

NEWSLETTER



AUSTRALIAN PLANTS SOCIETY MITCHELL GROUP INC.

Email: mitchell@apsvic.org.au

Website: www.apsmitchell.org.au

PO Box 541, Kilmore Victoria, 3764

Inc# A0054306V

November news....!

Hello, and welcome to our November issue, and last for this year...

Hip, hip, hooray! Lockdown is lifted and we're opening up again. The John Taylor Room is available, albeit with density limitations, which, thankfully means our November meeting can go ahead. Details can be found on page 2, along with an AGM Notice and Nomination form on page 3.

As promised in our last newsletter, we have scheduled both a garden visit and an end of year social gathering. We hope our members and friends can enjoy these opportunities to get out and about to re-connect with one another. Full details for both activities can be found on page 4.

Our next newsletter will be due for issue on or within a few days of Monday February 14th, 2022. Contributions big and small remain very greatly appreciated & always needed. If you can help out with items of interest please send them in by February 7th, 2022. Email to: wattlegum@southernphone.com.au

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Pultenaea pedunculata Matted Bush-pea
19.10.21 Photo: J Petts

Once again I extend heartfelt thanks to everyone who has supported our group and this newsletter through another challenging year. Your assistance has been invaluable.

As this is our last newsletter before Christmas I wish you all a very happy, safe festive season, and a wonderful start to the New Year. Hope to see or hear from you soon.

Cheers and in grateful appreciation,
Jeanine

Nominations requested...

Yes, it's the time of year when all committee positions will be declared open, and we ask for helpers to run our little group. This coming year we could really do with a few additional members lending a hand, so that we can have enough numbers to form a quorum, and the group can operate properly. It doesn't have to be in an executive role, we are just grateful for a little of your time and support. If you can help out, or would like information on committee roles & nominations, please contact Ian Julian: Ph: 0438 270 248 or Email: mitchell@apsvic.org.au

November 2021

Volume 8, Issue 10

Mitchell Diary Dates..

- In line with ongoing Covid-19 advice, restrictions may apply or affect APS related events. If in doubt, please [contact us](#) (see contacts list on page 10). **Please note:** Meetings will be held under the requirements of our [Covid Safe facility Plan](#); **Please read the plan (from page 13) prior to attending**
- **Monday November 15th: Meeting & AGM 7:30pm - Guest Speaker: Chris Clarke. Topic: Alpine Flora**
- **Sunday November 28th 11:00am GARDEN VISIT: Ironstone Park Lot 33 Paling Rd Heathcote. RSVP to: Ian Julian Ph: 0438 270 248**
- **Monday February 21st, 2022 Evening Meeting: 7:30pm - Guest Speaker to be advised**
- **SAVE THE DATE! APS Mitchell Spring Expo & Plant Sale: Saturday October 15th, 2022. 9am-3pm.**



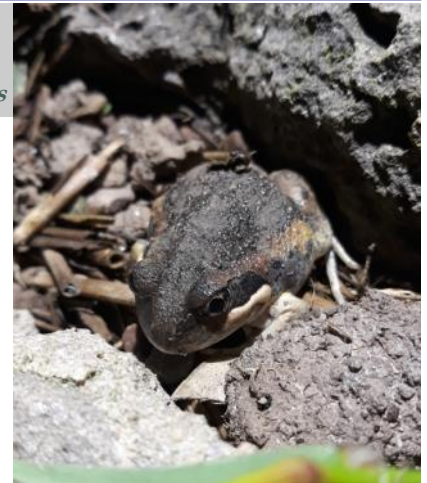
Gardens for Wildlife News...

By Jeanine Petts

Have you been hearing frog calls? Would you like to find out what the species are you're hearing and help out with citizen science?...

[FrogID Week](#) is coming up, starting November 12th to 21st, 2021. It is Australia's biggest frog count, held each year. Australians can help by recording frog calls via the free FrogID app. The project is run by the Australian Museum, and research aims to monitor frog distributions over time, helping to understand how frogs and their ecosystems are responding to a changing planet. Calls are recorded, then uploaded, and contribute to ongoing measuring of frog health and distribution around the nation. Each submission is reviewed by an expert to verify each call capture. Once a call is reviewed, notification is provided to the contributor advising the species identifications. This is a great project and learning tool. For more information visit: <https://www.frogid.net.au/about-frogid>

In other Mitchell Gardens for Wildlife news, we plan to return to hosting an information stall along with plant sales at the Wallan Market (2nd Saturday of the month), from March 2022 onward, weather permitting. Look out for our volunteers there next Autumn. PS...If you have G4W pictures to share please send them along to: g4w@apsmitchell.org.au



Limnodynastes dumerilii Eastern Banjo Frog
Pyalong 22/10/21 Photo: J Petts

**MEETINGS ARE HELD ON THE
3rd MONDAY OF THE MONTH
(February to November)
unless otherwise advised**

**Commencing 7:30 pm in the
John Taylor Room, Kilmore
Library, Sydney Street,
Kilmore Vic 3764**

Entry \$2.00 Gold Coin

Guest Speaker

Door Prizes

Plant Sales

**Use of the APS Mitchell free
Library**

Supper & Chat

VISITORS VERY WELCOME

Members & Visitors are
encouraged to bring along
exhibits for our "Show & Tell"
Flower Specimen Table

Please label plants



November Meeting: Monday 15th 7:30pm

What a pleasure it will be to welcome members and friends back to our November meeting and AGM at the John Taylor Room, commencing 7:30pm on Monday November 15th.

Chris Clarke will be joining us to present on Alpine Flora. Chris has had a deep interest in Australian native plants for the past 40 years. He volunteers for his local Gardens for Wildlife program and is the current serving APS Victoria President, having held the role since 2019.

Our usual sweet & simple AGM will precede the main evening presentation. This year we have a very special announcement and tribute to make, but shhhh... It's a surprise!!! So we can't tell you more until the night. Please do come along to help us mark important milestones and show some very much deserved appreciation for longstanding contributions to APS Mitchell Group.

The presentations will be followed by the evening Door Prize plant raffle, flower specimen table discussion - bring something along from your garden to show & please remember to label your plants with the species name if known. The evening will conclude with time for supper & chat.



Hibbertia exaltata
7.11.21 Photo: J Petts

Memberships...

Our membership numbers now stand at 21. Thank you to those members who have renewed this year or recently joined. Hopefully, with the resumption of group meetings and outings, our numbers will once again rise. If you have still yet to renew, wish to join, or check your membership status please contact Christine: Phone 0458 238 270 or Email to the attention of the Membership Officer: mitchell@apsvic.org.au Membership information, contact information, and the current [membership form](#) can also be found at our website: <http://www.apsmitchell.org.au/membership/>



AUSTRALIAN PLANTS SOCIETY MITCHELL GROUP INC.

Website: apsmitchell.org.au
Email: mitchell@apsvic.org.au

PO Box 541, Kilmore VIC 3674
Inc # A0054306V

APS Mitchell Group Inc. Annual General Meeting

The Australian Plants Society Mitchell Group Inc. Annual General Meeting 2021 will be held on Monday November 15, commencing at 7:30pm at the John Taylor Room at the Kilmore Library Sydney St. KILMORE. This will be followed by the general monthly meeting.

Nominations are being called for the following committee positions.

<input type="checkbox"/>	President	<input type="checkbox"/>	General Committee
<input type="checkbox"/>	Vice President	<input type="checkbox"/>	Group Librarian
<input type="checkbox"/>	Secretary	<input type="checkbox"/>	G4W Coordinator
<input type="checkbox"/>	Treasurer/Memberships	<input type="checkbox"/>	Newsletter Editor

(Tick applicable nomination, One nomination per form)

Name of nominator:

Signature:

Name of seconder:

Signature:

Name of nominee:

Signature:

☐

I confirm that I am a financial member of APS Mitchell Group Inc.

Address:

Telephone:

Nomination forms can be received by the secretary via mail to: PO Box 541 Kilmore Vic 3764 or email: mitchell@apsvic.org.au by the 12th of November 2021, or presented at the Annual General Meeting.

Garden visit Sunday November 28th, 2021...

Come along and join us on a long awaited group excursion to take a tour of Peter & Joan Broughton's Ironstone Park garden & nursery.

Situated in Heathcote, Peter and Joan relocated from Pyalong some years back and have been hard at work establishing their beautiful native garden. They specialise in rare, unusual, and hard to find native plants with Peter advising they currently have over 500 species, along with plenty of stock in the nursery. The tour will take a little over an hour and nursery sales will be available on the day.

Where:

Lot 33 Paling Road, Heathcote, Vic 3523

When:

Sunday November 28th, 2021

Commencing 11:00am

RSVP Required -

Contact Ian Julian: Phone 0438 270 248 or Email: aps.mitchell@gmail.com

If you are a Facebook user, feel free to take a preview peek at their nursery page:

<https://www.facebook.com/IronstoneParkNursery/>

APS Mitchell Group Christmas breakup...

For the 2nd year in a row, Victoria Morris has again, kindly offered to open her home and garden at Lancefield to host our APS Mitchell end of year pre-Christmas celebration. Do come along to spend a relaxed afternoon socialising, seeing Victoria's lovely garden, and getting to know other members old and new, including (hopefully) new committee members for 2022.

Luncheon at Lancefield...

Where: 103 High Street Lancefield, Vic 3435

Date: Sunday December 12th, 2021

Time: 12:00pm onwards

Victoria is very generously providing a light luncheon of cold meats and salad to share, requesting guests BYO alcohol/drinks, and any foods needed to meet special dietary requirements if you have them. If you would like to help out or bring a contribution to the meal please check with Victoria: Phone: 0474 312346 or Email: vwmorfield@gmail.com

RSVP is required: Contact Ian - Phone: 0438 270 248 or Email: aps.mitchell@gmail.com

Flowering around Wallan, Kilmore & Broadford...

Contributions from Paul Piko, Bill & Bee Barker, & Janis Baker. Text by Jeanine Petts

This month, thanks to the ongoing support and generosity of Paul Piko, Bill & Bee Barker, & Janis Baker, we are able to share images of wildflowers recently in bloom around Wallan and Kilmore, along with a garden plant or two that has put on a brilliant display this year. Local wildflowers pictured are:

Bulbine bulbosa Bulbine Lily grows one or two flowering stems up to 0.5m high with a tuft of hollow channelled leaves to 0.3m high. Yellow flowers of up to 3.5cm wide with yellow anthers are held in clusters and occur from spring into summer. They grow in moist heavy soils in full sun to part shade.

Thysanotus patersonii Twining Fringe-lily produces one, sometimes two, light, twining, branched stems of up to 1m, which, can be prostrate or climb up and through nearby plants. Mauve to violet flowers to 1.5cm wide with fringed petals occur from August to November.

Pimelea humilis Common Rice-flower is a low growing sub shrub that may reach 0.3m high x 0.3-0.6m wide. It has grey-green leaves and densely hairy young stems. Cream-white flowerheads up to 2.5cm wide, occur September to January, and grows in moist, well drained soils, in a full sun to partly shaded site. It will tolerate some dryness, however, summer moisture can extend flowering.

Leptorhynchus sp. Likely to be either *L. squamatus subsp. squamatus* Scaly Buttons or *L. tenuifolius* Wiry Buttons. These are both small, delicate, yet showy button daisies. *L. squamatus subsp. squamatus* grows to 15cm high x 30cm wide, producing flowerheads of 10–15mm across, held on scaly stalks during September to December. *L. tenuifolius* grows to 30cm high x 20-50cm wide, with flowering heads of up to 5mm across occurring October to March.

Arthropodium strictum Chocolate Lily is a perennial lily in the Asparagaceae family. Narrow, flat leaves of 1-10mm wide grow to 10-60cm. Flowering stems can grow to 1.2m high and produce mauve to purple, chocolate scented flowers from October to December. Suited to well drained soils in a full sun to semi-shaded site. They make a lovely sight when in a mass display.



Bulbine bulbosa. - Bulbine Lily
Photo ©Paul Piko



Thysanotus patersonii - Twining Fringe-lily
Photo: ©Paul Piko



Pimelea humilis. - Common Rice-flower or Small Rice-flower. Photo: ©Paul Piko



Leptorhynchus sp.
Photo: ©Paul Piko



Arthropodium strictum - Chocolate Lily growing at Bill & Bee Barker's Photo: B & B Barker



Arthropodium strictum - Chocolate Lily
Photo: ©Paul Piko



Kennedia prostrata Running Postman Photo: ©Paul Piko
(Continued on page 6)

Flowering around Wallan, Kilmore & Broadford continued...

(Continued from page 5)

Kennedia prostrata Running Postman (photo previous page) is a prostrate trailing perennial that can spread from 1-2.5m. Scarlet pea flowers occur August to November. Grows best in well drained soils, in full sun to light shade.

Diuris behrii Golden Cowslips produces it's bright, lemon yellow, orchid flowers on stems up to 50cm high during September to November. The species is similar to, and readily hybridizes with *Diuris chryseopsis*. Paul Piko has photographed both species and possibly hybrids near Norbert Ryan's property in Kilmore. Paul has kindly provide a comparison image of the two along with a little identifying information: "The marked area in the photos is the labellum lateral lobe. The top wide one is indicative of *Diuris behrii*. The smaller one in the lower photo indicates *Diuris chryseopsis*."

Xerochrysum viscosum Sticky Everlasting is a sticky leaved, annual to perennial daisy with a taproot. Sticky Everlastings can grow 0.30-0.9m high x 0.3-1m wide. Bright yellow, papery flowers are produced over a long period from late winter into autumn. A very hardy, showy plant that grows best in a full sun site, in well drained soil. Given good conditions they will readily self seed and spread through a garden creating drifts of colour. Pruning in autumn can extend the life of these plants.

Calochilus robertsonii Common Beard-orchid, or Purplish Beard-orchid, has a single ribbed leaf to 30cm long and grows a flowering stalk of 15 to 45cm high. It produces 2-9 flowers during September to January, and grows in well drained, dryish soils, in part shade.

Diuris orientis Wallflower Orchid flowering stalks grow to a height of 10 to 40cm tall with 2-3 leaves to 25cm in length. 1-8 Yellow flowers with reddish-brown to purple suffusions occur September to November.



Diuris behrii Golden Cowslip (above & above left with spider) Photos: ©Paul Piko



Diuris behrii (above) & *Diuris chryseopsis* (below)
Photo: Paul Piko



Xerochrysum viscosum
Sticky Everlasting
Photo: ©Paul Piko



Diuris orientis Wallflower Orchid
Photo: B & B Barker



Calochilus robertsonii
Purplish Beard-orchid
Photo: B & B Barker



Calochilus robertsonii
Photo: ©Paul Piko
(Continued on page 7)

Flowering around Wallan, Kilmore & Broadford continued...

(Continued from page 6)

Thelymitra rubra Salmon Sun-orchid produces 1-5 flowers of salmon-pink, other pink shades or occasionally cream on a pink to reddish or green, erect stem reaching 10-40cm tall. Flowers open on warm days mostly during October, although their flowering range is August to December. They require moist soil in part shade.

Prostanthera ovalifolia Oval-leaved Mint Bush is endemic to NSW and QLD, generally growing to around 2.5m high, although can reach 4m. It is the most widely grown mint bush in cultivation. Masses of purple to mauve flowers that are held in sprays, can completely cover the bushes in spring. Bill & Bee Barker tell us they have a specimen they planted years ago, watering it religiously during the droughts, and it has now spawned about 6 other plants. This year they have put on a spectacular garden display.

Last but not least, a few views from Janis Baker's garden:



Thelymitra rubra. Salmon Sun-orchid
Photo: Bill & Bee Barker



Thelymitra rubra. Salmon Sun-orchid buds opening.
Photo: ©Paul Piko



Above, below & below right: Views from Janis Baker's garden
Photos: Janis Baker



Prostanthera ovalifolia - Photo: Bill & Bee Barker



Acacia convenyi ...

By Ian Julian

Acacia convenyi

Common NSW name Blue bush

1-4m high 2-3m wide

Endemic to only a small area between Kybean and Bendethera in the south coast of NSW and is classified as rare, given its range is less than 100kms and there are less than about 1,000 plants in the population.

Is a unique and spectacular shrub with distinctive foliage. It is also one of the greyest wattles. The large, yellow, ball-like flowers are vibrant against blue grey narrow oblong leaves. It is very hardy, drought tolerant, makes a useful screen, and is unique for foliage and flower colour contrast.



Above: *Acacia convenyi* form. Photo: J Petts



Above:
Acacia convenyi in flower. Photo: Ian Julian



Left & far left: *Acacia convenyi* seed pods.
Photos: J Petts

Grevillea excelsior...

By Ian Julian

Grevillea excelsior

Flame Grevillea

Is a small, non-lignotuberosus tree or shrub, growing to 0.5 to 1-4m, some have been recorded to 8m. It is a non-threatened, mostly inland species being found from Geraldton to the Kalgoorlie region, then south to near Peak Charles 120 km NW of Esperance in Western Australia.

Grevillea excelsior is a bird attracting plant preferring sand or gravel based soils. It grows best in a full sun position in well-draining soil. It is growing well as a grafted plant in our sandy loam soil.



Grevillea excelsior

Left: form

Below: flower

Photos: Ian Julian



Reminders, APS Victoria Diary Dates & Other Events

Thank you

- For the various contributions of articles, answering pesky questions, event information, photos, feedback, proof-reading, researching & providing other information as needed and general support...

A BIG THANK YOU TO:

Janis Baker,
Bill & Bee Barker,
Peter & Joan Broughton,
Chris Clarke,
Christine Cram,
Gerry Ho,
Ian Julian,
Barbara Mau,
Paul Piko,
Norbert Ryan,
Victoria Morris.

APS VIC DIARY DATES...

In line with ongoing advice on COVID-19 (coronavirus), restrictions may apply or effect APS-related events.

APS Victoria will endeavour to keep event status updated on the APS Victoria website: <https://apsvic.org.au/events/>

Or check with the event organiser.

November 13 & 14 - Garden DesignFest, Metro Melbourne & Mornington Peninsula.

Further details at www.gardendesignfest.com.au

November 20 & 21 - Garden DesignFest, Regional Victoria: Ballarat, Euroa, Geelong and Macedon Area. Further

details at www.gardendesignfest.com.au

2022-

September 11 – 16, 2022 - Australian Flora - Past Present Future, ANPSA Biennial Conference 2022 – Kiama, New South Wales. Preliminary details of the Conference, pre- and post-Conference tours and the beautiful town of Kiama can be found on the APS (NSW) website:

<https://austplants.com.au/ANPSA-Biennial-Conference-2022>

September 26 to 30, 2022 - 7th Global Botanic Gardens Congress, Melbourne.

Influence and Action: Botanic

Gardens as Agents of Change. Includes a youth program for future gardens' leaders aged 18 to 24. Further details can be found at: 7gbgc.org



Cheiranthra linearis

Blue Finger Flower 7.11.21

Photo: J Petts

Committee & Contact Information

AUSTRALIAN PLANTS SOCIETY, MITCHELL GROUP INC.

PO Box 541, Kilmore, Victoria, 3764

No. A0054306V

Email: mitchell@apsvic.org.au

Website: www.apsmitchell.org.au

Committee Members

President: Norbert Ryan 0428 180 651
Vice President: Dawn McCormack
Secretary: Ian Julian 0438 270 248
Email: secretary@apsmitchell.org.au
Treasurer/Memberships: Christine Cram 0458 238 270
Committee: Bill Barker, Jeanine Petts, Victoria Morris.
Group Librarian: Volunteer position open
Plant Sales: Volunteer position open
Newsletter Editor: Jeanine Petts 0409 029 603
Gardens for Wildlife Coordinator: Gerry Ho Email: g4w@apsmitchell.org.au

Newsletter contributions:

Contributions should be sent to Jeanine Petts
Email: wattlegum@southernphone.com.au

Post: PO Box 381, Pyalong Vic 3521

For inclusion in the next Newsletter please forward contributions prior to the first Monday of each month.

Local Nurseries open for business ...

Please remember to support our local native nurseries...

Valley of 1000 Hills Nursery (David & Helen Laurie)
Supplying indigenous tubes stocks.
150 Reid Rd, Reedy Creek.
Open Saturdays 10am to 5pm. Phone: 03 5784 9286

Ironstone Park (Peter & Joan Broughton)
Specialising in rare, unusual & hard to find native plants.
Lot 33 Paling Rd, Heathcote.
Open by appointment: The garden is looking fabulous with many unusual natives worth looking at. Call Pete on: 0419 878 950 if you would like an appointment or arrange to have plants dropped off.

Russell Wait - Eremophila specialist
Russell grows *Eremophila*, some standard *Grevillea*, and does occasionally have a small quantity of other species. Held in his garden is the Botanical Collection of Eremophila for Plant Trust: which, he has held for approximately 25 years.
11 Tranter Close, Riddells Creek.
Open by appointment: Visitors need to telephone first to arrange access. Mobile reception in the area is very poor, so the landline is the preferred & most reliable method of contact.
Telephone: 03 54287956 Mobile: 0428 388 211

Diary Dates & Other Events continued...

(Continued from page 10)

Fabulous Peas 2022

FJC Rogers Biennial Seminar

15th - 16th October 2022

Discover the extraordinary world of Australian pea plants.

Saturday York on Lilydale, Mount Evelyn

Speakers with expertise in identifying, growing and propagating peas. Learn about current research into propagation and growing-on techniques. Evening dinner and an entertaining speaker.

Plant sales of common and unusual pea species. Book sales. Displays. Raffle.

Sunday Coach tours to public and private native gardens which include a wide variety of pea species.

Art exhibition and sale featuring pea plants from 8th – 16th October at Karwarra Australian Botanic Garden. Plant sales.

Expressions of interest: fabulouspeas2022@gmail.com

<https://apsvic.org.au/fjc-rogers-seminar-2022/>

Hosted: Australian Plants Society Maroondah Inc.





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Inc# A0054306V

2021/22 MEMBERSHIP/RENEWAL FORM – July 1 to June 30

This is a combined membership form for APS Vic and APS Mitchell

Please use this form instead of the form sent out with the APS Victoria newsletter

For insurance purposes people who join APS Mitchell must also join APS Victoria Inc.

(Please tick whichever applies) **Application** ☐ **OR** **Renewal** ☐

Title:	Mr / Mrs / Ms / Miss
Surname/s:	
Given name/s:	
Postal Address:	
Town/Suburb:	
Postcode:	
Telephone:	
Email Address:	

(Please tick whichever applies)

Membership Type:		Fees: Note: Membership Year = July 1—June 30		
		APS Victoria	APS Mitchell	Total
<input type="checkbox"/>	Single	\$35.00	\$10.00	\$45.00
<input type="checkbox"/>	Couple/Family (2 adults & 2 dependents)	\$40.00	\$12.00	\$52.00
<input type="checkbox"/>	Student	\$26.00	\$10.00	\$36.00
<input type="checkbox"/>	Organisation	\$44.00	\$10.00	\$54.00
<input type="checkbox"/>	I have paid/pay my APS Vic membership when joining/renewing with another district group. Which Group? : _____ — Include only applicable APS Mitchell Fee:		“ Single \$10.00 “ Family \$12.00 “ Student \$10.00	
<input type="checkbox"/>	Optional Australian Plants Subscription	4 issues:		\$15.00
		Total Due:		\$

☐ I wish to apply for APS Vic/APS Mitchell COVID-19 financial hardship fee waiver.

I/We agree I agree to be bound by the Rules and Bylaws of the Society.

Signed:	Date: / /
----------------	---------------------

I agree to my name being included in a membership list circulated for members' private use: **Yes** ☐ **No** ☐

Payment by: (1) Bank Transfer to BSB 633-000 Account No. 159982271 (Bendigo Bank)

Please include your surname and post code as reference/transaction details

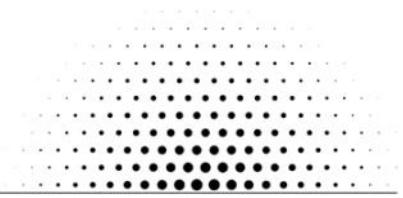
Or (2) Cheque made payable to: APS MITCHELL INC.

Posted to: APS Mitchell Treasurer, P O Box 541, Kilmore Vic 3764

Or (3) Pay via cash or cheque at an APS Mitchell monthly meeting (usually 3rd Monday of the month 7:30pm John Taylor Room, Kilmore Library, Sydney St Kilmore. See website for details)

MITCHELL SHIRE COUNCIL.

COVID-19 Community Facility Safe Plan



COVID Safe Plan For APS Mitchell Group Inc. Organisation

PURPOSE

Mitchell Shire Council requires a COVID-19 Safe plan for groups and organisations who wish to return using Council owned or managed facilities. The following plan supports a safe approach for building use. Council welcomes the inclusion of any special guidance from your peak bodies and associations where this has been provided.

SCOPE

This plan applies to all people entering the **KILMORE LIBRARY JOHN TAYLOR ROOM** building located at **12 SYDNEY STREET KILMORE** in line with the easing of COVID-19 restrictions identified by the Department of Health and Humans Services.

PLAN

3.1 Pre-Return Risk Assessment

Prior to people attending the site a Risk Checklist must be completed identifying how the requirements for physical distancing and people density will be maintained. A checklist to enact the plan is attached in Appendix 1

3.2 Considering groups needs

Organisers will discuss potential vulnerabilities with all group members and encourage individual participants to consider their own risk and need to attend. The group may need to consider supporting different members depending on their circumstances. Circumstances may have changed post COVID-19, for example they may now have additional carer's responsibility or family members with specific health risks.

Social and physical vulnerabilities that might affect a person attending the facility include:

- Immune-compromised: may limit attendance or may require additional controls
- Social isolation: managing return to social settings may not be easy for some people
- Need to assist family with child minding or other activities

Our plan for managing our members is:

- Sending Covid-19 safe plan to all members with the meeting groups notice
- A copy of the Covid-19 Safe plan with the meeting registration book
- Limit numbers to current DHS prescribed restriction number's
- Update all members as circumstances change

Any person who is unwell should not enter the building. This includes presenting with cold or flu symptoms including fever, runny nose, coughing, sore throat, aches or diarrhea. People with symptoms will be asked to leave.

This plan has been communicated to all affected members of the group.

MITCHELL SHIRE COUNCIL.

COVID-19 Community Facility Safe Plan



(Continued from page 13)

3.3 Return to facilities

3.3.1 Physical distancing measures

Physical distancing measures mean that people from separate households must be more than 1.5 metres from each other. In addition, a minimum space of 2 metres x 2 metres is required for every person in any room they access.

Spaces (e.g. corridors) where there is a potential for people to come in contact with each other may exist in the building. It is acceptable that people walk past each other in these spaces as the amount of time they are together is minimal. However, they are not to stop in these spaces and, if possible, the movement of members should be managed so that people will not physically brush past each other in this space.

Rooms in the building and the maximum number of people allowed (subject to current restriction limits on total numbers):

Room Name	Size (width X depth)	Max people (width x depth/2)
John Taylor Room		Max 40 people

Signs will be placed into any room where the maximum occupancy is less than the maximum allowed into the entire facility to advise that people are to wait until the room is vacated.

Cleanliness

Cleaning arrangements for the building are to be documented.

On entry to the building it is advised that every person wash their hands with soap and water or carries hand sanitiser to apply at entry. Everyone should avoid touching their faces.

For this building, at the end of every session any equipment and all tables and chairs used by the members need to be cleaned by the meeting organiser using soap and water with washable or disposable cloths. Spray and wipe is also satisfactory for cleaning.

Chairs with soft covers will, where possible, not be used as these are difficult to wipe down.

Council clean as per schedule arranged with the Contracts Management Coordinator at Mitchell Shire Council. This this has been communicated to each building manager.

(Continued on page 15)

Covid Safe Meeting Plan...

MITCHELL SHIRE COUNCIL.

COVID-19 Community Facility Safe Plan



(Continued from page 14)

COVID-19 Infection

If a member is diagnosed with COVID-19, the following process will apply:

- Notify members who may have had contact with the person per DHHS guidance
- Ensure the privacy of the individual is maintained
- Seek assistance from Council contact
- Inform Council to arrange a deep clean of the building

3.6 Breach of the policy

Everyone will be treated with respect and it is expected that members will adhere to guidelines to physical distancing to help minimise the risk of COVID-19 being spread. Should someone test positive who attended a meeting space their privacy will be maintained, however Council will need to support a contact tracing regime to inform others.

3.7 Legal Sources of policy

- [National COVID-19 Safe Workplace Principles](#)
- [NCCC COVIDSafe plan](#)
- *Occupational Health and Safety Act 2004 (VIC)*
- *Occupational Health and Safety Regulation 2017 (VIC)*
- *Disability Discrimination Act 1992 (Cth)*
- *Equal Opportunity Act 2010 (VIC)*

Appendix 1 – Checklist (to be completed for each session and retained by user group)

Before activity

- ☐ Date and time of activity _____
- ☐ Activity type _____
- ☐ Rooms used (e.g. hall and kitchen) _____
- ☐ Responsible person name (must be present throughout activity)

The following available:

- ☐ Advice on COVID-19 available to everyone –
e.g. www.dhhs.vic.gov.au/staying-safe-covid-19
- ☐ Specific vulnerabilities determined and vulnerable group members encouraged to participate in other ways or to make arrangements with organisers for any special requirements to facilitate attendance
- ☐ Room sizes and number of people in each room signed

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Covid Safe Meeting Plan...

MITCHELL SHIRE COUNCIL.

COVID-19 Community Facility Safe Plan



(Continued from page 15)

- ☐ Places where it will be difficult to maintain 1.5m spacing identified
- ☐ Signs for 1.5m and COVID-19 displayed
- ☐ Attendance sheet available and completed by all people entering facility
- ☐ Consideration for leaving doors open to allow access through doors without touching
- ☐ Advised patrons to hand wash/ hand sanitise as soon as they enter the building (consider leaving the outer toilet door propped open to avoid touching)
- ☐ Soap and water or disinfectant spray and disposable cloth (e.g. paper towel) available to clean surfaces touched
- ☐ Gloves available

Other risks to be managed (please list, use reverse of sheet if more space required)

During activity

- ☐ Encourage participants not to bring belongings into centre (less to contaminate and clean)
- ☐ All attendees have been asked if they are unwell or have a temperature
- ☐ All attendees have been asked to wash their hands upon entry
- ☐ All attendees have provided their contact information on attendance sheet
- ☐ All attendees have been informed about safe distancing (1.5m)
- ☐ All attendee have been advised of other risks to be managed (please see list, use reverse of sheet if more space required)

After activity

- ☐ All items used (including tables and chairs) washed with soap and water or sprayed and wiped with a disinfectant. This is the responsibility of the meeting organiser
- ☐ This form and the attendance sheet completed and stored in a centralised location (e.g. office) – to be made available upon request

Plan completed by:

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