



If you are planning to hold a March, you will need permission from your NSW Police Local Area Command and Local Council.

It is advised that you also liaise with the Local Area Command and Council on plans for any Dawn Services or Commemorations.

Please give careful consideration to managing members of the public (uninvited guests) and how they could attend in a COVID safe way, including the possibility of no members of the public in attendance.

Following you find some advice in relation to organizing and running a COVID safe event, which has been taking from the NSW Government COVID website and is current as of February 11, 2021.

Controlled outdoor events in addition to the maximum number permitted subject to the one person per 2 square metre rule must also:

- be enclosed by fencing or another form of barrier
- only be accessed with a ticket
- not last longer than 5 hours
- have electronic contact tracing using the Service NSW app (QR code received after registering as COVID safe)
- encourage face masks be worn
- encourage guests to download the [COVID Safe App](#)
- complete a [COVID safety plan](#) (one per event)
- register each event as [COVID safe](#)

Suggested wording to be used in all forms of communication (i.e. invitations, on/with ticketing, social media posts)

- Please stay home if you're feeling unwell, have been in contact with a suspected or confirmed COVID-19 case in the past 14 days, have returned from overseas or have attended one of the following locations during the dates detailed by the NSW Government [at this link](#)
- Practice physical distancing at all times.
- Face masks are strongly encouraged at all times.
- You must stay in your allocated seat.
- You must leave the site as soon as the event is completed.
- Follow signage and the directives of event staff and NSW Police at all times.

Information is correct as of February 11, 2021

- Practice high-level hygiene, including washing your hands or using sanitiser regularly when washing your hands is not practical, coughing or sneezing into your elbow and refrain from shaking hands with fellow veterans and friends.
- Ensure you bring your ticket and mobile phone to gain entry on the day.
- Download the [Service NSW app](#) to your phone before the day.
- Consider downloading the [COVID Safe app](#) to your phone before the day.
- This event may change or be cancelled at any time under COVID-19 regulations

Event Management COVID safe checklist

- Approval from NSW Police Local Area Command
- Approval from the Local Council
- Completed and submitted a [COVID-19 Safety Plan](#)
- Registered as a [COVID safe event/business](#)
- Completed and provided to Local Area Command a crowd management plan (for members of the public in attendance)
- Completed a traffic management plan in collaboration with Local Area Command and Local Council, if required.
- Confirm ADF Ceremonial Support
- Hand sanitizer available at the entry gate
- First aid onsite
- Masks available for those who may turn up without their own
- Member or volunteer to check tickets and that guests have checked in using the Service NSW QR code at the entry gate (where applicable)
- Guests have been assigned a seating area or a specific seat (consider placing name tags on each seat)
- Seats have been set up using the one person per 2 square metre rule

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- Choirs or singers are standing 5 metres away from any guests and the conductor, are all facing forwards and maintain physical distancing of 1.5m between each other
- Band and musical instruments are set up 3 metres away from others in the direction of the airflow and 1.5 metres in all other directions
- Your MC script mentions the following in the relevant place:
 - Practice physical distancing at all times during the service
 - Due to COVID-19 guests are asked to refrain from singing
- COVID-19 safe signage and QR code posters are visible upon entry (these will be provided by Service NSW once you have registered each event)
- You have received a COVID-19 safety plan from all your suppliers and stakeholders (i.e. chair and marquee providers)

Additional resources and links

<https://www.nsw.gov.au/covid-19/covid-safe/covid-19-safety-guidance-for-large-events>

<https://www.nsw.gov.au/covid-19/what-you-can-and-cant-do-under-rules>

<https://www.nsw.gov.au/covid-19/covid-safe>

<https://www.dpc.nsw.gov.au/tools-and-resources/event-starter-guide/>

https://www.police.nsw.gov.au/_data/assets/pdf_file/0007/275560/Notice_of_Intention_to_Hold_a_Public_Assembly.pdf

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RSL NSW Level 5, 341 George St, Sydney NSW 2000
Phone 02 9264 8188 **Email** support@rslnsw.org.au

rslnsw.org.au