



Title: **Event Approval and Control - Procedures**

1.0 Purpose and Objectives

This document outlines the procedures to be followed by organisers of events held on the grounds of the Queen Elizabeth II Medical Centre (QEIMC). The procedures cover the timing, location, scale and purpose of such events and aim to ensure that events are managed in an efficient, safe and equitable manner.

These procedures should be read in conjunction with the *Queen Elizabeth II Medical Centre Act 1966*, the *Queen Elizabeth II Medical Centre Trust (Delegated Site) By-Laws 1986*, QEIMC Trust Events Policy, Event Application and Checklist Form, the QEIMC Trust Smoke Free Policy, and the relevant Western Australian legislation.

2.0 Definitions, Terms, Acronyms

Event	A gathering of people brought together for a common purpose by some prearrangement.
Event Manager/ Event Organisers/ Convenor	The event manager/ event organiser/ Convenor 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.
Neighbour(s)	For the purposes of this document, 'Neighbour(s)' refer to neighbour(s) of the campus e.g. private residents on Verdun St and/ or other Tenants on the QEIMC campus.
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



	<p>(c) A controlled weapon as defined in the <i>Weapons Act 1999 section 3</i>; or</p> <p>(d) A prohibited weapon as defined in the <i>Weapons Act 1999 section 3</i>; or</p> <p>(e) A prohibited drug as defined in the <i>Misuse of Drugs Act 1983 section 3 (1)</i>.</p>
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.

3.0 Procedures Scope/ Coverage

These procedures apply 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. These procedures also apply to all users of the QEII MC campus, including (but not limited to) Tenants, staff, students and visitors to the QEII MC

These procedures do 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 the Events policy when interpreting these procedures.

4.0 Procedures Statement

No event shall be held on the common area of QEII MC Reserve unless or until the appropriate application process has been completed and approval granted by the QEII MC Trust delegate. Applications for Events received by the QEII MC 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 QEII MC Trust delegate on the basis of compliance with the requirements of the two aforementioned documents.

QEII MC Trust delegate representatives able to approve events are:

- The Project Director QEII MC Trust;
- The Business Manager QEII MC Trust; and / or



- An individual acting in one of these roles.

Event organisers can apply to use the grounds of the QEIMC campus as the venue for events. Event organisers are responsible for monitoring and controlling events on the day.

5.0 Process for Event Approval

5.1 Application Forms

5.1.1 Events (all events not considered 'Major')

Larger and/or more involved and complex "Major" Events (e.g. expected attendance over 100 people) require more preparation and planning time than twenty (20) business days. Prior to the event, planners of Major events must arrange a meeting with the Queen Elizabeth II Medical Centre Trust office to discuss the operations of the event and must supply:

- Direct contact details for the event convenor
- Proposed Event details
- Scale of the event
- Nature of the event
- Expected length of event
- Location of proposed event
- Information about the purpose of the event
- Events Application Form and Checklists
- Intended guests/ attendees
- Reputable and reliable traffic management plans
- Permissions from necessary stakeholders

Any other information requested by the Trust Office.

5.1.2 Major Events

A minimum of twenty (20) business days prior to the Event: the following (separate attachments to this policy) must be completed and submitted to the QEIMC Trust for event approval, via email only to qeimctrust@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.
- Queen Elizabeth II Medical Centre Event Approval and Control Procedures form.

5.2 Event Types

The type of Event proposed, including the purpose, aim, scope, appearance, layout and goals must be considered appropriate by the QEIMC 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.

5.3 Venue or Location

The venue or location proposed must be appropriate to the requirements and parameters of the event. For example: 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)*.

5.4 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 QEII MC Trust delegate for review in the *Queen Elizabeth II Medical Centre Event Application Form*.

5.5 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.

5.6 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.

5.6.1 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.

5.6.2 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.



5.6.3 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.

5.7 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).

5.8 Event Personnel

To ensure a successful Event is staged for attendees, and that any potential QEII MC 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.

5.9 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*.

5.10 Noise

As noise carries easily and may disturb staff, patients and visitors on the QEII MC Campus, the following restrictions apply to outdoor events:

- Any amplifying device must not be pointed to the neighbour(s) in the vicinity of the event location.
- If the convenor or any person associated with amplification of noise is informed by the Trust that a complaint has been received, the noise level



must be reduced to a low level. If a second complaint is received, all amplification must cease immediately.

5.11 Obligations of the Convenor

The convenor of the function will be held responsible for the correct application of those Conditions described under the Events Policy and Event Approval and Control Checklist Procedures. Approval is given on the basis that an appropriate standard of conduct is maintained; QEIMC Trust property is protected; littering is minimised; legal requirements are met (e.g. licences/permits are obtained where applicable); and all other requirements of Trust policies and procedures are met.

Alcohol is not to be sold to OR supplied to any person under the age of 18 years or to any intoxicated person. (*Queen Elizabeth II Medical Centre (Delegated Site) By-Laws 1986 s7(1)*).

6.0 Consultation with Key Stakeholders

Event plans must be developed and reviewed in consultation with identified key stakeholders. These stakeholders may include (but are 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.
- QEIMC Trust for access and inductions to site.
- NMHS and QEIMC Trust for compliance with preliminaries.
- Any other QEIMC 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.

The event manager or convenor must be in contact at all times with Security and other key stakeholders before and during the event. This person must have the authority to make critical decisions in relation to the event, and, in an emergency, order the cancellation of, or evacuation from the event. On the QEIMC Campus, in the event of any adverse incident or emergency, the Trust has the authority to take whatever action is necessary to resolve the issue. This includes closing the event.

7.0 Unapproved Events

Organisers or convenors of events taking place at the QEIMC campus that have not received the relevant approval by the QEIMC Trust delegate, or that breach any By-Law or guideline in this policy at the point of being staged, may be directed to cease



the event and leave the QEII MC campus in accordance with *Queen Elizabeth II Medical Centre (Delegated Site) By-Laws 1986*.

8.0 Policy Custodian

Enquiries relating to this event approval and control procedures can be emailed to qeimctrust@health.wa.gov.au

9.0 Review

Version	Effective from	Effective to	Amendment(s)
MP2018_ V1.0	19 February 2020	Current	Original version

10.0 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	11 February 2020
Published date	11 February 2020
Dept. File No	NA

11.0 Signature

This section to be completed by the Event Manager.

I _____ the event manager of _____
to be held on _____ as listed in the *Queen Elizabeth II Medical Centre Event Application Form* in completing the *Queen Elizabeth II Medical Centre Checklist* agree that all Queen Elizabeth II Medical Centre event conditions and regulations have been observed and will, or have been, addressed for the aforementioned event. I take full responsibility for any accident or incident that causes damage to person or property that occurs as a result of these conditions and regulations not being adhered to in the staging of the event.

Signature: _____

Date: _____
