

# NOTICE OF MEETING

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

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

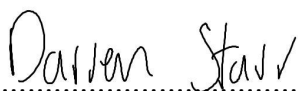


will be held in

**Mallala Museum  
1 Dublin Road  
Mallala**

On

**Wednesday 2 June 2021 at 7:00pm**



.....  
Darren Starr

**GENERAL MANAGER DEVELOPMENT AND COMMUNITY**

## **AGENDA**

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|---|-------------|
| <b>1. <u>ATTENDANCE</u></b>   |             |
| 1.1 Present   |             |
| 1.2 Apologies   |             |
| Ms L Parsons  |             |
| 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 5 May 2021 be accepted” |             |
| <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>   |             |
| Nil   |             |
| <b>6. <u>REPORTS FOR INFORMATION</u></b>  |             |
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| 6.4 Monthly School and Group Visits Report – May 2021   | 16          |
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| <b>7. <u>REPORTS FOR DECISION</u></b>   |             |
| Nil   |             |
| <b>8. <u>QUESTIONS ON NOTICE</u></b>  |             |
| <b>9. <u>QUESTIONS WITHOUT NOTICE</u></b>   |             |
| <b>10. <u>MOTIONS ON NOTICE</u></b>   |             |

**11. MOTIONS WITHOUT NOTICE**

**12. URGENT BUSINESS**


**13. CONFIDENTIAL ITEMS**

Nil

**14. NEXT MEETING**

7 July 2021

**15. CLOSURE**

 <b>Adelaide Plains Council</b>	<b>2. CONFIRMATION OF MINUTES</b>
<b>Wednesday 5 May 2021</b>	

**Items:**

- 2.1 “that the minutes of Adelaide Plains Council Historical Committee meeting held on Wednesday 5 May 2021 **(MB Folio 111 to 115 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 IN

**Mallala Museum  
1 Dublin Road  
Mallala**

on

**Wednesday 5 May 2021**

The Presiding Member formally declared the meeting open at 7.00pm.

**1. ATTENDANCE**

**1.1 Present**

Mr S M Strudwicke (Presiding Member)

Mr P Angus

Mr R Bevan

Mr J Franks

Ms L Parsons

Mr A Tiller

Mrs C Young

Also in attendance for the meeting:

Manager Library and Community

Ms Anne Sawtell

Mr I Wedding

**1.2 Apologies**

Mr G Tucker

**1.3 Not Present / Leave of Absence**

Nil

**2. CONFIRMATION OF MINUTES**

**2.1**

**Committee Resolution**

**2021/028**

Moved Mrs Young                      Seconded Mr Franks

“that the minutes of Adelaide Plains Council Historical Committee meeting held on Wednesday 7 April 2021 (MB Folio 111 to 115 Inclusive), be accepted as read and confirmed.”

**CARRIED**

**3. BUSINESS ARISING**

**3.1 Presentation of certificate to Ian Wedding**

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

Nil

**5. ADJOURNED BUSINESS**

Nil

## 6. REPORTS FOR INFORMATION

### 6.1 Resolutions Actions Report – April 2021

#### **Committee Resolution**

**2021/ 029**

Moved Mr Angus                      Seconded Mrs Young

“that the Adelaide Plains Historical Committee, having considered Item 6.1 – Resolution Actions Report – April 2021, dated 5 May 2021, receives and notes the report.”

**CARRIED**

### 6.2 Monthly Financial Report – April 2021

#### **Committee Resolution**

**2021/ 030**

Moved Mr Tiller                      Seconded Mr Bevan

“that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – Monthly Financial Report – April 2021, dated 5 May 2021, receives and notes the report.”

**CARRIED**

### 6.3 Monthly Correspondence Report – April 2021

#### **Committee Resolution**

**2021/ 031**

Moved Ms Parsons                      Seconded Mrs Young

“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – Monthly Correspondence Report – April 2021, dated 5 May 2021, receives and notes the report.”

**CARRIED**

## 7. REPORTS FOR DECISION

Nil

## 8. QUESTIONS ON NOTICE

Nil

## 9. QUESTIONS WITHOUT NOTICE

Nil

**10. MOTIONS ON NOTICE**

Nil

**11. MOTIONS WITHOUT NOTICE****11.1 Glenn Dix video – offer of professionally editing****Committee Resolution****2021/ 032**

Moved Mr Bevan                      Seconded Mr Franks

“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.”

**CARRIED****11.2 Schools visits – pupil fee charge****Committee Resolution****2021/ 033**

Moved Mr Franks                      Seconded Mrs Young

“that the Adelaide Plains Historical Committee sets a charge of \$3 per pupil visiting the Mallala Museum, noting that teachers and accompanying parents are exempt.”

**CARRIED****11.4 Recommencement of School Visits****Committee Resolution****2021/ 034**

Moved Mr Bevan                      Seconded Mrs Young

“that the Adelaide Plains Historical Committee recommences and accepts school visits to the Mallala Museum, as from Term 2 2021.”

**CARRIED**



## 11.4 Relocation of External fencing

**Committee Resolution****2021/ 034**

Moved Mr Bevan                      Seconded Mrs Young

“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.”

**CARRIED**

## 11.5 Mallala Museum - purchase of Compactus

**Committee Resolution****2021/ 035**

Moved Mr Franks                      Seconded Mrs Young

“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.”

**CARRIED****12. URGENT BUSINESS**

Nil

**13. CONFIDENTIAL ITEMS**

Nil

**14. NEXT MEETING**

14.1 Wednesday 2 June 2021


**5. CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at 8.44pm.

Confirmed as a true record.

Presiding Member: .....

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

 <b>Adelaide Plains Council</b>	<b>6.1</b>	<b>Resolution Actions Report – May 2021</b>
	<b>Department:</b>  <b>Report Author:</b>	<b>Development and Community</b>  <b>Manager Library and Community</b>
<b>Date:</b> <b>2 June 2021</b>	<b>Document Ref:</b>	<b>D21/22795</b>

## **OVERVIEW**

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

If Members have been endorsed by the Committee to undertake 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 is kept up to date. Please note that there are a few outstanding resolutions in the attached resolution register (**Attachment 1**).

## **RECOMMENDATION**

**“that the Adelaide Plains Historical Committee, having considered Item 6.1 – *Resolution Actions Report – May 2021* dated 2 June 2021, receives and notes the report.”**

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## **Attachments**

1. Resolution Register

## **References**


### Legislation

*Local Government Act 1999 (SA)*

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

## Adeladie Plains Council Historical Committee - Resolutions from November 2020

Meeting Date	Item Number	Title	Resolution Description	Resolution Number	Status/ Comments ('Deferred, Ongoing, Agenda, Completed')
03-Mar-21	11.3	Upstairs Gallery – locks for cabinets	“that the Adelaide Plains Council Historical Committee instructs the Manager Library and Community to purchase chrome locks for securing the Upstairs Gallery glass door cabinets, up to the total value of \$50.”	2021/19	Additional locks have been purchased
05-May-21	2.1	Confirmation of Minutes	“that the minutes of Adelaide Plains Council Historical Committee meeting held on Wednesday 7 April 2021 (MB Folio 111 to 115 Inclusive), be accepted as read and confirmed.”	2021/28	Completed
05-May-21	6.1	Resolutions Action Report - April 2021	“that the Adelaide Plains Historical Committee, having considered Item 6.1 – Resolution Actions Report – April 2021, dated 5 May 2021, receives and notes the report.”	2021/29	Completed
05-May-21	6.2	Monthly Financial Report - April 2021	“that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – Monthly Financial Report – April 2021, dated 5 May 2021, receives and notes the report.”	2021/30	Completed
05-May-21	6.3	Monthly Correspondence Report - April 2021	“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – Monthly Correspondence Report – April 2021, dated 5 May 2021, receives and notes the report.”	2021/31	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	?
05-May-21	11.2	Schools visits – pupil fee charge	“that the Adelaide Plains Historical Committee sets a charge of \$3 per pupil visiting the Mallala Museum, noting that teachers and accompanying parents are exempt.”	2021/33	Completed
05-May-21	11.3	Recommencement of School Visits	“that the Adelaide Plains Historical Committee recommences and accepts school visits to the Mallala Museum, as from Term 2 2021.”	2021/34	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	?
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	?

 <b>Adelaide Plains Council</b>	<b>6.2</b>	<b>Monthly Financial Report – May 2021</b>	
	<b>Department:</b>	<b>Development and Community</b>	
	<b>Report Author:</b>	<b>Manager Library and Community</b>	
<b>Date:</b>	<b>2 June 2021</b>	<b>Document Ref:</b>	<b>D21/23811</b>

## **OVERVIEW**

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

As the Mallala Museum reopened its doors to the general public on Sunday 2 May 2021, and school and group bookings are now be taken, door money income will be generated.

Costs incurred from the Transport Gallery refit have been paid from the Museum budget eg material general ledger line. Depending on further expenditure associated with the Transport Gallery this financial year, the Committee may be required to pay for some of the expenses eg transfer funds from the Museum's Bank account.

This will be last time in 2020/2021 for Committee members to recommend the purchase of any necessary equipment and furniture. The Manager Library and Community will need to raise the required Council purchase order and finance staff will pay the supplier by mid- July 2021.

## **RECOMMENDATION**

***“that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – *Monthly Financial Report – May 2021*, dated 2 June 2021, receives and notes the report.”***

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## **Attachment**

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

## **References**

### Legislation

*Local Government Act (SA) 1999*

<b>INCOME AND EXPENSES STATEMENT FOR THE PERIOD JULY 2020 TO MAY 2021</b>			
<b>Details</b>	<b>Budget (Ex. GST)</b>	<b>GST \$</b>	<b>Net \$</b>
<b>Income</b>			
Door Money	2,000	-	-
Donation from from Miss M.E. Dow	-	-	100.00
Sundry Sales	4,000	-	-
Interest from Bank	2	-	2.41
<b>Total Income</b>	<b>6,002</b>	<b>-</b>	<b>102.41</b>
<b>Expenditure</b>			
<i>To be transferred to Council (the fire engine shed to rehouse the REO Speedwagon **</i>		1,150.40	11,504.00
Service Contracts (AMA/Flick)	3,450	31.20	312.00
Advertising	400	57.10	571.00
Fuel (REO Fuel)	100	-	-
Electricity (Origin)	2,700	149.08	1,490.87
Consumables & Hardware (Petty Cash)	500	69.37	731.15
Stationery	300	-	-
Materials	1,250	12.63	162.63
NBN Internet	700	59.95	600.05
Equipment & Furniture	1,000	7.18	71.82
Postage	-	-	49.35
Assets Insurance	4,976	341.30	3,412.76
Transport Gallery Refi	-	149.90	1,499.00
Other Expenditure	4,250	70.35	703.55
<b>Total Expenditure</b>	<b>19,626</b>	<b>2,098.46</b>	<b>21,108.18</b>
<b>Net Income/(Expenses)</b>	<b>(13,624)</b>		<b>(21,005.77)</b>


**SUMMARY OF BUDGET AGAINST ACTUAL**

Actual Income (Net of GST)	102.41
Budgeted Income (Net of GST)	6,002.00
<b>Over/(Under) Income Budget for 2020/2021</b>	<b>(6,104.41)</b>
Actual Expenditure (Net of GST)	21,108.18
Budgeted Expenditure (Net of GST)	19,626.00
<b>Available Expenditure Budget for 2020/2021</b>	<b>(1,482.18)</b>
<b>Non Budgeted Expenditure 2021</b>	<b>(13,624.00)</b>

**SUMMARY OF THE BANK ACCOUNT TRANSACTIONS**

<b>Opening Bank Balance as at 01/07/2020</b>	33,094.07
Income Received (incl GST)	102.41
Less : Expenses incurred in 19/20 paid back to the Council**	(1,257.42)
Closing Bank Balance as at 31/05/2021	31,939.06
Actual bank balance as at 31/05/2021	31,939.06
	-

\*\*Money that was donated by local community and businesses in 19/20 towards the REO speedwagon (02/17500/113 – Sundry sales income) was \$7,859.87 of which \$1,257.42 was used in 19/20 to pay for Algar invoices

 <b>Adelaide Plains Council</b>	<b>6.3</b>	<b>Monthly Correspondence Report – May 2021</b>	
	<b>Department:</b>	<b>Development and Community</b>	
	<b>Report Author:</b>	<b>Manager Library and Community</b>	
<b>Date:</b>	<b>2 June 2021</b>	<b>Document Ref:</b>	<b>D21/23814</b>

## **OVERVIEW**

Each month Adelaide Plains Council Historical Committee’s Secretary Ms Laura Parsons provides a report about all the correspondence received and all the correspondence sent out, on behalf of the Committee (**Attachment 1**). Ms Parsons regularly forwards relevant incoming emails, sent to the Mallala Museum account, to Members.

This is an ongoing regular report to ensure that Members are kept up to date regards the Committee’s activities, including the Mallala Museum.

The Mallala Christmas Carols Committee have recently advised Ms Parsons that they are disbanding. They have kindly donated \$130 to the Museum.

## **RECOMMENDATION**

**“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – *Monthly Correspondence Report– May 2021* dated 2 June 2021, receives and notes the report.”**

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## **Attachment**

1. Correspondence Report – May 2021

## **References**

### Legislation

*Local Government Act (SA) 1999*

## **Mallala Museum Correspondence Report**

### **June meeting 2021**

#### **Mail**

Christmas Carols Committee advising that they are disbanding and wish to donate their funds to the museum

#### **Email**

Steve Nelson re flypast for September community RAAF celebration

HCSA newsletter

Volunteering SA – Thriving Leadership Program

Deirdre Reiman, Environmental Health Officer APC – advising that we can continue to provide catering as we have previously done

Gwenda Griffiths – info on Ken Cameron inc photo of grave

Gwenda Griffiths – info on Korunye Railway Station

Gwenda Griffiths – info on Day family inc photo

Jayne Tiller – morning tea in memory of Margaret & proposed school visits

Invoice from Adelaide Plains Equestrian Club

#### **Facebook messages**

School visit enquiry – see school discussion paper

#### **Outgoing Email**

Responses to the above


To all the schools who have recently enquired outlining our program and costs

#### **Recent donations**

Christmas Carols Committee \$130

#### **Visits**

None scheduled

 <b>Adelaide Plains Council</b>	<b>6.4</b>	<b>Monthly School and Group visits – May 2021</b>	
	<b>Department:</b>	<b>Development and Community</b>	
	<b>Report Author:</b>	<b>Manager Library and Community</b>	
<b>Date:</b>	<b>2 June 2021</b>	<b>Document Ref:</b>	<b>D21/23827</b>

## **OVERVIEW**

As reported at the 5 May APCHC meeting, three schools have contacted Ms Parsons to express their interest in their class/es visiting the Museum. To date, no visits have been 'locked in'. Additionally, the Mallala Primary School are also keen for their pupils to tour the Museum.

Ms Parsons has recently received correspondence from Council's Environmental Health staff advising that volunteer community organisations are once again able to provide catering. However, it may be best with the current COVID-19 outbreak in Victoria to be 'cautious', as we are still in the midst of a pandemic

In order for the Museum to meet its COVID Safe Plan obligations, at least one COVID-19 Marshal needs to be in attendance at all group and school visits, as well as the regular Sunday afternoon opening.

## **RECOMMENDATION**

***"that the Adelaide Plains Council Historical Committee, having considered Item 6.4 – Monthly School and Group visits – May 2021, dated 2 June 2021, receives and notes the report."***

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## **Attachments**


Nil

## **References**

### Legislation

*Local Government Act (SA) 1999*



 <b>Adelaide Plains Council</b>	<b>6.5</b>	<b>Terms of Reference – Review</b>
	<b>Department:</b>  <b>Report Author:</b>	<b>Development and Community</b>  <b>Manager Library and Community</b>
<b>Date:</b> <b>2 June 2021</b>	<b>Document Ref:</b>	<b>D21/23665</b>

## **OVERVIEW**

### Purpose

To provide Members of the Adelaide Plains Council Historical Committee with an opportunity to provide feedback and/or seek clarification regarding the Committee's proposed Terms of Reference.

### Background

Council endorsed the Adelaide Plains Council Historical Committee's (*APCHC*) current Terms of Reference in December 2018. All Section 41 Council Committees' Terms of Reference will be reviewed again by Council at its June 2021 Ordinary Council meeting.

The Manager Library and Community has reviewed the current Terms of Reference (*TOR*) – **Attachment 2** and has also sought input from the Committee's Presiding Member.

### Risk Assessment

Council has a responsibility to ensure that its various Section 41 Committees' *TOR* meet current legislative requirements, as well as the *TOR* duly reflects the Committees' current responsibilities.

### Discussion

A review of the Adelaide Plain Council Historical Committee's current Terms of Reference – **Attachment 2** – ensures that the document aligns, and is consistent, with the wording of Council's other Section 41 Committees' *TOR*. Moreover the Manager Library and Community has incorporated any required legislated changes and there is clearer direction with meeting procedures, as outlined in the *Local Government (Procedures at Meetings) Regulations 2013*.

Summarised are changes reflected in **Attachment 1**:

- Community membership has been reduced from twelve to ten – our volunteers undeniably play an extremely valuable contribution to the operational running of the Museum. However, the *APCHC* focuses on and considers more strategic matters. Currently there are seven community members (as well as Deputy Mayor Strudwicke as the Elected Member). Up to another three members will still allow the Committee to functionally operate.
- Appointment of the Presiding Member and Deputy Presiding Member – term has been reduced from four years to two years – the same term of appointment as the Governance

Advisory Panel Presiding Member. (*APCHC* needs to reconsider and implement its succession plan, so Members can 'share' these responsibilities.)

- Appointment of future Community Members – a more formal process has been put in place, which is followed by Council's other Section 41 Committees.
- Frequency of meetings – has been reduced from at least eight times per calendar year to at least seven. (Sometimes the Committee has struggled in the past to form a quorum.)

### Conclusion

It would be appreciated if Members could provide the Manager Library and Community with feedback at the *APCHC* June 2021 meeting or alternatively email a response by COB Tuesday 8 June 2021. This will provide sufficient time for the Manager Library and Community to consider Members' suggestions and provide response in a timely manner to the proposal/s. If viable, **Attachment 1** – will be updated with these changes.

Council will consider the amended *APCHC TOR* – **Attachment 1** at its next ordinary meeting scheduled for Monday 28 June 2021.

### RECOMMENDATION

**"that Adelaide Plains Council Historical Committee, having considered Item 6.5 – *Terms of Reference – Review*, dated 2 June 2021, receives and notes the report."**

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### **Attachments**

1. Adelaide Plains Council Historical Committee Terms of Reference – amended
2. Adelaide Plains Council Historical Committee Terms of Reference – current

### **References**


#### Legislation

*Local Government Act 1999*

*Local Government (Procedures of Meetings) Regulations 2013*

#### Council Policies/Plans

*Code of Practice – Meeting Procedures*

 <b>Adelaide Plains Council</b>	<b>Adelaide Plains Council Historical Committee</b> <b>Terms of Reference</b>	
	<b>Adoption by Council:</b>	24 May 2021
	<b>Resolution Number:</b>	2021/XXX
	<b>Administered by:</b>	General Manager Development and Community
	<b>Last Review Date:</b>	May 2021
	<b>Next Review Date:</b>	May 2023
<b>Document Reference:</b> D21/21871		

## 1. Establishment

- 1.1 Pursuant to Section 41 of the Local Government Act 1999 (“the Act”) the Council establishes and maintains a Committee (**the Committee**) to be known as the Adelaide Plains Council Historical Committee (APCHC).
- 1.2 The Committee will continue past the life of the current Council, thereby making it a ‘standing committee’.

## 2. Functions

Subject to compliance with all legislation, policies, plans and procedures of the Council, the functions of the Committee are to:

- 3.1 make recommendations to Council on historical and heritage matters.
- 3.2 respond to local and family history enquiries relating to Adelaide Plains Council.
- 3.3 collect, preserve and exhibit collection items of historical interest, relating to Adelaide Plains Council.
- 3.4 co-ordinate the management of the Mallala Museum facility.
- 3.5 seek and source funding where applicable.
- 3.6 advise Council on budgetary and insurance requirements for the Committee, and maintenance requirements for the Museum building.
- 3.7 abide by and implement the collection and exhibition policies and procedures determined by the Museum, to ensure continuing Museum Registration (Museums and Collections (MaC Program)), under the History Trust of South Australia.

## 4 Membership

- 4.1 Membership of the Committee shall consist of up to ten Community Members. Council may also appoint one Elected Member to be on the Committee.
- 4.2 Council will determine the appointment of all new Community Members. All potential members will be required to complete an Expression of Interest Form (EOI) and the Manager Library and Community will provide a report for Council’s consideration.
- 4.3 Appointment to the Committee (including newly appointed Community Members) shall be for a term determined by Council.

**NOTE:** Electronic version in Council’s EDRMS is the controlled version. Printed copies are considered uncontrolled.  
Before using a printed copy, verify that it is the current version.

- 4.4 When a member of the Committee has a conflict of interest in a matter before the Committee, the member must not participate in any discussion or voting in relation to the matter and must not, while such discussion or voting is taking place, be present or in the room or other place, at which the matter is being discussed.
- 4.5 Additional allowances if entitled, will be paid to the Elected Member representative over and above the allowance already received by the Elected Member in accordance with the *Local Government (Members Allowances and Benefits) Regulations 2010*.
- 4.6 No allowance will be paid to the Community Members (other than approved expenses incurred to attend training).

## **5 Presiding Member**

- 5.1 The Committee shall recommend to Council the Presiding Member of the Committee for a period of two years.
- 5.2 The Committee shall recommend to Council a Deputy Presiding Member of the Committee for a period of two years.
- 5.3 Both the appointment of the Presiding Member and Deputy Presiding Members needs to be endorsed by Council. Both these positions, at the expiry of their terms of office, will be eligible for reappointment.
- 5.4 The Presiding Member or nominee will represent the Committee as spokesperson.
- 5.5 In the event that both the Presiding Member and the Deputy Presiding Member are absent from a meeting, the Committee Members may appoint another person from those present, to act as the Presiding Member for the duration of the meeting.

## **6 Quorum**

- 6.1 A quorum for a meeting of the Committee will be determined by dividing the total current number of members of the Committee (as appointed by Council) by two and adding one.
- 6.2 All decisions of the Committee shall be made on the basis of a majority decision of the membership present and in the event of tied vote, the matter will be referred to the Council for decision.
- 6.3 Members present must vote on all resolutions of the Committee. Proxy votes are not permitted.

## **7 Meetings**

- 7.1 Meetings of the Committee will be conducted in accordance with the Act, Part 3 of the *Local Government (Procedures at Meetings) Regulations 2013*. These Terms of Reference and *Code of Practice for Meeting Procedures* adopted by the Council are applicable to the Committee.
- 7.2 Insofar as the Act, the *Local Government (Procedures at Meetings) Regulations 2013*, these Terms of Reference and any Code of Practice for Meeting Procedures adopted by the Council and applicable to the Committee do not specify a procedure to be observed in relation to the conduct of a meeting of the Committee, then the Committee may determine its own procedure.
- 7.3 In accordance with, and subject to, the Act and the *Local Government (Procedures at Meetings) Regulations 2013*, all meetings of the Committee shall be open to the public unless the Committee has resolved to exclude the public from a meeting, or part of a meeting, pursuant to the Act.

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Before using a printed copy, verify that it is the current version.

7.4 The Committee shall, at its first meeting after being established and at its first meeting after the conclusion of a general election of the Council, determine the place, date and time meetings of the Committee will be held provided that:

7.4.1 The Committee will meet on such dates and at times as it determines provided that at least eight meetings are held per calendar year, or more frequently if deemed necessary by the Committee.

7.4.2 A special meeting of the Committee may be called in accordance with the Act.

7.5 The Committee shall act at all times in strict accordance with relevant legislation (being the Act and associated Regulations) and with written policies and guidelines of the Council which are relevant to the Committee, in the performance of its functions.

## **8 Reporting Responsibilities**

8.1 Minutes of a meeting of the Committee will be provided to all Committee members as soon as practicable after the meeting and, in accordance with the Act, to all Council members within five days after the meeting. Minutes shall be presented to Council at the next Ordinary Council meeting.

8.2 Agendas and Reports of the Committee forwarded to the Committee members, will also be forwarded to Elected Members for their information prior to the Committee meeting.

8.3 Where the Committee makes a recommendation to Council on a matter within the scope of these Terms of Reference, the matter will be listed either as part of a summary report with attachments (if necessary), or as a separate agenda item for Council's consideration.

8.4 The Committee shall report to Council on an 'as-needs' basis or upon Council's request with a summary of its activities.

## **9 Delegations**

In exercise of the powers contained in *Section 44* of the *Local Government Act 1999* the following powers and functions vested in or conferred in the Council under the *Act* are hereby delegated to the Committee as provided for in **Attachment 'A'**. Such delegations are to be reviewed on an annual basis.

## **10 Administrative Resources**

The General Manager Development and Community shall provide sufficient administrative resources to the Committee to enable it to adequately carry out its functions.

The Committee shall:

- 10.1 have access to reasonable resources in order to carry out its duties; subject to any budget allocation approved by Council;
- 10.2 be provided with appropriate and timely training, both in the form of an induction program for new members and on an ongoing basis for all members;
- 10.3 at least once a year, review its own performance and Terms of Reference to ensure it is operating at maximum effectiveness and recommend changes it considers necessary to the Council for approval.

## **11 Review**


These Terms of Reference will be subject to review by the Council on a two year basis, or determined by Council.

**Attachment 'A'**

## **DELEGATIONS**

**NOTE:** Electronic version in Council's EDRMS is the controlled version. Printed copies are considered uncontrolled.  
Before using a printed copy, verify that it is the current version.

1. The power pursuant to *Section 137* of the *Local Government Act 1999* to expend Council's approved funds budgeted and allocated for the Adelaide Plains Council Historical Committee, subject to the *Local Government Act 1999*, any other relevant Act and Council's policies, practices and procedures in the exercise, performance or discharge of the functions or duties shown in the attached Terms of Reference (Adelaide Plains Council Historical Committee).

 <b>Adelaide Plains Council</b>	<b>Adelaide Plains Council Historical Committee</b>	
	<b>Terms of Reference</b>	
	<b>Adoption by Council:</b>	17 December 2018
	<b>Resolution Number:</b>	2018/537
	<b>Administered by:</b>	General Manager Development and Community
	<b>Last Review Date:</b>	December 2018
<b>TRIM CON:</b> CON17/519 <b>TRIM DOC:</b> D18/2855	<b>Next Review Date:</b>	December 2020
	<b>Strategic Outcomes:</b>	
	<b>5.1</b>	Effective governance, leadership and teamwork.
	<b>4.1</b>	With a creative community committed to life-long learning.

## 1. Introduction

Pursuant to *Section 41* of the *Local Government Act 1999* ("the Act") the Council maintains a Committee to be known as the Adelaide Plains Council Historical Committee (**the Committee**) for the purpose of enquiring into and reporting to Council in respect of those matters conferred upon it and as set out in these Terms of Reference.

## 2. Purpose

The purpose of the Adelaide Plains Council Historical Committee will be to:

- 2.1 Make recommendations to Council on historical and heritage matters;
- 2.2 Respond to local and family history inquiries relating to Adelaide Plains Council;
- 2.3 Collect, preserve and exhibit collection items; and
- 2.4 Co-ordinate the management of the Mallala museum facility.

## 3. Functions

- 3.1 Acquire, preserve and display items of historical interest related to Adelaide Plains Council.
- 3.2 Keep a record of all historical items and documents under the Committee's jurisdiction of management.
- 3.3 Determine, where practicable, how historical material will be displayed, according to relevant themes related to Adelaide Plains Council.
- 3.4 To seek funding where applicable.
- 3.5 To advise Council on budgetary and insurance requirements for the Committee, and maintenance requirements for the Museum building.
- 3.6 To abide by and implement the collection and exhibition policies and procedures determined by the Museum, to ensure continuing Museum Registration under the History Trust of South Australia.
- 3.7 To ensure that collections are regularly accessible to the general public.

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#### **4 Membership**

- 4.1 Membership of the Committee shall consist of up to twelve (12) Community Members. Council may also appoint one (1) Council Member to be on the Committee.
- 4.2 Appointment to the Committee shall be for a term determined by Council.

#### **5 Presiding Member**

- 5.1 The Committee shall appoint the Presiding Member of the Committee for a period of twelve (12) months, and will be referred to as the Chairperson.
- 5.2 The Committee shall appoint a Deputy Presiding Member of the Committee for a period of twelve (12) months, and will be referred to as the Deputy Chairperson.
- 5.3 In the event that both the Presiding Member and the Deputy Presiding Member are absent from a meeting, the Committee Members may appoint another person from those present to act as the Chairperson for the duration of the meeting.

#### **6 Quorum**

The quorum necessary for the transaction of business will be a number ascertained by dividing the total number of members of the Committee by two (2) at the time (as appointed by Council), ignoring any fraction, and adding one (1).

#### **7 Voting**

- 7.1 All decisions of the Committee shall be made on the basis of a majority decision of the member present.
- 7.2 Members present must vote on all resolutions of the Committee. Proxy votes are not permitted.

#### **8 Meeting Frequency**

- 8.1 The Committee shall meet at least nine (9) times annually or more frequently if deemed necessary by the Committee.
- 8.2 Ordinary meetings of the Committee will be held at times and places determined by the Committee. A special meeting of the Committee may be called in accordance with the Act.
- 8.3 Minutes of Committee meetings shall be circulated within five (5) days after a meeting to all members of the Committee and to all members of the Council and will (as appropriate) be available to the public. Minutes shall be presented to Council at the next Ordinary Council meeting.

#### **9 Reporting Responsibilities**

- 9.1 Pursuant to *Section 41(8)* of the Act the Committee is responsible to and reports to Council. Where the Committee makes a recommendation to Council on a matter within the scope of these Terms of Reference, the matter will be listed either as part of a summary report with attachments (if necessary) or as a separate agenda item for Council's consideration.
- 9.2 The Committee shall make whatever recommendations to the Council it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed. The Committee shall report to Council on an as-needs basis or upon Council's request with a summary of its activities.

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## 10 Delegations

In exercise of the powers contained in *Section 44* of the *Local Government Act 1999* the following powers and functions vested in or conferred in the Council under the *Act* are hereby delegated to the Committee as provided for in **Attachment 'A'**. Such delegations are to be reviewed on an annual basis.

## 11 Meeting Procedures

Procedures at meetings will be in accordance with Council's Code of Practice – Meeting Procedures and the requirements of the *Local Government (Procedures at Meetings) Regulations 2013*.

## 12 Administrative Resources

The General Manager Development and Community shall provide sufficient administrative resources to the Committee to enable it to adequately carry out its functions.

The Committee shall:

- 12.1 have access to reasonable resources in order to carry out its duties; subject to any budget allocation approved by Council;
- 12.2 be provided with appropriate and timely training, both in the form of an induction program for new members and on an ongoing basis for all members;
- 12.3 give due consideration to laws and regulations of the Act;
- 12.4 at least once a year, review its own performance and Terms of Reference to ensure it is operating at maximum effectiveness and recommend changes it considers necessary to the Council for approval.

**DELEGATIONS**

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