

# NOTICE OF MEETING

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

## Adelaide Plains Council Historical Committee of the

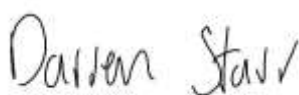


will be held in

**Mallala Museum  
1 Dublin Road  
Mallala**

On

**Wednesday 7 April 2021 at 7:00pm**

A handwritten signature in black ink that reads "Darren Starr".

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

## **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 3 March 2021 be accepted”	<b>5</b>
<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>	
6.1 Resolutions Actions Report – March 2021	<b>11</b>
6.2 Monthly Financial Report – March 2021	<b>14</b>
6.3 Monthly Correspondence Report – March 2021	<b>15</b>
6.4 Monthly School and Group visits - March 2021	<b>18</b>
<b>7. <u>REPORTS FOR DECISION</u></b>	
7.1 Mallala Museum re-opening – March 2021	<b>19</b>
<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 5 May 2021

**15. CLOSURE**

**2. CONFIRMATION OF MINUTES****Wednesday 7 April 2021****Items:**

- 2.1 “that the minutes of Adelaide Plains Council Historical Committee meeting held on Wednesday 3 March 2021 **(MB Folio 105 to 110 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 3 March 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

Mr A Tiller

Also in attendance for the meeting:

Manager Library and Community

Ms Anne Sawtell

**1.2 Apologies**

Ms L Parsons

Mr G Tucker

Mrs C Young

**1.3 Not Present / Leave of Absence**

**2. CONFIRMATION OF MINUTES**

**2.1**

**Committee Resolution**

**2021/11**

Moved Mr Bevan                      Seconded Mr Tiller

“that the minutes of Adelaide Plains Council Historical Committee meeting held on Monday 3 February 2021 (**MB Folio 99 to 104**

**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 – February 2021

<b>Committee Resolution</b>	<b>2021/12</b>
Moved Mr Angus                      Seconded Mr Franks	
“that the Adelaide Plains Historical Committee, having considered Item 6.1 – <i>Resolution Actions Report – February 2021</i> , dated 3 March 2021, receives and notes the report.”	
<b>CARRIED</b>	

6.2 Monthly Financial Report – February 2021

<b>Committee Resolution</b>	<b>2021/13</b>
Moved Mr Franks                      Seconded Mr Bevan	
“that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – <i>Monthly Financial Report – February 2021</i> , dated 3 March 2021, receives and notes the report.”.	
<b>CARRIED</b>	

6.3 Monthly Correspondence Report – February 2021

<b>Committee Resolution</b>	<b>2021/14</b>
Moved Mr Tiller                      Seconded Mr Franks	
“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – <i>Monthly Correspondence Report – February 2021</i> , dated 3 March 2021, receives and notes the verbal report.”	
<b>CARRIED</b>	

6.4 Monthly School and Group Visits – February 2021

<b>Committee Resolution</b>	<b>2021/15</b>
Moved Mr Angus                      Seconded Mr Allen	
“that the Adelaide Plains Historical Committee, having considered Item 6.4 – <i>Monthly School and Group visits – February 2021</i> , dated 3 March 2021, receives and notes the report.”	
<b>CARRIED</b>	

**7. REPORTS FOR DECISION**

**7.1** Mallala Museum reopening – February 2021 update

**Committee Resolution**

**2021/16**

Moved Mr Tiller                      Seconded Mr Angus

“that the Adelaide Plains Council Historical Committee, having considered Item 7.1 – *Mallala Museum reopening – February 2021 update*, dated 3 March 2021, receives and notes the report and in doing so considers and action the implementation of the COVID-19 Safe Plan as outlined in the report.”

**CARRIED**

**8. QUESTIONS ON NOTICE**

Nil

**9. QUESTIONS WITHOUT NOTICE**

Nil

**10. MOTIONS ON NOTICE**

Nil

**11. MOTIONS WITHOUT NOTICE**

**11.1** REO Speedwagon Fire Shed - Gavin Frost –letter of appreciation

**Committee Resolution**

**2021/17**

Moved Mr Franks                      Seconded Mr Bevan

“that the Adelaide Plains Historical Committee send a letter of appreciation to Gavin Frost for generously donating his labour costs for the laying of the REO Speedwagon Fire Shed’s concrete floor.”

**CARRIED**



11.2 REO Speedwagon Fire Shed – door signage

<b>Committee Resolution</b>	<b>2021/18</b>
Moved Mr Franks                      Seconded Mr Bevan	
“that the Adelaide Plains Historical Committee engages a signwriter to provide a sign with the wording ‘Township Fire Station’ in line with the graphics and colour, as per the original door sign.”	
	<b>CARRIED</b>

11.3 Upstairs Gallery – locks for cabinets

<b>Committee Resolution</b>	<b>2021/19</b>
Moved Mr Strudwicke                      Seconded Mr Bevan	
“that the Adelaide Plains Council Historical Committee instructs the Manager Library and Community to purchase chrome locks for closing glass door cabinets up to the value of \$50..”	
	<b>CARRIED</b>

12. **URGENT BUSINESS**

Nil

13. **CONFIDENTIAL ITEMS**

Nil

14. **NEXT MEETING**

14.1 Wednesday 7 April 2021


15. **CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at 8.28pm.

Confirmed as a true record.

Chairman: .....

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

	6.1	Resolution Actions Report – March 2021	
	Department:	Development and Community	
	Report Author:	Manager Library and Community	
Date: 7 April 2021	Document Ref:	D21/14716	

## **OVERVIEW**

The purpose of this report is to update members regards the status of ongoing Committee resolutions, which has been recorded since 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 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 – March 2021* dated 7 April 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-Feb-21	11.1	Repairs to clutter-buck tractor engine - recognition of Ian Weddings work	<b>“that the Adelaide Plains Historical Committee instructs the Manager Library and Community to organise a framed appreciation certificate for Ian Wedding, to be presented to him when members return back to meeting in the Mallala Museum school room.”</b>	<b>2021/6</b>	Manager to arrange time for presentatins
03-Feb-21	11.2	RAAF Centenary celebrations – purchase of male mannequins	<b>“that the Adelaide Plains Historical Committee authorises Ms Parsons to purchase 3 male headed mannequins up to the value of \$600 to be displayed in the forthcoming RAAF Centenary celebrations”</b>	<b>2021/7</b>	1 mannequin has been purchased
03-Feb-21	11.3	Upstairs Gallery – air-conditioner quotes	<b>“that the Adelaide Plains Historical Committee requests the Manager Library and Community to obtain quotes to install an air conditioner in the Museum’s Upstairs Gallery.”</b>	<b>2021/8</b>	Airconditioner to be installed 2020/21 financial year - subject of Dept of Environment and Water approval
03-Feb-21	11.4	Upstairs Gallery – lighting quotes	<b>“that the Adelaide Plains Historical Committee requests the Manager Library and Community to obtain quotes to install additional lighting in the Museum’s Upstairs Gallery.”</b>	<b>2021/9</b>	Fluorescent lights installed
03-Mar-21	2.1	Confirmation of Minutes	<b>“that the minutes of Adelaide Plains Council Historical Committee meeting held on Monday 3 February 2021 (MB Folio 99 to 104 Inclusive), be accepted as read and confirmed.”</b>	<b>2021/11</b>	Completed
03-Mar-21	6.1	Resolutions Actions Report - February 2021	<b>“that the Adelaide Plains Historical Committee, having considered Item 6.1 – Resolution Actions Report – February 2021, dated 3 March 2021, receives and notes the report.”</b>	<b>2021/12</b>	Completed
03-Mar-21	6.2	Monthly Financial Report - February 2021	<b>“that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – Monthly Financial Report – February 2021, dated 3 March 2021, receives and notes the report.”</b>	<b>2021/13</b>	Completed
03-Mar-21	6.3	Monthly Correspondence Report - February 2021	<b>“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – Monthly Correspondence Report – February 2021, dated 3 March 2021, receives and notes the verbal report.”</b>	<b>2021/14</b>	Completed
03-Mar-21	6.4	Monthly School and Group Visits - February 2021	<b>“that the Adelaide Plains Historical Committee, having considered Item 6.4 – Monthly School and Group visits – February 2021, dated 3 March 2021, receives and notes the report.”</b>	<b>2021/15</b>	Completed
03-Mar-21	7.1	Mallala Museum Reopening - February 2021 Update	<b>“that the Adelaide Plains Council Historical Committee, having considered Item 7.1 – Mallala Museum reopening – February 2021 update, dated 3 March 2021, receives and notes the report and in doing so considers and actions the implementation of the COVID-19 Safe Plan as outlined in the report.”</b>	<b>2021/16</b>	COVID signs put up at Museum
03-Mar-21	11.1	REO Speedwagon Fire Shed – Gavin Frost – letter of appreciation	<b>“that the Adelaide Plains Historical Committee send a letter of appreciation to Gavin Frost for generously donating his labour costs for the laying of the REO Speedwagon Fire Shed’s concrete floor.”</b>	<b>2021/17</b>	?
03-Mar-21	11.2	REO Speedwagon Fire Shed – door signage	<b>“that the Adelaide Plains Historical Committee engages a signwriter to provide a sign with the wording ‘Township Fire Station’ in line with the graphics and colour, as per the original door sign.”</b>	<b>2021/18</b>	?

03-Mar-21	11.3	Upstairs Gallery – locks for cabinets	<b>“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.”</b>	<b>2021/19</b>	In progress
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 <b>Adelaide Plains Council</b>	<b>6.2</b>	<b>Monthly Financial Report – March 2021</b>	
	<b>Department:</b>	<b>Development and Community</b>	
	<b>Report Author:</b>	<b>Manager Library and Community</b>	
<b>Date:</b>	<b>7 April 2021</b>	<b>Document Ref:</b>	<b>D21/15079</b>

## **OVERVIEW**

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

As the Mallala Museum has been closed to the public (as from March 2020), as to be expected, income has been minimal. From last month's financial report a further \$900 has been expended. A copy of the latest financial report will be tabled for Members perusal at the April 2021 Committee meeting.

Committee members should consider suggesting now any necessary equipment and furniture, as well as archival materials, to ensure purchase orders are raised by the Manager Library and Community and payment is made during this financial year.

## **RECOMMENDATION**

***“that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – *Monthly Financial Report – March 2021*, dated 7 April 2021, receives and notes the verbal report.”***

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## **Attachment**

Nil

## **References**

### Legislation

*Local Government Act (SA) 1999*

	6.3	<b>Monthly Correspondence Report – March 2021</b>	
	<b>Department:</b>  <b>Report Author:</b>	<b>Development and Community</b>  <b>Manager Library and Community</b>	
<b>Date:</b> <b>7 April 2021</b>	<b>Document Ref:</b>	<b>D21/15039</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 Museum has recently received an interesting donation from Doug Simpkin – an inscribed pencil box which he owned when he attended Korunye Primary School back in the late 1930’s.

## **RECOMMENDATION**

**“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – *Monthly Correspondence Report – March 2021* dated 7 April 2021, receives and notes the report.”**

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## **Attachment**

1. Correspondence Report – March 2021 – D21/8972

## **References**

### Legislation

*Local Government Act (SA) 1999*

## **Mallala Museum Correspondence Report**

April 2021

### **Mail**

Sharmans statement

Copy of "The Royal Australian Air Force in South Australia during WWII" by Peter Ingman

### **Email**

History SA – from Amada

From HCSA – newsletter

From RAAF – details of commemorative wines available

From HCSA – Talking History series "The Windjammers"

From State Library of SA – survey the State Library is currently running regarding updating the state library collecting plan for archival collections held at the state library

From GPCPT Greg Weller advising of a fly past on Wed 31<sup>st</sup> to mark the Centenary of the RAAF

From GPCPT Greg Weller attempting to organize the next meeting re Sept

From HCSA - History seminar series at Flinders

From Lynette Seccafien – donation of a pencil box that belonged to Doug Simpkin when he attended school at Korunye in 1930-1938

From Liz Carpenter asking about our opening hours. She is interested in the RAAF at Mallala 1943-4. She has a photo of graduates (with her father, WJ Carpenter) from Course 39 taken Jan 15<sup>th</sup> or 16<sup>th</sup> 1944 before he went to the UK. She is willing to give us a copy with names.

From HCSA- Save the tees petition from Holdfast bay

From Balaklava Museum – Information on their History Festival event on May 1<sup>st</sup> & 2<sup>nd</sup>

From Lynette Seccafien – information on volunteer grants

From Karen Blackwood – media request wants a short article for the Weekend Plus. The History Festival has a partnership with WeekendPlus, the online magazine for seniors card holders, and they are doing a special History Festival edition for April. They have asked us to provide information for a news section and the RAAF centenary and Mallala's role in its history.

### **Facebook messages**

From Linol

Adele Taylor – Teaay

### **Outgoing Email**

Responses to the above

To Stephen Warren – photos of our Honour Rolls for the Monuments Australia website


To committee asking for expressions of interest in participating in schools visits

### **Recent donations**



a pencil box that belonged to Doug Simpkin when he attended school at Korunye in 1930-1938

## **VISITS**

	<b>6.4</b>	<b>Monthly School and Group visits – March 2021</b>
	<b>Department:</b>  <b>Report Author:</b>	<b>Development and Community</b>  <b>Manager Library and Community</b>
<b>Date:</b> <b>7 April 2021</b>	<b>Document Ref:</b>	<b>D21/14947</b>

## **OVERVIEW**

The Mallala Museum has a forthcoming visit from the St Mary's Probus Clu.b

- St Mary's Probus Club – from 10 am, Wednesday morning 21 April 2021. Approximately 20 to 25 guests. No refreshments.

Members will consider in report 7.1 the potential reopening date for the Mallala Museum. As this group have had a long standing booking, if the Museum is not reopened by then for the regular Sunday afternoon opening, the Committee may consider honouring this prior booking.

As previously highlighted at the March 2021 Committee meeting, Secretary, Ms Parsons has received enquiries from school groups regarding potential visits. She has advised these interested parties to contact her closer to the commencement of Term 2.

In order for the Museum to meet its COVID Safe Plan obligations, a COVID-19 Marshal will need to be in attendance at this group visit.

## **RECOMMENDATION**

***“that the Adelaide Plains Council Historical Committee, having considered Item 6.4 – Monthly School and Group visits – March 2021, dated 7 April 2021, receives and notes the report.”***

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## **Attachments**

Nil

## **References**

Legislation

*Local Government Act (SA) 1999*

	<b>7.1</b>	<b>Mallala Museum re-opening – March 2021 update</b>
	<b>Department:</b>  <b>Report Author:</b>	<b>Development and Community</b>  <b>Manager Library and Community</b>
<b>Date:</b> <b>7 April 2021</b>	<b>Document Ref:</b>	<b>D21/14870</b>

## **EXECUTIVE SUMMARY**

- The Mallala Museum’s doors have been shut to the general public for over a year, initially this was in the response to the Prime Minister’s directive that museums had to be closed due to the COVID-19 pandemic. In late May 2020 museums, with strict COVID-19 practices in place, could reopen to limited numbers. However, as the Mallala Museum’s Upstairs Gallery was going through a major maintenance upgrade, it was deemed logical for the Museum to remain closed until the work was completed ie December 2020.
- At the last Adelaide Plains Council Historical Committee, a report was tabled advising members of what steps/processes were needed to be implemented/actioned before the Museum could safely reopen.
- This report will update Members with the progress of the COVID-19 Safe Plan requirements and for the Committee to consider and deliberate on a reopening date. It is expected that it will take a ‘while’ for the general public to be aware that the Museum is once again open. However, by implementing some marketing strategies, particularly with facebook posts, it will generate the necessary public awareness.

## **RECOMMENDATION**

**“that the Adelaide Plains Council Historical Committee, having considered Item 7.1– *Mallala Museum reopening – March 2021 update*, dated 7 April 2021, receives and notes the report and in doing so determines that the Mallala Museum will be reopened on Sunday, XXXXXXXX 2021.”**

## **BUDGET IMPACT**

Estimated Cost:	Nil
Future ongoing operating costs:	Nil
Is this Budgeted?	Not Applicable

## **RISK ASSESSMENT**

The Mallala Museum is legally obliged to meet the requirements of the COVID Safe Plan. Failure to do so can lead to fines being issued. Moreover, the Museum needs to provide a 'safe environment' for both its volunteers and visitors.

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## **Attachments**

1. Mallala Museum re-opening – February 2021 update report – D21/9331
2. SA Health Guidelines – COVID-19 Cleaning Guidelines – D21/14870

## **DETAILED REPORT**

### **Purpose**

The purpose of this report is to update Members with the progress on actioning and implementing the COVID Safe Plan, in readiness for the Mallala Museum to be reopened to the public.

### **Background/History**

At the March 2021 meeting of the Adelaide Plains Council Historical Committee, Members were provided with a detailed report regarding the various actions that needed to be implemented, in line with the COVID Safe Plan requisites, before the Museum could reopen. In the last few months, the Museum has had enquiries from schools, community groups and individuals asking when the Museum building was going to reopen. Now that the structural work has been completed on the Upstairs Gallery (other than the purchase and installation of an air-conditioner unit), Members have expressed their enthusiasm and interest in welcoming back members of the public.

### **Discussion**

Last month's decision report (**Attachment 1**) details the Museum's responsibilities in regards to the implementation of the COVID Safe Plan. On Tuesday morning, 30 March 2021, the Manager Library and Community visited the Museum and put up the required signage – eg QR code stations, social distancing rule posters and availability of hand sanitiser (above bottle) at vantage points throughout the Mill building and school room.

Two copies of the COVID Safe Plan have been left at the Museum Office, just in case an official wishes to sight the document. Moreover, South Australian Government hard copy attendance sheets have also been printed off and left at the Office. These hard copy sheets need to be added to Council records, and it recommended that they are dropped off to the Mallala Principal office on a weekly basis – as per SA Records Management guidelines, these hard copy documents are destroyed after 28 days of being added to the corporate system. Spare laminated signs and an extra bottle of hand sanitiser have also been left at the office.

Currently there are only three volunteers who have completed the COVID-19 Marshal training and have provided their certificate for the Manager Library and Community to add to their volunteer personnel containers. It is a COVID Safe Plan requirement that when the Museum is open to the public there must be at a minimum one registered COVID-19 Marshal present. In order to meet this obligation, more Committee members and volunteers need to complete this prescribed training (the website link is <https://marshal.clickontraining.com.au>) and advise the Manager Library and Community when successfully completed.

At the March 2021 Committee meeting, a couple of members expressed their potential interest in being responsible for compiling the Sunday roster. However, before re-opening, more volunteers need to become registered COVID-19 Marshals or otherwise it will be increasingly difficult for the Museum to meet this obligation.

**Attachment 2** details SA Health Guidelines – COVID-19 Cleaning Guidelines. It is suggested that Members agree upon a regular cleaning routine which is actioned by volunteers each time the Museum is open. The Manager Library and Community will provide a shortened procedure which is left at the Office for volunteers to complete.

The below marketing strategies should increase community awareness, both within the Adelaide Plains Council (APC) area and further afield, that the Museum is finally open.

- Facebook post on APC library and community
- Mallala Museum re-opening poster – (as library staff have now taken numerous photographs of the Mallala Museum and its various displays) staff will design and format a poster and put up at local businesses shopfronts as well as the Council office and library
- The above poster to be added to the Council website and sent to local APC community newspapers
- Facebook post on Mallala Museum and webpage.

Library and community staff will be responsible for formatting and designing the poster and will send through to the Museum's Secretary, Ms Laura Parsons, to add to the Museum facebook and webpage to ensure a consistent message is sent out.

It is also an apt time for the current Mallala Museum leaflet to be updated (still has District Council of Mallala on it rather than the correct Council name). The Manager Library and Community may be able to access the services of Council's design consultant so there would be minimal cost (other than printing) to the Museum.

The Museum will undergo a final professional cleaning before the reopening which will include the Office carpet, sweeping and mopping of the Mill's kitchen/blacksmith display area and, depending on funds being available, the sweeping of the agricultural sheds. The refitting/moving back display items in the Upstairs Gallery is in progress.

## **Conclusion**

The Committee needs to consider a date to reopen the Museum, bearing in mind points raised by the Manager Library and Community in the discussion part of this report.

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## **References**

### Legislation

*Local Government Act (SA) 1999*

### Council Policies/Plans

*Nil*

	7.1	Mallala Museum reopening – February 2021 update
	<b>Department:</b>  <b>Report Author:</b>	<b>Development and Community</b>  <b>Manager Library and Community</b>
<b>Date:</b> 3 March 2021	<b>Document Ref:</b>	<b>D21/9331</b>

### **EXECUTIVE SUMMARY**

- The Mallala Museum has been closed since late March 2021, following the Prime Minister’s directive that all museums, galleries and public libraries were required to shut their doors in response to the COVID-19 pandemic.
- Although these facilities were able to reopen in late May 2020, the Museum remain closed principally due to the scheduled work that was being undertaken in the Upstairs Gallery. The engaged contractors completed this work in December 2020. Mallala Museum volunteers were tasked to move the temporarily relocated artefacts back to the Upstairs Gallery’s display cabinets.
- At the February 2021 meeting the Manager Library and Community wrote an information report regarding the various tasks that need to be accomplished before the Museum is reopened to the general public.
- A COVID-19 Safety Plan for the reopening of the Mallala Museum has been undertaken and this report highlights a number of issues that need to be actioned or resolved before the Museum can be reopened.

### **RECOMMENDATION**

**“that the Adelaide Plains Council Historical Committee, having considered Item 7.1 – *Mallala Museum reopening – February 2021 update*, dated 3 March 2021, receives and notes the report and in doing so considers and action the implementation of the COVID-19 Safe Plan as outlined in the report.”**

### **BUDGET IMPACT**

Estimated Cost:	\$0 – can be done in house by staff
Future ongoing operating costs:	\$0 – unlikely
Is this Budgeted?	Not Applicable

## **RISK ASSESSMENT**

If the Mallala Museum fails to comply with its legal obligations under the Emergency Management directions as required by the attached COVID19 Safe Plan – **Attachment 1**, a fine of up to \$5,000 may be issued.

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### **Attachment**

1. COVID-19 Safe Plan – Mallala Museum



## **DETAILED REPORT**

### **Purpose**

The purpose of this report is to make Members aware of their obligations and responsibilities when considering reopening the Mallala Museum to the public.

### **Background/History**

Members are keen to reopen the Mallala Museum to the general public on a Sunday afternoon, as well as conduct group and school tours.

Preliminary issues that need to be addressed were tabled in the last Committee agenda – item 6.4 and included:

- complete the State Government's COVID-19 Safe Plan;
- establish QR code stations (or all visitors to record their details on a contact tracing record sheet);
- training volunteers regarding COVID-19 safety practices;
- appointing a Museum Roster Coordinator – a role previously held by the late Brian Verrall

### **Discussion**

The Manager Library and Community has completed the COVID Safe Plan – refer to **Attachment 1**.

Highlighted below are the general principles and responsibilities of the COVID Safe Plan. The Manager Library and Community (MLC) actions are noted in italics.

A copy of the Museum's unique QR Code (page 3) has been provided which needs to be made available for visitors to access at the entry point. For those people who do not have a smartphone, hard copy attendance record sheets need to be completed and regularly submitted to Council to add to our records management system. *MLC laminate QR codes and place in Mill building's entry point and provide hard copy contact tracing sheets.*

The maximum number of people per separate room or area must not exceed 1 persons per 2 square metres of publicly accessible space. *MLC print state government signage – place throughout main Mill building.*

Need to have measures in place to maintain the physical distancing principles of at least 1.5 metres separation – *as above.*

COVID-19 Safe Plan – must be produced on request from an authorised officer. *MLC print out copies and leave in Museum office.*

COVID Marshal – must have at least one dedicated COVID-19 Marshal on site at all times while operating / open to the public. *MLC has provided the web link to this training – <https://marshal.clickontraining.com.au/>. Strongly recommended that all Committee members and volunteers complete the course – about 30 minutes – and their certificate is forwarded to the MLC to*

*add to their volunteer personnel file. NB: Museum cannot open on a Sunday unless a Marshal is in attendance.*

Display signage at the venue entrance to instruct members of the public (and volunteers) not to enter if they are unwell or have COVID-19 symptoms. *MLC to provide signage, downloaded from SA Government website.*

Conduct frequent environmental cleaning and disinfection especially of touch-points such as handrails. *With the expected low volume of visitors this could be a regular part of the opening procedures.*

Provide hand sanitiser on entry and exit of the premises, and areas where you expect many people to be. *MLC to provide hand sanitiser and volunteers to advise when low on supplies. Recommend minimum at least 4 bottles in Mill building and 1 in school room.*

Lastly, with the passing of Brian Verrall, another Museum volunteer needs to take on the responsibility of the Sunday afternoon roster.

## **Conclusion**

The COVID Safe Plan has been completed and in order for the Mallala Museum to reopen its doors a number of actions, mainly by the Manager Library and Community, need to be implemented.

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## **References**

### Legislation

*Local Government Act (SA) 1999*

### Council Policies/Plans

Nil

## COVID-19 Fact Sheet

# Cleaning and disinfection in the workplace

This Fact Sheet provides information on cleaning workplaces (**non-health care settings**) during the coronavirus (COVID-19) outbreak. This includes offices, public areas, government buildings, reception areas, schools, child-cares, shops, buses, trains, taxis and cars.

Thorough cleaning followed by disinfection is required to remove the virus that causes COVID-19.

Make sure to clean and remove any organic matter first prior to disinfection, as disinfectants will not work on a dirty surface.

The length of time that COVID-19 survives on surfaces will vary depending on factors such as temperature and humidity and the amount of contaminated body fluids present, such as respiratory droplets.

Coronaviruses are unlikely to survive for long once droplets produced by coughing or sneezing dry out.

### General cleaning principles

Cleaning before disinfection is very important as organic matter and dirt can reduce the disinfectant's ability to kill germs.

- > Cleaning with detergents alone does not kill germs or COVID-19, but physically reduces germs, dirt and organic matter from surfaces. Detergent solutions are cleaning agents commonly available as powders or concentrated solutions.
- > Disinfection using chemicals will kill germs on surfaces. This process kills germs that remain on surfaces after cleaning, disinfection further reduces the risk of spreading infection.

### Routine cleaning

It is recommended to increase the occurrence of **cleaning in all areas**, including workplaces, to at least **daily**. This is especially important for high traffic areas and areas accessed by the public.

It is recommended that **individual workstations** be cleaned at least **twice daily**.

It is best practice to:

- > routinely clean frequently touched surfaces and fittings with detergent solution
- > clean surfaces as needed when they are visibly soiled and immediately after any spillage.

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Routine cleaning requirements can be divided into two groups.

1. **Frequently touched surfaces: door handles, handrails, bedrails, tabletops, kitchen surfaces, cupboard handles, elevator buttons, computer keyboards, mice, telephones, light switches**
    - > Should be cleaned frequently.
    - > Workplaces should promote a good state of tidiness and de-clutter to ensure cleaning can be undertaken most effectively. This includes around workstations so that desks, keyboards, telephones etc. can be cleaned easily. Staff should be encouraged to declutter their workstation at the end of each day.
    - > Detergent solution (as per manufacturer's instructions) can be used, with the exact choice of detergent determined by the nature of surface and degree of contamination.
    - > Detergent-wipes may be used but should not be used as a replacement for the routine mechanical cleaning (rubbing) of the surface with detergent and water.
  2. **Minimally touched surface: floors, ceilings, walls, blinds**
    - > Detergent solution/wipes (as per manufacturer's instructions) are adequate for cleaning general surfaces and non-patient care areas.
    - > Damp mopping is preferable to dry mopping.
    - > Walls and blinds should be cleaned when visibly dusty or soiled.
    - > Window curtains should be regularly changed in addition to being cleaned when soiled.
    - > Sinks and basins should be cleaned on a regular basis.
- > Additional advice on environmental cleaning is also available from the Australian Government Department for Health – [Environmental cleaning and disinfection principles for COVID-19](#).
  - > If a worker is a suspected or confirmed case, the affected area/workstation should be closed off. If possible, open outside doors and windows to increase air circulation and then begin cleaning and disinfection.

### Information for those cleaning and disinfecting

#### How to clean and disinfect

- > Wear gloves when cleaning and disinfecting. Gloves should be discarded after each clean. If it is necessary to use reusable gloves, gloves should only be used for COVID-19 related cleaning and disinfection and should not be used for other purposes. Wash reusable gloves with soap and water after use and leave to dry. Clean hands immediately after removing gloves.
- > Thoroughly clean surfaces using detergent and water.
- > Apply disinfectant to surfaces using disposable paper towel or a disposable cloth. If non-disposable cloths are used, ensure they are laundered and dried before reusing.
- > Ensure surfaces remain wet for the period of time required to kill the virus (contact time) as specified by the manufacturer. If no time is specified, leave for 10 minutes.

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### Safety and Personal Protective Equipment (PPE)

The risk when cleaning is not the same as the risk when face-to-face with a sick person who may be coughing or sneezing.

If there is visible contamination with respiratory secretions or other body fluid of a suspected or confirmed case, cleaners should wear a full length disposable gown in addition to the surgical mask, eye protection and gloves. This advice should be taken in conjunction with advice from your work health and safety on correct procedures for wearing PPE.

Those cleaning should:

- > Avoid touching their face, especially their mouth, nose, and eyes when cleaning.
- > Wear water-proof disposable gloves and a surgical mask as well as eye protection or a face shield while cleaning. The surgical mask and eye protection act as barriers to people inadvertently touching their face with contaminated hands and fingers, whether gloved or not.
- > Use an alcohol-based sanitiser before putting on and after removing gloves and before and after removing the surgical mask and eye protection.

### Choosing the disinfectant solution

The disinfectant used should be one for which the manufacturer claims antiviral activity—meaning it can kill the virus (such as chlorine-based disinfectants, hospital-grade disinfectants, or alcohol solutions with at least 70% alcohol (for example, methylated spirits).

Household bleach is an effective disinfectant and comes in a variety of strengths. The concentration of active ingredient can be found on the product label.

Quaternary ammonium compounds, such as benzalkonium chloride and related compounds, have a dual detergent and disinfection property and can be suitable alternatives.

### Preparing the disinfectant solution

- > Gloves should be worn when handling and preparing disinfectant solutions.
- > Protective eye wear should be worn in case of splashing.
- > Follow manufacturer's instructions for appropriate dilution and use. Table 1 below provides dilution instructions when using bleach solutions.
- > Bleach solution should be made up daily.

**Table 1. Recipes to achieve a 1000 ppm (0.1%) bleach solution**

Original strength of bleach		Disinfectant recipe		Volume in standard 10L bucket
%	Parts per million	Parts of bleach	Parts of water	
1	10,000	1	9	1000ml
2	20,000	1	19	500ml
3	30,000	1	29	333ml
4	40,000	1	39	250ml
5	50,000	1	49	200ml



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### Using the disinfectant solution

- > Sufficient time is required to kill the virus, i.e., at least 10 minutes contact time.
- > Use the freshly made disinfectant solution and wipe the area with bleach solution using disposable paper towels or a disposable cloth.
- > Dispose of gloves and mask in a leak proof plastic bag.
- > Wash hands well using soap and water and dry with disposable paper or single-use cloth towel.
- > If water is unavailable, clean hands with alcohol-based hand rub.
- > Bleach solution should be used mainly on hard, non-porous surfaces (can damage textiles and metals).
- > Soft furnishings or fabric covered items (for example, fabric covered chairs or car seats) that cannot withstand the use of bleach or other disinfectants or be washed in a washing machine, should be cleaned with warm water and detergent to remove any soil or dirt then steam cleaned. Use steam cleaners that release steam under pressure to ensure appropriate disinfection.

### Management of linen, crockery and cutlery

- > If items can be laundered, launder them in accordance with the manufacturer's instructions using the warmest setting possible. Dry items completely. Do not shake dirty laundry as this may disperse the virus through the air.
- > Wash crockery and cutlery in a dishwasher on the highest setting possible. If a dishwasher is not available, hand-wash in hot soapy water.

## Hand hygiene

Clean hands help to reduce environmental contamination.

Soap and water should be used for hand hygiene when hands are visibly soiled and alcohol-based sanitiser at other times (e.g. when hands have been contaminated from contact with surfaces).

## How can we help prevent the spread of COVID-19?

Practising good hand and sneeze/cough hygiene is the best defence against most viruses. You should:

- > Wash hands frequently with soap and water, before and after eating, and after going to the toilet.
- > Cover coughs and sneezes and dispose of tissues.
- > Avoid contact with others (touching, kissing, hugging) and keep a 1.5 metre distance from others.

## For more information

**Department for Health and Wellbeing**  
**SA Health**  
**Government of South Australia**  
[www.sahealth.sa.gov.au/COVID2019](http://www.sahealth.sa.gov.au/COVID2019)

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