

# 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 3 February 2021 at 7:00pm**

*Darren Starr*

.....  
Darren Starr **GENERAL MANAGER**  
**DEVELOPMENT AND COMMUNITY**

## AGENDA

- |            |   | Page      |
|------------|---|-----------|
| <b>1.</b>  | <b><u>ATTENDANCE</u></b>  |           |
| 1.1        | Present   |           |
| 1.2        | Apologies<br>Paul Angus, Jim Franks, Greg Tucker  |           |
| 1.3        | Not Present/Leave of Absence  |           |
| <b>2.</b>  | <b><u>CONFIRMATION OF MINUTES</u></b>   |           |
| 2.1        | “that the minutes of Adelaide Plains Council Historical Committee meeting held on Monday 8 December 2020 be accepted” | <b>4</b>  |
| <b>3.</b>  | <b><u>BUSINESS ARISING</u></b>  |           |
| <b>4.</b>  | <b><u>DECLARATION OF MEMBERS INTEREST (material, actual, perceived)</u></b>   |           |
| <b>5.</b>  | <b><u>ADJOURNED BUSINESS</u></b>  |           |
| <b>6.</b>  | <b><u>REPORTS FOR INFORMATION</u></b>   |           |
| 6.1        | Resolutions Actions Report – January 2021   | <b>12</b> |
| 6.2        | Monthly Financial Report – January 2021   | <b>14</b> |
| 6.3        | Monthly Correspondence Report – January 2021  | <b>16</b> |
| 6.4        | Mallala Museum Reopening - Progress   | <b>17</b> |
| <b>7.</b>  | <b><u>REPORTS FOR DECISION</u></b>  |           |
| <b>8.</b>  | <b><u>QUESTIONS ON NOTICE</u></b>   |           |
|            | No Confidential Items   |           |
| <b>9.</b>  | <b><u>QUESTIONS WITHOUT NOTICE</u></b>  |           |
| <b>10.</b> | <b><u>MOTIONS ON NOTICE</u></b>   |           |
| <b>11.</b> | <b><u>MOTIONS WITHOUT NOTICE</u></b>  |           |

**12. URGENT BUSINESS**

**13. CONFIDENTIAL ITEMS**

Nil

**14. NEXT MEETING**

3 March 2021

**15. CLOSURE**



Adelaide  
Plains  
Council

**2. CONFIRMATION OF MINUTES**

**Wednesday 4 November 2020**

**Items:**

- 2.1 “that the minutes of Adelaide Plains Council Historical Committee meeting held on Monday 8 December 2020 (**MB Folio 92 to 98 Inclusive**), be accepted as read and confirmed.”

# MINUTES

of

## Adelaide Plains Council Historical Committee Meeting



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

HELD

**by electronic means**

on

**Tuesday 8 December, 2020  
at 7.00pm**

The Presiding Member formally declared the meeting open at 7.00pm

**1. ATTENDANCE**

**1.1 Present**

Councillor S M Strudwicke (Presiding Member)

Mr R Bevan

Mr J Franks

Mr G Tucker (from 7.15pm)

Mrs C Young

Ms L Parsons

Also in attendance for the meeting:

Ms A Sawtell                      Manager Library and Community

Mr S Murphy                      Information Technology Support Officer

**1.2 Apologies**

Mr P Angus

Mr J East

**1.3 Not Present / Leave of Absence**

Nil

**2. CONFIRMATION OF MINUTES**

2.1

**Committee Resolution**

**2020/ 024**

Moved Mrs Young                      Seconded Ms Parsons

**“that the minutes of Adelaide Plains Council Historical Committee meeting held on 7 October 2020 (MB Folios 87 to 91 inclusive), be accepted as read.”**

**CARRIED**

3. **BUSINESS ARISING**

Nil

4. **DECLARATION OF MEMBERS INTEREST**

Nil

5. **BRIEFINGS**

Nil

6. **REPORTS**

6.1 Resolutions Actions Report – November 2020

<b>Committee Resolution</b>	<b>2020/ 025</b>
Moved Ms Parsons	Seconded Mrs Young
<b>“that the Adelaide Plains Council Historical Committee, having considered Item 6.1 – Resolutions Action Report – November 2020, dated 8 December 2020, receives and notes the report.”</b>	
<b>CARRIED</b>	

6.2 Monthly Financial Report – November 2020

<b>Committee Resolution</b>	<b>2020/ 026</b>
Moved Mr Bevan	Seconded Mrs Young
<b>“that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – Monthly Financial Report – November 2020, dated 8 December 2020, receives and notes the report.”</b>	
<b>CARRIED</b>	

6.3 Monthly Correspondence Report – November 2020

<b>Committee Resolution</b>	<b>2020/ 027</b>
Moved Ms Parsons	Seconded Mr Franks
<b>“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – Monthly Correspondence Report – November 2020, dated 8 December 2020, receives and notes the verbal report.”</b>	
<b>CARRIED</b>	

At 7.15pm Mr Tucker entered the meeting.

6.4 Review of Lower North Heritage Survey – December 2020

<b>Committee Resolution</b>	<b>2020/ 028</b>
Moved Ms Parsons	Seconded Mrs Young
<b>“that the Adelaide Plains Council Historical Committee, having considered Item 6.4 – <i>Review of Lower North Heritage Survey, dated 8 December 2020</i>, receives and notes the report.”</b>	
<b>CARRIED</b>	

**7. REPORTS FOR DECISION**

7.1 AGM – Election of Office Bearers and Recommended appointment of Committee Members

<b>Committee Resolution</b>	<b>2020/ 029</b>
Moved Ms Parsons	Seconded Mrs Young
<b>“that the Adelaide Plains Council Historical Committee, having considered Item 7.1 – <i>AGM – election of an Office Bearer and update regarding appointment of Committee Members, dated 8 December 2020</i>, receives and notes the report and in doing so:</b>	
<b>1. Defers the appointment of the Treasurer position to the February 2021 meeting.”</b>	
<b>CARRIED</b>	

8. **QUESTIONS ON NOTICE**

Nil

9. **QUESTIONS WITHOUT NOTICE**

Nil

10. **MOTIONS ON NOTICE**

Nil

11. **MOTIONS WITHOUT NOTICE**

11.1 Recruitment and appointment of new APCHC Committee Members

**Committee Resolution**

**2020/ 030**

Moved Mr Franks                      Seconded Mr Tucker

**“that the Adelaide Plains Council Historical Committee expresses its dissatisfaction with Council’s process of recruiting and filling vacancies on this Committee.”**

**CARRIED**

11.2 Museum Metal Sign – Mallala Monument/name of soldiers

**Committee Resolution**

**2020/ 031**

Moved Mr Bevan                      Seconded Mrs Young

**“that the Adelaide Plains Council Historical Committee authorises Deputy Mayor Strudwicke to proceed with ordering new signage.”**

**CARRIED**

11.3 RAAF Centenary 2021 – Purchase of Banners

**Committee Resolution**

**2020/ 032**

Moved Mr Franks                      Seconded Mr Bevan

**“that the Adelaide Plains Council Historical Committee authorises Ms Parsons to request all the banner artwork from the RAAF and proceed with ordering two RAAF banners – one Mallala specific and one generic.”**

**CARRIED**

11.4 Resignation of Committee Member Mr Jim East

<b>Committee Resolution</b>	<b>2020/ 033</b>
Moved Mr Franks	Seconded Mr Bevan
<b>“that the Adelaide Plains Council Historical Committee accepts Mr James East’s resignation as a Committee Member, effective as from 8 December 2020 and recognises his many years of contribution to the Mallala Museum.”</b>	
<b>CARRIED</b>	

11.5 Passing of Mr Brian Verrall

<b>Committee Resolution</b>	<b>2020/ 034</b>
Moved Ms Parsons	Seconded Mr Bevan
<b>“that the Adelaide Plains Council Historical Committee acknowledges the passing of long serving Committee member and volunteer Mr Brian Verrall and recognises his many years of contribution to the Mallala Museum.”</b>	
<b>CARRIED</b>	

11.6 Clutterbuck Engine – purchase of tarpaulin

<b>Committee Resolution</b>	<b>2020/ 035</b>
Moved Mr Bevan	Seconded Mr Franks
<b>“that the Adelaide Plains Council Historical Committee authorises Mr Bevan to purchase a tarpaulin to cover the repaired Clutterbuck Engine.”</b>	
<b>CARRIED</b>	

**12. URGENT BUSINESS**

Nil

**13. CONFIDENTIAL ITEMS**

Nil

**14. NEXT MEETING**

14.1 Wednesday 3 February 2021.

**15. CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at 8.45pm.

Confirmed as a true record.

Presiding Member: .....

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

	6.1	Resolution Actions Report –January 2020	
	Department:	Development and Community	
Date: 3 February 2021	Report Author:	Manager Library and Community	
	Document Ref:	D21/4332	

## **OVERVIEW**

The purpose of this report is to update members of the Adelaide Plains Council Historical Committee in relation to ongoing resolutions of the Committee since 2020. All previous resolutions have now been finalised, including those recommendations that were endorsed at the 8 December 2020 meeting.

If Members have been endorsed by the Committee to undertake a resolution it would be appreciated that they can advise the Manager Library and Community when the action has been successfully completed. This will ensure that the Resolution Register and Action Sheet is kept up to date.

## **RECOMMENDATION**

**“that the Adelaide Plains Historical Committee, having considered Item 6.1 – *Resolution Actions Report – January 2021* dated 3 February 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)*

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

Meeting Date	Item Number	Title	Resolution Description	Resolution Number	Status/ Comments ('Deferred, Ongoing, Agenda, Completed')
08-Dec-20	2.1	Confirmation of minutes	"that the minutes of Adelaide Plains Council Historical Committee meeting held on 7 October 2020 (MB Folios 87 to 91 inclusive), be accepted as read."	<b>2020/024</b>	Completed
08-Dec-20	6.1	Resolutions actions report	"that the Adelaide Plains Council Historical Committee, having considered Item 6.1 – Resolutions Action Report – November 2020, dated 8 December 2020, receives and notes the report."	<b>2020/025</b>	Completed
08-Dec-20	6.2	Monthly Financial Report	"that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – <i>Monthly Financial Report – November 2020</i> , dated 8 December 2020, receives and notes the report."	<b>2020/026</b>	Completed
08-Dec-20	6.3	Monthly Correspondence report December 2020	"that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – <i>Monthly Correspondence Report – November 2020</i> , dated 8 December 2020, receives and notes the verbal report."	<b>2020/027</b>	Completed
08-Dec-20	6.4	Review of Lower North Heritage Survey	"that the Adelaide Plains Council Historical Committee, having considered Item 6.4 – <i>Review of Lower North Heritage Survey</i> , dated 8 December 2020, receives and notes the report."	<b>2020/028</b>	Completed
08-Dec-20	7.1	AGM – Election of Office Bearers and Recommended appointment of Committee Members	"that the Adelaide Plains Council Historical Committee, having considered Item 7.1 – <i>AGM – election of an Office Bearer and update regarding appointment of Committee Members</i> , dated 8 December 2020, receives and notes the report and in doing so: Defers the appointment of the Treasurer position to the February 2021 meeting."	<b>2020/029</b>	Deferred

	6.2	<b>Monthly Financial Report – January 2021</b>	
	<b>Department:</b>  <b>Report Author:</b>	<b>Development and Community</b>  <b>Manager Library and Community</b>	
<b>Date:</b> <b>3 February 2021</b>	<b>Document Ref:</b>	<b>D21/4170</b>	

## **OVERVIEW**

Each month Council’s finance staff provide a financial statement for Members to consider at their Committee meeting.

As the Mallala Museum is still closed to the public (as from March 2020) income has been minimal, except for a generous donation of \$100 from Miss M E Dow.

The Manager Library and Community has raised with the General Manger Finance and Business that there has been no payment for service contracts –ie AMA security. Council is normally invoiced on a quarterly basis by the contactor to cover the monitoring of the Museum’s security system.

Committee members may wish to consider purchasing any necessary equipment and furniture, as well as archival materials before the March 2021 meeting, to ensure purchase orders are raised and payment is made during this financial year.

## **RECOMMENDATION**

***“that the Adelaide Plains Council Historical Committee, having considered Item 6.2– **Monthly Financial Report – January 2020**, dated 3 February 2021, receives and notes the report.”***

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## **Attachments**

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 DECEMBER 2020</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	-	1.63
<b>Total Income</b>	<b>6,002</b>	<b>-</b>	<b>101.63</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 (Chubb/Flick)	3,450	-	-
Advertising	400	57.10	571.00
Fuel (REO Fuel)	100	-	-
Electricity (Origin)	2,700	109.99	1,099.98
Consumables & Hardware (Petty Cash)	500	6.56	210.80
Stationery	300	-	-
Materials	1,250	-	-
NBN Internet	700	32.70	327.30
Equipment & Furniture	1,000	7.18	71.82
Postage	-	-	49.35
Assets Insurance	4,976	170.64	1,706.38
Other Expenditure	4,250	70.35	703.55
<b>Total Expenditure</b>	<b>19,626</b>	<b>1,604.92</b>	<b>16,244.18</b>
<b>Net Income/(Expenses)</b>	<b>(13,624)</b>		<b>(16,142.55)</b>

<b>SUMMARY OF BUDGET AGAINST ACTUAL</b>	
Actual Income (Net of GST)	101.63
Budgeted Income (Net of GST)	6,002.00
<b><u>Over/(Under) Income Budget for 2020/2021</u></b>	<b><u>(6,103.63)</u></b>
Actual Expenditure (Net of GST)	16,244.18
Budgeted Expenditure (Net of GST)	19,626.00
<b><u>Available Expenditure Budget for 2020/2021</u></b>	<b><u>3,381.82</u></b>
<b><u>Non Budgeted Expenditure 2021</u></b>	<b><u>11,504.00</u></b>

<b>SUMMARY OF THE BANK ACCOUNT TRANSACTIONS</b>	
<b>Opening Bank Balance as at 01/07/2020</b>	33,094.07
Income Received (incl GST)	101.63
Less : Expenses incurred in 19/20 paid back to the Council**	<b>(1,257.42)</b>
Closing Bank Balance as at 31/12/2020	31,938.28
Actual bank balance	31,838.28
<b>Difference - due to donation from Miss M.E. Dow deposited in to museum bank account in Janaury</b>	<b><u>100.00</u></b>

\*\*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

	6.3	<b>Monthly Correspondence Report – January 2021</b>	
	<b>Department:</b>  <b>Report Author:</b>	<b>Development and Community</b>  <b>Manager Library and Community</b>	
<b>Date:</b> <b>3 February 2021</b>	<b>Document Ref:</b>	<b>D21/4338</b>	

## **OVERVIEW**

Each month Adelaide Plains Council Historical Committee’s Secretary Ms Laura Parsons provides a verbal report about all the correspondence received and all correspondence sent out, on behalf of the Committee.

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

## **RECOMMENDATION**

**“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – *Monthly Financial Report – January 2021* dated 3 February 2021, receives and notes the verbal report.”**

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## **Attachments**

1. Nil

## **References**

### Legislation

*Local Government Act (SA) 1999*

	<b>6.4</b>	<b>Mallala Museum reopening – progress</b>
	<b>Department:</b>  <b>Report Author:</b>	<b>Development and Community</b>  <b>Manager Library and Community</b>
<b>Date:</b> <b>3 February 2021</b>	<b>Document Ref:</b>	<b>D21/4599</b>

## **OVERVIEW**

The Prime Minister announced in late March 2020 that the nation’s museums, galleries and public libraries were to be closed temporarily due to the COVID-19 pandemic. Adelaide Plains Council followed the Prime Minister’s directive, and its public libraries and the Mallala Museum were duly closed. Our public libraries reopened on 18 May 2021 with COVID-19 safety measures put into place (practices and requirements have changed in response to the State Government’s ongoing Health advice). Similarly, museums were also allowed to reopen with appropriate COVID-19 action plans – ie: social distancing, regular cleaning of displays and availability of hand sanitiser stations.

The Mallala Museum was fortunate to receive funding (endorsed by Council) from two rounds of the Federal Government’s Funding Stimulus Grants packages. This involved the refurbishment of the Upstairs Gallery as well as repairs to the ceiling, painting of walls and new carpet being laid. It was deemed that this work be undertaken whilst the Mallala Museum remained closed to the general public.

The contractors completed the much needed maintenance work in early December 2020. Cleaners have been engaged to clean and move back the original heavy cabinets. Committee members and volunteers have been busy unpacking boxes of artefacts (temporarily located downstairs in the Main Mill building). This work needs to be completed before the APCHC can consider reopening the Museum to ensure that both volunteers and members of the public can safely move through the building.

In order for the Mallala Museum to be reopened on a Sunday afternoon (as well as for group visits) the Manager Library and Community will need to complete the required State Government’s COVID-19 Safety Plan and ensure that risk strategies are assessed and addressed. Members of the public and volunteers rostered to work/conduct tours will need to check in when entering the building – either by accessing the QR code station and recording it on their mobile phone or manually completing COVID-19 contact tracing record sheets (which will need to be added to Council’s record management system). Also Museum volunteers will need to be trained and have an awareness of COVID-19 safety measures and practices.

It is suggested that a more detailed report (as well as an update of progress as discussed in this report) be brought to the March 2021 APCHC meeting for Members, and a date for the Museum’s reopening be set. As the Mallala Museum has been shut for almost a year, publicity for its reopening will need to be considered, planned and actioned.

## **RECOMMENDATION**

**“that the Adelaide Plains Council Historical Committee, having considered Item 6.4 – *Mallala Museum reopening – progress* dated 3 February 2021, receives and notes the report.”**

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## **Attachments**

Nil

## **References**

### Legislation

*Local Government Act (SA) 1999*