

# **SURFING VICTORIA PROGRAMS & EVENTS COVID-19 RISK PREVENTION STRATEGY**



Updated to V3.9 Jan 24 2022



## PLEASE NOTE NEW DIRECTIONS AS OF 25/01/2022

# IF YOU CANNOT PROCEED WITH YOUR EVENT PROGRAM OR BUSINESS PLEASE COMPLY WITH THE GOVERNMENT RESTRICTIONS

With guidance from [Vicsport](#) and [Sport & Recreation Victoria](#), this Covid-19 Risk prevention document is designed to outline key strategies to minimize the possible spread of Covid-19 at Surfing Victoria events, in conjunction with other Surfing Victoria programs including – Coaching, SUP programs, Surf Schools, Boardrider Clubs and Courses. Best practice for risk mitigation has been assessed for each program, with help toward the decision-making process via the links below, whilst restrictions are enforced.

There have been some changes in the situation relevant to Covid-19 cases in the state of Victoria, the pandemic appears to have the potential for rapid change at any time. It is recommended to refer to the **DHHS** website <https://www.dhhs.vic.gov.au/victorias-restriction-levels-covid-19> for updates as the restrictions change. Alternatively, you can visit the **Return to Play** section on the **Sport and Recreation Victoria** website <https://sport.vic.gov.au/> which provides specific sport and recreation advice based on the current restrictions.



## **Types of events and vaccination requirements:**

### **WSL Competition Tour Event.**

All Officials, Athletes, coaches and Accredited Media **MUST** be fully vaccinated.

### **WSL Regional Qualifying Series.**

All Officials, Athletes, coaches and Accredited Media **MUST** be fully vaccinated.

### **WSL Pro Junior Events.**

All Officials, Athletes, coaches and Accredited Media **MUST** be fully vaccinated.

### **Any Professional event of which prize money is awarded.**

All Officials, Athletes, coaches and Accredited Media **MUST** be fully vaccinated.

### **Surfing Victoria State Rounds (Open and Junior) and specialty events.**

All Officials and Accredited Media **MUST** be fully vaccinated.

### **Surfing Victoria Events at URBN SURF Tullamarine Victoria.**

All Officials, Athletes, coaches, spectators and Accredited Media **MUST** be fully vaccinated.



**Please refer to your Land manager/permit issuer for advice on location usage.**

Surfing Victoria will endeavor to keep up to date with the most current information on restrictions, government policy and safety procedures. Additional information and resources can be found on these websites:

**Vic Gov Health Human Services -** <https://www.dhhs.vic.gov.au/coronavirus>

**Sport Australia checklist template -** <https://www.sportaus.gov.au/return-to-sport>

**Worksafe and Covid-19 -** <https://www.worksafe.vic.gov.au/coronavirus-covid-19>

**Vic Sport and Covid-19** <https://vicsport.com.au/blog/3522/covid-19-coronavirus-update-and-links>

**Sport and Recreation Victoria** <https://sport.vic.gov.au/>



## QR Codes to record attendance.

Where do I need to check-in?

All of the following venues and facilities must require all visitors to check-in using the free [Victorian Government QR Service](#). All venues and facilities currently using a [Victorian Government Application Programming Interface \(API\)](#) linked digital record keeping system must use the Victorian Government QR Service. For instructions on how to switch, please go to [Register to use the Victorian Government QR Code Service](#).

Venues and facilities required to use the free Victorian Government QR Code Service for record keeping are:

- Outdoor physical recreation and community sport facilities
- Commercial tourism operators including, but not limited to:
  - Guided tours of museums, galleries, historic locations
  - Adventure sports (ballooning, abseiling, rock climbing, canoeing, kayaking,)
  - Marine based tours (kayaking, scuba, fishing, surfing)

These venues must also provide an alternative record keeping system for people who do not have or cannot use a device to scan the QR code. This could include making a service available for people to use (like an iPad).

Providing a pen and paper for manual recording keeping is okay if electronic record keeping is temporarily unavailable – for example, an internet outage.

For other venues not listed including supermarkets, markets, retail and shopping centres, using the free [Victorian Government QR Code Service](#) is highly recommended.

Find out more about record keeping at [Record keeping for Contact Tracing - Information for Business](#).



## **PROGRAMS**

The following dot points relate to the general hygiene and risk mitigation practice that Surfing Victoria staff and affiliates are to employ within delivered programs. Following these general guidelines are the best practices specific to each program.

- Surfing Victoria Staff and affiliates program planning adhering to latest government restrictions
- Liaise with all event stakeholders on restrictions and guidelines.
- All program deliverers and contractors undertake the Australian Government Infection Control Training – COVID19  
<https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>
- Program Coordinator to ensure all session deliverers have been asked staff wellbeing questions before session commencement.
- Participants are not to attend program or event if feeling unwell, has been in contact with any confirmed/suspected COVID-19 cases
- Program Deliverer to check off manifest before each session to ensure information is taken as per government requirements for tracking
- Program Deliverers to advise participants:
- Face masks are mandatory indoors for people aged 12 and over, unless an exception applies. We recommend you wear a mask outdoors if you cannot maintain physical distancing.
- To sanitise hands on arrival



- On social distancing regulations prior to course
- To practise social distancing
- Course deliverer to wash/sanitise hands before setting up session equipment
- Course Deliverer to separate equipment for participants at required 1.5m distance in delivery space
- Face masks are mandatory indoors for people aged 12 and over, unless an exception applies. We recommend you wear a mask outdoors if you cannot maintain physical distancing..
- Density quotient of DQ2 (1 person per 1.2sqm) or as required.
- Session deliverers of session to disinfect and sanitise all individual participant equipment at the end of the session.
- Participants to arrive 10mins before scheduled time and leave once session is over
- Appropriate signage and posters to be erected during classes, activations and outdoor sessions where possible.
- Sports medicine administration staff to ensure first aid equipment is clean and sterile between use. Staff to wear appropriate PPE including face masks and first aid rubber gloves. One administrating staff only, unless imperative that additional staff are required to assist.

#### **Pre session check list**

- Hand sanitiser and cleaning resources available
- Face masks are mandatory indoors for people aged 12 and over, unless an exception applies. We recommend you wear a mask outdoors if you cannot maintain physical distancing..
- Check cleaning log book
- Staff wellness check (see appendix 1)
- Appropriate signage visible

#### **Start of session check list**

- Equipment set up within social distance requirements
- Attendance list/manifest completed (see appendix 2)



## SUP/Surfing lessons and Coasting Program

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### Contact of person/s

- Face masks are mandatory indoors for people aged 12 and over, unless an exception applies. We recommend you wear a mask outdoors if you cannot maintain physical distancing..
- Density quotient of DQ2 (1 person per 1.2sqm) indoors
- Session Deliverer to conduct land demonstration and session without contact, unless in emergency or participant at risk in the water.
- Session Deliverer to instruct participants while maintaining distance and no contact.

#### **Use and sharing of equipment**

- 1 piece of equipment per person at any time
- Cleaning, disinfecting and sanitising of **all** equipment prior to/before/during course
- Use of gloves when cleaning, disinfecting, sanitising and handling equipment
- Stand Up Paddleboard
- SUP's will be sanitised between uses
- SUP's will not be swapped between participants
- Multiple session will not be running same day if boards are unable to be cleaned and disinfected between sessions
- Leg ropes will be washed in detergent and rinsed in fresh water between uses
- Multiple session will not be running same day if leg ropes are unable to be cleaned and disinfected between sessions
- Paddle (Only applicable to SUP sessions)
- Paddles will be sanitised between uses
- Paddles will not be swapped between participants
- Multiple session will not be running same day if boards are unable to be cleaned and disinfected between sessions
- Wetsuits
- All wetsuits to be appropriately cleaned after each program. Washed in detergent and rinsed in freshwater.
- Multiple sessions in a day will not be conducted unless enough wetsuits
- If a wetsuit is tried on and returned for appropriate size that wetsuit is put in dirty pile
- Rash Vest





- All rash vests to be appropriately cleaned after each program. Washed in detergent and rinsed in freshwater.
- Multiple sessions in a day will not be conducted unless enough rashvests
- If a rashvest is tried on and returned for appropriate size that wetsuit is put in dirty pile

#### **Use of items when registering details**

- Participants complete registration online before participation in the session

#### **Proximity of program participants to each other (standing or seated)**

- Participants standing the required 1.5m distance between each other
- Face masks are mandatory indoors for people aged 12 and over, unless an exception applies. We recommend you wear a mask outdoors if you cannot maintain physical distancing.
- Density quotient of DQ2 (1 person per 1.2sqm) indoors.

#### **Use of sunscreen**

- Participants to supply their own sunscreen

#### **Use of sanitiser**

- Each program requires participants to sanitise before they touch equipment
- Course Deliver to dispense any sanitiser from a supplied bottle with the use of gloves

#### **Post Session**

- Check in with all staff.
- Refer to Surfing Victoria strategy if staff report back sick.  
Surfing Victoria staff and affiliates review what worked well and re-evaluate procedures for the next event



## COURSES

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- **Contact of person/s**
  - Face masks are mandatory indoors for people aged 12 and over, unless an exception applies. We recommend you wear a mask outdoors if you cannot maintain physical distancing.
  - Course Deliverer to deliver content without contact demonstrations.
  - Course Deliverer to instruct participants while maintaining distance and no contact.
  - Density quotient of DQ2 (1 person per 1.2sqm) indoors.
  - Course participants to be limited to the number of pieces of available equipment
  - Relevant to courses being delivered
- **Use and sharing of equipment**
  - 1 piece of equipment per person at any time
  - Cleaning, disinfecting and sanitising of **all** equipment prior to/before/during course
  - Use of gloves when cleaning, disinfecting, sanitising and handling equipment
- **Use of items when registering details**
  - Participants complete registration online before participation in the course
- **Proximity of program participants to each other (standing or seated)**
  - Participants are seated or standing the required 1.5m distance between each other
- **Use of sanitiser (if supplied)**
  - Course Deliverer to dispense any sanitiser from a supplied bottle with the use of gloves
  - Deliverer to clean, disinfect and sanitise **all** entry and exit door handles to classroom/ facility/activation space prior to and after activity with the use of gloves
- **Use of appropriate signage**
  - Best practice signage positioned within activation area

## ACTIVATIONS

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- **Contact of person/s**
  - Face masks are mandatory indoors for people aged 12 and over, unless an exception applies. We recommend you wear a mask outdoors if you cannot maintain physical distancing.
  - Deliverer to deliver content without contact demonstrations
  - Deliverer to instruct participants while maintaining distance and no contact
  - Limit the number of participants allowed within activation space
  - Adhere to Government Guidelines
  - Place markers outside and throughout activation space indicating distancing of 1.5m
  - Density quotient of DQ2 (1 person per 1.2sqm) indoors.
- **Use and sharing of equipment**
  - 1 piece of equipment per person at any time
  - Cleaning, disinfecting and sanitising of **all** equipment prior to/before/during course
  - Use of gloves when cleaning, disinfecting, sanitising and handling equipment
- **Use of items when registering details**
  - Participants complete registration via supplied tablets
  - Tablets to be cleaned, disinfected and sanitised prior to each registration with use of gloves
- **Proximity of program participants within Activation space**
  - Limit the number of participants allowed within activation space
  - Adhere to Government Guidelines
  - Density quotient of DQ2 (1 person per 1.2sqm) indoors.
- **Proximity of program participants to each other (standing or seated)**
  - Participants are seated or standing the required 1.5m distance between each other
  - Density quotient of DQ2 (1 person per 1.2sqm) indoors.
  - Face masks are mandatory indoors for people aged 12 and over, unless an exception applies. We recommend you wear a mask outdoors if you cannot maintain physical distancing
- **Use of sanitiser (if supplied)**
  - Course Deliverer to dispense any sanitiser from a supplied bottle with the use of gloves
- **Use of appropriate signage**
  - Best practice signage positioned within activation area



## SURF COACHING PROGRAM

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### During the session

- Coaches to have individual camera equipment, to avoid sharing.
  - Any functions or out of session gatherings as per the latest DHHS guidelines.
  - Participants must provide their own sunscreen, wax and equipment.
  - Coaches will be designated specific roles to minimise multiple people handling the same equipment.
  - Participants are not to attend program or event if feeling unwell, has been in contact with any confirmed/suspected COVID-19 cases.
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- **Contact of person/s**
    - Session Deliverer to deliver land demonstration without contact, unless in emergency or participant at risk in the water.
    - Session Deliverer to instruct participants while maintaining social distance of 1.5m and no contact.
    - Density quotient of DQ2 (1 person per 1.2sqm) indoors.
    - Face masks are mandatory indoors for people aged 12 and over, unless an exception applies. We recommend you wear a mask outdoors if you cannot maintain physical distancing.
    - **Use and sharing of equipment**
      - 1 piece of equipment per person at any time
      - Cleaning, disinfecting and sanitising of **all** equipment prior to/before/during course
      - Use of gloves when cleaning, disinfecting, sanitising and handling equipment
      - Surf Boards
        - Surf Boards will be sanitised between uses
        - Surf Boards will not be swapped between participants
        - Multiple session will not be running same day if boards are unable to be cleaned and disinfected between sessions
        - Leg ropes will be washed in detergent and rinsed in fresh water between uses
        - Multiple session will not be running same day if Leg ropes are unable to be cleaned and disinfected between sessions
    - Wetsuits
      - All wetsuits to be appropriately cleaned after each program. Washed in detergent and rinsed in freshwater.



- Multiple sessions in a day will not be conducted unless enough wetsuits
- If a wetsuit is tried on and returned for appropriate size that wetsuit is put in dirty pile
- Rash Vests
- All rash vests to be appropriately cleaned after each program. Washed in detergent and rinsed in freshwater.
- Multiple sessions in a day will not be conducted unless enough Rash vests
- If a Rash vest is tried on and returned for appropriate size that wetsuit must be fully cleaned and rinsed.

#### **Use of items when registering details**

- Participants complete registration online before participation in the course
- Proximity of program participants to each other (standing or seated)
- Participants standing the required 1.5m distance between each other
- Density quotient of DQ2 (1 person per 1.2sqm) indoors.
- Facemasks must be carried at all times. Must be worn indoors and outdoors except if at home or if an exception applies.
- Use of sanitiser (if supplied)
- Each program requires participants to sanitise before they touch equipment

#### **Post session:**

- Check in with all staff.
- Refer to Surfing Victoria strategy if staff report back sick.
- Surfing Victoria staff review what worked well and re-evaluate procedures for the next event.
- Avoid group video reviews, provide feedback and session reviews online.



## APPENDIX 1 Staff Wellbeing Register

Activity: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Full name	In the previous 14 days, have you: <ul style="list-style-type: none"><li>• Had any COVID-19 symptoms?</li><li>• Been in contact with any confirmed/suspected COVID-19 case?</li><li>• Travelled internationally?</li></ul>	Do you or any member of your immediate household currently have any of the following symptoms? <ul style="list-style-type: none"><li>• A temperature greater than 37.5?</li><li>• A dry cough?</li><li>• A sore throat?</li><li>• Any shortness of breath or breathing problems?</li></ul>





## EVENTS

### Victorian Government check in requirements for Community Sporting Clubs and Organisations

The following guidelines are to be used as a reference when planning and executing events. Surfing Victoria have nominated suitable individual(s) as a **Covid Safety Officers** for events.

#### Pre event:

- Adhering to latest government restrictions.
- Face masks are mandatory indoors for people aged 12 and over, unless an exception applies. We recommend you wear a mask outdoors if you cannot maintain physical distancing.
- Participants are not to attend program or event if feeling unwell, has been in contact with any confirmed/suspected COVID-19 cases, or travelled international within in the last 14 days
- Individual appointment of Covid-19 safety officer.
- Liaise with all event stakeholders on restrictions and guidelines.
- Event Officials to complete Covid-19 infection control short course via <https://www.health.gov.au/resources/apps-and-tools/covid-19-infection-control-training>
- Communication to all competitors on how the competition will take place and event guidelines.
- Event Manager to ensure all officials working at event are well and healthy to do so. All Officials who feel unwell before the event or during are to alert the Event Manager as soon as possible.
- Hold pre-event briefs regarding Covid-19 and the restrictions in place. Must be able to recognize early symptoms of Covid-19.
- Minimal Officials – Minimize people onsite and in the operations tents. Judges and commentators help set up or pack up.
- Go through the Covid-risk management plan (below)
- Minimize or reduce car-pooling.





### **Event Operations:**

- Limit access to event Operations tents- Only those who need to be working in the Operations tents at the time should have access. This will be communicated pre-event to all members.
- Communication Posters with best practice displayed throughout event site
- Social distancing of officials inside tents.
- Face masks are mandatory indoors for people aged 12 and over, unless an exception applies. We recommend you wear a mask outdoors if you cannot maintain physical distancing.
- Density quotient of DQ2 (1 person per 1.2sqm) indoors.
- Competitors must put their own rash shirts into a wetsuit bucket of water and detergent, rinse it out in a separate bucket and hang them up at the Beach Marshall.
- Judges use one iPad instead of rotating around, or sanitize after individual use
- Judges and officials to sit 1.5m away from each other.
- Commentators use separate microphones.
- Hand sanitizer at the Beach Marshal.
- Signs placed up on sponsor branding tents saying not to be used or maximum number of people in tents.
- Victorian Gov't health signs put up in specific locations. (reminding good hand wash technique, social distancing)
- Competitors must provide their own sunscreen, wax and equipment.
- Officials will be designated specific roles to minimize multiple people handling the same equipment.
- Consistent beach announcements on event regulations re social distancing, hygiene etc.
- Disinfect/ clean iPads, computers, hooter systems at the end of the event.

### **Post event:**

- Check in with all competitors and event personnel.
- Refer to risk strategy if staff report back sick.
- Wash all rash shirts (if they're going to be used again) throw away or recycle if possible.
- Events team to review what worked well and re-evaluate procedures for the next event



# Communication Posters

Print large and laminate.

Place appropriately in and around the event site.

PDF posters located - [https://www.sportaus.gov.au/return-to-sport#coronavirus\\_hygiene\\_guidance](https://www.sportaus.gov.au/return-to-sport#coronavirus_hygiene_guidance)

Coronavirus (COVID-19)

## GOOD HYGIENE IS IN YOUR HANDS.

Wash your hands thoroughly with soap and water for at least 20 seconds to prevent passing on germs. Dry your hands.

**TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.**  
For more information about **Coronavirus (COVID-19)** visit [health.gov.au](http://health.gov.au)

**HELP STOP THE SPREAD AND STAY HEALTHY**



Australian Government

Authorised by the Australian Government, Canberra

Coronavirus (COVID-19)

## KEEPING YOUR DISTANCE.

Help stop the spread of coronavirus by keeping your distance. Remember, don't shake hands or exchange physical greetings. Wherever possible stay 1.5 metres apart and practise good hand hygiene, especially after being in public places.

**TOGETHER WE CAN HELP STOP THE SPREAD AND STAY HEALTHY.**  
Advice regarding **Coronavirus (COVID-19)** will change regularly. Keep up to date. Visit [health.gov.au](http://health.gov.au)

**HELP STOP THE SPREAD AND STAY HEALTHY**



Australian Government

Coronavirus (COVID-19)

## Slowing the spread of coronavirus

Stay home. Protect our health system. Save lives.

- WASH your hands often with soap and running water, for at least 20 seconds. Dry with paper towel or hand dryer.
- TRY not to touch your eyes, nose or mouth.
- COVER your nose and mouth with a tissue when you cough or sneeze. If you don't have a tissue cough or sneeze into your upper sleeve or elbow.
- PHONE your doctor or the hotline – **1800 675 398** – if you need medical attention. They will tell you what to do.
- CONTINUE healthy habits: exercise, drink water, get plenty of sleep.
- BUY an alcohol-based hand sanitiser with over 60% alcohol.

**Find out more**  
[www.dhhs.vic.gov.au/coronavirus](http://www.dhhs.vic.gov.au/coronavirus)

If you are concerned, call the **Coronavirus hotline 1800 675 398 (24 hours)**  
Please keep Triple Zero (000) for emergencies only

To receive this publication in an accessible format email [COVID-19@dhs.vic.gov.au](mailto:COVID-19@dhs.vic.gov.au)  
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BetterHealth Channel

VICTORIA Government Health and Human Services



## Set up diagrams

If we are able to run events but still have some sort of social distancing rules in place, we will use the following site map as a reference to space out staff.

### **Legend Setup 1 (If tents can be lined up together)**

BM - Beach Marshall

HJ- Head Judge

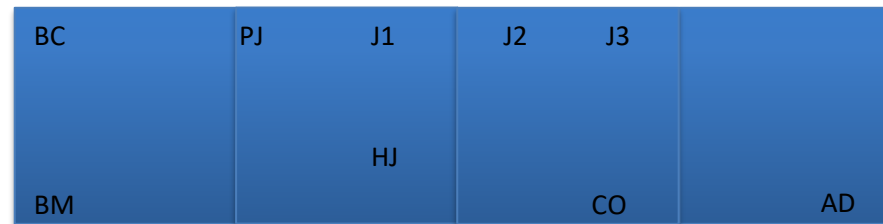
BC - Beach Commentator

J1 - Judges

PJ - Priority Judge

CO - Computer Operator

AD - Admin/Breakout Tent



## Legend Setup 2

HJ - Head Judge

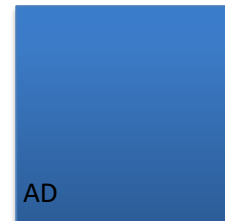
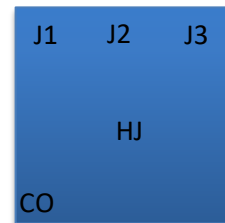
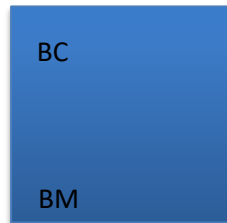
BC - Beach Commentator

BM - Beach Marshall

J1 - Judges

CO - Computer Operator

AD - Admin/Breakout Tent



### Risk matrix

<b>Almost Certain</b>	Will likely occur and could occur several times.
<b>Likely</b>	High probability, likely to arise
<b>Possible</b>	Reasonable Likelihood that it may arise
<b>Unlikely</b>	Could occur at some time
<b>Rarely</b>	Very Unlikely

### Consequence Levels Table

<b>Catastrophic</b>	Permanent Damage; Death or Permanent disability; Financial cost of > \$500,000
<b>Major</b>	Event Shutdown; Long term illness or injury; Financial cost of \$50,000 - \$500, 000
<b>Moderate</b>	Event Postposed; medical attention required; Financial Cost of \$10,000 - \$50,000
<b>Minor</b>	Event Delayed; First Aid treatment; Financial cost of \$1,000 - \$10,000
<b>Insignificant</b>	Minor Delays; No injuries; Financial cost of <\$1,000

		Likelihood				
		Almost Certain	Likely	Possible	Unlikely	Rarely
Consequence	Catastrophic	Extreme	Extreme	High	High	High
	Major	Extreme	High	High	Medium	Medium
	Moderate	High	High	High	Medium	Medium
	Minor	High	Medium	Medium	Low	Low
	Insignificant	Medium	Medium	Low	Low	Low

Score	Generic impact description	Stakeholders	Human	Brand & reputation	Finance	Legal / Compliance
5 Catastrophic	Event or circumstance with potentially disastrous impact on business or significant material adverse impact on a key area	<ul style="list-style-type: none"> <li>• Unsustainable loss / reduction in competitor entries / retention</li> <li>• Loss of a venue</li> <li>• Serious / sustained problems reaching a number of contracts KPI's.</li> <li>• Irreparable impact on relationship with partners / competitors.</li> </ul>	<ul style="list-style-type: none"> <li>• Death or permanent disability</li> <li>• Loss of critical number of key staff impacting on skills, knowledge &amp; expertise</li> <li>• Widespread / sustained staff industrial action</li> <li>• Competitors or Staff protest / violence</li> </ul>	<ul style="list-style-type: none"> <li>• Irreparable damage to or loss of brand / image reputation</li> <li>• Widespread / persistent / sustained negative media attention</li> </ul>	<ul style="list-style-type: none"> <li>• Huge financial loss</li> <li>• Significant budget impact (revenue shortfall or expense over-run) with no capacity to adjust within existing budget / resources</li> <li>• May attract material adverse findings from external regulators or auditors</li> </ul>	<ul style="list-style-type: none"> <li>• Serious breach of legislation / contract with significant prosecution / fines likely</li> <li>• Future funding / approvals / registration / licensing in jeopardy</li> <li>• Potential for litigation including class actions</li> <li>• Criminal or civil proceedings initiated</li> </ul>
4 Major	Critical event or circumstance that can be endured with proper management	<ul style="list-style-type: none"> <li>• Major loss / reduction in competitors and competitor retention</li> <li>• Loss of a venue</li> <li>• Major problems meeting contract KPI's</li> <li>• Major long-term damage to partnership / collaboration</li> </ul>	<ul style="list-style-type: none"> <li>• Serious injury / harm, including sexual assault and rape</li> <li>• Dangerous near miss</li> <li>• Long term loss of some key staff resulting in skills / knowledge / expertise deficits</li> <li>• Threat / staff industrial action</li> </ul>	<ul style="list-style-type: none"> <li>• Sustained damage to brand / image / reputation nationally / internationally</li> <li>• Long term national or local negative media coverage</li> </ul>	<ul style="list-style-type: none"> <li>• Major financial loss</li> <li>• Requires significant adjustment or cancellation to approved / funded projects / programs</li> </ul>	<ul style="list-style-type: none"> <li>• Major breach of contract / Act / regulations / consent conditions</li> <li>• Expected to attract regulatory attention</li> <li>• Investigation, prosecution and / or major fines possible</li> <li>• Allegations of criminal / unlawful conduct</li> </ul>
3 Moderate	Significant event or circumstance that can be managed under normal circumstances	<ul style="list-style-type: none"> <li>• Significant loss / reduction of competitor entries</li> <li>• Loss of a venue</li> <li>• Significant problem meeting contract KPI's</li> <li>• Significant but short term damage to partnership</li> </ul>	<ul style="list-style-type: none"> <li>• Adverse impact on person's health / welfare</li> <li>• Lost time or penalty notice due to unsafe act / plant / equipment</li> <li>• Short term loss of skills / knowledge / expertise</li> <li>• Severe staff morale / increase in workforce absentee rate</li> <li>• Staff / competitor dissatisfaction</li> </ul>	<ul style="list-style-type: none"> <li>• Significant but short term damage to brand / reputation</li> <li>• Staff / stakeholder and / or competitor concern</li> <li>• Prominent local negative media coverage</li> </ul>	<ul style="list-style-type: none"> <li>• Significant financial loss</li> <li>• Impact may be reduced by reallocating resources</li> </ul>	<ul style="list-style-type: none"> <li>• Breach of contract, Act, regulation or consent conditions Potential for regulatory action</li> <li>• Potential for allegations of criminal / unlawful conduct</li> </ul>
2 Minor	Event with consequences that can be readily absorbed but requires management effort to minimise the impact	<ul style="list-style-type: none"> <li>• Short term reduction in competitor entries</li> <li>• Temporary problems meeting some KPI's</li> </ul>	<ul style="list-style-type: none"> <li>• Potential adverse impact on person's health / welfare</li> <li>• Inappropriate behaviour</li> <li>• Work place safety compromised</li> <li>• Some loss of staff with tolerable loss / deficit in skills</li> <li>• Dialogue required with industry groups</li> </ul>	<ul style="list-style-type: none"> <li>• Some short term negative media coverage</li> <li>• Concern raised by staff / stakeholders or competitors</li> </ul>	<ul style="list-style-type: none"> <li>• Some financial loss</li> <li>• Requires monitoring &amp; possible corrective action within existing resources</li> </ul>	<ul style="list-style-type: none"> <li>• Minor non compliances or breaches of contract, Act, regulations, consent conditions</li> <li>• May result in infringement notice</li> </ul>
1 Insignificant	Some loss but not material; existing controls and procedures should cope with event or circumstance	<ul style="list-style-type: none"> <li>• Minor downturn in competitor entries</li> </ul>	<ul style="list-style-type: none"> <li>• Minimal or no adverse impact on person's health / welfare</li> <li>• Negligible skills or knowledge loss</li> </ul>	<ul style="list-style-type: none"> <li>• Minor / localised damage to brand, image or reputation</li> </ul>	<ul style="list-style-type: none"> <li>• Unlikely to impact on budget or funded activities</li> </ul>	<ul style="list-style-type: none"> <li>• Unlikely to result in adverse regulatory response or action</li> </ul>



## **SURFING VICTORIA PROGRAMS & EVENTS COVID-19 RISK PREVENTION STRATEGY**

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