

Fact Sheet One

ORGANISING AN EVENT: ADVICE FOR EVENT ORGANISERS HAVING THE APPROPRIATE DOCUMENTATION AND APPROVALS IN PLACE

ABOUT THE INDUSTRY FRAMEWORK FOR COVID SAFE EVENTS

Queensland's Chief Health Officer has endorsed an [Industry Framework for COVID Safe Events](#) (the Framework). The Industry Framework has been developed by the Queensland Tourism Industry Council (QTIC) in conjunction with Tourism and Events Queensland (TEQ) and the Department of State Development, Tourism and Innovation (DSDTI), and in collaboration with industry stakeholders and Queensland Health.

All event organisers need to familiarise themselves with the approved Framework as it is applicable for all events, setting out the key principles and strategies to limit the risk of transmission of COVID-19 in event environments, and the requirements for events to proceed.

WHAT EVENT ORGANISERS NEED TO DO

Event organisers have primary responsibility for staging a COVID-safe event. It is the event organiser's responsibility to ensure that the key principles and event specific public health strategies identified in the Framework are implemented and monitored.

Event organisers must:

- Determine if the event is governed by an approved Industry, Site-Specific or Professional Sporting Code COVID Safe Plan, which serves as the primary Plan specifying requirements for the event.
- Ensure a ratio of four-square metres per person can be maintained across the event site at all times (this is a minimum physical distancing requirement for all events).
- Determine if the event requires approval from the Queensland Chief Health Officer or a Queensland Public Health Unit through submission of a COVID Safe Event Plan, or alternatively whether it can proceed based on adherence to the COVID Safe Event Checklist, depending on the scale and risk characteristics of the event.
- Reflect the key principles and strategies of the Industry Framework in their COVID Safe Event Plan and Work Health and Safety Plan or complete the COVID Safe Event Checklist.
- Submit a COVID Safe Event Plan (reflecting the public health measures that will be implemented) to Queensland Health if required.
- Sign a Statement of Compliance, and share with the venue owner/operator and/or other relevant approval bodies.
- Ensure their sub-contractors and suppliers adopt and implement appropriate public health strategies relevant to their specific industry and activities.

DETERMINING WHAT DOCUMENTATION AND APPROVALS YOU NEED TO HAVE IN PLACE

Event organisers should determine if your event is covered by an Approved COVID Safe Industry Plan. Various [COVID Safe Industry Plans](#) have been approved by the Chief Health Officer or delegate. These include, the:

- **COVID Safe Industry Plans** for specific industries or venue types, such as community sporting events, live music venues and hotels.
- **COVID Safe Site Specific Plans** for **individual** venues in which many events are held, such as an individual stadium or convention centre.
- **COVID Safe Professional Sporting Code Plans** for professional **sporting** events.

Event organisers should refer to the relevant Approved COVID Safe Plan and liaise with the respective industry body, venue operator or sports organisation, to identify the requirements that apply to their event.

Regardless, the Key Public Health Principles and Event Specific Public Health Strategies set out in the Industry Framework for Events should be considered, incorporated and implemented in conjunction with the measures set out in the relevant Approved COVID Safe Plan.

For events not covered by an Approved COVID Safe Plan, event organisers should adhere to the requirements set out in this Industry Framework for Events, including:

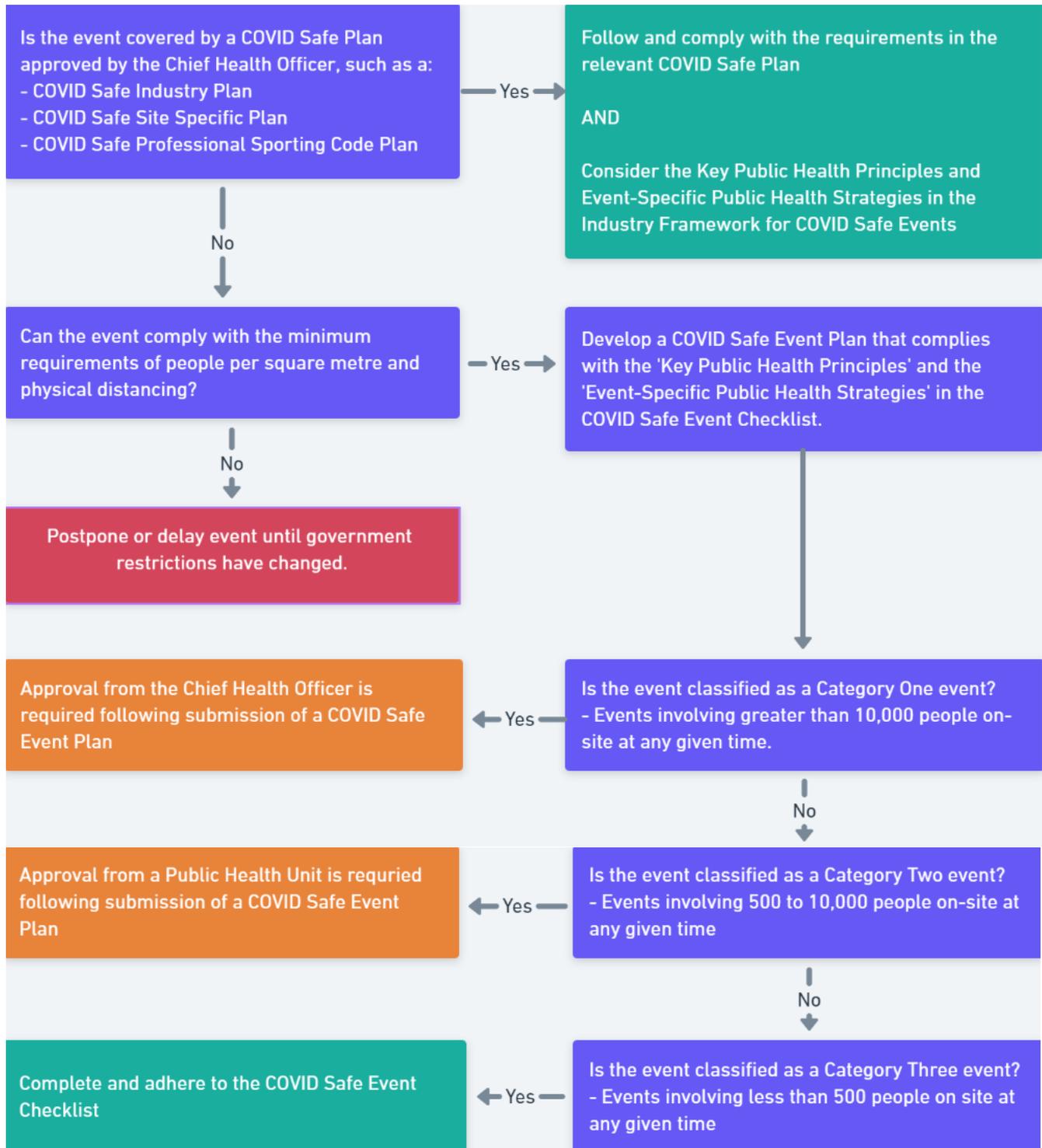
- Determining whether a ratio of four-square metres per person can be maintained across the event site at all times (this is a minimum physical distancing requirement for all events).
- Determining if the event requires approval from the Queensland Chief Health Officer or a Queensland Public Health Unit, based on its characteristics.
- Ensuring the measures set out in the event organiser's approved COVID Safe Event Plan or COVID Safe Event Checklist are implemented.

Refer to other Fact Sheets for information around approvals from Queensland Health for your event to proceed.

MORE INFORMATION

You can see the full Roadmap to Easing Restrictions at www.covid19.qld.gov.au. If you have further questions regarding the Industry Framework for COVID Safe Events, please contact:

- Helpline: 134 COVID (13 42 68 43)
- Tourism Response Team: tourismresponse@ditid.qld.gov.au



As at 1 July 2020