COVIDSafe public event registration form

Submission date:	**23 April 2021, 2:54PM**
Receipt number:	**7670**
Related form version:	**32**

I have reviewed the self-assessment tool. My event is categorised as a:	**Tier 3 event - low complexity events with 1000 or fewer attendees per day**
Event name	**Reconciliation Week Event - Reconciliation Takes Action**
Event description	**A one day free event of performances and workshops running between 11am and 3pm**
Number of attendees Attendee numbers at public events apply to each day of the event. They include children older than 12 months, but do not include the staff required to run the event.	**500**
Event start date If your event is being held for multiple dates please specify these in *Event Description*	**27/05/2021**
Event start time (eg 10.30am)	**11am**
Key decision date (and reason) List the key dates where the details of how/if the event will proceed need to be confirmed by the organisation (i.e. dates for ticket sales, infrastructure builds or contract requirements). Please also outline the reason a decision is required by this date.	
Event end date	**27/05/2021**
Event end time (eg 5pm)	**3pm**
Venue name	**Springvale Community Hub**
Street address	**6 Hillcrest Grove**
Suburb	**Springvale**

Postcode	**3171**
Name of event contact	**Clare Bligh**
Phone number of event contact	**85715124**
Email of event contact	**Clare.Bligh@cgd.vic.gov.au**

Tell us more about your event

Is the event mostly held indoors?	**No**
Does the event promote attendees to stand and roam around the venue?	**No**
Is alcohol served at the event?	**No**
Is there extensive singing, chanting, cheering or exhaling during the event?	**No**
Is there close physical interaction between attendees and/or participants where they may not be able to maintain 1.5 metres distance for short periods of time?	**No**
Is the event held over multiple successive days with different attendees each day?	**No**
Will the event include participants or attendees from interstate?	**No**
Are you holding a demonstration/ protest / rally/ march or strike? For more information on how to run a COVIDSafe protest, visit the website.	**No**

COVIDSafe Event Checklist: Oversight and Administration

Before the event

Check the Victorian Government's coronavirus website (https://www.coronavirus.vic.gov.au) on legislative requirements and specific restrictions that may apply.	**Implemented**
Identify key staff or volunteers who are responsible for implementing and reviewing the strategies in this COVIDSafe Event Checklist. This must include identifying staff whose role are to ensure that public health measures, such as physical distancing and general COVIDSafe behaviours are adhered to.	**Implemented**
Develop processes and materials to ensure that staff and volunteers attending the event are provided education and guidance on physical distancing, good personal hygiene and staying home from work if feeling unwell.	**Implemented**
When scheduling an event, consider potential for other events in the same local area which may use similar transport options, shared pathways and facilities.	**Implemented**
Event organisers must commit to supporting any public health investigations, and support any required actions requested by public health officials.	**Implemented**
Contingency planning must be documented in the scenario that an event needs to be cancelled, including communicating the cancellation to patrons.	**Implemented**
Tickets should be refundable if a ticket holder is unwell.	**Not applicable**
Develop a process to manage an attendee who develops symptoms this includes: • Making arrangements to send the person home in suitable and safe private transport so the risk of potential coronavirus (COVID-19) transmission is reduced. • If the person cannot travel home identify an area where the person can remain in isolation until they are able to travel home	**Implemented**

Record keeping requirements (including ticketing)

The event's record keeping system must: • Record the name, phone number and area for each attendee in a way that complies with privacy obligations • Ensure attendee contact details available to the event organiser and the Department of Health and Human Services (DHHS) to facilitate contact tracing if required • Where applicable and practicable, link ticket information to a seating/location map, categorised by row or section.	**Implemented**
Attendee contact details must be retained for 28 days after the event, after which, information should be destroyed, unless there is another statutory requirement for retention.	**Implemented**

COVIDSafe Event Checklist: Spectator management

General

Prior to the event, event organisers must communicate the following public health messages to attendees: • Each attendee is asked to do a symptom self-assessment prior to leaving home and not attend if they are unwell or have been instructed to isolate or quarantine. • Attendees must maintain at least 1.5m physical distance between those from other groups at all times. • To minimise movement, attendees must stay within their allocated spaces or seats where practical. • Requirements for face covering, observe cough etiquette and personal hygiene measures.	**Implemented**
A reminder of public health measures must be included in the ticketing sales process, visible on the ticket or as an email reminder.	**Implemented**

During the event, regularly to reinforce public health messages – use broadcast messages, signage, and staff/volunteers to communicate this information with attendees.	**Implemented**
Where possible establish multiple zones within your event area to limit interaction between groups of attendees. You may consider assigning dedicated facilities for example allocated bathrooms to a specific zone.	**Implemented**

Fixed seated areas (for example grandstands)

Ensure seating is clearly labelled to enable seating allocation. Groups who booked tickets together can sit together but they must be spaced at least 1.5m from other groups.	**Not applicable**
Where seating is not numbered, clearly mark rows and seats that are to be left vacant.	**Not applicable**

Non-fixed seated areas (for example grassed areas)

There must be visual cues to facilitate physical distancing, this includes: • Ground marking or barriers allocating space to groups (i.e. their allocated 'picnic' area) – with at least 1.5m between areas allocated to separate groups. • Signage requirements as set out in the Restricted Activity Directions. • Dedicated wide walkways at least 2m wide. • Ground/wall marking of 1.5m spacing where queuing may occur.	**Implemented**

Bathrooms, retail and food and drink vendor areas

Use visual cues to facilitate physical distancing: • Ground/wall marking of 1.5m spacing where queuing may occur (e.g. outside bathrooms, in service lines) • Signage requirements as set out in the Restricted Activity Directions • Indicate direction of travel on walkways with a preference for one-way flow, where practical.	**Implemented**

Access to and from the venue

Implement strategies to avoid crowding on public transport and at stops/stations. Where feasible, ensure there are adequate parking options for car-based travel.	**Implemented**
Where an event could attract attendees, who do not have a ticket, the organiser must use a gated venue with designated points of entry and exit.	**Implemented**
Establish multiple entry and exit points to avoid queuing and ensure smooth attendee flow into the venue. Where multiple entry and exit points cannot be established, encourage staggered entry/ exit to avoid queuing; this could be done as part of pre-event communication.	**Implemented**
Implement strategies to limit the potential for gathering near the venue or at entrances/exits. Encourage attendees to disperse from the event at its conclusion.	**Implemented**

COVIDSafe Event Checklist: Environmental and personal hygiene

Environmental measures including cleaning

Undertake pre-event cleaning of communal facilities and high touch surfaces. Develop and implement a cleaning schedule to ensure frequent cleaning and disinfection of high touch surfaces and bathroom facilities.	**Implemented**

At minimum, high touch surfaces must be cleaned at least twice per day and between groups in accordance with cleaning and disinfection guidelines. Additional cleaning of visibly soiled surfaces must occur as required. Cleaning guidelines Disinfection guidelines	**Implemented**

Personal hygiene

Establish hygiene stations (with hand sanitiser) at entrances and throughout the venue to encourage hand hygiene of staff and attendees.	**Implemented**
In prominent locations, display posters demonstrating personal hygiene and hand washing practices.	**Implemented**

Communal facilities to be regularly cleaned

Ensure toilets are in working condition with running water for hand basins, soap and disposable hand towels/dryers.	**Implemented**
Ensure enough toilets are available to avoid queuing. If queuing is likely, organiser must ensure there is physical distancing.	**Implemented**
Designated smoking areas must enable physical distancing of 1.5 meters. • Ground marking or barriers allocating space to groups (i.e. their allocated 'picnic' area) – with at least 1.5m between areas allocated to separate groups. • Signage requirements as set out in the Restricted Activity Directions. • Dedicated wide walkways at least 2m wide. • Ground/wall marking of 1.5m spacing where queuing may occur.	**Not applicable**

COVIDSafe Event Checklist: Staff, vendors and contractors

Responsibilities

It is the responsibility of the event organiser to ensure that staff, including volunteers, vendors and contractors, understand and comply with COVIDSafe work practices, including training in COVIDSafe behaviours.	**Implemented**
Workers and volunteers should complete the Staff Coronavirus (COVID-19) Health Questionnaire and not attend work when unwell. Staff Coronavirus (COVID-19) Health Questionnaire	**Implemented**
Workers must have access to the appropriate personal protective equipment (PPE) throughout the event.	**Implemented**
Share COVIDSafe Event Checklist with on-site vendors and contractors. Vendors and contractors should provide their COVIDSafe Plans to the event organiser.	**Implemented**

Food and beverage requirements

Any food and beverage service must align with the Victorian Government's coronavirus (COVID-19) hospitality sector guidance and the Restricted Activity Directions. Hospitality sector guidance	**Implemented**
Queues at food and beverage vendors should facilitate physical distancing and not cross over with other queues.	**Implemented**

Reduce touch points during food and beverage service, such as using contactless payment methods and ensure service is occurring in well ventilated areas. • Ground marking or barriers allocating space to groups (i.e. their allocated 'picnic' area) – with at least 1.5m between areas allocated to separate groups. • Signage requirements as set out in the Restricted Activity Directions. • Dedicated wide walkways at least 2m wide. • Ground/wall marking of 1.5m spacing where queuing may occur.	**Implemented**
Close communal self-serve and condiment stations.	**Not applicable**
Where possible, food and beverages should be sold in packaging to avoid double handling.	**Implemented**
Take-away food and drinks must be consumed in allocated seats or 'picnic areas'. Food court-style seating is permitted if consistent with the Restricted Activity Directions guidelines.	**Not applicable**

Privacy statements

The **Department of Premier and Cabinet** collects the information that you provide with this form. You can request access to, and corrections of, any personal information provided in this form. Requests for access or correction should be sent to contact@dpc.vic.gov.au.

We use the services of Drupal 8 to administer this form. The information that you provide is stored in our Drupal 8 content management system and Amazon Web Services servers.

For more information on the Department's handling of any personal information, please refer to the Department's Privacy Statement.

In order to assess this application, the **Department of Jobs, Precincts and Regions** is required to collect personal information from you as part of the submission process.

Any personal information collected will only be used by the Department to support the Event applications process.

In providing this submission, it may be necessary to share and store personal information with other state Government departments, including the Department of Premier and Cabinet (DPC) and the Department of Health and Human Services (DHHS).

Any personal information collected, held, managed, used, disclosed or transferred will be held in accordance with the Privacy and Data Protection Act 2014 (Vic) and other applicable laws.

The Department of Jobs, Precincts and Regions, is committed to protecting the privacy of personal information. The Department's Privacy Policy can be found online at https://djpr.vic.gov.au

You can gain access to personal information (as defined in the Privacy and Data Protection Act 2014) which the Department holds about you in certain circumstances specified by legislation.

Enquiries about access to information should be directed to the Department's Privacy Unit by emailing privacy@ecodev.vic.gov.au.

	I have read and understand how information provided in this form is stored.
Restricted Activity Directions and Public Events Framework	**I understand my legal obligations as set out in the Roadmap for Reopening and Public Events Framework.**
Event information declaration	**The information I have given is correct to the best of my knowledge.**
Upload your COVIDSafe Event Plan (required for ALL Tier 1 and Tier 2 events - including Low Risk Tier 2). Click here to view the required COVIDSafe Event Plan template.	
Upload your Low Risk Tier 2 attestation (required for all Low Risk Tier 2 applications).	
Your signature	