Hi Anthony,

Thank you for this transcript. With respect to the question taken on notice, attached is the
marked up transcript as well as below a response now that I have read through what Ms Ward
was actually trying to ask. Attached are also some additional documents as mentioned in my
response.

The Hon. NATALIE WARD: I think, in response to what you had submitted, that has been put to
the

task force. That has been communicated to you, hasn't it, that that has been sent on to the task
force to be assessed?
That is, that different types of events will be looked at as soon as possible.
Ms ROBINSON: Not specifically in response to my request to be hired by the task force, no.
The Hon. NATALIE WARD: You might take that on notice perhaps, if you can, about the progress
of
that. It would be good to see that. With the task force, I might be wrong.

UPDATED RESPONSE:
The AFA has submitted two documents as well as some information regarding upcoming
Festivals to Minister Ayres office that have been provided to the Major Events Taskforce as a
reference. In addition, the AFA is on the executive committee of the Live Entertainment Industry
Forum (LEIF). It is my understanding that additional documentation has also been provided by
LEIF representatives to the Taskforce as well.

Please let me know if you have any questions.

Julia Robinson
General Manager
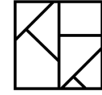
Tuesday, 15 September 2020

The Hon. Stuart Ayres
Member for Jobs, Investment, Tourism and Western Sydney
By email:

Dear Mr Ayres,

The Australian Festival Association (AFA) seeks the opportunity to contribute to relevant consultation processes that consider the reopening of any return to crowds at Major Events, such as the taskforce announced 2nd September, that was launched to ensure major events can go ahead.

Consultation with industry has been raised through the Music Festival Roundtable, as this is the formal mechanism available to our industry and I have also written to Minister Dominello. Neither option has led to consultation to date. We are seeking to be a part of the process that will reopen our industry and get patrons travelling back to festivals all across NSW once it's safe to do so.

Festival Landscape

In 2019, festivals operated by AFA's members saw over 2.5 million patrons in attendance nationally. We have recently had a number of members who operate high profile NSW Festivals, be forced to cancel or postpone their 2020/2021 events due to the understandable ongoing health risks. Such events include regional shows such as **Tamworth Country Music Festival, Groovin the Moo and Falls Festival** as well as metropolitan events like **Download and Listen Out**. We expect to see many more cancellations to come.

The AFA has reviewed our Festival Database in light of Bushfires and COVID-19 and have found the following (as at 15/09/20) –

- There are usually **90+** annual Music or Mixed artform Festivals in NSW (AFA database)
- **6** have cancelled due to bushfires
- **35** cancelled/postponed 2020 show due to COVID
- **19** proceeded (January – March 2020)
- **18** confirmed date/line-up December – July = 76 festivals usually occur in this time

Getting Gates Open

Information was provided to your staff on 23rd April 2020 and again through the Roundtable on 12th August regarding some opportunities to explore that would assist promoters getting 'Gates Open'. In addition, we would like to support the proposal provided by MusicNSW to your office for sector recovery NSW Contemporary Music Industry COVID Recovery Framework. In particular we would like to support an "Event Cancellation Fund" to aid in the considerable risks faced by operators who cannot secure cancellation insurance and therefore may not consider operating at all.

An Event Cancellation Fund designed to build business confidence within the sector would see festivals back on the calendar, patrons booking accommodation and transport and the industry boosted by bookings, deposits and the momentum of planning. Festivals are already looking at what 2022 planning
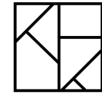
looks like and without some assurances, these events may never get to proceed.

In a recent survey, 75% of members reported the inability to secure sufficient insurance has had an impact on the confidence in planning future events and that if a cancellation fund were available, it would encourage them to commence planning activities. The flow on from promoter/organiser to suppliers, artists and workers from proceeding with planning would be significant with suppliers usually receiving deposits of up to 50%, artists usually receiving deposits of between 50-75% and workers engaged from the outset. Members have also commented

> *"If available that would give us the confidence to announce…and only spend on marketing / staff / artists / venue"* - AFA regional festival member, regarding a cancellation fund.

> *"A prominent artist is still being offered shows around NYE but has declined to take anything on as they are worried their shows may be cancelled"* - AFA promoter member, regarding booking artists.

As you would be aware, WA has implemented such a fund for events as has the Federal Government through Screen Australia for film production. We would like to discuss the opportunity to discuss how the inclusion of a cancellation fund work boost industry confidence and stimulate tourism.

COVIDSafe Framework

The AFA has developed a COVIDSafe framework to help guide organisers when building their plans. This is a national document designed to help frame some of the key inclusions. We also contributed to the Live Entertainment Industry Forum Guidelines that are due to release shortly.

I look forward to the opportunity to discuss key issues facing the industry further and participating in any Industry Recovery consultation.

I may be contacted on

We look forward to meeting with you. Yours sincerely,

Julia Robinson

General Manager, AFA

ABOUT AFA

The Australian Festival Association (AFA) was formed to represent the shared interests and importance of the Australian festival industry. The AFA is committed to delivering safe and well-run festivals around Australia and providing a framework for industry operating standards. Our members are committed to ensuring the ongoing viability of festivals as thriving businesses, significant municipal events and sites of
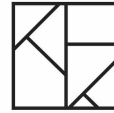
Australian Festivals Association Inc.
COVID-SAFE FRAMEWORK

For Festival Organisers and Businesses During the COVID-19 Pandemic

Prepared by: Julia Robinson, AFA (Version control & consultation tracker)

About the Australian Festivals Association (AFA)

The AFA was formed to represent the common interests and aspirations of the Australian festival industry. The AFA is committed to helping members, and the industry, deliver safe and well-run festivals around Australia, and establishing world leading operating standards.

We acknowledge Aboriginal and Torres Strait Islander peoples as the traditional custodians of our land – Australia. The AFA acknowledges the Gadigal of the Eora Nation as the traditional custodians of the land our business is registered at in Surry Hills as well as the Wurundjeri-willam people of the Kulin Nation where our daily work takes place.

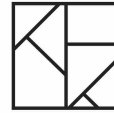**Intended users of this document**

This document is intended to be used by all festival stakeholders including, but not limited to, the following;

- Promoters, organisers & producers
- Suppliers & Sole Traders
- Venues, councils & landowners
- Authorities & regulators
- Policymakers
- Staff & crew
- Patrons
- Community groups & members of communities in surrounding areas of festivals

How to use this document

This document has been produced by the Australian Festivals Association in response to the COVID-19 Global Pandemic. Its intended use is to provide a framework to aid festival professionals develop COVID-19 Safe Plans for their business. First and foremost, organisers should follow current directions and operate within restrictions applicable to their state/territory.

The contents of this document will remain live, updating as new evidence-based information comes to hand. As such, this document should be used as a reference alongside global, national, state and local health advice and Government direction.

Principles

1. The health and safety of all patrons, personnel and the surrounding community remains the primary concern during all stages of planning and delivery
2. Health advice, government restrictions and the ongoing risk level should be monitored and responded to accordingly
3. Reactivation of festivals is based on a commercially viable business model that ensures the recovery, sustainability, and growth of the industry in Australia
4. A risk-based approach will be used to identify and mitigate the variable risks
5. Responses should be scalable and deployed at a level appropriate for the festival

Background – COVID-19

What is COVID-19?[1]

COVID-19 is the infectious disease caused by the most recently discovered coronavirus, Severe Acute Respiratory Syndrome Coronavirus-2 (SARS CoV-2). This new virus and disease were unknown before the outbreak was detected in Wuhan, China, in December 2019. COVID-19 is now a pandemic affecting all countries globally.

What are the common symptoms of COVID-19?

The severity of symptoms of COVID-19 can range from none or mild illness to fatal organ failures. Some people will recover easily, and others may get very sick very quickly.
The common symptoms of COVID-19 include but are not limited to:
- fever
- coughing
- sore throat
- fatigue (tiredness), and
- difficulty breathing or shortness of breath.

Most people infected with COVID-19 will have a mild to moderate illness and will recover without special medical treatment. Some people, such as those with underlying medical problems or disease and older people, are more likely to suffer from more serious symptoms and complications of the disease.

Some people do not show symptoms at all and may not be aware they have the virus. These are commonly referred to as asymptomatic people.

How is COVID-19 Spread?

People can catch COVID-19 from others who have the virus. The disease spreads primarily from person to person through small droplets from the nose or mouth, which are expelled when a person with COVID-19 coughs, sneezes, or speaks. These droplets are relatively heavy, do not travel far and quickly sink to the ground. Droplets can also land on objects and surfaces around the person such as tables, doorknobs and handrails.
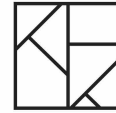
Breathing in droplets

People can catch COVID-19 if they breathe in droplets from a person infected with the virus. This is why physical distancing and the appropriate use of PPE during this outbreak is important.

Touching contaminated surfaces

People can become infected by touching these objects or surfaces, then touching their eyes, nose or mouth. This is why it is important to wash your hands regularly with soap and water or clean with alcohol-based hand rub.

Less likely but still possible modes of transmission

There is evidence of airborne transmission via micro-droplets suspended in air, but this is more likely to happen in medical procedures creating aerosols. It may also be possible as a result of playing wind instruments, singing or yelling. There is also some evidence of transmission via faeces and intestinal infection.

BACKGROUND

Festivals

Festivals are often considered to be an opportunity for a community of like-minded individuals, to converge in celebration of art, culture and community. Festivals can have wide-reaching socio-cultural benefits while delivering significant economic and employment advantages.

Festivals can include a single event or a combination of several events at different venues across single or multiple days. There are a diverse range of festivals such as music/entertainment, art, food/wine and community festivals.

Broadly speaking, this guide refers to festivals as

An event that occurs on at least one day of no less than five hours advertised duration, includes at least four acts. It is perceived as a festival with the staging of the event and all associated advertising is not dependent on any one or two headline acts. The event can take place indoor or outdoors within a defined or undefined area.
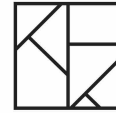
Festivals in the context of COVID-19

By nature, festivals bring people together. Generally, people enjoy festivals within a defined area that is either outdoor, indoors or sometimes in a combination of these settings. Festivals of this nature also involve a number of different stakeholders working together to achieve a safe site. The surrounding community are also impacted by the festival taking place.

The primary concern for festivals in the context of COVID-19 are;
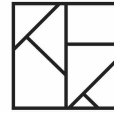
- **Patron to patron transmission**
  - Physical contact transmission due to close proximity
  - Droplet transmission due to close proximity (the transmission distance can increase if patrons sing or yell)
  - Surface transmission from shared infrastructure
  - Extended time spent in an enclosed space
  - The health facilities in the surrounding community and their ability to manage an outbreak
  - Large contact tracing requirements due to patrons mingling and not remaining in family/friendship groups
- **Staff/supplier to patron transmission**
  - All of the above plus
    - Surface transmission from service points
    - Extended airborne transmission from playing wind instruments or singing
- **Staff/supplier to staff/supplier transmission**
  - All of the above
- **Community transmission**
  - All of the above plus
    - Considerable increased traffic (vehicular and pedestrian) into the surrounding areas
    - Pre or post-event transmission from an infected patron or staff/supplier in the community

PRINCIPALS OF COVIDSAFE RISK MITIGATION

1. Monitoring: Global, National, State & Territory and Local
2. Hygiene, Sanitation & PPE
3. Wellbeing: Personnel, Patrons and Community
4. Track & Trace: Personnel, Patrons & Community
5. Site Layout
6. Onsite Health Provision & Response
7. Communication, Training & Education
8. At-risk populations
9. Documentation & Planning
10. Business as usual

1. Monitoring

- Organisers must maintain visibility of COVID-19 risk levels during planning that are relevant to their event. This includes changes at a local, state, national and international level.
- Organisers must be aware of all relevant Government restrictions and Health advice for the surrounding area
- Organisers are recommended to outline and regularly document any monitoring of the external environment in the leadup to the event.
- Organisers should ensure there is a clear decision-making authority and an agreed procedure to modify, restrict, postpone or cancel the festival related to a COVID-19 outbreak.

2. Hygiene, Sanitation & PPE

- Organisers should adopt good hygiene practices as standard.
- Provide hand sanitiser at multiple locations throughout the site.
- Provide detergent/disinfectant surface wipes to clean workstations and equipment such as monitor, phone, keyboard and mouse.
- Provide up to date signage provided by each state health department relating to sanitisation at all service areas especially toilet areas.
- Ensure specific medical hazardous waste bins are provided for used PPE
- Ensure bathrooms are well stocked with hand soap and paper towels, and have posters with instructions on how to wash hands.
- Clean frequently used areas at least daily with detergent or disinfectant. Clean frequently touched areas and surfaces.
- Maintain disinfectant solutions at an appropriate strength and use in accordance with the manufacturer's instructions.
- Staff are to wear gloves when cleaning and wash hands thoroughly before and after with soap and water.
- Reduce the number of surfaces touched by customers.
- No self-serve buffet style food service areas, communal bar snacks, or communal condiments
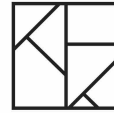- Menus must be on display, or laminated (and cleaned between use)
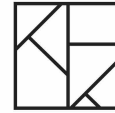
- Accommodation/Camping: Ensure bathrooms are well stocked with hand soap and paper towels. If grounds are remote with minimal staffing, then visitors should be informed to bring their own hygiene and sanitation equipment.
- Encourage contactless payment options
- Where required by regulations/legislation, or in alignment with plans, organisers should be prepared to supply suitable PPE for staff, suppliers and patrons.
- Organisers should ensure personnel required to wear masks are trained on the appropriate application process and have suitable replenishment stock available. Organisers may want to consider implementing a policy around voluntary PPE use by personnel and patrons.
- Decontamination plan should be prepared in the event of an identified outbreak. Organisers should also ensure sufficient cleaning products and staff are on hand to complete the clean in a timely manner.

3. Wellbeing: Personnel, Patrons and Community

- Festival event organisers would be expected to monitor the wellbeing of staff and patrons and to:
    - Exclude staff who are unwell from the premises in line with relevant industrial relations requirements,
    - Exclude patrons who are unwell from the premises and are encouraged to have a robust refund and/or alternative viewing arrangement in place for those to participate at home if unwell (virtual options, live screening etc),
    - Provide staff and patrons with information and training on COVID-19, including when to get tested, physical distancing and cleaning,
    - Make staff aware of their leave entitlements if they are sick or required to self-isolate,
    - Display conditions of entry (website, social media, venue entry).
- Appoint a COVID-Safety officer for their site,
- All persons entering the site must complete or agree to a wellness declaration, including artists. For patrons this may form part of the Conditions of Entry.
- Declarations should be completed upon entry to the site (if camping, a single declaration is sufficient). All declarations must be kept in-line with record keeping principles. Wellness declaration may be on the Conditions of Entry signage, within the festival app or similar electronic solution.
- Provide isolation spaces for patrons/workers that are showing symptoms away from other patrons/workers where further specific medical assessments can take place. Especially at entry to events.
- Consider having internal information points where patrons can seek advice on COVD-19 and further educational items from Health.
- Consider nominating a trained COVID-Safety officer. Larger events may contract this as a separate role.
- Staff training on hand and respiratory hygiene is required. Staff should be educated about the early signs and symptoms of COVID-19 and the need to stay home if unwell (See wellness declaration and education)
- If you have employees who may be at increased risk of a serious infection, a risk assessment should be undertaken for the vulnerable employee/s. (See at risk population)

- Refusal of entry policies should be reviewed. If temperature screening is done, it must be accompanied by:
  - referral protocols,
  - clear exclusion criteria,
  - clear instructions about the fact that a negative temperature screen result does not mean that the subject is free of Covid-19. All other safety precautions must still be strictly adhered to,
  - and appropriate training of staff operating screening.
- It is not a recommendation of this document to require COVID-19 testing of personnel or customers. It is however recommended that anyone who experiences any symptoms as well as anyone who has been in contact with a case should be tested (but this is outside the scope of this framework).
- Schedule and log deliveries and request contactless delivery / invoicing where practical.
- Organisers should develop a separate plan on managing the movement of touring artists and crew including international, interstate and intrastate.
- Organisers should consider contingencies should an artist/talent fall ill.
- Accommodation/Camping: If grounds are remote with minimal staffing, then visitors should be informed to practise good hygiene and bring their own cleaning equipment.
- Terms of Sale should be reviewed in line with any changes to operations.

4. Track & Trace

- Fenced and ticketed festivals allow for the accurate track and trace of all persons onsite. Organisers of festivals without a defined perimeter with clear access point, and or that do not have ticketed events, should discuss operations with their local or state health department
- **Ticket sales:**
  - Terms & Conditions of sale should outline that current primary purchaser contact details may be supplied to health authorities for the purpose of contact tracing and that the primary purchaser is required to obtain and retain contact records for anyone they purchase tickets on behalf of (commonly referred to as a shadow audience), which must be readily supplied if required by state or territory health officials. This includes walk-up ticket sales and minors.
  - Physical tickets should be deprioritised
- **Guest tickets:** Minimum Contact Details are to be recorded for the primary recipients of complimentary guest list tickets and prior to delivery of their guest tickets, they should provide written confirmation of their agreeance to T&Cs (as outline above)
- **Personnel/Talent:** Organisers of festivals within a fenced or defined area, **must** keep minimum contact details for all personnel, talent and their entourage. This should be communicated in advance of the festival. This extends to any temporary accommodation details.
- **Data Capture:** Only the minimum details required should be captured. Consideration should be taken as to the safety of that data (i.e. encryption, no removable media, access to shared files), and appropriate consent messaging should be in place - in accordance with relevant legislation.
- **COVIDSafe App:** Organisers **should** ensure personnel are aware of the COVIDSafe app and its benefits to support contact tracing if required. Organisers should consider promoting the COVIDSafe app and its benefits at all points of purchase to patrons.
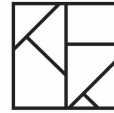
5. Physical Distancing

- Physical distancing restrictions impact site, infrastructure and transport capacities and therefore these must be reviewed in the context of operating a festival in a COVID-19 environment.
- Local restrictions, recommendations, regulations and legislation should be adopted.

- **Signage:**
  - Use signage at entrances to communicate the maximum safe capacity, and consider displaying signage with arrows to direct the flow of patrons.
- **Site Layouts:**
  - Planning site layouts should consider pinch points and patron flow options to discourage clusters of patrons and encourage single direction movement.
  - Consider multiple exits/entries to further disperse crowd.
  - Consider corralling portions of the crowd to maintain a manageable cohort for potential track and trace in the event of an outbreak during/post event.
  - Follow guidance to have separate entry and exits particularly around food vendors and bars but also in areas where amusement rides or other activities.
  - Use markings on grounds where possible to highlight any required square-meter spacing in accordance with state/territory and/or federal guidance
- **Transport:**
  - Identify appropriate hubs in likely transport corridors to and from the venue
  - Coordinate with public transport networks, where reasonably practical, around strategies to minimise COVID-19 risks association with transportation to and from designated hubs and the venue
  - Plan for changed transport behaviour due to COVID-19. Consider asking patrons their travel plans to assist.
- **PPE**
  - Consider appropriate recommendation and planning for PPE requirements required in the area of operation

6. Onsite Health Provision & Response

- Organisers should ensure adequate onsite medical provision for the risk level of their event in the current context of COVID-19.
- Consider having a triage facility that allows holding and separation prior to entry into the normal medical response area. This may include a separate facility and team for COVID response
- Identify and risk assess reductions in normal capabilities due to risks (e.g. some procedures can't be safely performed reducing resuscitation interventions available)
- Expected Increases in clinical capabilities, scope of interventions and surge capability for assessment
- Workforce protection limitations
  - e.g. shortage of clinical workforce due to strains on hospital systems
  - sanitising between patients
- Additional services and clinical support in preventative measures
- Integration with EMT and reporting protocols
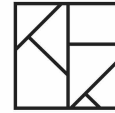
- agreed terminology in line with state and federal health services
- Changes in treatment facilities for procedures, isolation and containment
- Transport referral pathways for suspected cases
- Consider emergency procedures related to incident response and how this will impact first responders
- Information sharing from government departments and healthcare for suspected cases

7. Communication & Education

- Information regarding event related COVID-19 safe practices applicable to those who will be attending the event are to be provided at the time of ticket purchase
- There should be clear representation during ticket purchasing that Terms and Conditions of sale may have been updated to reflect COVID-19 Safe requirements of the transaction and, venue &/or event specific requirements eg. physical distancing, hand hygiene
- Contact Tracing expectations are to be detailed within the Terms and Conditions of Sale and the primary ticket purchaser should be required to accept these in order to complete their transaction. Note that the primary ticket purchaser may not always intend to attend the event themselves (eg. if tickets are purchased as a gift), however these same contact tracing expectations should still apply. Example wording as follows:
    - *If you are attending the event as part of a group, as the primary ticket purchaser, you are responsible for knowing the contact details of all attendees in your group. In the event you are contacted directly by the Government, including the Department of Health for the purposes of contact tracing, you must: (a) make the contact details of your group available to the Government (if you have the consent of each group member to do so); or (b) contact each member of your group, and request that they provide their contact details to the Government directly.*
- A commitment at time of ticket purchase should be made by the purchaser that neither they, nor anyone in their group, will attend the event if, at the time of the event, they are unwell or subject to a self-quarantine or self-isolation period. This be included within the Terms and Conditions of Sale, with example wording as follows:
    - *All attendees in your group, including yourself, must commit to stopping the spread of COVID-19. If at the time of the event, either you or any other members of your group are feeling unwell or are subject to a self-quarantine or self-isolation period, you agree not to attend the event.*
- The primary ticket purchaser must identify themselves at the time of purchase and be provided with the opportunity to update their contact details prior to the event, should they change from those provided at time of purchase.
- All staff should complete COVID-19 training and special attention to food and beverage workers be paid. Security staff should have appropriate training for when they are required to work inside 1.5m or 4sqm to "deal" with a patron who is required to be removed from the venue
- The Federal Department of Health provides a free 30-minute online infection control training module which covers the fundamentals of infection prevention and control for COVID-19. Additional training RTOs are starting to be accredited to deliver https://training.gov.au/Training/Details/HLTINFCOV001
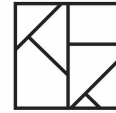
8. At risk populations

- Organisers are recommended to advise people with higher risk of developing severe illness from COVID-19 (e.g. aged ≥65 years or with pre-existing medical conditions), and individuals in contact with higher-risk patients (e.g. residents in same household, long term care facility employees etc.), that they should not attend the event, or make special arrangements for them to view any live streaming options.

9. Documentation & Planning

- All festival organisers must develop COVID Safety Plan and Risk Assessment to contextualise the application. Plans must be submitted to relevant regulators and authorities for appropriate approvals.
- Emergency Preparedness Planning should include a show stop procedure and an evacuation procedure that will deal with the containment 'Shelter in place' with a medical COVID response to potentially contain and isolate some or all patrons
- Organisers are also to update all relevant plans with a reference to the management of a communicable disease (that addresses COVID-19 risks and mitigation) or specifically refer to COVID-19 management.
- Organisers are also required to ensure relevant plans provided by third-party suppliers include appropriate provisions for the management of communicable diseases (that addresses COVID-19 risks and mitigation).
- It is recommended that plans that include the following elements, be reviewed by organisers and suppliers in the context of COVID-19 –
  - Cleaning and disinfection
  - Appropriate use of medical related PPE
  - Staff/worker/crew management – rostering and scheduling of build and dismantle elements to minimise interaction of Department/Working Groups
  - Accreditation processes
  - Ticketing processes
  - Security responses
  - Waste
  - Transport and/or traffic
  - Crowd management
  - Conditions of entry
  - Conditions of purchase
  - Delivery and Loading dock scheduling
  - Equipment pre cleaning and post cleaning
- The following plans might be included for review considering the above.
  - Event Management Plan
  - Cleaning & waste management plan
  - Risk Assessment Plan
  - Safety Management Plan
  - Medical or Health Management Plan
  - Security Management Plan
  - Staff & Volunteer Management Plan
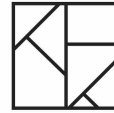
o   Traffic & Transport Plan

o   Data collection and destruction

10. Business as Usual

- Ensure Health Advice permits the activity you are planning
- Consider waiting to announce and sell tickets until activity is confirmed and legally allowed to proceed.
- Ensure compliance with all relevant legislation, regulation and recommendations from Government
- Ensure compliance with venue, council and/or landowners' restrictions
- Consult with all relevant stakeholders in a timely manner
- Consult the community likely to be impacted surrounding your event
- Contact insurers
- Seek site safety advice
- Seek legal advice
- Seek accounting advice & ensure your event is financially viable
- Appropriate approvals
- Stakeholder consultation
- Community consultation
- Risk management plan
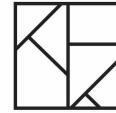
TERMS

Festival

An event that occurs on at least one full day of no less than eight hours advertised duration, includes at least six acts, musical or otherwise, is at a place requiring a stage to be erected or a performance area to be created specifically for the Festival and is advertised as a festival, where the staging of the event and all associated advertising is not dependent on any one or two headline acts.

Festival Promoter/Producer/Organisers

The individual or organisation responsible for the promotion and production of the festival. For commercial events the promoter or producer would ordinarily earn the profits from ticket sales. Often the promoter or producer is also named on the public liability insurance provided to the venue

Personnel

Supplier - A supplier who is onsite for a period of longer than 15 mins or who is onsite installing infrastructure or who comes into contact with more than 1 other person onsite
Staff/Crew/Worker - A person engaged either by the promoter/organiser directly or through a supplier.
Delivery Personnel - A person who is onsite for the purpose of delivery only. Ordinarily they remain either within their vehicle or exit only to unload or collect and item(s) from the site.

Venue or Site

The location where the Festival is held. This can be a green field or an existing location with permanent or temporary infrastructure.
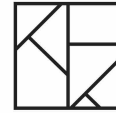
Infrastructure

The basic physical and organisational structures and facilities (e.g. plant, stages, marquees, demountables, pathways, roads, production elements, barriers, fences, furnishings and utilities) needed for the delivery and operation of a festival.

Festival Stakeholders

The final list of stakeholders may change from festival to festival but broadly include -
- Festival Promoters/Producers & their staff
- Patrons (& in the case of all ages or under 18's events, parents/guardians)
- Suppliers & their staff/crew
- Staff – FOH
- Staff – BOH
- Emergency Services
- Venue or landowners
- Council/State/Federal regulators
- Delivery companies & their staff
- General Public (passers-by to the area)
- Surrounding businesses & residents
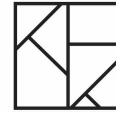
VERSION CONTROL:

Version	Date	Author
Version 1	2/06/20	Julia Robinson
Version 2	15/06/20	Julia Robinson
Version 3	22-24/06/20	Kat Holloway
Version 4	7/07/20	Julia Robinson
Version 5	12/08/20	Julia Robinson
FINAL	27/08/20	Julia Robinson

CONSULTATION TRACKER:

Thank you to everyone who assisted in the consultation and creation of this document.

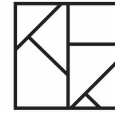| Date	Meeting detail	State	Who	Detail
6/05/20	LEIF Meeting #1	National	LEIF	VidConf
22/05/20	LEIF Meeting #2	National	LEIF	VidConf
26/05/20	Festivals & Events Meeting	VIC	Create Vic, Music VIC	VidConf
28/05/20 29/05/20	Framework direction discussion	National	LPA/AFA	Call
26/05/20 – current	Framework direction discussion	National	AFA Members	Calls
25/05/20 – current	Discussion	SA	Festivals Adelaide/AFA	Call
29/05/20	WA Health Briefing	WA	Health	VidConf
29/05/20	Framework direction discussion	National	AFA Members	Calls
29/05/20	MAV Meeting for Councils	VIC	MAV	VidConf
29/05/20	NSW Music Festival Roundtable	NSW	NSW Roundtable Members	VidConf
29/05/20	Framework direction discussion	National	LPA/AFA	Call
29/05/20	Framework direction discussion	National	AFA Members	Call
1/06/20	Framework direction discussion	National	AFA Members	Call
2/06/20	AFA Paper Circulation (V1)	National	AFA Committee	Email
2/06/20	Framework direction discussion	NSW	RGB	Call
03/06/20	LEIF Working Group Leads Kick Off Meeting	National	LEIF Working Group Leads	VidConf
05/06/20	MAV Festivals Meeting	VIC	VIC Councils	VidConf

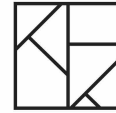| 05/06/20	LEIF Meeting #3	National	LEIF	VidConf
15/06/20	AFA Paper Circulation V2	National	Steering Committee	Email
16/06/20	AFA Paper Circulation V2	National	Festivals Subcommittee	Email
19/06/20	LEIF Meeting #4	National	Exec Committee	VideoConf
1/07/20	AFA Paper Circulation V3	National	Members	Email
01/07/20	AFA Paper Circulation V3	National	Local Govt reps	Email
03/07/20	AFA Paper V3	National	Dr Jamie Ranse, Director, Mass Gathering Collaboration Research Fellow, Griffith University	Email
03/07/20	LEIF Meeting #5	National	Exec Committee	VideoConf
07/07/20	AFA Paper V4	National	Epidemiologist Dr H. Liljeqvist RP,DrPH	Email
17/07/20	LEIF Meeting #6	National	Exec Committee	Video Conf
24/07/20	Members Discussion	National	AFA Members	Webinar with LEIF
10/08/20	AFA Paper V5	National	Minister Fletcher's office	Email
10/08/20	AFA Paper V5	National	AMIN	Email
10/08/20	AFA Paper V5	National	Local Government Association (via MAV)	Email
10/08/20	AFA Paper V5	VIC	Tim Owen Deputy Public Health Commander, Strategy and Implementation COVID-19 Public Health Incident Management Team Department of Health and Human Services	Email
10/08/20	AFA Paper V5	VIC	Creative Victoria Live Music Roundtable Members	Email
10/08/20	AFA Paper V5	VIC	Adj. Assoc. Professor Alan Eade ASM Chief Paramedic Officer, Safer Care VIC	Email
10/08/20	AFA Paper V5	SA	Nick Parker Principal Project Officer, Health Licensing Unit Health Regulation and Protection Department for Health and Wellbeing Government of South Australia	Email
10/08/20	AFA Paper V5	SA	Festivals Adelaide Member	Email
10/08/20	AFA Paper V5	WA	Jaala Downes Senior Scientific Officer |	Email

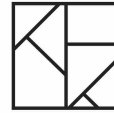|			Environmental Health Directorate Public and Aboriginal Health Division | Department of Health WA	
10/08/20	AFA Paper V5	QLD	Sophie Dwyer Executive Director, Queensland Health	Email
10/08/20	AFA Paper V5	NSW	Dr Catherine Francis, Acting Director Clinical Quality and Safety for the NSW, Ministry of Health	Email
12/08/20	NSW Music Festival Roundtable	NSW	Roundtable Members	In meeting

RESOURCES

ORGANISATION	WEBSITE	REGION
WORLD HEALTH ORGANISATION	https://www.who.int/emergencies/diseases/novel-coronavirus-2019	INTL
DEPARTMENT OF HEALTH	https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert	FEDERAL
NSW HEALTH	https://www.health.nsw.gov.au/Infectious/alerts/Pages/coronavirus-faqs.aspx • Latest updates on current NSW restrictions • Latest NSW case locations • NSW Heat map • COVID-19 Safety Plan templates • General resources for workplaces • 'stop the spread', physical distancing and hygiene print • COVID-19 Safe Hygiene Marshals.	NSW
VIC DHHS	https://www.dhhs.vic.gov.au/victorian-public-coronavirus-disease-covid-19	VIC
QLD HEALTH	https://www.health.qld.gov.au/clinical-practice/guidelines-procedures/diseases-infection/diseases/coronavirus/public-info-novel-coronavirus/frequently-asked-questions-novel-coronavirus	QLD
SA HEALTH	https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/health+topics/health+topics+a-+z/novel+coronavirus	SA
WA HEALTH	https://ww2.health.wa.gov.au/Articles/A_E/Coronavirus	WA
NT HEALTH	https://health.nt.gov.au/news/coronavirus	NT
TAS DHHS	https://www.dhhs.tas.gov.au/publichealth/communicable_diseases_prevention_unit/infectious_diseases/coronavirus	TAS
ACT HEALTH	https://health.act.gov.au/public-health-alert/updated-information-about-covid-19	ACT
COAG HEALTH	https://www.coaghealthcouncil.gov.au/	FEDERAL
WHO	https://www.who.int/docs/default-source/coronaviruse/advice-for-workplace-clean-19-03-2020.pdf	GLOBAL
SAFE WORK AUSTRALIA	https://www.safeworkaustralia.gov.au/	FEDERAL

SAFE WORK NSW	https://www.safework.nsw.gov.au/	NSW
WORKSAFE VIC	https://www.worksafe.vic.gov.au/	VIC
WORKCOVER QLD	https://www.worksafe.qld.gov.au/	QLD
SAFEWORK SA	https://www.safework.sa.gov.au/	SA
WORKSAFE WA	https://www.commerce.wa.gov.au/worksafe	WA
WORKSAFE ACT	https://www.covid19.act.gov.au/business-hub/workplace-health-and-safety	ACT
NT WORKSAFE	https://worksafe.nt.gov.au/	NT

SOURCES:
- https://www.who.int/emergencies/diseases/novel-coronavirus-2019/question-and-answers-hub/q-a-detail/q-a-coronaviruses
- https://www.who.int/publications-detail/key-planning-recommendations-for-mass-gatherings-in-the-context-of-the-current-covid-19-outbreak
- https://www.oaic.gov.au/privacy/guidance-and-advice/coronavirus-covid-19-understanding-your-privacy-obligations-to-your-staff/
- https://www.ncbi.nlm.nih.gov/pmc/articles/PMC5012839/

APPENDIX A

1. Maintain site record log example

Name	Contact number	Time onsite	Time offsite	Category
Joanne Smyth	0400 000 000	09:03	21:45	Staff

APPENDIX B

2. Wellness Questionnaire and Declaration

Wellness Questionnaire

1. Do you currently feel well?
2. Do you currently have any of the following symptoms?
    a. Fever
    b. Cough
    c. Runny nose
    d. Shortness of breath
    e. Agnosia (loss of smell or taste)
3. Have you taken any medications to treat or mask any of the above symptoms in the last 24 hours?
4. Have you recently returned from overseas travel, or been in contact with someone who has in the last 14 days?
5. Have you been in contact with a person confirmed with COVID19, or any other communicable disease?
6. Are you currently waiting on the results of a test for COVID-19, or any other communicable disease?
7. Do you currently have COVID-19, or any other communicable disease?