

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 4 April 2023
at 11:00am**

A handwritten signature in blue ink, appearing to read "Sheree Schenk".

.....
Sheree Schenk
Acting Chief Executive Officer

AGENDA

- | | Page |
|--|-------------|
| 1. <u>ACKNOWLEDGEMENT OF COUNTRY</u> | |
| 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 March 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 – March 2023 | 11 |
| 7.2 Monthly Financial Report – March 2023 | 14 |
| 7.3 Monthly Correspondence, School and Group Visits Report – March 2023 | 16 |
| 7.4 Transport Gallery - Official Opening - April 2023 Update Report | 17 |
| 8. <u>REPORTS FOR DECISION</u> | |
| Nil | |
| 9. <u>QUESTIONS ON NOTICE</u> | |
| Nil | |

10. QUESTIONS WITHOUT NOTICE

11. MOTIONS ON NOTICE

Nil

12. MOTIONS WITHOUT NOTICE

13. URGENT BUSINESS


14. CONFIDENTIAL ITEMS

Nil

15. NEXT MEETING

Tuesday 2 May 2023

16. CLOSURE

 Adelaide Plains Council	3. CONFIRMATION OF MINUTES
Tuesday 4 April 2023	

Items:

- 3.1 “that the minutes of Adelaide Plains Council Historical Committee meeting held on Tuesday 7 March 2023 **(MB Folio 200 to 205 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 March 2023
at 11:30am**

The Presiding Member formally declared the meeting open at 11.34 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

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/ 06

Moved Mr Angus Seconded Mrs Young

“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.”

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 – February 2023

Committee Resolution	2023/ 07
Moved Ms Parsons	Seconded Mrs Young
“that the Adelaide Plains Historical Committee, having considered Item 7.1 – <i>Resolution Actions Report – February 2023</i>, dated 7 March 2023, receives and notes the report.”	
CARRIED	

7.2 Monthly Financial Report – February 2023

Committee Resolution	2023/ 08
Moved Mrs Young	Seconded Mr Franks
“that the Adelaide Plains Council Historical Committee, having considered Item 7.2 – <i>Monthly Financial Report –February 2023</i>, dated 7 March 2023, receives and notes the report.”	
CARRIED	

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

Committee Resolution	2023/9
Moved Ms Parsons	Seconded Mr Franks
“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – <i>Monthly Correspondence, School and Group Visits Report – February 2023</i>, dated 7 March 2023, receives and notes the report.”	
CARRIED	

7.4 Transport Gallery – Official Opening – 28 May 2023 Report

Committee Resolution**2023/ 010**

Moved Mr Bevan Seconded Mrs Young

“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.”

CARRIED

7.5 Loan of Mallala Museum’s Red Pillar Box Report

Committee Resolution**2023/ 011**

Moved Mr Franks Seconded Mr Angus

“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 (GCHC) the red pillar box with the following conditions that it needs to be preserved in its original state and the GCHC pays for all associated costs including insurance.”

CARRIED**8. REPORTS FOR DECISION**

Nil

9. QUESTIONS ON NOTICE

Nil

10. QUESTIONS WITHOUT NOTICE

Nil

11. MOTIONS ON NOTICE

11.1 Adelaide Plains Council Historical Committee Revised Meeting Schedule

Committee Resolution**2023/ 012**

Moved Mr Bevan Seconded Mr Franks

“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.”

CARRIED

12. MOTIONS WITHOUT NOTICE**12.1 Machinery Shed - enclosure****Committee Resolution****2023/ 013**

Moved Mr Franks

Seconded Mr Bevan

“That the Adelaide Plains Historical Committee agrees to allocate up to \$3,000 for the purchase of ‘boxing in framework’ in preparation for installing bird proof screening blinds.”

CARRIED**13. URGENT BUSINESS**

Nil

14. CONFIDENTIAL ITEMS

Nil

15. NEXT MEETING

Tuesday 4 April 2023

16. CLOSURE


There being no further business, the Presiding Member declared the meeting closed at 12.47pm.

Confirmed as a true record.

Presiding Member:

Date: ____/____/____

Subject to confirmation

 Adelaide Plains Council	7.1	Resolution Actions Report – March 2023
	Department: Report Author:	Development and Community Manager Library and Community
Date: 4 April 2023	Document Ref:	D23/13384

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 all ongoing Committee decisions.

RECOMMENDATION

“that the Adelaide Plains Historical Committee, having considered Item 7.1 – Resolution Actions Report – March 2023, 4 April 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	Completed
07-Mar-23	3.1	Confirmation of minutes	"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."	2023/06	Completed
07-Mar-23	7.1	Resolutions Actions Report – February 2023	"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."	2023/07	Completed
07-Mar-23	7.2	Monthly Financial Report – February 2023	"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."	2023/08	Completed

07-Mar-23	7.3	Monthly Correspondence, School & Group Visits Report – February 2023	“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.”	2023/09	Completed
07-Mar-23	7.4	Transport Gallery – Official Opening – 28 May 2023 Report	“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.”	2023/10	Completed - refer to update - 7.4 - April 2023 APCHC agenda
07-Mar-23	7.5	Loan of Mallala Museum’s Red Pillar Box Report	“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 (GCHC) the red pillar box with the following conditions that it needs to be preserved in its original state and the GCHC pays for all associated costs including insurance.”	2023/11	Manager Library and Community has written to Gawler Cultural Heritage Centre - waiting for response
07-Mar-23	11.1	Adelaide Plains Council Historical Committee Revised Meeting Schedule	“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.”	2023/12	Completed- commenced from April 2023 APCHC meeting.
07-Mar-23	12.1	Machinery Shed - enclosure	“That the Adelaide Plains Historical Committee agrees to allocate up to \$3,000 for the purchase of ‘boxing in framework’ in preparation for installing bird proof screening blinds.”	2023/13	Manager Library and Community has raised purchase orders for Sharmers

 Adelaide Plains Council	7.2	Monthly Financial Report – March 2023
	Department: Report Author:	Development and Community Manager Library and Community
Date: 4 April 2023	Document Ref:	D23/13391

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 two months). A Committee member has generously donated \$2,000 for new Museum signage. It is suggested that this project is commenced in earnest, after the Transport Gallery opening in late May 2023.

Expenditure (for the months of July 2022 to March 2023) totalled \$12,980.18. As the Manager Library and Community suggested at the March 2023 meeting, Members do need to undertake an inventory of their archival resources, to determine if specific items need to be purchased before the end of the 2022/2023 financial year.

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

RECOMMENDATION

“that the Adelaide Plains Council Historical Committee, having considered Item 7.2 – *Monthly Financial Report – March 2023*, dated 4 April 2023, receives and notes the report.”

Attachment

1. Financial Statement – prepared by Council's Accountant

References

Legislation

Local Government Act (SA) 1999

24/03/2023

INCOME AND EXPENSES STATEMENT FOR THE PERIOD 01 JULY 2022 TO 23 March 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	362	35.61	325.94
Advertisement	500	50	11.66	38.18
Fuel (REO Fuel)	100	-	-	-
Electricity (Origin)	2,771	641	9.90	631.04
Consumables & Hardware (Petty Cash)	500	-	-	-
Stationery	300	-	-	-
Materials	1,800	1,668	10.53	1,657.00
NBN Internet	680	512	75.10	436.40
Equipment & Furniture	1,300	-	-	-
History Council Membership		-	-	-
Transport Gallery project		3,000	0.41	3,000.00
Museum Fire Truck Rego	479	496	2.76	493.24
Assets Insurance	4,200	5,295	1,327.08	3,967.68
CWMS Service Charges		702	10.23	692.00
Other Expenditure	5,352	1,977	238.54	1,738.70
Total Expenditure	19,982		1,721.82	12,980.18
Net Income/(Expenses)	(18,980)			(9,531.27)

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)	12,980.18
Budgeted Expenditure (Net of GST)	19,982.00
Available Expenditure Budget for 2021/2022	7,002
Non Budgeted Expenditure 2021/2022	0.00

SUMMARY OF THE BANK ACCOUNT TRANSACTIONS

Opening Bank Balance as at 1/10/2022	24,708.27
Income Received (incl GST) - not yet recorded in Authority	640.00
Closing Bank Balance as at 23/03/2023	25,348.27

 Adelaide Plains Council	7.3	Monthly Correspondence, School and Group Visits Report – March 2023	
	Department:	Development and Community	
	Report Author:	Manager Library and Community	
Date:	4 April 2023	Document Ref:	D23/13507

OVERVIEW

Each month *Adelaide Plains Council Historical Committee's* Secretary Ms Laura Parsons provides a detailed report listing all the incoming and outgoing correspondence. Due to agenda preparation deadlines, this report will need to be tabled and discussed at the April 2023 *APCHC* meeting.

RECOMMENDATION

“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – *Monthly Correspondence, School and Group Visits Report – March 2023*, dated 4 April 2023, receives and notes the report.”


Attachment

Nil

References

Legislation

Local Government Act (SA) 1999

 Adelaide Plains Council	7.4	Transport Gallery – Official Opening – April 2023 Update Report	
	Department:	Development and Community	
	Report Author:	Manager Library and Community	
Date:	4 April 2023	Document Ref:	D23/13483

OVERVIEW

A date for the official opening of the Mallala Museum’s Transport Gallery was set at the February 2023 *APCHC* meeting. Members agreed that it was appropriate to hold the ‘opening’ during May’s History month. The Museum Committee wished to recognise and celebrate the countless hours of voluntary work that have gone into making Peter Templeton’s original concept plans finally become a reality. The function date is Sunday 28 May 2023, with the ‘opening’ commencing at 2.00 pm.

At the last *APCHC* meeting the format of the event’s proceedings was agreed upon. In summary, Members wished to ‘open’ the ceremony to the general public, with invitations also being sent to various dignitaries, targeted Mallala community groups (as well as neighbouring local historical societies) and local media representatives. It was agreed that Glen Dix should be approached and asked to be the guest speaker, which has now been confirmed by Vaughan Chenoweth. The Manager Library and Community has also emailed the Mallala Primary School’s Community Engagement Officer to see if some of their students could perform “*Welcome to Country*” on the occasion. A ‘traditional’ country style afternoon tea will be provided by members/volunteers and served to guests in the Museum’s school room after the completion of the official opening.

Laura Parsons has kindly provided the Manager Library and Community with a generic poster, which is now on display in local businesses’ windows, as well as the Council office and library’s community notice boards. The poster has now been added to the Council website – “*What’s on*” section and both the Mallala Museum and APC Library facebook pages. Invitations were also emailed to ‘special guests’ by the Manager Library and Community in late March 2023. Based on acceptances, this may determine who else may be asked to briefly speak on the day.

At the May *APCHC* meeting, arrangements need to be finalised, including the Order of Service which needs to be coordinated by the Master of Ceremonies. If the weather proves unfavourable on the day, we may need to hold the ‘opening’ in a more sheltered area in the Museum.

RECOMMENDATION

“that the Adelaide Plains Council Historical Committee, having considered Item 7.4 – *Transport Gallery Official Opening – April 2023 Update Report*, dated 4 April 2023, receives and notes the report.”

Attachment

Nil

References

Legislation

Local Government Act (SA) 1999