

COVID-19 Access Agreement

Return to action agreement.

For activity hosted in Council facilities and events financially supported by Council

While the restrictions in managing the spread of COVID-19 are currently easing, Council must obtain the following details for consideration of reopening and providing access to all Users, User Groups, Committees and Event Organisers of Council to ensure the safety of our community and members of the public as a priority.

As a user of a Council owned facility or as a recipient of a grant or sponsorship fund from the Greater Shepparton City Council, it is a requirement that this form be completed prior to your event proceeding.

All Users, User Groups, Committees and Event Organisers must abide by the following agreement and directions as per the State and Federal Guidelines and the Chief Health Officer Directives.

It is the responsibility of all Users, User Groups, Committees of Council and Event Organisers to keep up-to-date with the directions set by the levels of government and the Chief Health Officer noting that restrictions are easing and changing frequently.

By signing this agreement all Users, User Groups, Committees and Event Organisers understand their responsibilities and will abide by the Terms and Conditions as set out in this agreement.

Name of Event:	
User Group/Committee/Hirer Name:	
Name and location of facility/facilities requested to use:	
Is this a Council facility?	<input type="radio"/> Yes <input type="radio"/> No
Is your group a recipient of a grant or sponsorship?	<input type="radio"/> Yes <input type="radio"/> No
Event Organiser Contact Name:	
Mobile Number:	
Email address:	
Responsible Compliance Representative Name:	
Mobile Number:	
Email address:	
Signed:	
Date:	

Definitions

Reference Term	Definition
Chief Health Officer	<p>Senior government official designated head of medical services, sometimes at the time national level. The post is held by a physician who serves to advise and lead a team of medical experts on matters of public health importance.</p> <p>As a priority Victoria follows the directions set by the Victorian Chief Health Officer.</p> <p>Victoria's Chief Health Officer updates can be located here www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19</p>
Committees of Council	A committee is any committee to which the Council delegates a duty, function or power, and must comply with the rules for committees under the Local Government Act
Coronavirus	A large family of viruses that cause respiratory infections. These can range from the common cold to more serious diseases.
Coronavirus Symptoms	Cough, sore throat, fever, shortness of breath, other respiratory symptoms
COVID-19	Is a disease caused by a new strain of coronavirus. 'CO' means corona, 'VI' virus and 'D' for disease. Disease formally known as 2019 novel coronavirus or 2019-nCoV
User	A person, club, organization, committee or event organiser who uses or operates a Council owned building or facility
User Group	A group of people, including clubs, organisations, committees or event organisers who utilise a Council owned building / facility for a particular activity
Sponsored Group	A group of people, including clubs, organisations, committees or event organisers to have been sponsored or given a grant to help facilitate an event for and on behalf of the community
Return to Events Plan	A plan outlining the processes or protocols that will be implemented to reduce or prevent the spread of coronavirus (COVID-19)
State and Federal Directions	A set of restriction directions from the State and Federal governments to reduce or prevent the spread of coronavirus (COVID-19)

Terms and Conditions of this Agreement

Responsibilities for Users, User Groups and Committees, Event Organisers and recipients of Council Grants / or Sponsorship to aid in the facilitation of events.

1. All Users, User Groups, Committees of Council and Event Organisers must keep up-to-date and comply with the COVID-19 directions issued by the Chief Health Officer (Victoria) and any other directions issued by the Federal Government. Guidelines issued by the Victorian Tourism Industry Council and Business Events Victoria must also be complied with, except where those guidelines are in conflict with the relevant state or federal directions.
2. All Users, User Groups, Committees of Council and Event Organisers must abide by the number of people permitted in any group at any given time for an activity as directed by the State and Federal governments and the Chief Health Officer;
3. Social and physical distancing must be maintained at all times as per the State and Federal directions and also the directions of the Chief Health Officer;
4. During the restricted activity period, the User, User Groups, Committees of Council and Event Organisers must take all reasonable steps to ensure that:
 - a. frequently touched surfaces are cleaned frequently on any given day e.g. doors, door handles, toilets, etc.;
 - b. hand sanitiser is available and used frequently;
 - c. surfaces are cleaned when visibly soiled;
 - d. allow for cleaning during events;
 - e. clean surfaces immediately after a spill;
 - f. an anti-viral disinfectant is used to prevent the spread of COVID-19;
5. Provide a 'Return to Event' plan under the following headings:
 - a. **Hygiene** –
 - i. what infection control measures will be implemented to ensure hygiene is maintained?
 - ii. how will hygiene and cleaning of facilities and equipment be maintained to prevent coronavirus (COVID-19)?
 - b. **Gatherings** –
 - i. what protocols will be implemented to maintain social and physical distancing, as per the State and Federal directions?
 - c. **Group/Team Activity** –
 - i. what protocols will be implemented to ensure only the appropriate number of people are attending the facility to comply with the Chief Health Officer's directive?
 - d. **Indoor Facilities** –
 - i. how will you ensure indoor facilities, other than toilets, remain closed, if required?
 - e. **Protocols** –
 - i. list the processes in place to ensure participants are free from coronavirus (COVID-19) symptoms?
list the processes in place for those who present to your event with symptoms consistent with coronavirus (COVID-19). These include, but not limited to, cough, sore throat, shortness of breath, etc.
 - ii. Mandatory reporting to Greater Shepparton City Council of any confirmed cases of COVID-19 (including up to 14 days after the event)

Council's Responsibilities

1. It is Greater Shepparton City Council's responsibility, to provide safe facilities and major events support, within the parameters of the Federal and State Government Directives along with the directions from the Victorian Chief Health Officer. By implementing these measures, we aim to minimise the risk to public health that the coronavirus (COVID-19) presents.
2. If Council is **not** satisfied that the Terms and Conditions of this agreement are being met, Council, at its discretion, may revoke the User, User Groups, Committees of Council and/or Event Organisers rights to use the facility and may suspend the User, User Group, Committee and/or Event Organiser until such a time where the Council is satisfied that the COVID-19 restrictions and directions are being adhered to;
3. If Council is not satisfied that the Terms and Conditions of this agreement are being met, Council, at its discretion, may revoke the User, User Groups, Committees and/or Event organisers the rights to use the facility and may suspend the payment of sponsorship/grant. Authorities may also be contacted if there is a noticed risk to the general public in the potential spread of COVID-19 and the event shut down immediately.
4. Council, at its discretion, may perform spot checks on its facilities and Users, User Groups, Committees of Council and Event Organisers to ensure compliance with the State and Federal Directions and Guidelines and Chief Health Officer's directions.

With COVID-19 restrictions easing, it is however the responsibility of all Users, User Groups, Committees of Council and Event Organisers to ensure they are kept up-to-date with the directions by State and Federal Governments and the Victorian Chief Health Officer.

The current and most up-to-date directions can be found at:

www.dhhs.vic.gov.au/coronavirus

www.australia.gov.au/

For GSCC internal Use Only:

Date of review	Reviewing Officer	Outcome
Notes:		