

# 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 1 September 2021 at 7:00pm**



.....  
Darren Starr

**GENERAL MANAGER**

## **AGENDA**

	<b>Page</b>
<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 4 August 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>	
<b>6. <u>REPORTS FOR INFORMATION</u></b>	
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6.2 Monthly Financial Report – August 2021	12
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<b>7. <u>REPORTS FOR DECISION</u></b>	
7.1 APCHC (Mallala Museum) – Honor Board – Committee Members	19
<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>	

**12. URGENT BUSINESS**


**13. CONFIDENTIAL ITEMS**

Nil

**14. NEXT MEETING**

6 October 2021 at 7:00pm

**15. CLOSURE**

 <b>Adelaide Plains Council</b>	<b>2. CONFIRMATION OF MINUTES</b>
<b>Wednesday 1 September 2021</b>	

**Items:**

- 2.1 “that the minutes of Adelaide Plains Council Historical Committee meeting held on Wednesday 4 August 2021 **(MB Folio 131 to 134 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

**Via electronic means**

on

**Wednesday 4 August 2021**

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

**1. ATTENDANCE**

**1.1 Present**

Mr S M Strudwicke (Presiding Member)

Mr R Bevan

Mr J Franks

Ms L Parsons

Mr A Tiller

Mr G Tucker

Mrs C Young

**Also in attendance for the meeting:**

Manager Library and Community

Ms Anne Sawtell

Information Technology Support Officer

Mr S Murphy

**1.2 Apologies**

Mr P Angus

Mr V Chenoweth

**1.3 Not Present / Leave of Absence**

Nil

**2. CONFIRMATION OF MINUTES**

**2.1**

**Committee Resolution**

**2021/052**

Moved Mrs Young

Seconded Mr Franks

**“that the minutes of Adelaide Plains Council Historical Committee meeting held on Wednesday 7 July 2021 (MB Folio 126 to 130 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 – July 2021**

**Committee Resolution**

**2021/ 053**

Moved Mr Tiller                      Seconded Mrs Young

**“that the Adelaide Plains Historical Committee, having considered Item 6.1 – *Resolution Actions Report – July 2021* dated 4 August 2021, receives and notes the report.”**

**CARRIED**

**6.2 Monthly Financial Report – July 2021**

**Committee Resolution**

**2021/ 054**

Moved Mr Franks                      Seconded Mr Bevan

**“that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – *Monthly Financial Report – July 2021*, dated 4 August 2021, receives and notes the report.”**

**CARRIED**

**6.3 Monthly Correspondence, School & Group Visits Report – July 2021**

**Committee Resolution**

**2021/ 055**

Moved Ms Parsons                      Seconded Mrs Young

**“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – *Monthly Correspondence, School and Group Visits Report – July 2021*, dated 4 August 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 Mallala Museum – Honour Board – Committee Members**

**Committee Resolution**

**2021/ 056**

Moved Mr Franks

Seconded Mr Tucker

**“that the Adelaide Plains Council Historical Committee instructs the Manager Library and Community to proceed with obtaining quotes for a Honour Board listing the names of Committee members who have given at least ten years of service, with space for future Committee members who reach this achievement, and that a report be presented at the September 2021 Committee meeting.”**

**CARRIED**

**12. URGENT BUSINESS**

Nil

**13. CONFIDENTIAL ITEMS**

Nil

**14. NEXT MEETING**

14.1 Wednesday 1 September 2021

**15. CLOSURE**


There being no further business, the Presiding Member declared the meeting closed at 8.26pm.

Confirmed as a true record.

Presiding Member: .....

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



	6.1	Resolution Actions Report – August 2021
	Department:  Report Author:	Development and Community  Manager Library and Community
Date: 1 September 2021	Document Ref:	D21/37387

## **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 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 (**Attachment 1**) is kept up to date.

The vast majority of the resolutions have been actioned and completed, some of the resolutions remain ‘ongoing’ as there are both financial and time/resource considerations.

The Manager Library and Community has recently met with Mr Don Tiller to discuss the wording of the plaque to be commissioned in the newly renamed Margaret Tiller Gallery and he provided her with a photographic image of her as well. Plans for the official ceremony were discussed but with the ‘uncertainty’ surrounding our State with COVID-19 restrictions, a date has not yet been confirmed. In the next few weeks the Manager Library and Community will speak to Mr Tiller again and it is hoped that an October 2021 Sunday afternoon date can be confirmed. Mr Tiller is very enthusiastic that his late wife’s legacy will continue and be honoured in the Mallala Museum.

## **RECOMMENDATION**

**“that the Adelaide Plains Historical Committee, having considered Item 6.1 – *Resolution Actions Report – July 2021* dated 1 September 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')
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
07-Jul-21	7.1	Margaret Tiller Gallery - Renaming	“that Council, having considered Item 7.1 – Margaret Tiller Gallery – Renaming, dated 7 July 2021, receives and notes the report and in doing so authorises the Manager Library and Community to consult with Mr Don Tiller and family before proceeding with purchasing a plaque and arranging an opening ceremony as detailed in this report.”	2021/49	Manager L anc C has contacted Don Tiler - Plaque in progress - date for opening ceremony to be confirmed due to COVID-19
07-Jul-21	11.1	Donation - Miss Dow’s musical organ	“that the Adelaide Plains Council Historical Committee accepts Mr Ian Wilson’s offer to donate Miss Dow’s musical organ to the Mallala Museum.”	2021/50	Mr Franks and Tucker to collect
07-Jul-21	11.2	Volunteer Apparel	“that the Adelaide Plains Council Historical Committee agrees to accept Tad’s quote to supply and embroider branded tops for Museum volunteers and Mr Franks to bring a selection of options to the August 2021 meeting.”	2021/51	Mr Franks to bring samples to August 2021 meeting - subject to COVID19
04-Aug-21	11.1	Mallala Museum - Honour Board - Committee Members	“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – Monthly Correspondence, School and Group Visits Report – July 2021, dated 4 August 2021, receives and notes the report.”	2021/56	Refer September 2021 Agenda -7,1

	6.2	Monthly Financial Report – August 2021
	Department:  Report Author:	Development and Community  Manager Library and Community
Date: 1 September 2021	Document Ref:	D21/38313

## **OVERVIEW**

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

At this stage, no income has been recorded and expenditure totals \$794.46. As previously advised the CWMS charge was unbudgeted, and the Manager Library and Community will make the necessary adjustment with the first budget review – ie September 2021.

## **RECOMMENDATION**

***“that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – *Monthly Financial Report – August 2021*, dated 1 September 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*

25/08/2021

**INCOME AND EXPENSES STATEMENT**


Details	Budget (Net of GST)	Gross \$	GST \$	Net \$
<b>Income</b>				
Door Money	500	-	-	-
Sundry Sales	200	-	-	-
Interest from Bank	2	-	-	-
<b>Total Income</b>	<b>702</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Expenditure</b>				
<i>To be transferred to Council</i>			-	-
Service Contracts (Chubb/Flick)	3,700	-	-	-
Advertising	500	-	-	-
Fuel (REO Fuel)	100	-	-	-
Electricity (Origin)	2,735	-	-	-
Consumables & Hardware (Petty Cash)	500	-	-	-
Stationery	300	-	-	-
Materials	1,350	-	-	-
NBN Internet	655	60	5	55
Equipment & Furniture	1,000	-	-	-
Postage	-	-	-	-
Assets Insurance	5,066	-	-	-
CWMS Service Charges	659	659	-	659
Other Expenditure	2,000	89	8	81
<b>Total Expenditure</b>	<b>18,565</b>	<b>808</b>	<b>14</b>	<b>794</b>
<b>Net Income</b>	<b>(17,863)</b>	<b>(808)</b>	<b>(14)</b>	<b>794</b>

**SUMMARY OF BUDGET AGAINST ACTUAL**

Actual Income (Net of GST)	0
Budgeted Income (Net of GST)	702
<b><u>Over/(Under) Income Budget for 2021/2022</u></b>	<b>(702)</b>
Actual Expenditure (Net of GST)	794
Budgeted Expenditure (Net of GST)	18,565
<b><u>Available Expenditure Budget for 2021/2022</u></b>	<b>17,771</b>
<b><u>Non Budgeted Expenditure 2021/2022</u></b>	<b>0</b>

**SUMMARY OF THE BANK ACCOUNT TRANSACTIONS**

<b>Opening Bank Balance as at 01/07/2021</b>	32,463.77
Income Received (incl GST) - Not yet recorded in Authority system	300.00
Less : Expenses	-
<b>Closing Bank Balance as at 25/08/2021</b>	<b>32,763.77</b>

	6.3	Monthly Correspondence, School and Group Visits Report – August 2021
	Department:  Report Author:	Development and Community  Manager Library and Community
Date: 1 September 2021	Document Ref:	D21/38357

## **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 (**Attachment 1**).

At the August 2021 *APCHC* meeting, Members agreed to delay visits by the *Mallala Primary School* to the fourth term, due to state-wide COVID-19 restrictions. The “*Blue Wattle*” tours will be visiting the *Mallala Museum* at various dates during the month of September 2021. It was also agreed at the last *APCHC* meeting, that members would finalise the roster for the “*Blue Wattle*” visits at the September 2021 *APCHC* meeting. At each of these ‘booked’ sessions approximately 15 people will be arriving at 1.30 pm (staying for around an hour or so) and they will not be requiring a guide or refreshments. It is suggested that two volunteers work at each shift, remembering that one of these persons needs to be a certified COVID-19 Marshal.

The *Mallala RAAF celebrations* are almost upon us – ie Tuesday, 7 September 2021. The *Mallala Museum* will be open before the official function, to be held on the Museum’s outside grassed area, commencing at 11 am (as well as after the formalities). Members need to confirm if they can assist on the day with welcoming guests, who certainly will want to explore the Museum’s *RAAF* exhibitions.

Lastly, Council will be offering Foods Inspection training at a later date this year – Ms Parsons will update Members at the Committee meeting.

## **RECOMMENDATION**

**“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – *Monthly Correspondence, School and Group Visits Report – August 2021*, dated 1 September 2021, receives and notes the report.”**

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## **Attachment**

1. Correspondence, School and Group Visits Report – August 2021

## References

### Legislation

*Local Government Act (SA) 1999*

## **Mallala Museum Correspondence Report**

### **September meeting 2021**

#### **Mail**

##### **Email**

4/8 Talking History Online – the Art of Family History  
5/8 Runsheet and invitation list for RAAF Day  
6/8 HCSA newsletter  
6/8 Graveside invite list  
9/8 RAAF Quiz night information 24th September  
9/8 History Trust seeking feedback re National Standards  
10/8 meeting date at RSL hall  
11/8 Jayne Tiller – excursion dates for term 4  
11/8 Flinders History Seminar series  
11/8 Greg Weller – mud map for graveside service  
11/8 Dublin Despatch re deadline  
12/8 Greg Weller - meeting date for 17/8  
13/8 History teacher Assn awards  
17/8 Mallala RSL requesting Museum to supply a marquee and chairs for 7/9  
20/8 History Trust glass display cases available  
21/8 HCSA newsletter  
21/8 Dublin Despatch requesting RAAF flyer  
23/8 History Trust call for papers “A State of Change”  
24/8 David Cowell APC re food inspection training  
25/8 Jayne Tiller re children to help on RAAF Day  
25/8 Sharon Svetec re her and Frank’s available dates  
26/8 Steve Nelson re Mallala flypast approved

##### **Facebook messages**

L

##### **Outgoing Mail and Email**

To Greg Weller – List of War Graves names, dates etc  
18/8 To Dublin Despatch - Press release for RAAF Day  
18/8 Plains Producer - Press release for RAAF Day  
18/8 Bunyip - Press release for RAAF Day  
18/8 Crossroad Chronicle - Press release for RAAF Day  
To Mallala Ambulance Service re RAAF Day arrangements  
To Mallala Police re RAAF Day arrangements  
Thank you card to Flash Gordon

##### **Recent donations**

A



## Upcoming Visits

### SEPTEMBER

Blue Wattle Tours, 1.30pm 15 people approx

Thursday 2 <sup>nd</sup>	.....FS.....
Friday 3 <sup>rd</sup>	.....
Monday 6 <sup>th</sup>	...SS.....
Tuesday 7 <sup>th</sup>	...FS.....
Wednesday 8 <sup>th</sup>	...SS.....FS.....
Thursday 9 <sup>th</sup>	...FS.....
Monday 20 <sup>th</sup>	...SS...FS.....
Tuesday 21 <sup>st</sup>	...FS.....
Wednesday 22 <sup>nd</sup>	.....SS...FS.....
Thursday 23 <sup>rd</sup>	...SS.....FS.....
Monday 27 <sup>th</sup>	...SS...FS.....
Tuesday 28 <sup>th</sup>	.....FS.....
Wednesday 29 <sup>th</sup>	.....SS.....FS.....

### OCTOBER School visits – Jayne is keen to lock in some dates for term 4

#### Preschool & Room 7

Monday 11th Oct, 18th Oct, 25th Oct or 1st Nov.

3-5 years old      5 & 6 years old

Objects from the past. Toys, school items, household items etc.

#### Room 4 & Room 6

Wednesday 13th Oct, 20th Oct, 27th Oct or Nov 3rd.

6 & 7years old      7 & 8years old

Objects from the past. Toys, school items, household items etc.

#### Room 5 & Room 1

Wednesday from 11:30am please 13th Oct, 20th Oct, 27th Oct or Nov 3rd

7,8 & 9 years old      8, 9 & 10years old

The history of a significant person, site and/or part of the natural environment in the local community and what it reveals about the past.

The importance of Country/Place to Aboriginal and/or Torres Strait Peoples who belong to the local area.


Happy to also just let the students ask questions etc.

Room 2 & Room 3

Wednesday morning please 13th Oct, 20th Oct, 27th Oct or Nov 3rd

10&11 years old      11,12 & 13 years old

Federation riots, refugees

	7.1	APCHC (Mallala Museum) – Honour Board – Committee Members
	Department:  Report Author:	Development and Community  Manager Library and Community
Date: 1 September 2021	Document Ref:	D21/37972

## **EXECUTIVE SUMMARY**

- The *Adelaide Plains Council Historical Committee (APCHC)* at its meeting held on 4 August 2021 instructed the Manager Library and Community to proceed with obtaining quotes for an Honour Board listing the names of Committee Members who have given at least ten years of service, with space for future Committee Members who also reach this momentous achievement.
- The purchase of an Honour Board recognising the achievements of Committee Members had been previously raised in February 2019, but as there was no list of Committee Members (with their years of service) coupled with financial considerations, the matter of an Honour Board was not pursued.
- A list of Committee Members (and their years of active service) has now been compiled. Based on the number of former Committee Members who have reached the ten years of service milestone, the Manager Library and Community has contacted *Prestige Trophy and Engraving* to prepare and resubmit another quote.
- If Committee Members decide to proceed with commissioning the Honour Board, it is recommended that an Honour Board Procedure is developed to ensure consistent standards are maintained with both current and future entries being listed on the Board.

## **RECOMMENDATION**

**“that the Adelaide Plains Council Historical Committee, having considered Item 7.1 – *APCHC – Mallala Museum – Honour Board – Committee Members* dated 1 September 2021, receives and notes the report and in doing so instructs the Manager Library and Community to write an Honour Board Procedure to be tabled at the October 2021 *APCHC* meeting before making the necessary arrangements for purchasing an Honour Board as detailed in this report.”** (Option A)

**OR**

**“that the Adelaide Plains Council Historical Committee, having considered Item 7.1 – *APCHC – Mallala Museum – Honour Board – Committee Members* dated 1 September 2021, receives and notes the report.”** (Option B)

### **BUDGET IMPACT**

Estimated Cost:	\$ 1,810
Future ongoing operating costs:	\$50 per additional name (with dates) and \$110 call-out fee (approximate)
Is this Budgeted?	No

### **RISK ASSESSMENT**

*Prestige Trophy and Engraving* have previously demonstrated their capability to provide suitable Honour Boards (both at the Mallala Council Chambers and Two Wells Library), ie reliable supplier.

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### **Attachments**

1. Mallala Museum – Honour Board report (tabled February 2019 APCHC meeting) – D19/5854
2. Mallala Museum – Committee Members – Honour Roll list – D21/34857
3. Prestige Trophy and Engraving – Honour Board quote – D21/37943

## **DETAILED REPORT**

### **Purpose**

The purpose of this report is to provide updated information to Committee Members regarding the cost of purchasing an Honour Board, recognising long serving Committee Members – both past and those who continue in the future to serve a minimum of ten years.

### **Background/History**

At the 4 August 2021 *Adelaide Plains Council Historical Committee (APCHC)* meeting, the below resolution was considered and endorsed by Members.

#### **11.1 Mallala Museum – Honour Board – Committee Members**

<b>Committee Resolution</b>	<b>2021/ 056</b>
Moved Mr Franks	Seconded Mr Tucker
<b>“that the Adelaide Plains Council Historical Committee instructs the Manager Library and Community to proceed with obtaining quotes for an Honour Board listing the names of Committee members who have given at least ten years of service, with space for future Committee members who reach this achievement, and that a report be presented at the September 2021 Committee meeting.”</b>	
<b>CARRIED</b>	

The commissioning of an Honour Board has previously been raised and discussed by the Committee back at its meeting held in February 2019 – refer to **Attachment 1**. However, the Committee decided not to proceed due to financial considerations, as well as there being no list compiled of Committee Members and their years of service. Mrs Christine Young has since spent considerable time researching *APCHC minutes (former Mallala Museum Committee)*, and presented a comprehensive list of Committee Members (and their years of service) at the August 2021 Committee meeting – **Attachment 2**.

### **Discussion**

As per Council’s “*Procurement Policy*” the Manager Library and Community has contacted *Prestige Trophy and Engraving* directly, as this supplier already has a successful service history of providing goods for Council. Please refer to **Attachment 3** for the detailed quote costings.

The size of the proposed timber board is 80 cm tall by 100 cm wide and includes the 18 names of Committee Members who are ‘eligible’ to be listed. The Board will have two columns – those members’ names who have served ten or more years on the Committee will be listed on the left hand column, which ensures that there will be sufficient space to add in the future up to another 20 members’ names.

Members have determined the minimum years Committee Members need to achieve before they are listed on the Board. The number of long serving Members totals 18 people including two current Committee Members, Marcus Strudwicke and Laura Parsons.

However, there are a number of considerations Members need to deliberate before the Manager Library and Community finalises arrangements including:

- Board's wording – suggestion – Adelaide Plains Council Historical Committee (formerly Mallala Museum Committee); with small Council logo;
- Committee Members' names – consistent titling: eg Mrs Margaret Tiller, Margaret Tiller or Mrs M Tiller;
- Consistent format for years of service: eg Mr James East – 2009–2020 – 12 years, or Mr James East – 2009–2020;
- Do we require written permission from the Committee members or their families if deceased, before adding to the Board;
- Agreed location of Board;
- Do the Committee Members' years of service need to be continual;
- Frequency of adding new Committee Members – there is a call out cost for the addition of new names – approximately \$110 – maybe this could be discussed on an annual basis, eg July meeting.

It is suggested that the Manager Library and Community tables a brief *Honour Board Procedure* at the October 2021 APCHC meeting to ensure that the above points are duly addressed.

## Conclusion

If Members wish the Manager Library and Community to request *Prestige Trophy and Engraving* to provide a final Honour Board proof, a written procedure needs to be developed to ensure agreed standards are maintained. Alternatively, if Members do not believe a Committee Honour Board is currently a high priority, then the report can be received and noted.

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## References

### Legislation

*Local Government Act 1999 (SA)*

### Council Policies/Plans

*Procurement Policy*

	5.3	Mallala Museum – Honour Board	
	Department:	Development and Community	
	Report Author:	Library and Community Services Coordinator	
Date: 6 February 2019	Document Ref:	D19/5854	
	Container No:	CON17/519	

### **EXECUTIVE SUMMARY**

- The Adelaide Plains Council Historical Committee (APCHC) at its meeting held on Wednesday 7 November 2018 requested the Library and Community Services Coordinator to investigate the option of recognising long serving Committee Members with their names on an Honour Board, as well as a draft Policy to determine eligibility criteria.
- This report provides expected financial costs associated with the initial purchase of an Honour Board, as well as future ongoing expenditure.
- If Members endorse Recommendation Option A, then a Policy needs to be considered by Members at the March 2019 APCHC meeting to ensure appropriate criteria is developed, demonstrating both fairness and accountability when considering potential names to be engraved on the Board.

### **RECOMMENDATION**

**“that the Adelaide Plains Council Historical Committee, having considered Item 5.3 – *Mallala Museum – Honour Board*, dated 6 February 2019, receives and notes the report and in doing so authorises the Library and Community Services to proceed with obtaining an Honour Board as detailed in this report and a draft Honour Board Policy be presented at the March 2019 Committee Meeting.” (Option A)**

**OR**

**“that the Adelaide Plains Council Historical Committee, having considered Item 5.3 – *Mallala Museum – Honour Board*, dated 6 February 2019, receives and notes the report.” (Option B)**

### **BUDGET IMPACT**

Estimated Cost:	\$1,100 and \$18 per name (retrospective) – up to 10 names - \$180 – Total - \$1,280 and potentially internal Council labour costs to put up Board – approx. \$30.
Future ongoing operating costs:	\$36 per name and \$110 call out fee to Mallala
Is this Budgeted?	No

### **RISK ASSESSMENT**

Nil.

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### **Attachments**

1. Prestige, Trophy, Badge and Engraving – emailed quote



## **DETAILED REPORT**

### **Purpose**

The purpose of this report is to provide information to Committee Members regarding the potential purchase of an Honour Board for the Mallala Museum.

### **Background/History**

At the 7 November 2018 Adelaide Plains Council Historical Committee (APCHC), the below resolution was considered and endorsed by Members.

**7.4      *Brian Verrall – letter of appreciation and investigation of a Committee Members Honour Board***

***Moved   Mr Tucker                      Seconded   Mrs Tiller                      2018/ 027***

***“that a letter of appreciation be sent to long serving Committee Member Mr Brian Verrall, signed by the Chairperson and that the Library & Community Services Coordinator be asked to investigate the option of recognising long serving Committee Members with their name on an Honour Board, as well as a draft Policy to determine eligibility criteria.”***

***CARRIED***

### **Discussion**

The Library and Community Services Coordinator has received a quote from *Prestige Trophy Badge and Engraving* – see attached email (Attachment A) for the initial purchase of an Honour Board, as well as the costs of engraving names on it.

Council has engaged the services of *Prestige Trophy Badge and Engraving* in the past – two boards are displayed at the Mallala Council Chambers: *Mayoral/Chief Executive Officer Board* as well the recipients of the various *Australia Day Awards* (since the former District Council of Mallala changed its name to Adelaide Plains Council). As per Council’s *Procurement Policy*, the Library and Community Services Coordinator will need to seek at least one other formal quote, if the Committee decides to go ahead with obtaining a Museum Honour Board.

The Committee also needs to determine where best the Honour Board should be positioned. It would be strongly recommended that the Board is hung in a public place. Not only would this encourage pride in the formal listing of former Mallala Museum members – by both current Committee Members/volunteers as well as the visitors who frequent the Museum, an Honour Board may also create potential interest with members of the public who may consider volunteering their time at the Museum.

Rather than provide the Committee with a comprehensive Policy at this stage, to determine whose name may be considered eligible to be engraved onto the Honour Board, I have compiled some points that Members may need to reflect on:

- Clarification of who is eligible– only Committee Members or would this also extend to long serving volunteers?
- Number of years of service – more than five (5), ten (10) and twenty (20) ie three separate columns or as per Attachment 1 example – *Liquip Group Of Companies*. There would need to be some form of documentation to confirm the person’s length of service at the Mallala Museum.
- Recipients – do we need to seek written approval to add their name to the Honour Board?
- Posthumous recognition of Members – again do we need to seek written approval from their Estate to add their name to the Honour Board?
- Frequency Honour Board is updated – suggest every two (2) years as there is a cost for a call out fee - \$110.
- Name on Honour Board – Adelaide Plains Council Historical Committee or Mallala Museum – Members may need to consider this matter in light that the Honour Board will be paid by Council funds.

It is suggested that once a year a report is tabled to the Committee at its February meeting to consider and endorse any potential names of Members that meet the pre-established criteria.

Although the purchase of an Honour Board is an unbudgeted item, the APCHC 2018/2019 budget does have sufficient funds to proceed with obtaining the Board. The *Other Expenses General Ledger Number* – 02/17550/820 – currently has available funds of \$3552.72. However, Members may need to consider their ‘wish list’ of archival material they need to obtain, usually sought in the second half of the financial year. The purchase of the Honour Board will reduce this budget line to approximately \$2200.

## **Conclusion**

The Committee needs to consider whether they wish the Library and Community Services Coordinator to proceed in obtaining an Honour Board, in line with Council’s Procurement Policy and subsequently draft an Honour Board Policy or determine not to proceed at this stage.

## References

### Legislation

*Nil*

### Council Policies/Plans

*Procurement Policy*

First	sort	NAME	TOTAL
1968	3	Boril Mrs Christiane	43
1973	15	Earl Mr Ray	42
1976	31	Verrall Mr B.	41
1968	4	Earl Mr Les G	36
1973	16	Earl Mrs Lorraine	34
1990	60	Tiller Margaret	30
1994	71	Griffiths Gwenda	25
1983	42	Irish Mr Tom	23
1968	5	East Mrs Catherine	21
1991	62	Howell Barbara	21
1983	41	Heath Mrs M.	18
2004	75	Strudwicke Mr S.M.	18
1968	6	Davies Mr Lance	16
1976	32	Jenkin Mrs Sylvia	15
1973	17	Wasley Mrs Lois	14
1979	40	Tiller Mrs G.	12
2009	76	East Mr Jim	12
2010	79	Parsons Laura	12
1968	7	Boril Mr Roland	9
1968	9	Wasley Mr Barry	9
1998	74	Emery Steve	9
2013	93	Bevan Bob	9
1968	8	Angus Mr Bernard	8
2014	83	Young Chris	8
1968	10	Lindsay Mr Gordon	7
1968	11	Lindsay Mrs Viti	7
1972	14	Brooks Mr C.	7
1973	18	East Mr M.	6
1989	56	Gristi Paul	6
1992	65	Verner Mrs J.	6
1994	72	Howell Darrell	6
2013	82	Varcoe Maxine	6
1974	25	Jenkin Mrs M.	5
1974	26	Konzag Mr B.	5
1976	33	Adams mr G.	5
1983	43	Barrowcliff Mrs M.	5
1991	63	Whiting Melanie	5
2009	77	Davies Roger	5
2009	78	Wasley Mark	5
2014	84	Svetec Sharon	5
2015	89	Tucker Greg	5
1973	19	Cheek Mr G.	4
1973	20	Norris Mr G.R.	4
1973	21	Norris Mr r.	4
1974	27	East Mr R	4
1976	34	Irvine B.	4
1990	61	Arthur David	4
1974	28	Jenkin Mr M.	3
1976	35	Tiller Mr D.	3
1983	44	Bache Mr R	3
1983	45	Cheek Mr H.S.	3
1991	64	Verner richard	3
1993	67	Moore Tom	3
2019	91	Angus Paul	3
2019	92	Franks Jim	3

1968	12	East Mr David		2
1973	22	Cheek Mrs G.		2
1973	23	East Mrs M.		2
1973	24	Moody Mr R		2
1974	29	Davies Mr R.		2
1976	36	Cheek G.		2
1976	37	Earl C.		2
1976	38	Grantham Mrs h		2
1976	39	Johnson s.		2
1983	46	Baker Mrs E.		2
1984	51	Jenkin Chris		2
1984	52	Verner Mrs I.		2
1988	55	Hughes Mary		2
1992	66	Jackson D.		2
2010	80	Lawson derek		2
2014	85	Luxton Peter		2
1968	13	Roberts Mrs Margary		1
1974	30	Goss Mrs S.		1
1983	47	Broster Mr Leon		1
1983	48	Pitt Mr O.		1
1983	49	Tucker Mr L.		1
1983	50	Wilson Mr D		1
1984	53	Poke Cheryse		1
1984	54	Rajkovic Mr G.		1
1989	57	Cottenden Chas		1
1989	58	Curtis Hilda		1
1989	59	Hughes Bob		1
1993	68	Coleman ray		1
1993	69	Jackson Mrs d.		1
1993	70	O'Loan Ian		1
1996	73	Stone G.		1
2010	81	Prior Lyndon		1
2014	86	March Peter		1
2014	87	Prince Andrew		1
2014	88	Varcoe Tom		1
2015	90	Mosman Prue		1
2021	94	Allen Tiller		1
2021	95	Vaughan Chenoweth		1

# *Prestige*

**TROPHY, BADGE & ENGRAVING**

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**Adelaide Plains Council**

**Anne Sawtell**

**23/8/2021**

**Quote to supply 1 small honourboard**

**For the Adelaide Plains Council Historical Committee**

**Approx size – 80cm tall x 100cm wide ( 800mm x 1000mm )**

**Small timber edge around board**

**Dark walnut colour**

**Set up with title name**

**2 columns – line to separate columns**

**Backdate of 18 names and date**

**All wording to be done in Gold vinyl cut lettering**

**( some names will have finishing dates and ?? years of service. )**

**\$1700.00**

**Logo if needed = \$110.00 per logo**

**Prices include GST**

**Installation extra**

**If proceeding – a rough layout proof will be supplied**

**Thanks MATT**