



COVIDSAFE PUBLIC EVENTS

EVENT PLAN FOR TIER 1 and TIER 2 EVENTS

– TOOLLEEN RECREATION RESERVE: Mount Pleasant Football Netball Club

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	Mount Pleasant Football Netball Club
Trading company / business name	Mount Pleasant Football Club Inc.
Business address	Toolleen Recreation Reserve, Toolleen Cornella Road, Toolleen VIC
ABN	32 143 577 604
Event organiser name and title	Philip Whiting, Co-President
Event organiser phone number	0417 579 599
Event organiser email	mountpleasantfootballnetball@gmail.com
COVIDSafe coordinator name and contacts (if any)	Philip Whiting
Liquor license type, number and capacity	Renewable Limited Licence No. 36107088

Event Details

Please provide the relevant event details below:

Event name	Home Games
Event location	Toolleen Recreation Reserve, Toolleen Cornella Road, Toolleen VIC
Date (s) of event	24-Apr-21, 8-May-21, 22-May-21, 5-Jun-21, 19-Jun-21, 3-Jul-21, 17-Jul-21 & 21-Jul-21
Key decision date	2-Apr-21
Duration of the event	8:30am to 6:30pm on Event Dates

Event description	Football & Netball matches with spectators free standing & roaming.	
Timing of key event activities	Gates Open – 8:30am Football Under 18's – 10:30am Reserves - 12:15pm Seniors – 2:15pm	Netball Under 15 – 9:50am Under 17 – 9:50am B Reserve – 11:00am B Grade – 12:30pm A Reserve – 12:30pm A Grade – 2:00pm
Serving of alcohol	Yes	
Event website	https://websites.sportstg.com/club_info.cgi?c=0-6168-80612-585193-0&a=TEAMS&	
Experience arranging a COVIDSafe event	First season under COVID arrangements	

Attendance and tiers

Please provide details of the event attendees and event tier:

Total expected attendees	Range 600 to 1,500
Expected peak attendees	1,500 at approx. 2:00pm
Attendee demographic	families, retirees & young couples
Attendance number from previous years if the event has been held previously	Range 600 to 1,200
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	Toolleen Recreation Reserve
Venue contact	Philip Whiting, Co-President, 0417 579 599, mountpleasantfootballnetball@gmail.com
Venue site map	See below Section 2
Venue site size (in square meters)	40,000 sqm
Venue publicly accessible floor (in square metres)	40,000 sqm
Maximum venue capacity:	10,000
Break down of room / area (in square meters) and capacity:	Home rooms – 50 sqm, Away rooms – 50 sqm Hall – 250 sqm Canteen – 20 sqm Netball Rooms – 80 sqm Time Keepers/Scoreboard Box – 30 sqm
Requested maximum number of attendees at the venue	5,000
Venue workersnumber (excluding vendors, sub-contractors, volunteers)	Not Applicable
Venue vendors, sub-contractors, volunteers number	40 volunteers
Event / venue workerskey roles and responsibilities	Canteen, Bar, Trainers, Team Managers, Scoreboard attendants, time keepers, players.
Number of entry / exit points	Single double lane gate entry/exit
Venue access management arrangements	Entry & exit via enclosed motor vehicles

Section 2: Event Site Map



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	All staff will be provided with a COVID Action Plan and will be required to complete the online COVID course. Submit COVID Safe Event Plan for approval to Victorian Government	<Role / title of the person responsible for undertaking / ensuring the plan / action e.g. Risk

	<p>INSERT INFORMATION ON HOW MANY ENTRY POINTS TO THE FACILITY</p> <p>INSERT INFORMATION ON ZONES (if applicable)</p> <p>Venue clearly signed with COVID Safe reminders – basic hygiene and social distancing</p> <p>The Victorian Government’s QR Code System will be used with unique QR Codes assigned to each zone and patrons will be encouraged to check into their zone. OR INSERT INFORMATION ON THE QR SYSTEM BEING USED</p> <p>This will continue to support the requirement for contact tracing and is data that will be directly ingested by the government.</p> <p><Attach your completed guided documents here or a bulleted list of key plans / actions (to be) undertaken before the event - to mitigate introduction and spread of coronavirus (CORONAVIRUS (COVID-19)) ></p>	Controller, COVID Marshal etc.>
During	<p>Venue clearly signed with COVID Safe reminders – basic hygiene and social distancing</p> <p>COVID Marshalls assigned to each zone to ensure social distancing protocols are being adhered to, including people staying within their assigned zones</p> <p>or</p> <p>COVID Marshalls will be at the venue to ensure social distancing is being adhered to</p> <p><Attach your completed guidance documents here; or a bulleted list of key plans and actions to mitigate introduction and spread of coronavirus (CORONAVIRUS (COVID-19)) during the event></p>	
After	<p>COVID Marshalls and signage to direct people to exit through the same gate that they entered through</p> <p><Attach your completed guidance documents here; or a bulleted list of key plans and actions to mitigate introduction and spread of coronavirus (CORONAVIRUS (COVID-19)) after the event></p>	

Communicate Expectations to Event Workers and Attendees

Timing	Plans / actions	Responsible
Before	<p>Ongoing communication regarding AFL Victoria's COVIDSafe Protocols have taken place between the league and club</p> <p>Social media will be used in the days leading up to the event to promote safe hygiene practices, social distancing requirements and density limits</p> <p>AFL Victoria and community football leagues will continue to communicate the most up to date advice from the Victorian Government</p>	
During	<p>Signage will be displayed prominently around the venue.</p> <p>Roaming staff who will be well informed on all information relating to event especially COVID-safe practices.</p>	

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

Timing	Plans / actions	Responsible
Before	<p>Everyone entering the venue will be required to sign in using a QR code system (INSERT INFORMATION ON THE SYSTEM BEING USED AT VENUE)</p> <p>The personal details (name, email, mobile) of all venue and contractor staff will be collected prior to event day, and a record detailing their arrival time to, and departure time from the venue, will also be captured.</p> <p>The following contacts will be the primary and secondary contacts for the venue and contractor staff, if required:</p> <p>INSERT PRIMARY AND SECONDARY CONTACTS</p>	
During	<p>Everyone entering the venue will be required to sign in using a QR code system (INSERT INFORMATION ON THE SYSTEM BEING USED AT VENUE)</p>	

After		
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Impact on the Local Community

Timing	Plans / actions	Responsible
Before	Minimal impact other than some increased traffic prior to and immediately after the event.	
During		

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	The government guidelines relating to the square meterage rule has been worked through and thus the COVID-safe capacity will allow for enough space for appropriate social distancing. Signage will be displayed at the entry and throughout the of the venue to remind patrons to socially distance <eg. signs before arrival to remind patrons to to ensure physical distancing>	
During	Signage will be displayed at the entry and throughout the of the venue to remind patrons to socially distance	

	<p>COVID Marshalls will be at the venue to ensure social distancing protocols are being adhered to Their job will be to perform duties similar to the following:</p> <ul style="list-style-type: none"> - Ensure patrons remain in dedicated zone - Ensure patrons are practicing social distancing - Ensure patrons follow COVID-Safe practice - Direct patrons to check into VIC Gov QR Code 	
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Screening for symptoms of workers, contractors and patrons

Timing	Plans / actions	Responsible
Before	<eg. Through pre-event communications, asking all attendees to report any symptoms of sore throat, cough, fever, recent international travel or contact with another persons with COVID-19>	
During		

Entry Points

Timing	Plans / actions	Responsible
Before	<p>There will be clearly marked gates and directions to other gates on the other side of the venue to assist patrons in locating where they need to go. Staff, and COVID-Safe marshalls will also be around to support with direction and ingress at entry.</p> <p><eg. ground markings at entry points to remind patrons to to ensure physical distancing></p>	
During		

End of event or patron departure for the event

Timing	Plans / actions	Responsible
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Before	COVID Marshalls and signage to direct people to exit through the same gate that they entered through <eg. brief patrons at time of booking on your egress or departure plan for when patrons are leaving the venue or event>	
During	COVID Marshalls and signage to direct people to exit through the same gate that they entered through	

First Aid / In-Event Health Service Plans

Timing	Plans / actions	Responsible
Before	St.John's Ambulance on-site for duration of event	
During		
After		

Emergency services access

Timing	Plans / actions	Responsible
Before	Emergency Services Access is provided near XXXXX	
During		

Evacuation

Timing	Plans / actions	Responsible
Before	INSERT EVACUATION PLAN	
During		

Weather

Timing	Plans / actions	Responsible
Before	Weather constraints are determined by the governing league, and the game will be called off if required, by the governing body	
During	Weather constraints are determined by the governing league, and the game will be called off if required, by the governing body	

Service of Alcohol

Timing	Plans / actions	Responsible
Before	The wet areas will be signed and manned by RSA Officers.	
During	The wet areas will be signed and manned by RSA Officers. All bars will have barriers keeping patrons 1.5m from staff, and there will be social distancing markings on the ground for those in queues	

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	INSERT INFORMATION ON CLEANING BEFORE	
During	Event staff will regularly monitor amenities and sanitising stations to ensure all high-touchpoints are regularly cleaned, all facilities are adequately stocked with supplies	
After	INSERT INFORMATION ON CLEANING AFTER	

Hand Sanitiser and Hand Washing Facilities

Timing	Plans / actions	Responsible
Before	Positioned strategically around the venue	
During	Positioned strategically around the venue	

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	All staff will be required to complete the online COVID course, and will be supplied with protective masks.	
During	Regular check-ins with staff will be conducted by the Events Team and organisers.	

Food and catering workers

Timing	Plans / actions	Responsible
Before	All staff will be required to complete the online COVID course, and will be supplied with protective masks. Signage will be displayed encouraging people to maintain 1.5m social distance in queues. Prior to the event, all venue working personnel will receive communications outlining details relating to the COVID Safe Plan and the COVID Safe Practices that will be required of them as part of their event day roles.	

During	Regular check-ins with staff will be conducted by the Events Team and organisers	
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Cleaning workers

Timing	Plans / actions	Responsible
Before	All staff will be required to complete the online COVID course, and will be supplied with protective masks. Prior to the event, all venue working personnel will receive communications outlining details relating to the COVID Safe Plan and the COVID Safe Practices that will be required of them as part of their event day roles.	
During		

Security workers

Timing	Plans / actions	Responsible
Before	All staff will be required to complete the online COVID course, and will be supplied with protective masks. Prior to the event, all venue working personnel will receive communications outlining details relating to the COVID Safe Plan and the COVID Safe Practices that will be required of them as part of their event day roles.	
During		

Volunteers

Timing	Plans / actions	Responsible
Before	All staff will be required to complete the online COVID course, and will be supplied with protective masks. Prior to the event, all venue working personnel will receive communications outlining details relating to the COVID Safe Plan and the COVID Safe Practices that will be required of them as part of their event day roles.	

During		
After		

Deliveries

Timing	Plans / actions	Responsible
Before	All deliveries will occur on the days prior to Event Day	
During		

Other workers(if any)

Timing	Plans / actions	Responsible
Before	All staff will be required to complete the online COVID course, and will be supplied with protective masks. Prior to the event, all venue working personnel will receive communications outlining details relating to the COVID Safe Plan and the COVID Safe Practices that will be required of them as part of their event day roles.	
During		

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	INSERT INFORMATION HERE	
After		

Car Parks

Timing	Plans / actions	Responsible
Before	INSERT SITE SPECIFIC INFORMATION HERE	
During		

Ventilation - Indoor Spaces

Timing	Plans / actions	Responsible
Before	Adequate ventilation throughout the facility is assured INSERT ADDITIONAL INFORMATION IF REQUIRED	
During		

Food and Beverage Preparation and Service Areas

Timing	Plans / actions	Responsible
Before	Signage will be displayed to ensure patrons socially distance There will be social distancing markings on the ground for those in queues	

During	Part of the COVID Marshalls' role is to ensure social distancing is being maintain when people are queuing for food and beverages	
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Other Queuing Areas

Timing	Plans / actions	Responsible
Before	Signage will be displayed to ensure patrons socially distance There will be social distancing markings on the ground for those in queues	
During	Part of the COVID Marshalls' role is to ensure social distancing is being maintain when people are queuing for food and beverages	

Attendee Seating and Viewing Areas

Timing	Plans / actions	Responsible
Before	INSERT INFORMATIO ON SEATIN ARRANGEMENTS FOR EXAMPLE WILL THE FACILITY HAVE DIFFERENT ZONES	
During	COVID Marshalls assigned to each zone to ensure social distancing protocols are being adhered to, including people staying within their assigned zones	

Fields of Play and Competition Areas

Timing	Plans / actions	Responsible
Before	Strictly participants, coaches, umpires only, as per AFL Rules There is fencing that goes around the entire field of play. Security will be stationed around the ground as a deterrent against anyone attempting to enter the field	

	of play. Regular PA announcements will be made through the day reminding people they can not access the field	
During	Regular PA announcements will be made through the day reminding people they can not access the field	

Non-Allocated Seating or Picnic Rug

Timing	Plans / actions	Responsible
Before	INSERT INFORMATION ON SEATING ARRANGEMENTS FOR EXAMPLE WILL THE FACILITY HAVE DIFFERENT ZONES	
During	COVID Marshalls assigned to each zone to ensure social distancing protocols are being adhered to, including people staying within their assigned zones	

Other Operational Space Considerations

Timing	Plans / actions	Responsible
Before	INSERT ADDITIONAL INFORMATION FOR EXAMPLE WILL FOOD TRUCK OR TEMPORARY AMENITIES BE BOUGHT IN	
During	INSERT ADDITIONAL INFORMATION FOR EXAMPLE WILL FOOD TRUCK OR TEMPORARY AMENITIES BE BOUGHT IN	

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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