



Title: **Events Policy**

1 Background

1.1 Introduction

The Queen Elizabeth II Medical Centre (QEII MC) Trust receives enquiries and requests for the staging of events hosted in common areas on the QEII MC Reserve (campus).

This policy is intended to provide guidance for the staging of events at the QEII MC in order to ensure that they do not contravene any statutory, regulatory, local government requirements such as, for example, the *Queen Elizabeth II Medical Centre (Delegated Site) By-Laws 1986* or otherwise obstruct, disturb, interrupt, annoy or endanger any QEII MC patients, visitors, staff, tenants, students, contractors and other users.

1.2 Purpose

The purpose of this Events Policy is:

- To provide an established set of procedures and guidelines ensuring a consistent approach to event management and facilitating the staging of all events in common areas at the QEII MC campus.
- To ensure that the planning and staging of all events in common areas at the QEII MC comply with and account for statutory, regulatory, local government requirements such as, for example, the *Queen Elizabeth II Medical Centre (Delegated Site) By-Laws 1986*.
- To stipulate minimum safety measures for events staged on the QEII MC campus.
- To set standards that minimise disruptions caused by events on the QEII MC campus.

1.3 Applicability

This policy applies to the holding of any Event (of any size or type, including and not limited to any public performance) in a common area within the boundary of the QEII MC campus. This policy does not override any legislation or the *Queen Elizabeth II Medical Centre (Delegated Site) By-Laws 1986* and event managers should refer to applicable legislation and the *Queen Elizabeth II Medical Centre (Delegated Site) By-Laws 1986* in conjunction with this policy.

2 General Principles



2.1 Event Requirements

No Event shall be held unless or until the appropriate application process has been completed and approval granted by the QEIIMC Trust delegate. Applications for Events received by the QEIIMC Trust delegate will be assessed for compliance with the Queen Elizabeth II Medical Centre Events Policy and the *Queen Elizabeth II Medical Centre (Delegated Site) By-Laws 1986*. Approval for proposed Events will be given, or not given, by a representative of the QEIIMC Trust delegate on the basis of compliance with the two aforementioned documents. Representatives of the QEIIMC Trust delegate authorised to approve Events at the medical centre are:

- The Project Director QEIIMC Trust;
- The Business Manager QEIIMC Trust; and / or
- An individual acting in these roles.

2.1.1 Application Forms

The following “application” forms (separate attachments to this policy) must be completed and submitted a minimum of fifteen (15) business days prior to the Event to the QEIIMC Trust for event approval in person or by email to QEIIMCTrust@health.wa.gov.au:

- Queen Elizabeth II Medical Centre Events Application Form; and
- Queen Elizabeth II Medical Centre Event Checklist – Event conditions and regulations checklist.

2.1.2 Related policies, legislation and guidelines

This document list is provided for the reference of the event applicant only and does not constitute a comprehensive list of related legislation, policy and guidelines. The events manager is responsible for ensuring all other legislation, policies and guidelines relevant to their Event are adhered to.

- *Queen Elizabeth II Medical Centre (Delegated Site) By-Laws 1986*;
- *Government of Western Australia, Department of Health: Guidelines for concerts, events and organised gatherings, 2009*;
- *National Standards for the Establishment and Operation of Temporary Food Premises: Minimum Standards for the Use of Temporary Food Premises*;
- *Safe Food Australia- A Guide to the Food Safety Standards, 2001*;
- *Government of Western Australia, Department of Commerce: Gas safety checklist for caterers, food outlets and other at public venues*;
- *Health Act 1911*;
- *Health (Public Buildings) Regulations 1992*;
- *Food Act 2008 and the Australia New Zealand Food Standards Code*;
- *Explosives and Dangerous Goods Act 1961*;
- *Local Government Act 1995*;



- *Occupational Safety and Health Act 1984 and Occupational Safety and Health Regulations 1996;*
- *Environmental Protection (Noise) Regulations 1997;*
- *Security and Related Activities (Control) Act 1996;*
- *State Disability Services Act (1993) and*
- *Disability Discrimination Act (1992).*

2.2 Event Type

The type of Event proposed, including the purpose, aim, scope, appearance, layout and goals must be considered appropriate by the QEII MC Trust delegate in accordance with the *Queen Elizabeth II Medical Centre (Delegated Site) By-Laws 1986* to be approved. The *Queen Elizabeth II Medical Centre (Delegated Site) By-Laws 1986* must be adhered to in the staging of the Event. Refer to the *Queen Elizabeth II Medical Centre (Delegated Site) By-Laws 1986* for issues including but not limited to:

- Prohibited items including alcoholic beverages;
- Dangerous items; and
- The removal or damage of property.

2.3 Venue or Location

The venue or location proposed must be appropriate to the requirements and parameters of the event. Event managers must consider the following:

- The chosen venue or location must have sufficient space available to accommodate the predicted number of event attendees plus twenty percent (20%), and any structures or equipment pertaining to the Event.
- Ensure crowds or other event installations such as marquees, banners tables etc. are not blocking walkways, access routes to buildings or emergency evacuation routes in accordance with the *Queen Elizabeth II Medical Centre (Delegated Site) By-Laws 1986*.
- For noise restriction requirements, refer to: *Environmental Protection (Noise) Regulations 1997*.
- Risk of damage to surrounding property including buildings, trees and garden beds must be considered and mitigated in accordance with the *Queen Elizabeth II Medical Centre (Delegated Site) By-Laws 1986*.
- The event manager should plan access to the Event and the event layout in reference to the *Disability Discrimination Act (1992)*.

2.3.1 Permissions received from necessary stakeholders

Event managers are responsible for informing and receiving permissions from any relevant stakeholders (as documented on the QEII MC Event Checklist) including but not limited to:



- The Sir Charles Gairdner Hospital Security Department.
- The Sir Charles Gairdner Hospital Emergency Management Department.
- The Sir Charles Gairdner Hospital Occupational Safety and Health Department.
- North Metropolitan Health Service (NMHS) Security.
- NMHS Facilities Management.
- QEIIMC Trust for access and inductions to site.
- NMHS and QEIIMC Trust for compliance with preliminaries.
- Any other QEIIMC stakeholders and/or tenants that may be impacted by the event by issues including but not limited to access, noise or disruption to trade. The event manager is responsible for identifying any affected or potentially affected stakeholders and/or tenants.

2.4 **Layout or event site plan**

Indication of the exact location of the proposed Event and a description of the layout of the Event must be provided to the QEIIMC Trust delegate for review in the *Queen Elizabeth II Medical Centre Event Application Form*.

2.5 **Equipment**

The event manager is responsible for all equipment and utilities considerations, including, but not limited to, the following:

- Arranging and providing any safety equipment that may be relevant to or required at the Event, for example, fire extinguisher and first aid equipment.
- Ensuring all specialised equipment will be installed by qualified professionals only (where required) or will be installed strictly according to the manufacturer's installation instructions.
- Ensuring all specialised equipment will be used by qualified professionals only (where required) or will be used strictly according to the manufacturer's use instructions.
- Referring to current Government of Western Australia, Department of Health: Guidelines for concerts, events and organised gatherings, for guidelines pertaining to temporary structures if relevant.
- Ensuring all dangerous (e.g. cooking knives, barbeques, gas bottles) or valuable (e.g. cash box) equipment will be suitably stored, secured (locked) or supervised at all times throughout the duration of the event.
- Ensuring that if gas bottles will be used, a Government of Western Australia, Department of Commerce: Gas safety checklist for caterers, food outlets and other at public venues will be completed.
- Ensuring cleaning equipment and products will be provided and available to ensure the event location is returned to original condition after the Event has been staged.
- Where required, the event manager must use a qualified electrician for any power installation.



2.6 Health and safety

The event manager must consider and address possible health and safety issues relevant to the proposed Event according to the *Government of Western Australia, Department of Health: Guidelines for concerts, events and organised gatherings, 2009* and *Safe Food Australia- A Guide to the Food Safety Standards 2001* where relevant.

2.6.1 Food storage and handling

The event manager must plan any food storage, preparation, cooking, handling, serving and disposal according to *Safe Food Australia- A Guide to the Food Safety Standards, 2001*. This includes but is not limited to:

- Using hot or cold storage where appropriate.
- Supplying gloves to event staff.
- Using separate utensils for raw meat.
- Separating the handling of cash and the handling of food.
- Ensuring the provision or availability of appropriate hand washing facilities in the vicinity.

2.6.2 Hygiene facilities

Appropriate hand washing facilities must be provided for event staff and guests according to *Government of Western Australia, Department of Health: Guidelines for concerts, events and organised gatherings, 2009*. Where relevant, the event manager should also ensure the provision of access to cold and hot water, soap, antibacterial hand gel, disinfectant spray for surfaces and disposable paper towels.

2.6.3 Toilet Facilities

When required, and in numbers complying with the *Government of Western Australia, Department of Health: Guidelines for concerts, events and organised gatherings, 2009*, toilet facilities should be nearby and accessible to the event location and well signposted.

2.7 Weather and environmental conditions

Event managers should consider the possibility of extreme weather conditions and arrange suitable shelter and resources to prevent heat exhaustion, heat stroke and sunburn etc. of event attendees. Contingencies include but are not limited to:

- Staging the event with shelter and shade available;
- Free drinking water available (e.g. a nearby drinking fountain); and
- Recommending sunscreen for any sustained periods of sun exposure.



The event manager should also have a planned procedure to communicate to event attendees the cancellation of an Event in the case of extreme weather conditions (e.g. flooding or extreme heat).

2.8 Event Personnel

To ensure a successful Event is staged for attendees, and that any potential QEIIMC stakeholder, tenant, staff, visitor and patient inconvenience is minimised, event managers should ensure that there will be enough event staff/volunteers available to proficiently manage the event.

Event managers must:

- Arrange enough staff/volunteers to ensure suitable guest waiting times.
- Have a backup plan to replace staff/volunteers that may be unable to attend.
- Provide suitable training before/during Event where required e.g. equipment use, emergency procedures.

2.9 Waste Management

The event manager must provide additional bins for litter and waste if required in order to avoid committing an offence in accordance with *Queen Elizabeth II Medical Centre (Delegated Site) By-Laws 1986*.

2.10 Unapproved events

Organisers and patrons of events taking place at the QEIIMC campus that have not received the relevant approval by the QEIIMC Trust delegate, or that breach any By-Law or guideline in this policy at the point of being staged, may be directed to leave the QEIIMC campus in accordance with *Queen Elizabeth II Medical Centre (Delegated Site) By-Laws 1986*.

3 Definitions

Event	A gathering of people brought together for a common purpose by some prearrangement.
Event Manager	The event manager is the person or persons responsible for organising an event.
Dangerous activities refers to:	A person who, without permission; (a) Kindles, makes or lights a fire; or (b) Creates or discharges an offensive or dangerous gas, smoke, smell or noise; or (c) Discharges a firearm or other offensive weapon; or (d) Throws or releases a stone, missile or other dangerous object or material; or (e) Brings or makes a bomb or other explosive device, on or onto the site commits an offence.



Prohibited Items	Means: (a) Items prohibited under the <i>Queen Elizabeth II Medical Centre Trust (Delegated Site) By-Laws 1986</i> , including but not limited to alcoholic beverages; and (b) A firearm as defined in the <i>Firearms Act 1973 section 4</i> ; or (c) A controlled weapon as defined in the <i>Weapons Act 1999 section 3</i> ; or (d) A prohibited weapon as defined in the <i>Weapons Act 1999 section 3</i> ; or (e) A prohibited drug as defined in the <i>Misuse of Drugs Act 1983 section 3 (1)</i> .
Removal or damage of property	A person who, without permission, removes from the site, or disturbs, moves or interferes with, any article or property that is lying or left on the site, commits an offence, unless that person is legally entitled to possession of that article or property.

4 Supporting Information

- Queen Elizabeth II Medical Centre Event Application Form; and
- Queen Elizabeth II Medical Centre Event Checklist – Event conditions and regulations checklist.

5 Relevant legislation

- *Queen Elizabeth II Medical Centre Trust Act 1966*
- *Queen Elizabeth II Medical Centre Trust (Delegated Site) By-Laws 1986*
- *National Standards for the Establishment and Operation of Temporary Food Premises: Minimum Standards for the Use of Temporary Food Premises;*
- *Safe Food Australia- A Guide to the Food Safety Standards, 2001;*
- *Government of Western Australia, Department of Commerce: Gas safety checklist for caterers, food outlets and other at public venues;*
- *Health Act 1911;*
- *Health (Public Buildings) Regulations 1992;*
- *Food Act 2008 and the Australia New Zealand Food Standards Code;*
- *Explosives and Dangerous Goods Act 1961;*
- *Local Government Act 1995;*
- *Occupational Safety and Health Act 1984 and Occupational Safety and Health Regulations 1996;*
- *Environmental Protection (Noise) Regulations 1997;*
- *Security and Related Activities (Control) Act 1996;*
- *State Disability Services Act (1993) and*



- *Disability Discrimination Act (1992).*

6 Policy custodian

Enquiries relating to this policy can be emailed to qeimctrust@health.wa.gov.au.

7 Review

Version	Effective from	Effective to	Amendment(s)
MP2018_ V1.0	15 January 2018	Current	Original version

8 Approval

This policy has been approved and issued by the Project Director of the QEII MC Trust as the System Manager.

Approval by	Bill Anderson, Project Director, Queen Elizabeth II Medical Centre Trust
Approval date	15 January 2018
Published date	15 January 2018
Dept. File No	NA