARDLEY ORAL HISTORY INTERVIEW AND TRANSCRIPT WITH MARION ARUNDELL	\$ 685.00
20/10/2016	OFFICEWORKS SUPERSTORES PTY LTD 1 X CLEAR TAB INDICATOR & 1 X TAB INSERTS - LOCAL STUDIES	\$ 17.20
11/11/2016	OFFICEWORKS SUPERSTORES PTY LTD 19MM FOLD BACK CLIPS & A4 MARBIG SHEET PROTECTORS - LOCAL STUDIES	\$ 18.73
17/11/2016	RENATA PIETRACATELLA LIBRARY - LOCAL STUDIES - DIGITAL IMAGES FROM STATE RECORDS OFFICE	\$ 150.73
22/11/2016	ANNE YARDLEY ORAL HISTORY INTERVIEW AND TRANSCRIPT WITH ILIA ROSSI	\$ 795.00
30/11/2016	ORAL HISTORY ASSOCIATION OF AUSTRALIA LIBRARY - LOCAL STUDIES - MEMBERSHIP 2016 / 2017	\$ 65.00
05/10/2016	COMMONWEALTH CREDIT CARDS COLOR PHOTOCOPIES OF BASS HISTORY WALK BOARD GAME CREDIT CARD - OCTOBER 2016	\$ 58.27
05/10/2016	COMMONWEALTH CREDIT CARDS BOOK CREDIT CARD - OCTOBER 2016	\$ 31.82
04/11/2016	COMMONWEALTH CREDIT CARDS 1 X BOOK - MANAGING MILLION SQ MILES CREDIT CARD - NOVEMBER 2016	\$ 52.27
30/11/2016	TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH LIBRARY - LOCAL HISTORY - BOOK PURCHASE	\$ 10.91
07/12/2016	HEATHER CAMPBELL ORAL HISTORY INTERVIEW AND TRANSCRIPT FOR GWEN FENECH	\$ 2,845.00
16/12/2016	TOWN OF BASSENDEAN-PETTY CASH-PLEASE PAY CASH LIBRARY - LOCAL STUDIES - MEETING SUPPLIES	\$ 47.54
01/01/2017	WESTERN AUSTRALIAN GENEALOGICAL SOCIETY INC. LIBRARY LOCAL STUDIES - SUBSCRIPTION MEMBERSHIP 2016/2017	\$ 90.91
15/02/2017	ANNE YARDLEY ORAL HISTORY INTERVIEW AND TRANSCRIPT WITH MR NICOLETTO	\$ 785.00
		<b>\$ 5,887.50</b>
	<b>Outstanding Purchase Orders</b>	
26/07/2016	ANNUAL INSTITUTIONAL MEMBERSHIP	65.00
07/11/2016	ORAL HISTORY INTERVIEW AND TRANSCRIPT WITH ASSOC PROFESSOR TED WILKES	1000.00
06/12/2016	ORAL HISTORY INTERVIEW WITH VIV WEIR AND LYN COX	909.09
16/02/2017	EASTER RERORTER AND ECHO NEWSPAPER MICROFILMING	2588.00
		\$ -
	<b>Expenditure (inc O/S PO's) From 28 September 2016 to 22 February 2017</b>	<b>\$ 10,449.59</b>
	<b>SUMMARY</b>	
	<b>Total Expenditure 2016/2017 - from 01/07/2016 to 22/02/2017</b>	<b>\$ 10,449.59</b>
	<b>Budget for 2016/2017</b>	<b>\$ 13,200.00</b>
	<b>Balance of Expenditure to Budget</b>	<b>\$ 2,750.41</b>

OFFICER RECOMMENDATION – ITEM 8.3

That the Financial Activity Statements, 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 date is to be held on Thursday 4 May 2017 at 9.30am.