



COVIDSAFE PUBLIC EVENTS

EVENT PLAN TEMPLATE FOR TIER 1 and TIER 2 EVENTS

Instructions

A COVIDSafe Event Plan is a unique and comprehensive plan that must be specific to your event and venue. The plan sets out how high-risk activities will be managed to reduce the risk of transmission of coronavirus (COVID-19) between participants, attendees and workers. This template should be used to develop the COVIDSafe event plans for Tier 1 and Tier 2 major events in Victoria.

Detailed guidance on how to develop your COVIDSafe Event Plan can be found [for preparing a COVIDSafe Event Plan' document](#).

The responsibility for the implementation of, and any amendments to your approved COVIDSafe Event Plan will belong to the Event Organiser.

Submission guidelines

Please submit all COVIDSafe Event Plans through the Victorian Government's [Coronavirus website](#).

- COVIDSafe Event Plans for Tier 1 events must be submitted at least 8-10 weeks prior to the event commencement.
- COVIDSafe Event Plans for Tier 2 events must be submitted at least 4-6 weeks prior to the event commencement.

Section 1: Key Event Information

Contact Information

Please provide the relevant business details and contact information below:

Registered company / business name	City of Greater Dandenong Council
Trading company / business name	City of Greater Dandenong Council
Business address	225 Lonsdale Street, Dandenong 3175
ABN	41 205 538 060
Event organiser name and title	Agnes de Romas, Festivals and Events Officer
Event organiser phone number	8571 5154
Event organiser email	agnes.deromas@cgd.vic.gov.au
COVIDSafe coordinator name and contacts (if any)	Adam Barnes, APB Risk & Safety, adam@apbrs.com.au
Liquor license type, number and capacity	No liquor permitted at this event

Event Details

Please provide the relevant event details below:

Event name	Keysborough's Big Picnic 2021
Event location	Wachter Reserve, Kingsclere Avenue, Keysborough Site encompasses the space in the park from Kingsclere Avenue until and including the tennis courts.
Date (s) of event	Sunday 11 April 2021
Duration of the event	11am –3.30pm

Event description	Keysborough's Big Picnic is a free, community picnic run by Greater Dandenong Council every year at Frederick Wachter Reserve. In past years this event expects no more than 5,000 patrons. The event hosts free sporting activities, live stage and food, market and community group stalls. This year, the event space will be fenced-off, require QR code check-in and capped to adhere to COVIDSafe guidelines. Attendees are encouraged to BYO picnic mats and chairs.
Timing of key event activities	<p>7 am – 11am</p> <ul style="list-style-type: none"> • Event bump-in <p>11am – 1pm – 3.30pm</p> <ul style="list-style-type: none"> • Stage: Community Group Performances • Stage: Trucked-up Stage Performances • Seperate Easter Egg Hunt area • Seperate Sporting Activities area <p>4pm – 6pm</p> <ul style="list-style-type: none"> • Event bump-out
Serving of alcohol	No alcohol will be served
Event website	greaterdandenong.vic.gov.au/keysiebigpicnic
Experience arranging a COVIDSafe event	<p>Council officers have had a range of experience organising COVID-19 safe requirements including:</p> <ul style="list-style-type: none"> • Facility Management of buildings with COVID-19 protocols. • School Holidays activities and various workshops with COVID-19 protocols. • The City of Greater Dandnong Council's Australia Day Festival 2021, which included 4 x Tier 3 Events, a Cricket match, fun-run in the park, Australia Day Awards Ceremony and Kid's Hub in the Drum Theatre by the Festivals and Events Team. • Greater Dandenong Open Air Movies, a series of outdoor movie screenings classified as Tier 3 event by the Festivals and Events Team.

Attendance and tiers


Please provide details of the event attendees and event tier:

Total expected attendees	5,000
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Expected peak attendees	3,000
Attendee demographic	Young families and local residents
Attendance number from previous years if the event has been held previously	Between 4,000 – 5,000
Event Tier (Tier 1 or Tier 2)	Low Risk Tier 2

Venue Details

Please provide the relevant details of your venue or venues below:

Venue name	Frederick Wachter Wachter Reserve
Venue contact	Greater Dandenong Council Agnes de Romas, Festivals and Events Officer, agnes.deromas@cgd.vic.gov.au , 8571 5154
Venue site map	 Keysborough's Big Picnic 2021 Site Map.
Venue site size (in square meters)	27,550 sq m
Venue publicly accessible floor (in square metres)	Frederick Wachter Reserve park – publicly accessible.
Maximum venue capacity:	13,775 people (75% = 10,331 people)
Break down of room / area (in square meters) and capacity:	<p>Picnic Zone</p> <ul style="list-style-type: none"> • Area: 10,650 • Capacity: 5,325 <p>Make Your Move Zone</p> <ul style="list-style-type: none"> • Area: 6,560 • Capacity: 3,280 <p>Family Fun Zone:</p> <ul style="list-style-type: none"> • Area: 10,340 • Capacity: 5,170
Requested maximum number of attendees at the venue	5,000 attendees (depending on Phase)
Venue workers number (excluding vendors, sub-contractors, volunteers)	It is anticipated between 10 to 20 Council staff will be onsite to work this event (council staff, program staff, waste management, security and cleansing staff). Total expected: 10 to 20
Venue vendors, sub-contractors, volunteers number	It is anticipated between 120 to 160 vendors, volunteers and sub-contractors will be in attendance. This includes <ul style="list-style-type: none"> • Security • Cleaning Staff

	<ul style="list-style-type: none"> • Stall holders / activity providers • Performers • Volunteers
Event / venue workers key roles and responsibilities	<p>Event Coordinator: Agnes de Romas</p> <p>Site Manager: Andy Simpson</p> <p>Assistant Site Manager: Lilian Lee</p> <p>Environmental Health Officer: Sanka Mendis</p> <p>ECC and Council Information stall: Clare Bligh</p> <p>COVID Safety Officer: Adam Barnes</p> <p>Council Safety Officer: Leonie King</p>
Number of entry / exit points	<p>There will be 4 pedestrian entry and exit points. 2 of these will also be used as vehicle entry points during stall holder / performer bump in.</p>
Venue access management arrangements	<p>During the event, each entry and exit point will be manned by 1 security or Council staff member. Each entry/exit point will have:</p> <ul style="list-style-type: none"> • Event signage • Conditions of Entry that contain: <ul style="list-style-type: none"> ○ Current COVID requirements (i.e. masks, social distancing signage, QR contact tracing requirements) ○ Event / venue requirements (i.e. no alcohol / smoking) • Capacity signage • 1.5m Social Distancing signage • Sanitising Stands • Free masks for community use • Contact tracing requirements <ul style="list-style-type: none"> ○ QR Code for mobile use ○ Ipad for electronic assistance <p>During event bump in for stall holders and food trucks, there will be 2 vehicle entry / exit points. This will have a Stall holder COVID acknowledgement statement that stall holders acknowledge they have completed a COVIDSafe Event Plan and have not been near an exposed case in the last 14 days.</p>

Section 3: Explanation of Event Public Health Risk Controls

All COVIDSafe Event Plans must incorporate controls to mitigate the risk of coronavirus (COVID-19) transmission before, during and after the event. Consideration must be given to the following aspects of event planning when creating a COVIDSafe Event Plan to identify and mitigate public health risks:

- Event oversight and administration
- Attendee management
- Cleaning and hygiene
- Workers, vendors and subcontractor safety

Please note, this template only provides details of general event risk controls. Event organisers are expected to also incorporate event-specific controls into their COVIDSafe Event Plans based on the contextual needs of their event.

For detailed guidance on event specific risk controls please refer to '[Guidance for preparing a COVIDSafe Event Plan](#)'.

Oversight and administration

Events must have an appropriate governance structure that incorporates communication of intent to all event authorities, detail of key people involved in the COVIDSafe Event Plan and key processes to plan and deliver COVIDSafe events.

- How will you ensure general governance arrangements are widely understood by all facilitators of the event?
- How will you monitor the Victorian Government's latest public health advice and incorporate it into your planning?
- How will you ensure that attendees are provided with key public health messages and advice to stay at home if unwell?
- How will you enable clear and detailed record-keeping to facilitate contact tracing?
- How will you assess and mitigate flow on implications to any surrounding local communities?

General Governance

Timing	Plans / actions	Responsible
Before	<p>There are a number of governance measures in place for event planning:</p> <ul style="list-style-type: none"> • Programming and Activation Working Group • Strategy Group (Managers) • Executive Management Team 	Council's COVID Working Group

	<ul style="list-style-type: none"> Project Control Group (Executive, CEO and Key staff) <p>With regards to COVID-19 Management, there is also:</p> <ul style="list-style-type: none"> Operations Team COVID Working Group, which contains representatives from across all key Departments, Emergency Management team, OHS and Risk, Public Health Team. This group also has frequent attendance from DHHS and Victoria Police. <p>This COVID working group obtains all current information from DHHS and distributes accordingly.</p>	
During	<p>As per the above, plus:</p> <ul style="list-style-type: none"> COVID Safe Event Plan Pre-event briefing with event staff Staff Induction Event Participant Induction 	
After	<p>Post-event, a full debrief will be conducted to undertake a full assessment for all future Council events.</p> <p>This will include debrief from:</p> <ul style="list-style-type: none"> Staff Stallholders / vendors Programming and Activation Group Operations Group COVID Working Group 	

Communicate Expectations to Event Workers and Attendees

Timing	Plans / actions	Responsible
Before	<p>Expectations will be communicated to event workers via:</p> <ul style="list-style-type: none"> Stallholder information pack Expression of interest online form Staff Induction Event participant induction Run sheet Emails 	

	<ul style="list-style-type: none"> • Send COVID Safe Plan and COVID Safe event checklist <p>Expectations will be communicated to attendees:</p> <ul style="list-style-type: none"> • Event website page with COVID Safe event plan/checklist • Event promotional material with link to event website page • Any pre-event social media posts 	
During	<p>Event workers:</p> <ul style="list-style-type: none"> • Event materials at event control, including Run Sheet, Event Management Plan and Event COVID Safe Plan • On-the-day pre-event safety induction <p>Attendees:</p> <ul style="list-style-type: none"> • Event signage at entry and exit points • Event signage across the event venue • Staff/security communication to attendees during QR code check-in process • Event staff to communication at the site • Announcements and as part of speeches on stage • At Council Information Stall • Event website page • Event promotional material with link to event website page • Any social media posts 	

Record Keeping to Support Contact Tracing of workers, contractors and patrons

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • Staff and event participant induction completion confirming who will attend • Eventbrite attendees sign-up's 	
During	<ul style="list-style-type: none"> • QR Code check-in • QR code check-in details stored in a secure location for up to 28 days after the event. 	

After	<ul style="list-style-type: none"> • QR code check-in – emails or phone calls if required 	
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Impact on the Local Community

Timing	Plans / actions	Responsible
Before	<p>Greater Dandenong City Council is in frequent contact with all local Councils, DHHS and community stakeholders as required.</p> <p>The COVID working group is responsive to any requests from DHHS, localised incidents and hot spots.</p> <p>This includes assisting with emergency relief (food or accommodation) for groups, assisting groups with COVID requirements / understanding regulations, providing emergency support or even assisting with contact tracing as required.</p> <p>Event details will be provided to local residents so that they are aware of the event and increased congestion in the area.</p> <p>Letterbox drop if required</p>	
During	<p>Council will continue to work with all groups as the above.</p> <p>The event will also be used where appropriate to communicate:</p> <ul style="list-style-type: none"> • Additional safety measures, • Including Council’s strategies such as Make Your Move (Physical Activity Strategy) • Any potential immunisation details <p>COVID safe information (like free mask, hand outs)</p>	

Attendee Management

Arrangements must be in place to ensure physical distancing is maintained throughout the event. All workers and attendees must be screened for coronavirus (COVID-19) symptoms before the event, and first aid plans should incorporate the management of suspected coronavirus (COVID-19) cases.

- How will you ensure that physical distancing requirements are maintained during the event, including when alcohol is being consumed?
- What measures will you put in place to screen for coronavirus (COVID-19) symptoms?
- How will you monitor the number of people at the event at any given time?
- How will you incorporate the management of suspected coronavirus (COVID-19) cases in your first aid plans?

Maintain Physical Distancing

Timing	Plans / actions	Responsible
Before	<p>The following will communicate social distancing requirements prior to the event:</p> <ul style="list-style-type: none"> • Event website page • Social media posts • Eventbrite emails for registered attendees • Eventbrite sign-up numbers: confirm interest does not go over maximum capacity of event • Staff and event participant induction • Conditions of Entry 	
During	<p>The following will be in place during the event for:</p> <p>Event workers:</p> <ul style="list-style-type: none"> • Event materials at event control, including Run Sheet, Event Management Plan and Event COVID Safe Plan • On-the-day pre-event safety induction <p>Attendees:</p> <ul style="list-style-type: none"> • Event signage at entry and exit points. • Conditions of Entry • Fencing with signage to allow for social distancing queueing • Event signage across the event venue • Staff/security communication to attendees during QR code check-in process • Event staff to communication at the site 	

	<ul style="list-style-type: none"> • Announcements and as part of speeches on stage • At Council Information Stall • Event website page • Spaced event seating/furniture/shelters to encourage social distancing • Event promotional material with link to event website page • Any social media posts 	
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Screening for symptoms of workers, contractors and patrons

Timing	Plans / actions	Responsible
Before	<p>Council staff attending the event are required to verbally declare at each shift that they are well enough to work, haven't been in a declared hot spot or in contact with a confirmed or isolating case.</p> <p>Patrons attending the site are required to complete the QR contact tracing form, that requires them to confirm they do not have COVID symptoms or signs, haven't been in a declared hot spot or in contact with a confirmed or isolating case.</p>	
During	<p>All staff, contractors, patrons, stall holders will be required to partake in QR contact tracing and declare they are:</p> <ul style="list-style-type: none"> • Free from any signs or symptoms of COVID • Haven't been in a declared hot spot • Haven't been in contact with an isolated case • Shouldn't be in isolation 	

Entry Points

Timing	Plans / actions	Responsible
Before	<p>The following will provide information on entry points prior to the event:</p> <ul style="list-style-type: none"> • Site Map showing with entry points • Signage prepared prior to event to be placed at entry points • Event website page 	

	<ul style="list-style-type: none"> • Social media posts • Eventbrite emails for registered attendees • Eventbrite sign-ups, confirm interest does not go over maximum capacity of event • Staff and event participant induction • Conditions of Entry 	
During	<p>There are 4 entry / exit points that will be manned by security and / or event staff and contain the following at each point:</p> <ul style="list-style-type: none"> • Event signage • Conditions of Entry that contain: <ul style="list-style-type: none"> ○ Current COVID requirements (i.e. masks, social distancing signage, QR contract tracing requirements) ○ Event / venue requirements (i.e. no alcohol / smoking) • Capacity signage • 1.5m Social Distancing signage • Sanitising Stands • Free masks for community use • Contact tracing requirements <ul style="list-style-type: none"> ○ QR Code for mobile use ○ Ipad for electronic assistance <p>During event bump in for stall holders and food trucks, there will be 2 vehicle entry / exit points. They are the same locations as the pedestrian entry points and will have the same requirements in place. Plus:</p> <p>Stall holder COVID acknowledgement statement (stall holders to acknowledge they are well and haven't been near an exposed case, etc)</p>	

End of event or patron departure for the event

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • Organise for staggered ending of programme/activations between 2pm-3pm. • MC Notes and other relevant speeches to include closing announcements from stage • Staff communication to stallholders and facilitators 	
During	As patrons are leaving the event, they will be clicked out via a number counting app, that will assist in	

	<p>monitoring how many people are on the site at any one time.</p> <p>Most staff to assist with managing social distancing and any queues formed as patrons exit the event site.</p> <p>Stallholders to wait for attendees to exit and the site is cleared before bump-out can begin.</p>	
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First Aid / In-Event Health Service Plans

Timing	Plans / actions	Responsible
Before	<p>Council staff trained in Level 2 First Aid</p> <p>Safety Officer trained in Level 2 First Aid</p> <p>Staff induction includes procedure to follow in the event of a suspected case</p>	
During	<p>First Aid contractor to manage all first aid processes during the event.</p> <p>The contractor is required to provide updates to the Event Manager, with regards to any Incidents that occur. First Aid or COVID-19 related.</p> <p>If a person develops symptoms at the event we have created a designated isolation area separated by barriers from the main event close to First Aid where the person will be isolated whilst we arrange suitable and safe private transport to take the person to their home. This is an open side marquee set up outside</p> <p>If an attendee develops symptoms of COVID-19, Council will assign the Safety Officer (SO) to manage the situation by the SO:</p> <ol style="list-style-type: none"> 1. Locating the affected person, and; 2. Ensuring that the affected person, and the SO, are wearing face masks, and; 3. Maintaining physical distancing with the affected person, and; 4. Ensuring that all other persons are maintaining physical distancing with the affected person, and; 5. Confirming verbally the symptoms of the affected person with them, and; 6. Requesting the following information from the affected person: <ol style="list-style-type: none"> a. First name 	

	<ul style="list-style-type: none"> b. Last name c. Mobile phone number d. Time of arrival e. Areas of the venue that have been visited e.g. toilets <p>7. Explaining the procedure to the affected person for managing this situation, is as per the next point, and;</p> <p>8. Either;</p> <ul style="list-style-type: none"> a. Escort the affected person from the venue to their vehicle for them to drive themselves home and isolate, or to a COVID testing facility if practical to do so, or; b. If the person is not able to drive themselves home, or believes that they are not able to safely self-isolate at home: <ul style="list-style-type: none"> i. immediately escort the person to the designated isolation spaces within the venue; ii. contact the Department of Justice, Integrated Intake Assessment and Triage Service (IIATS) on 1800 365 100 for transport support and <u>Emergency accommodation for community members who cannot quarantine at home Coronavirus Victoria.</u> iii. Contact the Coronavirus Hotline to report a suspected case of COVID-19 on 1800 675 398. 	
After	A review of first aid incidents during the event will occur to plan for future events.	

Emergency services access

Timing	Plans / actions	Responsible
Before	<p>Develop an Emergency Management Procedures document with evacuation points.</p> <p>2 Emergency Service Access</p> <ul style="list-style-type: none"> • through carpark 	

	<ul style="list-style-type: none"> • through gate 	
During	<p>The current Emergency Management Plan will be extended to include evacuation for the whole site.</p> <p>This will also ensure clear access at entry points for Emergency Services.</p>	

Evacuation

Timing	Plans / actions	Responsible
Before	<p>Develop an Emergency Management Procedures document with evacuation points.</p> <p>2 Emergency Service Access</p> <ul style="list-style-type: none"> • through carpark • through gate 	
During	<p>The current Emergency Management Plan will be extended to include evacuation for the whole site.</p> <p>This will also ensure clear access at entry points for Emergency Services.</p>	

Weather

Timing	Plans / actions	Responsible
Before	<p>Weather management plan</p> <ul style="list-style-type: none"> • In the week of event, daily review of the weather plan to make any necessary changes on event day, postponement, updates to the program or cancellation. • Weather Plan reviewed by Risk and COVID Working Group team. 	
During	<ul style="list-style-type: none"> • Follow weather management plan • Monitor weather during the course of the day • Staff to assist in monitoring social distancing during times of extreme weather. 	

Service of Alcohol

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none">• Event communication: Alcohol and smoke free event• Entry point signage	
During	<ul style="list-style-type: none">• Signage at event site• Staff and security to monitor patrons at event site	

Cleaning and Hygiene

A regular and thorough cleaning schedule must be implemented before, during and after the event with high traffic areas such as toilets and frequently touched objects such as door handles, counters and railings regularly disinfected.

- How will you ensure that adequate provisions are made for handwashing and hand sanitation throughout the event?
- How will you ensure that facilities are readily available throughout the event?
- How will you make sure that frequently touched objects are cleaned regularly?
- How will you make sure shared spaces like bathrooms are cleaned regularly?

Regular and Thorough Cleaning and Disinfection

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • Cleansing and waste management plan prepared as part of the planning process of the event. • Cleaning teams hired must complete induction thereby allowing for an understanding of shifts, high touch points in the event venue, and activities and areas to monitor. 	
During	<p>4 onsite cleaners during the day that:</p> <ul style="list-style-type: none"> • Clean Amenities frequently • Clean all staff high touch points • Clean all entry / exit doors and touch points • Clean all public areas frequently (tables, chairs, benches) • Clean all public touch points frequently (printers, scanners, self serve kioks) <p>Cleansing staff</p> <ul style="list-style-type: none"> • Regularly clean outdoor public toilets • Clean gates, outdoor tables, other frequent touch points. <p>End of day cleaning team</p> <ul style="list-style-type: none"> • All areas have full clean <p>Staff to monitor cleaning requirements during the day.</p> <p>Additional cleaning will also be done at entry points, other common areas (i.e. main stage), seating areas.</p>	

After	Evaluate cleaning throughout the event and provide this information to future Council events. Return to normal cleaning procedures and processes.	
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Hand Sanitiser and Hand Washing Facilities

Timing	Plans / actions	Responsible
Before	Have hand sanitiser at all entry points, common points and in staff areas. These will be monitored and refilled during the day. Handwashing facilities are also available in staff and public amenities	
During	All outside entry points to the site will have hand sanitiser at each location, other common areas will have sanitiser. Each stall holder or food provider will be required to have a hand sanitiser at their location.	

Workers, vendors, volunteers and contractors

Workers, vendors, volunteers and contractors are essential in operating a COVIDSafe event. They must understand and be responsible for their personal distancing and hygiene practices, and support attendees to behave in a COVIDSafe manner. To enable this, they must undergo appropriate coronavirus (COVID-19) training and have access to suitable personal protective equipment.

- How will you ensure that workers have access to appropriate personal protective equipment, and they receive training in its use? (see <https://www.dhhs.vic.gov.au/infection-prevention-control-resources-covid-19> for further information).
- How will you monitor the wellbeing of workers during the event?
- How will you ensure adequate physical distancing is maintained between workers and attendees?
- How will you make sure staff have undergone training on COVIDSafe Event Plan requirements for your event/venue?

Event organisers and general event workers

Timing	Plans / actions	Responsible
Before	<p>Council has a section on its internal website called The Source, that provides information to staff, including:</p> <ul style="list-style-type: none"> • Current DHHS information • Risk Assessment templates for working face to face • Links to COVID safe plans • Link to Infection Control Training • Mask Wearing Instructions • Declaration for working at more than one workplace. • PPE is supplied for all staff (including masks, face shields, gloves) and access to sanitising solution, wipes and spray. • Social distancing dots are placed in all staff service points, to ensure distance between staff and the public <p>Staff Induction to provide information on personal distancing and hygiene practices, and support attendees to behave in a COVIDSafe manner.</p>	
During	<p>During the event, the above will continue to occur and also include the same principles at other staff locations:</p>	

	<ul style="list-style-type: none"> • Including outdoor entry points • Sound desk at the stage • Distanced seating • Performers area to get ready away from the community 	
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Food and catering workers

Timing	Plans / actions	Responsible
Before	<p>A maximum of 8 food vendors will be allowed to participate in the event.</p> <p>Requirements for food vendors before successful application to participate in the event:</p> <ul style="list-style-type: none"> • Confirmation they have a COVID Safe Event Plan as part of their food stall application. • Hand sanitizers required at their food station. • Requirement to complete staff induction for food stalls. • Streatrader registration required • Follow Conditions of Entry 	
During	<p>Food stall services will run during the event with increased COVID protocols.</p> <p>Each food truck/food stall will be required to:</p> <ul style="list-style-type: none"> • Provide evidence of a COVID Safe Plan if requested • Provide a copy of food permits, licences, insurances and StreatTrader Registration • Complete QR contract tracing on arrival <p>An Environmental Safety Officer will attend to review each food stall.</p> <p>Staff will monitor food stalls and queues.</p>	

Cleaning workers

Timing	Plans / actions	Responsible
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Before	As per above in 'Regular and Thorough Cleaning and Disinfection'.	
During	As per above in 'Regular and Thorough Cleaning and Disinfection'.	

Security workers

Timing	Plans / actions	Responsible
Before	Security working at the event will be required to complete: <ul style="list-style-type: none"> • Staff Induction, which will include COVID information 	
During	Staff and security working at the event: <ul style="list-style-type: none"> • Morning briefing session (including any COVID updates) • Will be in communication via radios or mobile phones for an urgent requirements • Completion of QR contract tracing and verbal acknowledgement that they are well to attend site / event. <p>Completion of QR contract tracing and verbal acknowledgement that they are well to attend site / event.</p>	

Volunteers

Timing	Plans / actions	Responsible
Before	Volunteers planning to participate at the event will be required to complete: Staff Induction, which will include COVID information	
During	Volunteers working at the event: <ul style="list-style-type: none"> • Morning briefing session (including any COVID updates) • Will be in communication via mobile phones for an urgent requirements 	

	<ul style="list-style-type: none"> • Council Staff to monitor and manage volunteers on the day of the event. • Completion of QR contract tracing and verbal acknowledgement that they are well to attend site / event. 	
After	<p>Volunteers can be invited to the event debrief</p> <p>Participant survey to be completed by volunteers</p>	

Deliveries

Timing	Plans / actions	Responsible
Before	N/A	
During	N/A	

Other workers(if any)

Timing	Plans / actions	Responsible
Before	N/A	
During	N/A	

Section 4: Event Specific COVIDSafe Controls (if relevant)

Operational Spaces

Events are often comprised of multiple discrete areas and/or spaces. These spaces may be external (e.g., transport hubs, ticket offices, training/practice facilities), front of house (e.g. toilets, retail outlets, grandstands), back of house (e.g. workerareas), or other spaces (e.g. fields of play, stages).

- How will you demonstrate in your event plan that you can ensure workers, contractors and patrons can access the parts of the venue or event as required? Eg. 'attendee zones' or 'staff only' sections clearly demarcated.

Complete following sections as applicable to your event.

Public Transport: for large scale events, how will you incorporate public transport or engage with the Department of Transport?

Timing	Plans / actions	Responsible
Before	Recommendations on event communication for public transport options	
After	Review if required to incorporate public transport or engage with the Department of Transport after the event.	

Car Parks

Timing	Plans / actions	Responsible
Before	Recommendations on event communication for public transport options	
During	Car park at venue is only for event participants and disabled parking	

Ventilation - Indoor Spaces

Timing	Plans / actions	Responsible

Before	No indoor spaces	
During	N/A	

Food and Beverage Preparation and Service Areas

Timing	Plans / actions	Responsible
Before	As per 'Food and Catering Workers'	
During	As per 'Food and Catering Workers'	

Other Queuing Areas

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • Staff induction to include communication about monitoring and preventing any queues. • Event participant induction to include communication about monitoring and preventing any queues. 	
During	<ul style="list-style-type: none"> • Event signage on social distancing • Staff and event participants monitor queuing areas. Use fencing, bollards, or staff to manage any queues that form during the event. 	

Attendee Seating and Viewing Areas

Timing	Plans / actions	Responsible
Before	Event communications: promote bringing own picnic rug and social distancing within event space	
During	<p>During the event a number of socially distanced seating options will be available including:</p> <ul style="list-style-type: none"> • Spread out picnic tables 	

	<ul style="list-style-type: none"> • Spread out umbrellas for those bringing their own mat and chairs <p>Hired seating will be:</p> <ul style="list-style-type: none"> • Cleaned as it is set up • Seating will be placed in groups at 1.5m distancing • Monitored by cleaning staff during event and cleaning if required 	
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Fields of Play and Competition Areas

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • QR code check-in required before entering Make Your Move Zone • Staff Induction • COVID Safe Event Plans required for Fields of Play and Competition Area zone 	
During	<ul style="list-style-type: none"> • Follow COVID Safe Event Plans for Fields of Play and Competition Area • Staff to monitor numbers through QR code check-ins • Enough space between areas to ensure social distancing is practiced • Cleaning staff assigned to area to assist in regular cleaning of high touch points • Field of play and competition area in separate zone to limit numbers 	

Stages

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • Communicate COVID Safe procedures to all performers on stage • COVID Safe event Plan from performers and staff contractors • Ensure performers fit density quotient of stage • Less performances that are super-spreaders • Cleaner assigned to area with stage 	

	<ul style="list-style-type: none"> • Run sheet to include high touch-point cleaning between performances 	
During	<ul style="list-style-type: none"> • Announcements to social distance around stage area • Fencing or CCB in front of stage • Seating placed to encourage social distancing 	

Market Stalls and Fetes

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • Any market stalls participating must declare they have submitted a COVID Safe event plan for their operations • Market stalls encouraged to wear masks • Entry point COVID acknowledgement 	
During	<ul style="list-style-type: none"> • Fencing for queueing at market stalls if required • Hand sanitizers at each stall • Signage around market stalls to social distance or wear a mask if not able to social distance. 	

Non-Allocated Seating or Picnic Rug

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • Event communications: promote bringing own picnic rug and social distancing within event space • Most activities within event space to limit too much roaming within the site through providing plenty of non-portable seating and shelters • Stronger focus on sporting activities than activities that are not as COVID Safe 	
During	<ul style="list-style-type: none"> • Fencing arounds site to encourage seating that is socially distanced • Signage around site 	

Other Operational Space Considerations

Timing	Plans / actions	Responsible
Before	N/A	
During	N/A	

Section 5: Supporting information

Please ensure you attach any supporting information that may be helpful to illustrate aspects of your COVIDSafe Plan. This could include, but not be limited to:

- Event Operations Plan
- Floor Plans
- Previous COVIDSafe Event Plans (in Australia or overseas)
- Existing COVIDSafe Event Plans for other events - currently under review or recently approved
- Cleaning schedule
- Photos

Section 6: Legal Terms

Liability and indemnity

You control and accept sole responsibility, risk and liability for all aspects of your public event. You must conduct your own investigations, assessments and interpretations and seek independent professional advice on all aspects of your public event.

The State of Victoria does not control and accepts no liability for your public event nor for any loss, damage, injury or death in connection with your public event, including (without limitation), any change to requirements for your public event or the cancellation or postponement of your public event.

You will indemnify the State of Victoria against any liability to or claims by a third party for any loss, damage, injury or death in connection with your public event, including (without limitation), the cancellation or postponement of your public event.

Consultation, review, assessment and approval process

To the extent permitted by law, the State of Victoria excludes liability for any loss, damage, injury or death caused by use of or reliance on any consultation, review, assessment or approval process in connection with your public event.

The State of Victoria may amend or withdraw from the consultation, review, assessment or approval process at any time without notice.

The State of Victoria may amend or withdraw any consultation, review, assessment or approval at any time without notice.

You will not be relieved from compliance with any of your obligations at law as a result of:

- any consultation, review, assessment, or approval (or failure to consult, review, assess, or approve) or any other act or omission by the State of Victoria in connection with your public event (including, without limitation, any failure by the State of Victoria to detect any errors, inaccuracies, mistakes, non-compliances or omissions in connection with your public event)
- your implementation of and compliance with the Plan for your public event.

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