

# NOTICE OF COUNCIL MEETING

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

## **Adelaide Plains Council Historical Committee Meeting of the**



will be held in the

**Mallala Museum  
1 Dublin Road, Mallala**

on

**Thursday 7 September 2023 at 11.00am**



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**

### **2.1 APOLOGIES**

Mrs C Young

## **3 MINUTES**

- 3.1 **“that the minutes of Adelaide Plains Council Historical Committee meeting held on Thursday 3 August 2023 (MB Folio 230 to 233 inclusive), be accepted as read and confirmed.”**

# MINUTES

of

## **Adelaide Plains Council Historical Committee Meeting of the**



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

held at

**Mallalla Museum  
1 Dublin Road  
Mallala**

on

**Thursday 3 August 2023  
at 11.00am**

The presiding member formally declared the meeting open at 11.06 am.

## **1 ACKNOWLEDGEMENT OF COUNTRY**

The Adelaide Plains Council Historical Committee 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**

### **2.1 Present**

Mr S M Strudwicke (Presiding Member)

Mr P Angus

Mr R Bevan

Mr V Chenoweth

Mr J Franks

Ms L Parsons

Mrs C Young

### **2.2 Also in attendance**

Manager Library and Community

Ms A Sawtell

### **APOLOGIES:**

### **2.3 Mr G Tucker**

**3 MINUTES****3.1 CONFIRMATION OF MINUTES****COMMITTEE RESOLUTION 2023/40**

Moved: Mrs Young

Seconded: Ms Parsons

“that the minutes of Adelaide Plains Council Historical Committee meeting held on Thursday 6 July 2023 (MB Folio 225 to 229 inclusive), be accepted as read and confirmed.”

**CARRIED**

**4 BUSINESS ARISING**

Nil

**5 DECLARATION OF MEMBERS' INTEREST**

Nil

**6 REPORTS FOR DECISION**

Nil

**7 REPORTS FOR INFORMATION****7.1 RESOLUTIONS ACTION REPORT – JULY 2023****COMMITTEE RESOLUTION 2023/41**

Moved: Mr Angus

Seconded: Mr Chenoweth

“that the Committee, having considered Item 7.1 – *Resolutions Action Report – July 2023*, dated 3 August 2023, receives and notes the report.”

**CARRIED**

**7.2 MONTHLY FINANCIAL REPORT – JULY 2023****COMMITTEE RESOLUTION 2023/42**

Moved: Ms Parsons

Seconded: Mrs Young

“that the Committee, having considered Item 7.2 – *Monthly Financial Report – July 2023*, dated 3 August 2023, receives and notes the report.”

**CARRIED**

**7.3 MONTHLY CORRESPONDENCE, SCHOOL AND GROUP VISITS REPORT – JULY 2023****COMMITTEE RESOLUTION 2023/43**

Moved: Ms Parsons

Seconded: Mr Franks

“that the Committee, having considered Item 7.3 – *Monthly Correspondence, School and Group Visits Report – July 2023*, dated 3 August 2023, receives and notes the report.”

CARRIED

**8 QUESTIONS WITHOUT NOTICE**

Nil

**9 MOTIONS WITHOUT NOTICE****9.1 MALLALA MUSEUM – FUNDING OPPORTUNITIES – LIFT****COMMITTEE RESOLUTION 2023/44**

Moved: Mr Franks

Seconded: Mrs Young

“that the Committee continues to seek grant funding opportunities to install a lift in the Mill building.”

CARRIED

**10 URGENT BUSINESS**

Nil

**11 NEXT MEETING**

Thursday 7 September 2023

**12 CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at 11.40 am.

Confirmed as a true record.

Chairperson:.....

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**4 BUSINESS ARISING****5 DECLARATION OF MEMBERS' INTEREST****6 REPORTS FOR INFORMATION****6.1 MONTHLY FINANCIAL REPORT - AUGUST 2023**

**Record Number:** D23/37882

**Author:** Manager Library and Community

**Authoriser:** Group Manager - Development and Community

**Attachments:** 1. Financial Statement - August 2023

**RECOMMENDATION**

**“that Council, having considered Item 6.1 – *Monthly Financial Report - August 2023*, dated 7 September 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**

Income and expenditure statement is summarised below.

No income or donations has been banked during the first month of the 2023-2024 financial year.

Expenditure for July 2023 totalled \$9,657 – the payment of the Museum's fabric awnings, which have now been installed to enclose the Agricultural Shed, cost \$9,409 (GST exclusive).

**Conclusion**

The Presiding Member or the Manager Library and Community can respond to Members queries regards financial matters at the September 2023 APCHC meeting.

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**References**Legislation

*Local Government Act (SA) 1999*

17/08/2023				
<b>INCOME AND EXPENSES STATEMENT</b>				
Details	Budget (Net of GST)	Gross \$	GST \$	Net \$
<b>Income</b>				
Door Money	800	-	-	-
Sundry Sales	200	-	-	-
Interest from Bank	2	-	-	-
<b>Total Income</b>	<b>1,002</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditure</b>				
Service Contracts (Chubb/Flick)	3,350	-	-	-
Advertising	500	-	-	-
Fuel (REO Fuel)	100	-	-	-
Electricity (Origin)	2,771	-	-	-
Consumables & Hardware (Petty Cash)	500	-	-	-
Stationery	300	-	-	-
Materials	1,800	10,473	952	9,520
NBN Internet	680	120	11	109
Equipment & Furniture	1,300	-	-	-
Rego	479	-	-	-
Postage	-	-	-	-
Assets Insurance	4,200	-	-	-
History Council Membership	-	30	3	27
CWMS Service Charges	692	-	-	-
Other Expenditure	3,310	-	-	-
<b>Total Expenditure</b>	<b>19,982</b>	<b>10,623</b>	<b>966</b>	<b>9,657</b>
<b>Net Income</b>	<b>(18,980)</b>	<b>(10,623)</b>	<b>(966)</b>	<b>(9,657)</b>

<b>SUMMARY OF BUDGET AGAINST ACTUAL</b>	
Actual Income (Net of GST)	0
Budgeted Income (Net of GST)	1,002
<b>Over/(Under) Income Budget for 2022/2023</b>	<b>(1,002)</b>
Actual Expenditure (Net of GST)	9,657
Budgeted Expenditure (Net of GST)	19,982
<b>Available Expenditure Budget for 2022/2023</b>	<b>10,325</b>
<b>Non Budgeted Expenditure 2022/2023</b>	<b>0</b>

<b>SUMMARY OF THE BANK ACCOUNT TRANSACTIONS</b>	
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
Less : Expenses	- 10,350.00
<b>Closing Bank Balance as at 17/08/2023</b>	<b>31,110.27</b>

**6.2 RESOLUTIONS ACTION REPORT - AUGUST 2023****Record Number:** D23/38668**Author:** Manager Library and Community**Authoriser:** Group Manager - Development and Community**Attachments:** 1. Resolutions Register - August 2023**RECOMMENDATION**

**“that Council, having considered Item 6.2 – *Resolutions Action Report - August 2023*, dated 7 September 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 Action Report is presented as a standing monthly Agenda Item and presented 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’.

**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.

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**References**Legislation

*Local Government Act (SA) 1999*

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	Dane Wilden from History Trust of SA, offered to assist - Manager Library and Community to follow up regards is availability
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
3-Aug-23	7.1	Resolutions Action Report - July 2023	"that the Committee, having considered Item 7.1 – Resolutions Action Report – July 2023, dated 3 August 2023, receives and notes the report."	2023/41	Completed
3-Aug-23	7.2	Monthly Financial Report - July 2023	"that the Committee, having considered Item 7.2 – Monthly Financial Report – July 2023, dated 3 August 2023, receives and notes the report."	2023/42	Completed
3-Aug-23	7.3	Monthly Correspondence, School & Group Visits Report – May 2023	"that the Committee, having considered Item 7.3 – Monthly Correspondence, School and Group Visits Report – July 2023, dated 3 August 2023, receives and notes the report."	2023/43	Completed
3-Aug-23	9.1	Mallala Museum - Funding Opportunities - Lift	"that the Committee continues to seek grant funding opportunities to install a lift in the Mill building."	2023/44	Ongoing

**6.3 MONTHLY CORRESPONDENCE, SCHOOL AND GROUP VISITS REPORT - AUGUST 2023****Record Number:** D23/38904**Author:** Manager Library and Community**Authoriser:** Group Manager - Development and Community**Attachments:** 1. Correspondence, School and Group Visits Report - August 2023**RECOMMENDATION**

**“that Council, having considered Item 6.3 – *Monthly Correspondence, School and Group Visits Report - August 2023*, dated 7 September 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 forthcoming school and scheduled group visits.

**Discussion**

This report is presented as a standing monthly Agenda for Members’ information – refer to **Attachment 1** to this Report.

There are two groups booked into tour the Museum in October 2023, with one group requiring morning tea.

**Conclusion**

APCHC Secretary Ms Laura Parsons is able to provide further details in relation to **Attachment 1** at the September 2023 Committee meeting.

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**References**Legislation

*Local Government Act (SA) 1999*

**Mallala Museum Correspondence Report**

Thursday 7th September, 2023, 11am  
Museum Schoolroom

**Incoming Mail**

J

**Incoming Email**

July 18 <sup>th</sup>	Alvin Jenkin Model T Ford history
July 25 <sup>th</sup>	APC re 2022-23 volunteer grants
Aug 1 <sup>st</sup>	HCSA AGM notice
Aug 3 <sup>rd</sup>	History Trust MaC members news
Aug 9 <sup>th</sup>	HCSA newsletter
Aug 18 <sup>th</sup>	David Bailey Greater Adelaide regional plan consultation
Aug 20 <sup>th</sup>	Flickr renewal
Aug 21 <sup>st</sup>	History Trust - MaC projects round 7
Aug 21 <sup>st</sup>	Jill Stewart re Avon centenary
Aug 23 <sup>rd</sup>	Dublin Dispatch deadline
24 <sup>th</sup> Aug	HCSA newsletter

**Facebook messages**

y

**Outgoing Mail and Email**

Responses to above

**Recent donations**

Rob Jury - Offer of a desk presented to his Grandfather, E. A. Jury. He will arrange to have it delivered.

**Upcoming Visits**

OCTOBER

Thursday 26<sup>th</sup> – Salisbury group TBC

Have asked for morning tea quoted \$12 ea

Friday 27<sup>th</sup> TBC

Encounter Church

**Virtual Meetings**

**6.4 MUSEUMS AND COLLECTIONS 2023-2024 PROJECT GRANTS****Record Number: D23/38953****Author: Manager Library and Community****Authoriser: Group Manager - Development and Community****Attachments: 1. Museums and Collections 2023-2024 Project Grant Guidelines****RECOMMENDATION**

**“that Council, having considered Item 6.4 – *Museums and Collections 2023-2024 Project Grants*, dated 7 September 2023, receives and notes the report.”**

**Purpose**

The purpose of this report is to provide Members with an overview of the History Trust of South Australia’s Museums and Collections 2023 – 2024 Project Grants.

**Background**

The Mallala Museum is a financial member of the History Trust of SA’s MaC program and is therefore eligible to apply for development and funding grants. The annual grant pool is approximately \$250,000 and MaC members can apply and seek financial assistance for projects up to value of \$20,000.

Eligible Projects need to:

- contribute to the development of rich and diverse South Australian history experiences for identified audiences;
- be significant and relevant to preservations, care, interpretation, accessibility of/or engagement with South Australian history;
- lead to outcomes that will have lasting impact and value for South Australian history;
- demonstrate understanding, and intended application, of good practice standards in caring for collections or engaging audiences; and
- be well planned and accurately costed including estimates and quotes for service providers or equipment.

**Discussion**

There are two opportunities this financial year to apply for MaC Project Grants. The first round opened on Saturday 26 August 2023 and applications need to be submitted by Monday 9 October 2023. The next round will open in February/March 2024.

**Attachment 1** clearly identifies projects that may be supported by the History Trust of South Australia, as well as projects that will not be awarded funding.

In recent months, Members have considered further improvements to the Mallala Museum's exhibition spaces and it is suggested that at the September 2023 APCHC meeting, time is set aside for a brainstorming session to consider potential projects that could meet the criteria and apply for MaC funds.

### **Conclusion**

The Malala Museum, as an active MaC member is eligible to apply for financial assistance from the History Trust of South Australia's Museums and Collections Project Grants.

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### **References**

#### Legislation

*Local Government Act (SA) 1999*



## Museums and Collections (MaC) 2023-24 Project Grant Guidelines

Among the key aims of The History Trust of South Australia is to build the evidence of our state's rich and fascinating past and to make it accessible to all. We offer two annual grant programs that progressively add to South Australia's history and bring it to life. Museums and Collections (MaC) grants support the development, preservation and sharing of community-held historical collections, promote best practices, and raise the profile, impact and reach of South Australian history and community history organisations. We welcome and appreciate your interest in helping to make that happen.

### Our guiding principles



### MaC Project Grants

Museums and Collections (MaC) grants support your organisation to be an active, valued part of the Statewide History Network.

The annual grant pool is around \$250,000.

### Eligibility

MaC grants are available only to organisations who are members of the Museums and Collections (MaC) development and funding program. MaC membership is open to a wide range of community organisations and membership can be applied for at any time.

### What can be funded

A wide range of projects that help your organisation care for, document, present and share collections and local history can be funded.

Individual grants can be up to \$20,000. Major projects that demonstrate more innovative

approaches to making collections and history accessible or that will have significant impact and reach for SA history beyond your organisation's region are suited to a higher level of funding. More foundational projects (such as collection management projects) will usually attract a lower level of funding. Project possibilities include:

- Projects that make connections with your communities and/or invite people to view historical events from different perspectives
- Innovative digital or physical history projects and exhibitions
- Collections or community development projects and programs that engage new audiences and/or engage existing audiences in new ways
- Projects that make connections with schools including education resources and programs
- Physical and digital publication projects that make history and collections accessible to local and global audiences
- Collection documentation/cataloguing,

# Museums and Collections (MaC)

## 2023-24 Grant Guidelines

digitisation or reformatting

- Development of collection storage facilities, rehousing and conservation of significant collections
- Engagement of specialists to conduct collection care or management review, significance assessment, or to develop interpretation or design plans for physical or digital projects
- Collection research activities and oral histories
- Visitor research
- Specialist workshops/skills training for staff or volunteers
- Projects that promote community wellbeing and lifelong learning
- Projects that engage local First Nations communities in the telling of our shared history
- Partnerships with other organisations that further your historical activities and impact.

**Please note that requests for funds under \$1,000 may better suit MaC small grants. Please get in touch about how to access MaC small grants.**

### What cannot be funded

- Restoration of historic buildings or general building maintenance
- Ongoing expenditure for salaries or administration
- Costs that have already been incurred
- Office and general organisation running costs

### How to apply

There are two opportunities to apply to this grant round. Part one applications are open between Saturday 26 August and Monday 9 October 2023. Part two in February/March 2024. Applications are assessed and approved at the end of each part and if your project is not funded in part one you will be able to resubmit in part two. Apply here: <https://history.smartygrants.com.au/MaCprojectsRound7>

### Assessment process

Applications are assessed by an external peer panel appointed each year by The History Trust of South Australia. Applicants will be notified of the outcome of their submission in writing.

### Assessment considerations and criteria

#### Projects need to:

- Contribute to the development of rich and diverse South Australian history experiences for identified audiences
- Be significant and relevant to preservation, care, interpretation, accessibility of or engagement with South Australian history
- Lead to outcomes that will have lasting impact and value for South Australian history
- Demonstrate understanding, and intended application, of good practice standards in caring for collections or engaging audiences
- Be well-planned and accurately costed including estimates and quotes for service providers or equipment

Please keep these criteria firmly in mind when preparing your application. If you have any questions about your intended project [get in touch](#). Amanda and Teri are very happy to help you.



### Conditions of grants

- Grants may be used only for the purposes specified in the letter of approval
- Approval from the History Trust must be obtained for any proposed changes to the use of the grant
- Changes to contact details must be advised
- Grantees are responsible for legal requirements such as planning approval and copyright clearance
- Grant recipients must acknowledge the History Trust of South Australia's support in all promotional material associated with the project; this includes use of the History Trust's standard text of acknowledgement: This project was supported by the History Trust of South Australia's Museums and Collections (MaC) Program grant fund.
- Grant acquittal requirements form part of the conditions of the grant (see below)
- Project acquittal information and images will be used by the History Trust of South Australia to promote the outcomes of the grants program and the work of the History Trust. This includes but is not limited to
  - Social media
  - Website
  - Publications (online and print)
  - Public programs.
- The History Trust may offer funding subject to other conditions. Such conditions will be set out in the letter of offer.

### Payment of grants

- Grantees need to invoice the History Trust of South Australia for the amount of the grant plus GST if applicable.

- Your grant notification will let you know how and when to submit your invoice.
- All grant payments are made by EFT. Please note that if you/your organisation are not already a registered vendor with the History Trust we will organise this with you to minimise delay to your grant payment.

### Grant acquittal requirements

- Approved part one grants are due to be acquitted (finalised) by 30 November 2024 and part two grants by 30 June 2025
- Acquittals are done using an online form that asks for your project story and a financial statement
- Copies of paid invoices/receipts are to be included as part of the financial statement
- Your project story is to include: why was the project needed; how did the grant support that need; what was the result of your project and the ongoing outcomes; were there any unexpected outcomes from the grant
- 3-5 pieces of visual evidence that show the progress and/or outcomes of your project
  - Any images or video must be cleared for copyright (i.e. you must have permission to share and distribute the image)
  - Please ensure that people in any images or video have provided their consent for their image to be used.

### Assistance with your application

Please email us: [community@history.sa.gov.au](mailto:community@history.sa.gov.au)

[Help with SmartyGrants](#)

**7 QUESTIONS WITHOUT NOTICE**

**8 MOTIONS WITHOUT NOTICE**

**9 URGENT BUSINESS**

**10 NEXT MEETING**

**11 CLOSURE**