

# COVIDSAFE PUBLIC EVENTS

## EVENT PLAN TEMPLATE FOR TIER 1 and TIER 2 EVENTS

### Instructions

A COVIDSafe Event Plan is a unique and comprehensive plan that must be specific to your event and venue. The plan sets out how high-risk activities will be managed to reduce the risk of transmission of coronavirus (COVID-19) between participants, attendees and workers. This template should be used to develop the COVIDSafe event plans for Tier 1 and Tier 2 major events in Victoria.

Detailed guidance on how to develop your COVIDSafe Event Plan can be found [for preparing a COVIDSafe Event Plan' document](#).

The responsibility for the implementation of, and any amendments to your approved COVIDSafe Event Plan will belong to the Event Organiser.

### Submission guidelines

Please submit all COVIDSafe Event Plans through the Victorian Government's [Coronavirus website](#).

- COVIDSafe Event Plans for Tier 1 events must be submitted at least 8-10 weeks prior to the event commencement.
- COVIDSafe Event Plans for Tier 2 events must be submitted at least 4-6 weeks prior to the event commencement.

## Section 1: Key Event Information

### Contact Information

Please provide the relevant business details and contact information below:

<b>Registered company / business name</b>	Equestrian Victoria
<b>Trading company / business name</b>	Equestrian Victoria
<b>Business address</b>	170 K Road Werribee
<b>ABN</b>	<b>80 362 146 367</b>
<b>Event organiser name and title</b>	Janet Houghton, Event Director, on behalf of Equestrian Victoria/Eventing Victoria
<b>Event organiser phone number</b>	+61 419 003 068
<b>Event organiser email</b>	JanetHoughton@equestrianvictoria.com.au
<b>COVIDSafe coordinator name and contacts (if any)</b>	Equestrian Victoria Governance Officer: Jacques Manuals Event Covid Officer: Lee Norris
<b>Liquor license type, number and capacity</b>	Number TBA – Sponsor Lounge service of complimentary drinks. Bar sales in separate area

### Event Details

Please provide the relevant event details below:

<b>Event name</b>	Melbourne International 3 Day Event
<b>Event location</b>	170 K Road, Werribee
<b>Date (s) of event</b>	10 – 14 June 2021
<b>Key decision date</b>	Entries Open 26/04/21, Entries Close 14/05/21, Build of Cross Country Start 1/05/21, Times out to competitors 30/05/21

<b>Duration of the event</b>	Thursday 9am – 8pm Friday 8.30am -4.30pm Saturday 8:30am – 6:00pm Sunday 8am – 7:30pm Monday 8.00am – 4.30pm
<b>Event description</b>	Equestrian event – Eventing. Consisting of 3 phases, Dressage, Cross Country & Show jumping. Held outdoors.
<b>Timing of key event activities</b>	Thursday: Horse inspection from 1pm – 3.00pm Friday: Dressage 8.30am – 5pm Saturday: Dressage 8.30am – 5.00pm Sunday: Cross Country: 8am – 4:30pm Monday: Jumping: 8:30am – 4:00pm
<b>Serving of alcohol</b>	Yes
<b>Event website</b>	<a href="https://www.m3de.com.au">https://www.m3de.com.au</a>
<b>Experience arranging a COVIDSafe event</b>	Several Smaller Horse Events from November 2020

### Attendance and tiers

Please provide details of the event attendees and event tier:

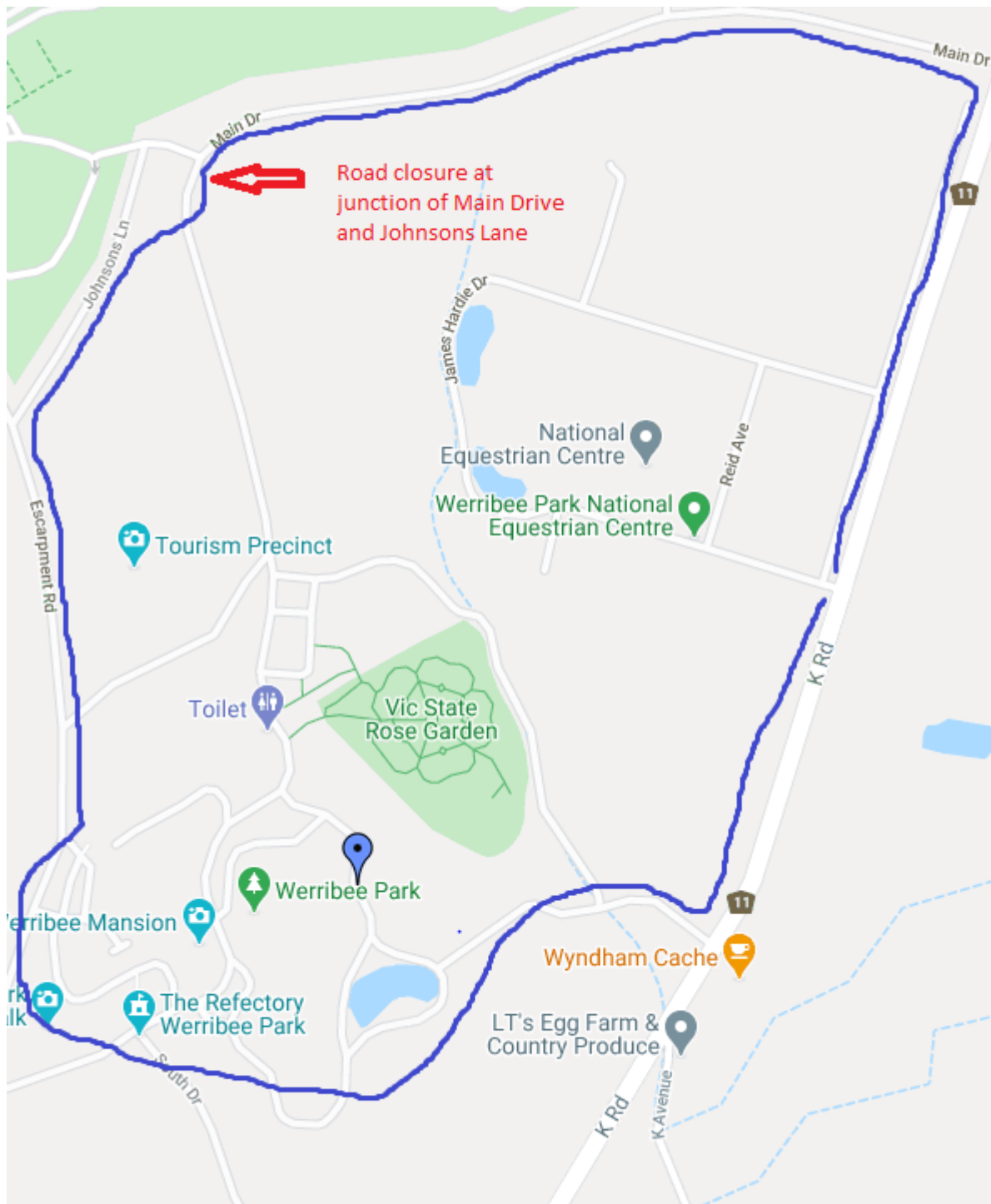
<b>Total expected attendees</b>	1,000 per day except cross country day as below
<b>Expected peak attendees</b>	3000 – 4000 on cross country day
<b>Attendee demographic</b>	A range between 12 and 50 mix of Male and females with more female attendance
<b>Attendance number from previous years if the event has been held previously</b>	3000 - 4000
<b>Event Tier (Tier 1 or Tier 2)</b>	Tier 2

## Venue Details

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

<b>Venue name</b>	Werribee Park, National Equestrian Centre
<b>Venue contact</b>	Michelle Coates, Office & Events Manager, Werribee Park NEC Contact: 03 9741 7672
<b>Venue site map</b>	Attached
<b>Venue site size (in square meters)</b>	400,000 square metres with further adjacent land of similar size for cross country course
<b>Venue publicly accessible floor (in square metres)</b>	400,000 square metres and adjacent land of similar size
<b>Maximum venue capacity:</b>	Currently 1 person per 2 sq metres: 20,000 plus
<b>Break down of room / area (in square meters) and capacity:</b>	Bar: 308 m <sup>2</sup> Limit > 125
<b>Requested maximum number of attendees at the venue</b>	3000 – 4,000
<b>Venue workers number (excluding vendors, sub-contractors, volunteers)</b>	6
<b>Venue vendors, sub-contractors, volunteers number</b>	250 volunteers over four days of competition, venue vendors < 20 over four days of competition, sub contractors < 20
<b>Event / venue workers key roles and responsibilities</b>	Setting up event, running event, Pack up event
<b>Number of entry / exit points</b>	Venue is entered Via Car through Main Gate (1 Entry) Venue is exited Via Car Through Main Gate (1 Exit)
<b>Venue access management arrangements</b>	Entry point is manned, Spectators are guided to designated parking zone, Competitors are directed to their zone. Patrons and competitors leave throughout the day meaning not pile up of traffic or grouping of people.

## Section 2: Event Site Map



### Section 3: Explanation of Event Public Health Risk Controls

All COVIDSafe Event Plans must incorporate controls to mitigate the risk of coronavirus (COVID-19) transmission before, during and after the event. Consideration must be given to the following aspects of event planning when creating a COVIDSafe Event Plan to identify and mitigate public health risks:

- Event oversight and administration
- Attendee management
- Cleaning and hygiene
- Workers, vendors and subcontractor safety

Please note, this template only provides details of general event risk controls. Event organisers are expected to also incorporate event-specific controls into their COVIDSafe Event Plans based on the contextual needs of their event.

For detailed guidance on event specific risk controls please refer to '[Guidance for preparing a COVIDSafe Event Plan](#)'.

### Oversight and administration

Events must have an appropriate governance structure that incorporates communication of intent to all event authorities, detail of key people involved in the COVIDSafe Event Plan and key processes to plan and deliver COVIDSafe events.

- How will you ensure general governance arrangements are widely understood by all facilitators of the event?
- How will you monitor the Victorian Government's latest public health advice and incorporate it into your planning?
- How will you ensure that attendees are provided with key public health messages and advice to stay at home if unwell?
- How will you enable clear and detailed record-keeping to facilitate contact tracing?
- How will you assess and mitigate flow on implications to any surrounding local communities?

### General Governance

Timing	Plans / actions	Responsible
Before	Check and update - risk management forms - Serious Incident Management Plans - World Health Organisation Risk Assessment tool  COVIDSafe practices and requirements circulated to all on the Event Committee. Venue walk through with	Janet Houghton Susan Mckay

	COVIDSafe Officer. Officials, competitors, volunteers have by June been attending and working/competing at other Equestrian Victoria events and an expectation of guidelines and expectations has consistently been message via Equestrian Victoria events. Equestrian Victoria provides COVID signage to each event for display in key areas and around the venue.	
<b>During</b>	Risk Management Meetings/ Serious Incident Management Plan meetings.	All Officials involved
<b>After</b>	Debrief of happening at events, receive paperwork from Technical Delegate on ways to improve next event	All Involved

### Communicate Expectations to Event Workers and Attendees

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	Via Email and Phone Conversations. Emphasis on trace recording via QR code and the importance of all attendees scanning QR code daily	Janet Houghton Susan McKay
<b>During</b>	Via Phone Conversations, Radio Communication, PA Announcements	Event Staff, Event Officials, Volunteers

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

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	QR codes emailed to all competitors before event begins & Social Posts of QR Code. Print off Hard copies of manual sign ins.	Janet Houghton Susan McKay
<b>During</b>	QR Codes, at manned entrance gate & scattered around the grounds. Reminder of QR Code Via Socials. Competitor Vehicle details are requested on entry forms. Have paper copies to produce on request  Venue management have QR codes at key points on the venue, stables, toilets, offices	Janet Houghton Susan McKay
<b>After</b>	Transfer all handwritten check in's into spread sheet	Susan McKay

## Impact on the Local Community

Timing	Plans / actions	Responsible
<b>Before</b>	Letter drop to residents in K Road Werribee and local council authority advised	Susan McKay
<b>During</b>	Increased Vehicle Traffic, Traffic Management plan and specialist traffic management staff on site	Susan McKay

## Attendee Management

Arrangements must be in place to ensure physical distancing is maintained throughout the event. All workers and attendees must be screened for coronavirus (COVID-19) symptoms before the event, and first aid plans should incorporate the management of suspected coronavirus (COVID-19) cases.

- How will you ensure that physical distancing requirements are maintained during the event, including when alcohol is being consumed?
- What measures will you put in place to screen for coronavirus (COVID-19) symptoms?
- How will you monitor the number of people at the event at any given time?
- How will you incorporate the management of suspected coronavirus (COVID-19) cases in your first aid plans?

## Maintain Physical Distancing

Timing	Plans / actions	Responsible
<b>Before</b>	Pre-event communications via Social Posts, Emails, Phone/Text. Set up markers on concrete and ground in possible crowd areas	Janet Houghton Susan McKay
<b>During</b>	Social Posts, PA Announcements, Signage at manned entrance gate and around property.	All event staff & volunteers

## Screening for symptoms of workers, contractors and patrons

Timing	Plans / actions	Responsible
<b>Before</b>	Through pre-event communications, asking all attendees to report any symptoms of sore throat,	Susan McKay



	cough, fever, recent international travel or contact with another person with COVID-19	
<b>During</b>	Through communication via Socials and PA to report any symptoms of sore throat, cough, fever to event medical and isolate  If required we would contact the COVID Hotline on - 1800 675 398	Janet Houghton, Susan McKay & Chief Medical Officer – Dr Tess Goodwin

## Entry Points

Timing	Plans / actions	Responsible
<b>Before</b>	To ensure QR code is at gate and reminders at gate. Entry is Via Car/Truck	Event Staff
<b>During</b>	Gate is manned and reminders are given to check in. Competitors are directed to their zone via signs and Spector's to their designated parking	Rotary Werribee & traffic management staff & event staff

## End of event or patron departure for the event

Timing	Plans / actions	Responsible
<b>Before</b>	Brief riders on social distancing when leaving the venue via email.	Susan McKay
<b>During</b>	Via PA announcements reminders to not congregate when leaving venue. Competitors and spectators will leave over the course of the day allowing for good flow of traffic	Event Staff, traffic management contractors

## First Aid / In-Event Health Service Plans

Timing	Plans / actions	Responsible
<b>Before</b>	Book First aid and Ambulance Victoria and check their COVID Safe plans	Janet Houghton
<b>During</b>	Check they have arrived and in correct location, liase with them if they have had anyone come up to them with symptoms	Chief Medical Officer – Dr Tess Goodwin

<b>After</b>	Debrief with Medical team at the conclusion if there was anyone showing symptoms.	Chief Medical Officer – Dr Tess Goodwin
--------------	---	---

## Emergency services access

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	Communicate with local Police and Ambulance regarding the event running. Check with venue regarding access gates to K road.	Equestrian Victoria office staff & Susan McKay
<b>During</b>	Keep access clear in case of emergency. Access via Main Gate. Helicopter access on to venue Polo Fields, emergency plan details available on Serious Incident Management plan	Janet Houghton David Permazel

## Evacuation

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	Make sure Event Organising team know the procedure for opening gates if evacuation required. Venue staff are responsible for venue perimeter gates	Janet Houghton SIMP Managers Susan McKay
<b>During</b>	Direct people to their closest exits	All Staff

## Weather

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	Equestrian Australia Hot weather policy applies. Wet weather, Crush rock on site, Chains in all tractors	Organising Committee
<b>During</b>	Reminder of conditions for competitors and spectators via PA	Office Staff

## Service of Alcohol

Timing	Plans / actions	Responsible
<b>Before</b>	Apply for Liquor Licence. Set up COVID Signage and markings at Bar. Ensure Exit and Entry Signs are up.	Susan McKay (licence) Covid Officer signage
<b>During</b>	Maintain social distance and density requirements. Encourage use of Card Payments.	Bar Staff conversant with CovidSafe requirements

## Cleaning and Hygiene

A regular and thorough cleaning schedule must be implemented before, during and after the event with high traffic areas such as toilets and frequently touched objects such as door handles, counters and railings regularly disinfected.

- How will you ensure that adequate provisions are made for handwashing and hand sanitation throughout the event?
- How will you ensure that facilities are readily available throughout the event?
- How will you make sure that frequently touched objects are cleaned regularly?
- How will you make sure shared spaces like bathrooms are cleaned regularly?

## Regular and Thorough Cleaning and Disinfection

Timing	Plans / actions	Responsible
<b>Before</b>	Venue is Werribee Park, National Equestrian Centre who have a comprehensive cleaning plan and host events on a weekly bases. The venue will ensure all amenities areas are regularly cleaned. Organising team will be responsible in their own office/workspace areas for surfaces to be cleaned regularly. Event Covid Officer to check on cleaning/signage/social distancing	Werribee Park Event Organisers Covid Officer Infrastructure hiring company
<b>During</b>	Regular cleaning throughout all days, with time sheet to be filled in. Closing off toilets as they are being cleaned to be able to maintain a 1.5m distance from cleaner to patrons	Werribee Park
<b>After</b>	Cleaning all surfaces at the conclusion of the event	Werribee Park Event Organisers for their workspaces &

		Infrastructure hiring company
--	--	-------------------------------

## Hand Sanitiser and Hand Washing Facilities

Timing	Plans / actions	Responsible
<b>Before</b>	Place Hand Sanitiser around venue, as well as hand soap. Check levels of stock and order more if necessary	Werribee Park for venue facilities, Organising Team for event workspaces Covid Officer to check
<b>During</b>	Maintain Levels of Hand sanitizer and soap at all locations and use inspection template	Werribee Park for venue, Organising Team for individual work spaces  Covid Officer to check

### Additional information:

Timing	Plans / actions	Responsible
<b>Hand sanitiser placement</b>	Place Hand Sanitiser around venue e.g Ticketing, Event Office, public amenities, judges facilities, volunteer office, trade exhibition marquees, stabling area e.g. breezeways, horse wash facilities, bar area, VIP lounge, catering marquee	Werribee Park for venue facilities, Organising Team for event workspaces Covid Officer to check
<b>During</b>	Maintain Levels of Hand sanitizer and soap at all locations and use inspection template	Werribee Park for venue, Organising Team for individual work spaces  Covid Officer to check

## Workers, vendors, volunteers and contractors

Workers, vendors, volunteers and contractors are essential in operating a COVIDSafe event. They must understand and be responsible for their personal distancing and hygiene practices, and support attendees to behave in a COVIDSafe manner. To enable this, they must undergo appropriate coronavirus (COVID-19) training and have access to suitable personal protective equipment.

- How will you ensure that workers have access to appropriate personal protective equipment, and they receive training in its use? (see <https://www.dhhs.vic.gov.au/infection-prevention-control-resources-covid-19> for further information).
- How will you monitor the wellbeing of workers during the event?
- How will you ensure adequate physical distancing is maintained between workers and attendees?
- How will you make sure staff have undergone training on COVIDSafe Event Plan requirements for your event/venue?

## Event organisers and general event workers

Timing	Plans / actions	Responsible
<b>Before</b>	Have all COVIDSafe documents sent to workers and OC before they come to the property to begin work. Check vendors and contractors have their own COVID plans and carry personal PPE supplies, make contractors and independent supplier aware of event and venue supplies for use if required. Communicate to suppliers the COVID Safe requirements. QR code scanning on arrival each day.	Susan McKay
<b>During</b>	All event personal and volunteers can be provided with PPE if they do not have their own. Keep reminding workers/volunteers of COVID Safe Practices Via Text/Whatsapp Group, and emails	Susan McKay & Amy Humphreys in Workforce/Volunteers

## Food and catering workers

Timing	Plans / actions	Responsible
<b>Before</b>	Ensure all Traders have been sent the terms and conditions of attending and check their COVID safe	Werribee Park venue management

	plans. Request traders to have a copy of their COVID Safe plan available at their Exhibition space	
<b>During</b>	Check all food traders are still abiding by COVIDSafe Regulations. Offer PPE if they need it.	Werribee Park venue management

## Cleaning workers

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	Managed by venue, Werribee Park. Liaise with Werribee Park office manager on additional event requirements. Each block of amenities has a published cleaning timetable.	Venue with review by Susan McKay
<b>During</b>	Check in daily with Werribee Park office manager on status of venue cleaning.	Susan McKay

## Security workers

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	Share relevant information from the COVID Safe plan with the Security team to ensure they are compliant and supply with PPE. QR code scanning on arrival each day	Susan McKay
<b>During</b>	Check they are following safe practice	Susan McKay

## Volunteers

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	Communicate via email and text COVID safe practices making sure they bring PPE and keep a safe distance. QR code scanning on arrival each day.	Amy Humphreys
<b>During</b>	Meeting before competition reaffirm COVID Safe requirements/ practices. Provide with PPE if necessary	Amy Humphreys

<b>After</b>	Debrief with Volunteers, making sure they make contact if they begin to feel unwell after the event.	Amy Humphreys
--------------	--	---------------

## Deliveries

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	All deliveries to be made before event has begun. Companies advised that All drivers need to check in Via QR Code	Susan McKay
<b>During</b>	If any deliveries, must report to Event Office, scan QR code and hand sanitise	Susan McKay

## Other workers(if any)

<b>Timing</b>	<b>Plans / actions</b>	<b>Responsible</b>
<b>Before</b>	Any worker, volunteer, paid employee, competitor, trader will receive advice regarding COVID Safe practices and scanning QR code on arrival at venue	Susan McKay as a directive to any area manager within the Organising Committee
<b>During</b>	As above	

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

### Operational Spaces

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

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

Complete following sections as applicable to your event.

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

Timing	Plans / actions	Responsible
Before	PTV SEMS application has been made for change to bus service on the busiest day. Professional Traffic Management company engaged to manage traffic entry and exit on the busiest day.	Susan McKay
After	N/A	

### Car Parks

Timing	Plans / actions	Responsible
Before	Separate competition and spectator parking zones. Signage, Maps to be emailed to riders, site plan on website. Directional signage in venue	Janet Houghton Susan McKay & OC team
During	Keep at eye on the parking situation. Making sure people park in correct spots	Susan McKay

### Ventilation - Indoor Spaces

Timing	Plans / actions	Responsible
Before	Have all possible doors/ windows and café blinds open	Covid Officer & venue manager
During	Continue to have all possible doors/ windows and café blinds open	Covid Officer & venue manager



## Food and Beverage Preparation and Service Areas

Timing	Plans / actions	Responsible
<b>Before</b>	Make sure food and beverage services are spread out. Marking on ground at 1.5m.	Covid Officer to check, venue manager to action
<b>During</b>	Through PA announcements and regular checks of these service areas.	Covid Officer

## Other Queuing Areas

Timing	Plans / actions	Responsible
<b>Before</b>	High traffic areas are manned by Spectator management volunteers who will be briefed on advising spectators to maintain social distance	Volunteer Manager, Amy Humphreys to brief volunteers
<b>During</b>	High traffic areas are often manned by Spectator management volunteers who will be briefed on advising spectators to maintain social distance	

## Attendee Seating and Viewing Areas

Timing	Plans / actions	Responsible
<b>Before</b>	Making sure all services are cleaned and markings on seats.	All Staff (Venue & Event)
<b>During</b>	Making sure all services are cleaned regularly. Making sure attendees are keeping a safe distance.	Venue & Event team

## Fields of Play and Competition Areas

Timing	Plans / actions	Responsible
<b>Before</b>	Defining areas of competition and warm up. General OH&S dictates a large area is needed for small number	Stewarding Team

	of competitors as it is unsafe to have horses too close together	
<b>During</b>	Maintain rider/horses keep a safe distance apart at all time.	Warm Up Marshall and Stewarding team

## Stages

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

## Market Stalls and Fetes

Timing	Plans / actions	Responsible
<b>Before</b>	Trade Exhibition: Send Traders terms and conditions and send them COVID safe practises and density limits. Note: trade sites are not fully enclose, open along one side	Tracey Button
<b>During</b>	In person reminders to Trade Exhibitors about density limits and people maintaining social distancing	Tracey Button

## Non-Allocated Seating or Picnic Rug

Timing	Plans / actions	Responsible
<b>Before</b>	Through pre-event social media, ticketing platform, reminders to keep 1.5m apart at all times. Signage around seating area's. Mark where people can sit.	Event website, social media, event organising team
<b>During</b>	Announcements on PA, reminding people to maintain social distancing,	Event commentator

## Other Operational Space Considerations – Judge’s boxes / VIP lounge

Timing	Plans / actions	Responsible
<b>Before</b>	<p>Official’s retreat areas and competition judge’s boxes. Venue judge’s boxes fall into the cleaning roster by the venue. Other judge’s facilities to be managed by the Judges Host. Check list provided for area.</p> <p>VIP Lounge for sponsors limited by density limits and tables, chairs, facilities regularly wiped by Host in that area. Check list provided for area.</p> <p>Veterinary areas managed by the official veterinary team.</p>	<p>Judges Host briefed by Janet Houghton or Susan McKay</p> <p>VIP Lounge Host briefed daily by Janet Houghton or Susan McKay</p>
<b>During</b>	Checking of areas frequented by officials & VIP’s	Covid Officer

### Break out areas for anyone exhibiting COVID like symptoms

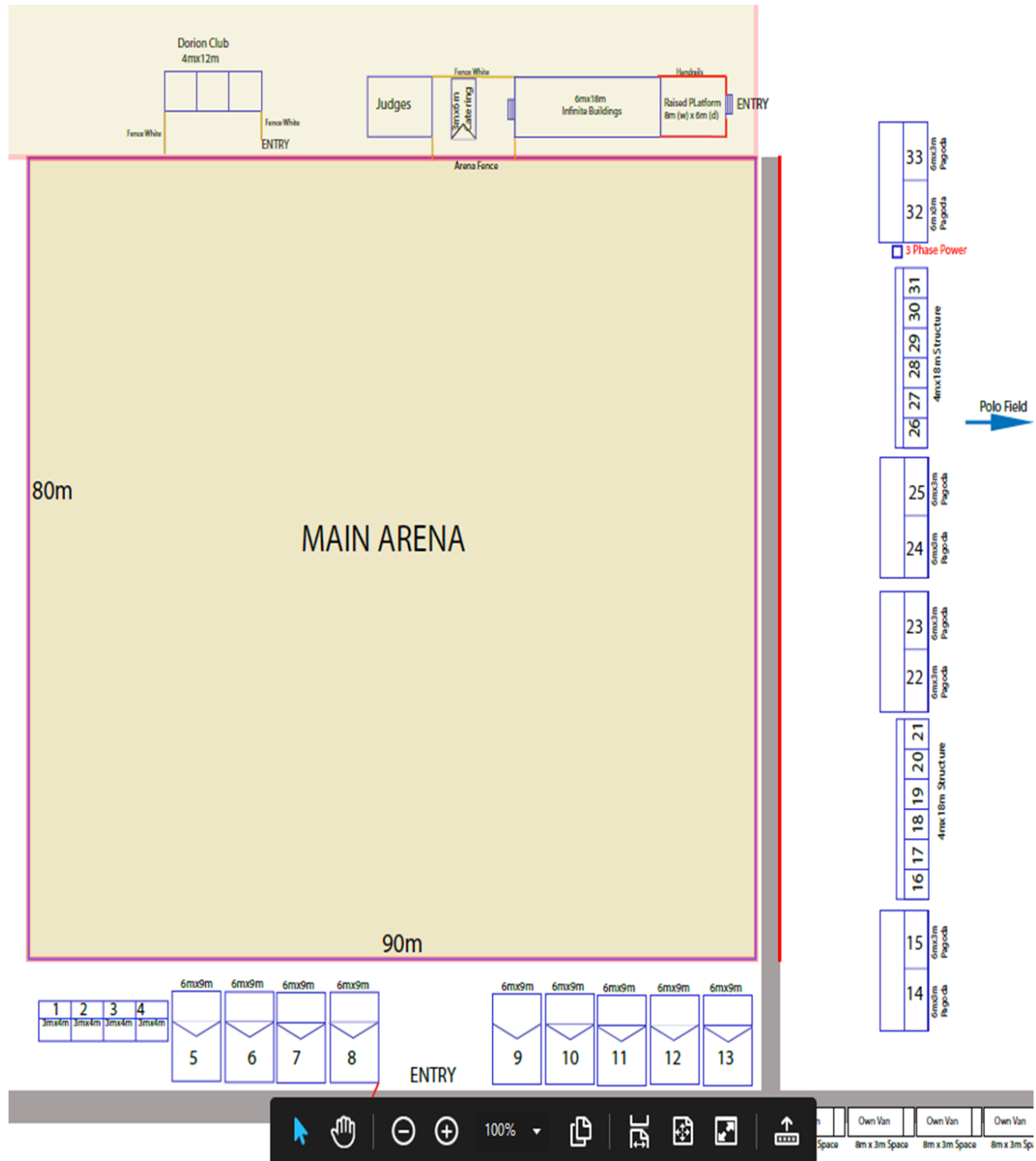
Timing	Plans / actions	Responsible
<b>Private areas</b>	<p>Several private areas have been identified as spaces where anyone exhibiting COVID like symptoms can be isolated prior to their attending a testing centre.</p> <p>Private offices not in use during the event, also facilities in the stabling area.</p>	Event organiser

### CONTACT TRACING

Timing	Plans / actions	Responsible
<b>Venue</b>	<p>Pre event: all contractors, deliveries and site attendees will be required to scan the QR code to record attendance. All competitors, grooms, owners will be required to scan QR code on arrival. QR code will be placed in visible areas throughout the venue for daily scanning.</p>	Event organiser

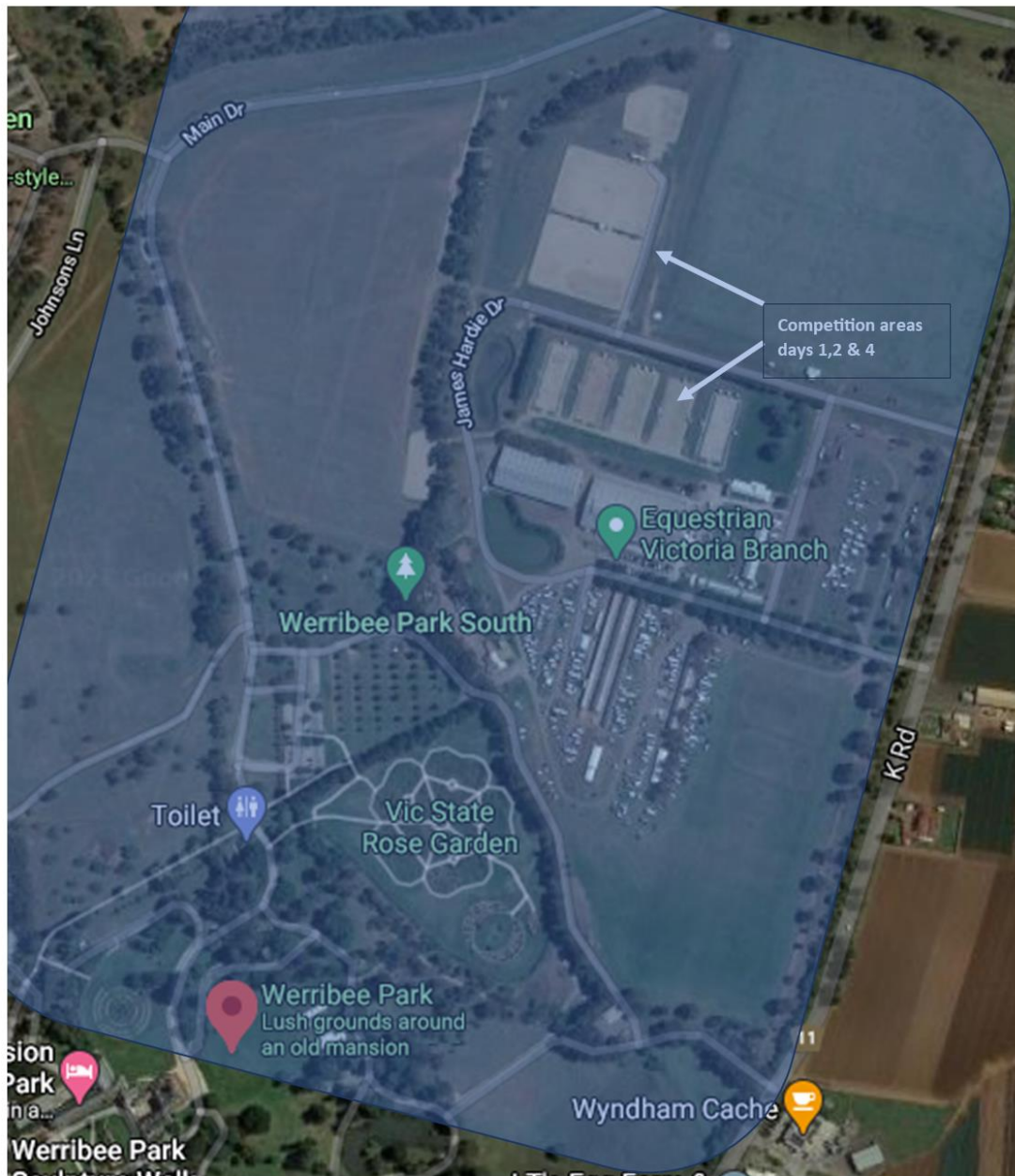
## Section 5: Supporting information

Trade Exhibitor plan layout to facilitate social distancing, marquees have open fronts and each marquee will have a capacity limit notice on a wall



Satellite image of event area

Shaded area approximate outdoor space utilised by the event including cross country on day 3.



## **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.

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

This template is provided for general information and guidance only. The State of Victoria does not represent or warrant that the content of this document is accurate, authentic or complete or that the information contained in this document is suitable for your needs. You must not rely on this document as a statement of government policy, except where clearly stated. You should assess whether the information is accurate, authentic or complete and where appropriate, seek independent professional advice.

To the extent permitted by law, the State of Victoria excludes liability for any loss, damage, injury or death caused by use or reliance on this document. The State of Victoria may amend or withdraw material in this document at any time without notice.

This document provides links to external websites and other sources. The State of Victoria does not control and accepts no liability for the content of those external websites and other sources or for any loss arising from use or reliance on those external websites and other sources. The State of Victoria does not endorse any external websites and other sources and does not warrant that they are accurate, authentic or complete. Your use of any external websites and other sources is governed by the terms of that external websites and other sources. The provision of links to external websites and other sources does not authorise you to reproduce, adapt, modify, communicate or in any way deal with the material.