

Please note: These minutes are yet to be confirmed as a true record of proceedings

**CITY OF BUSSELTON**

**MINUTES FOR THE MEELUP REGIONAL PARK MANAGEMENT COMMITTEE MEETING HELD ON 26  
JULY 2016**

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## MINUTES

MINUTES OF A MEETING OF THE MEELUP REGIONAL PARK MANAGEMENT COMMITTEE HELD IN EAGLE BAY HALL, FERN ROAD, EAGLE BAY, ON 26 JULY 2016 AT 5.00PM.

**1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS**

The Presiding Member opened the meeting at 5.04pm.

**2. ATTENDANCE**

Presiding Member:

Mr Peter Randerson (Deputy)

Members:

Cr Terry Best  
Cr John McCallum  
Mr Damien Jones  
Mrs Shirley Fisher

Officers:

Mr Paul Needham, Director, Planning and Development Services  
Mr Greg Simpson, Manager Environmental Services  
Ms Peta Tuck, Events Coordinator  
Miss Hayley Barge, Administration Officer, Governance

Apologies

Dr Bob Jarvis  
Mr Albert Haak  
Mr John Lang  
Mr Bob Ginbey

Approved Leave of Absence

Nil

Visitor

Mr Tony Smurthwaite

**3. PUBLIC QUESTION TIME**

Nil

**4. DISCLOSURE OF INTERESTS**

Nil

**5. CONFIRMATION OF MINUTES**

5.1 Minutes of the Meelup Regional Park Management Committee Meeting held 24 November 2015

**Committee Decision**

**MP1607/041** Moved Member J McCallum, seconded Member T Best

That the Minutes of the Meelup Regional Park Management Committee Meeting held 24 November 2015 be confirmed as a true and correct record.

**CARRIED 5/0**

## 6. REPORTS

### 6.1 MEELUP REGIONAL PARK SPECIFIC EVENT CONDITIONS

<b>SUBJECT INDEX:</b>	Meelup Regional Park Specific Event Conditions
<b>STRATEGIC OBJECTIVE:</b>	A City recognised for its high quality events and year round tourist offerings.
<b>BUSINESS UNIT:</b>	Commercial Services
<b>ACTIVITY UNIT:</b>	Events
<b>REPORTING OFFICER:</b>	Events Coordinator - Peta Tuck
<b>AUTHORISING OFFICER:</b>	Director, Community and Commercial Services - Naomi Searle
<b>VOTING REQUIREMENT:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Attachment A Meelup Regional Park Specific Event Conditions Attachment B Draft Events Policy (2016)

### **PRÉCIS**

The purpose of this report is to present the Meelup Regional Park (the 'Park') Specific Event Conditions to the Meelup Regional Park Management Committee (the 'Committee') for consideration. The conditions have been developed to guide City officers and event organisers on the event application and approval process for events to be held in the Park. The conditions have been developed to ensure events are consistent with the Meelup Regional Park Management Plan to protect the natural environment, and enhance the visitor experience. Following the Committee's consideration, the Specific Event Conditions will be presented to the Council's Policy and Legislation Committee as part of a broader Events Policy review.

### **BACKGROUND**

The existing City of Busselton Events Policy was adopted by Council on 12 April 2006 (C0604/105) to manage the application and approval process for all types of events held within the City of Busselton. The Policy however did not specifically consider the requirements and impacts associated with holding events in natural reserves or parks.

Over the past nine years, events such as the Cape to Cape Mountain Bike, X-Adventure and Gourmet Escape have been held in the Park, and in collaboration with the Committee and other City officers, the City's Events Team has developed a set of guidelines and conditions to guide these events. However, as the City of Busselton continues to attract an increased number of events, in particular triathlon, adventure and mountain bike based events, it has become necessary to review and formalise the event conditions with specific consideration to the environmental sensitivity of natural reserves and in particular the Meelup Regional Park.

The first set of event conditions specific for the Park were developed in 2010 for the second Cape to Cape Mountain Bike event in order to minimise the impact on the Park's natural environment. In 2011, the event conditions were reviewed by City Officers in collaboration with the Committee, with minor amendments being made including the requirement to prepare and implement an approved event management plan.

In 2012, with an increasing number of recreational trail-based events involving running and/or cycling being proposed to be held in the Park, at the request of the Committee, a set of standard conditions pertaining to the use of the Park for events was prepared and incorporated into the City's event application process.

Whilst these conditions have been effectively implemented for trail based events, since 2013 there has been a demand for site based function events to be held within the Park, such as Gourmet

Escape, which are not adequately covered in the current conditions, and as such a further review of the conditions is now required.

In response to this, in 2015 the City's Events Coordinator, in collaboration with the Committee and other City officers, finalised a set of specific event conditions that applies to a variety of event types, including events proposed for specific sites, trails or roads within the Park. The conditions were developed to guide event organisers with planning and implementing events, as well as promoting greater interaction with the City's Meelup Environmental Management Officer to ensure better outcomes for both the event and the Park.

Following further consultation with the Committee in 2015/16, the City's Events Coordinator and the Meelup Environmental Management Officer have developed a set of proposed Meelup Regional Park Specific Event Conditions (Attachment A) that it is envisaged would be included in the proposed Events Policy (Attachment B – note that this recently reviewed Policy is subject to Council endorsement).

Due to the environmental significance of Meelup Regional Park, City officers are proposing through the Events Policy to set a maximum number of events in the Park in the following categories:

- a. Trail Based Events
  - Maximum of 4 trail based events per calendar year
  - No two events occurring within the same month
- b. Site Based Events
  - Maximum of 4 site based events per calendar year
  - No two events occurring within the same month at the same site

It is also envisaged the Policy would be reviewed on a biennial basis. Note, however, that these limits do not apply to small-scale, locally-based events.

## **CONSULTATION**

The Meelup Regional Park Specific Event Conditions have been developed over a number of years through extensive consultation with the Meelup Regional Park Management Committee. Recently, in collaboration with the Meelup Regional Park Environmental Officer, further amendments have been made to the conditions to ensure specific consideration to the environmental and heritage values of the Park.

## **STATUTORY ENVIRONMENT**

The Meelup Regional Park Management Committee has delegated powers in accordance with the City of Busselton's Terms of Reference and Meelup Governance/Management Arrangements, but those delegated powers do not extend to the adoption of Council policy.

## **POLICY IMPLICATIONS**

The Meelup Regional Park Specific Event Conditions, once supported by the Committee, will be presented to the City of Busselton's Policy and Legislative Committee as part of the revised City of Busselton's Events Policy, and then to the Council for endorsement.

## **FINANCIAL IMPLICATIONS**

There are no specific financial implications associated with the review of the Events Policy. Events held within the City of Busselton are subject to various fees and charges, including bonds, as per the

City of Busselton Fees and Charges Schedule. Consultation will be undertaken with the Committee as part of the next review.

### **STRATEGIC COMMUNITY OBJECTIVES**

This matter aligns with the City of Busselton's endorsed Strategic Community Plan 2013, and principally with the following Strategic Goal:

*Well planned vibrant and active places;*

- *A City where the community has access to quality cultural, recreation, and leisure facilities and services.*

### **OFFICER COMMENT**

As part of the recent review, significant consultation has been undertaken with both the Committee and the relevant City officers to ensure that all specific management measures for particular areas of the Park are addressed and followed throughout the event application and implementation process. When used in conjunction with the City's Events Policy, the Specific Event Conditions will ensure that events held in the Park are compliant, safe and provide the best outcome for the Park.

### **CONCLUSION**

Meelup Regional Park is an increasingly popular destination for events in the City of Busselton. The City's Events Policy incorporating the Meelup Regional Park Specific Event Conditions will be used as guidance for event organisers in planning events and an assessment tool for Events staff when considering events proposed to be held within the Meelup Regional Park.

### **OPTIONS**

Meelup Regional Park Management Committee may choose not to accept the Meelup Regional Park Special Event Conditions.

### **TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION**

Following support from the Meelup Regional Park Management Committee, the Meelup Regional Park Special Event Conditions will be included in the City's Events Policy which will be presented to the Policy and Legislation Committee and then to the Council in August/September 2016. Following endorsement the Policy will be distributed to event organisers immediately to use as a reference when planning upcoming events.

### **Committee Decision and Officer Recommendation**

**MP1607/042** Moved Member T Best, seconded Member S Fisher

That the Meelup Regional Park Committee supports the Meelup Regional Park Specific Event Conditions as detailed in Attachment A.

**CARRIED 5/0**

**7. GENERAL DISCUSSION ITEMS**

Nil

**8. NEXT MEETING DATE**

To be advised.

**9. CLOSURE**

The meeting closed at 5.24pm.

THESE MINUTES CONSISTING OF PAGES 1 TO 7 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON	
DATE: _____	PRESIDING MEMBER: _____