

NOTICE OF MEETING

Pursuant to the provisions of section 88 (1) of the
Local Government Act 1999

Adelaide Plains Council Historical Committee of the



will be held at

**The School Room
Mallala Museum
1 Dublin Road Mallala**

On

**Tuesday 7 March 2023
at 11:30am**



.....
James Miller
Chief Executive Officer

AGENDA

- | | | |
|-----------|--|-----------|
| 1. | <u>ACKNOWLEDGEMENT OF COUNTRY</u> | Page |
| | We acknowledge that we are meeting on traditional Country of the Kaurna people of the Adelaide Plains and pay our respect to Elders past and present. We recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kaurna people living today. | |
| 2. | <u>ATTENDANCE</u> | |
| 2.1 | Present | |
| 2.2 | Apologies | |
| 2.3 | Not Present/Leave of Absence | |
| 3. | <u>CONFIRMATION OF MINUTES</u> | |
| 3.1 | “that the minutes of Adelaide Plains Council Historical Committee meeting held on Tuesday 7 February 2023 be accepted.” | 4 |
| 4. | <u>BUSINESS ARISING</u> | |
| 5. | <u>DECLARATION OF MEMBERS INTEREST (material, actual, perceived)</u> | |
| 6. | <u>ADJOURNED BUSINESS</u> | |
| 7. | <u>REPORTS FOR INFORMATION</u> | |
| 7.1 | Resolutions Actions Report – February 2023 | 10 |
| 7.2 | Monthly Financial Report – February 2023 Monthly | 13 |
| 7.3 | Correspondence, School and Group Visits Report – February 2023 | 15 |
| 7.4 | Transport Gallery – Official Opening – 28 May 2023 Report | 17 |
| 7.5 | Loan of Mallala Museum's Red Pillar Box Report | 19 |
| 8. | <u>REPORTS FOR DECISION</u> | |
| | Nil | |
| 9. | <u>QUESTIONS ON NOTICE</u> | |
| | Nil | |

10. QUESTIONS WITHOUT NOTICE

11. MOTIONS ON NOTICE

- | | | |
|------|--|----|
| 11.1 | Adelaide Plains Council Historical Committee
Revised meeting schedule | 22 |
|------|--|----|

12. MOTIONS WITHOUT NOTICE

13. URGENT BUSINESS


14. CONFIDENTIAL ITEMS

Nil

15. NEXT MEETING

Tuesday 4 April 2023

16. CLOSURE

 Adelaide Plains Council	3. CONFIRMATION OF MINUTES
Tuesday 7 March 2023	

Items:

- 3.1 “that the minutes of Adelaide Plains Council Historical Committee meeting held on Tuesday 7 February 2023 (**MB Folio 195 to 199 Inclusive**), be accepted as read and confirmed.”

MINUTES

of

Adelaide Plains Council Historical Committee Meeting of the



Pursuant to the provisions of section 88 (1) of the
Local Government Act 1999

HELD at

**The School Room
Mallala Museum
1 Dublin Road
Mallala**

on

**Tuesday 7 February 2023
at 11:30am**

The Presiding Member formally declared the meeting open at 11.31 am.

1. ACKNOWLEDGEMENT OF COUNTRY

We acknowledge that we are meeting on traditional Country of the Kaurna people of the Adelaide Plains and pay our respect to Elders past and present. We recognise and respect their cultural heritage, beliefs and relationship with the land. We acknowledge that they are of continuing importance to the Kaurna people living today.

2. ATTENDANCE

2.1 Present

Mr S M Strudwicke (Presiding Member)

Mr P Angus

Mr R Bevan

Mr J Franks

Ms L Parsons

Mrs C Young

Also in Attendance:

Manager Library and Community

Ms A Sawtell

Mrs Kay Boon

2.2 Apologies

Mr V Chenoweth

Mr G Tucker

2.3 Not Present / Leave of Absence

Nil

3. CONFIRMATION OF MINUTES

3.1	Committee Resolution	2023/ 01
	Moved Mrs Young Seconded Mr Bevan	
	“that the minutes of Adelaide Plains Council Historical Committee meeting held on Tuesday 4 October 2022 (MB Folio 189 to 194 Inclusive), be accepted as read and confirmed.”	
	CARRIED	

4. BUSINESS ARISING

Nil

5. DECLARATION OF MEMBERS INTEREST (Material, actual, perceived)

Nil

6. ADJOURNED BUSINESS

Nil

7. REPORTS FOR INFORMATION

7.1 Resolutions Actions Report – January 2023

Committee Resolution

2023/ 02

Moved Mr Franks Seconded Mrs Young

“that the Adelaide Plains Historical Committee, having considered Item 7.1 – Resolution Actions Report – January 2023, dated 7 February 2023, receives and notes the report.”

CARRIED

7.2 Monthly Financial Report – January 2023

Committee Resolution

2023/ 03

Moved Mr Bevan Seconded Ms Parsons

“that the Adelaide Plains Council Historical Committee, having considered Item 7.2 – Monthly Financial Report – January 2023, dated 7 February 2023, receives and notes the report.”

CARRIED

7.3 Monthly Correspondence, School & Group Visits Report – January 2023

Committee Resolution

2023/ 04

Moved Ms Parsons Seconded Mr Angus

“that the Adelaide Plains Council Historical Committee, having considered Item 7.3 – Monthly Correspondence, School and Group Visits Report – January 2023, dated 7 February 2023, receives and notes the report.”

CARRIED

7.4 Museums and Collections (MaC) Program Membership Renewal Report

Committee Resolution**2023/ 05**

Moved Mrs Young

Seconded Mr Franks

“that the Adelaide Plains Council Historical Committee, having considered Item 7.4 – *Museums and Collections (MaC) Program Membership Renewal Report*, dated 7 February 2023, receives and notes the report.”

CARRIED**8. REPORTS FOR DECISION**

Nil

9. QUESTIONS ON NOTICE

Nil

10. QUESTIONS WITHOUT NOTICE

Nil

11. MOTIONS ON NOTICE

Nil

12. MOTIONS WITHOUT NOTICE

Nil

13. URGENT BUSINESS

Nil

14. CONFIDENTIAL ITEMS

Nil

15. NEXT MEETING

Tuesday 7 March 2023


16. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 1.05 pm.

Confirmed as a true record.

Presiding Member:

Date: ____/____/____

 Adelaide Plains Council	7.1	Resolution Actions Report – February 2023	
	Department:	Development and Community	
	Report Author:	Manager Library and Community	
Date:	7 March 2023	Document Ref:	D23/8773

OVERVIEW

The purpose of this report is to update members regarding the status of ongoing Committee resolutions, which have been recorded since November 2020. Each month, the Manager Library and Community updates the status of all outstanding resolutions.

If Members have been endorsed by the Committee to be responsible for undertaking a resolution, it would be greatly appreciated if they can advise the Manager Library and Community (preferably by email) when the action has been successfully completed. This will ensure that the Resolution Register (**Attachment 1**) is kept up to date when tabled at Committee meetings.

At each Committee meeting, Chairperson Strudwicke will continue to review the progress of ongoing Committee decisions. The Manager Library and Community, based on Members' discussions from the February 2023 APCHC meeting submitted to the History Trust of South Australia the MaC (Museums and Collections) self renewal and updated contact list forms on 2 March 2023.

RECOMMENDATION

“that the Adelaide Plains Historical Committee, having considered Item 7.1 – Resolution Actions Report – February 2023, dated 7 March 2023, receives and notes the report.”

Attachment

1. Resolution Register

References


Legislation

Local Government Act 1999 (SA)

Local Government (Procedures at meetings/ Regulations 2013 (SA)

Adelaide Plains Council Historical Committee - Resolutions from November 2020					
Meeting Date	Item Number	Title	Resolution Description	Resolution Number	Status/ Comments ('Deferred, Ongoing, Agenda, Completed')
05-May-21	11.4	Relocation of External fencing	"that the Adelaide Plains Historical Committee agrees to explore the costs of extending the Mallala Museum's fence line to include the relocated Fire Engine Shed."	2021/35	Ongoing
05-May-21	11.5	Mallala Museum - purchase of Compactus	"that the Adelaide Plains Historical Committee authorises Mr Strudwicke, Mrs Young and Mr Bevan to consider possible locations for a suitable sized compactus and investigate potential grant opportunities to assist with costs."	2021/36	M Strudwicke confirmed dimensions, Manager Library and Community organising quotes
06-Oct-21	11.1	Fire Engine Truck – maintenance report	"that the Adelaide Plains Council Historical Committee asks Mr Keith Earl to conduct a preliminary inspection on the Fire Engine Truck and to provide a recommended maintenance report to the Committee for their consideration."	2021/068	J Franks to follow up with Keith Earl
04-Oct-22	11.1	History Month - May 2023	"that the Adelaide Plains Council Historical Committee, supports being involved in the state wide History Month 2023 and that the theme's focus is on the Transport Gallery which includes the official opening of this latest exhibition site during May 2023."	2021/043	Ongoing
06-Dec-22	11.1	Glenn Dix Interview recording	"that the Adelaide Plains Historical Committee, instructs the Manager Library and Community to seek the services of a professional editor to 'cut' the original Glenn Dix interview tape and for the quote to be considered by Members at the February 2023 APCHC meeting."	2021/056	Manager Library and Community has contacted History Trust - need transcript of interview before engaging editor. Kay Boon offered to undertake transcript - Feb 2023 meeting
06-Dec-22	11.2	Mallala Museum – increase admission charges	"that the Adelaide Plains Historical Committee, increase adult admission charges to the Mallala Museum from \$4.00 to \$5.00 and children's admission charges (under 18 years of age) from \$1.00 to \$2.00 as from 1 January 2023."	2021/057	L Parsons to amend sign - include children's costings
7-Feb-23	3.1	Confirmation of minutes	"that the minutes of Adelaide Plains Council Historical Committee meeting held on Tuesday 4 October 2022 (MB Folio 189 to 194 Inclusive), be accepted as read and confirmed."	2023/01	Completed
07-Feb-23	7.1	Resolutions Actions Report – January 2023	"that the Adelaide Plains Historical Committee, having considered Item 7.1 – Resolution Actions Report – January 2023, dated 7 February 2023, receives and notes the report."	2023/02	Completed
07-Feb-23	7.2	Monthly Financial Report – January 2023	"that the Adelaide Plains Council Historical Committee, having considered Item 7.2 – Monthly Financial Report – January 2023, dated 7 February 2023, receives and notes the report."	2023/03	Completed
07-Feb-23	7.3	Monthly Correspondence, School & Group Visits Report – January 2023	"that the Adelaide Plains Council Historical Committee, having considered Item 7.3 – Monthly Correspondence, School and Group Visits Report – January 2023, dated 7 February 2023, receives and notes the report."	2023/04	Completed

07-Feb-23	7.4	Museums and Collections (MaC) Program Membership Renewal Report	“that the Adelaide Plains Council Historical Committee, having considered Item 7.4 – Museums and Collections (MaC) Program Membership Renewal Report , dated 7 February 2023, receives and notes the report.”	2023/05	Completed Manager Library & Community
-----------	-----	---	--	----------------	---------------------------------------

 Adelaide Plains Council	7.2	Monthly Financial Report – February 2023	
	Department:	Development and Community	
	Report Author:	Manager Library and Community	
Date: 7 March 2023	Document Ref:	D23/8788	

OVERVIEW

Each month Council's Finance staff provide a financial statement (**Attachment 1**) for Members to consider at their Committee meeting.

Income banked from admission charges totalled \$1,348.91 (no money has been banked in the last month).

Expenditure (for the months of July 2022 to February 2023) totalled \$11,933.71.

The Presiding Member or the Manager Library and Community can respond to Members queries regards financial matters at the February *APCHC* meeting.

As members were advised at the March 2023 *APCHC* meeting, the Manger Library and Community has prepared the draft 2023/2024 budget, based on expected CPI increases.

RECOMMENDATION

“that the Adelaide Plains Council Historical Committee, having considered Item 7.2 – *Monthly Financial Report –February 2023*, dated 7 March 2023, receives and notes the report.”

Attachment

1. Financial Statement – prepared by Council's Accountant

References

Legislation

Local Government Act (SA) 1999

16/02/2023

INCOME AND EXPENSES STATEMENT FOR THE PERIOD 01 JULY 2022 TO 16 FEBRUARY 2023


Details	Budget (Ex. GST)		GST \$	Net \$
Income				
Door Money	800	1,484	135	1,348.91
Sundry Sales	200	-	-	-
Interest from Bank	2	-	-	-
Donations	-	2,100	-	2,100.00
Total Income	1,002		134.89	3,448.91
Expenditure				
Service Contracts (AMA security/Flick)	2,000	361	35.49	325.94
Advertisement	500	50	11.66	38.18
Fuel (REO Fuel)	100	-	-	-
Electricity (Origin)	2,771	633	1.82	631.04
Consumables & Hardware (Petty Cash)	500	-	-	-
Stationery	300	-	-	-
Materials	1,800	1,668	10.53	1,657.00
NBN Internet	680	397	14.81	381.85
Equipment & Furniture	1,300	-	-	-
History Council Membership		-	-	-
Transport Gallery project		3,000	0.41	3,000.00
Museum Fire Truck Rego	479	531	38.15	493.24
Assets Insurance	4,200	3,960	984.67	2,975.76
CWMS Service Charges		702	10.23	692.00
Other Expenditure	5,352	2,263	524.54	1,738.70
Total Expenditure	19,982		1,632.31	11,933.71
Net Income/(Expenses)	(18,980)			(8,484.80)

SUMMARY OF BUDGET AGAINST ACTUAL

Actual Income (Net of GST)	3,448.9
Budgeted Income (Net of GST)	1,002.00
Over/(Under) Income Budget for 2021/2022	(4,450.91)
Actual Expenditure (Net of GST)	11,933.71
Budgeted Expenditure (Net of GST)	19,982.00
Available Expenditure Budget for 2021/2022	8,048
Non Budgeted Expenditure 2021/2022	0.00

SUMMARY OF THE BANK ACCOUNT TRANSACTIONS

Opening Bank Balance as at 01/09/2021	24,708.27
Income Received (incl GST)	500.00
Closing Bank Balance as at 23/02/2022	25,208.27

 Adelaide Plains Council	7.3	Monthly Correspondence, School and Group Visits Report – February 2023
	Department: Report Author:	Development and Community Manager Library and Community
Date: 7 March 2023	Document Ref:	D23/9191

OVERVIEW

Each month *Adelaide Plains Council Historical Committee's* Secretary Ms Laura Parsons provides a detailed report about all the incoming and outgoing correspondence – refer to **Attachment 1**.

At this stage there are no forthcoming school or group bookings.

RECOMMENDATION

“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – *Monthly Correspondence, School and Group Visits Report – February 2023*, dated 7 March 2023, receives and notes the report.”

Attachment

1. Correspondence, School and Group Visits Report – February 2023

References

Legislation

Local Government Act (SA) 1999

Mallala Museum Correspondence Report

Tuesday 7th March 2023
Museum Schoolroom

Incoming Mail

J

Incoming Email

- 13/2 Faithe Jones Virtual War Memorial update
- 15/2 History Festival proof to sign off
- 16/2 History Trust of SA MaC members news
- 18/2 HCSA newsletter
- 20/2 Jayne Tiller re Sunday roster visitors from Scotland
- 21/2 HCSA Annual fellows lecture
- 23/2 Heritage Council Sa has vacancies
- 24/2 Amanda History Trust getting in touch
- 24/2 MaC grants are available
- 26/2 Jayne Tiller – re school excursions

Facebook messages

V

Outgoing Mail and Email

To Virtual War Memorial – photos of framed photos


Recent donations

N

Upcoming Visits

Nil

Virtual Meetings

 Adelaide Plains Council	7.4	Transport Gallery – Official Opening – 28 May 2023 Report	
	Department:	Development and Community	
	Report Author:	Manager Library and Community	
Date:	7 March 2023	Document Ref:	D23/9223

OVERVIEW

At the February 2023 *APCHC* meeting, members set a date for the official opening of the Mallala Museum’s Transport Gallery during the state’s *History Festival*. The date is Sunday 28 May 2023, with the proceedings commencing at 2 pm.

In order to ensure that all preparations are completed on time, it is suggested at the March 2023 *APCHC* meeting members consider the afternoon’s format including the following matters:

- Is this going to be an ‘open’ or ‘closed’ invitation only function – the latter option is easier for catering purposes, but if Members are keen to extend community interest in the Museum having an ‘open’ day may encourage local residents to visit the Museum. (Although rather than collecting admission charges, a ‘donation’ tin may well be in order).
- VIP Invitations to be sent out asap – including Adelaide Plains Councillors, Mayor and CEO, local State and Federal sitting Parliamentary members, current Museum volunteers (and Members may also wish to invite former Museum volunteers), local media journalists (including the editors of the Mallala Crossroads Chronicle and Dublin Dispatch), local community groups eg Mallala RSL and Lions Club. Additionally, Peter Templeton (who designed the Gallery’s concept plans), Amanda James (*History Trust of South Australia*) and neighbouring local history societies eg *Dublin History Group* and *Gawler Cultural Heritage Centre*, (to be brainstormed at the meeting so the Manager Library and Community can send out invitations in the following week).
- Mallala Primary School – the presence of local school children was certainly well received at the *Mallala Monument Centenary Celebrations 2022* – do Members wish a group of pupils be asked to perform “Welcome to Country” on the day?
- Order of Service – appoint Master of Ceremonies and possibly a guest speaker.
- Afternoon tea – to be provided by volunteers and/or catered by bakery.

RECOMMENDATION

“that the Adelaide Plains Council Historical Committee, having considered Item 7.4 – *Transport Gallery Official Opening – 28 May 2023 Report*, dated 7 March 2023, receives and notes the report.”


Attachment

Nil

References

Legislation

Local Government Act (SA) 1999

 Adelaide Plains Council	7.5	Loan of Mallala Museum's Red Pillar Box Report
	Department: Report Author:	Development and Community Manager Library and Community
Date: 7 March 2023	Document Ref:	D23/9281

OVERVIEW

The *APCHC* Chairperson has received an email from Kay Milton Boon requesting the temporary loan of the Mallala Museum's red pillar box for the *Gawler Cultural Heritage Centre's (GCHC)* planned communications exhibition. As per **Attachment 1**- the *GCHC* is asking to 'loan' the pillar box for a 12 month period and the *Centre* would be wholly responsible for the removal costs – including transporting to the *GCHC* and its return to the Museum. The *GCHC* would also pay for all the associated insurance costs.

Kay Milton Boon has asked that her email – **Attachment 1** – is raised and considered at the next *APCHC* meeting.

The *APCHC's* volunteers work mainly in isolation, with limited interaction with colleagues who also operate a Museum. This is an opportunity to develop relationships with similar associations. As members may recall the *Dublin History Group* has recently asked to attend one of the Museum's working bees, so they can gain an insight into some of our technical collection processes.

However, it is up to the Committee to decide if they wish to agree to allow the *GCHC* a long-term loan of the Museum's red pillar box. It is recommended that the *GCHC* is required to provide a copy of their current public liability insurance (minimum of \$20,000). Also, there should be a discussion between the *GCHC* and the Museum about the implementation of safety measures to ensure the secure transportation of the pillar box.

RECOMMENDATION

"that the Adelaide Plains Council Historical Committee, having considered Item 7.5 – *Loan of Mallala Museum's Red Pillar Box Report*, dated 7 March 2023, receives and notes the report."

OR

"that the Adelaide Plains Council Historical Committee, having considered Item 7.5 – *Loan of Mallala Museum's Red Pillar Box Report*, dated 7 March 2023, agrees to loan to the Gawler Cultural Heritage Centre the red pillar box with the following conditions"

Attachment

1. Email – Request for loan of red pillar box – Kay Milton Boon

References

Legislation

Local Government Act (SA) 1999

Abbey Cook

From: Kay Milton <shortkay@adam.com.au>
Sent: Friday, 24 February 2023 12:16 PM
To: Marcus Strudwicke
Cc: Anne Sawtell
Subject: Request for loan of red pillar box

Follow Up Flag: Follow up
Flag Status: Flagged

****CAUTION:** This email is from a person outside of Adelaide Plains Council. **Do not click on links or open attachments** - unless you recognise the sender and know the content is safe**

Good morning Marcus

As you know, I regularly volunteer at Gawler Cultural Heritage Centre, which is currently finalising their next exhibition: Communication, covering all things historical and Gawler – eg PMG, Telecom, telegraph.

I recently became aware they were hoping to source an old-style red pillar box, as a visual enhancement (all the better if it was made by James Martin, or similar Gawler manufacturer), but without success.

I recalled seeing one at Mallala Museum, and wondered if the Historical Committee, as museum operators, would be amenable to lending it to Gawler Council for a year, for the duration of their exhibition?

Gawler Cultural Heritage Centre would be entirely responsible for the cost of removal and safe return, as well as all relevant insurances.

Of course Mallala Museum and Adelaide Plains Council would be acknowledged for lending the item, which would count towards meeting promotional targets.

I'd appreciate if you could raise this at the next committee meeting, and let me know if it is a 'goer'. The liaison person at Gawler Council is Jacinta Weiss – Jacinta.Weiss@gawler.sa.gov.au

(They'd also love to source a telephone box – Gawler Council has one, but unfortunately it has an asbestos roof, which makes it unsuitable for this exhibition, which I understand is also the situation with the Museum's phone box).

Appreciate your consideration, many thanks,

Kay Boon.

11 MOTIONS ON NOTICE

11.1 Motion On Notice – Adelaide Plains Council Historical Committee –revised meeting schedule 2023

Submitted by Mr Bevan

PROPOSED MOTION

That the Adelaide Plains Historical Committee monthly meetings are held on the first Tuesday of the month, commencing at 11 am instead of 11.30 am as from 4 April 2023.