



BURSWOOD PARK BOARD

Event Guidelines

Version 2 (October 2020)

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

Events Coordinator

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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;
- ensure that the Park is developed within environmental guidelines that are compatible with, and complementary to, the original environment of the site;
- promote the Park to Western Australians and visitors to the State as an attractive and accessible venue for active and passive recreation;
- maximise the experience of local, interstate and international visitors who visit the Park through the ongoing development and maintenance of Park facilities and attractions;
- seek new partnerships with local groups to further enhance the Park's calendar of events;
- work with the community, planning authorities and Local Government to develop local parkland and leisure activities; and
- establish the Park as an educational resource for the study of history and environment of the Burswood site through continued support of educational tours and programs.

2. EVENT DEFINITIONS

Event: A one-off or temporary gathering of people brought together for a common purpose by prearrangement.

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 may 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

Burswood Park Board is responsible for considering the suitability of the Park as an event location only. Events held at Burswood Park must also meet all relevant regulatory requirements. 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.

It is the event organiser's responsibility to identify the additional entities that need to be consulted, obtain all the required approvals and permits in a timely manner and 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.

Events at Burswood Park **require approval from the Town of Victoria Park**. A fee may be applicable for this permit. 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 may also be required. These include, but are not limited to: Main Roads WA; Public Transport Authority; Department of Biodiversity, Conservation and Attractions; VenuesWest; VenuesLive; Crown Perth; Department of Health; and, other Local Government Authorities.

4. PUBLIC LIABILITY INSURANCE

Event organisers 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. The event will not be allowed to proceed 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 (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 and provided to Burswood Park Board.

5. 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



6. 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 Resorts, Optus Stadium, Matagarup Bridge and the Swan River. When planning events, 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. For large events, it may be necessary to bring all stakeholders together to discuss logistics. The recommended schedule for stakeholder meetings is:

EVENT SIZE	MEETINGS	TIMEFRAME
200-5,000	0-1	No requirement, unless the event impacts other stakeholders
>5,000	2	6-8 weeks prior to event and 2-3 weeks prior to event

Burswood Park Board Administration Office Boardroom can be booked to host meetings up to ten (10) attendees (if required).

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

8. RISK MANAGEMENT

Events with over 1,000 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. PUBLIC HEALTH

In addition to the normal risk assessment, public health principles related to pandemic responses also need to be considered. Currently, risk of COVID-19 is likely to remain for some time, well beyond Phase 4 of the WA Roadmap. Event organisers will therefore be required to develop an approved COVID Event Plan to support planning and risk-mitigation strategies, and to demonstrate compliance with current Directions safety guidance.

The WA Government is committed to supporting event organisers in a way that also ensures public health and safety are prioritised. Events must be registered with the Department of Health via this [form](#) or details emailed to Public.Events@health.wa.gov.au. Event organisers should continue to refer to the WA Government [website](#) to ensure they meet all current mandatory requirements and follow any relevant COVID safety guidelines.

WA Police, under the *Emergency Management Act 2005*, have the power to close an event that they consider to be in breach of the current Directions or that puts the community at risk. Local government environmental health officers are not authorised under the *Emergency Management Act 2005*, and therefore will not play a role in enforcing adherence to the Directions. They remain responsible for enforcing the *Health (Miscellaneous Provisions) Act 1911* and public building legislation ONLY.

10. TRAFFIC MANAGEMENT PLAN AND ROAD CLOSURES

Patron access must be planned to ensure there is limited 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
- Adequate lighting
- Approved signage

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.

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 people, 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](#).

12. PEDESTRIAN MANAGEMENT

All paths within Burswood Park are 'shared paths', that is, shared by cyclists, pedestrians and other users. If your event utilises the paths or transverses areas of pathways, signage advising cyclists to dismount is required. Compliant signage must be provided to Burswood Park Board at least two weeks prior to the event and will be installed and removed by Board staff.

The safety of pedestrians 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. 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 access routes in advance. Adequate emergency vehicles access to the site must be maintained at all times.

The fire station that services Burswood Park and the broader peninsula is Belmont Fire Station. A [permit](#) to hold a public meeting and/or conduct a procession should also be sought.

14. 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 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 sign-posted, and illuminated at night.

Firefighting equipment must be supplied as recommended by Department of Fire and Emergency Services. All equipment should be maintained in accordance with AS 1851.



15. SECURITY AND CROWD CONTROL

Crowd control is required for all events to prevent issues due to overcrowding and unruly behaviour. Crowd controllers should monitor behaviour, screen people seeking entry and remove people for behavioural reasons. Security officers should also be contracted to watch, guard and protect any property.

Security services contracted to the event must hold all relevant and current accreditations under the *Security and Related Activities (Control) Act 1996*, be properly instructed on the extent of their duties and be easily identifiable. Details of the contractor must be supplied, along with the security schedule (roster/times). More details can be found in the [Safety and Security at Licensed Premises policy](#) and [Guidelines for concerts, events and organised gatherings \(Guideline 17\)](#).

16. POLICING

Police services (paid where applicable) are recommended for events that are likely to attract at least 5,000 attendees and are provided on a cost-recovery basis. Charity and community events managed by non-profit organisations are exempt from paying fees. [Requests for Police Services](#) should be submitted at least 60 days prior to the event. Other events that need some form of management should apply for a [Permit to Hold a Public Meeting and/or Procession](#). Completed forms should be submitted to Perth.Events.Coordinator@police.wa.gov.au.

Please be aware that WA Police (WAPOL), under the *Emergency Management Act 2005*, have the power to close an event that they consider to be in breach of the current Government Directions or that puts the community at risk.

17. 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, must 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. Please note that only two Regulation 18 applications are permitted per venue, per consecutive 12-month period, so are in high demand and must be first approved by Burswood Park Board.

18. TEMPORARY FENCING

Events that require fencing must use temporary fencing to AS 4687-2007 or crowd control barriers, 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, and must be installed at least two metres from any paths.



19. 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 1911*, 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 with finding an appropriate contractor.

Once the structure is erected, the installer shall complete a Certificate of Structural Sufficiency 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 and Town of Victoria Park's Environmental Health Officer, prior to the event commencing.

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

20. 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 with AS3002 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, and generators. A [Form 5 Certificate of Electrical Compliance](#) must be submitted to the Town of Victoria Park and Burswood Park Board prior to the event commencing.



21. LIGHTING

Where an event is scheduled to occur in part or full 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

22. AMUSEMENT RIDES AND ATTRACTIONS

Amusement rides/structures should comply with the *Occupational Safety and Health Regulations 1996*. It is important to ensure that any contractors managing amusement equipment can provide evidence of:

- Public Liability Insurance
- Compliance with AS3533
- 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's [Petting Zoo Guidelines](#).

23. 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](#) 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 Burswood Park Board has existing agreements in place with onsite food vendors. First right of refusal should be provided to these vendors to attend the event on the same basis as other vendors. Contact details are available through the Burswood Park Board Office.



24. 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 Licence 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.

25. 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 and 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.

26. 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.



27. DISABILITY ACCESS AND INCLUSION

The Disability Services Commission publication [Creating Accessible Events](#) is the recommended checklist designed to assist with planning events that are accessible to people of all ages and abilities. If you do not have a Disability Access and Inclusion Plan (DAIP), please consider the principles in the checklist in your Event Management Plan. Burswood Park's DAIP is available [here](#).

28. FIREWORKS

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

29. DRONES

Drones, or Remotely Piloted Aircraft (RPA), must operate in accordance with *Civil Aviation Safety Regulations 1998* and Civil Aviation Safety Authority (CASA) [rules](#). Operators must have the relevant approvals issued by CASA and current Public Liability Insurance applicable for those activities. As most of Burswood Park sits in the 'no fly zone' for Perth Airport, operators must have current Remote Pilots Licence (RePL), Aeronautical Radio Operator Certificate (AROC) and Remotely piloted aircraft Operator's Certificate (ReOC) AND have permission to fly in this area.

Drones used in conjunction with events held on the South 9 do not necessarily require the above permits but must:

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

30. 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.

31. EVENT PROMOTION

Burswood Park Board's logo and links to the Park's [website](#) and Facebook [page](#) 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. It is preferable that you create a Facebook event listing for your event and specify the location as 'Burswood Park' to enable us to share the listing readily.

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