

Tier 1 Checklist

Form Preview

Tier 1 - Checklist

* indicates a required field

The purpose of the Events Framework is to help event organisers to identify and manage the risk of COVID-19 for a range of event and activity types in a diverse range of settings. It sets out the process for working with government to deliver a COVID-19 safe event under the current Public Health Directions.

The Tier 1 Checklist is for events with between 250 to 2,000 people indoors, and 500 to 2,000 outdoors. The Checklist should be completed at least 30 days before the event.

If your Tier 1 event has a number of higher risk factors, more information may be required when your checklist is being reviewed. Depending on the number of factors, you may be required to put additional strategies in place to manage the event. This may include the need to complete a COVID-19 Event Safety Plan.

If you'd like to discuss any element of the application process, you can contact the Events Framework project team at:

Phone: 03 6165 6650

Email: eventsframework@stategrowth.tas.gov.au

Event name *

Event type *

Example: Sporting event, Food and wine event, Music festival, Carols, Performance, Cultural / Art event, Function (conference, luncheon, dinner, cocktail etc), Market, Fair, Agricultural or horticultural show, Expo, Other

Venue name *

Venue address *

Address

Date of event

Event website

Must be a URL.

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Event social media

Total number of patrons at the event *

If 1,000+ people at the event, masks are required

Total number of patrons at any one time *

Total number of event staff/ workers/ volunteers/ performers *

Total useable space in square metres *

What is the Check in Tas QR Code for the event? *

Event factors

If your Tier 1 event has a number of higher risk factors, more information may be required when your checklist is being reviewed. Depending on the number of factors, you may be required to put additional strategies in place to manage the event. This may include the need to complete a COVID-19 Event Safety Plan.

Is your Event - tick all that apply

- | | |
|--|---|
| <input type="checkbox"/> Indoor | <input type="checkbox"/> Door sales |
| <input type="checkbox"/> Outdoor | <input type="checkbox"/> Not ticketed |
| <input type="checkbox"/> Service of alcohol | <input type="checkbox"/> Dancing |
| <input type="checkbox"/> Service of alcohol, 4+ hours | <input type="checkbox"/> Single venue |
| <input type="checkbox"/> Alcohol free | <input type="checkbox"/> Multiple venues |
| <input type="checkbox"/> Standing / free moving and mixing | <input type="checkbox"/> Singing or cheering |
| <input type="checkbox"/> Seated | <input type="checkbox"/> People from interstate |
| <input type="checkbox"/> Ticketed | <input type="checkbox"/> Camping |

What is the total seated capacity? *

What type of seating is provided? *

Example: Fixed seating, bleachers, theatre style, grandstands

Event organiser details

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This person may be contacted by Public Health Services on request.

They will be responsible for providing patron contact details to Public Health Services if contact tracing is required.

Name of Responsible Person *

Title	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Mobile Number *

Email *

If more information is requested

If your Tier 1 event has a number of higher risk factors, more information may be required when your checklist is being reviewed.

Public Health will advise you within 7 days if more information is needed. Please use this section to upload your document/s.

Event COVID-19 Safety Plan

Attach a file:

Site Plan

Attach a file:

Certification

* indicates a required field

Right to information

Information you provide to the Department of State Growth and details of assistance may be subject to requests for public disclosure under the *Right to Information Act 2009*.

Personal information collection

You are providing personal information to the Department of State Growth, which will manage that information in accordance with the *Personal Information Protection Act 2004*. The personal information collected here will be used for the purpose of enacting the Events Framework. Failure to provide this information may result in your checklist not being assessed or records not being properly maintained. The Department may also

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use the information for related purposes, or disclose it to third parties in circumstances allowed for by law. You have the right to access your personal information by request to the Department and you may be charged a fee for this service.

COVID-19 Safe practices

As the event organiser and by registering your event, you must agree to the following:

COVID safe behaviours - communicate with patrons before and during the event:

• To not attend if unwell or instructed to isolate or quarantine • To maintain 1.5m physical distance • To follow cough etiquette and personal hygiene

Manage the flow of people to minimise queuing and crowding: • Multiple entrance and exit points • Staggered entry and/or departure • Stay within allocated spaces/seats

Understand and manage restrictions on high risk activities such as dancing, alcohol consumption

Maintain venue cleaning and hygiene standards • Ensure toilets are working and bathrooms have running water for hand basins, soap, disposable hand towels or dryers • Ensure high touch surfaces and bathrooms are cleaned frequently

Maintain physical distancing between staff and patrons, where practicable by using: • Visual cues in free moving, retail, food and drink vendor and bathroom areas • Ground markings, barriers, signs, posters or one way flow direction of travel for walkways

Implement Check in Tas QR code and ensure it is used by all patrons and staff

Provide adequate hand sanitiser and soap for patrons to wash their hands such as • Hygiene stations at entrances and throughout the venue • Display signs or posters in prominent locations that show good hygiene and hand washing practices

Masks are required for all events with 1,000+ people

Check www.coronavirus.tas.gov.au for the latest information on restrictions that may apply

I certify that:

- all the details supplied in this form are correct
- I have read and understood the section on 'right to information' and 'personal information collection' and accept the terms

*

I agree