



BURSWOOD PARK BOARD

Event Guidelines

Version 1 (May 2019)

This document will assist Event Organisers to host events that are in line with Burswood Park Board's objectives as a public park.

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1. INTRODUCTION

The Burswood Park Board is committed to establishing a parkland area that attracts people, encourages usage and provides enjoyment to the community.

Our key objectives are to:

- Achieve the highest standard of Park maintenance and management.
- Promote the Park to Western Australians and visitors to the State as an attractive and accessible venue for active and passive recreation.
- Provide maximum enjoyment and satisfaction.
- Ensure that the Park is developed within environmental guidelines that are compatible with, and complementary to, the original environment of the site.
- Establish the Park as an educational resource for the study of history and environment of the Burswood site.
- Maximising the experience of local, interstate and international visitors who visit the Park through the ongoing development and maintenance of Park facilities and attractions, as well as continued support of educational tours and programs.
- Seeking new partnerships with local charity groups to further enhance the Park's calendar of events and ensure the Board's ongoing support of Western Australian charities.
- Working with the community, planning authorities and Local Government to develop local parkland and leisure activities.

2. EVENT DEFINITIONS

Small event: A gathering of people brought together for a common purpose by some prearrangement with expected attendance of 200-1,000.

Large event: A gathering of people brought together for a common purpose by some prearrangement with expected attendance of >1,000.

Community event: Open to the general public for purposes that include fundraising, entertainment, exhibitions and fairs. Can be large or small scale in size. Usually free of charge, however some community events may attract an entry or registration fee that is donated to charity.

Commercial event: aimed at a specific demographic offering entertainment or an experience with the purpose of making money. Usually of large scale in size.

3. REGULATORY APPROVALS

In completing a Burswood Park Event Application Form, event organisers must ensure that events held at Burswood Park meet all relevant regulatory requirements.

Burswood Park Board is responsible for considering the suitability of the Park as event location only. Burswood Park Board is not responsible for regulatory approvals or permits relevant to public health, temporary structures, signage, trading, environmental concerns, liquor licensing, security and other elements that are specific to the event itself.

Events at Burswood Park require approval from the Town of Victoria Park. A fee may be applicable. Organisers can download a copy of the Public Event Application form from the [Town of Victoria Park website](#). Permits and approvals from other entities in and around the location including, but not limited to, Main Roads WA, Public Transport Authority, Department of Biodiversity, Conservation and Attractions, Venues West, Venues Live, Crown Perth and others may also be required. It is the Applicant’s responsibility to obtain all the required approvals and permits in a timely manner and identify the additional entities that need to be consulted. The Applicant must provide Burswood Park Board with a copy of all relevant approvals, permits, insurances etc as a condition of approval for use of Burswood Park as an event location.

4. PUBLIC LIABILITY INSURANCE

As the event organiser, you must provide a copy of the applicant’s Public Liability Insurance (Certificate of Currency) to the value of \$20 million for large events, and not less than \$10 million for smaller events with your application. The event will not be allowed to go ahead without a copy of this being provided; please check with your insurance company for your coverage.

In addition, it is essential that other contractors involved in the event (i.e. security / first aid / food vendors / drone operators / amusement providers and the like) also hold relevant public liability cover. Evidence of public liability cover is to be obtained from all stakeholders in the form of Certificates of Currency.

5. STAKEHOLDER ENGAGEMENT AND MEETINGS

Burswood Park forms part of the Burswood Peninsula and shares boundaries with some of Perth’s most iconic attractions such as Crown Casino and Hotels, Optus Stadium, Matagarup Bridge and WA Water Sports Association. When planning the event, organisers should carefully consider what other events might be scheduled concurrently at these locations to avoid congestion on the roads, pathways and car parks. It is the organiser’s responsibility to contact the relevant stakeholders.

The recommended schedule for stakeholder meetings is:

EVENT SIZE	MEETINGS	TIMEFRAME
200-1000	1	No requirement, unless the event impacts the stakeholder
<1,000	2	6 weeks prior to event 2 weeks prior to event

Burswood Park Board Administration Office can be booked to host the meeting if required.

6. ON-SITE MEETING/S:

On-site meetings are required and can be booked by contacting events@burswoodpark.wa.gov.au to discuss locations of all elements of the site plan, plus traffic management, pedestrian and emergency evacuation plans.

The recommended schedule for site meetings is:

EVENT SIZE	MEETINGS	TIMEFRAME
200-1000	1	30 days prior to event
<1,000	2	90 days prior to event
		30 days prior to event

7. SITE PLAN

Applicants should submit a detailed site plan, that includes:

- Stage and other entertainment/attractions
- Speakers (indicate direction on site map)
- Sound mixing desk
- Patron areas
- Licensed areas
- Entrances, exits and emergency exits
- Food stalls
- Lighting towers
- Electrical cables and generator locations
- Vehicle access points
- Emergency vehicle access
- Marquees, tents
- Fencing
- Toilet facilities
- Location of fire safety equipment
- First aid posts
- Emergency assembly areas
- Signage locations
- Skip and wheelie bins, waste locations

A draft plan should be provided with the application. The final plan should be submitted no less than two (2) weeks prior to the event.

8. RISK MANAGEMENT

Events over 5,000 persons in attendance at any one time must align their Risk Management Plan with AS/NZS ISO 31000. Risk Management Plans should document the following:

- Event details
- Stakeholders
- Consequence and likelihood descriptors
- The risk matrix and analysis
- Risk register
- Action response plans

A draft Risk Management Plan should be provided with your application. A final Plan should be provided two (2) weeks prior to your event.

9. EMERGENCY MANAGEMENT AND EVACUATION PLAN

Events with over 5,000 patrons, where alcohol will be consumed or as otherwise stated by the Town of Victoria Park must comply with AS 3745, Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces. Emergency services must be provided with event details, emergency contact details and venue access points.

10. TRAFFIC MANAGEMENT PLAN AND ROAD CLOSURES

Any event that has the potential to change the traffic environment to the extent that road users will be required to actively reduce their travel speed and/or direction of travel on the road or road reserve, or will be subject to additional traffic control and/or abnormally long queuing or delays, shall require a Traffic Management Plan (TMP). The TMP should adequately provide for the safety of those involved in the event as well as the general public, while maintaining an adequate level of service to road users. TMPs shall be prepared by a person holding a current Advanced Worksite Traffic Management (AWTM) accreditation.

Patron access must be planned to ensure there is no disruption to neighbouring businesses or park users, and to ensure clear access by emergency services and event staff.

Event organisers must plan for the following:

- Adequate car parking spaces, including overflow parking
- Access for people with disabilities
- Preferred access route to the venue
- Adequate lighting
- Approved signage

For advice on Traffic Management Plans, refer to Main Roads WA Code of Practice for Events.

11. PUBLIC TRANSPORT

Where attendance is likely to exceed 5,000, event organisers should consult with the Public Transport Authority at least six months prior to the event to plan for the provision of additional public transport services. Events with an expected attendance of 5,000 or less may still need to consider providing additional public transport services for patrons.

More information can be found at Public Transport Authority of Western Australia website www.transperth.wa.gov.au

12. PUBLIC SAFETY

All Burswood Park paths are 'shared paths', that is, shared by cyclists, pedestrians and other users. The use of signage advising that cyclist's dismount is highly recommended if your event utilises the paths or transverses areas of pathways. The safety of pedestrians on shared paths should form part of your risk management plan.

Areas intended for pedestrian traffic flow should be kept free from disruption (e.g. crowds stopping to view something of interest, a queue to an attraction), trip hazards or other threat of injury (e.g. uneven ground, pedestrian/stake protection, electrical cords, vehicle transit).

13. FIRST AID FIRE & EMERGENCY VEHICLE ACCESS REQUIREMENT

The Town of Victoria Park's Environmental Health Services should be consulted to determine the required number of first aid posts and first aid staff present for the event. Personnel should hold current first-aid qualifications from an accredited training provider complying with the Australian Qualifications Training Framework. First Aid posts are to be clearly signposted and illuminated at night.

Firefighting equipment must be supplied as recommended by Department of Fire and Emergency Services or your fire servicing company. All equipment should be maintained in accordance with AS 1851. The local fire station must also be notified about the event. Adequate access for emergency vehicles must be provided to the site at all times.

14. SECURITY AND CROWD CONTROL

Refer to the regulatory authorities:

[Safety and Security at Licensed Premises](#)

[Guidelines for concerts, events and organised gatherings](#)

Organisers must engage security or patrol services in connection with the event, at the Organiser's expense. Contracted security services must hold all relevant and current accreditations, be properly instructed on the extent of their duties and be easily identifiable. Details of the security contractor must be supplied, including the name, company and security number, and the security schedule including roster and times.

15. POLICING

It is recommended by the Commissioner of Police that event organisers consider it necessary or desirable to assign a least 10 police officers provide police services, if the event is expected to exceed 5,000 attendees or participants.

[Policing Major Events](#)

16. NOISE

The Environmental Protection (Noise) Regulations 1997 permits noise from certain community activities, to allow a balance between the community benefit of these events and the impact on the surrounding properties. Noise from events, including PA announcements, must comply with the regulations at all times.

Events that are likely to result in excessive noise being received by nearby residents, or that fall outside the provisions for community noise exemptions, should apply for a Regulation 18 Approval for a non-complying event through the Town of Victoria Park. Applications for a Regulation 18 are required at least 60 days prior to the event.

17. TEMPORARY FENCING

Events that require fencing must use temporary mesh fencing to Australian Standard AS 4687-2007 or crowd control barrier, prior to any works commencing on the Park. All crowd control or safety barriers are to be installed in accordance with the Guidelines for Concerts, Events and Organised Gatherings published by the Department of Health WA. Perimeter fencing must be installed from the roadway, not the parkland.

18. FOOD

If you intend to sell food at your event, you are required to apply for a permit to Sell Food from a Temporary Food Premise application from the Town of Victoria Park, at least 14 business days prior to the event. Fees may be applicable. All food provided must comply with the following:

- Food Act 2008
- Food Regulations 2009
- Australia New Zealand Food Standards Code
- Town of Victoria Park Temporary Food Business Guidelines for Events

Organisers must provide to Burswood Park Board a copy of the Temporary Food Business Permit for each vendor five (5) days prior to the event.

Event organisers should also be aware that there is currently one ice cream van that is contracted to Burswood Park. First right of refusal should be provided to this contractor to attend the event in that capacity, on the same basis as other vendors for that event. Contact details are available through Burswood Park Administration Office.

19. LIQUOR CONSUMPTION

A person or organisation shall not, without prior approval from the Burswood Park Board, bring to, or consume alcoholic beverages in, Burswood Park.

If event organisers are selling liquor, either separately or by way of an inclusive charge, they are responsible for obtaining a Liquor License from Racing, Gaming and Liquor WA (RGL), a division of the Department of Local Government Sport and Cultural Industries. Event holders must ensure that liquor is being sold and supplied at the event in accordance with the terms and conditions of the licence and Liquor Control Act 1988.

A copy of the relevant application form lodged with RGL and a site plan indicating the size and location of the proposed licensed area should be attached to this application form. If a liquor licence is approved by RGL, then the event organiser should ensure that a copy of the licence is received by Burswood Park Board prior to the event.

20. AMUSEMENT RIDES AND ATTRACTIONS

Amusement rides/structures should comply with the Occupational Safety and Health Regulations 1996 and, in some instances, may need approval from the Town of Victoria Park and Burswood Park Board. It is important to ensure that any contractors managing amusement equipment can provide evidence of:

- Public Liability Insurance
- Compliance with AS 3533
- Work Safe Amusement Device Certificate
- Logbook of maintenance, which may be checked at the event

Events that include petting zoos, pony rides or other animal attractions must comply with Department of Health Petting Zoo Guidelines.

21. TEMPORARY STRUCTURES

Temporary structures such as tents, marquees or entertainment stages may be classified as public buildings and therefore may be required to comply with the Health Act, and any other requirements set by the Town of Victoria Park as part of the event approval.

Lightweight marquees and tents (e.g. 3mx3m pop-ups) are to be of a freestanding type and must be adequately weighted with ballasts (e.g. tie downs, sandbags or water weights). Ballasts must not cause a trip hazard; therefore, guy ropes are not permitted.

Should you wish to erect a tent, marquee or any other structure that requires posts to be staked into the ground, the event organiser is required to engage a certified service location contractor prior to staking any items. Stakes may cause damage to underground services, and it is the responsibility of the event organiser to ensure that services are correctly located. Burswood Park Board can assist finding an appropriate contractor.

Once the structure is erected, the installer shall complete a Certification of Structures Form to confirm that the structure has been erected in accordance with all design criteria, engineering details or manufacturer's instructions, and that all structures are structurally sound. This form must be completed for all structures, and submitted to Burswood Park Board following erection, prior to the event commencing. The Town of Victoria Park Environmental Health Services department will also require this documentation.

A Park Restoration Bond may also apply and is calculated on size and location of the structure. Organisers are liable for the cost of repairing damaged turf or underground services caused by the installation of a structure.

22. ELECTRICAL INSTALLATIONS

The event organiser is responsible for arranging the supply and installation of electricity for the event. All electrical installations must comply with all relevant Australian Standards and comply with AS 3002 Electrical Installations for shows and carnivals, plus any special requirements of the Health (Public Building) Regulations 1992. Supplies may originate from mains power or onsite generators. Each generator must have its own earth electrode. The following conditions must be met:

- No single-phase generators (10kva or smaller)
- Electrical leads must not create trip hazards
- Electrical outlets are protected by residual current devices (RCDs)
- Leads and RCDs are tagged and tested
- Joints and connections are not accessible to the public or exposed to damp conditions

A licensed electrical contractor is required to certify the electrical installation, such as lighting towers, extension cords, generators. A Form 5 Certificate of Electrical Compliance must be submitted to the Burswood Park Board and Town of Victoria Park prior to the event commencing.

23. LIGHTING

Where an event is scheduled to occur after sunset, adequate lighting of all areas and facilities must be maintained for public safety. These should be energised approximately one hour prior to the sun setting. For crowded areas, especially concerts and areas licensed to serve alcohol, there must be a system in place that will allow areas to be instantaneously floodlit in the event of emergency or loss of power. Lighting locations should be identified on the site plan, and form part of the following plans:

- Emergency and disaster planning and preparedness
- Hazard identification and mitigation
- Emergency response
- Evacuation map including muster points

24. WASTE MANAGEMENT

Event organisers are responsible for the cleaning, collection and removal of waste, both during and after the event. Organisers are required to provide bins at their cost to be used throughout the event, so that on-site bins are left available to park patrons.

Organisers should submit a plan for waste management that includes; number of bins, their locations and delivery details, information about the waste removal contractors, cleaning crew and must supply their own waste contractor to remove rubbish or waste on-site.

Bins must be emptied and serviced throughout the event and all rubbish removed from the site. General clean-up both within and external to the venue must be completed within 24 hours of the event.

25. TOILET FACILITIES

One permanent toilet block is located within the Park, but this is for Park patrons only and cannot be relied upon to service event patrons. Event organisers are therefore responsible for the provision of additional toilet facilities for patrons of the event. For an accurate assessment of the number of toilet facilities required, please liaise with your allocated Town of Victoria Park Environmental Health Officer. Accessible toilets are also required at every event. Locations should be identified on the site plan provided.

Both temporary and permanent toilets, when they are located within the event boundaries, need to be serviced during the event at the organisers cost e.g. cleaned and additional toilet paper supplied. Depending on the length of the event, temporary toilets may need to be emptied, and this also needs to be managed. Adequate lighting after dark should also be supplied.

26. DISABILITY ACCESS AND INCLUSION

The Disability Services Commission publication 'Creating Accessible Events' is the recommended checklist designed to assist with planning events and functions that are accessible to people of all ages and abilities. If you do not have a Disability Access and Inclusion Plan (DAIP), please supply details in your Event Management Plan that considers the principles in the checklist. Burswood Park's DAIP is available on our website for reference.

27. FIREWORKS

Firework displays are possible for events in Burswood Park, but they must be conducted from a barge located in the Swan River. Fireworks event permits are required through the Department of Mines, Industry Regulation and Safety, and adequate risk management procedures must be in place.

28. DRONES

Drones, or Remotely Piloted Aircraft (RPA), must operate in accordance with Civil Aviation Safety Regulations 1998 and Civil Aviation Safety Authority guidelines. Operators must have the relevant approvals issued by the Authority and current Public Liability Insurance applicable for those activities.

Drones used in conjunction with events must:

- Not fly within 30 metres of people, vehicles, boats or buildings
- Not fly over populous areas
- Not fly at night
- Not fly higher than 120 metres
- Be kept in visual line of sight at all times

29. TEMPORARY SIGNS OR BANNERS

At the discretion of Burswood Park Board, permission may be granted to place temporary signs and banners around the Park. Signs and banners must be approved prior to final production. Proofs should be emailed to events@burswoodpark.wa.gov.au in a timely fashion.

Event organisers must provide four (4) 1.2m x 1.2m corflute signs that display the event details that potentially impact the users of the park. Samples can be provided upon request. Signs should be delivered to Burswood Park Board office for installation two (2) weeks prior to the event.

30. EVENT PROMOTION

Burswood Park Board's logo and links to the Park's Website and Facebook account should be included in all event promotions. Various digital and print formats are available and can be emailed on request. Burswood Park Board can also assist in promoting your event, via the Burswood Park Board website and Facebook page, if you provide us with suitable artwork in a timely manner.

To continue a vibrant calendar of events, your assistance with surveying your patrons would be appreciated. We can supply a survey that we can be emailed to patrons or conducted via a Facebook link.