

NOTICE OF MEETING

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

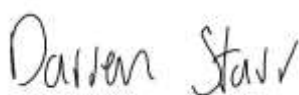
Adelaide Plains Council Historical Committee of the



will be held in
Mallala Museum
1 Dublin Road
Mallala

On

Wednesday 3 March 2021 at 7:00pm

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

.....
Darren Starr

GENERAL MANAGER

DEVELOPMENT & COMMUNITY

AGENDA

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

12. URGENT BUSINESS

13. CONFIDENTIAL ITEMS

Nil

14. NEXT MEETING

Wednesday 7 March 2021

15. CLOSURE



2. CONFIRMATION OF MINUTES

Wednesday 3 March 2021

Items:

- 2.1 "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."

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

**Wednesday 3 February 2021
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

Ms L Parsons

Mrs C Young

Mr A Tiller

Also in attendance for the meeting:

Ms A Sawtell Manager Library and Community

Mr T Harris-Howson Information Technology Officer

1.2 Apologies

Mr P Angus

Mr J Franks

Mr G Tucker

1.3 Not Present / Leave of Absence

Nil

2. CONFIRMATION OF MINUTES

2.1

Committee Resolution

2021/ 1

Moved Mrs Young Seconded Ms Parsons

“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.”

CARRIED

3. **BUSINESS ARISING**

Nil

4. **DECLARATION OF MEMBERS INTEREST**

Nil

5. **BRIEFINGS**

Nil

6. **REPORTS**

6.1 Resolutions Actions Report – January 2021

Committee Resolution

2021/ 2

Moved Ms Parsons Seconded Mr Bevan

“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.”

CARRIED

6.2 Monthly Financial Report – January 2021

Committee Resolution

2021/ 3

Moved Mrs Young Seconded Mr Tiller

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

CARRIED

6.3 Monthly Correspondence Report – January 2021

Committee Resolution

2021/ 4

Moved Ms Parsons Seconded Mr Bevan

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

CARRIED

6.4 Mallala Museum Reopening - progress

Committee Resolution	2021/ 5
Moved Mrs Young Seconded Ms Parsons	
“that the Adelaide Plains Council Historical Committee, having considered Item 6.4 – <i>Mallala Museum reopening – progress</i> dated 3 February 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 Repairs to Clutter-buck tractor engine – recognition of Ian Wedding’s work**

Committee Resolution	2021/ 6
Moved Ms Parsons Seconded Mrs Young	
“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.”	
	CARRIED

11.2 RAAF Centenary celebrations – purchase of male mannequins

Committee Resolution	2021/ 7
Moved Mr Bevan	Seconded Mrs Young
<p>“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”</p>	
CARRIED	

11.3 Upstairs Gallery – air-conditioner quotes

Committee Resolution	2021/ 8
Moved Mr Bevan	Seconded Mrs Young
<p>“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.”</p>	
CARRIED	

11.4 Upstairs Gallery – lighting quotes

Committee Resolution	2021/ 9
Moved Mr Bevan	Seconded Mrs Young
<p>“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.”</p>	
CARRIED	

11.5 Appointment of Treasurer

Committee Resolution	2021/ 10
Moved Mrs Young	Seconded Mr Tiller
<p>“that the Adelaide Plains Historical Committee appoints Councillor S M Strudwicke as Treasurer.”</p>	
CARRIED	

12. URGENT BUSINESS

Nil

13. CONFIDENTIAL ITEMS

Nil

14. NEXT MEETING

14.1 Wednesday 3 March 2021.


15. CLOSURE

There being no further business, the Presiding Member declared the meeting closed at 8.13pm.

Confirmed as a true record.

Presiding Member:

Date: ____/____/____

	6.1	Resolution Actions Report – February 2021	
	Department:	Development and Community	
	Report Author:	Manager Library and Community	
Date: 3 March 2021	Document Ref:	D21/8957	

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. 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 that they advise the Manager Library and Community (preferably by email) 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 – February 2021*, dated 3 March 2021, receives and notes the report.”

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	11.1	Recruitment and appointment of new APCHC Committee Members	“that the Adelaide Plains Council Historical Committee expresses its dissatisfaction with Council’s process of recruiting and filling vacancies on this Committee.”	2020/030	Manager Library and Community referenced this concern- Jan 2021 Council agenda
08-Dec-20	11.2	Museum Metal Sign – Mallala Monument/name of soldiers	“that the Adelaide Plains Council Historical Committee authorises Deputy Mayor Strudwicke to proceed with ordering new signage.”	2020/031	Manager Libray and Community referred to resolution - January 2021 Council agenda
08-Dec-20	11.3	RAAF Centenary 2021 – Purchase of Banners	“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.”	2020/032	In progress
08-Dec-20	11.4	Resignation of Committee Member Mr Jim East	“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.”	2020/033	Completed
08-Dec-20	11.5	Passing of Mr Brian Verrall	“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.”	2020/034	Completd
08-Dec-20	11.6	Clutterbuck Engine – purchase of tarpaulin	“that the Adelaide Plains Council Historical Committee authorises Mr Bevan to purchase a tarpaulin to cover the repaired Clutterbuck Engine.”	2020/035	?
03-Feb-21	2.1	Confirmation of Minutes	“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.”	2021/1	Completed
03-Feb-21	6.1	Resolutions Action Report - January 2021	“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.”	2021/2	Completed
03-Feb-21	6.2	Monthly Financial Report - January 2021	“that the Adelaide Plains Council Historical Committee, having considered Item 6.2 – Monthly Financial Report – January 2021 , dated 3 February 2021, receives and notes the report.”	2021/3	Completed
03-Feb-21	6.3	Monthly Correspondence Report - January 2021	“that the Adelaide Plains Council Historical Committee, having considered Item 6.3 – Monthly Correspondence Report – January 2021 dated 3 February 2021, receives and notes the verbal report.”	2021/4	Completed
03-Feb-21	6.4	Mallala Museum Reopening - Progress	“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.”	2021/5	Completed
03-Feb-21	11.1	Repairs to clutter-buck tractor engine - recognition of Ian Weddings work	“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.”	2021/6	Will arrange when face to face meetings resume.
03-Feb-21	11.2	RAAF Centenary celebrations – purchase of male mannequins	“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”	2021/7	?

03-Feb-21	11.3	Upstairs Gallery – air-conditioner quotes	“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.”	2021/8	Budget bid - 2021/22 submitted.
03-Feb-21	11.4	Upstairs Gallery – lighting quotes	“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.”	2021/9	Contractor to be engaged to complete task.
03-Feb-21	11.5	Appointment of Treasurer	“that the Adelaide Plains Historical Committee appoints Councillor S M Strudwicke as Treasurer.”	2021/10	Completed

	6.2	Monthly Financial Report – February 2021	
	Department: Report Author:	Development and Community Manager Library and Community	
Date: 3 March 2021	Document Ref:	D21/9116	

OVERVIEW

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

As the Mallala Museum has been closed to the public (as from March 2020) income has been minimal.

The General Manager Finance and Business has recently advised the Manager Library and Community that non- payment for the Museum's security monitoring service is currently being addressed.

Committee members may now wish to consider purchasing any necessary equipment and furniture, as well as archival materials, 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 – February 2021*, dated 3 March 2021, receives and notes the report.”

Attachment

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

References

Legislation

Local Government Act (SA) 1999

INCOME AND EXPENSES STATEMENT FOR THE PERIOD JULY 2020 TO JANUARY 2021			
Details	Budget (Ex. GST)	GST \$	Net \$
Income			
Door Money	2,000	-	-
Donation from from Miss M.E. Dow	-	-	100.00
Sundry Sales	4,000	-	-
Interest from Bank	2	-	1.63
Total Income	6,002	-	101.63
Expenditure			
<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	38.15	381.85
Equipment & Furniture	1,000	7.18	71.82
Postage	-	-	49.35
Assets Insurance	4,976	255.97	2,559.57
Other Expenditure	4,250	70.35	703.55
Total Expenditure	19,626	1,695.70	17,151.92
Net Income/(Expenses)	(13,624)		(17,050.29)


SUMMARY OF BUDGET AGAINST ACTUAL

Actual Income (Net of GST)	101.63
Budgeted Income (Net of GST)	6,002.00
Over/(Under) Income Budget for 2020/2021	(6,103.63)
Actual Expenditure (Net of GST)	17,151.92
Budgeted Expenditure (Net of GST)	19,626.00
Available Expenditure Budget for 2020/2021	2,474.08
Non Budgeted Expenditure 2021	11,504.00

SUMMARY OF THE BANK ACCOUNT TRANSACTIONS

Opening Bank Balance as at 01/07/2020	33,094.07
Income Received (incl GST)	101.63
Less : Expenses incurred in 19/20 paid back to the Council**	(1,257.42)
Closing Bank Balance as at 31/01/2021	31,938.28
Actual bank balance as at 31/01/2021	31,938.28
	-

**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	Monthly Correspondence Report – February 2021	
	Department: Report Author:	Development and Community Manager Library and Community	
Date: 3 March 2021	Document Ref:	D21/8972	

OVERVIEW

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

RECOMMENDATION

“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.”


Attachments

Nil

References

Legislation

Local Government Act (SA) 1999

	6.4	Monthly School and Group visits – February 2021
	Department: Report Author:	Development and Community Manager Library and Community
Date: 3 March 2021	Document Ref:	D21/9107

OVERVIEW

At the last Adelaide Plains Council Historical Committee meeting, Chairperson Strudwicke requested that a monthly report be prepared and tabled at future meetings for members, to remind and plan for forthcoming group visits to the Mallala Museum.

As the Mallala Museum has been closed since March 2020, due to the COVID-19 pandemic, there is only one group who is booked into visit the Mallala Museum:

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

Secretary, Ms Parsons has received enquiries from school groups regarding potential visits. But as a date for the reopening of the Mallala Museum to the general public has not yet been determined, she has advised these interested parties to contact her closer to the commencement of Term 2 ie late April 2021.

It is suggested that Members check their availability to potentially assist with the Probus Club booking. Coordinating this visit will be discussed at the March APCHC meeting.

RECOMMENDATION

“that the Adelaide Plains Council Historical Committee, having considered Item 6.4 – Monthly School and Group visits – February 2021, dated 3 March 2021, receives and notes the report.”


Attachments

Nil

References

Legislation

Local Government Act (SA) 1999

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

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.

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.

References

Legislation

Local Government Act (SA) 1999

Council Policies/Plans

Nil

COVID-SAFE PLAN – 22 January 2021

Business name:

Mallala Museum - Adelaide Plains Council

Has a maximum capacity of:

1000 people (excluding staff)



is aware of current infection control and precautionary measures as recommended by health authorities and set out in this plan



agrees to comply with general and specific obligations under current Emergency Management Directions



this COVID-Safe Plan is available on-site

Venue areas		
Name	Area (in m ²)	Max people (excluding staff)
Mallala Museum - various buildings and grounds	2230	1000

Note: lower capacity limits may apply to you as a consequence of existing regulation, legislation or licensing arrangements. The above figures only outline how many people you can accommodate per room/area while observing the 1 person per 4 square metres requirement.



COVID-SAFE CHECK-IN

**Mallala Museum - Adelaide Plains
Council**



Checking in is quick and easy:

1. Scan the QR code with the free mySA GOV app or your phone camera
2. Enter your name and mobile number
3. Follow the prompts
4. Show staff your green tick

Remember:



Do not enter if you are unwell



Stay 1.5 metres from others not in your group



Regularly wash or sanitise your hands

COVID-SAFE PLAN – 22 January 2021

Summary

Name of business	Mallala Museum - Adelaide Plains Council
Business or activity	Entertainment
Address of business or activity	1 DUBLIN ROAD MALLALA SOUTH AUSTRALIA 5502
Owner or Operator name	James Miller
Plan completed by	Anne Sawtell
Contact phone	0409 289 850

People capacity (excluding staff)

Venue areas

Name	Area in m ²	Maximum number of people (excluding staff) in this area
Mallala Museum - various buildings and grounds	2230	1000
Total number of people (excluding staff) allowed on premises	<u>1000</u>	

Note:

- To have more than 1,000 people, you must have a COVID Management Plan approved by SA Health.
- You can find more information and submit a COVID Management Plan via www.covid-19.sa.gov.au.
- Weddings, funerals and residential gatherings are currently limited to no more than 200 attendees. This is excluding any necessary staff required to conduct a wedding or funeral.
- The above capacity limits apply unless lower capacity limits apply to your premises under existing legislation, regulation or licensing arrangements. For example: if you have a small venue liquor licence, lower capacity limits will likely apply to your premises than the ones listed above.
- Regardless of the figures listed above, viewing areas at venues where entertainment is offered to patrons in fixed seating (like theatres and cinemas) are allowed to operate at 75% capacity if they make face masks mandatory, or 50% capacity if they implement checkerboard seating arrangements.

Obligations

General principles

General obligations – Contact tracing with approved contact tracing system

- You must put in place and operate an approved contact tracing system at your venue or activity.
- This means either the QR Code provided in this plan (COVID-Safe Check-in), ScanTek or another electronic platform approved by the State Coordinator. You are not allowed to use any different option.
- People attending your venue or activity must check in using the approved contact tracing system you have put in place (unless they are genuinely unable, for example if they do not have a smartphone).
- If using COVID-Safe Check-in, you must print and make the QR Code provided in this COVID-Safe Plan available onsite to allow people attending your venue or activity to check in.
- If and when it is truly impossible for you to use an approved contact tracing system (or for a patron to check in by using it), then you must still keep a different type of attendance record of these people attending your venue (that is, as a back-up option).
 - These records must then include each person's contact details, and the time and date of attendance.
 - They must be produced for inspection at the request of an authorised officer.
 - It is prohibited to use these records for any other purpose than for COVID-19 contact tracing.
 - They can be physical or digital records.

General obligations - density

- The maximum number of members of the public per separate room or area must not exceed 1 person per 2 square metres of publicly accessible space.
- **Note:** this requirement does not apply to movable places, general retail, supermarkets, and hardware stores.

General obligations - distancing

- Have measures in place to maintain and encourage others to maintain the physical distancing principle of at least 1.5 metres separation. This includes:
 - Between groups within each room.
 - At entry and exit points.
 - This does not apply to those who attend as a group, such as members of the same household, family or people who otherwise regularly associate with each other.
 - For larger venues, complying with this requirement means that you will need to have crowd control measures in place, including in relation to queuing.

General obligations – COVID-Safe Plan

- A COVID-Safe Plan must be submitted by all individuals or organisations that own, operate or host Defined Public Activities, or host a gathering on residential premises of between 51 and 200 people, as outlined by the Emergency Management (Public Activities) (COVID-19) Direction.

The form must be produced on request from an authorised officer.

General obligations – capacity limits

- No more than 1,000 people are allowed on site at any one time. To be allowed to have more than 1,000 people on-site, you will need to prepare a dedicated COVID Management Plan and have this approved by SA Health.
- **Note:** a lower capacity limit may apply based on your activity type or the square metres available on site.

General obligations – COVID Marshals (if relevant)

- Any business or activity that requires a COVID Management Plan to be allowed to operate, must also have at least one dedicated COVID Marshal on site at all times while operating/open to the public.
- Visit www.covid-19.sa.gov.au for more information on when a COVID Management Plan is required.
- This means a dedicated staff member who is 16 or older, has completed training as prescribed by SA Health, who is clearly identifiable as a COVID Marshal, and whose duty is to supervise and ensure that all people onsite comply with the COVID Management Plan, including distancing, density, hygiene and cleaning, infection control, venue layout, ensuring stock of items like sanitiser, and other requirements as relevant (such as keeping attendance records).
- If you operate 24/7 with staff not always onsite, you only need to have a COVID Marshal onsite at all times of high patronage.
- If you reasonably expect 200 people or more to be onsite at the same time, the COVID Marshal may not have any other duties than being a COVID Marshal.
- The owner, operator or person who is effectively in charge of a business or activity is responsible for ensuring that a COVID Marshal is in place.
- They must also keep records of completion of Marshals' training, and provide these records to an authorised officer on request.
- If your premises are used by different people or organisations, it is the responsibility of the owner or person with care/control/management of your premises to ensure that it is supervised by a COVID Marshal, if and when required.
- This will be the case when your premises are used by people conducting prescribed operations.
- In this case, you do not have to supply the COVID Marshal, but you must ensure the person conducting the prescribed operations supplies a COVID Marshal. You can determine how this is done - for example, you can include in the hiring terms and conditions that the hirer must have a COVID Marshal.
- Prescribed operations include: onsite purchase and consumption of food or beverages; sports clubs, religious or faith-based ceremonies other than weddings and funerals, swimming pools used by the public, gyms and fitness centres, any activity that requires a COVID Management Plan, supermarkets, hardware stores, distribution centres and associated transport operations.

I understand that the above requirements are legal obligations under current Emergency Management directions. If I do not comply with these, I may face a fine of up to \$5,000



Recommendations

General

Physical distancing

- Consider venue layout and move tables and seating to comply with physical distancing (1.5m separation) and density requirements (1 person per 2 square metres).
- Dedicate separate bathroom facilities for each separate room or area of a venue, where possible. Install signage to make members of the public aware of which bathroom to use.
- Dedicate separate entry and exit doors from separate rooms, and pathways to encourage “one-way traffic” where possible.
- Minimise mixing between separate rooms or groups of people as much as possible.
- Display signage at the venue entrance to instruct members of the public (and staff) not to enter if they are unwell or have COVID-19 symptoms.
- Encourage contactless payments to be used where possible.
- Encourage online bookings, reservations and pre-ordering where practical.
- Consider using physical barriers, such as plexiglass screens, in areas that involve high volume interactions (e.g. point of sale).
- Consider placing floor/wall markings or signs to identify 1.5 metres distance between people, particularly for queues and waiting areas.
- Monitor compliance with physical distancing requirements, with particular regard to areas where members of the public might congregate.
- Consider limiting the duration of any activity to 2 hours or less where possible.
- Encourage and support downloading of COVID-Safe App.

Contact tracing with approved contact tracing system

- Contact tracing with approved contact tracing system
- To set up your COVID-Safe Check-in station(s), all you have to do is print the QR code provided in this Plan, and make it available onsite.
- It is recommended to make your QR code available on various locations, for example on each table, in a central area, near a service area, or near your entrance.
- When choosing the best place, please make sure you do not create bottlenecks/queues.
- You as the business owner/operator or person in charge of your activity are legally required to make QR code check-in available and encourage its use, and all people attending your venue are required to use it to check in. This includes attendees, patrons, contractors, staff, and so forth.
- The data collected in this way is stored in a highly secure way, and can only be used by SA Health for contact tracing purposes. The data will be kept only for 28 days.
- To prevent your QR codes from getting damaged easily, you may wish to laminate the page they are printed on. This will not affect their usability.
- Please only use the QR code provided in your plan, as this is linked to your venue/place of your activity.
- You, as well as authorised officers, are allowed to ask attendees attending your venue or activity to provide evidence of having checked in by showing the confirmation text message on their phone.

- Guidance on setting up and using ScanTek will be made available at a later date.
- No other approved contact tracing systems are available at this point. Only COVID-Safe Check-in and ScanTek are allowed.

Use of facemasks

- Until 23 December, the wearing of facemasks is recommended (but not obligatory) in situations or environments where physical distancing is difficult or not possible.
- **Note:** wearing a facemask is mandatory in certain settings, including personal care and beauty services, and certain health care and residential care services until 23 December 2020.
- COVID-Safe plans for activities for which a mask is mandatory clearly state this.

Hygiene

- Conduct frequent environmental cleaning and disinfection especially of touch-points (door handles, push plates including bathroom, EFTPOS facilities, counters, table tops, backs of chairs, food preparation areas etc).
- Refer to SA Health and the Australian Government's online COVID-19 cleaning guidelines and factsheets for detailed information on how to undertake effective cleaning and disinfection, including the products and methods to use.
- Frequency of cleaning will be determined by the turn-over of patrons – the more patrons over a period of time, the more cleaning required.
- Clean bathrooms more frequently than lower traffic areas, especially taps, door handles and other frequently touched points. Note that for certain activities, this is mandatory.
- Avoid providing/using shared items, equipment or utensils. Where this is not possible, clean them frequently or between use.
- Provide hand sanitiser on entry and exit of the premises, and areas where you expect many people to be, or a high turnover of people.
- Consider installing signage on hand hygiene and cough etiquette.
- Ensure bathrooms have soap and running water for handwashing.
- Hand drying facilities must be made available. Provide disposable paper towels or hand dryers only. Cloth towels should only be provided if they are for single use.
- If using communal showers, maintain/encourage that people maintain 1.5 metres distance between people.

Staff

- Staff should stay home if they are sick, and go home immediately if they become unwell. Unwell staff with COVID-19 compatible symptoms should be tested for COVID-19 and remain in isolation until they receive a result. They can return to work once a test is negative and their acute symptoms have resolved.
- Minimise unnecessary contact between staff. Consider dividing staff into fixed teams or shifts that do not cross over to reduce the risk of transmission.
- Consider how you will minimise contact between staff and site visitors such as delivery personnel.
- Consider if staff need any additional training to be able to implement your COVID-Safe Plan, such as COVID awareness training, COVID Marshal training, a COVID cleaning course or other training courses.

- Please note that everyone attending your premises or activity should use COVID-Safe Check-In. This includes staff.

Ready for business

- Print or download your COVID-Safe Plan.
- Print and display COVID-Safe materials (such as signage/posters on hygiene, physical distancing).
- Ensure all staff are aware of this plan and the requirements that are relevant to them.
- Review obligations under existing legislation and regulation which will continue to apply.
- Check that COVID-19 safety measures are risk assessed to ensure that any newly implemented measures do not create new safety or security risks.

Response planning

- Ensure you and your staff have a basic understanding of how to respond to a suspected case of COVID-19 at the workplace.
- A step-by-step summary of actions to take is:
 1. Keep others away from the confirmed or suspected case. Talk to and assess the person concerned; if they need urgent medical help, call 000 immediately.
 2. If the person is at your premises when symptoms emerge, assess the situation and risks. Talk to the person about your concerns and next steps. Seek government health advice.
 3. If well enough, ask the person to go home, seek medical advice and testing for COVID-19, and self-quarantine until a result is returned. Ensure the person has safe transport to get home; if not, you may need to arrange for a taxi.
 4. Notify SA Health via HealthCommunicableDiseases@sa.gov.au so that they can trace any contacts of this person and contain the spread. SA Health may ask for any attendance records you may have kept to assist with this.
 5. SA Health will assess whether other staff, patrons or contractors may have been exposed to COVID-19, and direct them to self-quarantine at home. Note: this may include your staff; as such, it is recommended to have contingency plans in place. SA Health may also ask you to close your premises for a deep environmental disinfection clean.
- Regularly review your COVID-Safe Plan. Update it if needed, for example if your place of doing business or the services you offer change.

COVID Marshals

- COVID Marshal training courses prescribed by SA Health will be made available online at no cost. Visit www.covid-19.sa.gov.au for more information.
- Owners, operators or people effectively in charge of a business or activity are legally responsible for the overall compliance with their COVID-Safe Plan or COVID Management Plan. This includes responsibility for their COVID Marshal(s) and other staff.
- COVID Marshals are not legally responsible for a venue's overall compliance or for the behaviour of individual patrons. Instead, they have a duty to their employer/person in charge of the activity to perform their role as COVID Marshal to the best of their abilities.
- COVID Marshals must be familiar with their business or activity's COVID-Safe or COVID Management Plan. Owners, operators or people effectively in charge of a business or activity should provide a copy of their

Plan to their COVID Marshal(s) and discuss the Plan and its implementation with them. This gives COVID Marshals the information they need to take reasonable action to ensure staff, patrons and other people comply with the Plan and the rules and restrictions in it.

- Beyond the mandatory requirements around age and training, it is recommended that people nominated as COVID Marshals have good customer service, people and communication skills, a solid knowledge of the business or activity's operations, and sufficient experience and authority among staff to supervise and give limited directions.

I understand these recommendations and will implement them where I can, to the extent possible, to ensure my operations are COVID Safe



Standing entertainment (galleries, museums, etc)

Standing entertainment – distancing

- Any entertainers providing live entertainment should comply with the physical distancing principle in relation to attending members of the public.
- Monitor physical distancing by members of the public around exhibits.
- Monitor and prevent potential bottlenecks in areas.

Standing entertainment – hygiene

- Provide hand sanitiser at interactive exhibits (particularly those involving shared/touched objects or physical contact); undertake frequent cleaning.

Standing entertainment – attendance records

Keeping attendance records, including name, phone number or email address, and date and time, is recommended.

I understand these recommendations and will implement them where I can, to the extent possible, to ensure my operations are COVID Safe



Notes (optional, for use by owner/operator)