



kakadu[®]
NATIONAL PARK

Event Guidelines



Tourism and Visitor
Services Unit
Kakadu National Park |
2016



CONTENTS

INTRODUCTION	3
WHY SHOULD I CHOOSE KAKADU FOR MY EVENT?	4
PLANNING FOR YOUR EVENT	5
Applying for an Event Licence.....	5
What is a licence?.....	7
How much are the licence fees and where does the money go?	7
The Application Process.....	8
Event Categories	9
Choosing a Venue – where can I have my event?	9
MANAGING YOUR EVENT	10
Cancellation Policy.....	10
Event Conditions.....	10
How do I work with Bininj / Mungguy?	11
ATTACHMENT 1 – Kakadu map	12
ATTACHMENT 2 – Where can I host my event?	12
ATTACHMENT 3 - Tips for hosting an even in Kakadu	18



INTRODUCTION

'Kakadu is my home, with special places and special stories...'

Aboriginal traditional owner.

Kakadu National Park (Kakadu) is Aboriginal Land, jointly managed between the Australian Federal Government and the Bininj/Mungguy people for who Kakadu has been home for thousands of years. World Heritage listed for both its outstanding natural and cultural values, Kakadu is recognised universally as a place with: a living Aboriginal culture; extraordinary natural landscapes and a rich variety of plants and animals; enriching and memorable experiences for visitors; and a strong and successful partnership between traditional owners, governments and the tourism industry, providing world's best practice in caring for country and sustainable tourism.

Kakadu covers an amazing 20,000 km² (**Map Attachment 1**, p. 12) showcasing ancient rock art sites, abundant wildlife and spectacular landscapes. Both cultural and natural elements provide a profound visual and spiritual experience for visitors. Kakadu's complex ecosystem provides habitats for a wide range of plant and animal species. About one third of Australia's bird species are found in the park.

These guidelines are designed to provide opportunities for event organisers to develop quality experiences for all guests and encourage activities that foster community spirit and contribute to enhanced visitor experiences and activities in the park.



Welcome to kakadu[®] NATIONAL PARK



Welcome to the Aboriginal Lands of Kakadu National Park,
a jointly managed Commonwealth Reserve.




VISITOR GUIDE





WHY SHOULD I CHOOSE KAKADU FOR MY EVENT?

'I want visitors to feel something they'll never forget - and have in their heart and mind forever'. Senior Jawoyn traditional owner.

Kakadu National Park is a timeless place.

From the mangrove-fringed tidal plains in the north to the flood plains, the lowland hills and the sandstone cliffs of the Arnhem Land escarpment, it is a place which changes with the seasons. Bininj recognise six distinct seasons in the North, Mungguy appreciate five seasons in the south. From swollen floodplains and thundering waterfalls during *Gudjewg* (the monsoon season Dec-Feb) to crystal billabongs carpeted with lilies in *Yekke* (cool weather time May-June) to waterholes crowded with birdlife in *Wurrngeng* (dry season June to August). The land takes on different forms and different colours with the passing of each season.

From breathtaking lookouts, campgrounds with facilities, lily filled billabongs to undercover infrastructure with air-conditioning, Kakadu has different venues to suit a variety of event functions.

Some examples of events that have been successfully undertaken within Kakadu include:

- Weddings
- Corporate outdoor dining experiences
- Sports events (marathons, fishing competitions, rogaining)
- Festivals and markets
- Meetings

For more information on Kakadu, expected weather during different seasons, places to go, accommodation and available facilities visit www.parksaustralia.gov.au/kakadu

Media events will be managed under our Commercial Image Capture and Use Guidelines.



Sports fishing competitions



Markets



PLANNING FOR YOUR EVENT

Applying for an Event Licence

The Director of National Parks issues licences for events in Kakadu National Park.

These Event Guidelines have been developed to assist with taking your event from the planning stages to gaining approval and right through to the execution of your event, ensuring environmental and cultural impacts are minimised and public safety is maintained.

Event organisers must complete an application form and submit essential event information so the park can determine whether the proposed event is suitable for a chosen site and whether a licence can be granted for that event in accordance with the management plan. Information within these guidelines will assist proponents to understand the approval process and in completing the application form.

Licence applications will be assessed against a number of criteria which are used to promote high standards of service and unforgettable experiences.

Review the information provided in these Guidelines before completing a licence application form and make sure your proposal includes information on the following details:

- Event focus and scope
- Scale of the proposed event (e.g. private function or community event)
- Target audience and expected attendance
- Set-up requirements – equipment, decorations, temporary structures and certification.
- Electricity, water supply and sanitation requirements – will generator power, lighting, potable water and portable toilet facilities be required? - Refer to the following website for examples of responsible waste management strategies:
http://www.tourism.australia.com/documents/corporate/TACA4047_Green_Events.pdf
- PA and entertainment requirements and excessive noise mitigation
- Advise whether the intention is to serve alcohol and the ability to acquire relevant licences <http://www.dob.nt.gov.au/gambling-licensing/liquor/liquor-restrictions/Pages/liquor-permits.aspx>)
- Sales of goods/services at the event and relevant Northern Territory legislation certification
- A copy of relevant Public Liability Insurances of \$20M or confirmation of the capacity to secure this. (This may be negotiated depending on the type, size and location of the event).
- Is the site able to accommodate the event without being subject to damage or significant environmental or cultural impact? How will the event be laid out (stages, amenities, waste, food preparation, muster points etc).
- How will Kakadu's Aboriginal traditional owners benefit?
 Have you considered engaging with local businesses, employment opportunities for Bininj/Mungguy, e.g. for catering, a formal Welcome to Country, cultural presentations?



- What are the potential risks arising from the event and how will you mitigate these? First aid provisions, emergency evacuations and procedures?
- What are the traffic management requirements? It may be worthwhile considering chartering vehicles to transfer larger groups.
- Will you be hiring a commercial/professional photographer for the event? A commercial image capture and use permit may be required. Review our Commercial Image Capture and Use Guidelines for assistance.





What is a licence?

	Licences
Used for...	Unique, restricted access and commercial experiences offered within Kakadu National Park.
Processing Time	(up to) 8 Weeks
Application Fee (non-refundable)	A fee of \$200 on application.
Licence Fee	To be determined on application based on event requirements could include fees for staff supervision or traditional owner involvement or exclusive site use. A bond may be required depending on the event scope. Licence fees are payable 50% upon signing of licence agreement and the final 50% at least 14 days prior to the event.
Use of Sets, Props, structures and Other Equipment	The use of sets, props, structures or other equipment to conduct the event.
Kakadu Staff and Traditional Owner Assistance/Supervision	A requirement for involvement of Kakadu staff and/or traditional owners.
Use of Kakadu Equipment and Infrastructure	A requirement for the use of Kakadu plant, equipment and/or infrastructure.

**If there is a need for remedial action (e.g. for additional cleaning as a result of the event or repair work) as a result of the event, these costs will be charged to the event organiser.

How much are the licence fees and where does the money go?

Fees are largely dependent on the nature and size of the event and the popularity, exclusivity and location of the chosen site. Event licence fees are charged as a cost recovery mechanism for administration, site preparation and consultation, providing economic benefit to traditional owners and supporting the park's natural, cultural and visitor services programs.



The Application Process

Visit our website at www.parksaustralia.gov.au/kakadu
for information on the park, visitor sites and maps.

Download and read the Event *Guidelines for Kakadu National Park*.
<http://www.environment.gov.au/resource/kakadu-events>

Complete and submit application to Kakadu's Tourism & Visitor Services Team (TVS)

If you have any queries, please contact the Tourism Services Officer
(08) 8938 1170.

TVS will confirm the receipt of your application, and follow-up with any further informational requests.

TVS will commence processing your application.

Licence applications can take up to 8 weeks depending on the complexities of the event, so please ensure
you lodge your application with ample time.

Approval of your /licence and payment. We recommend waiting to receive licence approval before
advertising/marketing your event to avoid unnecessary disappointment if it is not approved.

Conduct Pre-Event Briefing.

Licence holders will be required to attend a meeting at our Bowali Visitor Centre prior to the event set-up or
commencement.

Enjoy your event in Kakadu National Park



Event Categories

Events in Kakadu are categorised as follows:

Small functions/events: Events with up to 50 participants that require an area to be reserved and access restricted to event participants (e.g. weddings, family reunions, birthday celebrations, community sports).

Large functions/events: Events with more than 50 guests that require an area to be reserved and access restricted to event participants (e.g. large private functions, corporate functions, community events, annual festivals, theatrical/music/dance performances).

Special interest group events: Events with the primary motivation of practicing or enjoying a special interest activity (e.g. fishing competitions, marathons, bird watching events) which may or may not require an area to be reserved or access restricted to event participants.



Choosing a Venue - where can I have my event?

Access, capacities, facilities and consultation requirements vary significantly between sites; therefore we encourage event organisers to discuss individual requirements and the feasibility of their proposal with park staff as early as possible.

Park staff will work with you to select the most appropriate venue for an event, dependant on the number of people attending and the type of event.

Attachment 2 provides a brief description of some sites that are suitable to host events.



Kakadu Park Passes

In addition to licence fees event organisers or their participants may be required to pay park use fees. These fees contribute to the running costs of the park.

All visitors to Kakadu are required to purchase a park pass (Northern Territory residents are exempt). Campground fees may also apply if event participants are hosting an overnight event at one of the park's campgrounds.

More information on Kakadu park passes is available here:

<http://www.parksaustralia.gov.au/kakadu/plan-your-trip/passes-and-permits.html>

MANAGING YOUR EVENT

'People need to come here and relax, sit on country, feel the spirits of I want visitors to feel something they'll never forget - and have in their heart and mind forever'. Senior traditional owner.

Cancellation Policy

Cancellations must be made in writing and acknowledged by the TVS Manager.

The following cancellation fees apply should the event organiser decide to cancel the event:

- More than 4 weeks from event date 100% return of refundable fees
- 30 days prior to event date: 50% return of refundable fees
- 14 days or less prior to event date: 0% return of refundable fees

Kakadu National Park reserves the right to cancel an event licence at any time if the event is deemed unsafe or likely to cause disruption or nuisance to residents or visitors. No refunds will be offered in such circumstances.

Park staff may also cancel an event licence due to adverse weather conditions, or where there is a danger to members of the general public, or for important cultural reasons – refunds may be offered in these instances.

Event Conditions

Once your application has been approved, you will be asked to agree to our Terms and Conditions.

An example of a typical Event Licence Agreement, including standard Terms and Conditions, is available on request; refer to contact details on the last page of this document. Note that depending on the event additional conditions may be applied.



How do I work with Bininj / Mungguy?

"I don't think that many people know that this is Aboriginal land. This is our home...our backyard. We live here. It's wonderful for us when people respect that." Mandy Muir, Murrumbur Clan

Bininj/Mungguy are proud to share parts of their country with visitors, particularly to those who are interested in learning about their culture and the land. Some of the ways that events have successfully engaged with traditional owners in the past include;

- Welcome to Country address at commencement of the event
- Cultural performances (dancing, signing, music)
- Informal training or work experience at the event
- Cultural demonstrations or workshops such as weaving and painting

Please contact the park for recommendations of sharing Bininj/Mungguy culture as part of your event.



We hope these guidelines have assisted you with understanding how to host an Event in Kakadu – we look forward to working with you soon.

Tourism & Visitor Services Unit, Kakadu National Park

kakadu.permits@environment.gov.au

(08) 8938 1140



12



Bowali Visitor Centre

Bowali Visitor Centre is an award winning complex which is suitable for a range of events and functions, including catered dinners, exhibitions and performances. It incorporates a large undercover deck, a visitor information desk, a theatre, an interactive interpretive display, a gallery and gift shop featuring local indigenous art, a small cafe and grassed areas nearby. It is approximately five minutes drive from Jabiru township which offers a range of accommodation and services.

Bowali's rammed earth walls, ironwood floors and natural stone features help the 168 m long building blend into Kakadu's landscape. The Centre's interpretive display leads visitors on a journey through the park's diverse habitats, following the South Alligator River from its source out to the sea.





Park Headquarters Boardroom and Training Room

Kakadu's Park Headquarters offer two fully air conditioned rooms suitable for small functions, meetings or workshops. Various facilities are available on request including tables, chairs, whiteboards, projectors, audio-visual equipment and tea and coffee making facilities.

The Boardroom has plenty of natural light and opens up onto a small deck overlooking the surrounding woodlands.

The Training Room is fully surrounded by an undercover verandah which is useful for breakaway workshop exercises.





Warradjan Aboriginal Cultural Centre

Warradjan Aboriginal Cultural Centre is a uniquely designed complex which was inspired by the circular shape of the *warradjan*, pig-nosed turtle, and is a focal point for visitors to learn about Kakadu's cultural values. Situated close to the banks of Yellow Water and Cooinda Lodge, it is a special place where people from Aboriginal clan groups across Kakadu have come together to share important stories and exhibit culturally significant items including woven baskets and paintings.

The Centre boasts undercover areas, an extensive interactive display, a theatre, grassed surrounds and a gift shop featuring local indigenous art. It is suitable for a range of events and functions.





Managed Campgrounds

Five managed campgrounds scattered across the park offer unique opportunities to event organisers and may be suitable for overnight activities, hosting small functions, team building activities, workshops, astronomy and wildlife viewing. These campgrounds are; Merl, Mardugal, Gunlom, Garnamarr and Muirella Park.

All managed campgrounds have shower and toilet facilities. Vehicle requirements vary and access may be restricted to the dry season. Access to water and the use of generators for power will be discussed on a case by case basis.



Anbangbang Billabong

Anbangbang Billabong is one of Kakadu's most attractive billabong areas, featuring paperbark swamps, fringing woodlands and stunning views of the sandstone outcrops of Nawurlandja and Burrunggui (Nourlangie Rock) that can be experienced by following an easy 2.5km loop walk. There are a number of shady picnic areas.

This site can be accessed during the dry season only and may be suitable for functions, team building activities and workshops.

Power and water are not available at this site. Certain areas can be roped off, however visitors will be able to walk past.

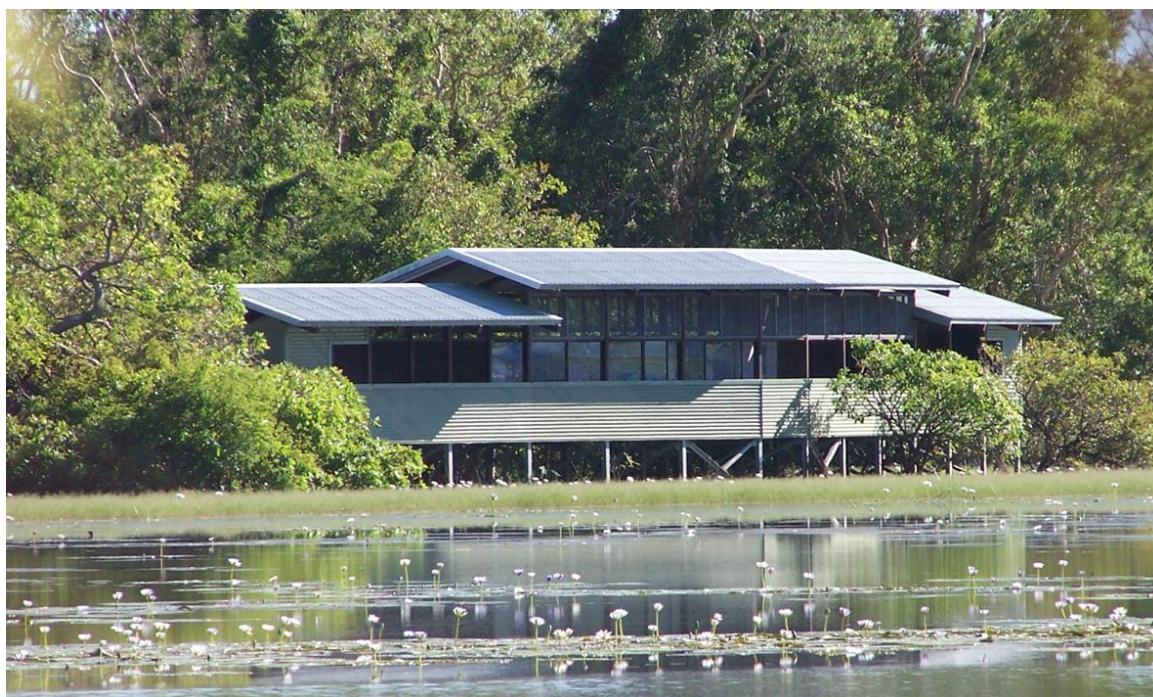




Mamukala Bird Hide

Beautiful all year, the Mamukala wetlands area is at its most dramatic in the late dry season (September – October) when thousands of waterbirds congregate to feed. An observation platform allows viewing the birdlife, provides shade and shelter and may be suitable for small functions (e.g. “Breakfast with the Birds”), team building activities and photography workshops or wildlife viewing.

Power and water are not available at this site. Basic toilet facilities are situated in the car park/ day use area. Certain areas can be roped off, however visitors will be able to access the bird hide and walking track.





ATTACHMENT 3 – TIPS FOR HOSTING AN EVEN IN KAKADU

The following set of recommendations for hosting an event within Kakadu have been designed to ensure all visitors have safe and memorable experiences that are not at the detriment of the park, other visitors or the people living within the park boundaries. These recommendations are to be used in conjunction with the conditions issued with each event licence.

Please remember this is not an exhaustive list of things you should be aware of, and if you are ever in doubt as to whether a certain activity would be permitted in Kakadu when planning your visit, feel free to contact the Tourism and Visitor Services Team.

1. Avoid taking unnecessary risks. Be sure to adhere to all signs or instructions given by Kakadu and its staff. This includes sticking to marked roads/tracks.
2. Kakadu is crocodile country. Around rivers, lakes and all other waterways, stay well clear from the water's edge and follow the direction of the signs in that area. If there are no signs, assume it is not safe to enter the water.
3. Keep your visitors safe. Kakadu can experience extreme temperatures. Be sure to provide sufficient potable water and shade for your guests.
4. Leave nature in its natural state. While it may seem harmless to feed an animal or to pick some flowers, it can have serious consequences. In fact, it is actually illegal to feed or interfere with animals, or to remove or break plants and other objects in a national park.
5. Drones and other remote aerial control devices are not typically permitted. We ask that these types of equipment be left at home.
6. Be respectful of others. This includes other visitors as well as your event guests. If your event is in a public area where other members of the public may be, please ensure you allow adequate space between your event and other visitors. Also, make sure you have not left equipment where people could trip, ideally your event should be sectioned off for privacy and safety.
7. Make sure you have your licence and conditions with you at all times and your guests have valid park passes while you are in the park as rangers and compliance officers may ask for them.
8. Have emergency plans in place. It is important to plan for all conceivable emergencies while in Kakadu, and this would include ensuring you have a way to call for help if something goes wrong. Emergency Call Devices (ECDs), satellite phones and two-way radios could prove to be invaluable in these circumstances. Licence applicants may be required to conduct a thorough risk assessment and submit risk management plans prior to approval.
9. Be willing to compromise. Sometimes, various events can cause delays or even closures to areas of the park. If this happens to you, try to remember that Kakadu is a big place, and we are always happy to work with you to find an agreeable solution.
10. Value the differences in culture. Kakadu is a multicultural society that benefits from the accumulated knowledge of various backgrounds. So, please keep in mind that while things may be done a little differently to what you are used to, it is because we have the benefit of being able to use the best practices of both traditional Bininj/Mungguy culture and 'Western' science.