

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 May 2016, commencing at 9.30am.

Mr Bob Jarvis
CHIEF EXECUTIVE OFFICER

29 April 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**

Due to the resignation of Paul Bridges from the Bassendean Historical Society's Committee, who was the Presiding Member for the Local Studies Management Committee, the election of Presiding Member is to be conducted.

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

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

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

4.0 DEPUTATIONS

5.0 CONFIRMATION OF MINUTES

5.1 Minutes of the Meeting held on 3 March 2016

OFFICER RECOMMENDATION – ITEM 5.1

That the minutes of the meeting held on 3 March 2016 be confirmed as a true record.

6.0 DECLARATIONS OF INTEREST

7.0 BUSINESS DEFERRED FROM PREVIOUS MEETING

8.0 **REPORTS**

8.1 **1 Surrey Street – Progress Report**

In accordance with Council's (OCM – 6/11/15) resolution, SIA Architects continue to progress the detailed design process for the restoration, reconstruction and refurbishment works with the following subcontractors engaged to assist with the detailed design process:

Energy Efficiency:	Company: CADDs Energy
Building Surveyor:	Company: JMG Building Surveyors
Mech, Elec, Hyd:	Company: Forth Consulting
Structural Engineering:	Company: McDowall Affleck
Landscape Design:	Company: SolScapes

To date, the Town has not received the detailed drawings, however, once received a meeting will be arranged with the 1 Surrey Street Steering Group to provide feedback.

As part of the detailed planning work, the Town has recently commenced preliminary discussions with the property rental manager of 1 Calnon Street, Bassendean, concerning the damaged boundary fence, with the intention of removing the temporary limestone wall and resolving the current situation.

In addition, SIA Architects has been requested to provide a suitable electronic format, of the Council adopted floor plans which will allow Creative Spaces to submit the draft Pensioner Guard Museum Exhibition Plan to the Town.

In the next 2-3 weeks, it is intended to have a meeting and seek comment from the 1 Surrey Street Steering Group on the Creative Spaces draft Pensioner Guard Museum Exhibition Plan.

OFFICER RECOMMENDATION – ITEM 8.1

That the Progress Report on 1 Surrey Street, Bassendean, be noted.

8.2 2016/17 Budget Adjustment

BACKGROUND

The amount of \$5,000 for Macquarie Equipment Rentals (ViewScan) previously allocated to the 2016/17 draft budget, has been assigned to the Library operational account and can be removed from Local Studies Collection Budget.

COMMENT

There is no provision in the draft budget for the recording of the Annual Library History Lecture. Previously, all Annual Library History Lectures has been captured on film and this has to continue in order to document this important event. Estimated cost of the service, including production of 15 copies of DVD's is \$1,500.

The last outstanding oral history project is a 14 hours long interview with Margo Ryan. Although the interview is preserved in multiple formats, the actual content of it is unknown. The transcript of the interview will cost \$2,000 in total and it is suggested that the Committee allocates funds in the 2016/2017 Budget.

In addition, it is suggested that the Committee allows for miscellaneous expenses to provide funds for unexpected items.

The Committee is asked to consider the following that would now be \$14,200 rather than the \$15,400 as originally proposed.

2016/17 Local Studies Collection- Amended Budget proposal

Expenditure		
1	Three oral histories ASTIC	\$3,000
2	Three oral histories	\$3,000
3	Microfilming newspapers	\$2,600
4	Photos - purchases/rescue/conversion	\$800
5	Stationary	\$300
6	Recording of Library History Lecture/ provision of 15 DVDs	\$1,500
7	Stock purchases	\$500
8	Memberships (WAGS, Oral History Association)	\$200
9	Oral history project	\$2,000
10	Miscellaneous items	\$300
	Total	14,200
Income	Political history book - projected income	\$7,000

OFFICER RECOMMENDATION – ITEM 8.2

Listed for consideration.

8.3 Local Studies Librarian's Report

The Local Studies Librarian attended a Local Studies Practitioners' meeting at Belmont Museum in February which is vital for professional networking and to keep up to date with trends and topics.

The Local Studies Librarian attended a Wikipedia function and learnt about Toodaypedia and Noongarpedia at the State Library. It was an excellent opportunity to network with State Records staff and to learn more about the potential of the free online forum.

The Local Studies Librarian provided a tour for TAFE students of the Local Studies Collection and spent time assisting a practicum student on a weekly basis for six weeks.

The Local Studies Librarian attended the Freeman ceremony for Mrs Anne Brinkworth on 15 March.

The Local Studies Librarian attended the Closing the Gap lunch on 17 March.

The Mapping our Anzacs online tribute to World War I soldiers has encouraged community support with twenty four photographs being added to the tribute by community members. The Mapping Our Anzac online tribute made it easy for the Anzac Day speaker to access service records of soldiers listed on the Bassendean War Memorial.

Tuesday Treasures on the Library's Facebook page, which are images and historical text from the Local Studies Collection, began in 2014 and had 184 followers. To date, the Library's Facebook community has grown to 425 by February 2016.

The Local Studies Librarian visited the Local Studies Collection in Midland Library, in the City of Swan to network with the Local Studies Librarian.

The Local Studies Librarian attended an assembly at Bassendean Primary School in April after assisting teachers and students with geographical and historical information for the assembly.

The Local Studies Librarian attended a trial of a guided walk along Old Perth Road based on historical information contained in the Local Studies Collection. The walk also included information about architecture and art found locally and was developed by a volunteer in the Local Studies Collection and the Local Studies Librarian.

The Local Studies Librarian nominated the Padbury Building, dated 1918 and located at 1 Old Perth Road, Bassendean, for inclusion on the State Heritage Register which is currently going through the assessment process.

The Bassendean Fire Station has been given permanent status on the State Heritage Register.

The Local Studies Librarian will provide the Annual Library History Lecture on 15 June at 7pm on Cyril Jackson and Daylesford House.

Collection Management

Processing and New items

A volunteer has scanned from the State Records Office a copy of the Bassendean Town Planning Scheme Number 1 (1969) plus seven plans and the BIC minute book 1923-1935. These are significant new additions which were previously inaccessible for local residents.

Complete electronically scanned editions of scanned Swan Express newspapers, 48 gig (donations).

Documentation on the permanent status of the Bassendean Fire Station on State Heritage Register from the Office of Heritage.

Indexed Bassendean Briefings Special Issue (December 2015), and volume 107 and volume 108.

Newspapers- 65

Books - 4

Rates Book Indexing - 54798

Oral History

Interviews with Gwen Fenech and Darryl Long will occur in May. Interviews will not occur with the Nicolettos nor Ms Bropho or Allan Kickett. The committee is requested to suggest another two ATSI people to be interviewed as soon as possible as part of the Reconciliation Action Plan 2012-2016.

Enquiries

A member of the public requested information on BIC, including images. Information provided from Alf Thomas' A History of Bassendean and the Local Studies Collection of images in the Library Catalogue.

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A member of the public wanted information on the history of their house. The rates book index, access to newspapers from the National library of Australia and the Municipal Inventory were used to provide information about the building and previous owners.

A member of the public requested information about Skylab and how to find a member of the public who was involved in its initial discover. The person was recommended to contact the local football association to get in contact and had success in doing so.

A member of the public wanted information about guided walks in the area. Information about the general history of West Guildford and Bassendean was provided and later specific information about sites was provided. The first commercial guided walk will occur this month.

A member of the public wanted images and information on Success Hill. Information provided from the Local Studies Collection.

A member of the public wanted information about the date the BIC land transferred from the then Shire to the State Government. Information provided by Planning for the member of the public.

A member of the public wanted information about a member of the Bassendean Volunteer Fire Brigade. Information including minute books, occurrence books and photographs were consulted and information was provided about the historic fire station.

A member of the public wanted to know when the Bassendean Post Office ceased to function from the original building on Old Perth Road which was in 1997.

A member of the public had an enquiry about the origins of the West Guildford Road Board. Information provided from Jennie Carter's Bassendean : A Social History 1829-1979. Biographical files on each member are available in the Local Studies Collection and brief biographical entries are in the Library catalogue.

A member of the public wanted information about historical places in Bassendean. Information was provided using a variety of sources within the Local Studies Collection.

A member of the public wanted information about the history of Bassendean Primary School. Information was provided from the Local Studies Collection, including a timeline of events and information about alumni.

A member of the public wanted information about the family of the Pensioner Guard Cottage on Lot 117 namely William Oliver. Information provided from the Local Studies Collection.

Surrey Street Steering Committee

A meeting will be held in May.

History Review Steering Committee

Chapters continue to be reviewed by Committee members at regular meetings held in March and April with the editor, Mr. John Hall.

OFFICER RECOMMENDATION – ITEM 8.3

That the Local Studies Librarian's report be received.

8.4 Financial Activity Statements

The Financial Activity Statements as at 27 April 2016, are shown below.

LOCAL HISTORY EXPENDITURE 2015/2016

Date	Description	Credit
	Income as at 22 February 2016	\$41.09
21/03/2016	HISTORY BOOK	\$20.00
	Income Received from 23 February 2016 to 27 April 2016	\$20.00
	SUMMARY	
	Total Income for 2015/2016 - from 01/07/2015 to 27/04/2016	\$61.09
	Budget for 2015/2016	\$7,500.00
	Income required to meet Budget	\$7,438.91
	Expenditure as at 22 February 2016	\$1,464.17
	Expenditure from 23 February 2016 to 27 April 2016	
11/03/2016	OFFICEWORKS SUPERSTORES PTY LTD VARIOUS STATIONARY ITEMS	\$8.99
		\$1,473.16
	Outstanding Purchase Orders	
17/08/2015	ORAL HISTORY INTERVIEW AND TRANSCRIPT WITH ALLAN KICKETT	\$90.91
08/04/2016	ORAL HISTORY INTERVIEW AND TRANSCRIPT WITH GWEN FENECH	\$909.09
08/04/2016	ORAL HISTORY INTERVIEW AND TRANSCRIPT WITH DARRYL LONG	\$909.09
14/04/2016	ORAL HISTORY INTERVIEW AND TRANSCRIPT WITH NAT GILLESPIE	\$909.09
	Expenditure (ink Purchase Orders) From 1 July 2015 to 27 April 2016	\$4,291.34
	SUMMARY	
	Total Expenditure 2015/2016 - from 01/7/2015 to 27/04/2016	\$4,291.34
	Budget for 2015/2016	\$12,200.00
	Balance of Expenditure to Budget	\$7,908.66

OFFICER RECOMMENDATION – ITEM 8.4

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, 4 August 2016, commencing at 9.30am.



TOWN *of* BASSENDEAN

2015/17 TERM

I would like to nominate _____ (insert name) for the position of Presiding Member/Deputy Presiding Member (circle position applicable) of the Local Studies Collection Management Committee.

Name: _____

Signed: _____

Dated: _____