

COVID-19 EVENT ASSESSMENT HIRE OF COUNCIL SPACES

Isaac Regional Council is collecting personal information you supply on this form in accordance with the *Information Privacy Act 2009*. Your personal information will be used by Council officers who have been authorised to do so. The information will not be given to any other person or agency unless required by law or unless your permission is sought. Personal information will be handled in accordance with the *Information Privacy Act 2009*.

We may use this information to contact you in relation to this application. This evaluation must be completed in conjunction with any booking request and with consideration to public health directives currently in effect. Isaac Regional Council reserves the right to hire community facilities it controls, both outdoor spaces and venues, at its discretion.

Note: All approvals are subject to change and/or cancellation in accordance with Public Health Directives.

SECTION 1

DATE/S OF EVENT	
EVENT LOCATION	
PROPOSED ACTIVITY TO BE UNDERTAKEN	
TYPE OF EVENT	<input type="checkbox"/> Private (invitation only) <input type="checkbox"/> Community (free entry) <input type="checkbox"/> Commercial (paid entry)
SIZE OF EVENT	<input type="checkbox"/> <30 <input type="checkbox"/> 30+ to 50 <input type="checkbox"/> 50+ to 500 <input type="checkbox"/> >500 to 10,000 Please provide estimated number of participants:
RELEVANT COVIDSAFE FRAMEWORK	<input type="checkbox"/> N/A (applies only to <30) <input type="checkbox"/> COVID Safe Event Checklist (0-500) <input type="checkbox"/> Approved COVID Safe Event Plan <input type="checkbox"/> Approved COVID Safe Industry Plan Attach completed COVID Safe Checklist or Approved Plan to this Assessment For events >500 Public Health Unit approval advice for Event or Industry Plan MUST be provided. For events <30 answering N/A please refer to public health directives to confirm your obligations as an event/gathering organiser – www.covid19.qld.gov.au
TRAVEL ARRANGEMENTS	Will event staff and/or participants be visiting from outside Isaac Region for the purpose of this activity? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many: And where are people expected to travel from/to?
WHAT MEASURES WILL BE IN PLACE TO CONTROL CROWD NUMBERS?	(i.e. access controls)

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WHAT MEASURES ARE IN PLACE TO ENSURE SOCIAL DISTANCING AND HYGIENE IS MAINTAINED?	(e.g. signage/markings, restrictions on seating, sanitising products, cleaning)	
COVIDSAFE TRAINING	Have any staff and/or volunteers involved in this event/activity completed a COVIDSafe training program? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, how many?	
CLEANING PROTOCOLS	For events where participants may utilise public amenities/facilities (including toilet blocks, common areas and kitchens) compliance with a supplementary cleaning schedule is a condition of hire. Are you prepared to undertake supplementary cleaning as a condition of hire? <input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER RELEVANT INFORMATION FOR CONSIDERATION	(i.e. high risk participants)	
COMPLETED BY		
POSITION		DATE
CONTACT PHONE/EMAIL		

OFFICE USE ONLY

REVIEWED BY		
POSITION		DATE
CURRENT STAGE OF RESTRICTION		
RECOMMENDATION	With consideration of the above information provided it is recommended to: Approve the booking request <input type="checkbox"/> Yes <input type="checkbox"/> No	
APPROVED BY	Name	
	Position	Date

Please send a copy of this form to: records@isaac.qld.gov.au