



# 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>	Victorian Little Athletics Association Inc.	
<b>Trading company / business name</b>	Little Athletics Victoria	
<b>Business address</b>	Level 1 Athletics House, 31 Aughtie Drive, Albet Park, VIC 3206	
<b>ABN</b>	47 646 887 442	
<b>Event organiser name and title</b>		
<b>Event organiser phone number</b>	03 9960 8600	
<b>Event organiser email</b>		
<b>COVIDSafe coordinator name and contacts (if any)</b>		
<b>Liquor license type, number and capacity</b>	N/A	

### Event Details

Please provide the relevant event details below:

<b>Event name</b>	Little Athletics Region Track & Field Carnivals X 7
<b>Event locations</b>	<ol style="list-style-type: none"> <li>1. Knox Athletics Centre, Bunjil Way, Knoxfield, VIC 3180</li> <li>2. Harold Stevens Athletics Field, Outlook Rd Coburg North, VIC 3058</li> <li>3. Newport Park Athletics Track, Corner, The Strand &amp; North Rd, Newport, VIC 3015</li> <li>4. Duncan MacKinnon Reserve, Corner North Rd and Murrumbeena Road, Murrumbeena VIC 3163</li> <li>5. Edwin Flack Reserve, Manuka Road, Berwick, VIC 3806</li> <li>6. Ballarat Regional Athletics Centre, York St, Ballarat East, VIC 3350</li> </ol>

	7. McEwen Reserve Athletic Track, Numurkah Road, Shepparton, VIC 3644
<b>Date (s) of event</b>	13 <sup>th</sup> & 14 <sup>th</sup> February 2021
<b>Duration of the event</b>	Competition commences 8am and concludes at 7pm on both days
<b>Event description</b>	Children's track & field athletics competition
<b>Timing of key event activities</b>	Competition commences 8am and concludes at 7pm on both days
<b>Serving of alcohol</b>	No.
<b>Event website</b>	<a href="https://lavic.com.au/event/2021-region-track-field-carnivals/">https://lavic.com.au/event/2021-region-track-field-carnivals/</a>
<b>Experience arranging a COVIDSafe event</b>	<ul style="list-style-type: none"> <li>• LAVic has developed a set of COVID-safe protocols for its 95 affiliated Centres to conduct weekly competition and training activities by. These have been implemented and complied with without incident. See online resources at <a href="https://lavic.com.au/covid-19/">https://lavic.com.au/covid-19/</a>.</li> <li>• LAVic has significant operational &amp; strategic knowledge in conducting COVID-safe track &amp; field events.</li> <li>• All athletes, officials, volunteers and staff have experience complying with COVID-19 restrictions for community sport; the majority of spectators will be parents/carers, who also have experience and familiarity with LAVic COVID-19 restrictions.</li> <li>• LAVic has over 5 decades of experience conducting these events at these and other venues across Victoria. Local relationships with Local Government, contractors, Centre &amp; Region committees, product and service suppliers are well established.</li> </ul>

### Attendance and tiers

Please provide details of the event attendees and event tier:

<b>Total expected attendees</b>	Up to 2500 attendees at each Carnival.
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<b>Expected peak attendees</b>	2000
<b>Attendee demographic</b>	Families with school aged children.
<b>Attendance number from previous years if the event has been held previously</b>	Up to 2500 attendees at each Carnival.
<b>Event Tier (Tier 1 or Tier 2)</b>	Tier 2

### **Venue Details**

Please see APPENDIX 1 (p.23) for details pertaining to all 6 venues.

## **Section 2: Event Site Map**

Please see Appendix 1 (p.23) for site maps for all 6 venues.

## 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"> <li>• Competition Director &amp; Officials structure established for each event/venue.</li> <li>• Event Guide produced for each Carnival and distributed to the volunteer workforce and participating Centres.</li> </ul>	General Manager, Competition & Education

<b>During</b>	<ul style="list-style-type: none"> <li>• Briefings delivered by Competition Directors at each respective venue.</li> <li>• Issues arising escalated to Shane Bertrand, GM – Competition &amp; Education, and/or Anthony McIntosh, CEO</li> </ul>	General Manager, Competition & Education
<b>After</b>	<ul style="list-style-type: none"> <li>• Issues arising escalated to Shane Bertrand, GM – Competition &amp; Education.</li> </ul>	GM – Competition & Education

### Communicate Expectations to Event Workers and Attendees

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• Expectations &amp; resources outlined in Event Booklet and distributed to staff, volunteers and contractors in advance.</li> </ul>	GM – Competition & Education
<b>During</b>	<ul style="list-style-type: none"> <li>• Pre-event briefings held for staff &amp; volunteers</li> <li>• Contractors greeted and briefed upon arrival.</li> </ul>	Event Director

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

Timing	Plans / actions	Responsible
<b>Before</b>	Set up staff, LAVic staff record their attendance via LAVic QR Code online tool	CEO
<b>During</b>	Staff, volunteers, Officials, spectators, contractors etc all register attendance LAVic QR Code online tool.	CEO
<b>After</b>	Attendance records for entire event kept for 28 days & provided to health authorities upon request.	CEO

### Impact on the Local Community

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• Event approvals sought from host Local Government Organisation.</li> </ul>	GM – Competition & Education

	<ul style="list-style-type: none"> <li>Local Police Stations advised of event in advance.</li> <li>Local tourism bodies advised (regional venues only).</li> </ul>	
<b>During</b>	<ul style="list-style-type: none"> <li>None required.</li> </ul>	N/A

## 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>	<ul style="list-style-type: none"> <li>Signage on display outside venue entry gates.</li> <li>Spacing markers on ground outside entry gates.</li> <li>Email messages sent to families upon registration.</li> <li>Physical distancing arrangements as per LAVic COVID-19 protocols for competition (click <a href="#">HERE</a> to view).</li> </ul>	Region Competition Director
<b>During</b>	<ul style="list-style-type: none"> <li>Regular public announcements via PA system;</li> <li>Spacing markers on ground around high traffic areas, such as narrow walkways, jump pits, finish line.</li> <li>COVID Safe Officials rostered to maintain COVID compliance.</li> </ul>	Region Competition Director; GM – Competition & Education



## Screening for symptoms of workers, contractors and patrons

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• Staff, officials, volunteers, Regions &amp; Centres advised via Region event booklet.</li> <li>• Contractors advised upon appointment &amp; provided with COVID-safe instructions.</li> <li>• Athletes &amp; families advised upon registration.</li> <li>• Signage on display at points of entry.</li> </ul>	GM – Competition & Education; Competition Directors
<b>During</b>	<ul style="list-style-type: none"> <li>• Social media messaging</li> <li>• Verbal announcements via the PA system.</li> <li>• Signage on display at high profile locations around each venue.</li> </ul>	Competition Directors

## Entry Points

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• Ground markings at entry points to remind patrons to ensure physical distancing.</li> <li>• Signage erected outside entry points reminding patrons of physical distancing obligations.</li> </ul>	Competition Directors
<b>During</b>	<ul style="list-style-type: none"> <li>• As above.</li> <li>• Volunteer posted at each point of entry.</li> </ul>	Competition Directors.

## End of event or patron departure for the event

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• Families advised of departure plans &amp; specifically, the requirement to physically distance, at time of booking.</li> </ul>	Competition Directors
<b>During</b>	<ul style="list-style-type: none"> <li>• Announcements to be made via PA system reminding patrons of requirement to physically distance upon departure.</li> </ul>	Competition Directors

## First Aid / In-Event Health Service Plans

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> <li>• First aid contractors appointed to every event &amp; venue.</li> <li>• First aid contractors provided a copy of LAVic COVID protocols for familiarisation purposes.</li> <li>• First aid contractors advised of maximum patronage allowed in First Aid Room.</li> </ul>	GM – Competition & Education
During	<ul style="list-style-type: none"> <li>• First aiders introduced to COVID Safe Officials</li> </ul>	Competition Director
After	<ul style="list-style-type: none"> <li>• No action required.</li> </ul>	

## Emergency services access

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> <li>• Emergency services gates &amp; access areas cleared of obstructions &amp; unlocked.</li> </ul>	Competition Director
During	<ul style="list-style-type: none"> <li>• Emergency services gates &amp; access areas cleared of obstructions.</li> </ul>	Competition Director

## Evacuation

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> <li>• Venue evacuation plans communicated to staff, contractors, volunteers, officials, athletes, parents via the event guide prior to the event.</li> </ul>	GM – Competition & Education
During	<ul style="list-style-type: none"> <li>• Announcements outlining evacuation procedures made via the PA system to patrons.</li> </ul>	Competition Director

## Weather

Timing	Plans / actions	Responsible
Before	As per LAVic 'Extreme Weather' policy. Click <a href="#">HERE</a> to review.	GM – Competition & Education
During	As per LAVic 'Extreme Weather' policy. Click <a href="#">HERE</a> to review.	GM – Competition & Education

## 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"> <li>• Supplies of hand sanitiser, PPE &amp; disinfecting wipes secured and distributed to each venue.</li> <li>• High touch areas identified to be regularly cleaned for each venue.</li> <li>• Contract toilet cleaning schedule arranged with Council</li> <li>• The venue cleaning roster must be prominently displayed.</li> </ul>	GM – Competition & Education
During	<ul style="list-style-type: none"> <li>• COVID Safe Officials to oversight:               <ul style="list-style-type: none"> <li>○ Volunteer roster for cleaning high touch areas.</li> <li>○ Contractor cleaning of toilets</li> <li>○ Adequate supplies of hand sanitiser, toilet paper, cleaning equipment, PPE.</li> </ul> </li> </ul>	Competition Director
After	N/A	

## Hand Sanitiser and Hand Washing Facilities

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> <li>• Hand sanitising stations purchased and distributed to each venue.</li> <li>• Best places to locate hand sanitiser stations identified.</li> </ul>	GM – Competition & Education; Competition Director

	<ul style="list-style-type: none"> <li>• Additional supplies of hand wash/soap purchased and distributed to each venue.</li> <li>• Signage encouraging regular hand sanitising/washing erected in highly visible areas at each venue.</li> </ul>	
<b>During</b>	<ul style="list-style-type: none"> <li>• Hand sanitiser stations positioned in high traffic areas around the venue.</li> <li>• PA announcements encouraging patrons to sanitise &amp; wash hands regularly.</li> </ul>	Competition Director

## 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>	<ul style="list-style-type: none"> <li>• Volunteers, officials and contractors will receive instruction on COVID Event Plan requirements prior to the event.</li> <li>• Volunteers &amp; officials rostered to assist are experienced with both the venue operations and COVID Safe protocols required to conduct Little Athletics.</li> </ul>	GM – Competition & Education
<b>During</b>	<ul style="list-style-type: none"> <li>• Officials and volunteers receive a COVID Safe briefing immediately prior to commencing their shift, reminding about the need to regularly, sanitise hands, maintain physical distancing, avoid touching etc.</li> </ul>	Competition Director

## Food and catering workers

Timing	Plans / actions	Responsible
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<b>Before</b>	<ul style="list-style-type: none"> <li>Volunteers, officials and contractors will receive instruction on COVID Event Plan requirements prior to the event.</li> <li>Volunteers &amp; officials rostered to assist with food preparations are provided with a copy of the <u>Hospitality Cleaning Guidelines</u>.</li> </ul>	GM – Competition & Education
<b>During</b>	<ul style="list-style-type: none"> <li>Officials and volunteers receive a pre-event COVID Safe briefing prior to commencing their shift, reminding about the need to regularly, sanitise hands, maintain physical distancing, avoid touching etc.</li> </ul>	Competition Director

### Cleaning workers

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>Volunteers, officials and contractors will receive instruction on COVID Event Plan requirements prior to the event.</li> <li>Volunteers &amp; officials rostered to assist are experienced with both the venue operations and COVID Safe protocols required to conduct Little Athletics.</li> </ul>	Competition Director; COVID Safe Official
<b>During</b>	<ul style="list-style-type: none"> <li>Cleaning volunteers receive a pre-event COVID Safe briefing prior to commencing their shift, reminding about the need to regularly, sanitise hands, maintain physical distancing, avoid touching etc.</li> <li>Cleaning equipment including PPE provided.</li> </ul>	GM – Competition & Education; Competition Director; Venue manager

### Security workers

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

## Volunteers

Timing	Plans / actions	Responsible
Before	See responses above for treatment of volunteer workforces.	
During	See responses above for treatment of volunteer workforces.	
After	See responses above for treatment of volunteer workforces.	

## Deliveries

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

## Other workers(if any)

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



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

### Operational Spaces

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

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

Complete following sections as applicable to your event.

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

Timing	Plans / actions	Responsible
Before	N/A. As these events involve child athletes, 100% of attendance is via private transport.	
After	N/A	

### Car Parks

Timing	Plans / actions	Responsible
Before	No action required.	
During	Standard car parking measures will be in place for all venues.	Competition Directors

### Ventilation - Indoor Spaces

Timing	Plans / actions	Responsible
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<b>Before</b>	<ul style="list-style-type: none"> <li>No action required.</li> </ul>	
<b>During</b>	<ul style="list-style-type: none"> <li>Open outside doors and windows to increase air circulation before commencing cleaning and disinfection.</li> <li>Keep doors and windows open after cleaning and disinfection to allow the cleaning agents to disperse in the airflow.</li> <li>Air conditioning (not on 'recirculate' mode) can be used to enhance the flow of air.</li> </ul>	Competition Director; COVID Safe Official

### Food and Beverage Preparation and Service Areas

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>Signs erected clearly designating areas to be accessed by food preparation volunteers only.</li> <li>Hygiene signage prominently displayed.</li> </ul>	Competition Director; COVID Safe Official
<b>During</b>	<ul style="list-style-type: none"> <li>Food preparation areas regularly wiped down.</li> <li>A copy of the <a href="#">Hospitality Cleaning Guidelines</a> is provided.</li> </ul>	Food prep volunteers

### Other Queuing Areas

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

### Attendee Seating and Viewing Areas

Timing	Plans / actions	Responsible

<b>Before</b>	<ul style="list-style-type: none"> <li>• Signage erected promoting physical distancing and requirement to wear mask if 1.5m physical distancing is not possible when seated.</li> </ul>	Competition Director
<b>During</b>	<ul style="list-style-type: none"> <li>• Periodic messaging via the PA system to reinforce physical distancing.</li> </ul>	Competition Director

## Fields of Play and Competition Areas

Timing	Plans / actions	Responsible
<b>Before</b>	<ul style="list-style-type: none"> <li>• All attendees encouraged to view LAVic COVID protocols prior to attendance.</li> </ul>	Competition Director
<b>During</b>	<ul style="list-style-type: none"> <li>• Refer to <u>LAVic COVID protocols</u> for competition related protocols to be complied with by all in the field of play.</li> </ul>	Competition Director

## Stages

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

## Market Stalls and Fetes

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

## Non-Allocated Seating or Picnic Rug

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> <li>Pre-event advice to Centres advising adequate space be made between Centre marquees, and between patrons under/around marquees.</li> <li>Ground markings installed in high traffic and popular viewing areas, where required.</li> </ul>	GM – Competition & Education / Competition Director
During	Announcements via PA system to remind patrons to maintain physical distance.	Competition Director

## Other Operational Space Considerations

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

## **Section 5: Supporting information**

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

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

## Section 6: Legal Terms

### Liability and indemnity

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

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

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

### Consultation, review, assessment and approval process

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

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

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

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

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

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## APPENDIX 1

### Region Track & Field Carnival Venue details.

Little Athletics Victoria (LAVic) plans to conduct 7 X Region Carnival events on 13<sup>th</sup> & 14<sup>th</sup> February 2021.

Set out below are the venue details of each event:

#### 1. Eastern Metropolitan Region

<b>Venue name</b>	Knox Athletics Centre, Bunjil Way, Knoxfield, VIC 3180
<b>Venue contact</b>	
<b>Venue site map</b>	See below.
<b>Venue site size (in square meters)</b>	Approx 25,000 square metres
<b>Venue publicly accessible floor (in square metres)</b>	TBA
<b>Maximum venue capacity:</b>	10,000+
<b>Break down of room / area (in square meters) and capacity:</b>	Clubrooms – 200 square metres – 50 patrons Under Grandstand – 225 square metres – 56 patrons
<b>Requested maximum number of attendees at the venue</b>	2500
<b>Venue workers number (excluding vendors, sub-contractors, volunteers)</b>	0
<b>Venue vendors, sub-contractors, volunteers number</b>	120 approximately.
<b>Event / venue workers key roles and responsibilities</b>	N/A
<b>Number of entry / exit points</b>	2
<b>Venue access management arrangements</b>	There will be separate entry and exit gates at opposite ends of the facility.

Section 2: Event Site Map





## 2. Northern Metropolitan Region

<b>Venue name</b>	Harold Stevens Athletics Field, Outlook Rd <i>Coburg</i> North, VIC 3058.
<b>Venue contact</b>	
<b>Venue site map</b>	Click <a href="#">HERE</a> to view site map of the track. Click <a href="#">HERE</a> to view a site map of the pavilion.
<b>Venue site size (in square meters)</b>	Approx 25,000 square metres
<b>Venue publicly accessible floor (in square metres)</b>	TBA
<b>Maximum venue capacity:</b>	10,000+
<b>Break down of room / area (in square meters) and capacity:</b>	TBA
<b>Requested maximum number of attendees at the venue</b>	2500
<b>Venue workers number (excluding vendors, sub-contractors, volunteers)</b>	0
<b>Venue vendors, sub-contractors, volunteers number</b>	120 approximately.
<b>Event / venue workers key roles and responsibilities</b>	N/A
<b>Number of entry / exit points</b>	TBA
<b>Venue access management arrangements</b>	TBA

## Section 2: Event Site Map – Harold Stevens Reserve

Click [HERE](#) to access site map.

### 3. Southern Metropolitan Region

<b>Venue name</b>	Duncan MacKinnon Reserve, Corner North Rd and Murrumbeena Road, Murrumbeena VIC 3163
<b>Venue contact</b>	
<b>Venue site map</b>	TBA
<b>Venue site size (in square meters)</b>	Approx 25,000 square metres
<b>Venue publicly accessible floor (in square metres)</b>	TBA
<b>Maximum venue capacity:</b>	10,000+
<b>Break down of room / area (in square meters) and capacity:</b>	TBA
<b>Requested maximum number of attendees at the venue</b>	2500
<b>Venue workers number (excluding vendors, sub-contractors, volunteers)</b>	0
<b>Venue vendors, sub-contractors, volunteers number</b>	120 approximately.
<b>Event / venue workers key roles and responsibilities</b>	N/A
<b>Number of entry / exit points</b>	TBA
<b>Venue access management arrangements</b>	TBA

## **Section 2: Event Site Map**

Please provide the event site map.

#### 4. Western Metropolitan Region

<b>Venue name</b>	Newport Park Athletics Track, Corner, The Strand & North Rd, Newport, VIC 3015
<b>Venue contact</b>	
<b>Venue site map</b>	See below.
<b>Venue site size (in square meters)</b>	Approx 25,000 square metres
<b>Venue publicly accessible floor (in square metres)</b>	415 square metres approx..
<b>Maximum venue capacity:</b>	10,000+
<b>Break down of room / area (in square meters) and capacity:</b>	<ul style="list-style-type: none"> <li>• Foyer: 115.89 square metres; 28 patron capacity</li> <li>• Multi Purpose Room 1: 145.73 square metres; 36 patron capacity</li> <li>• Multi Purpose Room 2 154.04 square metres; 39 patron capacity</li> </ul>
<b>Requested maximum number of attendees at the venue</b>	2500
<b>Venue workers number (excluding vendors, sub-contractors, volunteers)</b>	0
<b>Venue vendors, sub-contractors, volunteers number</b>	120 approximately.
<b>Event / venue workers key roles and responsibilities</b>	N/A
<b>Number of entry / exit points</b>	2
<b>Venue access management arrangements</b>	There will be separate entry and exit point.

## Section 2: Event Site Map



## 5. Gippsland Country Region

<b>Venue name</b>	Edwin Flack Reserve, Manuka Road, Berwick, VIC 3806
<b>Venue contact</b>	
<b>Venue site map</b>	Click <a href="#">HERE</a> to view
<b>Venue site size (in square meters)</b>	Approx 25,000 square metres
<b>Venue publicly accessible floor (in square metres)</b>	Club room - 51 square metres
<b>Maximum venue capacity:</b>	10,000+
<b>Break down of room / area (in square meters) and capacity:</b>	Club room 51 square metres; capacity of 12 patrons.
<b>Requested maximum number of attendees at the venue</b>	2500
<b>Venue workers number (excluding vendors, sub-contractors, volunteers)</b>	0
<b>Venue vendors, sub-contractors, volunteers number</b>	120 approximately.
<b>Event / venue workers key roles and responsibilities</b>	N/A
<b>Number of entry / exit points</b>	One
<b>Venue access management arrangements</b>	TBA

## Section 2: Event Site Map

Click [HERE](#) to view.

## 6. Northern Country Region

<b>Venue name</b>	McEwen Reserve Athletic Track, Numurkah Road, Shepparton, VIC 3644
<b>Venue contact</b>	
<b>Venue site map</b>	See below
<b>Venue site size (in square meters)</b>	Approx 25,000 square metres
<b>Venue publicly accessible floor (in square metres)</b>	TBA
<b>Maximum venue capacity:</b>	10,000+
<b>Break down of room / area (in square meters) and capacity:</b>	TBA
<b>Requested maximum number of attendees at the venue</b>	2500
<b>Venue workers number (excluding vendors, sub-contractors, volunteers)</b>	0
<b>Venue vendors, sub-contractors, volunteers number</b>	120 approximately.



Event / venue workers key roles and responsibilities	N/A
Number of entry / exit points	One
Venue access management arrangements	TBA

## Section 2: Event Site Map



## 7. Western Country Region

<b>Venue name</b>	Ballarat Regional Athletics Centre, York St, Ballarat East, VIC 3350
<b>Venue contact</b>	Ash Rodgers; Facilities Manager, <a href="mailto:bracballarat@gmail.com">bracballarat@gmail.com</a>
<b>Venue site map</b>	Click <a href="#">HERE</a> to view.
<b>Venue site size (in square meters)</b>	Approx 45,000 square metres
<b>Venue publicly accessible floor (in square metres)</b>	TBA
<b>Maximum venue capacity:</b>	10,000+
<b>Break down of room / area (in square meters) and capacity:</b>	<ul style="list-style-type: none"> <li>• Stuart Hunter Pavilion – 165sq m – 41 patrons</li> <li>• Tom Roberts Pavilion – 33sq m – 8 patrons</li> <li>• Photo Finish Pavilion – 12sq m – 3 patrons</li> </ul>
<b>Requested maximum number of attendees at the venue</b>	2500
<b>Venue workers number (excluding vendors, sub-contractors, volunteers)</b>	0
<b>Venue vendors, sub-contractors, volunteers number</b>	120 approximately.
<b>Event / venue workers key roles and responsibilities</b>	N/A
<b>Number of entry / exit points</b>	Two
<b>Venue access management arrangements</b>	TBA

## Section 2: Event Site Map

Click [HERE](#) to view.