Bullsbrook Country Fair

Sunday March 28, 2021

10am – 3pm

Great Northern Highway, Bullsbrook

PO Box 513 Bullsbrook WA 6084

bullsbrookcountryfair2021@gmail.com

Stall holder application form

- **Stall fees : Community/Not for Profit Groups – *Free* I Home based businesses - $40+gst**
- **Commercial Businesses - $100+gst – Food Vans - $120 +gst – Coffee, Icecream & Fairy Floss Vans - $70+gst**
- **One stall is a 3m x 3m space – More than one space can be requested.**
- **No generators unless by special arrangement with the Bullsbrook Country Fair Committee.**
- **Locally produced and made goods and items preferred.**
- **Applications for all stalls must be received by 19 February 2021.**
- **Applications can be emailed or posted to the above addresses.**

Community Group/Business Name:

Contact Details:		
Name:		
Address:		
Contact Phone Number	**Home:**	**Mobile:**
Email address:		

Website:
Facebook:

Brief Description of your Business & Products: Food Vendors please supply a sample menu.		
Do you have Public Liability Insurance?	○ YES	○ NO
It is the stallholder's responsibility to ensure they have appropriate Public Liability Insurance. Please refer to Terms and Conditions. Please provide a copy of your certificate of currency of your Public Liability Insurance covering the date of the Bullsbrook Country Fair when you return your application. **If you do not hold a policy of Public Liability Insurance, then cover can be arranged (for an additional cost to the stallholder) for the day of the Bullsbrook Country Fair. Please contact us for further details.**		

PERMITS & LICENCES		
Do you intend to sell food &/or drinks at the market?	○ YES	○ NO
Do you have the appropriate Permits and/or Licences from relevant authorities.	○ YES	○ NO
It is the stallholder's responsibility to obtain the appropriate Permits and/or Licences from relevant authorities. Please refer to Terms and Conditions.		

POWER: There is no mains power available at this event. Generators only by special arrangement with Bullsbrook Country Fair Committee

I have read and agree to the Bullsbrook Country Fair Terms and Conditions attached to this application form.	○ YES	○ NO
I have included a copy of my Public Liability Insurance with my application.	○ YES	
I have read and agree to abide by the Bullsbrook Country Fair Committee COVID Policy, a copy of which is attached to the Application (as may be amended from time to time)	○ YES	

Signed:
Name and Date:

Bullsbrook Country Fair 2021

Terms and Conditions

Applications

- Successful applicants have 7 days to make payment of stall fees, including Public Liability Insurance costs where applicable, upon notification of acceptance of the application. There is no obligation for Bullsbrook Country Fair Committee to remind successful stallholders if payment hasn't been made in the allocated time. Failure to make payment or alternate arrangements may result in loss of stall allocation.
- Notification of non-attendance at the Bullsbrook Country Fair is required. No refunds will be made for cancellations by stallholders or no shows.
- Stall holder preference will be given to local businesses but is not limited to such.
- In the event that there are several businesses similar in nature, preference will be given to local businesses.
- Stallholders must give the Bullsbrook Country Fair Committee permission to use their image, business name and website text for promotional purposes.
- Stall allocation will be at the discretion of the Bullsbrook Country Fair Committee. Stallholders will be emailed with further details regarding set up & pack down at least one week prior to the Fair date.
- Acceptance of stallholders is at the discretion of the Bullsbrook Country Fair Committee and is final. We reserve the right to reject applications and not to enter into correspondence or otherwise further explain the reasons for decision-making.
- Applications for stalls must be received by **19 February, 2021**.

Stalls

- All stalls are a standard 3m x 3m. More than one stall space may be requested and stallholders will be charged accordingly.
- All stallholders must supply their own tables, chairs and Gazebos. Gazebos must be secured firmly by being pegged or weighed down, ensuring the gazebo is appropriately weighted down for the weather conditions on the day. To assist with dust suppression, it is suggested that stallholders provide groundsheets for their stall.
- Product security is the responsibility of the stallholder.
- Competitions and/or raffles cannot be run without written approval of the Bullsbrook Country Fair Committee.
- Stallholders must confine their displays and signs within the boundaries of their stall site. Designated walkways must be kept clear at all times.
- Any damages to the Fair grounds due to the negligence of the stallholder will result in any repair costs being invoiced to and paid by the stallholder.

All electrical equipment must be tagged and comply with current Occupational Health and Safety Regulations.

Licences, Permits & Insurance

- Stallholders selling food and/or drinks must have acquired appropriate current licences and permits prior to trading and provide a copy to Bullsbrook Country Fair Committee.
- All stallholders must provide their own public liability insurance to the minimum amount of $10 million. Please provide a copy of your certificate of currency of your Public Liability Insurance covering the date of the Bullsbrook Country Fair with your application. If you do not hold a policy of Public Liability Insurance,

then cover can be arranged (for an additional cost to the stallholder) for the day of the Bullsbrook Country Fair. Please contact us for further details.

- It is the stallholder's responsibility to ensure that they have suitable product liability insurance if applicable and that all products on offer meet relevant safety standards and labelling requirements.
- All documentation of appropriate insurances, licences and permits must be forwarded to the Bullsbrook Country Fair Committee by no later than 19 February, 2021. Failure to do so may result in forfeit of your stall. No refunds will be issued.

Set up & Pack away

- Stalls must be set up and ready to trade not less than 15 minutes before the commencement of the Bullsbrook Country Fair. Your arrival and set up time will be confirmed in the acceptance letter.
- All vehicles **must** vacate the loading area/stallholder area by no later than 9.30am and will not be permitted back on the Fair grounds prior to 3pm.
- It is the stallholder's responsibility to ensure their vehicles are parked in the allocated parking area.
- Stallholders are not to commence packing up until the advertised end of the Fair at 3:00pm.
- Stallholders must vacate the Fair grounds by 5:00pm.
- Stallholders are responsible for leaving their stall site and surrounds clean and tidy. Please dispose of rubbish in the allocated rubbish bins or take your rubbish with you at the conclusion of the market.
- All stallholders are responsible for correctly erecting their stall/s. A nominated representative of the Bullsbrook Country Fair Committee may inspect stalls and seek information/give directions to a stallholder to remedy any potential safety issues that may be identified. Failure by the stallholder to comply with any direction given by the nominated representative of the Bullsbrook Country Fair Committee may result in the stallholder being asked to close their stall until any potential safety issues have been remedied.

General

- The Bullsbrook Country Fair Committee takes no responsibility for weather conditions. Please come prepared for all weather conditions.
- The Bullsbrook Country Fair Committee reserves the right to cancel the Bullsbrook Country Fair up to 24 hours prior to the commencement of the event. Event cancellation may be on the grounds of safety, including severe weather.
- In the event of the Bullsbrook Country Fair being cancelled by the Bullsbrook Country Fair Committee, stallholders will be contacted via email and stallholders are entitled to a refund of their stall fee. If a stallholder has paid for daily Public Liability Insurance, then the insurance premium is non-refundable in the event of a cancellation.
- To the extent permitted by law, the Bullsbrook Country Fair Committee will not be liable to the stallholder, its employees or agents for any loss or damage suffered by the stallholder as a result of the stall holders participation in the Bullsbrook Country Fair. The stallholder agrees to indemnify and keep indemnified the Bullsbrook Country Fair Committee against all claims, demands, proceedings, damages, judgments, costs, losses or expenses of any nature whatsoever which any customer of the stallholder at the Bullsbrook Country Fair may suffer or incur arising out of or in connection with the stallholders participation in the Bullsbrook Country Fair .
- The Bullsbrook Country Fair is a smoke free event.

COVID

- The Bullsbrook Country Fair Committee is required to comply with any Federal/State/Local Government COVID requirements/policies/restrictions that may be in force on the date of the Bullsbrook Country Fair.

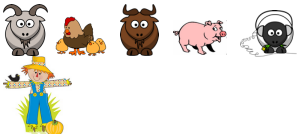
- The Bullsbrook Country Fair Committee has developed a COVID policy that is compliant with any Federal/State/Local Government COVID requirements/policies/restrictions. A copy of the COVID policy will be provided with this Application.
- All stallholders are required to comply with the Bullsbrook Country Fair Committee COVID requirements/policies/restrictions that may be in force on the date of the Bullsbrook Country Fair. It is the responsibility of the stallholder to be familiar with all such COVID requirements/policies/restrictions and to comply with them at their own expense and at all times.
- If any stallholder is found to not be taking steps to comply with Federal/State/Local Government COVID requirements/policies/restrictions, then the Bullsbrook Country Fair Committee reserves the right to direct any stallholder to take such steps as are reasonably necessary to comply with all such COVID requirements/policies/restrictions.
- Should a stallholder fail to follow such directions, then the Bullsbrook Country Fair Committee reserves the right to require the stallholder to close their stall and to vacate the Bullsbrook Country Fair. Should this occur, then the stallholder shall not be entitled to a refund of their stall fee or any insurance premium paid.

Bullsbrook Country Fair 2021

Stallholders Competition

To add to the fun of the Fair we encourage all stallholders to decorate their stalls following a country theme. As an incentive we're holding a scarecrow making competition for stallholders and encourage you to participate. There will be cash prizes. Scarecrows can be of any size, must be **constructed from recycled materials** and should be on **display at your stall**. There is no fee to enter this competition and entry will be on the day. Here are a few ideas to start the creative juices flowing. We had wonderful entries at the 2018 and 2019 Fairs and look forward to those in 2021.

Find us on Facebook, Instagram and at www.bullsbrook.org.au



Bullsbrook Country Fair

Sunday March 28, 2021

10am – 3pm

Lot 1354, No 2510 Great Northern Highway, Bullsbrook

PO Box 513 Bullsbrook WA 6084

bullsbrookcountryfair2021@gmail.com

COVID-19 EVENT SAFETY AND MANAGEMENT PLAN

Covid-19 Safety & Risk Management Plan

It is important to ensure all possible risks associated with the Bullsbrook Country Fair 2021 are identified during the planning stages and are catered for within the event organisation and operations.

In this Covid-19 Pandemic-Stage 4 Phase, all events require a comprehensive Covid-19 management plan.

This Covid-19 Plan will complement the event's Risk Management Plan.

Approving Local Government Authority: City of Swan

1. PHYSICAL DISTANCING

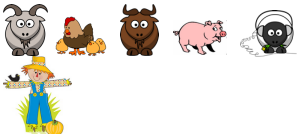
- What will be done to implement physical distancing guidelines?

Physical distancing guidelines

Evidence demonstrates that mass gatherings facilitate the spread of infectious diseases. Physical distancing is one of the most effective methods of reducing the spread of viruses. The more space between patrons, the harder it is for the virus to spread.

If a person at an event is found to be positive for COVID-19, the risk of transmission to the rest of the patrons, staff and volunteers is minimised if people have been practicing physical distancing.

Good practice physical distancing principles engaged at this event:



- maintain 1.5 metre separation between people who are not from the same household;
- maintain a minimum of 2 square metres per person, and
- Managing physical distancing between patrons.

To promote physical distancing between patrons at events, the following will be considered and implemented:

- ensure a minimum of 2 square metres per person is available at the venue;
- leave spaces between same household groups or individuals in seated areas and amusement rides;
- adequately spacing queues (such as food vendor lines) by erecting signs reminding patrons to maintain 1.5m distances, and
- minimise congregations at sanitary stations, toilets, food and water distribution areas.

Managing physical distancing between event staff.

It will also be important to manage physical distancing between staff, through the following:

- reviewing shift arrangements to reduce interaction between staff;
- stagger breaks to ensure physical distancing occurs during break times
- maintaining physical distancing in break room facilities (if any) by adequately spacing chairs, etc;
- reminding volunteers and staff not to attend if they are unwell or have been in contact with a positive COVID-19 patient;
- registering all volunteers and staff to assist with contact tracing, should an affected person be later found to have attended the event, and
- event staff to consider getting the annual flu shot.

a) The total square meterage of the venue: 120,000 square meters

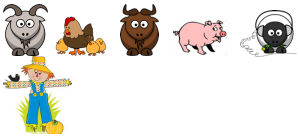
b) The total number of patrons across the venue at any one time: 3000 to 5000

c) The layout of the venue: Site map attached- YES

d) Details of the nature and duration of contact between patrons and how these will be managed:

Nature and duration of contact between patrons is purely transitory. Patrons will move through event site viewing attractions and engaging briefly with various displays.

e) Details of the demographics of the patrons expected to attend the event



Patrons will vary in age and include individuals and families.

f) Provide details of any activities that may lead to close physical contact (e.g. dancing, moshing) and how these will be managed.

There will be limited activity involving close physical contact. Food vendor lines and mechanical ride lines will be the only likelihood. Event food vendors and contractors of such rides are fully aware of their responsibilities in regards to ensuring that physical distancing is maintained. Covid Safety Marshals will provide a second layer of assurance and will be patrolling to ensure and remind patrons of physical distancing adherence.

g) Provide details of any limitations of the effectiveness of physical distancing protocols described above e.g. drugs and/or alcohol consumption, and how these will be managed.

Being a family friendly event, drugs and/or alcohol consumption will be unlikely. In the event that a patron appears under the influence of drugs and/or alcohol, Covid Safety Marshalls and event volunteers will be engaged to ensure that the patron is safely relocated and that physical distancing is maintained.

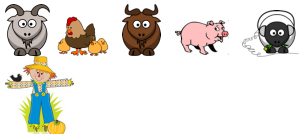
h) Indicate how many COVID Safety Marshals you will designate, and what they will do to observe, report and manage physical distancing protocols during the event.

We anticipate there will be a minimum of 10 Covid Safety Marshalls (CSM) on site at all times. Each CSM will patrol the event site to observe patrons' movement patterns and flow. From their ongoing observations, CSMs will then appropriately manage any physical distancing concerns to ensure that protocols are adhered to.

COVID Marshals will be responsible for implementing all areas of the COVID Event Plan and must implement physical distancing particularly at pinch points, rides, games, bathrooms, food service areas etc.

CSMs will OBSERVE and make note of any potential 'hot spots' where physical distancing is not being adhered to.

CSMs will REPORT any physical distancing concerns to Event Risk Manager and request support if required.



CSMs will MANAGE physical distancing issues with the support of others event staff and Risk Manager's if required. This a will include verbal reminders and referral to COVID-19 Physical Distancing signage to patrons within the area of concern.

i) Provide details of any other measures you will use to support physical distancing.

- COVID-19 Safety signage will be clearly displayed around the event site reminding patrons of physical distancing measures;
- CSMs will vigilantly patrol event site, ensuring that other event staff are also reminding patrons of physical distancing measures, and
- Food vendors and other event contractors have been notified of the importance of the COVID SAFE event requirements and will ensure patrons adhere to physical distancing requirements whilst at their stall or amusement.

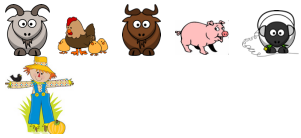
2. Hygiene and cleaning regimes

• Describe the hand hygiene and sanitation measures put in place at event (particularly at entry points, toilets, food and beverage outlets, etc).
• How will you remind patrons, staff and volunteers of the need to practice good hand hygiene and respiratory etiquette?
• Describe your cleaning and disinfection regime of common contact surfaces, 'high touch' items and shared amenities.
• How will you ensure cleanliness and hygiene standards are maintained?

Entrance to the event:
The following hand hygiene and sanitation measures will be put in place with a particular focus on event entrances, toilets, food and beverage outlets:

• Alcohol-based sanitiser readily available in all areas (entry & exit points) and clearly displayed signage requesting all patrons, staff and volunteers to apply it on entry to the event, before purchasing from food vendors, after using toilets and after utilising a ride or attraction. Hand sanitiser will be secured at each station and CSMs will supervise each station. An adult is to monitor use of hand

sanitiser if being used by a minor. Restocking of toilets will occur every hour or on an 'as need' basis to ensure plentiful supply.



• Appropriate signage placed at all entrance points to remind attendees of physical distancing and hygiene requirements.
• Ensure one-way traffic flows where possible, with dedicated entrances and exits, to minimise congestion.

Increased cleaning and sanitation regime:

Presence of the virus in the environment can be a source of infection. This risk will be reduced through the following measures:

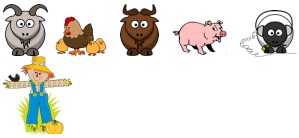
• Increase the frequency of cleaning in all areas (cleaning times and sign offs for designated areas will be documented as per protocols)
• Thorough and regular cleaning regime of common contact surfaces, 'high touch' areas, items and shared amenities, such as handles, taps, break rooms, EFTPOS keypads, counter tops and toilets.
• Volunteers will be asked to maintain a cleaning log to ensure the cleaning regime is strictly adhered to and to provide a strict hourly or half hourly if required, cleaning regime for the duration of the event.
• Adequate hand washing/sanitiser stations will be provided, and all patrons, staff and volunteers will be encouraged to use the facilities regularly.
• Hands-free basins, with liquid soap and paper towels, in toilet facilities will be preferred when selecting toilet hire contractors. Volunteers will be responsible for restocking of hand washing basins with soap and paper towels. CSMs will oversee this as part of their responsibilities. Restocking of toilets will occur every hour or on an 'as need' basis to ensure plentiful supply.
• Food vendors will be encouraged to use cashless payments where possible.

If event staff believe a surface may be contaminated, it will be cleaned with a common household disinfectant to kill the virus. Cleaning products will be chosen that are approved for the surface to be cleaned. In general, combined detergent/disinfectant solutions or wipes are acceptable for hard surfaces.

CSMs will ensure that cleanliness and hygiene standards are maintained with regular checks on all cleaning staff, contractors and event supervisors responsible for specific areas within the event.

3. Staff management

• How will you communicate updated advice to staff and volunteers in the lead up to the event?
• Will you keep a register for staff and volunteers, and how will this be managed?



- Will staff be sharing equipment (e.g. radios)?

Communication of updated advice to staff/volunteers in lead up to event

COVID-19 Safety updates, information, directives and advice will be communicated to staff and volunteers via email, social media groups and verbally at event briefings as often as required with the release of State/Federal Covid-19 updates that are relevant to the event.

Registers for staff and volunteers

Sign in/out registers will be kept and maintained at Event Administration. Administration staff will ensure that staff and volunteers sign in and out using disinfected writing implements. Administration staff will also conduct a brief Covid-Safe induction that will include asking each staff member/volunteer if they have been feeling unwell and if they have been out of the State and if so, have completed their self-isolation.

Sharing of equipment

The sharing of equipment will not be supported at the event. Staff will have their own hi vis vests, clipboards/pens, sets of disposable gloves etc on them at all times.

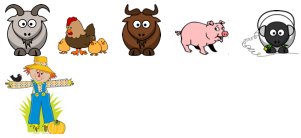
Event staff may be sharing radios (to be determined). At the beginning of the event some volunteers will be issued with their own radio that is only used by them for the duration of the event. If there was any need to re assign that radio, it would be thoroughly cleaned as per COVID-SAFE cleaning protocols.

4. Staff training and education

- How will you ensure that your staff are informed and trained to implement the public health measures in this plan?
- How will you ensure all your employees know how to keep themselves and others safe from exposure to COVID-19?
- Have all relevant staff, including COVID Safety Marshals, completed the COVID-19 Infection Control Training (or similar?)

Training and education

All event volunteers will receive this COVID-19 Event Safety Plan to familiarise themselves with. Key COVID-SAFE measures and contacts for volunteers in various job descriptions during the event will have the relevant information in their event clipboards to refer to.



All Event volunteers will complete The Federal Department of Health's 30-minute online infection control training module which covers the fundamentals of infection prevention and control for COVID-

19. Records of individual volunteer training will be recorded and be available for viewing at Event Administration.

Health promotion material (e.g. posters) of an appropriate size will be displayed at the event to remind patrons and volunteers of the need to practice physical distancing, good hand hygiene and respiratory etiquette. Volunteers will refer patrons to COVID-SAFE event signage as well as verbally reminding them of these principles.

5. COVID Safety Marshalls

- Provide details of how you will implement COVID Safety Marshals at your event.

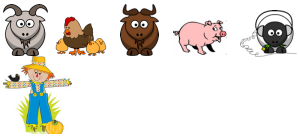
3 Covid Safety Marshals will be appointed for the event. These CSMs will have completed relevant Covid-19 Training and will be easily identifiable in Green Hi Vis Vests, separate to event staff yellow hi vis vests (to be confirmed).

Covid Safety Marshals will complete The Federal Department of Health's 30-minute online infection control training module which covers the fundamentals of infection prevention and control for COVID-19.

Records of Covid Safety Marshal training will be available for viewing at Event Administration.

The role of Covid Safety Marshals:

- Ensure that all COVID-SAFE measures referred to in this COVID-19 Event Safety Document are adhered to
- Ensure that all event volunteers are vigilant in their adherence to all COVID-SAFE measures and communicate this to patrons in their designated areas and roles at the event
- Liaise with Event Risk Manager to oversee and ensure that documentation of attendees (including volunteers) is recorded appropriately
- Liaise with Professional First Aid Personnel in the first instance in regards to unwell patrons and ensure that appropriate documentation is in place



- COVID Marshals are responsible for implementing all areas of the COVID Event Plan and must implement physical distancing particularly at pinch points, rides, games, bathrooms, food service areas etc.

6. Compliance

- I am aware that in addition to the legal obligations arising from the Emergency Management Act 2005 and the Directions made under that Act, I must continue to comply with relevant existing legislation and regulations, including WorkSafe, food, liquor, noise legislation, etc?

Yes ✔ No

Comments:

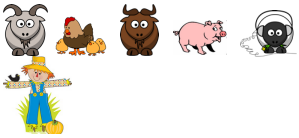
In addition to this COVID-19 Safety Management Plan, I will comply with relevant existing legislation and regulations, including WorkSafe, food, liquor, noise legislation. All the relevant licences and approvals will have been approved by Local Government legislation pertaining to this event. Those licences will be available on request or for viewing at Event Administration on the day.

7. Response Planning

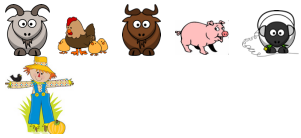
- How will you collect and store attendance records of patrons, to assist with contact tracing if required?
- Describe the protocol for managing unwell patrons and staff at your event.
- How will you recognise illness in staff or patrons at your event?
- How will you manage an exposure or suspected exposure to COVID-19 within your premises?
- How will you escalate urgent COVID-related matters to WA Health or WAPOL before or during the event?

Collecting and storage of attendance records

Due to the open and fluid nature of this event over a large outdoor space, attendance records of patrons is unlikely to be possible. Advertising and promotion pre-event and during the event will include encouraging patrons to download the SAFEWA App. Signs will be in place throughout the event site to remind patrons to download the App and to ensure that they scan the QR code on entry to the event. CSMs and event staff will also verbally remind patrons about the use of the SAFEWA App.



Lists of event volunteers, contractors, stallholders, stage performers and other event participants will be carefully compiled by organisers to ensure that each individual is easily contactable in the case of a community transmission.



Managing unwell patrons/staff at events

Event organisers will make every effort to remind patrons, staff and volunteers not to attend if they feel unwell. However, it is important to establish a protocol for identifying and managing unwell patrons that present during an event. This will be communicated clearly to all staff and volunteers prior to the event.

Protocol for Managing Unwell Patrons/Staff:

• Any volunteer identifying an unwell patron should report the incident immediately to their team leader, who will inform Covid Safety Marshals. CSM will then inform qualified first aid personnel on site who will respond appropriately.

•Professional first aid staff will promptly attend to a symptomatic patient.

- Professional first aid staff will isolate/assess unwell patrons/volunteers. An Isolation Area will be designated by First Aid Providers close to the First Aid Post.
- First Aid Providers will oversee the movement of unwell patrons/volunteers to the isolation area with minimal interaction with other patrons/volunteers and the assistance of CSMs.

•Professional first aid staff will supply symptomatic patrons/volunteers with a mask to help contain respiratory droplets generated from coughing and sneezing.

•All volunteers attending symptomatic patients will wear gloves and a mask, and dispose of them immediately/appropriately after contact, followed immediately by hand hygiene.

• All first aid posts/isolation areas will be equipped with hand washing facilities and hand sanitisers.

• Qualified first aid personnel will remove potentially symptomatic patrons from the event as soon as possible, in a safe and appropriate manner.

Recognising illness in staff/volunteers/patrons at the event:

All CSMs, Event volunteers will have completed mandatory Covid-Safe training and will have been briefed as to recognising illness in staff and patrons at the event.

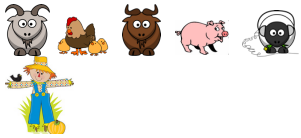
Event Organisers/CSMs/ Volunteers have completed mandatory COVID-SAFE training and will be on the alert to recognise symptoms of illness such as:

Fever

Respiratory symptoms such as coughing, sore throat and shortness of breath,

Lethargy, fatigue and or muscles & joint aches/pains

Nausea



Diarrhea

Vomiting

Loss of sense of smell/altered sense of taste

Loss of appetite

Response to an exposure or suspected exposure to COVID-19 within the event

CSMs in conjunction Event Organisers and Risk Managers will effect a prompt response in the case of a suspected COVID-19 exposure.

- CSM to facilitate the handover of the suspected COVID-19 infected person to on-site Professional First Aid Personnel for isolation and transportation of said person.
- CSM to then ascertain the household members and/or friends connected to the potentially infected person and have them assist to determine the path of the potentially infected person through the event site (i.e. stalls, attractions, food vendors, displays they may have stopped at)
- CSM to alert connected providers/contractors to the possible Covid contact and ensure that hygiene and sanitation measures are being maintained.
- CSM to utilise records of patrons/contractors/stallholders and others to ensure that communications are prompt;
- CSM to review and ensure cleaning procedures have been maintained across event site and more specifically high risk areas.
- CSM to liaise with Risk Manager to communicate to relevant authorities and stakeholders the suspected infection

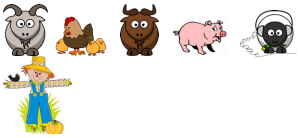
Escalating urgent COVID-related matters to WA Health or WAPOL before or during the event

Urgent COVID-related matters will be escalated to WA Health or WAPOL by Event Coordinators via the recommended avenues as often as required in the event of any concerns, issues or suspected Covid-19 infected persons and/or potential transmission.

8. Communications

• How will you communicate to patrons to inform them of their safety obligations, both prior to and during the event?

• How will you contact patrons after the event if required?



• If the event must be postponed or cancelled, how will this be communicated to staff and patrons?

• Has your event been registered with WA Health - ww2.health.wa.gov.au/Articles/A_E/Events-registration

• Who is responsible for issuing communications to stakeholders and patrons?

• Has the COVID Event Plan been shared with all relevant stakeholders?

Communicating safety obligations

Communication will be ongoing in the 4-6 weeks prior to the event, during the event and post event to inform patrons of their safety obligations in this COVID-19 climate. Posters displayed in local businesses, shops & community centres, social media posts, radio advertising etc will remind patrons of their responsibilities to maintain physical distancing, ensure proper hygiene, stay home if unwell and a reminder to download the SafeWA App.

Contacting patrons post-event

Patrons will be contacted via social media, radio announcements and where possible phone/email or text if required.

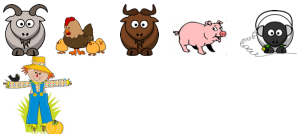
Cancellation of the event

If the situation arises where the event is postponed or cancelled, volunteers/contractors/patrons will be immediately informed via phone, text message, social media groups and email. A working group will be established to ensure the cancellation is communicated as soon as possible and confirmed with each person to minimise movement of all individuals.

Communications with stakeholders and patrons

Event organisers have established direct links, and are communicating regularly with local and state public health authorities, including the local provider of first aid for the event (St John Ambulance) and the local government environmental health officer (EHO) within the relevant jurisdiction.

Integrated event planning, with state emergency and response plans, to determine triggers that will indicate the need to reconsider or revise the plans has been considered. Event organisers have also established command and control arrangements, to facilitate rapid communication of information, as well as efficient situation analyses and decision-making during the event.



Event Coordinators in conjunction with Risk Managers will be responsible for issuing communications to stakeholders and patrons.

Registering events

The Department of Health requests that all events be registered through the WA Health website, to ensure local emergency and health resources are made of aware of events that may impact on their resources.

This event has been registered and added to the Department's 'events calendar'.

Sharing this COVID Event Plan with relevant stakeholders | Increasing community confidence

Appropriate risk communication is an integral role in the planning and running of Bullsbrook Country Fair 2021.

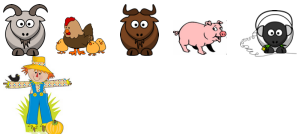
It will also be important in restoring community confidence in event participation as restrictions are eased.

Consideration has been given to the following:

- Developing a good relationship with the media to assist communication efforts related to: local risk assessment & actions being undertaken to limit risk and maintain patron safety during event.
- Establish a single point of communication. Public confidence will increase if messaging remains consistent and reassuring.
- Encouraging volunteers and attendees to download the SafeWA app for contact tracing.
- Increasing public health messaging before and during events, and providing reminders to:
  - stay home if unwell or have recently been in contact with a positive COVID-19 patient
  - practice hand hygiene, physical distancing and respiratory etiquette
  - leave/seek assistance if symptoms develop while at an event.

9. Management of staff and equipment from overseas and/or interstate

- How will you identify if staff are at your event within 14 days of arriving from overseas and/or interstate?
- How will you manage the effective self-isolation of staff at your event within 14 days of arriving from overseas and/or interstate?
- How will you manage the cleaning and disinfection of equipment that has been brought in from overseas or interstate?



Identification of staff who have been overseas/interstate

All event volunteers will be required to inform Event Management if they have been overseas or interstate. Any volunteers who are in self isolation and who have not completed their full 14 day isolation will not be permitted to attend the event and replacement volunteers will be confirmed.

All volunteers will be required to complete a disclaimer to disclose any overseas or interstate travel. They will also be asked to disclose whether they have been required to self isolate for any reason and the circumstances in which the self isolation arose. Event Organisers have the right to refuse volunteer participation if there is any concern regarding potential Covid-19 infection or transmission.

No equipment will be used from overseas or interstate for this event.

10. Activities and/or services that require specific management

Activities or services that require specific management for this event may include

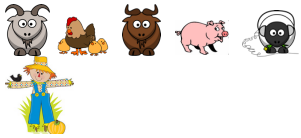
Rides
Games
Petting Zoo

Each contractor is required to forward relevant Public Liability Insurance and their service-specific approved COVID-Safe Plan for their specific service. These documents will be available in hard copy form at Event Administration for sighting by WA Health or other relevant officials if required.

Only once this COVID-Safe Plan is submitted, will the contractor be considered for the event.

These contractors are also in ongoing communication with relevant authorities and regularly reviewing their COVID-Safe Plans in regards to their specific service or activity.

Each contractor/service will be required to provide adequate signage in regards to their service-specific Covid Safety guidelines for patrons as well as the mandatory reminders as to physical distancing and hygiene.



CSMs will check that each contractor is implementing their individual COVID Safety Plan. CSMs will ensure that contractors providing games, rides, amusements and high touch points such as handles are to be cleaned in between each patron.

Compliance with COVID-19 Directions

Authorised officers (the WA Police), under the Emergency Management Act 2005, have the power to close an event that they consider to be in breach of the current Directions or that puts the community at risk.

NOTE: Local government environmental health officers are not authorised under the Emergency Management Act 2005, and therefore will not play a role in enforcing adherence to the Directions. They remain responsible for enforcing the Health (Miscellaneous Provisions) Act 1911 and public building legislation.

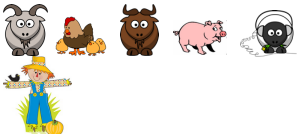
Risk Assessment

The term 'event' covers a broad array of activities. Events are indoor or outdoor assembly spaces in which a number of people gather for social, theatrical, political, religious or civil purposes, for a defined period of time.

The decision to proceed with, restrict, modify, postpone, or cancel an event should be based on compliance with current COVID-19 related Directions (Emergency Management Act 2005), and the undertaking of a detailed risk assessment. Risk assessments should be conducted in partnership with local, state, and possibly national authorities, as well as mass gatherings experts.

The risk assessment process should also include consulting the WA Health daily update as well as the World Health Organisation (WHO) updated technical guidance regarding COVID-19, ensuring that there is an up-to-date evaluation of the local situation in line with state-led advice. As this is an evolving situation, this advice may change over time.

Post event



A debriefing session will be held with all stakeholders, including health authorities, to evaluate the implemented strategies. As always, it will be important for the review process to identify lessons that can be learnt and improvements that can be made, to help future event organisers.

If public health authorities suspect that transmission of COVID-19 has occurred, it will be important for organisers and participants to support the response of authorities. As the Organisers of this event we will liaise with public health authorities and facilitate the sharing of any relevant information, including details related to any symptomatic participants.

Compliance

We are aware that in addition to the legal obligations arising from the *Emergency Management Act 2005* and the Directions made under that *Act,* we must continue to comply with relevant existing legislation and regulations, including WorkSafe legislation.