

# 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 in

**by electronic means**

On

**Wednesday 2 February 2022  
at 7:00pm**

A handwritten signature in black ink, appearing to read "James Miller", is written over a horizontal dotted line.

James Miller  
**CHIEF EXECUTIVE OFFICER**

## AGENDA

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<b>1. <u>ATTENDANCE</u></b>	
1.1 Present	
1.2 Apologies	
1.3 Not Present/Leave of Absence	
<b>2. <u>CONFIRMATION OF MINUTES</u></b>	
2.1 “that the minutes of Adelaide Plains Council Historical Committee meeting held on Wednesday 3 November 2021 be accepted”	4
<b>3. <u>BUSINESS ARISING</u></b>	
<b>4. <u>DECLARATION OF MEMBERS INTEREST (material, actual, perceived)</u></b>	
<b>5. <u>ADJOURNED BUSINESS</u></b>	
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<b>8. <u>QUESTIONS ON NOTICE</u></b>	
No Confidential Items	
<b>9. <u>QUESTIONS WITHOUT NOTICE</u></b>	
<b>10. <u>MOTIONS ON NOTICE</u></b>	
<b>11. <u>MOTIONS WITHOUT NOTICE</u></b>	
<b>12. <u>URGENT BUSINESS</u></b>	

**13. CONFIDENTIAL ITEMS**

Nil

**14. NEXT MEETING**

Wednesday 2 March 2022

**15. CLOSURE**



Adelaide  
Plains  
Council

**2. CONFIRMATION OF MINUTES**

**Wednesday 2 February 2022**

**Items:**

- 2.1 “that the minutes of Adelaide Plains Council Historical Committee meeting held on Wednesday 3 November 2021 **(MB Folio 146 to 150 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

**Mallala Museum  
1 Dublin Road  
Mallala**

on

**Wednesday 3 November 2021**

The Presiding Member formally declared the meeting open at 7.02pm.

**1. ATTENDANCE**

**1.1 Present**

Mr S M Strudwicke (Presiding Member)

Mr P Angus

Mr R Bevan

Mr J Franks

Mr A Tiller

Mrs C Young

Also in attendance for the meeting:

Manager Library and Community    *by zoom*    Ms Anne Sawtell

**1.2 Apologies**

Ms L Parsons

Mr G Tucker

**1.3 Not Present / Leave of Absence**

Mr V Chenoweth

**2. CONFIRMATION OF MINUTES**

**2.1**

**Committee Resolution**

**2021/ 070**

Moved Mrs Young                      Seconded Mr Bevan

**“that the minutes of Adelaide Plains Council Historical Committee meeting held on Wednesday 1 September 2021 (MB Folio 141 to 145 inclusive), be accepted as read and confirmed.”**

**CARRIED**

**3. BUSINESS ARISING**

Nil

**4. DECLARATION OF MEMBERS INTEREST (Material, actual, perceived)**

Nil

**5. ADJOURNED BUSINESS**

Nil

## 6. REPORTS FOR INFORMATION

### 6.1 Resolutions Actions Report – October 2021

<b>Committee Resolution</b>	<b>2021/ 071</b>
Moved Mrs Young	Seconded Mr Franks
<p><b>“that the Adelaide Plains Historical Committee, having considered Item 6.1 – Resolution Actions Report – October 2021 dated 3 November 2021, receives and notes the report.”</b></p>	
<b>CARRIED</b>	

### 6.2 Monthly Financial Report – October 2021

<b>Committee Resolution</b>	<b>2021/ 072</b>
Moved Mr Allen	Seconded Mr Angus
<p><b>“that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – Monthly Financial Report – October 2021 dated 3 November 2021, receives and notes the report.”</b></p>	
<b>CARRIED</b>	

### 6.3 Monthly Correspondence, School & Group Visits Report – October 2021

<b>Committee Resolution</b>	<b>2021/ 073</b>
Moved Mr Franks	Seconded Mrs Young
<p><b>“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – Monthly Correspondence, School and Group Visits Report – October 2021 dated 3 November 2021, receives and notes the report.”</b></p>	
<b>CARRIED</b>	

## 7. REPORTS FOR DECISION

## 7.1 AGM – Appointment of Treasurer

**Committee Resolution****2021/ 074**

Moved Mr Bevan                      Seconded Mrs Young

**“that the Adelaide Plains Council Historical Committee, having considered Item 7.1 – AGM – appointment of Treasurer dated 3 November 2021, receives and notes the report and in doing so appoints Mr Franks as Treasurer to 1 January 2023.”**

**CARRIED****8. QUESTIONS ON NOTICE**

Nil

**9. QUESTIONS WITHOUT NOTICE**

Nil

**10. MOTIONS ON NOTICE**

Nil

**11. MOTIONS WITHOUT NOTICE**

Nil

**12. URGENT BUSINESS**

Nil

**13. CONFIDENTIAL ITEMS**

Nil

**14. NEXT MEETING**

14.1 Wednesday 2 February 2022



**15. CLOSURE**


There being no further business, the Presiding Member declared the meeting closed at 7.55pm.

Confirmed as a true record.

Presiding Member: .....

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

Subject to confirmation

	6.1	Resolution Actions Report – January 2022	
	Department:	Development and Community	
Date: 2 February 2022	Report Author:	Manager Library and Community	
	Document Ref:	D22/3443	

## **OVERVIEW**

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

Some outstanding resolutions from May 2021 remain ‘ongoing’ as there are financial and time/resource implications.

## **RECOMMENDATION**

**“that the Adelaide Plains Historical Committee, having considered Item 6.1 – *Resolution Actions Report – January 2022*, dated 2 February 2022, 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	11.1	Glenn Dix video – offer of professionally editing	“that the Adelaide Plains Historical Committee agrees to provide Mr Mark Warren, General Manager, The Bend Motorsport Park with its copy of the Glenn Dix recording for him to professionally edit and provide a free copy of the updated professional version of the interview back to the Mallala Museum.”	2021/32	Ongoing
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	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	?

	6.2	<b>Monthly Financial Report – January 2022</b>	
	<b>Department:</b>  <b>Report Author:</b>	<b>Development and Community</b>  <b>Manager Library and Community</b>	
<b>Date:</b> 2 February 2022	<b>Document Ref:</b>	D22/3916	

## **OVERVIEW**

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

Income, predominantly raised from the collection of visitor fees, total \$1,203.58. Costs associated with the establishment of the new Transport Gallery in the last financial year paid by Council eg materials and labour totalled \$11,722.15. Council has been compensated by the withdrawal of this sum of money from the Mallala Museum’s bank account.

Council has recently paid for the Museum’s branded polo shirts. Members who have ordered their shirts are reminded to collect and pay for them, in order for this marketing initiative to remain ‘cost neutral’.

## **RECOMMENDATION**

**“that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – *Monthly Financial Report – January 2022*, dated 2 February 2022, receives and notes the report.”**

## **Attachment**

1. Financial Statement – prepared by General Manger Finance and Business

## **References**

### Legislation

*Local Government Act (SA) 1999*


25/01/2022			
<b>INCOME AND EXPENSES STATEMENT FOR THE PERIOD JULY 2021 TO JANUARY 2022</b>			
Details	Budget (Ex. GST)	GST \$	Net \$
<b>Income</b>			
Door Money	500	-	902.73
Sundry Sales	200	-	-
Interest from Bank	2	-	0.85
Donations			300.00
<b>Total Income</b>	<b>702</b>	<b>-</b>	<b>1,203.58</b>
<b>Expenditure</b>			
<i>Transport Gallery project</i>		-	11,722.15
Service Contracts ( <i>Chubb/Flick</i> )	3,700	-	-
Advertising	500	-	-
Fuel ( <i>REO Fuel</i> )	100	2.74	27.36
Electricity ( <i>Origin</i> )	2,735	-	-
Consumables & Hardware ( <i>Petty Cash</i> )	500	-	-
Stationery	300	-	-
Materials	1,350	74.36	743.56
NBN Internet	655	32.70	327.30
Equipment & Furniture	1,000	-	-
History Council Membership	-	2.73	27.27
Assets Insurance	5,066	306.87	3,069.45
CWMS Service Charges	659	-	659.00
RAAF Centenary - Vintage Aircraft - Overflight	-	-	750.00
Museum Fire Truck Rego	-	-	478.57
Interpretive Panels	-	138.60	1,386.00
Polo Shirts	-	93.84	938.36
Other Expenditure	2,000	21.18	211.82
<b>Total Expenditure</b>	<b>18,565</b>	<b>673.02</b>	<b>20,340.84</b>
<b>Net Income/(Expenses)</b>	<b>(17,863)</b>		<b>(19,137.26)</b>

**SUMMARY OF BUDGET AGAINST ACTUAL**

Actual Income (Net of GST)	1,203.6
Budgeted Income (Net of GST)	702.00
<b>Over/(Under) Income Budget for 2021/2022</b>	<b>(1,905.58)</b>
Actual Expenditure (Net of GST)	20,340.84
Budgeted Expenditure (Net of GST)	18,565.00
<b>Available Expenditure Budget for 2021/2022</b>	<b>(1,775.84)</b>
<b>Non Budgeted Expenditure 2021/2022</b>	<b>11,722.15</b>

**SUMMARY OF THE BANK ACCOUNT TRANSACTIONS**

<b>Opening Bank Balance as at 01/07/2021</b>	32,463.77
Income Received (incl GST)	882.85
Less : Withdrawal for Transport Gallery project	<b>(11,722.15)</b>
<b>Closing Bank Balance as at 25/01/2022</b>	<b>21,624.47</b>

	6.3	<b>Monthly Correspondence, School and Group Visits Report – January 2022</b>	
	<b>Department:</b>  <b>Report Author:</b>	<b>Development and Community</b>  <b>Manager Library and Community</b>	
<b>Date:</b> <b>2 February 2022</b>	<b>Document Ref:</b>	<b>D22/4047</b>	

## **OVERVIEW**

Each month *Adelaide Plains Council Historical Committee’s* Secretary Ms Laura Parsons provides a detailed report about all the incoming and outgoing correspondence she has dealt with – this will be tabled and discussed on the night.

With the gradual return of pupils to school for the beginning of Term 1, and the uncertainty of COVID-19 outbreaks, it is highly probable that school excursions will be deferred to later in the year. At this stage enquiries from interested groups/organisations can be accommodated as long as all visitors meet APCHC COVID-19 safe plans – eg socially distancing and the use of COVID-19 QR codes when entering the building (or hard copy contact tracing records). Just a reminder to members and volunteers, if you are displaying even the slightest symptoms of COVID-19, please do not attend any working bees, meetings or visits.

Council has recently provided staff with a Draft *COVID-19 Management Policy*, which will also apply to its volunteers, regarding Council’s expectations and the obligations of employees (including volunteers) in relation to managing COVID-19 in the workplace. This Draft Policy is currently out for staff consultation, and when the final version is adopted by the Executive Management Team, the Manager Library and Community will provide all Mallala Museum volunteers with a copy of the document.

## **RECOMMENDATION**

**“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – *Monthly Correspondence, School and Group Visits Report – January 2022*, dated 2 February 2022, receives and notes the report.”**

## **Attachment**

Nil

## **References**

### Legislation

*Local Government Act (SA) 1999*