



COVID Event Plan Process

23 October 2020

The Department of Health has recently reviewed the COVID Event Plan approval process for **high risk events**. This review has been undertaken in consultation with, and following feedback from, a range of stakeholders including WA Police, local government and event organisers. Key changes have been made to the minimum lead time for submission, number of times a COVID Event Plan can be resubmitted and manner by which the review outcome is communicated to the event organiser and local government. This information is relevant for all event organisers and local governments.

Submission lead time

High risk COVID Event Plans must now be submitted to the Department of Health by local government (on behalf of the event organiser) a **minimum of 3 weeks prior** to the event being held. This time frame will apply to all events planned to take place from 23 November 2020 onwards. COVID Event Plans will be assessed in order of the received date. As such, event organisers are encouraged to submit their COVID Event Plans to local government as soon as possible.

This lead time ensures that the Department of Health and Chief Health Officer have enough time to review each COVID Event Plan, the event organiser has sufficient time to implement appropriate risk mitigation strategies, the local government can finalise the event application and WA Police can allocate required resources for approved events.

Plans submitted less than three weeks prior to an event will not be reviewed and the event cannot proceed.

Resubmission of rejected COVID Event Plans

Each COVID Event Plan will be reviewed by the Department of Health a **maximum of two times**. This includes the initial submission, plus an additional resubmission.

Event organisers are strongly encouraged to consult the [COVID Event Guidelines](#) and refer to the checklist at the end of the document, to ensure COVID Event Plans are complete prior to submission.

A Plan will not be reassessed by the Department following two rejections.

Communication of review outcome

Following the Department of Health's assessment of a COVID Event Plan, the event organiser and local government will be formally notified by letter of the review outcome. This will be in the form of APPROVED or REJECTED.

If a COVID Event Plan is rejected, the event organiser may be offered an opportunity to resubmit the document, via the relevant local government, if additional public health measures can be introduced to adequately address the risk. In this situation, the outcome letter will also advise the event organiser and local government of the remaining number of times the COVID Event Plan will be reviewed by the Department of Health.