

Section 1: Key Event Information

Contact Information

Please provide the relevant business details and contact information below:

Registered company / business name	CELEBRATE MOOROOLBARK INC.
Trading company / business name	N/A
Business address	c/- Mooroolbark Christian Fellowship, PO Box 228, Mooroolbark, Victoria 3138
ABN	47 837 143897
Event organiser name and title	Celebrate Mooroolbark Inc. Event Coordinator: Yolande Pickett Event Chairperson: Barbara Austin
Event organiser phone number	Yolande Pickett: 0415 569 238 Barbara Austin: 0417 381 542
Event organiser email	yolande@cumulusrising.com barbara@celebratemooroolbark.com
COVIDSafe coordinator name and contacts (if any)	Barbara Austin: 0417 381 542
Liquor license type, number and capacity	N/A

Event Details

Please provide the relevant event details below:

Event name	CELEBRATE MOOROOLBARK FESTIVAL MARKET
Event location	HOOKEY PARK, STATION STREET, MOOROOLBARK, VICTORIA
Date (s) of event	27 MARCH 2021 - 28 MARCH 2021
Duration of the event	10 AM – 4PM x 2 days
Event description	Market of approx 60 stalls each day, live music and activities.
Timing of key event activities	<p>Saturday:</p> <ul style="list-style-type: none"> ❖ 6am Volunteers Arrive ❖ 7am Supplier Arrive and begin set up ❖ 7.30 – 8.30am – Stallholder Registrations. ❖ The registration desk will be set up <ul style="list-style-type: none"> ➤ 7.30 – 9.30am – Stallholders Setup. ➤ 9am – All vehicles must be off site. ❖ 8.30 – 10am – Site Safety Inspections ❖ 10am - Official starting time. All equipment must be in place to begin trading by this time. ❖ (Stalls may begin trading before 10am provided they have passed their Safety Inspection) ❖ 10am: Official Welcoming - From Rotunda ❖ Rotunda music program: <ul style="list-style-type: none"> ➤ Parkville Music: Bump In: 0955, Perform: 1015 - 1100, Bump Out: 1105 ➤ Shinbone Star: Bump In: 1055, Perform: 1115 - 1200, Bump Out - 1205 ➤ House Music: Bump In: 1155, Perform: 1215 - 1300, Bump Out: 1305 ➤ Jamaell: Bump In: 1255, Perform: 1315 - 1400, Bump Out: 1405 ➤ A Last Minute Band: Bump In: 1400, Perform: 1420, Bump Out: 1425 ❖ 4pm – Conclusion of the market. Stallholders begin packing up. <p>Sunday:</p> <ul style="list-style-type: none"> ❖ 6am Volunteers Arrive ❖ 7am Supplier Arrive and begin set up ❖ 7.30 – 8.30am – Stallholder Registrations.

	<ul style="list-style-type: none"> ❖ The registration desk will be set up <ul style="list-style-type: none"> ➤ 7.30 – 9.30am – Stallholders Setup. ➤ 9am – All vehicles must be off site. ❖ 8.30 – 10am – Site Safety Inspections ❖ 10am - Official starting time. All equipment must be in place to begin trading by this time. ❖ (Stalls may begin trading before 10am provided they have passed their Safety Inspection) ❖ Rotunda music program: <ul style="list-style-type: none"> ➤ Vibe: Bump In: 1040, Perform: 1100, Bump Out: 1200 ➤ Belly Dancers: Bump In: 1200, Perform: 1220, Bump Out: 1225 ➤ Gravity: Bump In: 1300, Perform: 1320, Bump Out: 1325 ➤ Petty Thievz: Bump In: 1400, Perform: 1420, Bump Out: 1500 ❖ 4pm – Conclusion of the festival. Pack up begins ❖ 5pm - Thorough Covid clean. <p>Please note: Covid touch-point cleaners will operate continuously throughout.</p>
Serving of alcohol	NO
Event website	https://celebratemooroolbark.com/
Experience arranging a COVIDSafe event	None

Attendance and tiers

Please provide details of the event attendees and event tier:

Total expected attendees	1000 – 3000 per day. Weather dependent.
Expected peak attendees	11am – 2pm each day
Attendee demographic	All ages. Eg. Families, retirees, young couples.

Attendance number from previous years if the event has been held previously	Previously a 6,000 - 10,000 patronised festival on one day with rides, multiple stages, activities, over 120 stalls, a street parade, etc. A complete restructure this year to ensure Covid-safety, has heavily reduced the attendee numbers by dividing the festival into small pop-up activations around town over 8 days (most of which don't qualify for Tier 2 because they are too small). There will be no rides or street parade. Only the market on Saturday and Sunday is large enough to qualify for a Tier 2 event.
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	Hookey Park, Station Street, Mooroolbark Victoria
Venue contact	Yarra Ranges Council
Venue site map	https://www.yarraranges.vic.gov.au/Experience/Parks-Recreation/Hookey-Park
Venue site size (in square meters)	Hookey Park is 14, 142m ² Market area is approx. 4195m ²
Venue publicly accessible floor (in square metres)	Assume 75% clear space availability = 11,000 m ²
Maximum venue capacity:	Calculated at 4m ² per person, max capacity is 1048 people.
Break down of room / area (in square meters) and capacity:	Outdoor event. Market area is approx. 4195m ² (see map on p6)
Requested maximum number of attendees at the venue	1000
Venue workers number (excluding vendors, sub-contractors, volunteers)	The event is volunteer-run. Paid contractors include an Event Coordinator, First Aid, Sound Technicians = 5. Cleaners x 1

Venue vendors, sub-contractors, volunteers number	60 stalls x 2 people per stall max 3 activities x 2 people max 3 performers x 10 people max (at a time) 42 volunteers (at a time) 8 contractors 180 = Total
Event / venue workers key roles and responsibilities	Yolande Pickett Coordinator Barbara Austin Chairperson, First Aid, Covid-Safety Officer, Volunteer Coordinator. Sandy McElroy Co-Entertainment Coordinator Jimmy Dunne Co-Entertainment Coordinator Rosa Scabellone Entertainment Support Liz Ryan Stall Coordinator Bec Holthouse Stalls Team Support Neil Mitchell Co-Site Manager, OHS Helen Godfrey Co-Site Manager, OHS Bobby Thai OHS Jenny Knoop Committee Member Renae Jones Committee Member Jaydine Rumney Junior Volunteers Coordinator Brent Strahan OHS Clare Cafferty Treasurer David Pitts Active Living Hub Tom Murphy Active Living Hub Bobby Thai/Barbara Austin Chief Safety Officer George McDonald Committee Member Lee O'Neil Fundraising Stall for Festival
Number of entry / exit points	4 entry/exit points.
Venue access management arrangements	Market stalls will be used to contain the area by placing them around the outside facing inward, enabling control of entry/exit

points and therefore attendee tracking. Where stalls can't be placed, bunting and signage will be used to direct pedestrians.

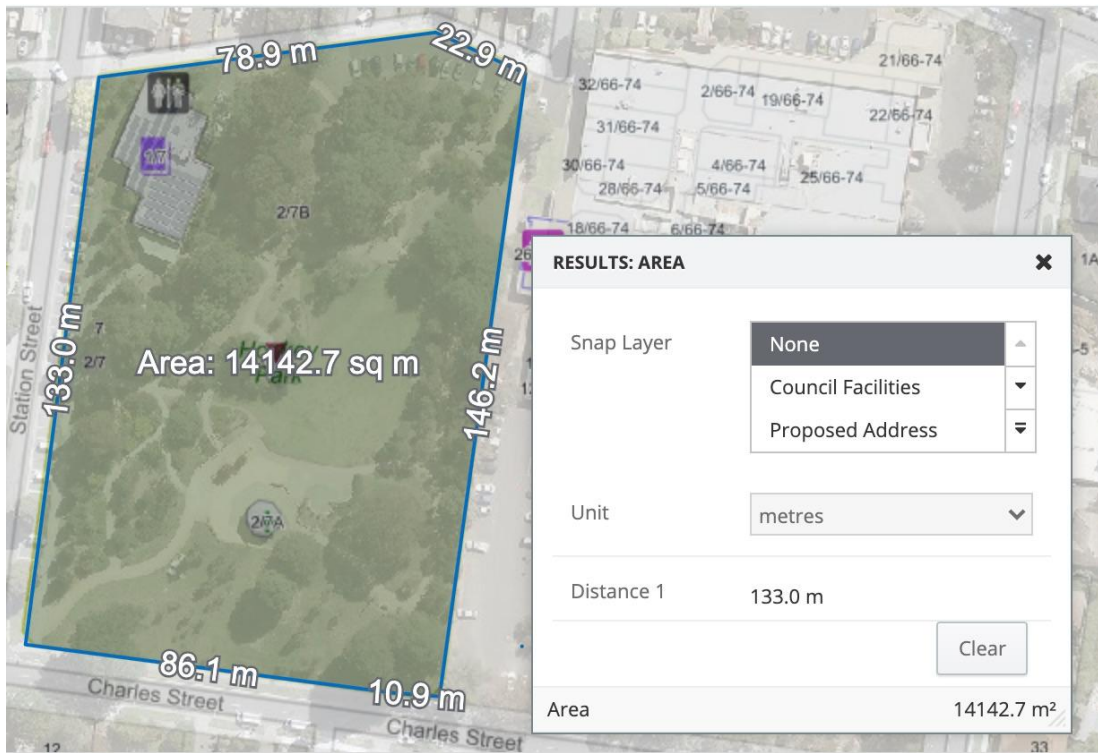
At each of the entry/exit points there will be volunteer marshals assigned to keep track of the number of people entering and exiting.

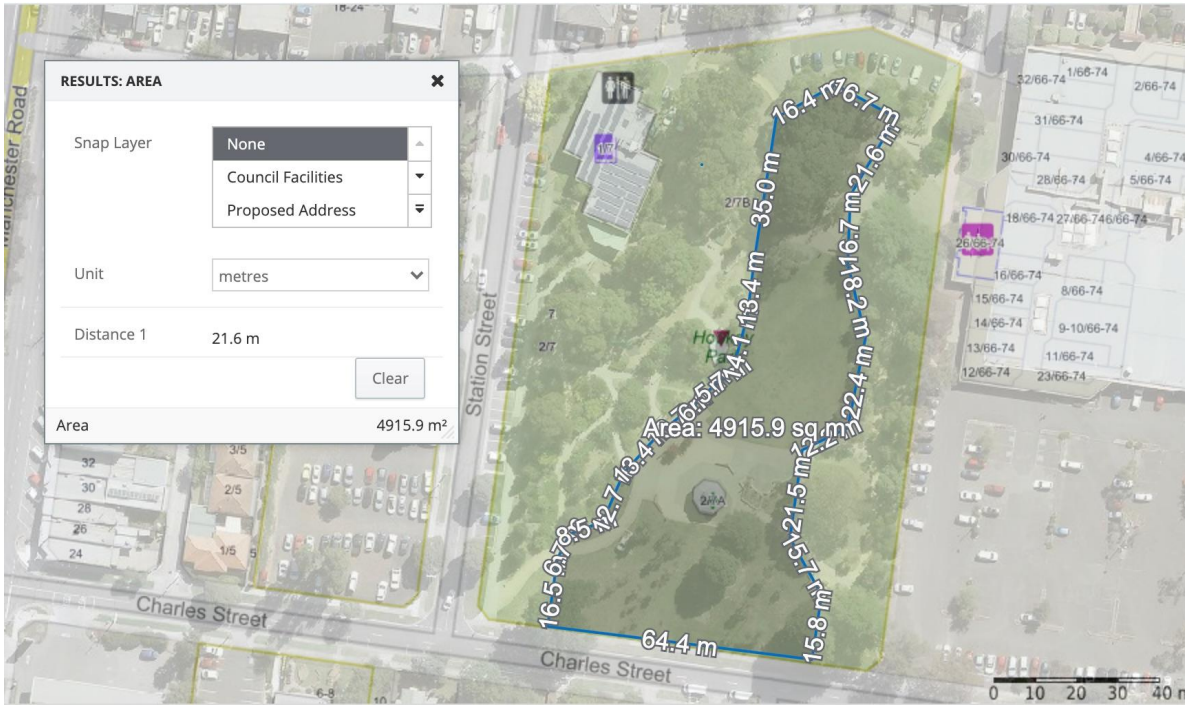
They will ask people to sign in/read code and sanitise their hands.

Signs to be installed at each entry/exit:

- QR code
- Hard copy sign in/out sheets
- Adhere to social distancing
- Be Covid-Safe (wash hands, cough into elbow, don't touch items unless making a purchase)

Section 2: Event Site Maps





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	<ul style="list-style-type: none"> ● Fliers with our website indicating where to read our covidsafe plan, will be handed out prior to the event to local businesses to display on their counters and will be dropped in mailboxes of local suburbia. 	Yolande Pickett & Marketing Team

	<ul style="list-style-type: none"> ● Posters advising the public that our festival is a covidsafe event and directing them to our website which will inform them of our covidsafe plan. These posters will be displayed in the windows of local businesses and organizations such as the library and community centre. ● Inform attendees by social media and fliers, not to attend if feeling unwell prior to the event. ● Inform attendees by social media that covid hygiene will be expected ie hand sanitising or washing hands for 20 secs, wearing a mask if necessary for outdoor functions, sneezing into elbow, no hugging or kissing unless family. ● Encourage attendees to download the Commonwealth Government CovidSafe app prior to attending ● Inform attendees of the entry points and first aid post prior to attending ● Attendees must not attend if they have been in close contact with anyone diagnosed with coronavirus ● Attendees must not attend if they are positive for coronavirus ● Attendees must not attend if they have just returned home from overseas travel in the last 14 days. ● Promote good hygiene in toilets and stalls 	
<p>During</p>	<ul style="list-style-type: none"> ● Signage at entry points will advise attendees not to enter if they are feeling unwell and that event organisers have the right to refuse entry to anyone showing signs of feeling unwell ● Attendees must enter via the entry points as indicated by appropriate signage ● Attendees must read the QR code on their mobile, ask a volunteer marshal to do it for them, or sign in manually on a sign in sheet ● Attendees must sanitise or wash their hands for 20 secs prior to entry ● Attendees must wear a mask if it is according to covid restrictions at the time ● Our website and social media will promote education on how to prevent crowding at entry points and at stalls and entertainment area ● There will be signage outside on side of street indicating entry points and promoting covidsafe hygiene ● There will be signage inside the ground strategically placed to remind attendees, volunteers and workers to maintain social distancing 	<p><u>Entire Committee</u></p> <p>Sign Production: Yolande Pickett</p> <p>Sign Distribution: Site Team</p> <p>Monitoring of event: All Volunteers</p>

	<ul style="list-style-type: none"> ● Signage will be inclusive of all cultures and languages by use of big graphics ● Loud speakers and megaphones will be used to inform attendees of any public health measures implemented at the event 	
After	<ul style="list-style-type: none"> ● Records of attendees name, mobile number and time of entry and departure will be kept in a safe place for 28 days following the event. ● The name, mobile number and time of entry and departure of attendees will be obtained at the entry/exit points by our QR Code/manual signing and supervised by our entry marshals 	<p>Yolande Pickett - electronic</p> <p>Barbara Austin - written</p>

Communicate Expectations to Event Workers and Attendees

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> ● A meeting of all event facilitators will take place a week before the event to ensure everyone is up to date with the latest Victorian Government advice and be advised to listen to updates as they occur leading up to the event. A covid safety officer will be responsible for relaying any information. 	Barbara Austin
During	<ul style="list-style-type: none"> ● Any relevant information that comes to hand during the event will be announced over the loudspeakers by the covid safety officer. ● All volunteers will be reminded of the requirements on the day, at the sign in entry point 	Barbara Austin

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

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> ● Each volunteer and worker will be expected to sign on giving their name, contact details, time of entry and time of leaving as well as type of work and location for most of the day. ● We will keep this information for 28 days following the event. 	Barbara Austin

During	<ul style="list-style-type: none"> • A Covid Safety Officer has been appointed who will stay informed during the day and will keep volunteers up to date with any information that may come to hand. The officer will be responsible for supporting each volunteer in their roles as Covid marshals. 	Bobby Thai/Barbara Austin
After	<ul style="list-style-type: none"> • All records will be kept for 28 days by the committee and a review of the festival will be held a week later. 	Yolande Pickett (digital) and Barbara Austin (hard copies)

Impact on the Local Community

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • Information will go out to the local businesses and community via mail drop and posters informing them of our event which is held every year so they will be expecting it anyway. • Also there will be small popup activities beginning on Wednesday 24 March through to Friday 26 March and after the weekend from Monday 29 March to Wednesday 31 March. 	Committee Members
During	<ul style="list-style-type: none"> • Most of the shops are closed from 2pm on Saturday and very few are open on Sunday. We are hoping that our event will encourage attendees to visit those businesses that are open and we have alerted these same businesses so that they can have their covidsafe plan in action on those days. 	Local businesses

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	<ul style="list-style-type: none"> • Our event this year is alcohol free. • As stated before signage & bunting will be outside the park and strategically placed in the park reminding attendees to physically distance themselves. • Where queuing is expected we will place markers on the ground to encourage self distancing 	All Committee Members
During	<ul style="list-style-type: none"> • There will be reminders from the emcee over the loudspeaker at regular intervals and stalls will be encouraged to remind their customers not to crowd the counter, but to maintain self distancing. • Covid marshals will be circulating the park to remind everyone to self distance. 	Committee Members

Screening for symptoms of workers, contractors and patrons

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • Any worker, volunteer or patron will be advised to stay away from the event if experiencing any coronavirus symptoms, or has been in contact with anyone with Covid-19. • The same applies to any volunteer, worker or patron who has been overseas during the last 14 days. • We will inform them of this by our fliers, website, social media and messaging. • At our 4 entry points there will be marshals with a counter to keep numbers limited to • We have two toilets, one being disabled in one part of the ground and five other toilets in another part of the ground. We will have paid cleaners who will clean them every hour checking them regularly for toilet paper, hand sanitizer, hand wash and towels - also cleanliness 	Barbara Austin

	<ul style="list-style-type: none"> We will have markings on the floor outside the toilets to prevent crowding. 	
During	<ul style="list-style-type: none"> Should anyone appear unwell arrangements will be made to transport them home or to hospital depending on their level of sickness. They will be kept isolated until transport arrives. We will make sure that there will be someone with them when they return home. Anyone who has been in close contact with that person will be checked for signs of temperature or unwellness and advised to get tested. Seating arrangements will be placed to maintain social distancing and volunteers will regularly wipe tables and chairs. 	

Entry Points

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> There will be signage & bunting outside our six entry points asking attendees to keep to the left on entry and keep to the left on exiting. Volunteer entry marshals will be informed of this. 	Volunteer Marshals & Site Team
During	<ul style="list-style-type: none"> Volunteer marshals at entry points will ask attendees to keep to the left and maintain social distancing while coming through entry points. Hand sanitizer provided at all entry points 	Volunteer Marshals

End of event or patron departure for the event

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> Website will state that attendees are to keep to the left when going in or out of the Entry/Exit Points 	Yolande Pickett
During	<ul style="list-style-type: none"> Signage / bunting at entry/exit points to direct people to to keep to the left. Attendees leave the festival in small groups throughout the day, there isn't typically a large end of event leaving. 	Volunteer Marshalls and Site Team

First Aid / In-Event Health Service Plans

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> Advise people not to attend the event if they have any symptoms of Covid-19. Have clearly documented protocols on what to do if a person is found to show symptoms of Covid-19. Eg. Notify Health Authorities. 	Barbara Austin
During	<ul style="list-style-type: none"> If a person is found to have symptoms of Covid-19 they will be escorted away by people who will be wearing appropriate PPE clothing from the event via a route with the least people. Ensure they have transport to go home to isolate, with the least contact as possible. Advise DHHS. 	First Aid Officer
After	<ul style="list-style-type: none"> Ensure all records of suspected cases are provided to authorities and kept safe for 28 days. 	Yolande Pickett - electronically Barbara Austin - manually

Emergency services access

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> Mark emergency services access points on the site map. CFA will be consulted on the emergency access prior to the event. OHS map to be provided to all local emergency services. 	Site Team
During	<ul style="list-style-type: none"> Access is via Charles Street 	Site Team

Evacuation

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> A Chief Safety Officer (CSO) has been appointed and an Evacuation Plan has been produced. 	Barbara Austin

During	<ul style="list-style-type: none"> The CSO will call the executive committee together to action the Evacuation Plan. All volunteers will be informed. An announcement will be made over a loudspeaker with instructions for attendees to leave the event in an orderly manner via the exit/entry points. Committee members with the help of volunteers and emergency services e.g. SES & CFA, police if present will communicate directly with stall holders to safely guide the festival evacuation. (Full details in our Evacuation Plan) 	Barbara Austin, Executive Committee, Emergency services and volunteers
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Weather

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> If high temperatures or heavy rain and strong winds are expected attendees, stallholders, workers and volunteers will be messaged or informed by social media that the event will be. 	Yolande Pickett & Barbara Austin
During	<ul style="list-style-type: none"> Should the weather be unexpectedly warm we would advise attendees to drink plenty of fluids and shelter under the trees, but self distancing. If unexpected heavy rain occurs and doesn't look like stopping, we will stop the festival and ask people to leave in an orderly manner. Stallholders will be directed off the ground by the Chief Safety Officer, emergency services and volunteers as cars will be involved. 	Barbara Austin, Emergency workers and volunteers

Service of Alcohol

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

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"> ● Toilets will be cleaned by council cleaners prior to event ● All facilities will be cleaned prior to event by the council cleaners ● Hand sanitiser will be in place at entry points, stalls and activity and entertainment areas. ● Bins will be in place for disposal of hand towels 	Site Management Team
During	<ul style="list-style-type: none"> ● Inviting entertainers to bring their own mics otherwise all mics and other shared equipment will be sanitised between acts. ● Volunteer Covid Cleaners will be wiping down commonly used surfaces, such as tables and chairs. ● Stallholders must have their own Covid-Safe Plan, ensuring they sanitise surfaces between customers, provide space for social distancing, have sanitiser on counter. ● Toilets will be cleaned every hour by professional cleaners. 	Volunteers/professional cleaners
After	<ul style="list-style-type: none"> ● Committee and volunteers will collect & dispose of rubbish from the park. ● A final clean of toilets, wipe down of chairs and tables and mics/other equipment will be carried out. 	Committee & Volunteers

Hand Sanitiser and Hand Washing Facilities

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> Inform workers/ volunteers where sanitising stations/handwashing facilities will be 	Barbara Austin
During	<ul style="list-style-type: none"> Remind all workers, volunteers and attendees to hand sanitise. 	Barbara Austin

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	<ul style="list-style-type: none"> Inform volunteers/workers to bring their own masks. Inform them of the wearing of gloves when cleaning mics, tables and chairs, handling food scraps and used takeaway containers. 	Barbara Austin
During	<ul style="list-style-type: none"> Gloves/hand sanitizer will be provided in entertainment areas for cleaning of mics and hands. Covid Safety Officer will be circulating to ensure covid safe plan is being implemented. 	Barbara Austin

	<ul style="list-style-type: none"> • Spare face masks will be made available. 	
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Food and catering workers

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • Food stallholders will provide covidsafe plan to event organizer 	Liz Ryan
During	<ul style="list-style-type: none"> • Stall holder coordinator will see that all precautions are being taken. 	Liz Ryan

Cleaning workers

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • Professional cleaners will have covidsafe plan in place • Volunteer cleaners will wear masks and gloves if necessary • Communicate plans with First Aid 	Barbara Austin
During	<ul style="list-style-type: none"> • Maintain communication with First Aid 	Barbara Austin

Security workers

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • N/A 	
During	<ul style="list-style-type: none"> • N/A 	

Volunteers

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • Most people are aware of what is expected of them during this unprecedented time, but all volunteers will be informed of our covid safe plan either prior to or on arrival at the event 	Barbara Austin

During	<ul style="list-style-type: none"> All volunteers will be asked to wear masks if appropriate at the time and gloves if necessary. 	Barbara Austin
After	<ul style="list-style-type: none"> If any one person is not feeling well following our event then they will be advised to stay and get tested. Self isolating until they get a result. 	Barbara Austin

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.

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

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

Car Parks

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> Will advise patrons on social media and signage to practice self distancing in all areas including car parks 	Yolande Pickett
During	<ul style="list-style-type: none"> Car Park is visual from the entry points. Entry marshals will be asked to inform Covid Safety Officer if there are signs of groups gathering. Covid Safety Officer will ask the groups to disperse or self distance 	Volunteer Marshals, Barbara Austin

Ventilation - Indoor Spaces

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

Food and Beverage Preparation and Service Areas

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> Food stallholders will be asked to provide their covidsafe plan 	Liz Ryan

During	<ul style="list-style-type: none"> • Checks will be made to ensure their plan is being implemented 	Liz Ryan
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Other Queuing Areas

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • Activities where queues are likely to occur will be informed to maintain social distancing with signage. • If necessary bunting or marking will be present 	Site Team
During	<ul style="list-style-type: none"> • Volunteers to see that social distancing is enforced 	All volunteers & committee members

Attendee Seating and Viewing Areas

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • There will be a small entertainment area which has fixed seating. Signage and fliers will inform patrons to practice self distancing. 	Site Team
During	<ul style="list-style-type: none"> • Frequent announcements from the stage will remind patrons to self distance. • Hand sanitizing will be encouraged and tables and chairs will be wiped. 	Sandy McElroy, Volunteer Cleaners

Fields of Play and Competition Areas

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • Signage, social media and flyers will inform participants to practice self distancing where possible 	Active Living Hub Team
During	<ul style="list-style-type: none"> • Activities will not include body contact sport or competitions. • Social distancing will be practiced while waiting to participate. • Any equipment will be wiped after each use. 	Active Living Hub Team & Volunteer Cleaners

Stages

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> Entertainers will be invited to bring their own microphones where possible. There will be no large bands. 	Entertainment Team
During	<ul style="list-style-type: none"> Mics and chairs on stage will be wiped after every use by volunteer covid cleaners 	Entertainment Team

Market Stalls and Fetes

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> Stallholders will be asked to use electronic payment where possible. They will be asked to hand sanitise after handling money/credit cards They will be asked to wear masks if necessary One way flow at popular stalls will be implemented. 	Liz Ryan/Site Team
During	<ul style="list-style-type: none"> Stallholders will put into use their covidsafe plan. They will hand sanitise after handling money/ credit cards. They will wear masks if appropriate at the time. Benches, tables and/or chairs/equipment will be wiped after each use 	Liz Ryan/Site Team

Non-Allocated Seating or Picnic Rug

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> There is seating at the park which will be wiped prior to event Attendees will be discouraged from bringing rugs 	Site Team
During	<ul style="list-style-type: none"> Volunteers will ask attendees with rugs not to shake them but to fold them up with the least amount of disturbance. 	Site Team

Other Operational Space Considerations

Timing	Plans / actions	Responsible
Before	–	
During	–	

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 - **Please request this if required.**
- 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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