























## Guidelines for Preparing Event and Risk Management Plans

Event organisers seeking to make a booking for a Medium-sized Event are required to provide plans to ensure the smooth running of the event and to ensure the safety of event participants and other visitors and the protection of Kings Park and Botanic Garden.

The following information is provided to assist organisers in developing plans that will give the BGPA the necessary information to ensure a safe and enjoyable event. This document should be read together with the [Conditions for Medium-sized Events](#).

**The following documents must be submitted prior to your event:**

1. Event Management Plan
2. Risk Management Plan
3. A copy of your Public Liability Insurance Policy.

### 1. Event Management Plan

Six to eight weeks prior to the booked event, the organiser must submit a draft Event Management Plan (EMP) to BGPA for review and the final EMP must be submitted not less than four weeks prior to the event. The final EMP must be approved by the CEO prior to the event and will be provided within one week of submission of the final document.

Each of the items listed in these Guidelines outline the minimum required information to be included in the Event Management Plan.

#### A. Planning the Event

##### The nature of the event

Details regarding the event are to be provided and should include:

- An event program with proposed times for planned onsite activities.
- The number of expected participants and how this number has been estimated and will be controlled on the event day.
- The name and contact details of the site manager during the event period.
- How the event organiser will ensure that any disruption to other park visitors is minimised and access is maintained.

For more information contact the Bookings Officer:

**Kings Park and Botanic Garden**

Fraser Avenue, South Perth, Western Australia 6005

Phone: (+61 8) 9480 3624  
Fax: (+61 8) 9322 5064

Email: [bookings@bgpa.wa.gov.au](mailto:bookings@bgpa.wa.gov.au)  
Website: [www.bgpa.wa.gov.au](http://www.bgpa.wa.gov.au)

## Layout Plan

The Layout Plan should include:

- A proposed timetable detailing the bump-in and bump-out procedures for the Event. Note: This must be amended if reasonably required by the BGPA.
- The proposed layout of the site and/or route for the conduct of the event.
- The proposed location of all facilities, equipment and furniture to be used for the event. Organisers can use maps of Synergy Parkland (Cinema Site), Saw Avenue Picnic Area, Fraser Avenue (Exhibition Ground) and the Lotterywest Family Area (Hale Oval) available on the BGPA website, for this purpose.

## Sponsorship and publicity

The BGPA requires information regarding event sponsors and promotion to ensure that the image and reputation of Kings Park and Botanic Garden is protected. The following details are required:

- All companies and products that will be promoted during the event.
- Any likely impact to or mention of Kings Park and Botanic Garden in these arrangements and/or products.
- Outline the nature of proposed media releases and any advertising or promotion of the Event.
- Detail any mention of Kings Park and Botanic Garden in the proposed publicity.

## B. Event Management

### Crowd control

- Outline how you propose to manage visitor safety during the event to ensure safe access to the site by all participants and other park visitors as well as protection of the park's assets.
- Include the relevant number of crowd control personnel in the EMP and how they will be briefed on the duties they are required to undertake.
- During the site meeting the BGPA will advise the event organiser the requirements regarding security and crowd control personnel, the locations where they are expected to patrol, and the behaviours they are expected to manage.

### First Aid

- Include the nature and location of first aid facilities on the Layout Plan.
- Provide details of any first aid personnel to be in attendance at the event. Include the name of the nominated person who is first aid trained and will be a first responder in the case of an emergency, or details of the professional first aid supplier e.g. St John Ambulance.
- Include a copy of the first aid certificate of the nominated person.

### Traffic Management Plan

- Outline how parking and access has been or will be communicated to all participants and contractors to ensure that vehicles are not driven on lawn areas, are only parked in designated parking bays and do not block roadways used by other park visitors.
- If traffic management is required for the event, provide details of the location of traffic control personnel, timings and number of trained staff and signage to be used.

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## Catering and Alcohol

- It is the organiser's responsibility to ensure the event complies with the Western Australian Health Department's requirements and any other relevant statutory obligations. Please ensure that you have addressed this requirement and provide details.
- Provide catering plans for all proposed food and beverage available during the event.
- Identify the catering company engaged for the event and confirm that they will be advised of the relevant Medium-sized Event Conditions and the Botanic Gardens and Parks Regulations 1999.
- Specify plans for the consumption of alcohol during the event, including compliance with the Western Australian Health Department's requirements and the Department of Racing, Gaming and Liquor.
- Ensure that a BGPA alcohol permit for alcohol consumption during the event and details are provided.
- Outline how you will adhere to the BGPA Glass-free Policy.

## Equipment and infrastructure

- Include a list of all, equipment, furniture and other infrastructure that will be onsite during the event and ensure it is included in the Layout Plan.

## Entertainment/Activities

- Specify any music or performances proposed for the event and include in the proposed timetable in the Layout Plan.
- List all proposed activities or games in the Layout Plan.
- Confirm that your proposed activities fall within the approved BGPA event conditions.

## Noise

- Provide details on how you will adhere to reasonable noise levels during your event.
- Outline how you will ensure noise emitted from the event will not interfere unreasonably with the enjoyment of other park visitors or neighbouring residents.

## C. Maintaining and vacating the site

### Waste and cleaning

- Include provisions to coordinate the removal of waste generated by the event participants from within and along the perimeter of the event area including road verges, lawn areas and garden beds and anywhere the event or its participants are likely to impact on another area of the park (within two hours of the completion of the event).
- The event organiser is responsible for organising bins at a ratio of one bin per 50 people. At the site meeting with the BGPA representative, locations for delivery and collection will be identified.
- If the event is for 500 people or more, arrange for the additional cleaning of toilets facilities, to take place at two hourly intervals. Should a plumber be required, the organiser must advise the BGPA Park Management Officer immediately. The cost of a plumber will be charged to the event organiser.

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## Appendix A.

### Sample Risk Register

Risk	Probability	Consequences	Responsibility	Mitigation / Solution	Action by date	Outcome
Litter	Likely	Minor	Event Organiser	<ul style="list-style-type: none"> <li>Collect litter at the venue. Provide rubbish bags and place bins in key locations.</li> </ul>	During event and prior to site departure on the day.	No rubbish remaining at venue following event.
Dehydration	Moderate	Moderate	Event Organiser	<ul style="list-style-type: none"> <li>Provide free potable water onsite</li> <li>First aid officer onsite</li> <li>First aid location clearly marked on site</li> <li>Encourage participants to bring water bottle</li> </ul>	Prior to event, during event.	Participants remain hydrated, seek medical attention as required.
<2 casualties						
2-10 casualties						
Insects/snake bites						
Broken glass/syringes						
Falling tree limbs or fruits						
Overcrowding - venue general						
Contractors no-show						
Key personnel no-show						
Structural collapse of temporary infrastructure						
Electrical storm						
Inclement weather						
Inadequate parking						

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Risk	Probability	Consequences	Responsibility	Mitigation / Solution	Action by date	Outcome
Illegal parking/obstructing						
Emergency service access						
Toilet failure						
Power failure						
Lack of toilet facilities						
Disorderly conduct						
Fire						

**Key:**

Consequence				
Insignificant	Minor	Moderate	Major	Catastrophic
Probability				
Rare	Unlikely	Moderate	Likely	Certain

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## Application for Medium-sized Events in Kings Park and Botanic Garden

To ensure your function runs smoothly, please provide as many details about the event as possible. The Botanic Gardens and Parks Authority (BGPA) will examine each request and will approve or discuss any concerns as required.

Please refer to the Medium-sized Event Conditions prior to making a booking. If you have any questions, please discuss your application with the Bookings Officer on +61 8 9480 3624.

This application should be completed after reading the following documents:

1. [Conditions for Medium-sized Events in Kings Park and Botanic Garden](#)
2. [Guidelines for public Event and Risk Management Plans](#)

### Event Information

Please complete the form below:

Event organiser: \_\_\_\_\_

Organisation: \_\_\_\_\_

Postal address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Daytime telephone number: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Day and date of function: \_\_\_\_\_ Time: from: \_\_\_\_\_ to: \_\_\_\_\_

Number of participants expected – Adults: \_\_\_\_\_ Children: \_\_\_\_\_ Total: \_\_\_\_\_

### Type of event

Please specify the type of event:

Community group       Social       Sporting event       Other

Please describe the nature of the event: \_\_\_\_\_

### Location/venue

Venues for 250-500 persons -

Saw Ave Amphitheatre       Saw Ave Lawn       Saw Ave East       Exhibition Ground

Venues for up to 2,000 persons -

Cinema lawn, Synergy Parkland       Hale Oval, Lotterywest Family Area

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