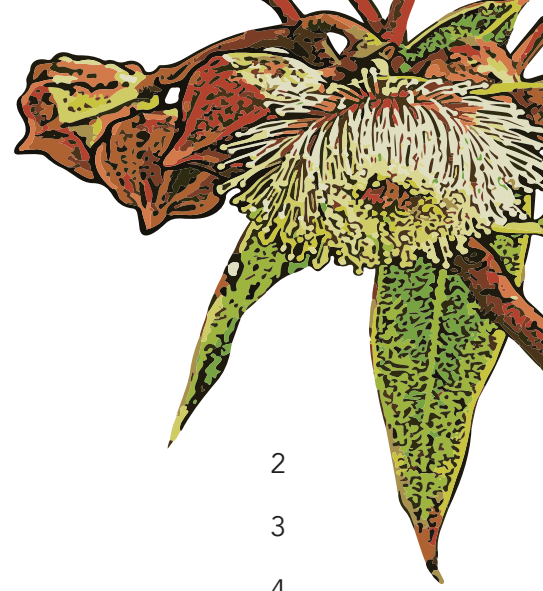




2022 - 2027

VOLUNTEER *Handbook*

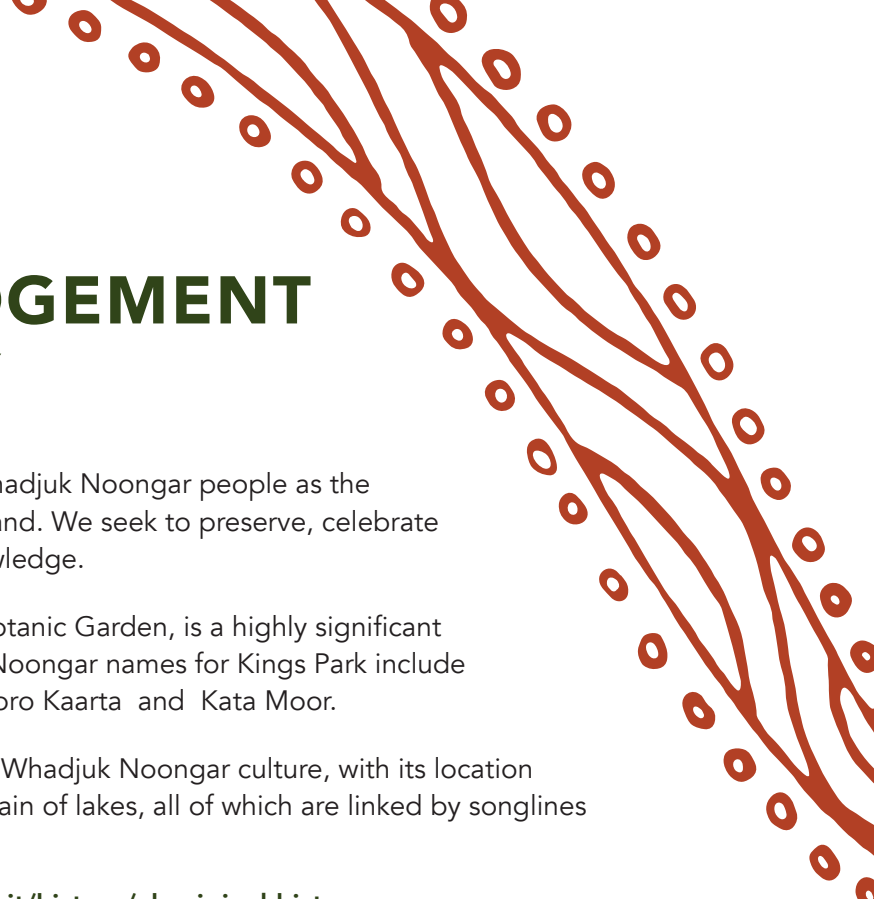




CONTENTS

ACKNOWLEDGEMENT OF COUNTRY	2
WELCOME AND CONGRATULATIONS	3
THANK YOU FOR BEING A VOLUNTEER	4
THE FIVE VOLUNTEER GROUPS	5
FRIENDS OF KINGS PARK	6 - 8
HONOUR AVENUE GROUP	9
KINGS PARK VOLUNTEER GUIDES	9
FRIENDS OF BOLD PARK, INC.	10
KINGS PARK EDUCATION VOLUNTEERS	10 - 11
THE BOTANIC GARDENS AND PARKS AUTHORITY - OVERVIEW	12
OPERATIONAL STRUCTURE OF THE AUTHORITY	12-13
GUIDELINES FOR EMPLOYEES WORKING WITH VOLUNTEERS	14
A BRIEF HISTORY OF KINGS PARK AND BOTANIC GARDEN AND BOLD PARK	15 - 17
SAFETY FIRST	18
YOUR SAFETY AND HEALTH	19 - 21
VOLUNTEER GUIDELINES	22 - 31
KEY CONTACTS	32 - 33
EMERGENCY EVACUATION DIAGRAMS	34 - 52
VOLUNTEER CHECKLIST	53

This document is available in alternative formats on request.



ACKNOWLEDGEMENT OF COUNTRY

We acknowledge and respect the Whadjuk Noongar people as the traditional custodians of Kings Park land. We seek to preserve, celebrate and learn from their culture and knowledge.

Kaarta Koomba, or Kings Park and Botanic Garden, is a highly significant place to Whadjuk Noongar people. Noongar names for Kings Park include Kaarta Koomba, Kaarta Gar-up, Mooro Kaarta and Kata Moor.

Kings Park lies at the natural heart of Whadjuk Noongar culture, with its location at a key junction of the river and a chain of lakes, all of which are linked by songlines and continuing cultural practice.

www.bgpa.wa.gov.au/kings-park/visit/history/aboriginal-history



CULTURAL AWARENESS TRAINING

Some volunteering groups have independently organized cultural awareness training for their members and the BGPA encourages volunteer groups to support commercial Aboriginal Tour Guides operating in Kings Park.

Alternatively, the Public Sector Commission has made an online cultural awareness program available to volunteers. It takes about half an hour to complete but can be done at your own pace. You can find the online program here: **Aboriginal and Torres Strait Islander cultural awareness training | Western Australian Government (www.wa.gov.au).**



Address: 1 Kattidj Close
Kings Park, Western Australia 6005
Telephone: +61 8 9480 3600
Facsimile: +61 8 9322 5064
Email: enquiries@bgpa.wa.gov.au
Internet: www.bgpa.wa.gov.au

WELCOME AND CONGRATULATIONS

The Botanic Gardens and Parks Authority Board of Management, Executive and staff of BGPA value and acknowledge the outstanding support and contribution made to our parks and services by our many volunteers. We could not maintain our high level of presentation and level of visitor services without your assistance and contribution.

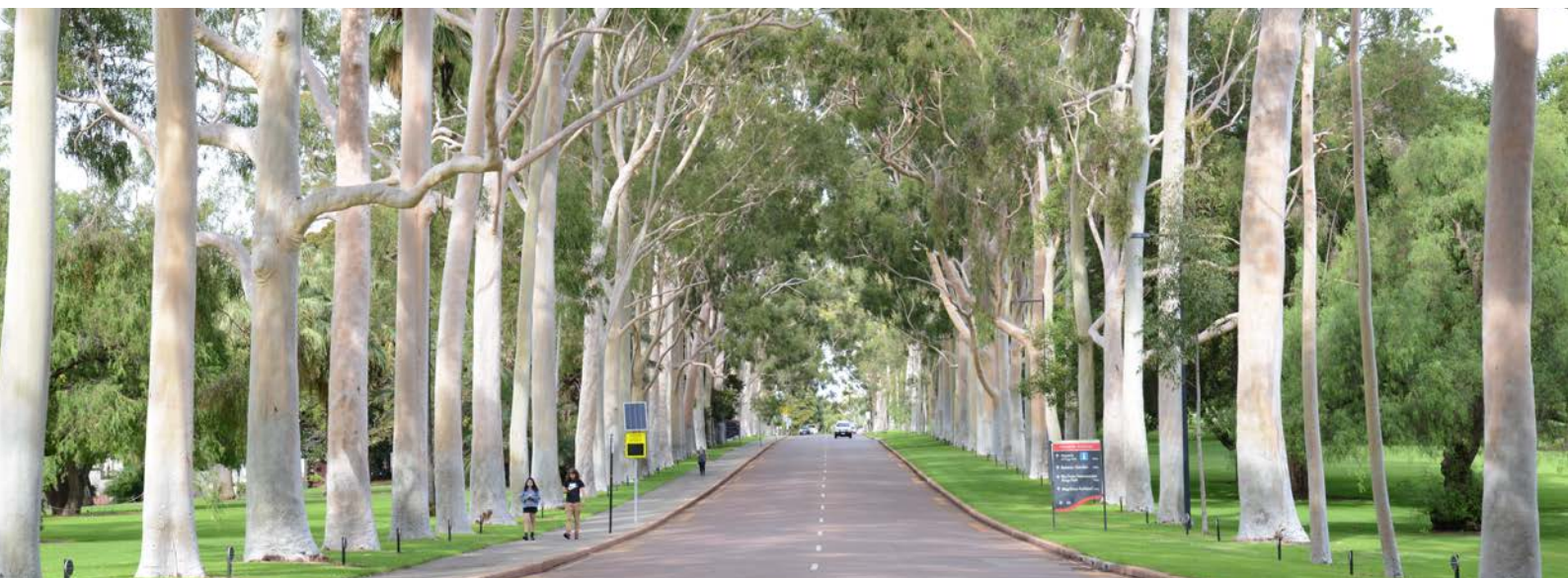
Kings Park includes one of the premier botanic gardens in the world and Bold Park contains one of the largest areas of natural bushland so close to the centre of any capital city.

The parks we manage are central to a shared sense of place for the people of Perth in particular but, through the representation of the State's flora in the Western Australian Botanic Garden, for all Western Australians. Kings Park and Botanic Garden and Bold Park have special cultural significance for Wadjuk Noongar people and the State War Memorial, memorial avenues and other memorials are important places of commemoration.

Our volunteers undertake a diverse range of activities but all share a common sense of pride in these locations, places and collections and as being valued ambassadors for BGPA programs and activities.

I hope that you find your volunteering experience at Kings Park and/or Bold Park engaging, rewarding and enjoyable for many years to come.

Alan Barrett
Executive Director - BGPA



THANK YOU FOR BEING A VOLUNTEER



This Volunteer Handbook contains information that will assist you as a volunteer in Kings Park and Bold Park.

A Volunteer Outline is provided to all volunteers prior to volunteering due to the different structure of each volunteer group and the diversity of the different activities undertaken.

Each volunteer role may use different terminology for volunteer induction procedures based on the type of volunteering. These terms include: *induction, shadowing, orientation, observation, peer observation, instruction, direction, coaching, welcoming tour, practice sessions, guidance, on going learning development and or training.*

Induction involves learning about:

1. Being a Volunteer with the BGPA at Kings Park and/or Bold Park
2. Being part of a particular volunteer group and any rules, expectations and protocols that attach to that membership
3. Safely and competently undertaking activities associated with a specific volunteering role

This Volunteer Handbook is your main source of information about item number 1, the place in which you volunteer and all the policies and procedures relating to volunteering. More detailed information to address items 2 and 3 will be provided in the course of your volunteering.

As a volunteer, you need to take all reasonable care of your own health and safety. You must do this by:

- following the instructions given to you by the Botanic Gardens and Parks Authority staff or your volunteer group, and
- complying with the policies and procedures of the Botanic Gardens and Parks Authority or your volunteer group.

You must also take care to ensure your actions don't negatively affect the health, safety or wellbeing of other people. For example, other volunteers, visitors and Botanic Garden and Parks Authority staff.

This Volunteer Handbook has been updated with Work Health and Safety Act 2020 information and other updates about volunteering.



THE FIVE VOLUNTEER GROUPS



VOLUNTEERS IN KINGS PARK AND BOLD PARK

- FRIENDS OF KINGS PARK
- THE HONOUR AVENUES GROUP
- KINGS PARK VOLUNTEER GUIDES
- KINGS PARK EDUCATION
- FRIENDS OF BOLD PARK BUSHLAND. INC

WHICH GROUP/S DO YOU BELONG TO?

Each independent volunteer organisation that contributes to either Kings Park and Botanic Garden or Bold Park fulfils a unique role and has its own constitution, membership, Annual General Meeting and training program. Each, in turn, covers a range of activities. These collectively include:

- Welcoming, guiding and educating visitors
- Bushland care
- Garden care
- Native plants for urban gardens
- Native plant sales
- Conservation for future generations
- Administration
- Kings Park events
- Connecting children with nature
- Maintenance and care of the Honour Avenue plaques



FRIENDS OF KINGS PARK



The Friends of Kings Park was set up in 1993 to involve the community in working with the Botanic Gardens and Parks Authority to ensure Kings Park is protected and cared for as an enduring special place for people and plants. In 2008 a Friends of Kings Park Fund was created to support important educational, horticultural, scientific and conservation work in the protection and enhancement of the WA Botanic Garden and the natural environment of Kings Park. With support from the community, the Friends operates carer groups which contribute to specific areas. Volunteers give their time to assist in fundraising, growing native plants, bushland restoration, research and other activities.

Volunteer positions are advertised in the Friends of Kings Park newsletter. All volunteers must be Friends of Kings Park members and sign in and sign out of each volunteering shift. Volunteers are invited to all Friends functions and AGMs and receive the Friends newsletter and quarterly magazine, For People & Plants. All volunteer records and hours, including emergency contact details, are retained with the Friends of Kings Park. Please notify the Friends of any contact changes. Inductions are arranged for each new volunteer with a BGPA or Friends staff member, depending on who coordinates the particular group.

BUSHLAND CARERS

The Bushland Carers work on projects to maintain and regenerate the bushland in Kings Park. They work with BGPA staff and learn about Australian bush restoration and conservation. They meet every second Wednesday (9am - 11am) and Sunday mornings (8.30am-10.30am).

Volunteers receive a volunteer position outline, map and calendar of meeting dates. Any other information, updates and news about the Bushland Carers groups is from Friends of Kings Park.

BUSHLAND RESTORATION GROUP

The Bushland Restoration Group helps protect some of the most important bushland in the metropolitan area. Volunteers learn about the diversity of the Swan Coastal Plain along with techniques to manage and monitor it. Volunteers help with planting and weed control, undertake seed collection and are involved in e-monitoring of the restoration. As the project develops there may be orchid, fauna and weed monitoring as well as fungi surveys. Volunteers meet fortnightly on a Thursday morning.

CLIMATEWATCHERS

ClimateWatch is a national citizen science initiative. Volunteers help track the behaviour of specific species and their response to climate change.

FIXING FRIENDS

The Fixing Friends provide support for the BGPA's Grounds and Infrastructure team in general maintenance and repair work to ensure that buildings and other park assets are maintained. They meet on Wednesdays and Thursdays between 7.30am – 11.30am.



GARDEN CARERS

Garden Carers work in the Western Australian Botanic Garden assisting Kings Park horticulturalists maintain the diverse range of WA native plants. The Garden Carers meet every Tuesday and Wednesday at 8am.

The Volunteer Coordinator sends details of where the team meets, including the volunteer position outline, map and details about the group.

Contact the Horticultural Displays team on (08) 9480 3667.

GROWING FRIENDS

The Growing Friends work in the nursery propagating and growing plants for the Friends of Kings Park quarterly native plant sales. Sessions are held on Wednesdays and Saturdays. Regular attendance is required to maintain plant production levels.

HORTICULTURAL ADVICE AND SUPPORT GROUP

The Friends of Kings Park Horticultural Advice and Support (HAS) team enjoys spreading the word about WA's native plants and how to grow them successfully. The free advisory service is focused on WA native plant species in urban gardens and covers topics such as pests, propagation, potting, planting and pruning. HAS volunteers work closely with Growing Friends at plant sales and assist in answering gardening questions from the public.

OFFICE CARERS

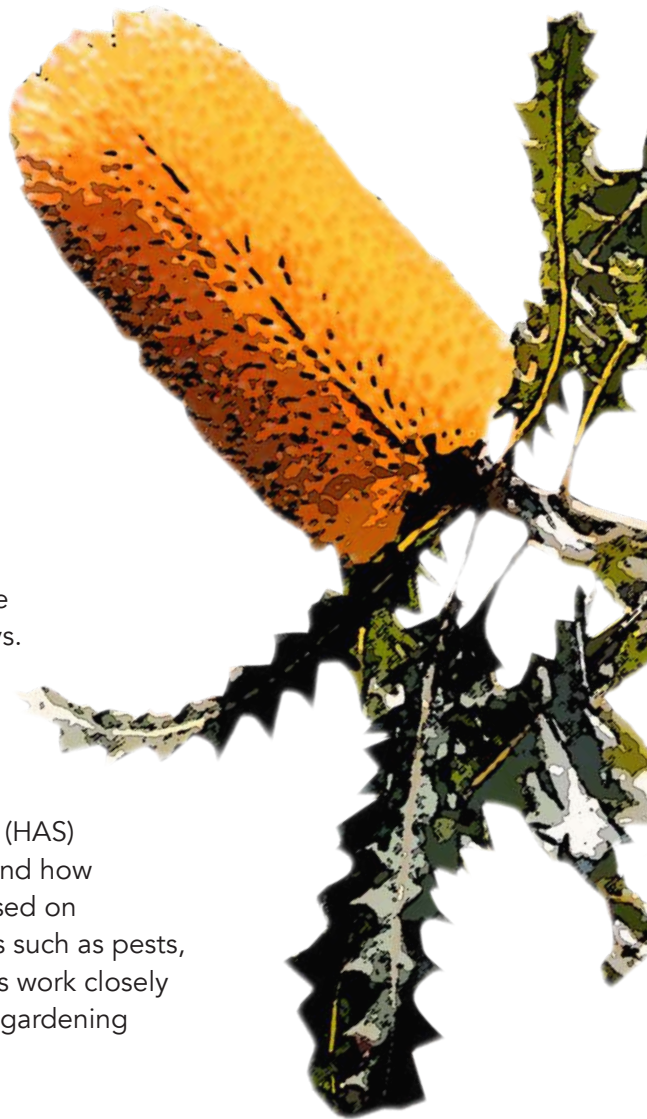
The Office Carers are an essential part of the Friends team, offering support with tasks such as mail outs and data entry, and other activities to support members and volunteers.

ORCHID CARERS GROUP

The Orchid Carers assist Kings Park horticultural staff in the conservation of Western Australian terrestrial orchids and the maintenance of the Botanic Gardens and Parks Authority's living ex-situ orchid collection. The group works hard to ensure an exciting variety of orchids is available for the Friends plant sales each spring.

PLANT SALE AND EVENT VOLUNTEERS

Our plant sale volunteers are a vital part of each plant sale. Volunteers do a variety of tasks from keeping the benches tidy, tallying purchases, selling memberships and managing the queues. No plant knowledge or previous experience is required. The call out for volunteers will be in the Friends newsletter before each plant sale. Follow the instructions in the newsletter and sign up online. A roster and instructions will be emailed before the sale.





WANJU MARR CARERS


The Wanju Marr carers support the administrative operation of the volunteer hub located on Lovekin Drive.

This is a shared role with different volunteers working on Tuesdays, Wednesdays and Thursdays, 9am to 11.30 am.

Bookings for the hub and Pavilion can be made to: wanjumarr@gmail.com

PROJECT OR SHORT TERM VOLUNTEERING

From time to time, various departments in Kings Park and Bold Park require short-term volunteers. Requests for volunteers are advertised in the Friends of Kings Park newsletter.



All volunteers in the Friends groups, must be Friends of Kings Park members to volunteer in the park. The Friends of Kings Park maintain and uphold volunteer information including emergency contact details. Please notify the Friends officer administrator of any contact changes.



FRIENDS OF KINGS PARK CONTACT

OFFICE: admin@friendsofkingspark.com.au

EVENTS & COMMUNICATIONS: events@friendsofkingspark.com.au

PRESIDENT: president@friendsofkingspark.com.au

VICE PRESIDENT: vice.president@friendsofkingspark.com.au

TREASURER: treasurer@friendsofkingspark.com.au

GROWING FRIENDS: growers@friendsofkingspark.com.au

CLIMATEWATCH: volunteers@friendsofkingspark.com.au

HORTICULTURAL ADVICE SERVICE: garden.advice@friendsofkingspark.com.au



HONOUR AVENUES GROUP

The Honour Avenues in Kings Park are lined with more than 1,800 plaques dedicated to fallen service personnel.

A small but committed group of volunteers associated with the Returned and Services League WA (RSLWA-Highgate Branch), The Honour Avenues Group (HAG), run dedication services at May Circle for new plaques; meticulously care for existing plaques and maintain the Honour Avenue Memorial Database.

The first plaques were dedicated in 1919 and volunteers have been tending to the Honour Avenues in Kings Park since 1922.

HAG volunteers have a workshop and an office in Kings Park where they regularly meet for maintenance and other projects.

HONOUR AVENUES GROUP - CONTACT INFORMATION

Office Administrator

P: (08) 9480 3913 | E: enquiries@honouravenueskingspark.com.au

W: honouravenueskingspark.com.au/

KINGS PARK VOLUNTEER GUIDES

The Kings Park Volunteer Guides, first established in 1984, is a dynamic group of around 125 enthusiasts who provide guided walks for visitors, as well as staffing the Visitor Information Centre (VIC). The Guides vary in age and background, and share a love for Kings Park and interacting with the public.

In 2016, the Kings Park Guides won the WA Community Volunteer Organisation of the Year in recognition for their outstanding contribution to the community.

Daily guided walks cover areas of interest, including WA's unique native flora, local history and the many memorials in Kings Park.

The Kings Park Guides are highly regarded around Australia and internationally. A training course for new guides is held approximately every two years. Kings Park Guides undergo extensive training and have developed a Peer Observation Process (POP) to maintain their excellent standards.

A commitment of at least three rostered half-day duties a month, including both walks and Visitor Information Centre duties is required. All Guides are expected to do both.

VOLUNTEER GUIDES - CONTACT INFORMATION

Visitor Information Centre

P: (08) 9480 3634 | E: kingsparkguides@gmail.com



THE
HONOUR AVENUES
GROUP



KINGS PARK

VOLUNTEER GUIDES

PERTH, WESTERN AUSTRALIA

FRIENDS OF BOLD PARK BUSHLAND (INC.)

The Friends of Bold Park Bushland (Inc.) was established in 1987. FOBPB have approximately 35 volunteers across its guides, bush care, rubbish clean-up, and bird banding volunteer groups, as well as the management committee.

Throughout their history the Friends have undertaken a series of successful campaigns against proposed developments within the Bold Park area. The FoBPB volunteer works with the BGPA to enhance bushland conservation and restoration, and educate visitors and the local community about the ecological values of this patch of world-class urban wilderness.

Membership of the Friends of Bold Park Bushland (Inc.) provides opportunities to volunteer on projects within the bushland as well as receiving their quarterly newsletter, attending guided bushwalks and expert presentations.

CONTACT INFORMATION - FRIENDS OF BOLD PARK BUSHLAND INC.

Email: info@friendsofboldpark.com.au

For more information on the Friends of Bold Park please go to:

<https://www.bgpa.wa.gov.au/about-us/information/get-involved/volunteer/friends-of-bold-park-bushland>



KINGS PARK EDUCATION AND LEARNING VOLUNTEERS

Kings Park Education and Learning volunteers support the provision of education programs and learning opportunities for school students and families in Rio Tinto Naturescape Kings Park.

There are several different volunteer roles available in Kings Park Education and Learning being:

ZIPPY'S BUSH KINDY KINGS PARK

Volunteers are needed to help Zippy the dragonfly and our littlest nature lovers, aged 3-5 years on a journey of exploration and discovery in Rio Tinto Naturescape Kings Park. Volunteers are required each term for an 8-week block to assist the teaching staff in the preparation and delivery of the program.

Shadowing prior to commencing as a volunteer is arranged by the Volunteer Coordinator, and then the training and guidance for this rewarding volunteer role is provided by the Education team.



SCHOOL PROGRAM

Volunteers are needed to assist our teaching staff with the delivery and preparation of programs for primary and high school aged students during term time. A commitment of one regular day a week for at least one term is required. Shadowing prior to commencing as a volunteer is arranged by the Volunteer Coordinator. The Volunteer Coordinator will liaise with an experienced and existing volunteer to be paired with all new potential volunteers. After shadowing is completed, the relevant training and guidance for this volunteer role is provided by the Education team.

SCHOOL HOLIDAY PROGRAM

Educational programs for children and their families where the emphasis is on having fun outdoors. School Holiday programs are delivered in the April, July and September/October School Holidays.

ED ADMINISTRATION

Ed Administration volunteers help the Education team in various ways, such as preparing materials or activities for the programs or general administration duties. The volunteering will be direct with the Kings Park Education Coordinator.

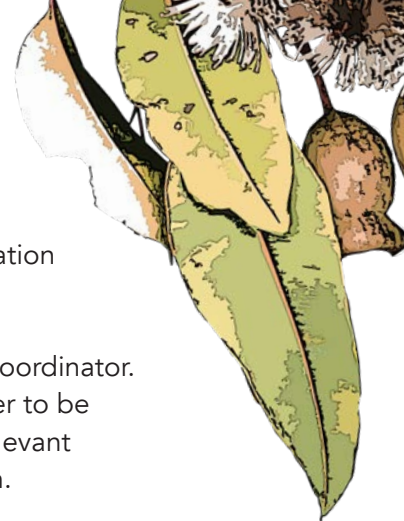
CORPORATE VOLUNTEERS/ CASUAL VOLUNTEERING IN EDUCATION PROGRAMS

Corporate and casual volunteering opportunities are available at Education events, such as Noongar Boodja – Six Seasons. These events can provide an opportunity for corporates and individuals to volunteer, whilst learning about Aboriginal culture. Opportunities that arise typically involve once-off volunteers in teams of 5-10 per day. All information prior to the event is sent to the corporate coordinator to liaise directly with their staff. All training is provided by Kings Park Education and volunteers are given an outline of information on the type of volunteering required for the day. All volunteers complete a Casual Volunteer Form and, in the case of volunteering around children, volunteers must have a Working With Children Check.

All of the above volunteer opportunities are available via the Volunteer Coordinator. Kings Park Education uniforms, training and induction, is organised by the Education Coordinator.

KINGS PARK EDUCATION VOLUNTEERS - CONTACT INFORMATION

Office Administrator P: (08) 9480 3638 | E: education@bgpa.wa.gov.au



BGPA OVERVIEW

GOVERNANCE

The Botanic Gardens and Park Authority (BGPA) is a statutory authority, constituted under the *Botanic Gardens and Parks Authority Act 1998* and is responsible for administering the Botanic Gardens and Parks Regulations 1999. BGPA has its own governing Board, and Statutory responsibility for BGPA is vested with the Minister for Environment. The Authority now manages both Kings Park and Bold Park.

Administratively, BGPA operates as part of the Department of Biodiversity, Conservation and Attractions (DBCA) along with the Zoological Parks Authority (Perth Zoo), Rottneet Island Authority and the former Department of Parks and Wildlife. The Director General of the DBCA is concurrently the Chief Executive Officer of BGPA.

Around 65% of the Authority's revenue comes from the Government of Western Australia and the remainder is raised through rents, leases, sponsorship and other forms of self-generated revenue.

As of 2022, the Authority has approximately 135 staff (104 FTE). Both Kings Park and Bold Park operate under a five-year management plan. Management Plans articulate the organisation's direction for the future and planned initiatives for a five year period.

THE BOTANIC GARDENS AND PARKS AUTHORITY

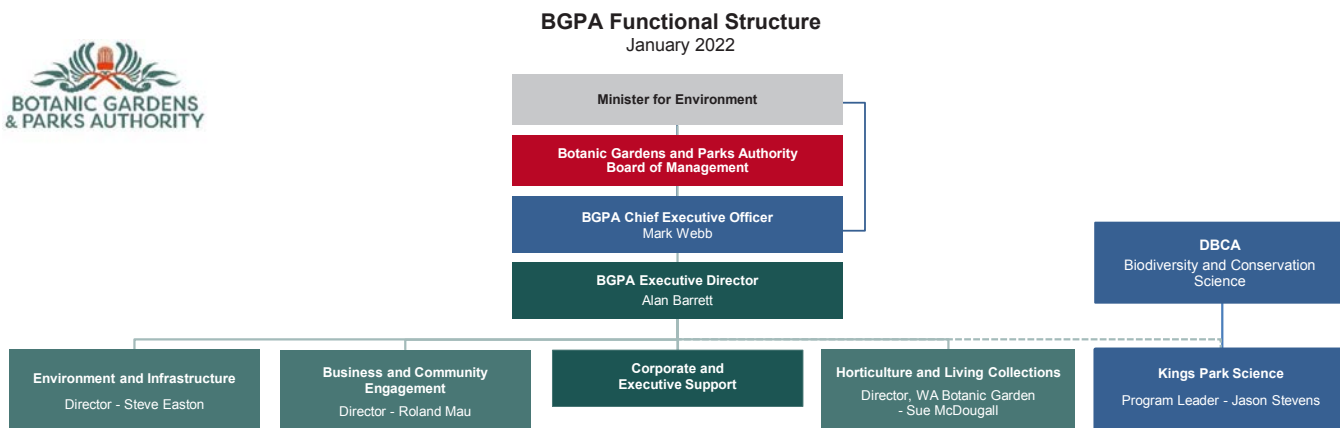
OPERATIONAL STRUCTURE

Delivery of services, programs and activities is managed under five directorates:

- Corporate and Executive Support
- Horticulture and Living Collections (includes the WA Botanic Garden)
- Business and Community Engagement (includes visitor services and volunteering programs)
- Environment and Infrastructure
- Kings Park Science (Biodiversity Conservation Science Program)

To read the latest Annual Report go to:

www.dbca.wa.gov.au/publications/botanic-gardens-and-parks-authority

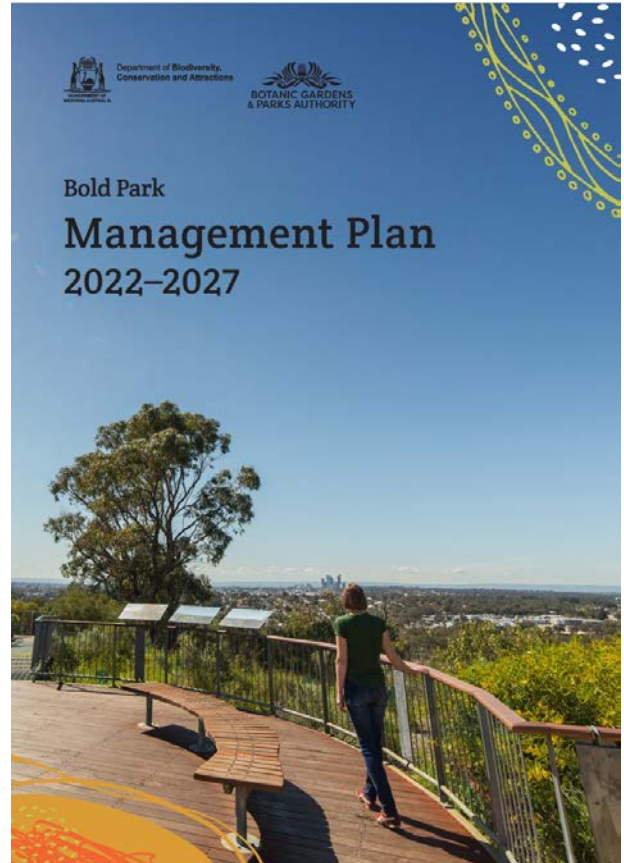


MANAGEMENT PLANS

Management Plans are prepared with significant consultation from key stakeholders, including government, community organisations and the general community before being endorsed by the Minister for Environment.



If you would like to read the Kings Park and Botanic Garden Management Plan 2021- 2026 please go to:
www.dbca.wa.gov.au/publications/kings-park-management-plan-2021-26



If you would like to read the Bold Park Management Plan 2021- 2026 please go to:
www.dbca.wa.gov.au/publications/bold-park-management-plan-2022-27



GUIDELINES FOR STAFF WORKING WITH VOLUNTEERS

PURPOSE

- Authority employees will provide a safe, productive and rewarding environment for volunteers and the Authority employees who work with them.

STATEMENT

BGPA involves volunteers in addressing its statement of purpose, which is to:

Practice and inspire environmental conservation and celebrate local identity by immersing and empowering communities in world-recognised botanic gardens, parklands and urban bushlands.

Volunteer engagement is a core strategy to deliver on this statement of purpose, and employees who work with volunteers will:

- Respect volunteers and the contribution they make;
- Provide well-organised tasks that are appropriate to volunteers' skills, experience and aspirations whenever possible;
- Provide volunteers with an adequate induction to their roles and the Authority in general;
- Provide training and ongoing education opportunities that are adequate and interesting for volunteers;
- Acknowledge volunteers as valued team members by including them in relevant activities, providing opportunities to give feedback and keeping them informed of general Authority news;
- Ensure a safe working environment for volunteers, including adequate supervision, safety equipment, tools and training; and
- Uphold a professional relationship with all volunteers, which includes maintaining confidentiality where required.

OUR STRATEGIC GOAL FOR VOLUNTEERING

Encourage community health and social inclusion through connection to nature, culture and identity by expanding community engagement through meaningful volunteering.

WHY WE ENCOURAGE VOLUNTEERS

Our volunteers share their passion and sense of community with our visitors and employees in a way that greatly enhances our services and facilities.

VOLUNTEER CODE OF CONDUCT

The Volunteer Code of Conduct form is given to all volunteers prior to starting in any volunteer position. All volunteers are required to sign the Volunteer Code of Conduct prior to starting any volunteer roles or duties. Staff also sign a code of conduct.

Mission, Values and Vision | Department of Biodiversity, Conservation and Attractions (dbca.wa.gov.au)
Botanic Gardens and Parks Authority - Kings Park Management Plan (bgpa.wa.gov.au)

www.dbca.wa.gov.au/publications/kings-park-management-plan-2021-26

The Volunteer Handbook will be updated in 2027.





A BRIEF HISTORY OF KINGS PARK AND BOTANIC GARDEN

This land has been significant to the Whadjuk Noongar people for many thousands of years.

The Noongar Aboriginal people have been visiting the area we now call Kings Park, also known by several names, including Mooro Katta, Kaata Koomba and Kaarta Gar-up, for thousands of years. It remains an important ceremonial and cultural place for the Aboriginal people of Western Australia. Just two years after the European settlement of the Swan River Colony in 1829, most of the area now designated as Kings Park and Botanic Garden was set aside for 'public purposes' by Lieutenant Governor James Stirling and Surveyor General John Septimus Roe.

Kings Park and Botanic Garden is 400.6 hectares (4 square km) making it one of the largest inner-city parks in the world. Fraser Avenue, renowned for its majestic tree-lined avenue and views, provides a strong sense of nature and place, as visitors enter the park.

One third of Kings Park is parkland. These developed areas feature wide expanses of green lawns, tree-lined honour avenues, stunning garden beds, pavilions and shelters, lookouts and play areas that provide visitors with a connection to nature.

The 17-hectare Western Australian Botanic Garden within Kings Park is a living museum of 3,000 native Western Australian plant species. The most popular spots in the WA Botanic Garden include the Pioneer Women's Memorial, the Federation Walkway and Roe Gardens.

Two thirds of Kings Park (two and a half square kilometres) is actively managed, natural bushland interspersed with extensive walk trails.

The Western Australian Botanic Garden is ranked by tourists worldwide, as well as many scientists and botanists, as being one of the top six botanic gardens in the world.

In 1872 Governor Frederick Weld and Surveyor General Malcolm Fraser formally gazetted 175 hectares of the reserve as a public park. An additional area of land was added to the park in 1890, bringing it up to its current size of 400.6 hectares. Development of the Park started in 1892, soon after John Forrest became Premier of Western Australia.

Forrest named the area 'The Perth Park' in 1895, which was changed to 'Kings Park' in 1901 to mark the accession of King Edward VII to the British throne.

The first Honour Avenue was dedicated to fallen servicemen who had died overseas in World War I in 1919. The State War Memorial Cenotaph was unveiled a decade later, establishing Kings Park's importance as a future home to a number of memorials.

There are many cultural stories and knowledge relevant to Kings Park and it remains an important ceremonial and cultural place for both Aboriginal and non-Aboriginal people of Western Australia.

Through interpretative signs, trails, guided walks, education programs and events, visitors can engage in Kings Park's fascinating history.

The Western Australian Botanic Garden was officially opened in 1965, with the Pioneer Women's Memorial Fountain as the centrepiece. Over the years there have been several major developments in the park, including the restaurant complex on Fraser Avenue in 1993, upgraded in 2011; the Lotterywest Family Area at Hale Oval in 1997, upgraded in 2004 and again in 2020 and renamed Poolgarla Family Area. The opening of the Flame of Remembrance by HM Queen Elizabeth II in 2000, Synergy Parkland in 2002 later May Drive Parkland, Lotterywest Federation Walkway in 2003 and Rio Tinto Naturescape Kings Park in 2011.

The Kings Park Festival in September each year attracts 500,000 - 600,000 visitors to celebrate the spring wildflower season, offering visitors the chance to view thousands of wildflowers from regions around the State, without leaving the city.

The Summer Events season at Kings Park features concerts, theatre and outdoor cinema attracting around 100,000 people a year.

Australia Day attracts approximately 30,000 visitors and the Anzac Day Dawn Service attracts around 40,000 visitors. Other traditionally busy days include Valentine's Day, Mother's Day, Father's Day, Eid events, Easter, Christmas Day and Boxing Day as well as all school holidays and most fine weekends.

Many people attend weddings, corporate and community functions. More than 25,000 students, educators and carers book in for programs run by Kings Park Education & Learning during the year.

Rio Tinto Naturescape Kings Park (RTNKP) is a place for children to connect with nature and learn

to appreciate the unique Western Australian environment. It is a place to explore, climb rocks and ropes, wade through creeks, build cubbies and get dirty. There are many great reasons to visit and things to do. This area is not a playground or picnic area, but rather a learning and discovery facility. It has been designed to retain as much of its natural bush setting as possible.

RTNKP brings back a level of challenge, adventure and connection to nature that has been missing from many urban childhoods. Great care has been taken to provide children with a real 'bush' experience in the middle of our city. This is carefully balanced with providing inspiring design and high quality amenities to enhance the visitor experience.

If you would like more information on the historical timeline of Kings Park and Botanic Garden please go to: www.bgpa.wa.gov.au/kings-park/visit/history/historical-timeline





A BRIEF HISTORY OF BOLD PARK

Bold Park covers an area once used for a range of industries in the 1800s, following European settlement. It has been home to a limestone quarry (now the Quarry Amphitheatre), an abattoir, a vineyard and a stockyard. Part of the site (Camel Lake) was used as a quarantine area for camels brought to Western Australia during the gold rush years. Perth City Council purchased the land in 1917.

As housing developments began in the area, 1000 acres (405 hectares) were set apart "for the people of Perth forever, between Floreat Park and City Beach Estate".

As urban development continued, The Friends of Bold Park Bushland Inc was formed in 1987 to lobby against plans to further urbanise the area and to extend the park boundaries.

The park was formally handed over to the State Government a decade later, to be managed by the newly formed Botanic Gardens and Parks Authority.

Bold Park comprises the better known central block bordered by West Coast Highway, Oceanic Drive, Perry Lakes Drive, Stephenson Avenue and Rochdale Road, as well as a Western Block that extends to the coast, a Southern Block and a Northern Block including the old Skyline Drive-in and higher value bushland surrounding it.

Go to www.bgpa.wa.gov.au to read full copies of Bold Park's priorities and achievements in the Bold Park Management Plan 2016-2021.

If you would like more information on the Bold Park Management Plan please go to: www.bgpa.wa.gov.au/about-us/information/news/2904-bold-park-management-plan-2022-27





**SAFETY
FIRST**

**SAFETY IS
EVERYONE'S
RESPONSIBILITY**

Everyone has a right to be safe at work, being both physical and mental health safety.

Volunteers play a vital role at Kings Park and Bold Park and make a significant contribution in unpaid time in a variety of volunteering every day.

This section of the Volunteer Handbook is to assist you in keeping safe while volunteering at Kings Park and Bold Park.

The most important thing is **SAFETY** is everyone's responsibility.

EMERGENCY EVACUATION DIAGRAMS

In all BGPA buildings there is a poster of an 'Emergency Evacuation Diagram'.

Please refer to Pages 35 - 54.

BGPA Occupational Safety and Health committee keep the diagrams up to date at all times.

YOUR SAFETY AND HEALTH



GENERAL SAFETY

All staff and volunteers are responsible for their own safety and health and you are therefore expected to:

- Seek medical advice about any pre-existing medical or health conditions that might affect your ability to safely undertake volunteering activities and to ensure that relevant BGPA officers or staff are aware of any recommended adjustments that may be required to ensure safe volunteering;
- Take all reasonable care for your own safety and that of other persons who may be affected by your actions;
- Comply with instructions and procedures from your volunteer group or BGPA staff for your own safety and that of others;
- Use safety devices and protective equipment/clothing correctly;
- Do not leave any valuables in your vehicle or unstaffed area/zone;
- Do not undertake volunteering tasks that are not assigned to you, or for which you are not adequately equipped or trained in your volunteer group;
- Report any situation you believe could present a hazard, and that you cannot correct yourself, to your volunteer group and or your member of staff; and
- Report any accident or injury that arises in the course of your volunteering as soon as possible.

The most important factor is to have good common sense and to take direction from BGPA staff members, i.e. if you are asked to evacuate, do so immediately. All drills are taken seriously.

The Workplace Health and Safety (WHS) Officer as of 2022 is Latitia Badgett. The best email contact is: bgpa-safety-officer@dbca.wa.gov.au

EMERGENCY COMMUNICATIONS

***** TELEPHONE 000 IN ANY POTENTIALLY LIFE-THREATENING EMERGENCY. *****

Park Management Officers (PMOs) are the first point of contact for all first aid and urgent operational or safety situations.

PMOs are on duty seven days a week and can be contacted on **0418 923 973**.

The following emergency procedure is in place for those equipped with **two-way radios**:

- Initiate your emergency call by saying **STOP! STOP! STOP!** as soon as the airwave is clear.
- On hearing this, unless specifically asked to respond to the emergency call, all other radio communications **must** cease to clear the airwave for emergency use.
- Think about what you are going to say before you start to transmit and place your call to the relevant staff member, using the standard method.
- Speak **slowly and clearly**, and keep the message brief to allow the respondent to ask any necessary back up questions or call for any back up assistance.
- If you have not already telephoned **000** to report the emergency, the Park Management Officer will do this if required.

FIRST AID

Park Management Officers are trained in First Aid and can be contacted on mobile: **0418 923 973**.

Protect yourself in **five ways** from skin cancer



SLIP



SLOP



SLAP



SEEK



SLIDE

VOLUNTEERS AND SAFETY

Protection against the sun is important as UV radiation is considered cancer-causing and the damage is irreversible. Skin cancer rates in Australia are the highest in the world, with two in three adults developing skin cancer sometime in their life. WorkSafe WA supports the Cancer Council's sun safety message; Slip, Slop, Slap, Seek shade to reduce exposure to the sun's UV radiation and wear sunglasses.

- Slip on sun-protective clothing.
- Cover as much skin as possible.
- It is recommended that you wear long pants and roll down shirt sleeves when working outdoors.
- If possible, wear loose fitting clothing to help you keep cool.
- Slap on a hat that shades your face, ears and neck.
- Seek shade and drink water regularly.
- Wear sunglasses.
- Slop on SPF 30+ sunscreen.
- Wear enclosed footwear.
- Wear any uniform that is provided.
- Seek first aid if you believe you are suffering the effects of excessive heat.

You can also download a FREE SunSmart app that can give you the recommended sun protection for your location. For all the latest information please go to: www.cancerwa.asn.au/prevention/sunsmart/

EXTREME WEATHER CONDITIONS

Precautions must be taken when working outdoors in extreme weather conditions. During periods of high heat/humidity, staff will strive to schedule tasks under cover or in shade and that require less physical exertion.

Volunteer activities will not take place in bushland when severe, extreme or catastrophic fire risk or storm warnings have been issued.

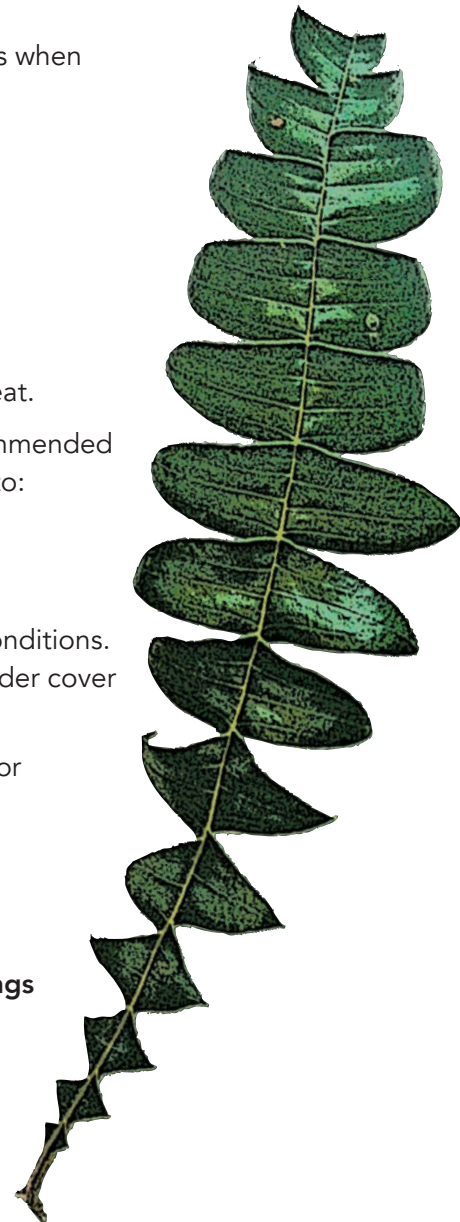
Bushland Carer events are cancelled when Severe Weather Warnings are issued, or when there is a Total Fire Ban.

Naturescape is closed on Very High or Higher Fire Danger rating days.

www.bgpa.wa.gov.au/about-us/information/news/weather-and-warnings

SMOKING REGULATIONS

Kings Park and Bold Park are smoke-free. Smoking is not permitted.



WORKING ALONE

We aim to minimise situations where you are required to work alone as a volunteer. Any volunteer required or scheduled to work alone will:

- Be provided with a two-way radio or ensure they have their own mobile telephone with them while on duty.
- Have regular contact or checks from another appropriate volunteer or employee.

Administration/office volunteers may have pre-approved arrangements made that upholds a safe working environment. All volunteers working alone must have prior permission from a BGPA employee.

INCIDENTS

An incident form will need to be filled out after any incident. When an incident has occurred in a building, or outside whilst volunteering, please notify any staff member immediately. Alternatively call the PMO 0418 923 973.

Explain that you are a volunteer, and your location. The PMO will be able to assist you and complete the incident form on your behalf when they have all the details. The Workplace Incident / Accident form will then be forwarded to the BGPA Safety Officer.

If the matter is urgent, do not wait, call **000** immediately.

MENTAL HEALTH SUPPORT

If you or a colleague are feeling depressed, stressed or anxious there are services to help.

- **LIFELINE** - www.wa.lifeline.org.au
- **BEYOND BLUE** - www.beyondblue.org.au
- **BLACK DOG INSTITUTE** - www.blackdoginstitute.org.au
- **SANE** - www.sane.org

If you are aware of any more handy or recommended links for mental health support that you would like to share, please contact the Volunteer Coordinator.





VOLUNTEER *Guidelines*

VOLUNTEER CODE OF CONDUCT

All volunteers must sign a Volunteer Code of Conduct prior to commencing any volunteer roles or duties. The Volunteer Code of Conduct is reproduced below:

VOLUNTEER CODE OF CONDUCT

I agree that to make the most of my experience, and to make the best contribution I can as a volunteer, I will:

1. Abide by the Constitution and By-laws of each volunteer organisation I choose to join;
2. Actively value and support other volunteers and the high quality of services we all seek to provide and treat members of the public, volunteers and staff with respect, courtesy, sensitivity, honesty and fairness, and have proper regard for their interests, rights, safety and welfare;
3. At events or functions, have a positive and friendly approach to other volunteers, staff, visitors and members of the public to ensure an enjoyable and memorable experience;
4. Sign in and sign out every time I perform volunteer duties I do, for accurate record keeping of volunteer hours for OS&H purposes;
5. Work safely at all times, avoid unnecessary risks to myself and others, and follow the OH&S practices and policies in the Volunteer Handbook;
6. Report any hazard, hazardous practice or incident in a timely manner via the appropriate channels;
7. Not use or tamper with BGPA infrastructure, equipment or property unless properly trained and authorised by an area supervisor;
8. Accept directions from staff supervisors and seek guidance if I am uncertain of what is required of me;
9. Responsibly and reliably carry out all the tasks I agree to do and notify others if or when I am unable to do so;
10. Constructively contribute and address any issues affecting my role and the quality of volunteer service;
11. Approach the President or Manager as the first point of contact if there are any issues/ queries or concerns;
12. Be aware of my volunteer role outline, area or zone. Seek volunteer tasks that suit my skills, abilities, interest, availability and aspirations;
13. Recognise that volunteers may have privileged access to corporate information and to staff opinions about sensitive issues and to treat such information as confidential.
14. Not make public comment as a BGPA representative without being authorised to do so and refer all media enquiries to the office of the Chief Executive Officer (Executive Director or Communications Officer).

Signature: _____ Date signed: ____ / ____ / ____



NEW VOLUNTEERS AND VOLUNTEER ENQUIRIES

All volunteer enquiries are via the Volunteer Coordinator. The Volunteer Coordinator will arrange suitable placements or roles when positions arise.

Volunteer Coordinator P: (08) 9480 3678 | E:volunteer@dbca.wa.gov.au

VOLUNTEER APPLICATION FORMS

All volunteers need to complete a Volunteer Application form available from the Volunteer Coordinator. Once the form is completed, and a position organised, the form is sent to the volunteer group in which the placement is offered. If the volunteer is in more than one volunteer group, each group will get a copy of the Volunteer Application.

All personal information and details, such as name, address and emergency contact details, are retained by the volunteer group. If you need to update your details, please liaise with the secretary of your volunteer group.

The Volunteer Coordinator only retains non-descript information for data only.

VOLUNTEER GROUP CONTACT DETAILS.

If you are in more than one group, please contact the volunteer groups in which you belong.

The contacts for each group are:

FRIENDS OF KINGS PARK	(08) 9480 3643 admin@friendsofkingspark.com.au
KINGS PARK GUIDES	(08) 9480 360 secretary@kingspark.com.au
FRIENDS OF BOLD PARK BUSHLAND INC.	(08) 9264 7803 info@friendsofboldpark.com.au
HONOUR AVENUES GROUP	(08) 9480 3913 enquiries@honouravenueskingspark.com.au
KINGS PARK EDUCATION	(08) 9480 3638 education@bgpa.wa.gov.au

VOLUNTEER SELECTION AND SCREENING

The Authority uses fair and equitable processes to recruit and screen all prospective volunteers.

All new volunteers are required to complete and sign a Volunteer Application Form, and a Volunteer Code of Conduct. A Friends' membership form will be required if joining the Friends of Kings Park volunteer group. Some volunteer roles may also require a National Police Clearance and/or a Working With Children Check. Once a position is filled, all forms are sent to the volunteer group in which a placement is gained.

VOLUNTEER TRAINING/INDUCTIONS

Not all volunteering is the same. Volunteer training or induction requirements vary from role to role. All new volunteers will be given training appropriate to their role or volunteering group, allowing volunteers to work effectively and safely.

The volunteer outline will give a description of the type of training or induction required for the role.

All Administration volunteers must complete an induction process arranged by the Volunteer Coordinator.

INSURANCE COVER

The Botanic Gardens and Parks Authority (BGPA) has insurance with RiskCover.

RiskCover is an insurance company that only insures Government organisations. Volunteers with BGPA are covered if they are officially engaged in unpaid duties allocated or arranged directly by the Authority.

When a volunteer makes a claim, RiskCover will confirm the status of the volunteer with the Volunteer Coordinator. It is the Volunteer Coordinator who will deem the volunteer as a Bonafide and / or registered volunteer. Once this step has been confirmed, the claim can proceed via the BGPA accounts department direct to RiskCover for a Personal Accident Cover.

ALL accidents and injuries must be reported to your volunteer group President, Manager or Supervisor as soon as possible.

There will then be a process for appropriate documentation to be completed and sent to the BGPA Safety Officer.

APPROPRIATE VOLUNTEER BEHAVIOUR

Providing a safe, productive and rewarding experience for both volunteers and employees is a key priority for the Authority. We expect all volunteers and employees to be respectful, courteous and reliable at all times. No form of harassment, inappropriate comments/gossip or bullying will be tolerated.

The first point of call is always the President of the volunteer group in which you volunteer.

If you do not have a volunteer group President, then contact your Volunteer Manager or Volunteer Supervisor or Authority employee. Both volunteers and employees are subject to a Discipline and Dismissal procedure that have the potential to lead to dismissal.

VOLUNTEER RECORDS AND PRIVACY

Personal records are kept to maintain contact with volunteers. All volunteers complete a Volunteer Application form, Volunteer Code of Conduct form and Friends of Kings Park or Friends of Bold Park Bushland (Inc). membership form (if required).

The Volunteer Coordinator sends the volunteer applications to the appropriate volunteer group to maintain contact details, emergency details, availability, skills and interest.

Each volunteer group maintains its own database and records system under privacy laws. Some volunteers may belong to several volunteer groups, therefore information will be sent to all groups you belong to.

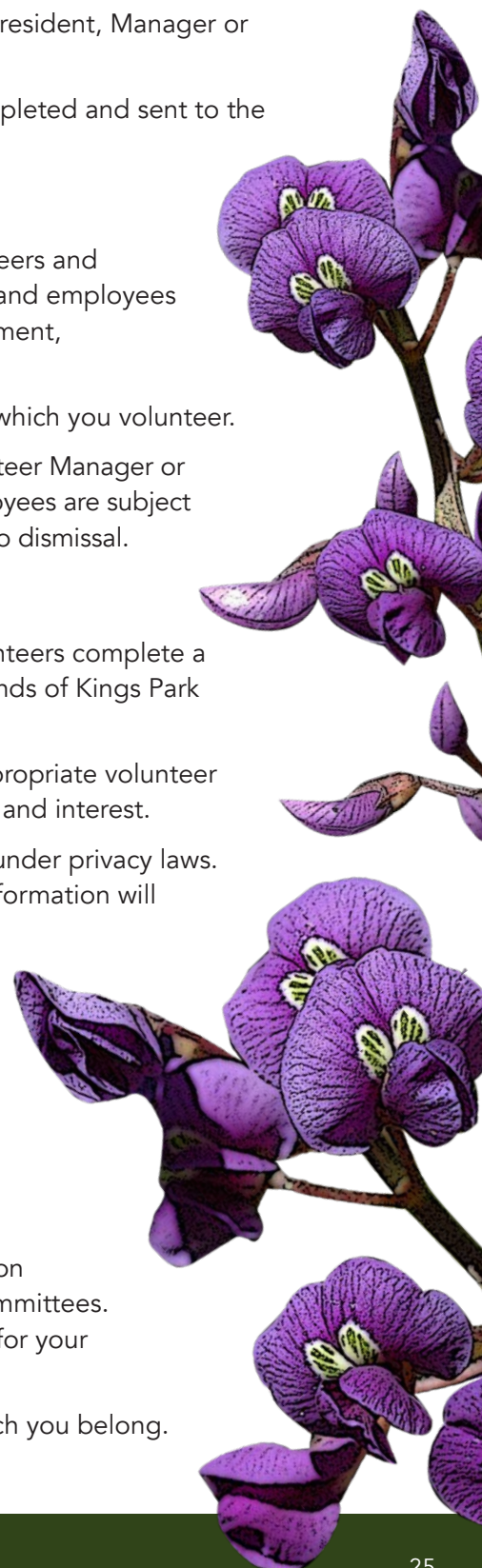
VOLUNTEER SIGN IN AND OUT

All volunteers are required to sign **in** and **out** whilst on duty at BGPA. If you do not have an area or zone in which you can sign in or out, please contact the Volunteer Coordinator.

VOLUNTEERS FIRST POINT OF CONTACT

The first point of contact for all volunteers is with the volunteer group to which you belong. Each volunteer group upholds its own Constitution and by-laws. Each volunteer group has its own committees and subcommittees. For details on AGM or information such as newsletters please contact for your volunteer group.

Your first contact is always the President of the volunteer group to which you belong.



ISSUES AND PROBLEMS AND GRIEVANCE RESOLUTION

You are entitled to speak out and seek assistance if you are unhappy with your situation as a volunteer.

Your first point of contact is the President in the volunteer group to which you belong.

The Authority aims to provide you with a safe, healthy and pleasant environment and provides you with the following guidelines to resolve issues or problems:

- Confidentially discuss the issue with the President or Volunteer Coordinator of your volunteer organisation. Make an appointment to see him/her if necessary.
- If the issue is not reasonably resolved, put your concerns in writing to the Executive Director. The Director will strive to address your concerns in a confidential and timely manner. If the issue cannot be resolved at this level, it will be referred to the CEO for a final decision and action.

The Authority is committed to providing a safe and healthy environment for all volunteers. Harassment or misconduct will not be tolerated in any circumstances.

Every effort is made to solve problems cooperatively and informally before presenting them as a formal grievance.

For full details please obtain a copy of the Volunteer Grievance Resolution policy.

DISCIPLINE AND DISMISSAL

The Authority is fortunate to have a large pool of honest, considerate and reliable volunteers. It is the Authority's responsibility to provide a safe working environment that is free from harassment, discrimination or intimidation for all volunteers. It is the shared duty of all employees and volunteers to meet the high standards of service delivery set by the Authority.

In the unlikely event of a breach of standards:

- Any serious breach of this policy or the Volunteer Code of Conduct will be recorded and addressed by an appropriate Authority staff member and the President of the relevant volunteer group in person and in writing.
- A volunteer may be placed under probation for a period of time, with regular review by an appropriate Authority staff member. The period of probation and the frequency of review meetings will be communicated to the volunteer in person and in writing.
- Every effort will be made to assist the volunteer to rectify his/her behaviour, however if further breaches are made, the Authority has the right to dismiss the volunteer.
- Serious misconduct such as unlawful behaviour, harassment, stealing or a breach of confidentiality may be grounds for instant dismissal of a volunteer.

Examples of unacceptable behavior include theft, physical violence, intoxication, defamatory comments harassment of any kind or any illegal activity.

Any action taken to rectify a breach will be clearly documented and capable of review.

VOLUNTEER DUTY OF CARE GUIDELINES

The volunteer Presidents have Duty of Care Guidelines to assist with issues that may arise with a volunteer. For a copy of the Duty of Care Guidelines, please contact the Volunteer Coordinator or your volunteer President.



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The volunteer Presidents have Duty of Care Guidelines to assist with issues that may arise with a volunteer. For a copy of the Duty of Care Guidelines, please contact the Volunteer Coordinator or your volunteer President.

VOLUNTEER REIMBURSEMENTS

Volunteers are encouraged to use Authority resources whenever possible as an alternative to incurring personal out-of-pocket expenses. However, we recognise that circumstances may arise where minor expenses are incurred as part of your duties.

A full version of the Volunteer Reimbursement Administrative Instruction is available from BGPA's Volunteer Coordinator. In general, all reimbursements must be pre-approved by the Authority and any claim needs to be accompanied by a relevant tax invoice/receipt.

VOLUNTEER RESIGNATION

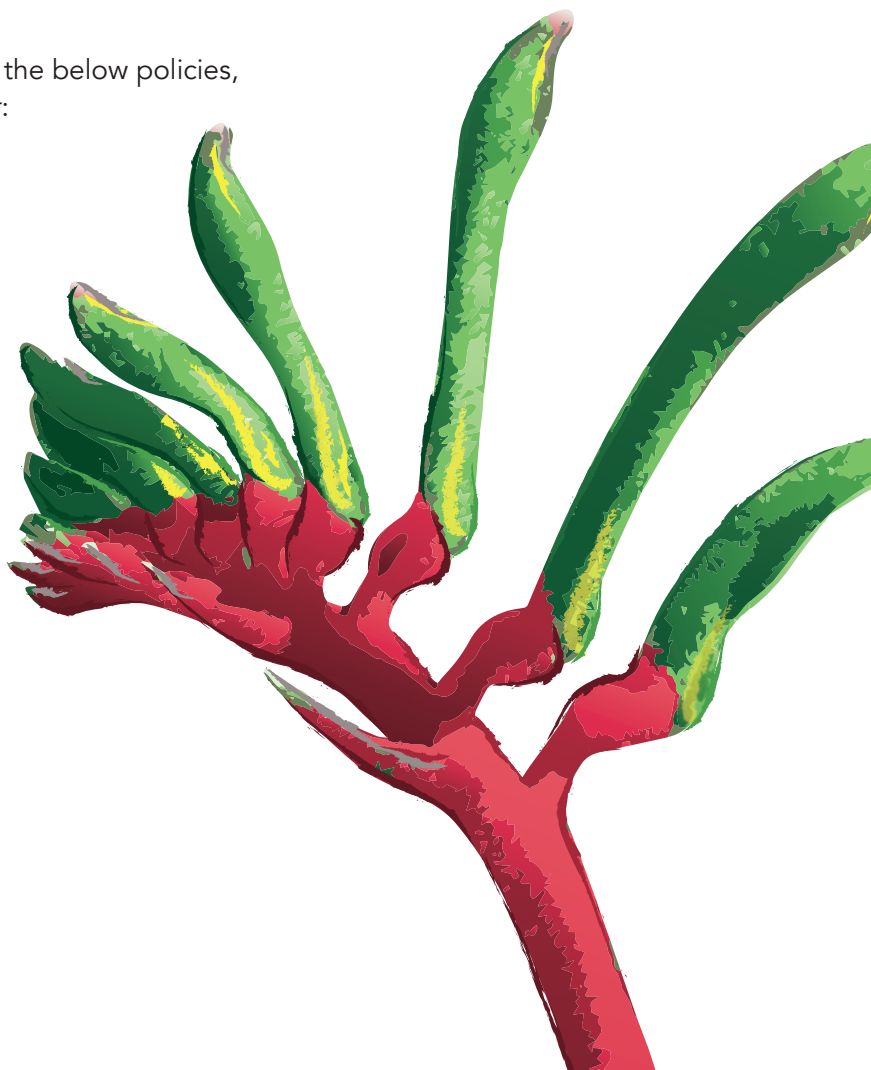
If you would like to resign from your volunteer group, please contact your volunteer group Secretary. The Secretary will inform the Volunteer Coordinator.

To assist with records maintained for insurance purposes and maximize opportunities for others, the Authority appreciates formal notification of resignation rather than simply allowing volunteering to 'lapse' through non-attendance.

VOLUNTEER GUIDELINES

If you would like the full version of any of the below policies, please contact the Volunteer Coordinator:

- Volunteer Selection and Screening
- Appropriate Volunteer Behaviour
- Volunteer Insurance Guidelines
- Volunteer Discipline and Dismissal
- Volunteer Records and Privacy
- Volunteer Reimbursements
- Volunteer Grievance Resolution



EXTRA INFORMATION FOR VOLUNTEERS



PUBLIC COMMENT

As per the volunteer Code of Conduct, volunteers are not permitted to make any public comment on behalf of the Authority unless specifically authorised to do so.

All media enquiries related to the Authority must be referred to the Communications Manager who will advise the Executive Director (ED) as required.

The Communications Manager or Manager Visitor Services and Community Engagement, in consultation with the ED, will determine which volunteers shall be authorised to make public comment on a case-by-case basis.

Making comment as a private citizen or as a member of a volunteer organization is different to making statements that could be construed to represent a position of BGPA, however, volunteers are requested to be mindful of how any comment will be perceived.

UNIFORMS AND STANDARDS OF APPEARANCE

Each volunteer group has different standards and dress guidelines that must be observed. These guidelines standards maximise volunteer safety and enhance volunteers' roles as ambassadors for BGPA.

USE OF ELECTRONIC DEVICES

Volunteers are asked to follow these guidelines regarding use of internet access via BGPA equipment, mobile phones and cameras:

- Volunteers may have access to the Internet, email and cameras to carry out their usual role if required.
- Please limit use of personal mobile phones, the Internet, cameras and other devices. Your use of these devices must not interfere with your volunteer role, or with people around you.
- Photos or video of park visitors may not be taken without their prior permission.
- Discriminatory, offensive or harassing messages must not be sent or exchanged.
- Volunteers may not access inappropriate websites (ie those containing illegal or offensive material) or play electronic games while on duty.
- Please do not exchange any confidential or sensitive information held by the Authority.

ANNUAL GENERAL MEETINGS

Each volunteer group conducts their own Annual General Meeting. Please contact your volunteer group President for dates and information on the next AGM. All new volunteers are encouraged to join the committee when the time is right.

CONSTITUTIONS AND BY-LAWS

Each volunteer group holds copies of its own Constitution. If you would like a copy, please contact your volunteer group President.



VOLUNTEER NAME BADGES

Each volunteer group may have its own name badge style and certain volunteer groups give out name badges at ceremonies after training, such as the Kings Park Guides. For all other volunteer groups please contact your volunteer group to ask about the procedures for name badges.

VOLUNTEER GROUP NEWSLETTERS

Each volunteer group sends out newsletters either electronically or by mail. Newsletters are an important source of information. If you are not receiving newsletters, please contact your volunteer group President.

VOLUNTEER'S RECOGNITION EVENT

All volunteers who have consistently volunteered during the year are invited to the annual Volunteers' Recognition and Appreciation event held in early December. The BGPA Events team asks each volunteer group for a list of names of 'active' volunteers to be invited to the annual event. RSVPs must be sent directly to rsvp@bgpa.wa.gov.au or by calling (9480 3608.)

VOLUNTEERS RECOGNITION AND YEARS OF SERVICE AWARDS

Our volunteers are highly valued. Volunteers are formally recognised for their length of service and for particularly valuable contributions made by individuals via each volunteering group. Details of years of service are held with each volunteer group. Please note, this is not for years of membership, it is for volunteering only.

VALUABLES

Please do not leave any valuables in your vehicle or an unstaffed area. Keep your valuables on you at all times or ensure they are stored in a safe, secure area. If you notice anything suspicious, such as a people looking into cars, please call the PMOs on 0418 923 973.

WORKING WITH CHILDREN CHECK

All volunteers who volunteer with children at Kings Park or Bold Park must have a current Working With Children Check. The cost of the Working With Children Check is met by the volunteer.



FEDERAL POLICE CLEARANCE

Federal Police Clearances **are not required** when volunteering with BPGA. However, from time to time, the Volunteer Coordinator may introduce a volunteer role that requires a Federal Police Clearance as part of a new volunteer role.

PHOTO/VIDEO PERMISSION FORMS

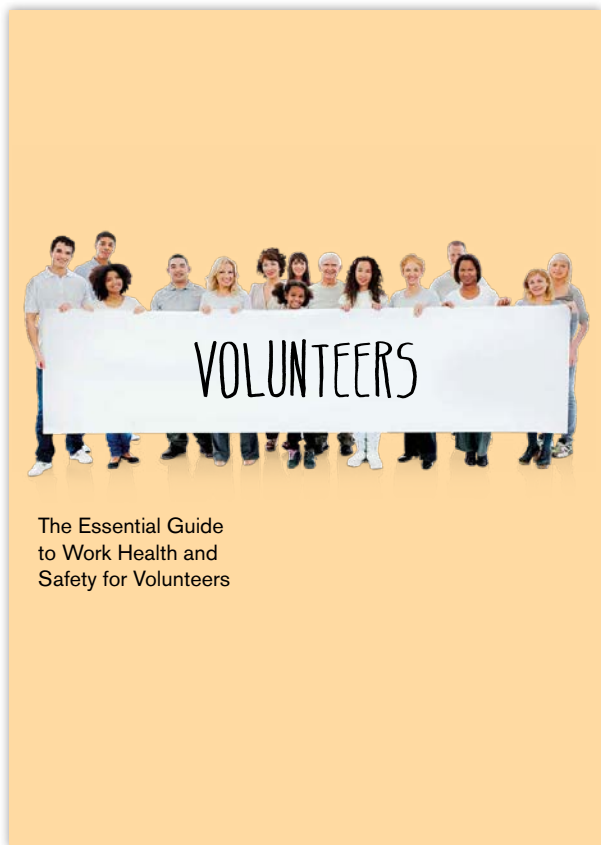
BGPA volunteers must signed a photo/video permission form prior to any photo or video being taken of them. Images may only be used if a permission form has been completed. The same applies to volunteers taking photos of the public in the park.

ONCE-OFF VOLUNTEERING

From time to time, once-off volunteer opportunities arise for BPGA events, such as the Kings Park Education special events days, native plants sales etc. All volunteers must complete a once-off Volunteer Application form and a Code of Conduct form. Some once-off roles may require a Working With Children Check. For more information please contact the Volunteer Coordinator.

THE ESSENTIAL GUIDE TO WORK HEALTH AND SAFETY FOR VOLUNTEERS

If you would like to read more about the Work Health and Safety Laws 2020, there is an easy-to-read guide for Volunteers.



Visit: www.safeworkaustralia.gov.au/system/files/documents/1703/volunteers_guide.pdf



VOLUNTEERING AUSTRALIA

Volunteering Australia is the national peak body for volunteering, working to advance volunteering in the Australian community. Visit: www.volunteeringaustralia.org

VOLUNTEERING WA

The Volunteer Coordinator is a member of Volunteering WA and meets once a month at a volunteer managers network. As a volunteer at Kings Park and Bold Park, free volunteer training arises from time to time. Please contact the Volunteer Coordinator to discuss the availability of training with Volunteering WA.

Visit: www.volunteeringwa.org.au/#/





KEY

Contacts

KEY CONTACTS

PARK MANAGEMENT OFFICERS (PMO)	0418 923 973
VOLUNTEER COORDINATOR	(08) 9480 3678 volunteer@dbca.wa.gov.au
KINGS PARK GENERAL ENQUIRIES	(08) 9480 3600 enquiries@bgpa.wa.gov.au
BOLD PARK GENERAL ENQUIRIES	(08) 9480 3600 info@friendsofboldpark.com.au
ASPECTS GALLERY SHOP	(08) 9480 3900 info@aspectsofkingspark.com.au
KINGS PARK BOOKINGS FOR VENUES	(08) 9480 3624 bookings@bgpa.wa.gov.au
EDUCATION SCHOOL BOOKINGS	(08) 9480 3638 education@bgpa.wa.gov.au
FRIENDS OF KINGS PARK	(08) 9480 3643 admin@friendsofkingspark.com.au
FOKP WANJU MARR CARERS	(08) 9480 3629 wanjumarr@gmail.com
KINGS PARK GUIDES OFFICE	(08) 9480 3650 secretary@kingspark.com.au
VISITOR INFORMATION CENTRE	(08) 9480 3634
HONOUR AVENUES GROUP	(08) 9480 3913 enquiries@honouravenueskingspark.com.au
WORK HEALTH & SAFETY OFFICER	Latitia Badgett bgpa-safety-officer@dbca.wa.gov.au





EMERGENCY EVACUATION *Diagrams*

- NURSERY OFFICE, KINGS PARK
 - NURSERY CURATORS OFFICE, KINGS PARK
 - KINGS PARK DEPOT - GLASSHOUSE 5
 - KINGS PARK DEPOT - SCIENCE GLASSHOUSE
 - KINGS PARK DEPOT - ARCHIVES & STORAGE
 - KINGS PARK DEPOT - GROWING FRIENDS DONGA
 - KINGS PARK DEPOT - FRIENDS POTTING SHED
 - KINGS PARK DEPOT - PLANT DEVELOPMENT GLASSHOUSE
 - VISITOR INFORMATION CENTRE
 - WANJU MARR VOLUNTEER HUB
 - BGPA ADMINISTRATION BUILDING
 - GROUNDS & INFRASTRUCTURE STAFF OFFICE
 - EDUCATION CENTRE, KINGS PARK
 - MAIN LODGE, KINGS PARK & BOTANIC GARDEN
-
- PERRY HOUSE, BOLD PARK
 - WA ECOLOGY CENTRE, BOLD PARK
 - PEREGRINE HOUSE, BOLD PARK
 - BOLD PARK DEPOT

PLEASE NOTE:

The follow Evacuation Diagrams for various locations and buildings at both Kings Park and Bold Park are for your reference only. It is your duty as a volunteer to familiarise yourself with the Evacuation Maps and Diagrams while volunteering at Kings Park or Bold Park on site.

While on duty, should a Fire Warden come into your area, and request you to evacuate, you need to immediately follow all directions and orders from the Fire Warden or safety representative in the area you are volunteering. All volunteers must abide by any building evacuation drill.

If you're in immediate danger, call 000.

BGPA OHS committee keeps evacuation plans/diagrams up to date. If you have any updates that you would like to see on the evacuation plans, please contact the Volunteer Coordinator who can liaise directly with the Emergency Management Plan(EMP) Committee. The EMP is responsible for the plans.









NURSERY OFFICE

EMERGENCY EVACUATION DIAGRAM

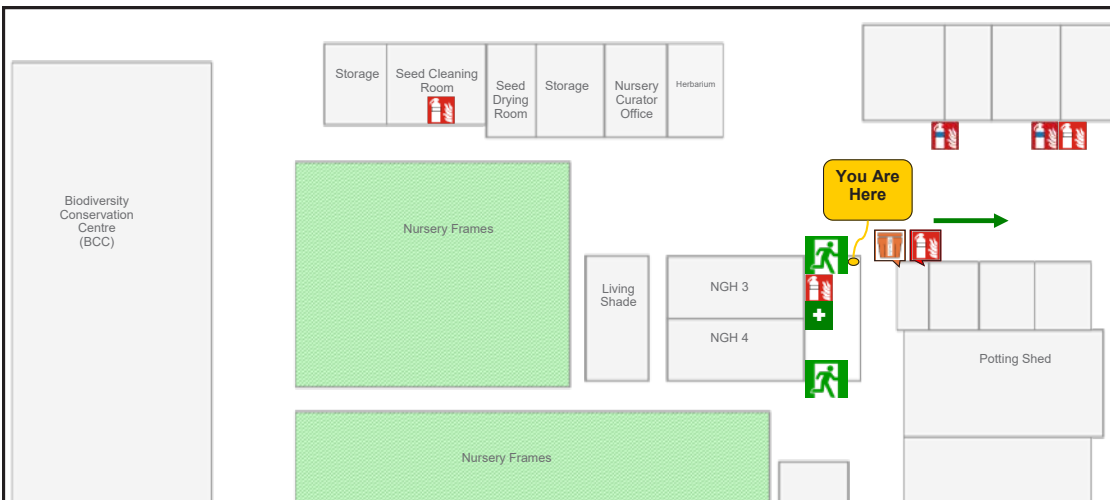
Kings Park Depot - Nursery Office

2 Kattidj Close, Kings Park

LEGEND

-  Emergency Exit
-  First aid kit
-  Dry chemical powder extinguisher
-  CO₂ extinguisher
-  Foam extinguisher
-  Spill Kit

- 1** When the alarm is raised or an emergency discovered, stop what you are doing and advise your warden. Ensure the relevant Emergency Services have been called and request assistance (Police, Fire or Ambulance).
- 2** Under the direction of your warden, evacuate the building via the Emergency Exits. If no warden is present, evacuate immediately. Ensure all areas including toilets have been thoroughly checked. Advise emergency services if any areas cannot be checked.
- 3** Do not panic. Move to the Assembly Area as directed.
- 4** Do not return to the building until given the 'All Clear' by the Chief Warden or Emergency Services.








Issue date: April 2022 Valid to: April 2027 Emergency Management Plan > Evacuation Diagrams

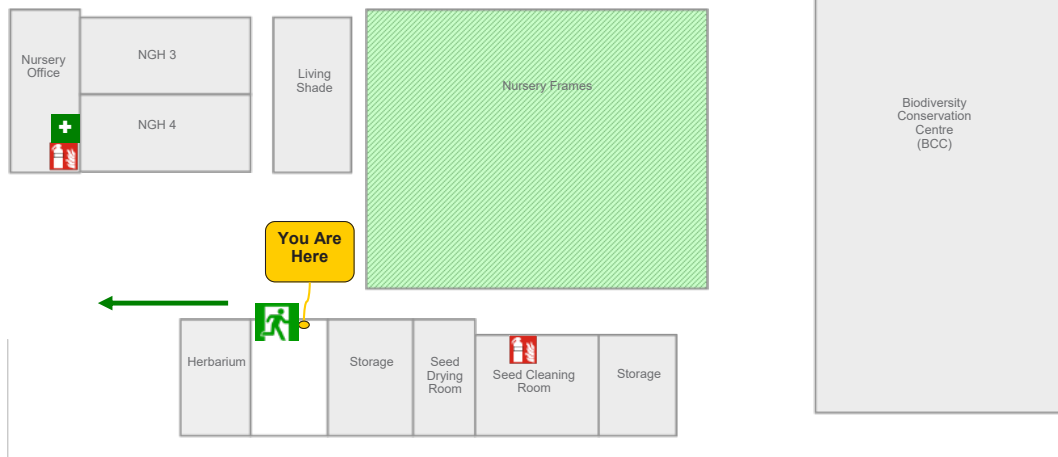
NURSERY CURATOR OFFICE

EMERGENCY EVACUATION DIAGRAM **Kings Park Depot - Nursery Curator Office** **2 Kattidj Close, Kings Park**

LEGEND

-  Emergency Exit
-  First aid kit
-  Dry chemical powder extinguisher
-  CO₂ extinguisher
-  Foam extinguisher

- 1** When the alarm is raised or an emergency discovered, stop what you are doing and advise your warden. Ensure the relevant Emergency Services have been called and request assistance (Police, Fire or Ambulance).
- 2** Under the direction of your warden, evacuate the building via the Emergency Exits. If no warden is present, evacuate immediately. Ensure all areas including toilets have been thoroughly checked. Advise emergency services if any areas cannot be checked.
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- 4** Do not return to the building until given the 'All Clear' by the Chief Warden or Emergency Services.



Issue date: April 2022

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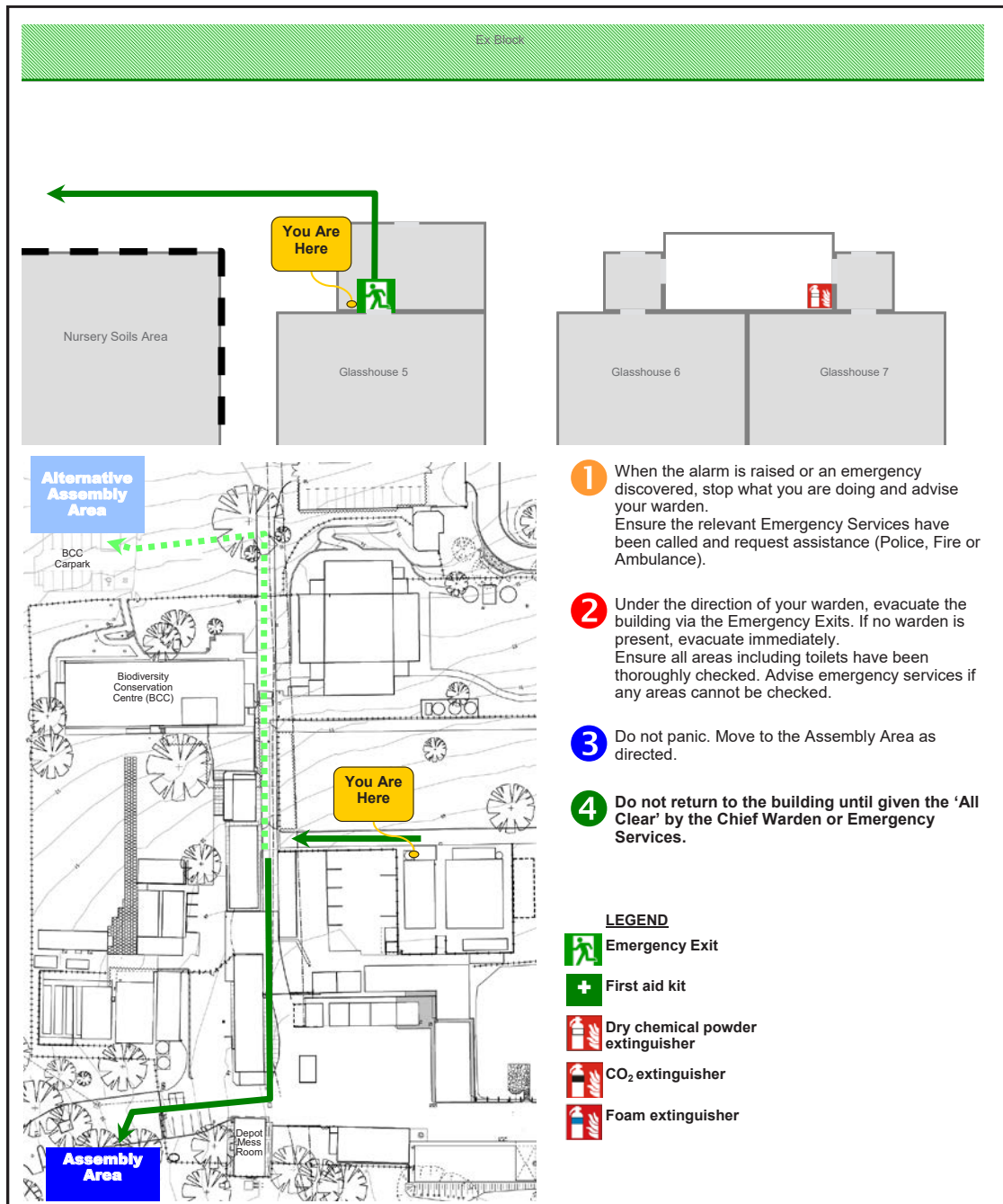
Emergency Management Plan > Evacuation Diagrams

KINGS PARK DEPOT - GLASSHOUSE 5

EMERGENCY EVACUATION DIAGRAM

Kings Park Depot - Glasshouse 5

2 Kattidj Close, Kings Park



Issue date: April 2022

Valid to: April 2027

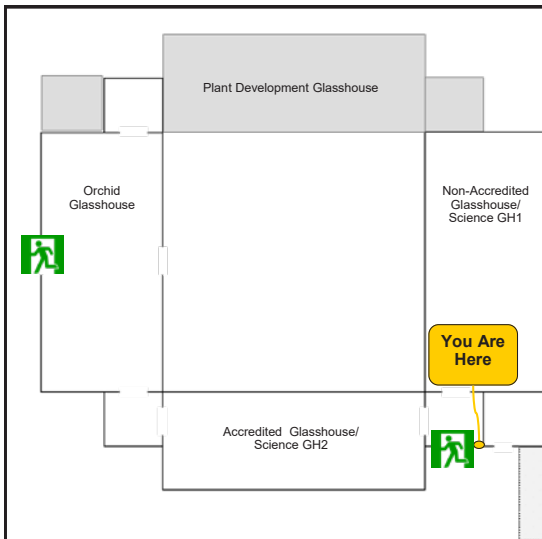
Emergency Management Plan > Evacuation Diagrams

KINGS PARK DEPOT - SCIENCE GLASSHOUSE

EMERGENCY EVACUATION DIAGRAM

BCC - Science Glasshouses

2 Kattidj Close, Kings Park



1 When the alarm is raised or an emergency discovered, stop what you are doing and advise your warden.

Ensure the relevant Emergency Services have been called and request assistance (Police, Fire or Ambulance).

2 Under the direction of your warden, evacuate the building via the Emergency Exits. If no warden is present, evacuate immediately.

Ensure all areas including toilets have been thoroughly checked. Advise emergency services if any areas cannot be checked.

3 Do not panic. Move to the Assembly Area as directed.




4 Do not return to the building until given the 'All Clear' by the Chief Warden or Emergency Services.



LEGEND

 Emergency Exit

NEARBY EQUIPMENT

-  First Aid Kit BCC, Ground Floor - Lunch Room
-  Dry chemical powder extinguisher BCC, Ground Floor - Lunch Room
-  CO₂ extinguisher BCC, Ground Floor - Corridor opposite Meeting Room 1

Issue date: April 2022

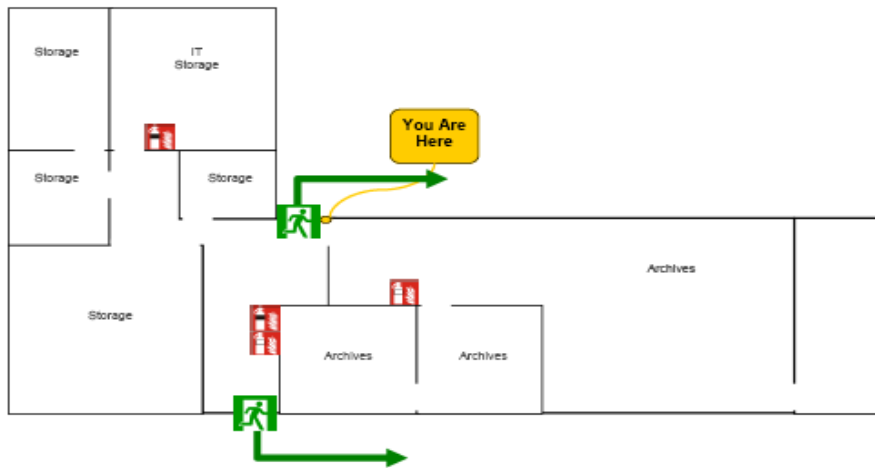
Valid to: April 2027

Emergency Management Plan > Evacuation Diagrams

DEPOT - ARCHIVES & STORAGE BUILDING

EMERGENCY EVACUATION DIAGRAM

Depot - Archives & Storage Building off Fraser Avenue, Kings Park

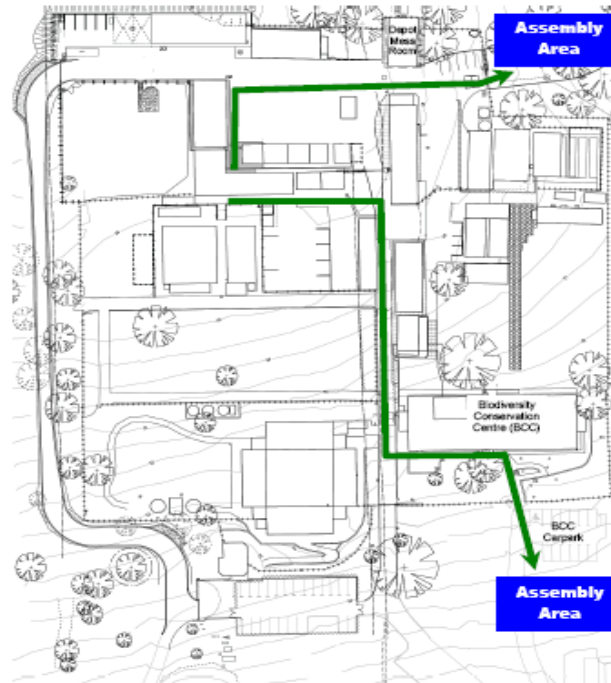


- 1** When the alarm is raised or an emergency discovered, stop what you are doing and advise your warden.

Ensure the relevant Emergency Services have been called and request assistance (Police, Fire or Ambulance).
- 2** Under the direction of your warden, evacuate the building via the Emergency Exits. If no warden is present, evacuate immediately.

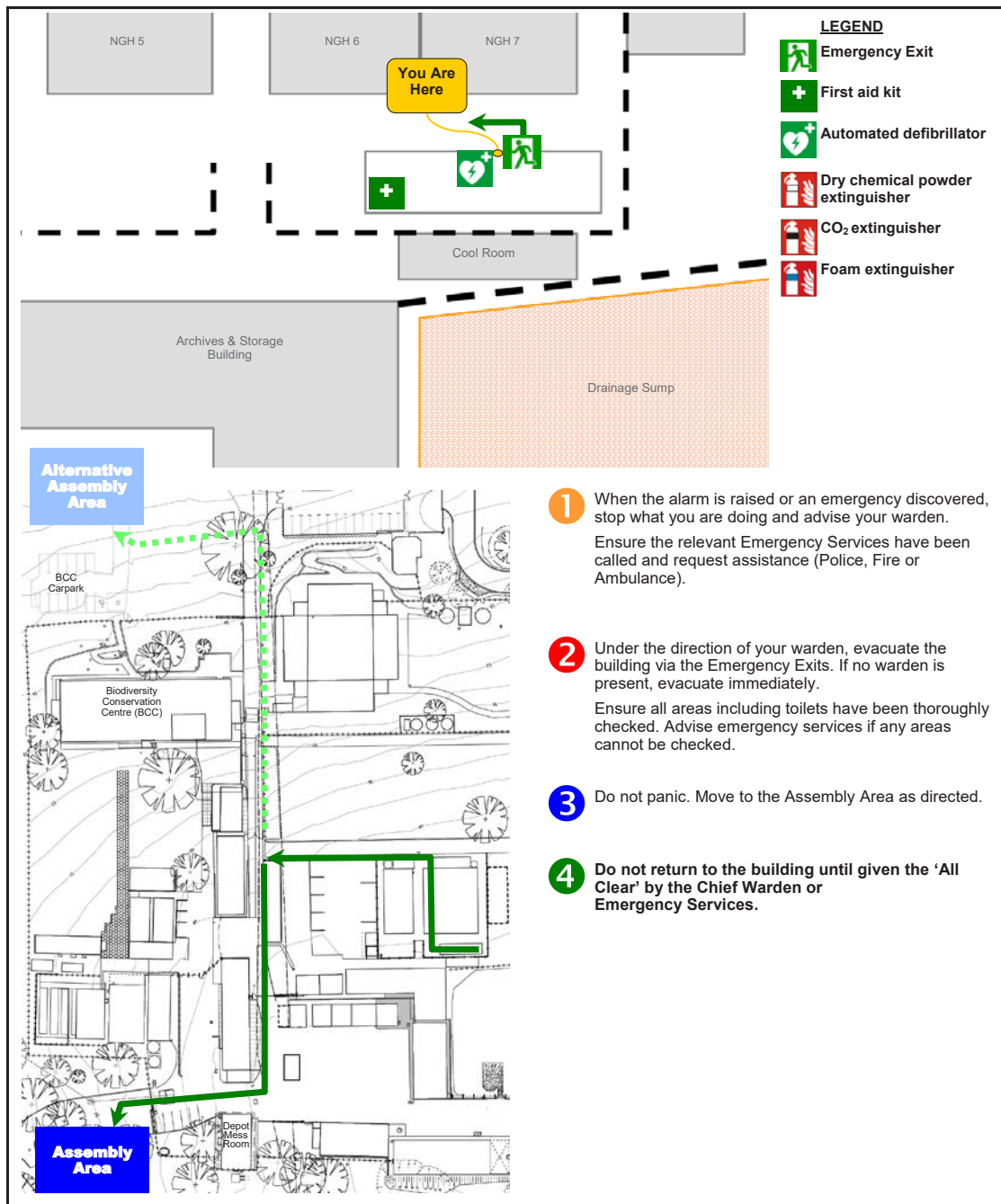
Ensure all areas including toilets have been thoroughly checked. Advise emergency services if any areas cannot be checked.
- 3** Do not panic. Move to the Assembly Area.
- 4** Do not return to the building until given the 'All Clear' by the Chief Warden or Emergency Services.

- LEGEND**
- Emergency Exit
 - First aid kit
 - Dry chemical powder extinguisher
 - CO₂ extinguisher
 - Foam extinguisher



DEPOT - GROWING FRIENDS DONGA

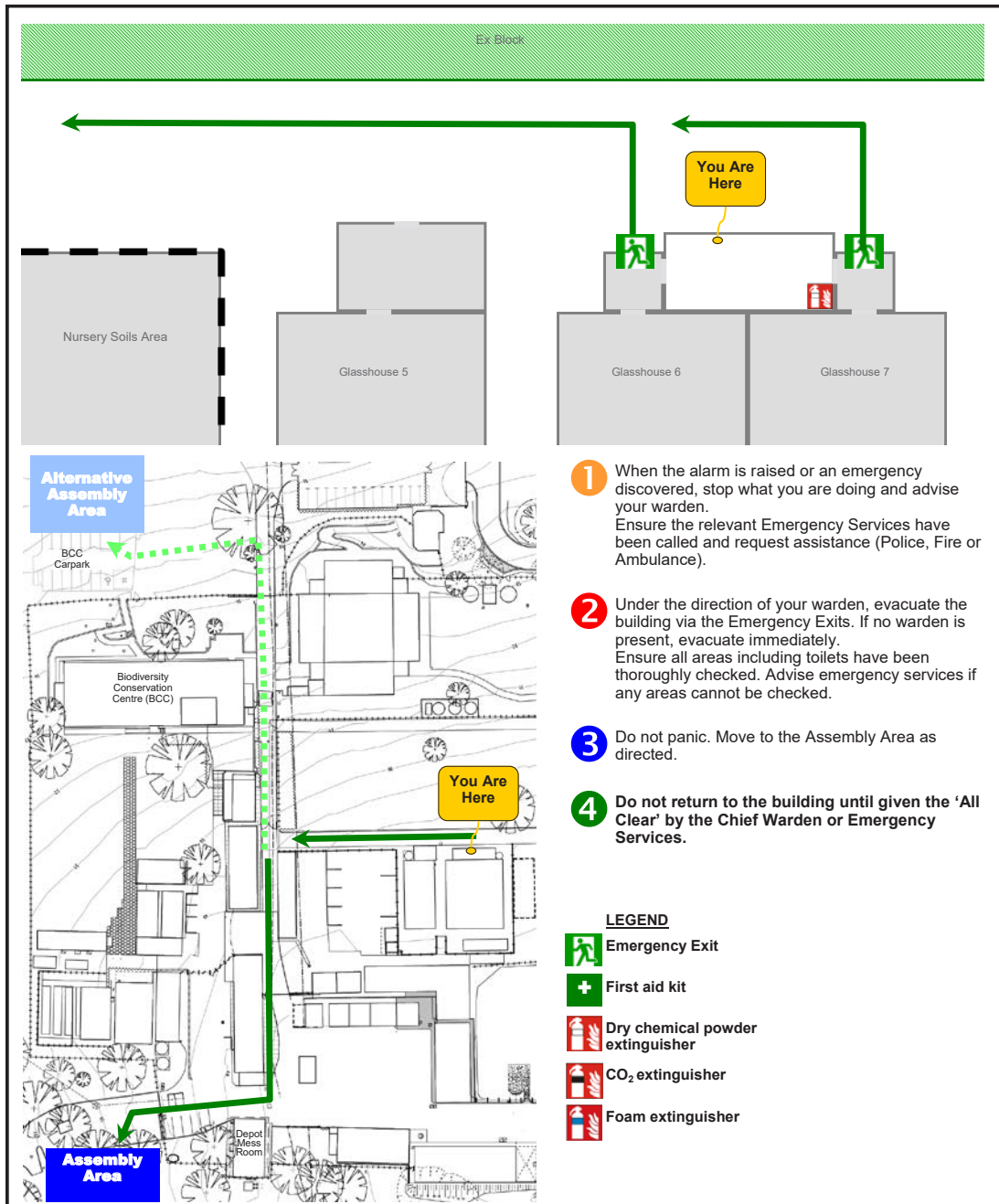
EMERGENCY EVACUATION DIAGRAM **Kings Park Depot - Growing Friends Donga** 2 Kattidj Close, Kings Park



Issue date: April 2022 Valid to: April 2027 Emergency Management Plan > Evacuation Diagrams

FRIENDS POTTING SHED

EMERGENCY EVACUATION DIAGRAM **Kings Park Depot - Friends Potting Shed** 2 Kattidj Close, Kings Park

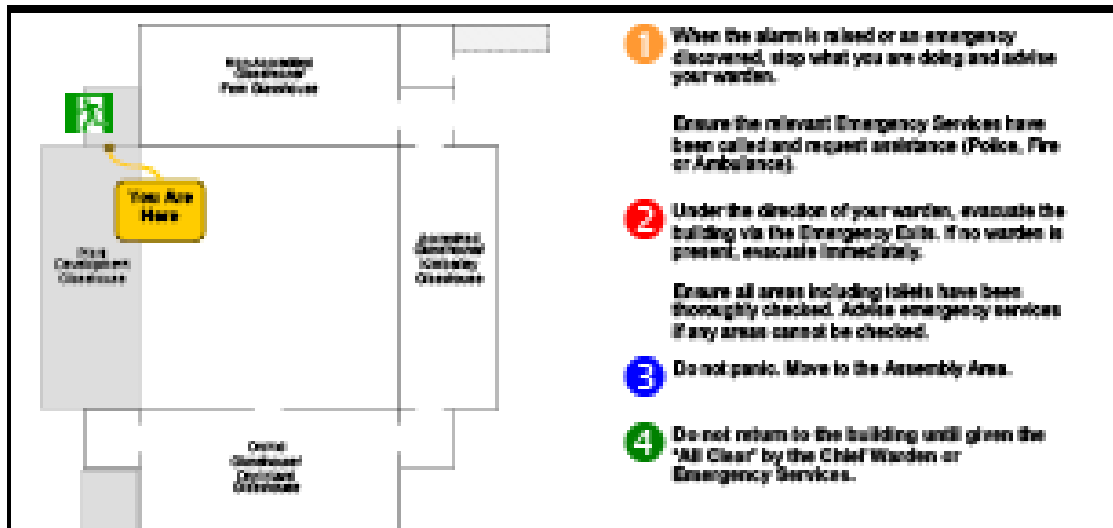


Issue date: April 2022 Valid to: April 2027 Emergency Management Plan > Evacuation Diagrams

DEPOT - PLANT DEVELOPMENT GLASSHOUSE

EMERGENCY EVACUATION DIAGRAM

Kings Park Depot - Plant Development Glasshouse *off Kattidj Close, Kings Park*



1 When the alarm is raised or an emergency discovered, stop what you are doing and advise your warden.

Ensure the relevant Emergency Services have been called and request assistance (Police, Fire or Ambulance).

2 Under the direction of your warden, evacuate the building via the Emergency Exits. If no warden is present, evacuate immediately.

Ensure all areas including toilets have been thoroughly checked. Advise emergency services if any areas cannot be checked.

3 Do not panic. Move to the Assembly Area.

4 Do not return to the building until given the 'All Clear' by the Chief Warden or Emergency Services.

LEGEND

 Emergency Exit

HEAVEN EQUIPMENT

	First Aid Kit	BCC, Ground Floor - Lunch Room
	Cryogenic gas cylinder extinguisher	BCC, Ground Floor - Lunch Room
	CO ₂ extinguisher	BCC, Ground Floor - Corridor opposite Meeting Room 1



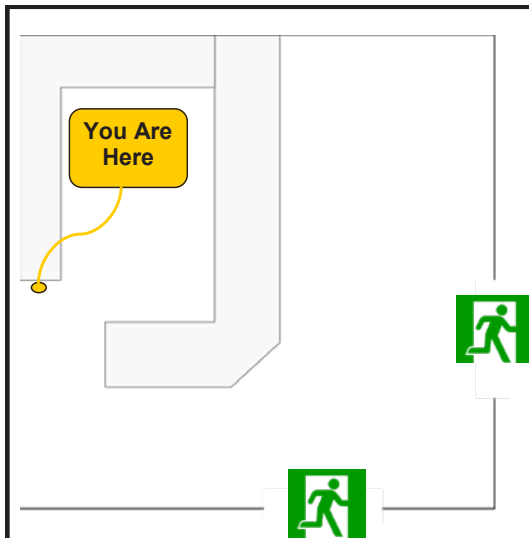
Issue Date: December 2017 | Valid to: March 2020 | © NEWCASTLE FIRE & RESCUE - Fire Prevention

VISITOR INFORMATION CENTRE

EMERGENCY EVACUATION DIAGRAM

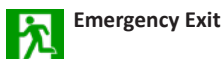
Visitor Information Centre

66 Fraser Avenue, Kings Park







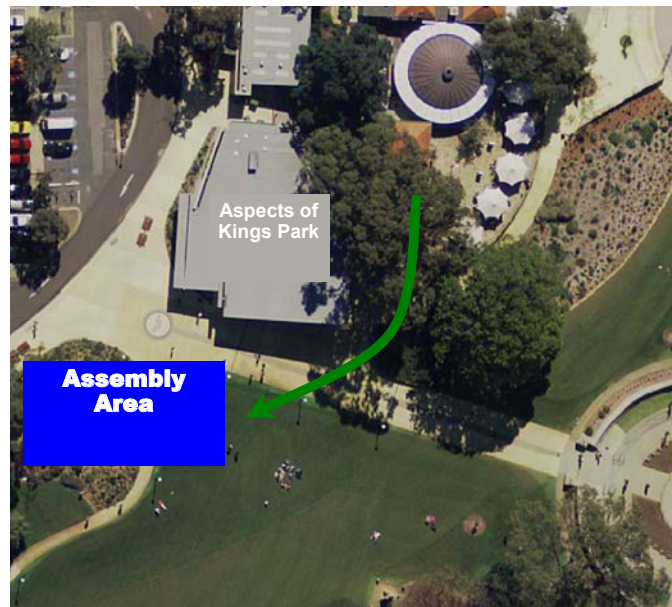
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LEGEND



NEARBY EQUIPMENT

	First Aid Kit	Aspects of Kings Park - Office
	Automated Defibrillator	Aspects of Kings Park - Office
	Dry chemical powder extinguisher	Aspects of Kings Park - Retail Area
	CO ₂ extinguisher	Aspects of Kings Park - Office



Issue date: April 2022

Valid to: April 2027

Emergency Management Plan > Evacuation Diagrams

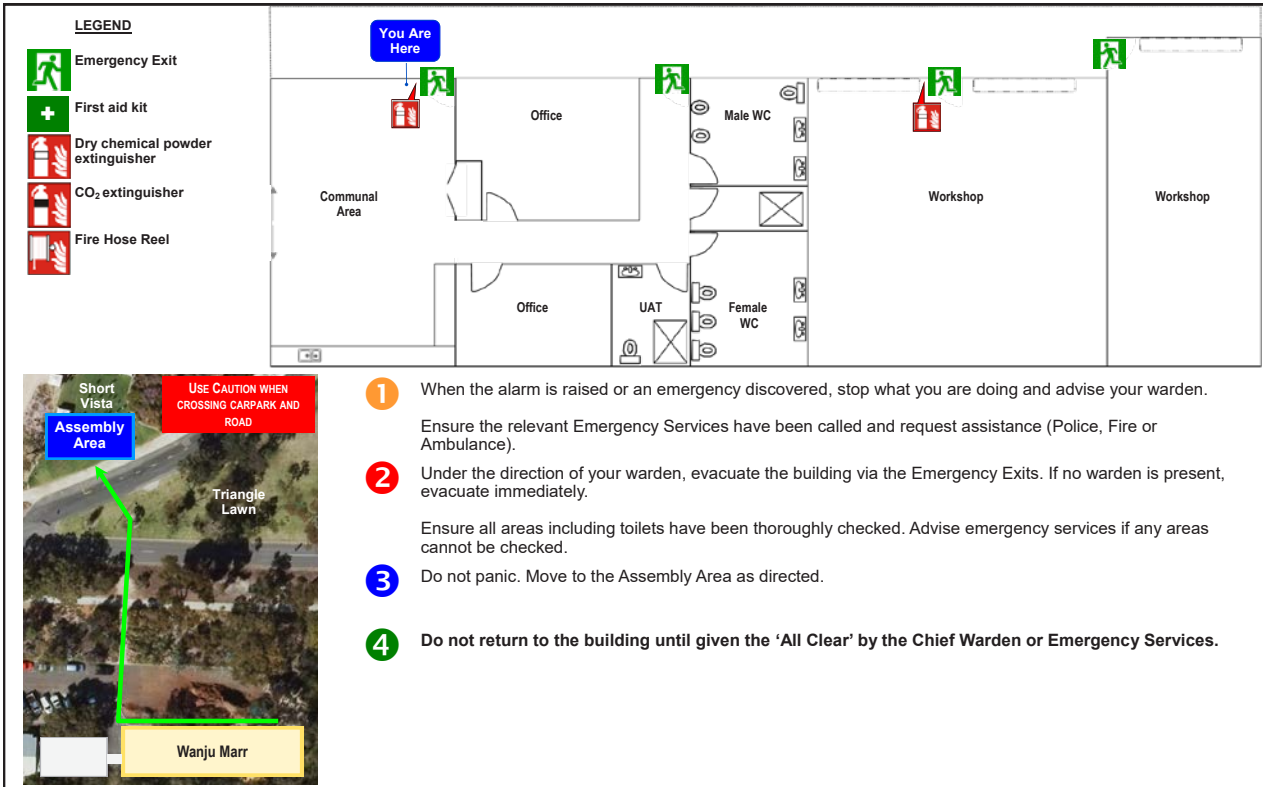
WANJU MARR



EMERGENCY EVACUATION DIAGRAM

Wanju Marr

20 Lovekin Drive, Kings Park



Issue date: April 2022 Valid to: April 2027 Emergency Management Plan > Evacuation Diagrams



BGPA ADMINISTRATION BUILDING

EMERGENCY EVACUATION DIAGRAM

BGPA Administration Building

1 Kattidj Close, Kings Park

LEGEND

-  Emergency Exit
-  First aid kit
-  Automated defibrillator
-  Dry chemical powder extinguisher
-  CO₂ extinguisher

- 1** When the alarm is raised or an emergency discovered, stop what you are doing and advise your warden. Ensure the relevant Emergency Services have been called and request assistance (Police, Fire or Ambulance).
- 2** Under the direction of your warden, evacuate the building via the Emergency Exits. If no warden is present, evacuate immediately. Ensure all areas including toilets have been thoroughly checked. Advise emergency services if any areas cannot be checked.
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Emergency Management Plan > Evacuation Diagrams







GROUNDS & INFRASTRUCTURE STAFF OFFICE

EMERGENCY EVACUATION DIAGRAM

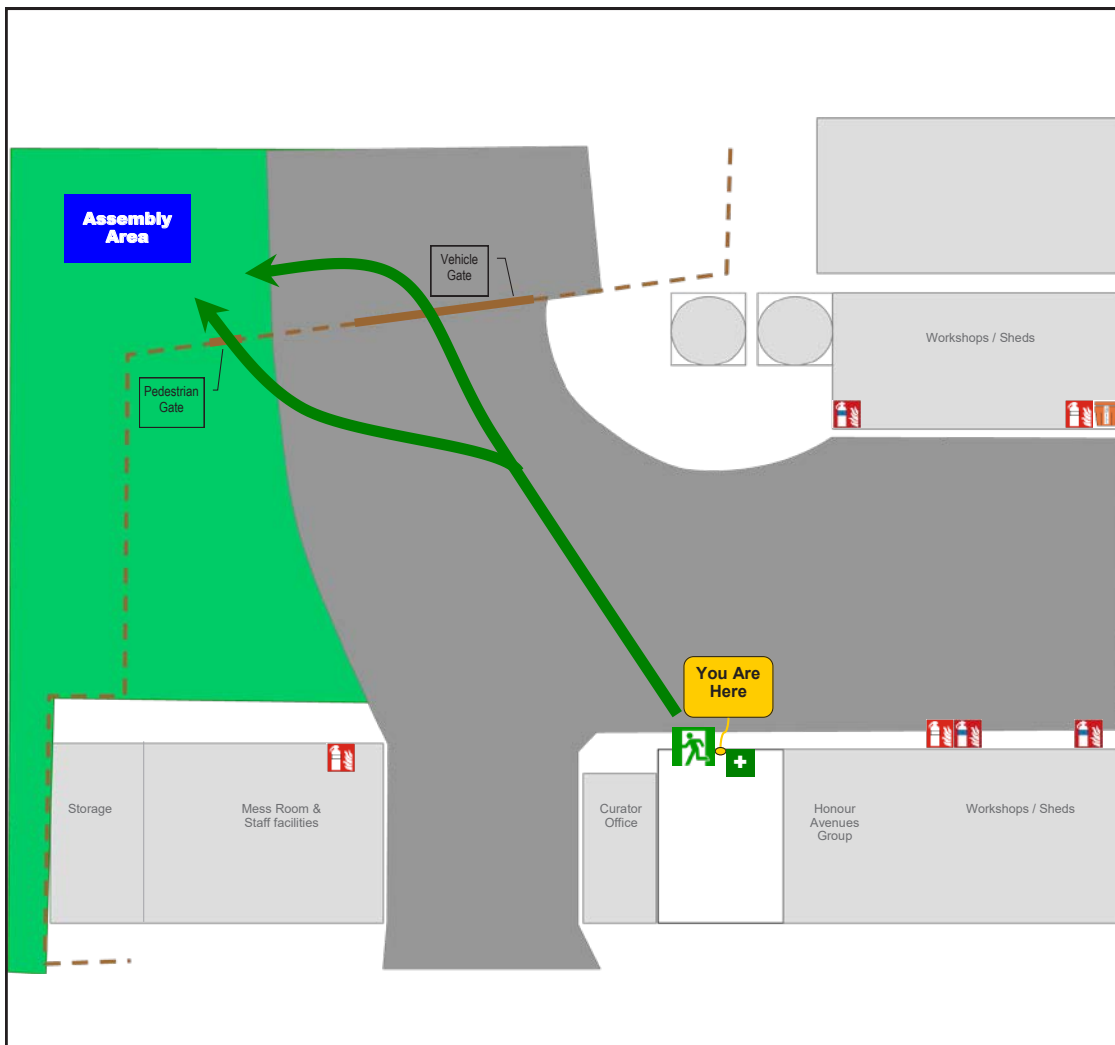
Grounds & Infrastructure Staff Office

2 Kattidj Close, Kings Park

LEGEND

-  Emergency Exit
-  First aid kit
-  Dry chemical powder extinguisher
-  CO₂ extinguisher
-  Foam extinguisher
-  Spill Kit

- 1** When the alarm is raised or an emergency discovered, stop what you are doing and advise your warden. Ensure the relevant Emergency Services have been called and request assistance (Police, Fire or Ambulance).
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Issue date: April 2022

Valid to: April 2027

Emergency Management Plan > Evacuation Diagrams





KINGS PARK EDUCATION BUILDING

EMERGENCY EVACUATION DIAGRAM

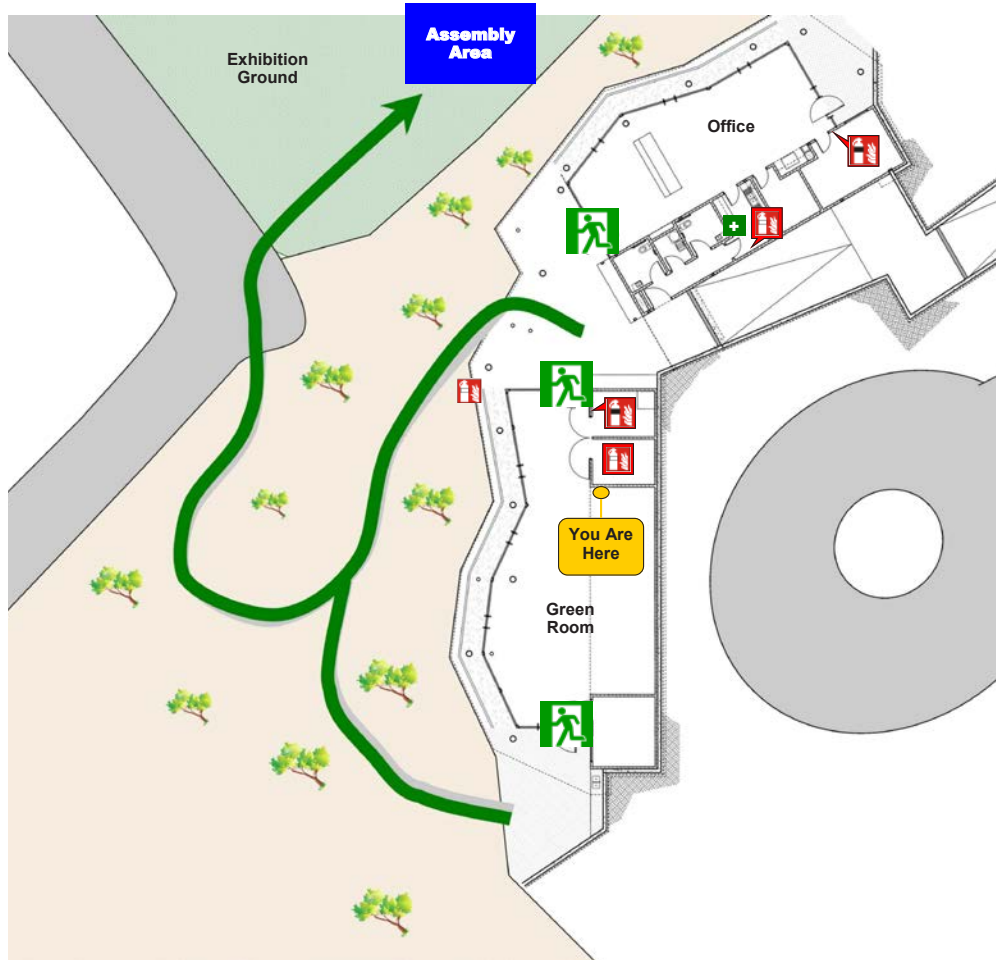
Kings Park Education Building

4 Kattidj Close, Kings Park

LEGEND

-  Emergency Exit
-  First aid kit
-  Dry chemical powder extinguisher
-  CO₂ extinguisher

- 1** When the alarm is raised or an emergency discovered, stop what you are doing and advise your warden. Ensure the relevant Emergency Services have been called and request assistance (Police, Fire or Ambulance).
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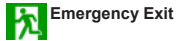
Emergency Management Plan > Evacuation Diagrams

MAIN LODGE

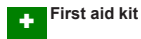
EVACUATION DIAGRAM

Main Lodge, Kings Park and Botanic Garden 2 Fraser Avenue, Kings Park

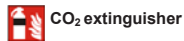
LEGEND



Emergency Exit



First aid kit



CO₂ extinguisher

1

When the alarm is raised or an emergency discovered, stop what you are doing and advise your warden. Ensure the relevant Emergency Services have been called and request assistance (Police, Fire or Ambulance).

2

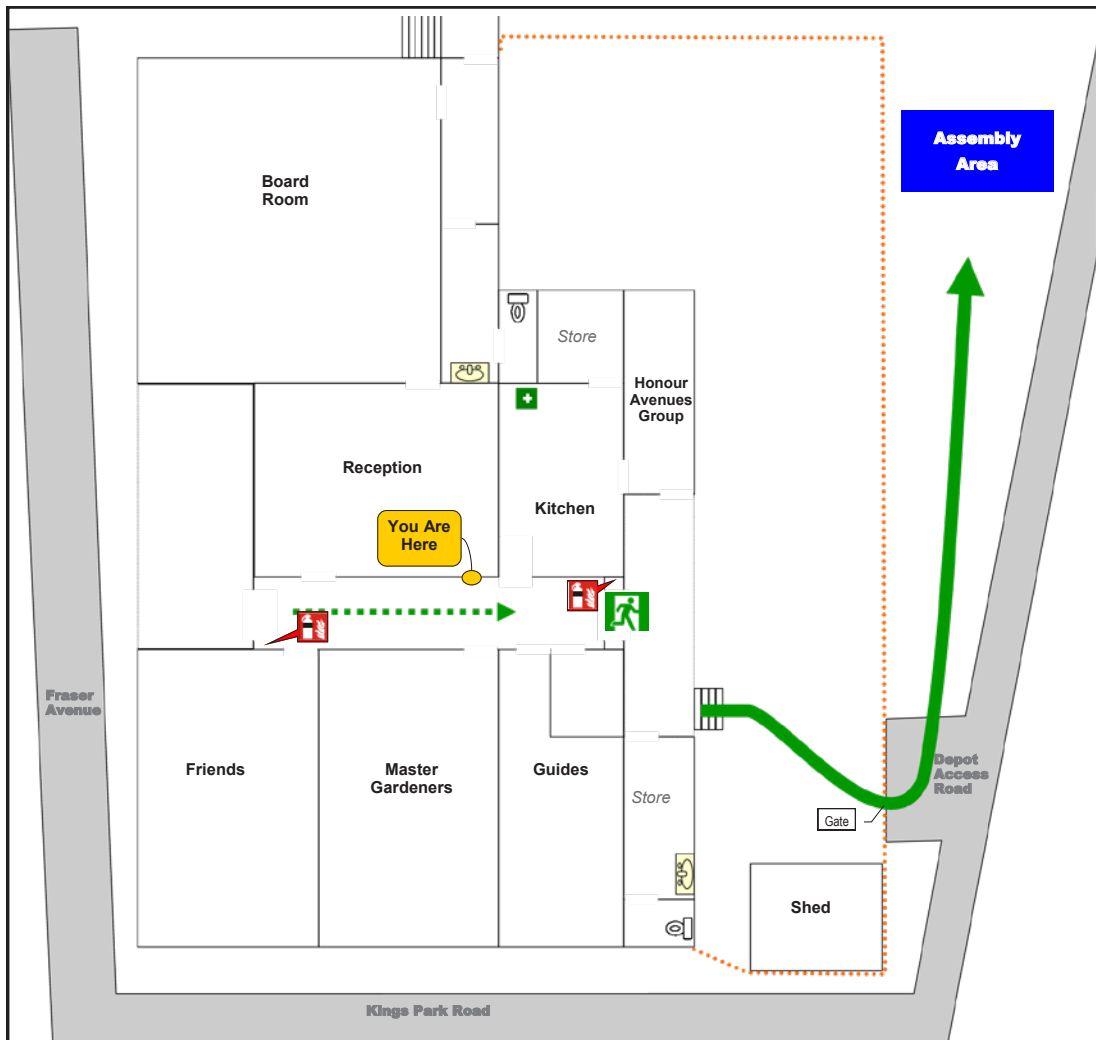
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Emergency Management Plan > Evacuation Diagrams

PERRY HOUSE, BOLD PARK

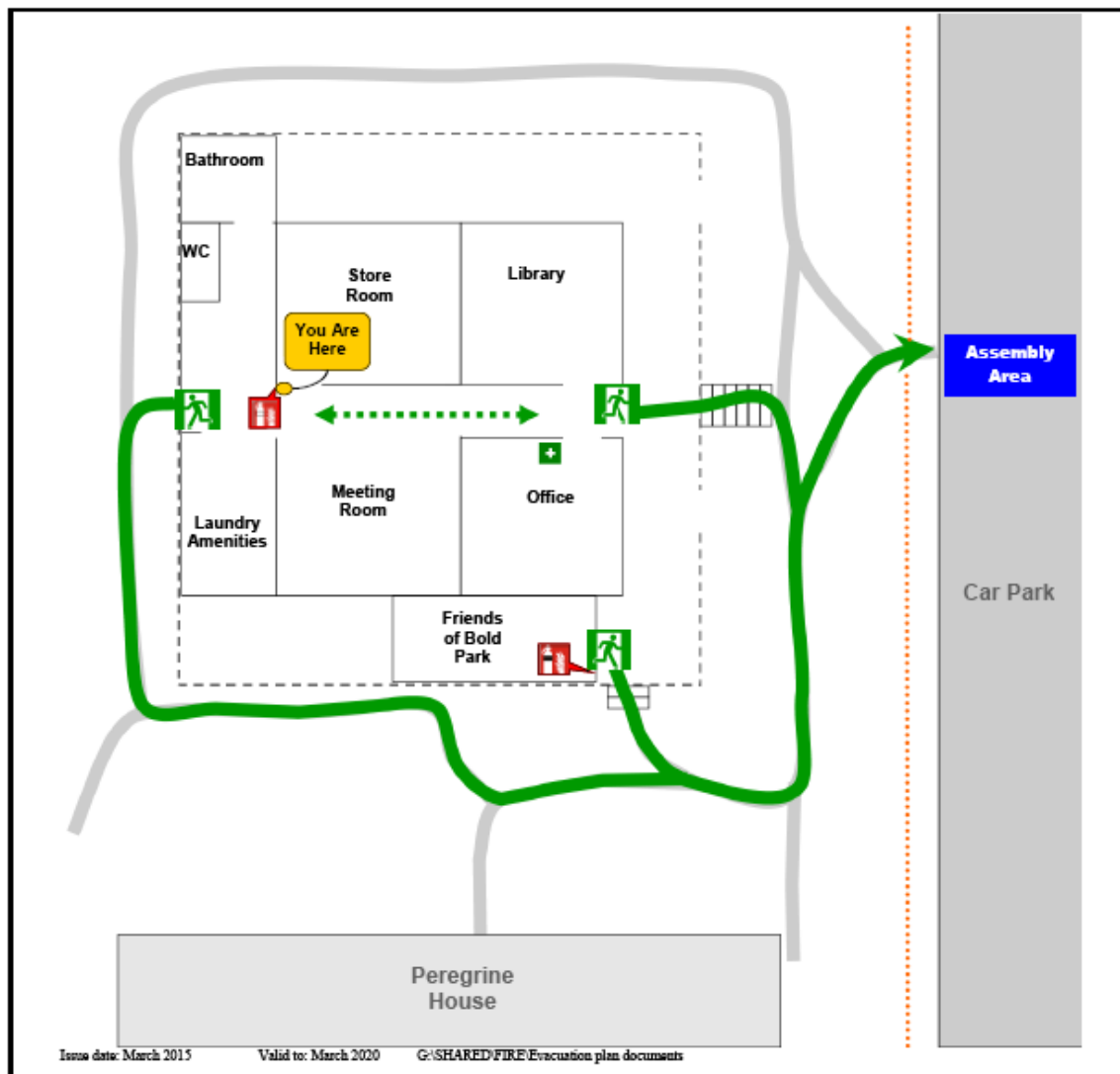
EMERGENCY EVACUATION DIAGRAM

Perry House, Bold Park 167 Perry Lakes Drive, Floreat

LEGEND

-  Emergency Exit
-  First aid kit
-  Dry chemical powder extinguisher
-  CO₂ extinguisher

- 1** When the alarm is raised or an emergency discovered, stop what you are doing and advise your warden. Ensure the relevant Emergency Services have been called and request assistance (Police, Fire or Ambulance).
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Issue date: March 2015

Valid to: March 2020

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WA ECOLOGY CENTRE, BOLD PARK

EMERGENCY EVACUATION DIAGRAM

WA Ecology Centre, Bold Park

165 Perry Lakes Drive, City Beach

LEGEND



Emergency Exit



First aid kit



Dry chemical powder extinguisher



CO₂ extinguisher

1

When the alarm is raised or an emergency discovered, stop what you are doing and advise your warden. Ensure the relevant Emergency Services have been called and request assistance (Police, Fire or Ambulance).

2

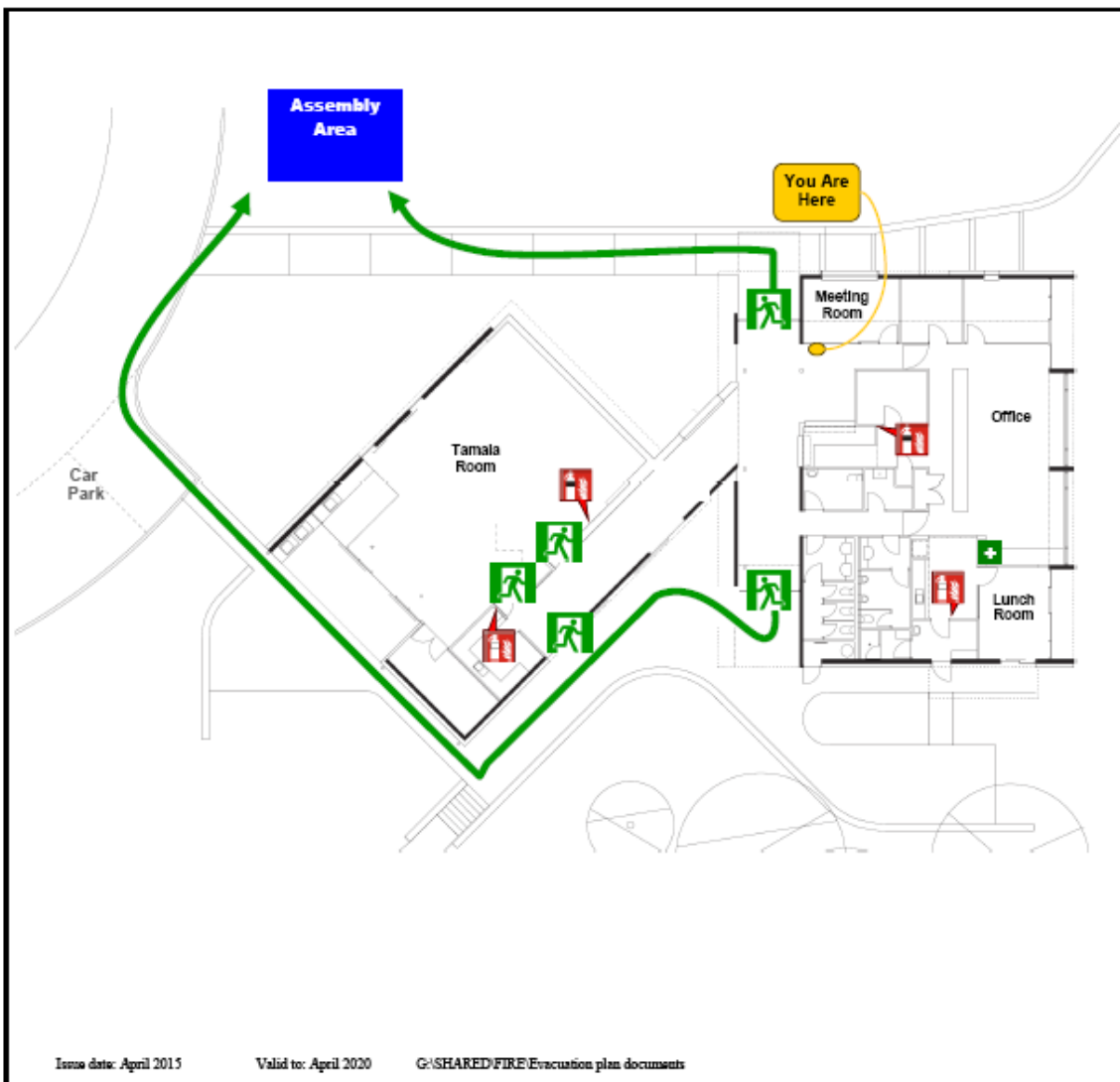
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PEREGRINE HOUSE, BOLD PARK

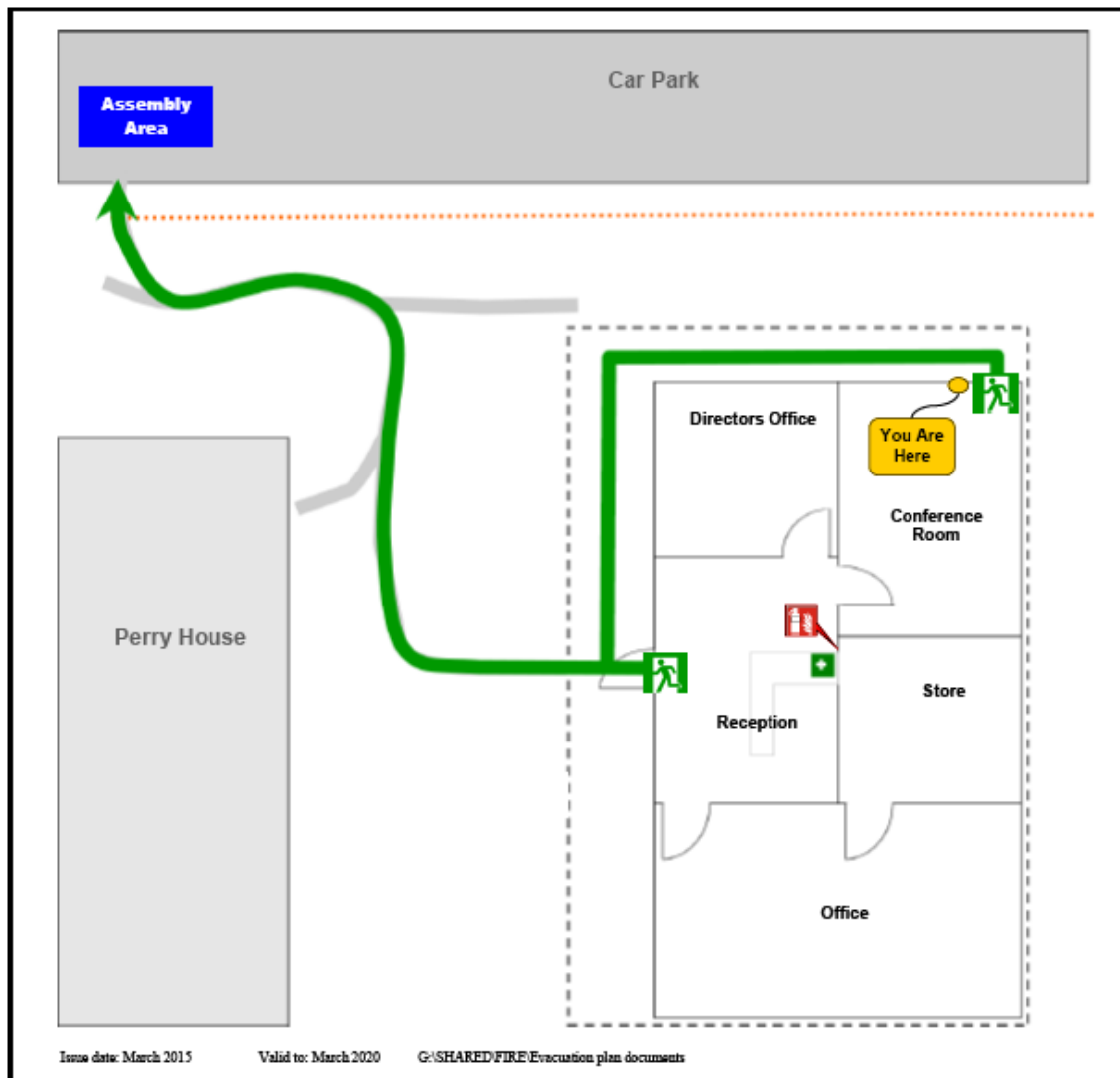
EMERGENCY EVACUATION DIAGRAM

Peregrine House, Bold Park ***167 Perry Lakes Drive, City Beach***

LEGEND

-  Emergency Exit
-  First aid kit
-  Dry chemical powder extinguisher

- 1** When the alarm is raised or an emergency discovered, stop what you are doing and advise your warden. Ensure the relevant Emergency Services have been called and request assistance (Police, Fire or Ambulance).
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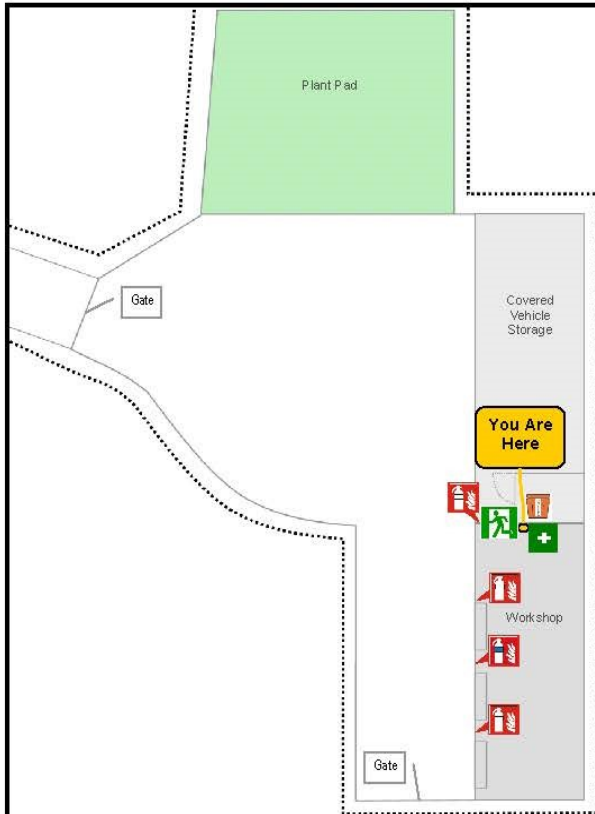


BOLD PARK DEPOT

EMERGENCY EVACUATION DIAGRAM

Bold Park Depot

165 Perry Lakes Drive, City Beach



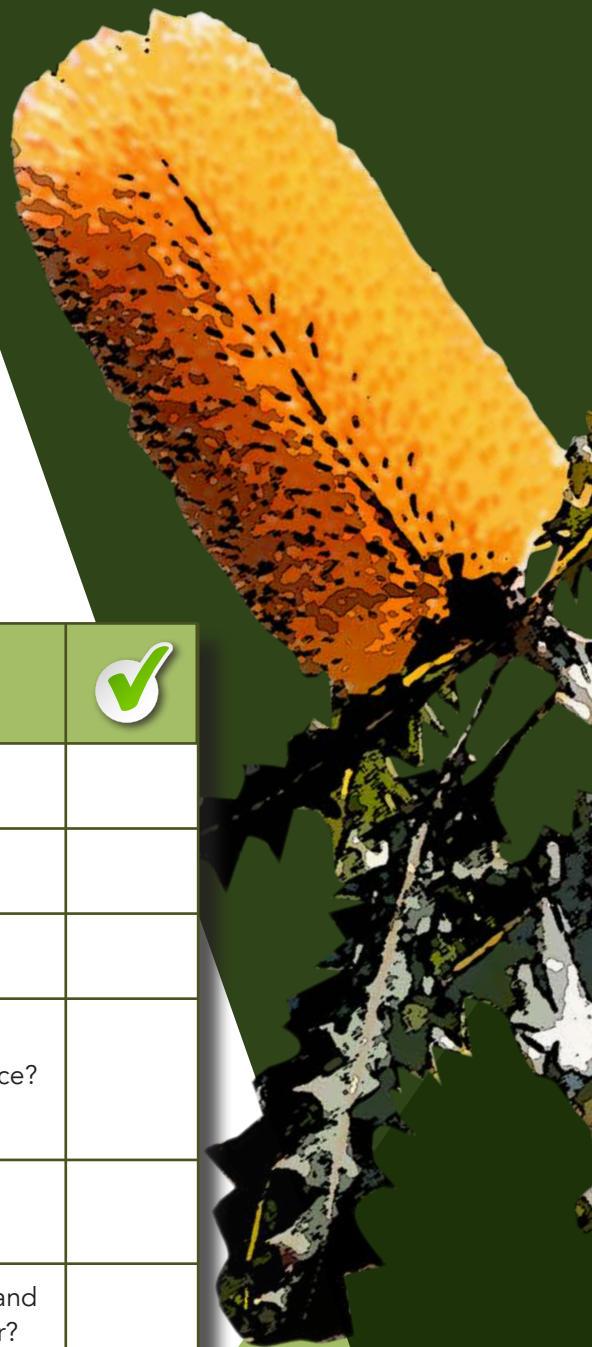
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LEGEND


-  Emergency Exit
-  First aid kit
-  Dry chemical powder extinguisher
-  CO₂ extinguisher
-  Foam extinguisher
-  Spill Kit



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VOLUNTEER *Checklist*

AS A VOLUNTEER HAVE YOU...?	
Returned the Volunteer Application Form?	
Signed and returned the Volunteer Code of Conduct Form?	
Received the volunteer role outline?	
Provided any essential information that is needed for the volunteer role such as Working With Children Check or Federal Police Clearance? - Please note only if required .	
Received information about the volunteer role start date, map and relevant information?	
Read the Volunteer Handbook as provided by the Botanic Gardens and Parks Authority under the volunteer group in which you volunteer for?	
Understand the Volunteer group or volunteer organisation you are volunteering for, ie. Friends of Kings Park, Kings Park Guides, Friends of Bold Park Bushland Inc, Kings Park Education, Honour Avenues Group?	
Completed a volunteer induction or appropriate induction suited to your volunteer role?	
Have read and understood the site evacuation diagrams or maps in any building you are volunteering for?	
Understand that all your personal information is retained only by the Volunteer group you are volunteering for?	

Signature: _____

ASPECTS

OF KINGS PARK

GALLERY SHOP

Aspects of Kings Park
wants to thank you
for your support
by offering members
and volunteers a

15%
DISCOUNT
on our extensive
range instore

This discount is valid with the
following conditions:

- Presentation of your volunteer badge or FoKP membership card
- Discount is on full priced items
- Discount is capped to \$500 per transaction.



Open 7 days
aspectsofkingspark.com.au

info@aspectsofkingspark.com.au

Aspects of Kings Park is wholly owned and operated by the Botanic Gardens and Parks Authority, and all proceeds directly support Kings Park and Botanic Garden.





Contact

KINGS PARK AND BOTANIC GARDEN

1 Kattidj Close, Kings Park WA 6005

P: +61 8 9480 3600 | E: enquiries@bgpa.wa.gov.au

W: www.bgpa.wa.gov.au

BOLD PARK

5 Perry Lakes Drive, City Beach WA 6015

P: +61 8 9480 3990 | E: bold.park@bgpa.wa.gov.au

W: www.bgpa.wa.gov.au/bold-park

