

COVID-19 Usage Requirements of Council Sporting Facilities and Halls

Under the Plan to Rebuild a Stronger Tasmania, all workplaces (including sporting organisations and regular facility hirers) will be required to have a COVID-19 Safety Plan that complies with COVID-19 minimum standards. As part of the COVID-19 Safety Plan, the City of Launceston needs to consider appropriate control measures prior to allowing any access to Council sporting facilities and / or halls.

Definitions:

User: Any user or hirer of a Council owned facility including a lessee.

Usage Requirements:

This document, where applicable, should be used in conjunction with the *Sportfield Booking Request Form* and *Application and Agreement Form - Council Facility Hire*. Prior to Council confirming any usage of sports facility and / or hall bookings, the following documentation must be supplied:

For Council sport facility users:

- State Sporting Organisation (SSO) COVID-19 Safety Plan / Return To Play Plans as reviewed by Community Sport and Recreation*; and/or
- Club level COVID-19 Safety Plan / Return to Play Plan (refer AIS Framework for Rebooting Sport, Department of Health Tasmania, WorkSafe Tasmania and the Tasmanian State Government for guidance and templates);

For Council hall users:

- COVID-19 Safety Plan for Small Businesses (refer Department of Health Tasmania, WorkSafe Tasmania and the Tasmanian State Government for guidance and templates);

For all users of Council facilities:

- Associated documentation including (but not limited to):-
 - Return to Training Process Checklists
 - Attendance Sheets / Registration Forms
 - Proposed scheduling and accompanying field / facility usage plan
 - Cleaning processes and guidelines
- Correspondence distributed to members / attendees outlining the COVID-19 Safety Plan / Return to Play Plan process
- Copy of the user current certificate of currency for your insurance policy and public liability policy.
- Member Agreement Form

All users of Council facilities are required to implement the measures outlined in their Covid-19 Safety Plan / Return to Play Plan.

In addition to the above, users of Council facilities must also comply with the Public Health Direction - *Contact Tracing No.4*. Effective of 1 May 2021, it will become mandatory for relevant premises to use the Check in Tas app for the purpose of contact tracing, except in limited circumstances. If the Check in Tas app is not available users of Council facilities must ensure that relevant persons entering the facility have a means to provide the information required, such as a

paper-based check in option. This information must be returned to the City of Launceston for the purpose of record keeping as prescribed in the Direction.

Note - The easing of restrictions will be informed by the Public Health Services could be subject to change at any time. It is a requirement for users and their members / attendees to comply with State Covid-19 restrictions.

*State Sporting Organisations will be required to submit their Return to Play Plans/Proposals to Community Sport and Recreation. These plans will be reviewed to ensure they meet the requirements of:

- the AIS Framework for Rebooting Sport in a COVID-19 Environment;
- Tasmania's Plan to Rebuild a Stronger Tasmania; and
- COVID-19 Safe Workplaces Framework Minimum Standards

Until Council has been notified of the review by Community Sport and Recreation, access to Council sports fields and facilities is not permitted.

Further Information and Templates can be located at:

<https://coronavirus.tas.gov.au/>

<https://worksafe.tas.gov.au/topics/Health-and-Safety/safety-alerts/coronavirus/covid-safe-workplaces-framework>

<https://www.coronavirus.tas.gov.au/families-community/roadmap-to-recovery>

https://ais.gov.au/__data/assets/pdf_file/0006/730374/35845_AIS-Framework-for-Rebooting-Sport-Summary.pdf

Please attach the required Covid-19 Safety Plan / Return to Play Plans and supporting Covid-19 documentation, along with the relevant booking forms and the signed COVID-19 Usage Requirements of Council Sporting Facilities and Halls form.

On behalf of the user group it is agreed that we will abide by all relevant State and Federal Government Covid-19 restrictions, as well as advice by the relevant Health Authorities. In doing so the user group will undertake all reasonable steps to ensure that the COVID-19 Safety Plan / Return to Play Plans are implemented at all times.

User Group: _____

Name: _____

Signature: _____

Position: _____

Date: _____

Please note: This is not a confirmation of your booking request, a Council officer will contact you to progress your booking enquiry.

Personal Information Protection Statement

As required under the *Personal Information Protection Act 2004*

1.	Personal information is managed in accordance with the <i>Personal Information Protection Act 2004</i> and may be accessed by the individual to whom it relates, on request to Launceston City Council.
2.	Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act, and, if necessary, may be disclosed to other public sector bodies, agents or contractors of Launceston City Council, in accordance with Council's Personal Information Protection Policy (17-Plx-005).
3.	Failure to provide this information may result in your application not being able to be accepted or processed.

File No. SF6618					
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Doc. No.					
Action Officer			Date Received		

PURPOSE

Covid-19 usage requirements of Council sporting facilities and halls.

SCOPE

Applies to any customer wishing to use / book a City of Launceston sports facility or hall.

RELATED POLICIES & PROCEDURES

[26-Fmx-046 Application and Agreement form - Council facility hire](#)

[26-Fmx-047 Sportsfield Booking Request Form](#)