

# 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:

<b>Registered company / business name</b>	Australian Football Skool PTY LTD
<b>Trading company / business name</b>	Australian Football Skool
<b>Business address</b>	33 The Promenade Narre Warren South 3805
<b>ABN</b>	59 125 743 615
<b>Event organiser name and title</b>	Rolando Navas
<b>Event organiser phone number</b>	0432 500 935
<b>Event organiser email</b>	<a href="mailto:rolando.navas@footballscool.com.au">rolando.navas@footballscool.com.au</a>
<b>COVIDSafe coordinator name and contacts (if any)</b>	David Watts 0431 062 972 <a href="mailto:david.watts@footballscool.com.au">david.watts@footballscool.com.au</a>
<b>Liquor license type, number and capacity</b>	Not Applicable

## Event Details

Please provide the relevant event details below:

<b>Event name</b>	Casey Cup
<b>Event location</b>	Casey Fields, 160 Berwick-Cranbourne Rd, Cranbourne East VIC
<b>Date (s) of event</b>	Friday 9 <sup>th</sup> April to Sunday 11 <sup>th</sup> April
<b>Duration of the event</b>	8.00am – 9.00pm Friday 8.00am – 9.00pm Saturday 8.00am – 6pm Sunday
<b>Event description</b>	Pre-Season Soccer Tournament consisting mainly of junior boys and girls teams from around Victoria plus a small number of All Abilities and Adult teams.
<b>Timing of key event activities</b>	Matches to take place between the below times with Sunday being primarily finals matches. 8.00am – 9.00pm Friday 8.00am – 9.00pm Saturday 8.00am – 6pm Sunday
<b>Serving of alcohol</b>	No
<b>Event website</b>	<a href="http://www.caseycup.com.au">www.caseycup.com.au</a>
<b>Experience arranging a COVIDSafe event</b>	This will be the first event the Australian Football Skool has operated under COVID protocols however our COVID Officer and Event Manager David Watts has been operating a number of events during 2020 and 2021. As the Venue Manager for the Inflatable Fun Park, David had input into the design of the plan as well as overall responsibility for its execution. David has also been required to execute COVID Safe plans in customer service roles for some major events including Australian Ninja Warrior Television Production, Australian Open, NBL Cup as well as Touch Football Competitions at Harlequins Rugby Club, Princes Park Touch and Albert Park Touch.

## Attendance and tiers

Please provide details of the event attendees and event tier:

<b>Total expected attendees</b>	5,000
<b>Expected peak attendees</b>	3,000 players. Teams will be fixtured to play their matches in either the morning or afternoon with a hour break in between to allow attendees to leave the site following the completion of their matches.
<b>Attendee demographic</b>	As a primarily junior soccer tournament, this event will attract a wide cross-section of the community includes families and children.
<b>Attendance number from previous years if the event has been held previously</b>	The 2020 Casey Cup was cancelled due to COVID-19 which was the first time the event was planned to be held
<b>Event Tier (Tier 1 or Tier 2)</b>	Tier 2

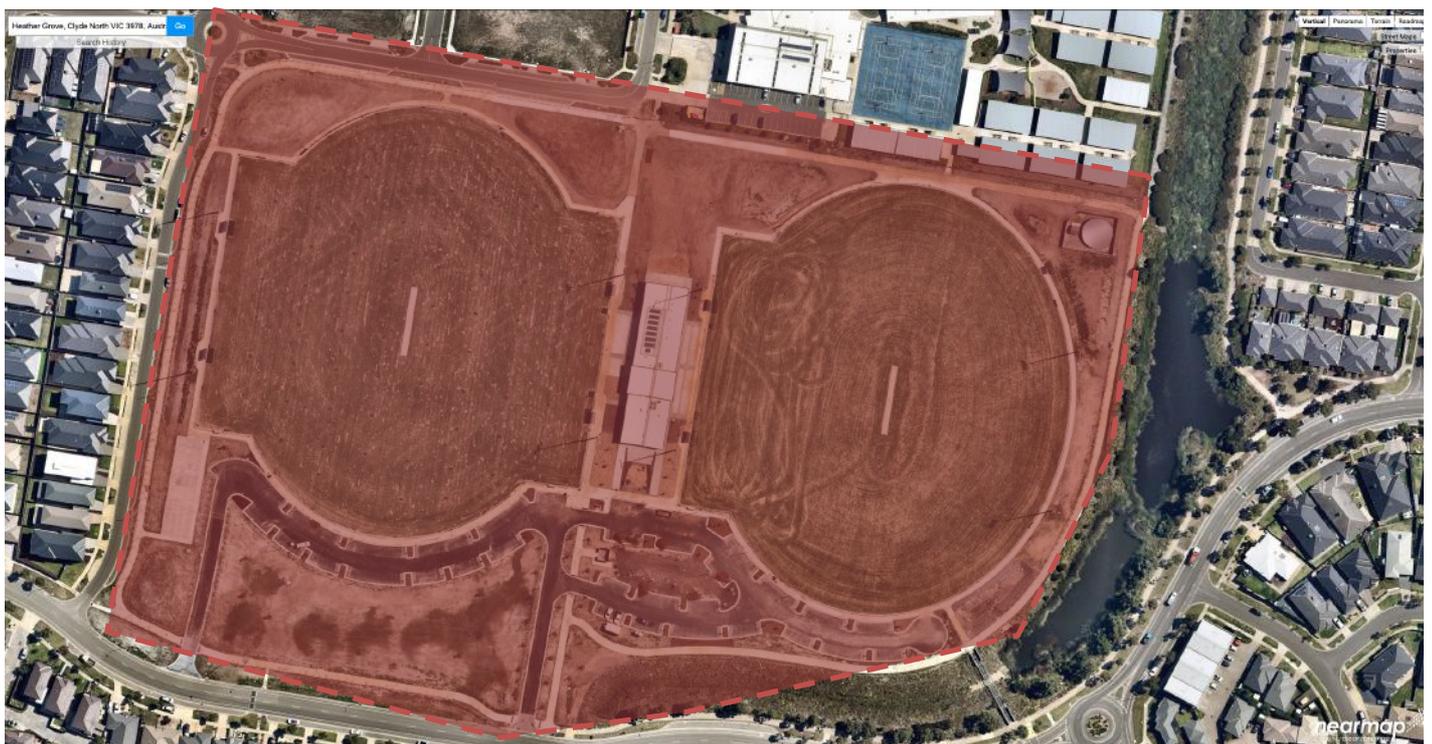
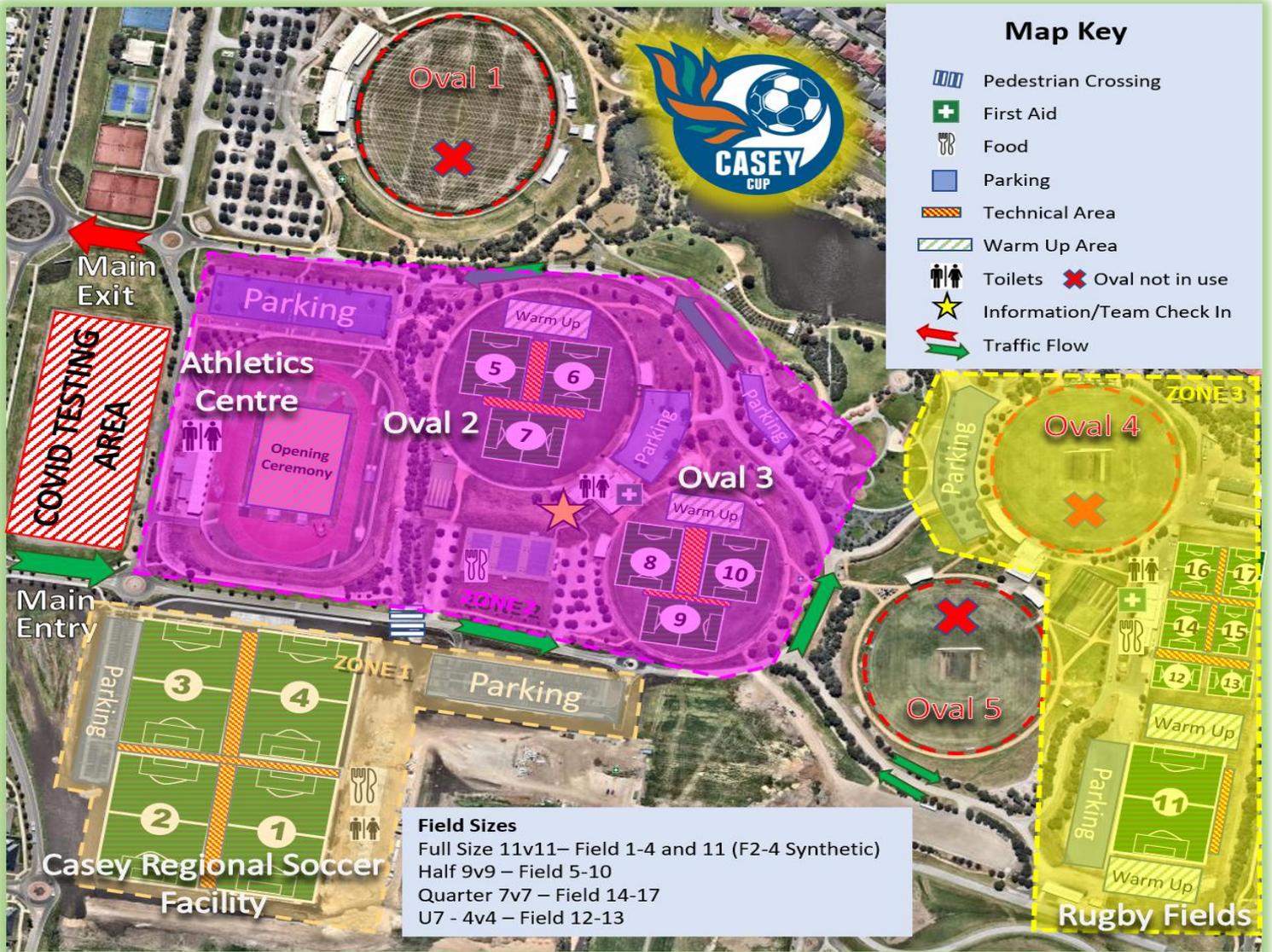
## Venue Details

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

<b>Venue name</b>	Casey Fields Sporting Complex
<b>Venue contact</b>	Wright Paterson, Casey Fields Sports and Partnerships Coordinator 0447 518 424 <a href="mailto:wpaterson@casey.vic.gov.au">wpaterson@casey.vic.gov.au</a>
<b>Venue site map</b>	See below
<b>Venue site size (in square meters)</b>	Approx 500,000m <sup>2</sup>
<b>Venue publicly accessible floor (in square metres)</b>	Approx 500,000m <sup>2</sup>
<b>Maximum venue capacity:</b>	5,000 to comply with Tier 2 Event status
<b>Break down of room / area (in square meters) and capacity:</b>	Zone 1 – Athletics Centre, Oval 2, Oval 3 and Netball Courts. Size: 129 000m <sup>2</sup> Capacity: 2000

	<p>Zone 2 – Casey Regional Soccer Facility Size: 48 000m<sup>2</sup> Capacity: 1000</p> <p>Zone 3 – Rugby Fields (plus Oval 4/5 should it become available) Size: 110 000m<sup>2</sup> (inc Oval 4/5) or 34 500m<sup>2</sup> Capacity: 1500</p> <p>Zone 4 – Selandra Reserve (if required) Size: 79 000m<sup>2</sup> Capacity: 500</p>
<b>Requested maximum number of attendees at the venue</b>	5000
<b>Venue workers number (excluding vendors, sub-contractors, volunteers)</b>	Approx 30 including tournament management team and ground staff
<b>Venue vendors, sub-contractors, volunteers number</b>	Approx 80 including food and activity vendors, sponsors, referees, first aid and parking staff.
<b>Event / venue workers key roles and responsibilities</b>	<p>Manage social distancing rules and minimising contact between teams not scheduled to play each other.</p> <p>Providing directional support and customer service to attendees to find and stay within their allocated zone</p> <p>Liasing with cleaning staff and vendors to ensure all COVID requirements are being followed</p>
<b>Number of entry / exit points</b>	<p>2 vehicle entry/exit points to Casey Fields – Zone 1 via the Northern Entry (above Athletics Centre) – Zone 2 and 3 via the Southern Entry (below Athletics Centre).</p> <p>2 vehicle entry/exits for Selandra Reserve</p> <p>No designated pedestrian entry and exit points from carparks. Participants will be able to walk freely from the carpark to the fields.</p>
<b>Venue access management arrangements</b>	<ul style="list-style-type: none"> <li>- Each team will be allocated a zone where all of their games will be played, notified prior to the event. Each zone will contain toilets, food, drinks, parking and first aid facilities.</li> <li>- Attendees will primarily arrive via vehicle and be directed to their allocated zone parking, located adjacent to the playing fields of that zone.</li> <li>- Teams will be allocated to either a morning or afternoon session. Teams will be required to arrive no earlier than 45 minutes before their first match and must vacate no later than 30 minutes following their final match of the day.</li> </ul>

## 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	Australian Football Skool and City of Casey will have regular meetings with representatives from both organisations responsible for the planning and delivery of the event.	Rolando Navas

	<p>Both parties will use operational delivery plans that incorporate the COVIDSafe planning based on the latest public health advice.</p> <p>Planning for the event will include clear and consistent messaging to prospective attendees, staff and participants as well as contingency planning in the case of any outbreak or incident.</p>	
<b>During</b>	<p>During the event, David Watts (Australian Football Skool Event Manager) will lead all operations and decision making with the provision of advice from the various operating areas of the event, including ground staff, referees, traffic/parking and food and beverage.</p>	David Watts
<b>After</b>	<p>Australian Football Skool and City of Casey will review all planning and delivery of the event as a requirement of an agreement between the two parties.</p>	<p>Australian Football Skool</p> <p>City of Casey</p>

### Communicate Expectations to Event Workers and Attendees

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	<p>All event staff will be briefed on their roles and responsibilities for the event prior to the event taking place by AFS Management teams, taking into account the latest public health advice.</p> <p>AFS will communicate to all registered attendees via email as well as through their social and digital channels in the lead up to the event to ensure all understand their personal requirements to protect the health and safety of the public.</p> <p>All team managers are required to register every member of their team (playing and team officials) via the Cup Manager registration system</p>	AFS
<b>During</b>	<p>Signage and event staff will be used as the primary communication means for attendees at the event. AFS and Council will have signs placed at all entry/exit points, food and beverage stands, toilet blocks and any other high-traffic areas to ensure the latest public health advice is provided. This will include social distancing, mask wearing and personal hygiene messages as well as the need to report behaviour not adhering to these requirements.</p> <p>Messeges can also be sent via the official Casey Cup Event App that participants can download.</p>	<p>AFS</p> <p>City of Casey</p>

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

Timing	Plans / actions	Responsible
<b>Before</b>	AFS will have the contact details of all staff, contractors and vendors collected before the event.  All team players and officials are required to be registered online prior to the event. All players can only have one parent/guardian in attendance which thwir contact details are collected during the registration process.	AFS
<b>During</b>	Physical check-in will be used for staff and contractors on the day of the event.  No additional check in required for attendees as data already collected.	AFS
<b>After</b>	Data will be made available to DHHS upon request.	AFS

## Impact on the Local Community

Timing	Plans / actions	Responsible
<b>Before</b>	City of Casey will be primarily responsible for the communication of details of this event to the local community.	City of Casey
<b>During</b>	Council will have primary responsibility for any direct communication with the local community during the event.	City of Casey

## 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
<b>Before</b>	AFS and Council will ensure all communications to attendees provides the latest information regarding physical distancing, via email, social and digital channels.	AFS Cityof Casey
<b>During</b>	Signage will be used as the primary communication means for attendees at this event placed at all entry/exit points, food and beverage stands, toilet blocks and any other high-traffic areas to ensure the latest public health advice is provided. This will include social distancing, mask wearing and personal hygiene messages as well as the need to report behaviour not adhering to these requirements.	AFS City of Casey

## Screening for symptoms of workers, contractors and patrons

Timing	Plans / actions	Responsible
<b>Before</b>	AFS and Council will provide all attendees with information regarding symptoms and ask all to report any symptoms of sore throat, cough, fever, recent international travel or contact with another persons with COVID-19 immediately. In addition, they will be asked not to attend the event.	AFS City of Casey
<b>During</b>	Signage will be used as the primary communication means for workers, contractors and attendees at this event. These will be located through the venue in each zone.  If any person on site present with COVID symptoms they will be held in a safe location away from other attendees while First Aid is requested to attend the location. The First Aid contractor will handle the case according to their protocols.	AFS City of Casey

## Entry Points

Timing	Plans / actions	Responsible
<b>Before</b>	All teams will be allocated a zone and either the morning or afternoon session each day which will be communicated to all attendees prior to the event.	AFS City of Casey

<b>During</b>	<p>Attendees will be directed to drive and park in their allocated zone by signage and parking attendants.</p> <p>Signage will be placed around each zone.</p> <p>AFS and Council will have in place markers and signage at all entry/exit points to remind people of their requirements to remain at least 1.5m away from others and their requirements once in the venue.</p>	<p>AFS</p> <p>City of Casey</p>

### End of event or patron departure for the event

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	Attendees will be advised prior to the event that they are required to enter the venue no earlier than 45 minutes prior to their first match and leave no later than 30 minutes after their last match. Parking attendants will help to direct traffic.	<p>AFS</p> <p>City of Casey</p>
<b>During</b>	<p>Signage and parking attendants will be used as the primary communication means for attendees.</p> <p>Traffic controllers will ensure attendees exit in appropriate manner.</p>	<p>AFS</p> <p>City of Casey</p> <p>Traffic controllers</p>

### First Aid / In-Event Health Service Plans

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	AFS will engage a First Aid contractor that will provide medical services to all event attendees.	AFS
<b>During</b>	First Aid will be located in each zone to service attendees for injuries or illness. They will also monitor any attendees who may be showing signs of COVID-19 and isolate if required.	<p>AFS</p> <p>First Aid Contractor</p>
<b>After</b>	<p>First Aid provider will remain on site until the end of the last matches each day.</p> <p>AFS will notify DHHS if any attendees show signs of COVID-19 and will be sent for testing in the days following the game.</p>	<p>AFS</p> <p>First Aid Contractor</p>

## Emergency services access

Timing	Plans / actions	Responsible
<b>Before</b>	City of Casey to provide keys to AFS to allow Emergency Services vehicle access to all playing surfaces.	City of Casey
<b>During</b>	Emergency Services will have a vehicle access to all playing areas and medical areas.  Event Staff/ Parking attendants will manage the entry and exit point when required.	City of Casey Traffic Provider AFS

## Evacuation

Timing	Plans / actions	Responsible
<b>Before</b>	All evacuation points will be clearly signed and announcements will be made when required.	City of Casey
<b>During</b>	Announcements will be made to attendees advising them of evacuation points and areas.  Event Staff and Traffic Management will direct attendees to safe exit points.	AFS Traffic Provider

## Weather

Timing	Plans / actions	Responsible
<b>Before</b>	AFS and City of Casey will work closely to monitor weather.	AFS City of Casey
<b>During</b>	AFS and City of Casey will work closely with appointed match officials to monitor weather and make a call on the event if it becomes unsafe.	AFS City of Casey

## Service of Alcohol

Timing	Plans / actions	Responsible
<b>Before</b>	No alcohol to be sold	AFS
<b>During</b>	No alcohol to be sold	AFS

## 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
<b>Before</b>	City of Casey will organise for venue to be given a deep clean prior to event day	City of Casey
<b>During</b>	Venue will be monitored and cleaned by dedicated cleaning contractors including high touch point areas in patrons and player areas.	Cleaning Contractor
<b>After</b>	City of Casey will organise for venue to be given a deep clean post event.	City of Casey

### Hand Sanitiser and Hand Washing Facilities

Timing	Plans / actions	Responsible
<b>Before</b>	All staff and contractors planning for the event will be required to adhere to the personal hygiene requirements. Hand sanitising stations will be provided for all those involved with the planning of the event.	AFS City of Casey
<b>During</b>	All attendees will be reminded of the need to adhere to personal hygiene requirements via event communications. Hand sanitising stations and washing facilities will be provided for all attendees.	AFS City of Casey

## 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
<b>Before</b>	<p>AFS and Council will communicate with all event staff, workers and contractors prior to the event or works in preparation for the event about their COVID requirements.</p> <p>Any PPE required will be provided prior to them working on site along with any online training specific to the event via Council and/or AFS.</p> <p>Staff will be advised to not attend their shift and get a COVID-19 test if they are feeling unwell and showing symptoms.</p>	<p>AFS</p> <p>City of Casey</p>
<b>During</b>	<p>All staff involved in the event will have access to the appropriate personal protective equipment for their dedicated role.</p> <p>Staff will be encouraged to report to First Aid if they are feeling unwell and showing symptoms.</p> <p>If any staff present with COVID symptoms they will be directed to the isolation room to be monitored by First Aid and then directed home to seek medical attention.</p>	<p>AFS</p> <p>City of Casey</p> <p>First Aid Contractor</p>

## Food and catering workers

Timing	Plans / actions	Responsible
<b>Before</b>	<p>AFS and Council will communicate with all event staff, workers and contractors prior to the event or works in preparation for the event about their COVID requirements.</p> <p>Any PPE required will be provided prior to them working on site along with any online training specific to the event via Council and/or AFS.</p> <p>Staff will be advised to not attend their shift and get a COVID-19 test if they are feeling unwell and showing symptoms.</p>	<p>AFS</p> <p>City of Casey</p>
<b>During</b>	<p>All staff involved in the event will have access to the appropriate personal protective equipment for their dedicated role.</p> <p>Staff will be encouraged to report to First Aid if they are feeling unwell and showing symptoms.</p> <p>If any staff present with COVID symptoms they will be directed to the isolation room to be monitored by First Aid and then directed home to seek medical attention.</p>	<p>AFS</p> <p>City of Casey</p> <p>First Aid Contractor</p>

## Cleaning workers

Timing	Plans / actions	Responsible
<b>Before</b>	<p>AFS and Council will communicate with all event staff, workers and contractors prior to the event or works in preparation for the event about their COVID requirements.</p> <p>Any PPE required will be provided prior to them working on site along with any online training specific to the event via Council and/or AFS.</p> <p>Staff will be advised to not attend their shift and get a COVID-19 test if they are feeling unwell and showing symptoms.</p>	<p>AFS</p> <p>City of Casey</p>
<b>During</b>	<p>All staff involved in the event will have access to the appropriate personal protective equipment for their dedicated role.</p> <p>Staff will be encouraged to report to First Aid if they are feeling unwell and showing symptoms.</p> <p>If any staff present with COVID symptoms they will be directed to the isolation room to be monitored by First Aid and then directed home to seek medical attention.</p>	<p>AFS</p> <p>City of Casey</p> <p>First Aid Contractor</p>

## Security workers

Timing	Plans / actions	Responsible
<b>Before</b>	<p>AFS and Council will communicate with all event staff, workers and contractors prior to the event or works in preparation for the event about their COVID requirements.</p> <p>Any PPE required will be provided prior to them working on site along with any online training specific to the event via Council and/or AFS.</p> <p>Staff will be advised to not attend their shift and get a COVID-19 test if they are feeling unwell and showing symptoms.</p>	<p>AFS</p> <p>City of Casey</p>
<b>During</b>	<p>All staff involved in the event will have access to the appropriate personal protective equipment for their dedicated role.</p> <p>Staff will be encouraged to report to First Aid if they are feeling unwell and showing symptoms.</p>	<p>AFS</p> <p>City of Casey</p> <p>First Aid</p>

## Volunteers

Timing	Plans / actions	Responsible
<b>Before</b>	<p>AFS and Council will communicate with all event staff, workers and contractors prior to the event or works in preparation for the event about their COVID requirements.</p> <p>Any PPE required will be provided prior to them working on site along with any online training specific to the event via Council and/or AFS.</p> <p>Volunteers will be advised to not attend their shift and get a COVID-19 test if they are feeling unwell and showing symptoms.</p>	<p>AFS</p> <p>City of Casey</p>
<b>During</b>	<p>All volunteers involved in the event will have access to the appropriate personal protective equipment for their dedicated role.</p> <p>Volunteers will be encouraged to report to First Aid if they are feeling unwell and showing symptoms.</p> <p>If any volunteers present with COVID symptoms they will be directed to the isolation room to be monitored by First Aid and then directed home to seek medical attention.</p>	<p>AFS</p> <p>City of Casey</p> <p>First Aid</p>
<b>After</b>	<p>Any volunteers showing symptoms of COVID-19 will be required to report to City of Casey and get a COVID-19 test.</p>	<p>City of Casey</p>

## Deliveries

Timing	Plans / actions	Responsible
<b>Before</b>	AFS and Council will communicate with all contractors prior to the event or works in preparation for the event about their COVID requirements.	AFS City of Casey
<b>During</b>	All contractors will be required to report to event staff on arrival and follow all COVID-19 safety protocols.	City of Casey.

## Section 4: Event Specific COVIDSafe Controls (if relevant)

<b>Operational Spaces</b>
<p>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).</p> <ul style="list-style-type: none"> <li>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.</li> </ul>

**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
<b>Before</b>	N/A	
<b>After</b>	N/A	

## Car Parks

Timing	Plans / actions	Responsible
<b>Before</b>	AFS will engage traffic management staff to ensure all COVID-19 safety protocols are in place and adhere too.  Cars will be parked 2m apart from each other in unmarked areas.	AFS Traffic Management
<b>During</b>	Traffic Management Staff will monitor all parking areas during the event.	Traffic Management

## Ventilation - Indoor Spaces

Timing	Plans / actions	Responsible
<b>Before</b>	City of Casey will ensure all air condition units are serviced prior to the event and in working order creating the required circulation.	City of Casey
<b>During</b>	Contractors will be on site if any issues arise.	City of Casey

## Food and Beverage Preparation and Service Areas

Timing	Plans / actions	Responsible
<b>Before</b>	City of Casey will ensure all food and beverage staff will be informed of all COVID-19 safety protocols and requirements.  Signage will be placed advising these areas are for staff only.	City of Casey
<b>During</b>	All food and beverage staff will be monitored to ensure adherence to COVID-19 safety protocols and requirements.  Signage will be placed advising these areas are for staff only.	City of Casey

## Other Queuing Areas

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

## Attendee Seating and Viewing Areas

Timing	Plans / actions	Responsible
Before	No designated seating areas being used.  All teams will be contacted to provide them with their allocated zone and requirements to stay within that zone during the day as well as arrive and depart at the allocated times.	AFS
During	Event Staff will monitor to ensure zone capacity is adhered too and social distancing is occurring in each zone.	AFS

## Fields of Play and Competition Areas

Timing	Plans / actions	Responsible
Before	All competition areas and dedicated football and officials' areas will be cleaned prior to the event. These areas will not be accessed by any persons other than contractors required in the preparation of those facilities.	City of Casey
During	AFS staff to monitor playing areas for cleaning and social distancing	AFS

## Stages

Timing	Plans / actions	Responsible
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<b>Before</b>	NA	
<b>During</b>	Stage located in Zone 1 (near netball courts) operating to present medals on the Sunday and may be used for other entertainment. Event staff to monitor social distancing and cleaning.	

### Market Stalls and Fetes

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	NA	
<b>During</b>	NA	

### Non-Allocated Seating or Picnic Rug

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	N/A	
<b>During</b>	N/A	

### Other Operational Space Considerations

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	Operational spaces will be defined and allocated prior to the event, taking into consideration the need to service various stakeholder groups including participants, staff, guests and general attendees.  These spaces will be allocated based on the social distancing and public health requirements at the time of the event.	AFS City of Casey
<b>During</b>		\

## 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.

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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.

### **Purpose / use of template**

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