



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
Website: 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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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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