



EXTRAORDINARY MEETING MINUTES

Held at **COMET BAY HAMLET**, Secret Harbour on **Tuesday 21 September 2020** at **4:32pm AWST**.

Digital sign in sheet uploaded to Dropbox by Reeve.

Attendees:

Devine Winter (Chair)
Gumuinus de Eggafriacapella (Minute-Taker)
Peter D'Gaunt Noir (via FaceTime)
Runa Agnes Solveig
Michelle of Comet Bay Hamlet
Anne of Comet Bay Hamlet

Notes: Quorum is achieved according to Quorum Policy (DBP6).

1. GENERAL BUSINESS

1.1 [Event Proposal - Comet Bay College Demo Post Revel](#)

Post-Revel is proposed following the demo at Comet Bay College on 23 September 2020. This is proposed as a picnic in the park where people BYO food and drink to ensure compliance with SCA Ltd COVID-19 Response Plan.

This event complies with the SCA Ltd COVID-19 Response Plan requirements.

This is stewarded by Devine Winter. Participants are reminded that if they are unwell or showing cold or flu-like symptoms, they must not attend.

The COVID-19 approval checklist and proposal is tabled as Attachment 1.

This proposal has been assessed against the SCA Ltd COVID-19 Response Plan.

SCA Ltd COVID-19 Response Plan Requirement	Status
COVID-19 Hygiene Course	Complete
SCA Ltd COVID-19 resumption of face-to-face events form signed	Complete

Proposed site to comply with WA Regulations	Complete
Demonstrate that the proposed site can ensure physical distancing can and shall be maintained consistent with local jurisdictional requirements	Complete
Show demarcation (barriers, signage) on site to ensure physical distancing can be maintained	Complete
Advise of maximum participant numbers and bookings officer	Complete
COVID-19 Activities/Event approval checklist (Australia)	Complete

Recommend:

Dragons Bay Council approves the post-revel event following Comet Bay College demo on 23 September 2020.

Moved: Michelle
Seconded: Runa

10. NEXT MEETING

Next Council meeting 18 October 2020.

11. MEETING CLOSED

Meeting declared closed by the Chair at 4:36pm.

Attachment 1

Event Proposal - Post-Revel

Proposal:

Costings:

Nil. Non-members pay insurance levy.

Stewarding Team:

Devine Winter

devine@dragonsbay.lochac.sca.org

Compliance with the SCA Ltd COVID-19 Response Plan

Devine's certificate confirming successful completion has been sent to the Chirurgeon.

SCA Ltd COVID-19 Resumption of Face-to-Face Events Form

This form has been completed by Devine Winter prior to the event.

WA Regulations

Phase 4 started on Saturday 27 June (11:59pm Friday 26 June) and has resulted in:

- Gathering limits only determined by WA's reduced 2 square metre rule

Western Australians must continue to keep up physical distancing where possible and maintain good personal hygiene to better protect themselves and the general health of our community.

Event will comply with WA regulations and safety guidelines.

Demarcation and Barriers

Dragons Bay will ensure appropriate demarcations and barriers will be in place to maintain physical distancing requirements.

Maximum numbers

Attendance restrictions guided by jurisdictional limits on gathering sizes - as this is an outside event there is no attendance restrictions and therefore no bookings officer is required.

Display of COVID-19 Safety Plan Certificate

As per previous Council resolutions, Dragons Bay Council has adopted the stance of displaying the Safety Plan Certificate at every event at the Constable's table.

Event Hygiene

Sanitising products and sanitising spray will be available to ensure hygiene is maintained. Hand rub and hand wash posters will be displayed as per the SCA Ltd COVID-19 Response Plan requirements. Hand washing with paper towel and/or hand sanitising facilities must be available at all access points and around toilets during events.

Event steward will ensure exposed surfaces and equipment are cleaned prior to event and after the event in accordance with the Safework Australia - Checklist: Cleaning.

Sharing of Food

Populace are bringing their own food and drink (BYO) and food sharing is not permitted to comply with the SCA Ltd COVID-19 Response Plan requirements.

“Participants are reminded that if they are unwell or showing cold or flu-like symptoms, they must not attend.”



Society for Creative Anachronism Ltd (Australia)

COVID-19 Activities/ Event approval checklist (Australia)

Activity/Event: ___ Comet Bay College Demo Post-Revel ___ weekly / one off

Name of organiser/steward: ___ Devine Winter ___

Name of Seneschal (if different): ___ Devine Winter ___

Group: ___ Dragons Bay ___ Date: 22/09/2020

You must ensure the following checklist is covered before activities can be approved.

The organiser/steward is responsible for:

- providing handwashing facilities (hand soap/paper towel) and/or hand sanitiser
- shared equipment and surfaces¹ intended to be contacted throughout the event or activity must be sanitised before and after use
- advertising the maximum number of participants for each activity (in line with local jurisdiction restrictions)
- ensuring correct list of attendees are collected and maintained for contact tracing for a minimum of four (4) weeks.
- completed the [SCA Ltd COVID-19 resumption of face-to-face events form](#).

For further information, see <https://seneschal.lochac.sca.org/covid-19response/>

Or contact Baron Gib – [Deputy Lochac Seneschal \(Risk\)](#)

This document is to be approved at a business meeting (or extraordinary meeting). It is required before the commencement of:

- One off events (where an event notification form is required)
- Face to face weekly activities (one form per weekly activity – archery, training, meetings, social gatherings, A&S)

When approved and completed, upload to Dropbox.

¹ Including door handles, light switches, chairs, tables, loaner equipment and any other surfaces that members of the populace may come into contact with during the activity/event.