



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:

Registered company / business name	Balnarring Picnic Racing Club Inc.																
Trading company / business name	Balnarring Picnic Racing Club Inc.																
Business address	58 Coolart Road Balnarring 3926																
ABN	32 534 207993																
Event organiser name and title	Lesley Jones Balnarring Picnic Racing Club / Secretary																
Event organiser phone number	0413 076 122																
Event organiser email	balnarringraces@hotmail.com																
COVIDSafe coordinator name and contacts (if any)	Lesley Jones Balnarring Picnic Racing Club / Secretary 0413 076 122 Graham Sherry Balnarring Picnic Racing Club / Vice President 0411 364 234 Terry Mulcahy Balnarring Picnic Racing Club / President 0413 874 982																
Liquor license type, number and capacity	<p>BYO Permit No. 31282150</p> <p>Limited Licence No. Application Reference Number 21-05947 lodged 12th July 2021 for the first 3 meetings:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Est no of patrons</th> </tr> </thead> <tbody> <tr> <td>Saturday 06-November-2021</td> <td>2,500</td> </tr> <tr> <td>Saturday 04-December-2021</td> <td>2,500</td> </tr> <tr> <td>Tuesday 28-December-2021</td> <td>2,000</td> </tr> </tbody> </table> <p>Application for the last 3 meeting will be submitted September 2021:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Est no of patrons</th> </tr> </thead> <tbody> <tr> <td>Wednesday 26-January-2022</td> <td>4,000</td> </tr> <tr> <td>Sunday 13-March-2022</td> <td>2,500</td> </tr> <tr> <td>Saturday 16-April-2022</td> <td>2,000</td> </tr> </tbody> </table>	Date	Est no of patrons	Saturday 06-November-2021	2,500	Saturday 04-December-2021	2,500	Tuesday 28-December-2021	2,000	Date	Est no of patrons	Wednesday 26-January-2022	4,000	Sunday 13-March-2022	2,500	Saturday 16-April-2022	2,000
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Event Details

Please provide the relevant event details below:

Event name	Balnarring Picnic Races		
Event location	58 Coolart Road Balnarring 3926		
Date (s) of event	Saturday	06-November-2021	
	Saturday	04-December-2021	
	Tuesday	28-December-2021	
	Wednesday	26-January-2022	

	Sunday	13-March-2022	
	Saturday	16-April-2022	
Key decision date	Approval as soon as possible so that the Club can proceed with race day and sales and planning.		
Duration of the event	10:00 – 17:00		
Event description	Picnic race meeting		
Timing of key event activities	6 race meetings programmed to start approx 12:30 at 35 to 50 minute intervals.		
Serving of alcohol	Yes		
Event website	Balnarring Picnic Racing Club (balnarringraces.com) and Country Racing Victoria - Balnarring Country Racing Victoria		
Experience arranging a COVIDSafe event	<p>Five Picnic Race Meetings 2020-2021 as below:</p> <p>Tier 2 - Approval from COVID Safe Events Team 24/12/2020 for 4 events: Monday 28/12/2020 Tuesday 26/01/2021 Sunday 7/03/2021 Saturday 3/04/2021</p> <p>Tier 3 – Approval from DJPR Public Events Team 27/11/2020 for Saturday Saturday 5/12/2020</p> <p>Supported by Racing Victoria (RVL) and Country Racing Victoria (CRV).</p> <p>Other: Red Hill Football Netball Club 2021 Season (Graham Sherry)</p>		

Attendance and tiers

Please provide details of the event attendees and event tier:

Total expected attendees	Date		Est no of patrons
	Saturday	06-November-2021	2,500
	Saturday	04-December-2021	2,500
	Tuesday	28-December-2021	2,000
	Wednesday	26-January-2022	4,000
	Sunday	13-March-2022	2,500
	Saturday	16-April-2022	2,000
Expected peak attendees	Date		Est no of patrons
	Saturday	06-November-2021	2,500
	Saturday	04-December-2021	2,500
	Tuesday	28-December-2021	2,000
	Wednesday	26-January-2022	4,000
	Sunday	13-March-2022	2,500
	Saturday	16-April-2022	2,000
Attendee demographic	Families, Club Members, milestone celebrations, holiday/family reunions, picnic racing enthusiasts, small groups and individuals.		
Attendance number from previous years if the event has been held previously	Saturday	7/11/2020	Cancelled due to COVID-19
	Saturday	05/12/2020	314
	Monday	28/12/2020	965
	Tuesday	26/01/2021	2315
	Sunday	7/03/2021	1547
	Saturday	3/04/2021	1410
Event Tier (Tier 1 or Tier 2)	Tier 2		

Venue Details

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

Venue name	Balnarring Racecourse				
Venue contact	Lesley Jones 0413 076 122 Graham Sherry 0411 364 234				
Venue site map	Balnarring Racecourse - Google Maps				
Venue site size (in square meters)	21,100sqm				
Venue publicly accessible floor (in square metres)	Members can access clubrooms approx. 73sqm				
Maximum venue capacity:	The reserve consists of approx. 21,500sqm but generally (pre-COVID) we have no more than 5,000 patrons attend any meeting.				
Break down of room / area (in square meters) and capacity:	Map Reference #	Sqm	2 person per sqm Persons Limit	4 person per sqm Persons Limit	
	1	Public Bar - Outside	35	18	9
	1	Public Bar - Inside	26	13	7
	2	TAB	55.35	28	14
	3	Betting Ring	450	225	113
	4	Secretarys Office	9.9	5	2
	4	Secretarys Back Office	11.16	6	3
	5	Members Clubrooms	73	37	18
	6	Stewards Box - N/A not enclosed		0	0
	7	Judge - N/A not enclosed		0	0
	7	Race Caller Box	5.06	3	1
	8	Rider Rooms - Female	25	12	6
	8	Rider Rooms - Male	36	18	9
	9	Members Reserve - Front	393.75	197	98
	9	Members Reserve - Rear	375	188	94
	10	Members Toilets - Female	10	5	2
	10	Members Toilets - Male	10	5	2
	13	Public Toilets - Female	15	8	4
	13	Public Toilets - Male	15	8	4
	17	Picnic Table Area	300	150	75
Requested maximum number of attendees at the venue	5000				
Venue workers number (excluding vendors, sub-contractors, volunteers)	7 + Racing Victoria staff which varies each race meeting but would not exceed 15.				
Venue vendors, sub-contractors, volunteers number	35				

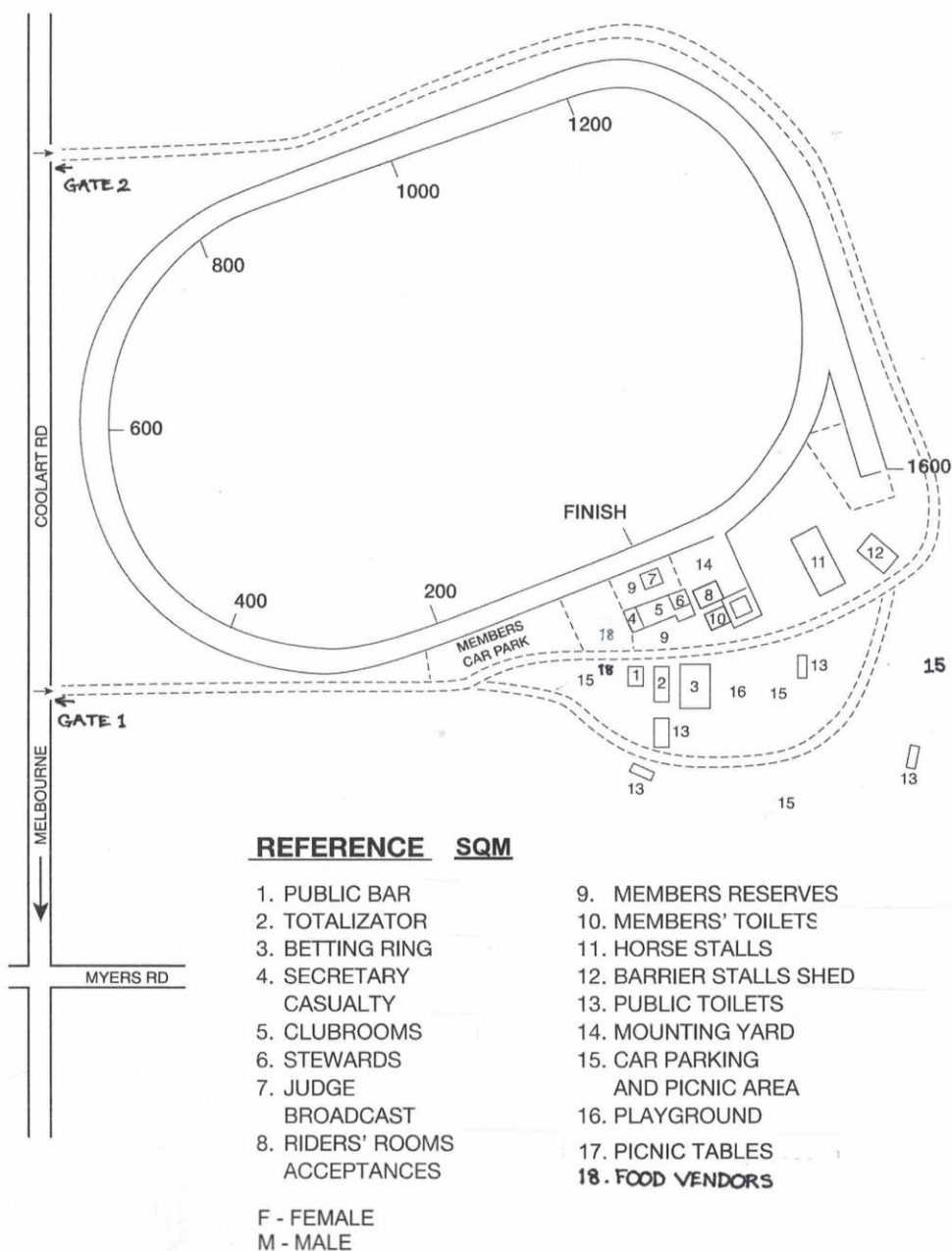
Event / venue workers key roles and responsibilities	<p>Committee John Archibald Covid Marshall/ Gate 1 Marshall/Punters Club</p> <p>Committee Steve Foster Covid Marshall/Ass Judge/Time Keeper</p> <p>Committee Brendan Fraser Covid Marshall – Members Reserve Tatenda</p> <p>Committee Hopkinson Covid Marshall/Photographer</p> <p>Committee Kevin Lehmann Covid Marshall/Bar Manager/Finance Covid</p> <p>Committee Terry Mulcahy Marshall/Presentations/Security</p> <p>Committee Mick Pritchard Covid Marshall/Gate Attendant</p> <p>Committee Graham Sherry Covid Marshall/Parking/COVID Co-ordinator/clean-up.</p> <p>Committee Peter Spyker Covid Marshall/Members Clubhouse</p> <p>Committee Noel Wood Covid Marshall/Maintenance Covid Marshall/ Secretary / Covid Co-ordinator</p> <p>Secretary Lesley Jones Stripping Shed/Horse Floats / Trainer</p> <p>Committee Michael Binney Liaison Co-ordinator</p> <p>Committee Dave Cave Barrier & Track/Electrician</p>
Number of entry / exit points	<p>2 entry/exit points (Gate 1 and 2), both off Coolart Road and wide enough to cater for larger vehicles eg: horse floats, ambulance, buses, trucks).</p>
Venue access management arrangements	<p>Gate 1 = Patrons, non racing staff, volunteers and committee</p> <p>Gate 2 = Racing Victoria staff, trainers, jockeys and strappers</p> <p>See Entry / Exit Plan for points.COVIDSafe Event Plan below at Section 2: Event Site Map.</p>

Section 2: Event Site Map

BALNARRING

PICNIC RACING CLUB INC.

BALNARRING RACECOURSE



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](#)'.

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?

Oversight and administration

General Governance

Timing	Plans / actions	Responsible																																													
Before	<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> <ul style="list-style-type: none"> • Assign COVIDSafe Co-ordinators and marshalls (and other race day responsibilities): <table border="0"> <tr> <td>Secretary</td> <td>Lesley Jones</td> <td>Covid Co-ordinator/Race day Secretary</td> </tr> <tr> <td>Committee</td> <td>Graham Sherry</td> <td>COVID Co-ordinator/ Parking/clean-up.</td> </tr> <tr> <td>Committee</td> <td>Terry Mulcahy</td> <td>COVID Co-ordinator/ Security/Race day host</td> </tr> <tr> <td>Committee</td> <td>John Archibald</td> <td>Covid Marshall/Gate 1 Marshall</td> </tr> <tr> <td>Committee</td> <td>Steve Foster</td> <td>Covid Marshall</td> </tr> <tr> <td>Committee</td> <td>Brendan Fraser</td> <td>Covid Marshall/Members Reserve</td> </tr> <tr> <td></td> <td>Tatenda</td> <td></td> </tr> <tr> <td>Committee</td> <td>Hopkinson</td> <td>Covid Marshall/Photographer</td> </tr> <tr> <td>Committee</td> <td>Kevin Lehmann</td> <td>Covid Marshall/Bar Manager/Finance</td> </tr> <tr> <td>Committee</td> <td>Mick Pritchard</td> <td>Covid Marshall – Gate Attendant</td> </tr> <tr> <td>Committee</td> <td>Peter Spyker</td> <td>Covid Marshall/Members Clubhouse</td> </tr> <tr> <td>Committee</td> <td>Noel Wood</td> <td>Covid Marshall/Race day maintenance</td> </tr> <tr> <td></td> <td></td> <td>Stripping Shed / Horse Float / Trainer Liaison Co-ordinator</td> </tr> <tr> <td>Committee</td> <td>Michael Binney</td> <td>Coordinator</td> </tr> <tr> <td>Committee</td> <td>Dave Cave</td> <td>Barrier / Track / Electrician Co-ordinator</td> </tr> </table> <ul style="list-style-type: none"> • Registration to use Victorian Government QR Code Service for all checkins complete, see sample in Section 5: Supporting information 	Secretary	Lesley Jones	Covid Co-ordinator/Race day Secretary	Committee	Graham Sherry	COVID Co-ordinator/ Parking/clean-up.	Committee	Terry Mulcahy	COVID Co-ordinator/ Security/Race day host	Committee	John Archibald	Covid Marshall/Gate 1 Marshall	Committee	Steve Foster	Covid Marshall	Committee	Brendan Fraser	Covid Marshall/Members Reserve		Tatenda		Committee	Hopkinson	Covid Marshall/Photographer	Committee	Kevin Lehmann	Covid Marshall/Bar Manager/Finance	Committee	Mick Pritchard	Covid Marshall – Gate Attendant	Committee	Peter Spyker	Covid Marshall/Members Clubhouse	Committee	Noel Wood	Covid Marshall/Race day maintenance			Stripping Shed / Horse Float / Trainer Liaison Co-ordinator	Committee	Michael Binney	Coordinator	Committee	Dave Cave	Barrier / Track / Electrician Co-ordinator	<p>Lesley Jones / Graham Sherry / Terry Mulcahy</p>
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	<ul style="list-style-type: none"> • Ongoing <ul style="list-style-type: none"> - Frequently check the Victorian Governments coronavirus and Racing Victoria websites for changing regulations and restrictions, and adapt the club's COVIDSafe plan as necessary. • One month before <ul style="list-style-type: none"> • Communicate COVIDSafe plan key mitigation messages to race day staff, volunteers and committee pointing out requirements which could include: <ul style="list-style-type: none"> ➤ QR code checkin ➤ Social distancing ➤ Hand hygiene ➤ If unwell stay at home and get tested ➤ Face mask wearing • One week before: <ul style="list-style-type: none"> • Communicate COVIDSafe plan key mitigation messages to race day staff, volunteers and committee pointing out requirements which could include: <ul style="list-style-type: none"> ➤ QR code checkin ➤ Social distancing ➤ Hand hygiene ➤ If unwell stay at home and get tested ➤ Face mask wearing ➤ erect signage for COVIDSafe settings ie QR code checkin, social distancing, density limits, masks, hygiene ➤ Physical structures in place to distance people • Communicate race day check in procedure to race day staff, volunteers and committee: <ul style="list-style-type: none"> ➤ Victorian Government Staff Coronavirus Health Questionnaire; attendance recording and health screening if required • Contingency planning: <ul style="list-style-type: none"> • Event cancellation; • Advanced and last minute cancellation: Advice done extensively use social networking and racing specific channels and membership data base: /www.facebook.com/balnarring.races/ https://www.instagram.com/balnarringaces/ Email advice to patrons who have prepurchased race day packages or admission and to club members. 	
During	<p><Attach your completed guided documents here or a bulleted list of key plans / actions (to be) undertaken during the event - to mitigate introduction and spread of coronavirus (CORONAVIRUS (COVID-19))</p> <ul style="list-style-type: none"> • Record information on arrival, if required using Victorian Government Staff Coronavirus Health Questionnaire, for all non racing staff, volunteers and committee to assist in contact tracing, including arrival and leave times. • Covid co-ordinators and marshalls to monitor COVIDSafe mitigations strategies at regular intervals on race day. • Course announcer to broadcast COVIDSafe mitigation messages as patrons arrive, between each race and as patrons are leaving. • QR Codes and manual attendee forms at patron entry points including providing QR code pamphlets to every vehicle entering the racecourse 	<p>Lesley Jones / Graham Sherry / Terry Mulcahy (assisted by Racing Victoria and Country Racing Victoria)</p>

	<p>with advice to patrons to use the QR code.</p> <ul style="list-style-type: none"> • Monitor attendee numbers don't exceed capacity/density quotient using prepurchase ticket sales and manual counting system at gates. 	
After	<p><Attach your completed guided documents here or a bulleted list of key plans / actions (to be) undertaken after the event - to mitigate introduction and spread of coronavirus (CORONAVIRUS (COVID-19))</p> <ul style="list-style-type: none"> • Report any potential health concerns to the relevant government agency (24/7 Coronavirus Hotline) • Keep attendee information for contact tracing 	<p>Lesley Jones / Graham Sherry / Terry Mulcahy (assisted by Racing Victoria and Country Racing Victoria)</p>

Communicate Expectations to Event Workers and Attendees

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • Refund policy is well defined and communicated through the event website and explicitly outlines refund when someone is not able to attend due to illness. Ticket holders are not be penalised for not attending when unwell. Instead encouraged to stay at home and not attend the event. BPRC Refund Policy attached (Section 5: Supporting information) and available on club website https://balnarringaces.com/racing-events/club-policies/#refund • Use club website and ticketing to communication required COVIDSafe mitigation messages to attendees, such as: <ul style="list-style-type: none"> ➢ Stay at home if unwell, or identify yourself as a contact of someone who has been unwell and who is being tested for coronavirus (COVID-19) infection • Ensure signs at entry points to the event and discrete areas advising attendees not to enter if they are unwell or have coronavirus (COVID-19) symptom and that event organisers have the right to refuse entry and may insist that anyone with coronavirus (COVID-19) symptoms needs to leave the event and obtain coronavirus (COVID-19) testing as per health guidelines. Entry terms and conditions and Refund Policy (both attached in Section 5: Supporting information) and which are available for inspection on our website. These entry terms and conditions are also displaced at the entry to the racecourse and in the secretary's office. • Use race day announcer to communicate required COVIDSafe mitigation messages, such as: <ul style="list-style-type: none"> ➢ QR code checkin ➢ Social distancing ➢ Face mask wearing ➢ Hand hygiene ➢ How to seek assistance if becoming unwell during the event (locate security, cleaners, event officials or first aid / event health staff) ➢ Location of first aid posts • Ensure COVID Co-ordinators, Covid marshalls and private security are instructed to promote and encourage COVIDSafe mitigation messages • Erect signage at key points (e.g. bathrooms) using posters available from Victorian Coronavirus website https://www.coronavirus.vic.gov.au/signs-posters-and-templates: 	<p>Lesley Jones / Graham Sherry / Terry Mulcahy</p>

	<ul style="list-style-type: none"> ➤ to promote good hygiene practices ➤ social distancing • Make COVIDSafe Event Plan available via club website https://balnarringaces.com/covidsafe/ • Ensure all communication of mitigation strategies are inclusive of all cultures and languages for the targeted audiences 	
During	<ul style="list-style-type: none"> • Use race day announcer to communicate required COVIDSafe mitigation messages, such as: <ul style="list-style-type: none"> ➤ QR code checkin ➤ Social distancing ➤ Face mask wearing ➤ Hand hygiene ➤ How to seek assistance if becoming unwell during the event (locate security, cleaners, event officials or first aid / event health staff) ➤ Location of first aid posts There is an extensive public broadcasting systems throughout the reserve which public health messages will be broadcast. • Ensure COVID Co-ordinators, Covid marshalls and private security enforce COVIDSafe mitigation messages • Ensure signs are visible to support COVIDSAFE behaviours are maintained 	Lesley Jones / Graham Sherry / Terry Mulcahy Assisted by Ben Sporle – Race caller. Tony Willman - Course Announcer Terry Mulcahy – BPRC President

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

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • Download and print Victorian QR code posters unique to Balnarring races • Display the QR code posters in obvious positions around the racecourse ensuring they are visible to all attendees. • For each prepurchased ticket via the club or CRV website: <ul style="list-style-type: none"> ➤ Record the unique QR code ➤ Record the name and phone number for each attendee in a way that complies with privacy obligations ➤ Ensure attendee contact details is available to the Department of Health and Human Services (DHHS) to facilitate contact tracing if required <p>Note: ticket information to a seating/location map, categorised by row or section is not practicable for picnic racing at Balnarring.</p>	Lesley Jones / Graham Sherry / Terry Mulcahy
During	<ul style="list-style-type: none"> • Maintain a record of all on-site staff, contractors and volunteers using where required Staff Coronavirus (COVID-19) Health Questionnaire (attached in Section 5: Supporting information), including: <ul style="list-style-type: none"> ➤ Contact information ➤ Start time ➤ Heath questionnaire • Where possible capture the timeframes in which people arrive and leave the event, • QR code checkin at entry points (gates) • Use racecourse public broadcasting system to reinforce need for QR code checkin 	Lesley Jones / Graham Sherry / Terry Mulcahy
After	<ul style="list-style-type: none"> • Attendee records will be be securely stored for 28 days, not used for any other purpose, prior to being appropriately destroyed. 	Lesley Jones / Graham Sherry / Terry

		Mulcahy
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Impact on the Local Community

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • Share information about the COVIDSafe planning of the event via the club and CRV websites • Ensure the host community retailers (e.g., hotels, café, tourism operators) are aware of event planning. • Liaise with the local council, local tourism organisation and retail societies or equivalent, to plan for additional impacts of increased crowds in the local community as a result of the event. • Liaison with local police especially where larger attendance is expected. 	Lesley Jones / Graham Sherry / Terry Mulcahy
During	Due to the location of the racecourse there is no community located in the immediate vicinity of the Emu Plains Reserve.	N/A

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?

Attendee Management

Maintain Physical Distancing

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • Where required, place floor markings, wall markings or signs to identify 1.5 metre distance between persons queuing at all relevant locations (e.g., at all entries, toilets, food areas, etc.) • Use physical barriers in high foot traffic areas to separate crowds • Ensure one-way flow of foot traffic is established where possible • Use separate entries and exits within discrete areas of the event where possible • Set up a purposely erected gazebo to quarantine an attendee who develops COVID symptoms. • Use the prepaid and manual ticketing system to monitor the number of people entering the racecourse • Ensure all toilets are open and available to avoid queuing. 4 onsite toilet 	Lesley Jones / Graham Sherry / Terry Mulcahy Supported by BPRC committee

	<p>blocks and portable toilet blocks which is sufficient for a crowd of 5000 people.</p> <ul style="list-style-type: none"> • Due to the size of the reserve smokers can adhere to physical distancing 	
During	<ul style="list-style-type: none"> • Use race day Covid marshalls and private security to monitor queues and enforce COVIDSafe mitigation messages, such as: <ul style="list-style-type: none"> ➢ Social distancing ➢ Face mask wearing ➢ Where patrons present / develop Covid symptoms encourage them to leave the Reserve and test / isolate as required 	Lesley Jones / Graham Sherry / Terry Mulcahy /
After	<p>Remove signage and implemented structural changes; returning the space to the original site characteristics</p>	Lesley Jones / Graham Sherry / Terry Mulcahy and BPRC marshals

Screening for symptoms of workers, contractors and patrons

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • Frequent event messaging to encourage event staff and attendees to stay home if they have signs or symptoms of coronavirus (COVID-19), such as: cough, fever, sore throat, fatigue or shortness of breath. • Use Victorian Government Staff Coronavirus Health Questionnaire; attendance recording and health screening • At entry points (gates) display appropriate signage from https://www.coronavirus.vic.gov.au/signs-posters-and-templates: 	Lesley Jones / Graham Sherry / Terry Mulcahy
During	<ul style="list-style-type: none"> • Isolate the attendee in the nearest designated isolation space prior to them leaving the Reserve • Notify potential health concerns to the relevant government agency (24/7 Coronavirus Hotline) and Racing Victoria Chairman of Stewards 	Lesley Jones / Graham Sherry / Terry Mulcahy

Entry Points

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • Promote online ticket sales to reduce crowding at event entry points • Establish an area away from attendees, at point of entry, for people to wait for assessment by in-event health services if suspected of coronavirus. Patrons who exhibit symptoms prior to entry will be refused admission to the reserve, requested to return home and isolate. • Entry points established for racing staff and non-racing staff to avoid queuing 	Lesley Jones / Graham Sherry / Terry Mulcahy

During	<ul style="list-style-type: none"> • Avoid contact with people and items such as bags unless necessary for security enforcement purposes • Monitor queues to maintain appropriate social distancing 	Covid Marshall/Gate Marshall
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End of event or patron departure for the event

Timing	Plans / actions	Responsible
During	<ul style="list-style-type: none"> • Announcements using the public address system make to request that patrons vacate the reserve after the final race using the gate they entered by. • Prepare gates for patrons departure 	Lesley Jones / Graham Sherry / Terry Mulcahy and gate marshalls

First Aid / In-Event Health Service Plans

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • Document protocols for when and how to notify health authorities of issues or suspected coronavirus, see COVID-19 GUIDANCE CLUB STAFF (attached in Section 5: Supporting information). • Ensure gloves and masks are available • Ensure staff, volunteers and contractors wear appropriate protection, including when required masks at all times. • Setup quarantine gazebo at least 200m away from the general public with ready vehicle access • Engage private First Aid staff for race days 	Lesley Jones / Graham Sherry / Terry Mulcahy and Racing Victoria Limited
During	<ul style="list-style-type: none"> • Maintain contact with event staff, security and cleaners throughout the event 	Lesley Jones / Graham Sherry / Terry Mulcahy and Racing Victoria Limited
After	<ul style="list-style-type: none"> • Keep a record of each notifiable incident for the relevant legislated timeframe 	Lesley Jones / Graham Sherry / Terry Mulcahy and Racing Victoria Limited

Emergency services access

Timing	Plans / actions	Responsible
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Before	<p>Access to the course will be available to all Emergency Service vehicles/personelle via Coolart Road, gates 1 and 2.</p> <p>This has been done in accordance with the normal operation procedure for running a horse racing event at this location.</p>	<p>Lesley Jones / Graham Sherry / Terry Mulcahy</p> <p>and Racing Victoria Limited</p>
During	<p>Key staff will be notified when an emergency service has been called to attend the racecourse. Refer to BPRC Cancellation Plan for specific notification, (attached in Section 5: Supporting information).</p>	<p>Lesley Jones / Graham Sherry / Terry Mulcahy</p> <p>and Racing Victoria Limited</p>

Evacuation

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • There are 2 entry/exit points which is sufficient for a reserve of this size. • If required additional areas are available through the 46,000 sqm reserve. • Ensure staff are aware of and have access to 2021-2022BPRC Emergency Plan (attached in Section 5: Supporting information). 	<p>Lesley Jones / Graham Sherry / Terry Mulcahy</p> <p>and Racing Victoria Limited</p>
During	<ul style="list-style-type: none"> • Refer to BPRC Emergency Plan should their be a require to evacuate the racecourse or bad weather. • Covid marshalls will direct people to the the following Assembly points specified in Appendix A3 <ul style="list-style-type: none"> A1 Mounting Yard A2 Public mound viewing area A3 Members Car Park A4 Open ground in centre of track (note pedestrian and vehicle access points) • If an evacuation is ordered, once attendees are safe in assembly areas, encourage COVIDSafe mitigating behaviour 	<p>Lesley Jones / Graham Sherry / Terry Mulcahy</p> <p>and Racing Victoria Limited</p>

Weather

Timing	Plans / actions	Responsible
Before	<p>As above for Evacuation</p>	<p>Lesley Jones / Graham Sherry / Terry Mulcahy</p> <p>and Racing</p>

		Victoria Limited
During	As above for Evacuation	Lesley Jones / Graham Sherry / Terry Mulcahy and Racing Victoria Limited

Service of Alcohol

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • Limited Licence for first three meeting lodged 12th July 2021, application Reference Number 21-05947. • Designated areas where alcohol is served, see 2021-2022 BPRC Redline Map (attached in Section 5: Supporting information). • Determine density limits at the bar • Ensure that appropriate Responsible Service of Alcohol qualifications are held by serving staff 	Lesley Jones / Graham Sherry / Terry Mulcahy
During	<ul style="list-style-type: none"> • Where alcohol is being consumed: <ul style="list-style-type: none"> ➤ COVID marshals to monitor crowd to ensure co-mingling does not occur ➤ COVID marshals to ensure patrons adhere to required COVIDSafe mitigation behaviour: <ul style="list-style-type: none"> - Social distancing - Masks • COVID marshals to monitor crowd density and cease operating if distancing measures cannot be maintained. 	Lesley Jones / Graham Sherry / Terry Mulcahy

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?

Cleaning and Hygiene

Regular and Thorough Cleaning and Disinfection

Timing	Plans / actions	Responsible
Before	<p>2021-2022 BPRC COVIDSafe Cleaning Protocols has been developed to establish cleaning areas of high foot traffic (attached in Section 5: Supporting information).</p> <ul style="list-style-type: none"> • Review BPRC COVIDSafe Clean Protocols with race day cleaning staff • Undertake full clean of the venue prior to each meeting; including communal facilities and high touch surfaces. • Stock appropriate personal protective equipment for use by staff; masks and gloves • Place bins for safe disposal of hygienic materials in washrooms and other areas to help reduce transmission of coronavirus. 	Lesley Jones / Graham Sherry / Terry Mulcahy
During	<p>Using 2021-2022 BPRC COVIDSafe Cleaning Protocols undertake cleaning of communal facilities and high touch surfaces (attached in Section 5: Supporting information).</p>	Lesley Jones / Graham Sherry / Terry Mulcahy
After	<p>Using 2021-2022 BPRC COVIDSafe Cleaning Protocols undertake full clean of the venue after each meeting; including communal facilities and high touch surfaces (attached in Section 5: Supporting information).</p>	Lesley Jones / Graham Sherry / Terry Mulcahy

Hand Sanitiser and Hand Washing Facilities

Timing	Plans / actions	Responsible																																				
Before	<p>Hand sanitisers and disinfectant wipes will be as per below:</p> <table border="1"> <thead> <tr> <th>Map Reference #</th> <th></th> <th>Disinfectant Wipes</th> <th>Hand Sanitiser</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Public Bar - Outside</td> <td>1</td> <td>1</td> </tr> <tr> <td>4</td> <td>Secretarys Office</td> <td>1</td> <td>1</td> </tr> <tr> <td>4</td> <td>Secretarys Back Office</td> <td>1</td> <td>1</td> </tr> <tr> <td>5</td> <td>Members Clubrooms</td> <td></td> <td>2</td> </tr> <tr> <td>6</td> <td>Stewards Box</td> <td>1</td> <td>1</td> </tr> <tr> <td>7</td> <td>Judge</td> <td>1</td> <td>1</td> </tr> <tr> <td>7</td> <td>Race Caller Box</td> <td>1</td> <td>1</td> </tr> <tr> <td>8</td> <td>Rider Rooms - Female</td> <td></td> <td>1</td> </tr> </tbody> </table>	Map Reference #		Disinfectant Wipes	Hand Sanitiser	1	Public Bar - Outside	1	1	4	Secretarys Office	1	1	4	Secretarys Back Office	1	1	5	Members Clubrooms		2	6	Stewards Box	1	1	7	Judge	1	1	7	Race Caller Box	1	1	8	Rider Rooms - Female		1	
Map Reference #		Disinfectant Wipes	Hand Sanitiser																																			
1	Public Bar - Outside	1	1																																			
4	Secretarys Office	1	1																																			
4	Secretarys Back Office	1	1																																			
5	Members Clubrooms		2																																			
6	Stewards Box	1	1																																			
7	Judge	1	1																																			
7	Race Caller Box	1	1																																			
8	Rider Rooms - Female		1																																			

	<p>8 Rider Rooms - Male 1</p> <p>9 Members Reserve - Front 1</p> <p>9 Members Reserve - Rear 1</p> <p>Members Toilets -</p> <p>10 Female 1</p> <p>10 Members Toilets - Male 1</p> <p>13 Public Toilets - Female 1</p> <p>13 Public Toilets - Male 1</p> <p>OTHER Scales Area 2 2</p> <p>Barrier Stalls 8 8</p> <p>Vet Room 1 1</p> <hr/> <p style="text-align: right;">27</p> <p>Where clean running water/soap is not available and appropriate alcohol based hand wipe has been made available.</p>	
During	Hand sanitiser and wipes will be maintained as per above throughout the event.	

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?

Workers, vendors, volunteers and contractors

Event organisers and general event workers

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • Ensure appropriate personal protective equipment (including masks and gloves) is available for use by staff • COVID Co-ordinator(s) to communicate plans with: <ul style="list-style-type: none"> ➢ Cleaners ➢ Security ➢ first aid / in-event health providers • Ensure COVID Marshals are aware of the required steps if suspected case of coronavirus is identified • Sare COVIDSAFE Event Plan with staff a contractors 	Lesley Jones / Graham Sherry / Terry Mulcahy
During	Monitor crowd behaviour and movements to ensure the key principles of this plan are maintained	Lesley Jones / Graham Sherry / Terry Mulcahy

Food and catering workers

Timing	Plans / actions	Responsible
Before	<p>Appropriate personal protective equipment will be made available to staff preparing race day staff lunches.</p> <p>These lunches are available on a self-serve basis.</p>	Lesley Jones / Graham Sherry / Terry Mulcahy
During	Monitor queues at food vendors to maintain physical distancing. Cease operating if distancing measures cannot be maintained.	Lesley Jones / Graham Sherry / Terry Mulcahy

Cleaning workers

Timing	Plans / actions	Responsible
Before	Stock adequate personal protective equipment (masks and gloves), hand sanitiser, wipes and cleaning products.	Lesley Jones / Graham Sherry / Terry Mulcahy
During	COVID Co-ordinators to monitor cleaning routines as per BPRC COVIDSAFE Protocols.	Lesley Jones / Graham Sherry / Terry Mulcahy

Security workers

Timing	Plans / actions	Responsible
Before	<p>Private security staff is contracted for race day.</p> <ul style="list-style-type: none"> • Stock adequate personal protective equipment (masks and gloves). • Brief private security staff: <ul style="list-style-type: none"> ➤ group bookings; monitor crowd behaviour, movements and density. 	Lesley Jones / Graham Sherry / Terry Mulcahy
During	<ul style="list-style-type: none"> • Provide adequate personal protective equipment (masks and gloves) if engaging with attendees. • Monitor crowd behaviour for unwell attendees; move patron(s) to quarantine gazebo if necessary. • Monitor crowd movements to ensure patrons adhere to COVIDSafe mitigation behaviour: <ul style="list-style-type: none"> ➤ Social distancing ➤ Masks 	Lesley Jones / Graham Sherry / Terry Mulcahy

Volunteers

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • Stock adequate personal protective equipment (masks and gloves). • Review BPRC COVIDSafe Plan with volunteers • Define and communicate the role and designated are for each volunteer, if appointed to Covid Marshal role. 	Lesley Jones / Graham Sherry / Terry Mulcahy
During	<ul style="list-style-type: none"> • COVID Co-Ordinator to monitor weel being of volunteers. 	Lesley Jones / Graham Sherry / Terry Mulcahy

After	<ul style="list-style-type: none"> • Maintain a record of all volunteers and their responsibilities/areas of contact. 	Lesley Jones / Graham Sherry / Terry Mulcahy
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Deliveries

Timing	Plans / actions	Responsible
Before	N/A – no deliveries are made to the clubrooms. Small bar stocked on day(s) prior to the meeting date.	N/A
During	N/A – no deliveries are made to the racecourse on race day.	N/A

Other workers(if any)

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

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.

Section 4: Event Specific COVIDSafe Controls (if relevant)

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	
After	N/A	

Car Parks

Timing	Plans / actions	Responsible
Before	<ul style="list-style-type: none"> • Provide adequate personal protective equipment (masks and gloves). 	Lesley Jones / Graham Sherry / Terry Mulcahy
During	<ul style="list-style-type: none"> • Attendee's will be directed by parking marshals, refer Reference 15 Event Site Map • Parking Marshals to: <ul style="list-style-type: none"> ➢ Spread parking to assist with dispersing crowds ➢ Remind patrons to perform QR code checkin if not already done ➢ Monitor crowd behaviour for unwell attendees; move patron(s) to quarantine gazebo if necessary. 	Lesley Jones / Graham Sherry / Terry Mulcahy

	<ul style="list-style-type: none"> ➤ Monitor crowd movements to ensure patrons adhere to COVIDSafe mitigation behaviour: <ul style="list-style-type: none"> - Social distancing - Masks 	
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Ventilation - Indoor Spaces

Timing	Plans / actions	Responsible
Before	The only area where crowds can gather is the small member's clubrooms; doors are kept open on race day and room signed and monitored to ensure room density requirements are observed.	Lesley Jones / Graham Sherry / Terry Mulcahy
During	<ul style="list-style-type: none"> • Clubroom Covid Marshals: <ul style="list-style-type: none"> ➤ ensure maximum ventilation: open doors and windows where appropriate ➤ monitor density limits of the clubrooms and restrict access when the max number of people is reached. ➤ Monitor member movements to ensure patrons adhere to COVIDSafe mitigation behaviour: <ul style="list-style-type: none"> -Social distancing -Masks 	Lesley Jones / Graham Sherry / Terry Mulcahy

Food and Beverage Preparation and Service Areas

Timing	Plans / actions	Responsible
Before	<p>BPRC does not provide food and beverage. A limited number vendors provide food and beverage to patrons on race day.</p> <ul style="list-style-type: none"> • Food and beverage vendors: <ul style="list-style-type: none"> ➤ Are encouraged to use electronic payments ➤ Ensure queues for food and beverage do not cross other foot traffic areas ➤ Encouraged to establish different areas for ordering and collection. ➤ Encouraged to provide disposal packaging and condiments 	N/A
During	<ul style="list-style-type: none"> • Covid Marshal to monitor food and beverage queues: <ul style="list-style-type: none"> ➤ to maintain physical distancing. Cease operating if distancing measures cannot be maintained. ➤ Monitor movement to ensure patrons adhere to COVIDSafe mitigation behaviour: <ul style="list-style-type: none"> -Social distancing -Masks 	Lesley Jones / Graham Sherry / Terry Mulcahy

Other Queuing Areas

Timing	Plans / actions	Responsible
Before	N/A	
During	<ul style="list-style-type: none"> • Covid Marshal to monitor queues: <ul style="list-style-type: none"> ➤ to maintain physical distancing ➤ Monitor movement to ensure patrons adhere to COVIDSafe mitigation 	

	behaviour: -Social distancing -Masks	
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Attendee Seating and Viewing Areas

Timing	Plans / actions	Responsible
Before	We have a small grand stand facility in the Members reserve, see photo (attached in Section 5: Supporting information).	
During	<ul style="list-style-type: none"> • Covid Marshal to monitor member grand stand: <ul style="list-style-type: none"> ➢ to maintain physical distancing ➢ Monitor movement to ensure patrons adhere to COVIDSafe mitigation behaviour: <ul style="list-style-type: none"> -Social distancing -Masks 	Lesley Jones / Graham Sherry / Terry Mulcahy

Fields of Play and Competition Areas

Timing	Plans / actions	Responsible
Before	The racecourse is managed by the Racing Victoria IS Staff on race day.	N/A
During	The racecourse is managed by the Racing Victoria IS Staff on race day.	N/A

Stages

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

Market Stalls and Fetes

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

Non-Allocated Seating or Picnic Rug

Timing	Plans / actions	Responsible
Before	The Emu Plains Reserve is an area of approx. 46,000sqm. There are no designated pathways or picnic rug areas.	Lesley Jones / Graham Sherry / Terry Mulcahy
During	<ul style="list-style-type: none"> • Covid Marshal to monitor patron gatherings: <ul style="list-style-type: none"> ➢ to maintain physical distancing ➢ Monitor movement to ensure patrons adhere to COVIDSafe mitigation behaviour: <ul style="list-style-type: none"> -Social distancing -Masks 	Lesley Jones / Graham Sherry / Terry Mulcahy

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:

- 2021-2022 BPRC Cancellation Plan
- 2021-2022 Emergency Management Plan
- 2021-2022 BPRC Redline Map
- 2021-2022 BPRC Racecourse Map
- BPRC Entry Terms & Conditions - 2020-12-10
- BPRC Refund Policy - 2020-12-10
- BPRC 2020-2021 COVIDSafe-Event-Plan-Template_Tier 2 – APPROVAL 2020-12-24
- Australia Day Plan 26.1.17 – previous event plan
- 2021-2022 COVIDSAFE CLEANING PROTOCOLS
- Staff-Coronavirus-COVID-19-Health-Questionnaire
- COVID-19 GUIDANCE CLUB STAFF
- Photos
 - BPRC Grand Stand
- Victorian State Government unique QR Code for Balnarring Picnic Racing Club



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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