

FAQS: CONTRACTOR AND LICENSEE MANAGEMENT



1. Why do we need to provide this information?

All contractors and licensees are required to provide this information to:

- (a) ensure the safety of all VenuesWest's users including contractors and licensees;
- (b) ensure compliance with current Occupational Safety and Health legislation; and
- (c) ensure compliance with the new Work Health and Safety legislation

2. Why do I need to provide copies of my insurance certificates?

To ensure that the contractor and/or licensee have adequate insurance in place and VenuesWest will not be exposed to any losses resulting from the actions of the contractor or licensee.

3. Can submissions be kept on file to be used at future events?

Yes, but only for the same type of event and only if the same type of event is held within 12 months. Any changes to the risk rating of the event will require additional documents to be submitted.

Examples

- For Perth Glory events based at nib Stadium or Swimming WA events based at HBF Stadium these licensees only need to submit the documents on an annual basis.
- If a music festival is held at HBF Arena in March and less than 1000 people attend but the same event is held in November at HBF Arena and 5000 attend then a new submission process will need to take place as the risk ranking has changed.

4. Will schools need to provide updated submissions for each venue that is hired and for each type of event?

No, not if the risk plan that is submitted as part of the process addresses risks across all activities undertaken by the school. If the tier of event changes i.e. from a Tier 3 to a Tier 2 then more information must be provided to VenuesWest.

Examples

- A school hires the HBF Stadium aquatic centre for one event a year. The event only involves primary school students and is classified as a Tier 3 event. Only an annual submission is required.
- In addition to the swimming carnival the same School hires the WA Athletics Stadium for an athletics carnival. The event is classified as a Tier 2 event as it involves primary and secondary school students. A new submission is required due to the change in risk ranking.

5. How often will I need to undertake the process?

You will be required to resubmit the information on an annual basis or if the risk ranking of your event changes.

6. Who do I contact for further information?

If you have any questions relating to the new risk and safety measures please contact the Authorised VenuesWest Delegate assigned to your contract or license.

Information is also available on the VenuesWest website – www.venueswest.wa.gov.au/osh-visitor-induction/

