

 <p><b>R E P O R T</b></p>	<b>TO</b>	PLANNING & FINANCE COMMITTEE
	<b>FROM</b>	TAKAWAENGA
	<b>FILE REF</b>	02.699.001-194122.rtf
	<b>DATE</b>	2 June 2004
	<b>SUBJECT</b>	<b>ORAL HISTORY PROJECT PROGRESS</b>

## DESCRIPTION

### WHAT IS IT?

The Oral History Association<sup>1</sup> promotes oral history as a method of gathering and preserving historical information through recorded interviews with participants in past events and ways of life. They encourage those who produce and use oral history to recognise certain principles, rights, technical standards, and obligations for the creation and preservation of source material that is authentic, useful, and reliable. These include obligations to the interviewee, to the profession, and to the public, as well as mutual obligations between sponsoring organisations and interviewers.

People with a range of affiliations and sponsors conduct oral history interviews for a variety of purposes: to create archival records, for individual research, for community and institutional projects, and for publications and media productions. While these principles and standards provide a general framework for guiding professional conduct, their application may vary according to the nature of specific oral history projects. Regardless of the purpose of the interviews, oral history should be conducted in the spirit of critical inquiry and social responsibility and with recognition of the interactive and subjective nature of the project.

### PROJECT GUIDELINES

The preliminary oral history concept was prepared last October and presented for discussion - specifically around its relevance and practical application - to key community members on Thursday 6 November at the Council's Paeroa office. The discussion also considered every possible incident experienced by those that have been involved in similar initiatives and how they turned them into a workable arrangement. This also helped to prepare a discussion document with some direction in terms of procedure.

The theme for this project is 'the history of Hauraki' or more specifically history of the district that encompasses the Waihi, Paeroa and Plains wards through the lives of individuals who grew up in this district.

It is proposed to devise a number of questions to help establish a consistent and transparent guide for capturing the history of Hauraki. Leading questions may be around local body involvement and the building of a community.

It is also proposed that ward equity be considered when selecting interviewees.

<sup>1</sup> Refer [www.oralhistory.org.uk](http://www.oralhistory.org.uk) and [www.oralhistory.org.nz](http://www.oralhistory.org.nz)

## **MANAGEMENT**

### **STRATEGIES**

The Council is the 'sponsor' of this initiative and as such requires representation on the management team. This team will be responsible for policies that may affect the long-term effectiveness of this project.

The interim management team consists of community members that have experience in the historical field and a district councillor,<sup>2</sup> with a Council officer providing co-ordination services to the team.

A project timeline has been developed and can be modified to meet any scenario that may present itself. There are three phases in the project:

PHASE 1: Prepare scoping manual. This manual will include discussions regarding responsibilities and procedures for all parties involved and include subjects such as production, resources needed and any communication strategies proposed. From the discussions (documented) comes the operational plan. This plan may also identify who is to be interviewed. Purchase of appropriate technology is also identified in this phase.

PHASE 2: Interviews i.e. implementing the plan. With Phase 1 having identified the resources that would be used for the interviewing (or recording) process the appointment of an interviewer then becomes the first step in this phase. It is recommended that the interviewer be au fait with the interviewee or their environment or era and it is imperative that the consent or agreement form is completed before the interview begins.

It is suggested that, due to their vast experience and knowledge, Ken Clover and/or Graham Watton be appointed official interviewers.

PHASE 3: Production. Once an interview is complete the recording would then be transcribed into a word processor and stored electronically. The file may then be collated with other (interview) files to compile a manual ready for printing and storage. These manuals would be made available to the public through the libraries.

### **BUDGET**

Council has approved a budget of \$7500 per annum for the next three years. Items such as promotion of the initiative, interview fees including travel, transcribing costs, equipment and materials will use the bulk of the budget.

## **RESOURCES**

### **EQUIPMENT**

It is recommended that any equipment purchased for this project be as future-proof as possible i.e. be compatible with tomorrows technology. However, whilst recording devices<sup>3</sup> that create sound files to be downloaded directly to a computer may provide savings in production time, they may be too complicated to operate.



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<sup>2</sup> Planning & Finance Committee December 2003 meeting (PF03/173).

<sup>3</sup> e.g. Marantz PMD670 Solid State Recorder (@ \$1418.66)

The idea of transferring sound (.mp3 format) files to the (human) transcriber through the electronic mail system has a lot of merit; there is software that would emulate a 'foot pedal' as per the standard dictaphone system by utilising the keyboard's function keys, available through NCH Swift Sound<sup>4</sup>.

If the interview is recorded to a standard audio tape e.g. C60 cassette, the recording may be downloaded or transferred to a computer through the sound card's 'microphone' or 'line in' socket and, using a software programme such as 'Audiograbber',<sup>5</sup> be converted to a \*.wav or \*.mp3 file. This file can then be emailed - preferably in \*.mp3 format because of its size - to the typist who, using transcriber software, will document that interview. The document or word file can then be emailed back to the interviewer for proof reading before being archived onto a compact disc.

The next piece of equipment required is a CD Read/Writer (or DVD±RW). All sound and word files should be copied to writable discs for archival purposes. Data on the disc can also be copied onto other discs for distribution to the libraries and other interested parties.

It is proposed that the document be made available in printed form too. Photocopying of the document would be done in-house and binding of the manual may need to be outsourced.

## **STATUS**

### DESCRIPTION

A discussion document<sup>6</sup> has been prepared and circulated to the interim komiti<sup>7</sup> for comment and modification. Guidelines in terms of interview protocol have been accepted by the komiti; these will migrate to the operational plan.

Purchase of equipment has not occurred yet, as there may be an opportunity to present the works of Ken Clover (Historical Society of the Hauraki Plains) to the community. Ken has interviewed over 100 (predominantly Plains) people and is seeking financial assistance to print those volumes. His current works exceeds 750 pages.

### MANAGEMENT

The untimely demise of Owen Morgan left us with no representative from the Waihi community for a while; however the President of the Waihi Historical Society has indicated his willingness to join the komiti. Councillor Mike Hayden, whilst representing the Council, is domicile in Waihi and may provide a Waihi perspective as well.

Meetings have been held with Ken Clover who has regular discussions with Graham Watton and between us Phase 1 is almost complete. Ken has also supplied a number of interviews in electronic form for our consideration as well as a one hour tape recording of an interview.

It was proposed to advertise or promote the 'existence' of this project to the general public, but consideration has been given to preparing a sample of works that have already been completed, for discussion with the P&F committee first. After making any refinements suggested by the P&F committee, presentation to the public of this sample can occur. If there are any works in the community that may contribute to the project then they can be assessed and included - if appropriate - in the project; we need to focus on ensuring that our processes are thorough.

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<sup>4</sup> <http://www.nch.com.au/action/index.html>

<sup>5</sup> <http://www.audiograbber.com-us.net/>

<sup>6</sup> 02.699.001-182966.rtf

<sup>7</sup> Ken Clover, Graham Watton, Mike Hayden and Maurice Roycroft (- the late Owen Morgan was also a member of this team).

A quote received by the Historical Society of the Hauraki Plains to print the volumes that Ken has prepared comes in at \$12,000. Presentation or binding of the volumes is considered the significant expense and it is hoped that reserves from the budget will be set aside for that activity. Making CD/DVD recordings of the bound volumes available to the public is highly recommended, however a supply of hard copies need to be made available also.

The komiti suggests that Council financially support the publication of the works compiled by Ken Clover for the Historical Society of the Hauraki Plains.

## RESOURCES

Attempts to get a response from the President of the National Oral History Association of New Zealand in Wellington regarding recording equipment have not been successful. However, an interviewer such as Ken Clover already has the resources needed to effectively complete any interview.

The one hour tape recording provided by Ken was processed by a typist who took approximately 3½ hours to transcribe that interview. Proof reading also needs to be completed before that one interview can be approved for printing – allow a further 1½ hours.

Eight other files given by Ken have been compiled into a sample manual (~120 pages) to show what a final product could look like. A copy of this sample has been presented to the secretary for the Historical Society of the Hauraki Plains who was pleased with the format.

A suggestion that the Council purchase a recording device that could, in the long term, be used by the Council Secretary at meetings, is supported by the komiti. [The Marantz device comes with an inbuilt microphone but Council may require an external microphone system.]

Corporate Services have a number of CD-RW/DVD±RW that could be utilised for this project.

## **WHERE TO NOW?**

1. Provide a copy of the sample interviews to each of the P&F members for comment.
2. Advise the general public of the project status. Contributions to the project from the community may be canvassed at this point.
3. Compile a list of potential interviewees and appoint an interviewer(s). [It could be worth considering interviewing those who may be nominated for the Council Citizen Award.]
4. Prioritising by the komiti of an interviewee list and allocation of interviews.
5. Processing of completed works. Once all interviews are processed, compilation of the publication begins. The format of the publication is yet to be confirmed. A CD containing all of the documents may be made available to the general public through our public libraries.

## **RECOMMENDATIONS**

THAT the report be received;

AND THAT Council purchases a recording device for the oral history project;

AND THAT consideration be given for a grant to be made to the Historical Society of Hauraki Plains for the printing of the oral history as recorded by Ken Clover.

Heoi ano, na

John McIver