

NOTICE OF MEETING

Pursuant to the provisions of section 84 (1) of the
Local Government Act 1999

Adelaide Plains Council Historical Committee



will be held in

**Mallala Museum
1 Dublin Road, Mallala**

on

Thursday 2 November 2023 at 11.00am

A handwritten signature in black ink, appearing to be "James Miller".

James Miller
CHIEF EXECUTIVE OFFICER

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1 ACKNOWLEDGEMENT OF COUNTRY

Council acknowledges that we meet on the traditional country of the Kurna people of the Adelaide Plains and pays respect to elders past, present and emerging. We recognise and respect their cultural heritage, beliefs and relationship with the land and we acknowledge that they are of continuing importance to the Kurna people living today.

2 ATTENDANCE RECORD**3 MINUTES**

- 3.1 Confirmation of Minutes - Adelaide Plains Council Historical Committee Meeting - 5 October 2023

MINUTES

of the

Adelaide Plains Council Historical Committee



Held, pursuant to the provisions of the
Local Government Act 1999, in the

**Mallala Museum
1 Dublin Road
Mallala**

on

Thursday 5 October 2023 at 11.00am

The Chairperson formally declared the meeting open at: 11.15 am.

1 ACKNOWLEDGEMENT OF COUNTRY

Council acknowledges that we meet on the traditional country of the Kurna people of the Adelaide Plains and pays respect to elders past, present and emerging. We recognise and respect their cultural heritage, beliefs and relationship with the land and we acknowledge that they are of continuing importance to the Kurna people living today.

2 ATTENDANCE RECORD

PRESENT: Cr M Strudwicke (Chairperson)

Mr P Angus

Mr R Bevan

Mr V Chenoweth

Mrs C Young

IN ATTENDANCE: Manager Library and Community Ms A Sawtell

APOLOGIES:

Mr J Franks

Ms L Parsons

Mr G Tucker

3 MINUTES

3.1 CONFIRMATION OF MINUTES - ADELAIDE PLAINS COUNCIL HISTORICAL COMMITTEE MEETING - 7 SEPTEMBER 2023

COMMITTEE RESOLUTION 2023/53

Moved: Mr P Angus

Seconded: Mr V Chenoweth

that the minutes of Adelaide Plains Council Historical Committee Meeting held on 7 September 2023 be confirmed."

CARRIED

4 BUSINESS ARISING

Nil

5 DECLARATION OF MEMBERS' INTEREST

Nil

6 REPORTS FOR INFORMATION

6.1 MONTHLY FINANCIAL REPORT - SEPTEMBER 2023

COMMITTEE RESOLUTION 2023/54

Moved: Mrs C Young

Seconded: Mr V Chenoweth

“that Council, having considered Item 6.1 – *Monthly Financial Report - September 2023*, dated 5 October 2023, receives and notes the report.”

CARRIED

6.2 MONTHLY CORRESPONDENCE, SCHOOL AND GROUP VISITS REPORT - SEPTEMBER 2023

COMMITTEE RESOLUTION 2023/55

Moved: Mrs C Young

Seconded: Mr P Angus

“that Council, having considered Item 6.2 – *Monthly Correspondence, School and Group Visits Report - September 2023*, dated 5 October 2023, receives and notes the report.”

CARRIED

6.3 RESOLUTIONS ACTION REPORT - SEPTEMBER 2023

COMMITTEE RESOLUTION 2023/56

Moved: Mr P Angus

Seconded: Mrs C Young

“that Council, having considered Item 6.3 – *Resolutions Action Report - September 2023*, dated 5 October 2023, receives and notes the report.”

CARRIED

7 QUESTIONS WITHOUT NOTICE

Nil

8 MOTIONS WITHOUT NOTICE

Nil

9 URGENT BUSINESS

Nil

10 NEXT MEETING

2 November 2023

11 CLOSURE

There being no further business, the Chairperson declared the meeting closed at 12.07 pm.

Confirmed as a true record.

Chairperson:.....

Date: ____/____/____

4 BUSINESS ARISING

5 DECLARATION OF MEMBERS' INTEREST

6 REPORTS FOR DECISION

6.1 APCHC (MALLALA MUSEUM) - COMMITTEE MEMBERS' HONOUR BOARD - ANNUAL REVIEW

Record Number: D23/47740

Author: Manager Library and Community

Authoriser: Group Manager - Development and Community

Attachments:

1. APCHC (Mallala Museum) - Committee Members' Honour Board Procedure
2. Adelaide Plains Council Historical Committee (Mallala Museum) Committee Members - Honour Roll List 2021

EXECUTIVE SUMMARY

- The APCHC endorsed the commissioning of an Honour Board to list the names of Committee Members (both former and current) who have served on the Committee for a minimum of ten years at its 1 September 2021 meeting.
- The APCHC (formally Mallala Museum) Committee Members' Honour Board Procedure was adopted by the Committee at its October 2021 meeting – it states each November, Members will consider the inclusion of any Committee Members who meet the requirement of serving for a minimum of ten years – refer to **Attachment 1**.
- Therefore, in accordance with the APCHC Honour Board Procedure, it is timely for Members to determine if any further Committee Members' names should be considered to be added to the Honour Board.

RECOMMENDATION

“that the Adelaide Plains Council Historical Committee, having considered Item 6.1 – APCHC (Mallala Museum) - Committee Members' Honour Board - annual review, dated 2 November 2023, receives and notes the Report and in doing so

1. Instructs the Manger Library and Community to arrange for the Honour Board to be updated with the addition of Mr Robert Bevan's name

OR

2. Acknowledges that the addition of Mr Robert Bevan's name be deferred and is considered for addition at the November 2024 APCHC Committee meeting.”

BUDGET IMPACT

Estimated Cost: up to \$250 (approx.)

Future ongoing operating costs: up to \$250 (approx.)

Is this Budgeted? Yes

RISK ASSESSMENT

The Committee needs to follow and act upon its Procedures.

DETAILED REPORT

Purpose

The purpose of this Report is for Members to consider if any Committee Members meet the criteria of having served ten years – refer to **Attachment 2**, and for their name to be added to the Honour Board displayed in the Margaret Tiller Gallery.

Background

At the August 2021 APCHC meeting, Members agreed to proceed with purchasing an Honour Board to recognise the achievements of Committee Members who have served a minimum of ten years. The APCHC endorsed an Honour Board Procedure at the September 2021 APCHC meeting to ensure that potential listed members are considered on an agreed upon merit basis, and that consistent standards are maintained with all further entries listed on the Honour Board – **refer to Attachment 1**.

Discussion

As per the Honour Board Procedure, Members considered at the November 2022 APCHC meeting whether any additional Committee Members were eligible to be added to the Honour Board List. One Member, Mr Robert (Bob) Bevan had served for a period of ten years and was deemed to be entitled to be listed on the Honour Board. However, it would cost approximately \$250 to engage Prestige Trophy and Engraving to add Mr Bevan's name to the Board (including travelling expenses) Members agreed that Mr Bevan met the Honour Board Policy's criteria and his name was to be considered to be added again, when the annual review of the Committee Members' Honour Board was to be included in the October 2023 APCHC agenda.

The Manager Library and Community has reviewed the APCHC Committee Members – Honour Roll List – refer to **Attachment 2** and there are no other Committee Members who are at this stage entitled to be added to the Honour Board.

Prestige Trophy and Engraving would charge around \$250 (including traveling costs) to add just Mr Bevan's name to the Board. However, each year Council commissions this company to add the names of the various Australia Day/Citizen of the Year winners on the Australia Day Awards Honour Board housed at the Mallala Council Chambers. To reduce expenses, it would be more practicable for 'Prestige' to be engaged to complete both Honour Boards on the same day.

Conclusion

As there is still only one Committee Member whose name is eligible to be added to the Museum's Honour Board, Members need to decide whether to defer updating the Board to the November 2024 meeting, or request the Manager Library and Community to proceed with adding Mr Bevan's name to the Honour Board at the same time Council's Australia Day Award winners are updated in January 2024.

References

Legislation

Local Government Act (SA) 1999

Council Policies/Plans

Nil



Adelaide Plains Council Historical Committee (Mallala Museum)

Committee Members' Honour Board Procedure

(adopted October 2021 APCHC meeting)

1. Titling of Committee Members' names – use of first name and surname only.
eg Margaret Tiller
2. Format for the years of service – number of years of service only, not dates served on the Committee.
eg James East – 12 years
3. Years of service does not need to be continual, however **minimum** number of years for name to be considered to be added to the Honour Board is **10 years**.
4. The Committee will consider at its November meeting (eg annually) if any Members' names need to be added to the Board and/ or their completed years of service. An updated decision report will be provided for the Committee's consideration.
 - 4.1 If the Member is still serving and has reached 10 years of service their name may be considered, subject to cost, to be added to the Board – their years of service may be added when formally retired from the Committee.
 - 4.2 If the Member's name has been added to the Board and they have formally retired from the Committee, their years of service may be added to the Board, subject to cost.
 - 4.3 Depending on the number of additions required, eg adding of new Members' names and/or years of service, the Committee may agree to defer updating the Board to every two years.
5. The Committee does not require written permission from Committee Members (or former Members, or, if deceased, their family) to add names and/or years of service to the Honour Board.

Adelaide Plains Council Historical Committee (Mallala Museum) Committee Members - Honor Roll List - 2021

First	sort	NAME	TOTAL
1968	3	Boril Mrs Christiane	43
1973	15	Earl Mr Ray	42
1976	31	Verrall Mr B.	41
1968	4	Earl Mr Les G	36
1973	16	Earl Mrs Lorraine	34
1990	60	Tiller Margaret	30
1994	71	Griffiths Gwenda	25
1983	42	Irish Mr Tom	23
1968	5	East Mrs Catherine	21
1991	62	Howell Barbara	21
1983	41	Heath Mrs M.	18
2004	75	Strudwicke Mr S.M.	18
1968	6	Davies Mr Lance	16
1976	32	Jenkin Mrs Sylvia	15
1973	17	Wasley Mrs Lois	14
1979	40	Tiller Mrs G.	12
2009	76	East Mr Jim	12
2010	79	Parsons Laura	12
1968	7	Boril Mr Roland	9
1968	9	Wasley Mr Barry	9
1998	74	Emery Steve	9
2013	93	Bevan Bob	9
1968	8	Angus Mr Bernard	8
2014	83	Young Chris	8
1968	10	Lindsay Mr Gordon	7
1968	11	Lindsay Mrs Viti	7
1972	14	Brooks Mr C.	7
1973	18	East Mr M.	6
1989	56	Gristi Paul	6
1992	65	Verner Mrs J.	6
1994	72	Howell Darrell	6
2013	82	Varcoe Maxine	6
1974	25	Jenkin Mrs M.	5
1974	26	Konzag Mr B.	5
1976	33	Adams mr G.	5
1983	43	Barrowcliff Mrs M.	5
1991	63	Whiting Melanie	5
2009	77	Davies Roger	5
2009	78	Wasley Mark	5
2014	84	Svetec Sharon	5
2015	89	Tucker Greg	5
1973	19	Cheek Mr G.	4
1973	20	Norris Mr G.R.	4
1973	21	Norris Mr r.	4
1974	27	East Mr R	4
1976	34	Irvine B.	4
1990	61	Arthur David	4
1974	28	Jenkin Mr M.	3
1976	35	Tiller Mr D.	3
1983	44	Bache Mr R	3
1983	45	Cheek Mr H.S.	3
1991	64	Verner richard	3
1993	67	Moore Tom	3
2019	91	Angus Paul	3
2019	92	Franks Jim	3

1968	12 East Mr David		2
1973	22 Cheek Mrs G.		2
1973	23 East Mrs M.		2
1973	24 Moody Mr R		2
1974	29 Davies Mr R.		2
1976	36 Cheek G.		2
1976	37 Earl C.		2
1976	38 Grantham Mrs h		2
1976	39 Johnson s.		2
1983	46 Baker Mrs E.		2
1984	51 Jenkin Chris		2
1984	52 Verner Mrs I.		2
1988	55 Hughes Mary		2
1992	66 Jackson D.		2
2010	80 Lawson derek		2
2014	85 Luxton Peter		2
1968	13 Roberts Mrs Margary		1
1974	30 Goss Mrs S.		1
1983	47 Broster Mr Leon		1
1983	48 Pitt Mr O.		1
1983	49 Tucker Mr L.		1
1983	50 Wilson Mr D		1
1984	53 Poke Cheryse		1
1984	54 Rajkovic Mr G.		1
1989	57 Cottenden Chas		1
1989	58 Curtis Hilda		1
1989	59 Hughes Bob		1
1993	68 Coleman ray		1
1993	69 Jackson Mrs d.		1
1993	70 O'Loan Ian		1
1996	73 Stone G.		1
2010	81 Prior Lyndon		1
2014	86 March Peter		1
2014	87 Prince Andrew		1
2014	88 Varcoe Tom		1
2015	90 Mosman Prue		1
2021	94 Allen Tiller		1
2021	95 Vaughan Chenoweth		1

7 REPORTS FOR INFORMATION

7.1 RESOLUTIONS ACTION REPORT - OCTOBER 2023

Record Number: D23/48087

Author: Manager Library and Community

Authoriser: Group Manager - Development and Community

Attachments: 1. Resolutions Register - October 2023

RECOMMENDATION

“that the Adelaide Plains Council Historical Committee, having considered Item 7.1 – Resolutions Action Report - October 2023, dated 2 November 2023, receives and notes the Report.”

Purpose

The purpose of this report is to provide Members with an update, in relation to the status of ongoing Committee Resolutions.

Discussion

The Adelaide Plains Council Historical Committee (APCHC) Resolutions Report is presented as a standing monthly Agenda Item for Members’ information and monitoring. Provided as **Attachment 1** to this Report is the Resolutions Action Register showing all ongoing resolutions of the Committee with up-to date commentary regarding progress and status. Any items that have been completed since the last APCHC Resolutions Action Report are also included and marked as ‘Completed’.

There are currently three resolutions which have not been completed.

Conclusion

The APCHC Resolutions Action Report is a transparent and efficient reporting tool, ensuring that Committee Members are regularly updated in relation to the implementation of Committee decisions.

References

Legislation

Local Government Act (SA) 1999

Council Policies/Plans

Nil

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
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	V Chenoweth to ask K Earl for assistance
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	Completed
7-Sep-23	9.3	Committee Resolution	"that Mr Roger Davies and Mr Greg Sonntag are requested to complete and Expression of Interest Committee Membership Form for Council to consider their applications, and potential appointment to the APCHC."	2023/52	EOI's have not been submitted yet.
5-Oct-23	3.1	Confirmation of Minutes	"that the minutes of Adelaide Plains Council Historical Committee meeting held on Thursday 7 September 2023 (MB Folio 235 to 238 inclusive), be accepted as read and confirmed."	2023/53	Completed
5-Oct-23	6.1	Monthly Financial Report - September 2023	"that the Committee, having considered Item 6.1 – Monthly Financial Report – September 2023, dated 5 October 2023, receives and notes the report."	2023/54	Completed
5-Oct-23	6.2	Monthly Correspondence, School & Group Visits Report – August 2023	"that the Committee, having considered Item 6.2 – Monthly Correspondence, School and Group Visits Report – September 2023, dated 5 October 2023, receives and notes the report."	2023/55	Completed
5-Oct-23	6.3	Resolutions Action Report - September 2023	"that the Committee, having considered Item 6.3 – Resolutions Action Report – September 2023, dated 5 October 2023, receives and notes the report."	2023/56	Completed

7.2 MONTHLY FINANCIAL REPORT - OCTOBER 2023**Record Number: D23/48110****Author: Manager Library and Community****Authoriser: Group Manager - Development and Community****Attachments: 1. Financial Statement - October 2023****RECOMMENDATION**

“that the Adelaide Plains Council Historical Committee, having considered Item 7.2 – *Monthly Financial Report - October 2023*, dated 2 November 2023, receives and notes the Report.”

Purpose

The purpose of this report is to provide Members with an update in relation to the Committee’s financial status.

Background

The Adelaide Plains Council Historical Committee Financial Statement is presented as a standing monthly Agenda item, provided for members’ information and monitoring – refer to **Attachment 1**.

Discussion

The APCHC Income and Expenditure statement is summarised below.

Income from Door Money (Museum entry fees) totalled \$400.

Expenditure for the months of July to October 2023 totalled \$12,915 – this month Council paid on behalf of the Committee registration for the Museum’s Fire truck (\$443) and Assets insurance (totalling \$2,702).

Conclusion

The Presiding Member can respond to Members queries regards financial matters at the November 2023 Committee Meeting.

ReferencesLegislation

Local Government Act (SA) 1999

Council Policies/Plans

Nil

22/10/2023				
INCOME AND EXPENSES STATEMENT				
Details	Budget (Net of GST)	Gross \$	GST \$	Net \$
Income				
Door Money	800 -	484 -	44 -	440
Sundry Sales	200	-	-	-
Interest from Bank	2	-	-	-
Total Income	1,002 -	484 -	44 -	440
Expenditure				
Service Contracts (AMA security/Flick)	3,350	125	11	114
Advertising	600	-	-	-
Fuel (REO Fuel)	100	-	-	-
Electricity (Origin)	5,600	-	-	-
Consumables & Hardware (Petty Cash)	500	-	-	-
Stationery	300	-	-	-
Materials	1,600	10,353	941	9,411
NBN Internet	680	240	22	218
Equipment & Furniture	1,300	-	-	-
History Council Membership	-	30	3	27
Museum Fire Truck Rego	479	-	-	443
Postage	-	-	-	-
Assets Insurance	4,200	2,972	270	2,702
CWMS Service Charges	-	-	-	-
Other Expenditure	4,500	-	-	-
Total Expenditure	23,209	13,720	1,247	12,915
Net Income	(22,207)	(14,203)	(1,291)	12,475

SUMMARY OF BUDGET AGAINST ACTUAL	
Actual Income (Net of GST)	(439.73)
Budgeted Income (Net of GST)	1,002
Over/(Under) Income Budget for 2022/2023	(562)
Actual Expenditure (Net of GST)	12,915
Budgeted Expenditure (Net of GST)	23,209
Available Expenditure Budget for 2022/2023	10,294
Non Budgeted Expenditure 2022/2023	0

SUMMARY OF THE BANK ACCOUNT TRANSACTIONS	
Opening Bank Balance as at 01/07/2022	40,448.27
Income Received (incl GST)	
- Door income from 2023 financial year - see reports for 30/6/2023	500.01
- Door income July 2023	172.00
- Cheque	340.00
- Donation (not yet receipted in Authority)	100.00
Less : Expenses	- 10,350.00
Closing Bank Balance as at 22/10/2023	31,210.27

7.3 MONTHLY CORRESPONDENCE, SCHOOL AND GROUP VISITS REPORT - OCTOBER 2023**Record Number:** D23/48258**Author:** Manager Library and Community**Authoriser:** Group Manager - Development and Community**Attachments:** Nil**RECOMMENDATION**

“that the Adelaide Plains Council Historical Committee, having considered Item 7.3 – *Monthly Correspondence, School and Group Visits Report - October 2023*, dated 2 November 2023, receives and notes the Report.”

Purpose

The purpose of this Report is to provide the Adelaide Plains Council Historical Committee with an update regards the previous month’s correspondence, as well as notification regarding forthcoming school and scheduled group visits.

Background

This Report is presented as a standing monthly Agenda Item for Members’ information.

At the time this Agenda was compiled (to meet statutory requirements as a Section 41 Committee under the *Local Government Act of South Australia, 1999*), the Manager Library and Community had not received the Museum Correspondence Report.

Conclusion

APCHC Secretary Ms Laura Parsons will table the written report at the November 2023 meeting.

ReferencesLegislation

Local Government Act (SA) 1999

Council Policies/Plans

Nil

8 QUESTIONS WITHOUT NOTICE

9 MOTIONS WITHOUT NOTICE

10 URGENT BUSINESS

11 NEXT MEETING

12 CLOSURE