



City of Busselton
Geographe Bay

**Meelup Regional Park Management
Committee Agenda**

26 July 2016

ALL INFORMATION AVAILABLE IN VARIOUS FORMATS ON REQUEST

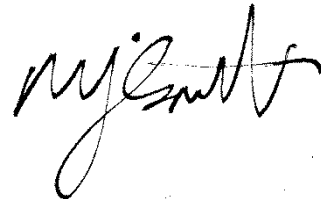
CITY OF BUSSELTON

MEETING NOTICE AND AGENDA – 26 JULY 2016

TO: THE MAYOR AND COUNCILLORS

NOTICE is given that a meeting of the Meelup Regional Park Management Committee will be held in the Eagle Bay Hall, Fern Road, Eagle Bay on Tuesday, 26 July 2016, commencing at 5.00pm.

The attendance of Committee Members is respectfully requested.



MATTHEW SMITH

**ACTING CHIEF EXECUTIVE
OFFICER**

21 July 2016

CITY OF BUSSELTON

**AGENDA FOR THE MEELUP REGIONAL PARK MANAGEMENT COMMITTEE MEETING TO BE HELD ON 26
JULY 2016**

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

2. **ATTENDANCE**

Apologies

Approved Leave of Absence

Nil

3. **PUBLIC QUESTION TIME**

4. **DISCLOSURE OF INTERESTS**

5. **CONFIRMATION OF MINUTES**

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

RECOMMENDATION

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

6. REPORTS

6.1 MEELUP REGIONAL PARK SPECIFIC EVENT CONDITIONS

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

OFFICER RECOMMENDATION

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

Meelup Regional Park Specific Event Conditions

These specific event conditions apply to events proposed for specific sites, trails or roads within Meelup Regional Park (the 'Park'). The conditions outlined below are based on the provisions of the Meelup Regional Park Management Plan (the 'Management Plan'), and all events in the Park must comply with the Management Plan.

Pre-event information from event organisers

The event organisers are to:

1. Apply to the City for the proposed event at least 12 weeks prior to the event, to allow for consideration and assessment by the City after consultation with the Meelup Regional Park Committee. (Committee).
2. Contact the City of Busselton's Meelup Management Officer for guidance on the specific management measures required, and arrange to meet onsite to inspect the event areas.
3. Be familiar and comply with the Management Plan and other guiding documents.
4. Provide an aerial photograph with either: a) the GPS alignments for trail-based and road based events, or b) the boundary within which the event is proposed to be held for site-based events.
5. Submit a detailed Event Management Plan addressing:
 - a. Date, duration and event location(s);
 - b. Participant/competitor numbers and management;
 - c. Spectator numbers and management, including proposed locations for spectators;
 - d. Numbers and management of officials, marshals, volunteers and support vehicles;
 - e. Details of road closures and/or traffic management measures, including locations and duration;
 - f. If exclusive use of a site, trail or road within the Park is required, detail how it will be managed;
 - g. Evidence of the event organiser's track record, business and environmental ethics;
 - h. Details and outcomes of consultation with other stakeholders, for example, government agencies, local government, community groups etc.
6. Submit a detailed Environment Management Plan addressing:
 - a. Plans for prevention and mitigation of environmental impacts which are relevant to the event such as preventing damage to vegetation, impact on fauna and coastal beach environments;
 - b. Dieback and weed management measures
 - c. Compatibility of the event with the wider community, Park neighbours and other Park users and how conflict is to be minimised;
 - d. Rubbish management
 - e. Noise/disturbance to residents, if applicable; and

6.1 Attachment A Meelup Regional Park Specific Event Conditions

- f. Promotion of the event, including websites, print and other media.
7. Advise the Meelup Management Officer of any proposed alterations to the requested alignment/venue immediately (note that any alternative will require City approval).
8. If advised to do so by Meelup Management officer consult with Department of Parks and Wildlife (DPaW) and/or Department of Environment Regulation (DER) regarding activities proposed in the vicinity of declared rare flora, threatened ecological communities, threatened fauna and/or priority ecological communities.
9. Include interpretative material, to be agreed between the City and event organiser, which provides information on the Park's environmental, cultural and recreational values, as part of the event information pack and/or on the event website.

Further specific conditions may also be required, and this will be assessed on a case by case basis once the event management plan has been submitted.

During the Event

The event organisers are to ensure that all participants, marshals, race officials and any support crew are briefed on:

1. Where possible provide an opportunity for the Meelup Management Officer and/or Committee Member to address the event participants or provide environmental information on the Park to officials.
2. The natural values of the Park and environmental issues identified in the EMP.
3. That all flora is protected and it is illegal to pick wildflowers or damage vegetation.
4. The principles of 'Leave No Trace', which must be adhered to at all times while in the Park.
5. That all persons are to remain on designated trails and use authorised access points at all times, except in an emergency.
6. That areas of the Park are regularly baited with 1080 dried meat baits for feral animal control and that these baits are toxic and should not be handled or ingested.
7. No person is to interfere with existing signage in the Park.
8. Ensure that all promotional material and media information associated with the event directs spectators to areas designated as spectator locations approved by the City prior to the event.
9. Ensure that all competitors, officials, marshals and any other support crew remain on designated tracks and authorized access points at all times except in an emergency.
10. Provide course markers, bunting and/or marshals to ensure competitors do not veer off the course alignment.
11. Ensure that any signage is: a) corflute and at least A3 in size, b) erected in a manner that makes it difficult to remove, and c) replaced if it is removed before or during the event.

Post-event information/actions

The event organisers are to:

1. Remove all evidence of the presence of the event within 24 hours of the conclusion of the event, including all signage, litter, markings, flagging tape, bunting, traffic management infrastructure and other materials that have been placed for the event.
2. Submit an event report within three months after the event detailing any event issues including environmental impacts and proposed improvements. You will receive feedback

from the City of Busselton on the event including any event management improvements required for future events. Should such a report not be provided, further events may not be approved.

EVENTS POLICY

POLICY FOR THE ASSESSMENT OF EVENTS IN THE CITY OF BUSSELTON

PURPOSE

The purpose of this Policy is to provide event organisers with information on the event application and approval process for events to be held in the City of Busselton, and guidelines for the sponsorship of events through the City of Busselton.

The specific objectives of this policy are to;

- a. Promote and encourage events that enhance a wide variety of opportunities to residents and visitors to the City of Busselton;
- b. Ensure that the health and safety of persons attending events in the City of Busselton is considered in all planning;
- c. Provide an efficient and timely approval process and response in accordance with the City of Busselton's Customer Service Charter;
- d. Ensure compliance with regulatory requirements and standards;
- e. Incorporate controls to minimise any adverse impacts of events and protect the amenity of residents in adjoining and nearby properties;
- f. Ensure that the environmental, heritage and cultural impacts of events are assessed and appropriate measures are put in place to minimise any adverse impacts;
- g. Promote and encourage events that enhance a wide variety of opportunities to residents and visitors to the City of Busselton; and
- h. Provide information on the Event Sponsorship program available to event organisers;

The City of Busselton will assess event applications for the conduct of events in accordance with legislative requirements under this policy.

SCOPE

This policy applies to all events held within the boundaries of the City of Busselton.

DEFINITIONS

For the purpose of this policy the following definitions apply:-

Event: An occurrence proposed to be held within the City of Busselton on private or public land, either indoor or outdoor by a person(s)/group/organisation, where people assemble at a given time for entertainment, recreation, cultural or community purposes. This includes but is not limited to;

- a. Concerts and music festivals
- b. Motorsport events, motor vehicle rallies and displays
- c. Sporting events
- d. Cultural and community events
- e. Shows and fairs
- f. Exhibitions, wine and food festivals
- g. Surfing events

Event Application Forms for major events, minor events and markets are required to be completed for any proposed event. Event Application Forms request details of size, nature, date, time, purpose, activities and facilities in relation to the event.

Event Organiser means the person, company or organisation, excluding the City of Busselton managed events, who is responsible for organising an event and who makes application to the City of Busselton for approval to stage an event.

Public Place means any street, way or place including but not limited to community reserves, facilities, halls or public open space.

City of Busselton Facility or Reserve means any property owned or managed (via Management Order) by the City of Busselton and includes buildings, recreation centres, community centres, halls, and reserves (passive and active).

Passive Reserve Area means a designated reserve area within the City utilised for recreational or community purposes only ie. Mitchell Park, Rotary Park, Lions Park, Signal Park, Busselton Jetty, and City foreshore areas or beaches for water based sports and entertainment events.

Active Reserve Area means a designated reserve area within the City that is utilised by sporting bodies, community groups etc for the purpose of conducting sporting fixtures, carnivals, etc. ie. Sir Stewart Bovell Park, Lou Weston Oval, Churchill Park Oval, Barnard Park and Dunsborough Playing Fields.

BACKGROUND

Events Development in the 'Events Capital WA'

As a significant contributor to the local economy, as well as enhancing the vibrancy of the community, the attraction and development of events is a key focus of the City of Busselton. Branded "**Events Capital WA**", the City's role in events is to engage and assist event organisers to support a diverse calendar of events, while maintaining the safety and amenity of the community.

EVENT APPLICATION PROCESS

If a public gathering requires one (1) or more approvals from the following list of criteria, then it is deemed to be an event and the event organiser is required to submit an Event Application and to obtain the relevant approvals from the City:

Event Criteria which requires approval

- Preparation or sale of food to the public;
- Erection of tents and marquees larger than 25m², stages and other structures for public use;
- Number of patrons attending the event, requiring the issuing of a Certificate of Approval (formally an Accommodation Certificate) in accordance with the Health Act and associated Regulations;
- Potential noise, including music, use of amplified equipment, extraordinary vehicle noise;
- Use of or installation of electrical equipment including generators, cabling, extension cords switches, fuses;
- Trading in a public place - selling, hiring of goods, wares or merchandise in a public place;
- Risk management plan; for events identified as having possible associated risks;
- Changes or interruptions to traffic flow (ie traffic management plans);
- Proposed signage for the event to be erected;
- Sale or consumption of alcohol;
- Additional parking requirements;
- Additional toilet facilities;
- Crowd control or security measures;
- First aid requirements;
- Amusement structures;
- Water safety plans for water based events;
- Fire management plans; and

6.1 Attachment B Draft Events Policy (2016)

- Appropriate level of public liability insurance coverage.

Where formal event approval is not required

If the application is a request for the hire of passive or active reserve area or equipment (see definition of passive and active reserve) located within the City of Busselton formal event approval is not required. However, completion of a Facility Hire Form is required for each occasion.

Event application procedure

1. All events, new and annual, must submit an event application at least eight (8) weeks prior to the proposed date of the event; twelve (12) weeks for events to be held in the Meelup Regional Park;
2. Applicants are required to submit a completed Event Application Package to the City of Busselton, consisting of the following:
 - a. Event Application Form;
 - b. Event Checklist (to be read in conjunction with the 'Event Information for Applicants');
 - c. Event Site Plan; and
 - d. Complete all relevant Forms included in the Event Application Package and obtain any other approvals as required.
3. All sections of the Event Application Form and Event Checklist must be completed in order for the application to be eligible for assessment;
4. The applicant must submit a Risk Management Plan that complies with the requirements of AS4360 if the event is deemed to require a Risk Management Plan, as directed by the City of Busselton;
5. The applicant must provide a Certificate of Currency indicating a minimum of \$10 million Public Liability Insurance coverage that is valid for the period covering the event date;
6. The applicant must be familiar with the relevant Reserve / Park Environment Management Plan if using City of Busselton reserves and prepare an Event Environmental Management Plan as directed;
7. The City of Busselton may request any additional information to be supplied by applicants in order to ensure comprehensive assessment of the application.

Assessment of event applications

The following information will be considered by the City of Busselton in the assessment and approval process of event applications:

1. The nature, size, availability and suitability of the event in relation to the venue requested and the likely impact of the event on the facility;
2. The amenity of the event (including the presence of alcohol);
3. The ability of the facility to accommodate the event at the proposed time of year (taking into consideration weather and the condition of the land, if on a community reserve or public open space);
4. The likely impact on residents as a result of the location of the event (including noise, dust, excessive light, traffic congestion or other adverse effects perceptible outside the venue);
5. The period of time for which the event will operate and the proposed times of operation;
6. Conflict or potential conflict with other events or community use in that location or a surrounding location;
7. The benefits to the City of Busselton community;
8. Reputation of the operator;
9. Risk to natural, heritage and cultural values of the event area or surrounding area;
10. Any other factors that may be considered necessary in relation to a particular event.

Fees for Event Approval

1. All events will attract an application fee in accordance with the City of Busselton's Adopted Schedule of Fees and Charges;

6.1 Attachment B Draft Events Policy (2016)

2. The applicant will be advised of any additional fees and charges upon event approval. These must be paid at least seven (7) days prior to the event;
3. Concerts will attract separate fees in accordance with the 'Staging of Concerts' in the City of Busselton's Adopted Schedule of Fees and Charges;
4. Refund of fees will only be considered in the event of a cancellation notice being received at least seven (7) days prior to the event date and may attract an administration fee.

Bonds for Events

1. Bonds will be requested for events using City of Busselton facilities, the amount requested will vary depending on the facility used, in accordance with the City of Busselton's Adopted Schedule of Fees and Charges;
2. The Bond money will be refunded in full following the successful completion of the conditions of approval outlined in the City's acknowledgement letter;
3. Failure to comply with any of the conditions specified in Councils acknowledgement letter resulting in damages may result in all or part of the bond money not being refunded to the applicant;
4. Failure to pay the bond money less than seven (7) days prior to the event may result in the event approval being withdrawn.

THIS POLICY DOES NOT COVER:

1. Events to be held at:
 - a. Educational premises including primary, secondary and tertiary centers; and
 - b. Religious centers including churches and worship centers.
2. An event approval is not required providing there is no variation from the following existing approvals:
 - a. Conditions associated with a Planning Consent under the City of Busselton Town Planning Scheme.
 - b. Approvals as required in accordance with the Health Act 1911 and associated Regulations. However if the event proposed exceeds any established accommodation numbers or differs in nature to any approvals already in place then an event approval is required and the requirements of this Policy apply.

EVENT VENUES

Within the City of Busselton there are a number of venues where events are held, ranging from coastal/beach sites, nature reserves and parks, urban and business districts, community halls, sporting grounds, City facilities including the Busselton Cultural Precinct, and private properties and estates.

In addition to the standard event conditions, the following venues require specific conditions to ensure any potential impacts to the location's amenities are minimised or mitigated:

Meelup Regional Park

1. Meelup Regional Park ('the Park') is an A-class reserve vested in the City of Busselton for the purpose of conservation and recreation. The Meelup Regional Park Management Committee has been established by the City of Busselton Council to assist in ensuring that the full range of issues relevant to the making of decisions about the management and promotion of the Park are considered, including environmental, amenity, recreational, community, social, economic and financial considerations.
2. Required by the Land Administration Act 1997, the Meelup Regional Park Management Plan's vision for the Park is "manage the Park for conservation and environmental enhancement and allow recreation and other uses of the Park to occur to the extent that they do not impair the conservation values of the Park."

Cognisant of this, the following objectives provide guidance in managing events in the Park;

1. natural systems should be able to sustain the recreation that is occurring or proposed
2. the intensity, frequency, type, duration, timing and distribution of recreational activities may need to be controlled to maintain the amenity of the park and the enjoyment of visitors

6.1 Attachment B Draft Events Policy (2016)

3. recreation planning will seek to foster appreciation of the Park's natural values.

In addition to the general event conditions, specific **Meelup Regional Park Event Conditions** (see Appendix 1) are required to be met to ensure that events are consistent with the Meelup Regional Park Management Plan.

Event organisers utilising Meelup Regional Park must complete the Event Application form and comply with the Meelup Regional Park Specific Event Conditions and any additional conditions that may arise depending on the type of the event to be held. Event organisers will be requested to consult directly with the City of Busselton's Meelup Environment Officer. Approval to proceed with the event will not be given until this consultation process has taken place.

A fee per participant or event may be charged and the event organiser may be required to provide a bond in accordance with the City of Busselton's Adopted Schedule of Fees and Charges.

Events held in Meelup Regional Park are categorised in the following areas:

1. Trail Based Events

Trail Based Events generally involve participants walking, running or cycling on designated trails or roads within the Park on a specified day. Trail-based events are subject to the Specific Event Conditions for Meelup Park.

2. Site Based Events

Site Based Events generally involve use of a beach and/or adjacent picnic and car park area. They range from relatively small social gatherings to larger scale events. Site-based events, other than wedding ceremonies, school excursions, functions or informal gatherings are subject to the Specific Event Conditions for Meelup Regional Park.

3. Road Based Events

Whilst road reserves within the Park are technically not part of the Park, an integrated approach to management of events utilizing or within these road reserves is essential if the Park's values are to be protected and enjoyment of the Park by the broader community is not to be adversely impacted.

Due to the environmental significance of the Meelup Regional Park, the frequency of events is restricted as follows:

1. Trail Based Events

- Maximum of four (4) trail based events per calendar year;
- No two events occurring within the same month.

2. Site Based Events

- Maximum of four (4) site based events per calendar year;
- No two (2) events occurring within the same month at the same site.

Wedding ceremonies, school excursions, functions or informal gatherings held in the Park require a booking, completion of a Facility Hire form and payment of a fee (if it applies) through the City of Busselton. Such activities are generally permitted subject to City of Busselton terms and conditions, including non-exclusive use of the location, parking only in designated areas, no damage to coastal or natural environments, no amplified music, no unauthorized consumption of alcohol, and removal of all litter. They will generally only be permitted at Meelup Beach, Castle Bay and Bunker Bay.

Busselton Jetty

The Busselton Jetty (Jetty) is vested by the State to the City of Busselton under a Management Order.

For any event to be held or utilising the Busselton Jetty, event organisers are required to complete a specific Jetty event application form which includes applying for a permit to use the Jetty. The Jetty event application form is applicable for water based sporting events, cultural events, functions and community fireworks.

Yallingup Main Break and Smiths Beach

In addition to the general event conditions, specific conditions are required for surfing events and/or competitions held at Yallingup and Smiths Beach within a 12 month period to achieve consistency and co-ordination for the staging of surfing events at these locations, and to ensure equitable use of the surf locations by recreational and competition surfers. It also assists to minimise damage, and promote the recovery of coastal systems within the City of Busselton's coastal reserves.

The **Yallingup and Smith Beach Surf Competition Categories** specific event conditions (see Appendix 2) applies to organisations wishing to conduct surfing events and/or competitions at international, national, state or club level and applies to all forms of surf craft including, but not limited to surfboards, wave skis, body boards, wind surfers and kite surfers.

Busselton and Dunsborough Foreshores

The Busselton and Dunsborough Foreshores have undergone a significant redevelopment to improve recreational facilities and to add vibrancy and activity to these areas.

Events can be conducted in these foreshore areas under the same conditions as all public space events. However, as they are high usage areas for local residents and visitors, the City may require additional measures to be implemented to ensure equitable access for all users.

Cultural Precinct on Queen Street

The Cultural Precinct is located on Queen St between Marine Terrace and Adelaide Street and consists of the Weld Theatre, Art Geo Complex with the ArtGeo Gallery and Courthouse Gallery, and artist studios around the courtyard.

The Cultural Precinct is the preferred location for a future Performing Arts and Convention Centre that will also serve as a venue for meetings, conferences and conventions, further growing the business tourism market. As an entry point to the foreshore, the Cultural Precinct is central to the promotion of a blended commercial and recreational/cultural experience

All Other Areas

All events held in the City of Busselton boundaries require the completion of appropriate event application forms and granting of relevant approvals from within the City and also from external Government agencies including but not limited to; Department of Health, Department of Transport, Department of Racing Gaming and Liquor, and Main Roads WA.

EVENT SPONSORSHIP

Recognising the significance that events play in delivering economic and social benefits to the community, and building on the City as the 'Events Capital WA', the City has an Events Sponsorship Programme that is funded through the following sources:

1. Municipal Funds

The Council allocates a fixed amount annually towards funding events, these funds are historically allocated to well established, annually recurring events.

2. Industrial/Commercial Differential Rate

Industrial and Commercial rated properties across the City directly contribute toward the City's continued support of tourism, marketing and event activities through a Differential Rate. An established Marketing and Events Reference Group makes recommendations to Council with respect to the allocation of funds generated through the Differential Rate specifically towards the funding of events and marketing initiatives.

Event sponsorship can be provided as cash or in-kind contributions and once approved by Council, event organisers are required to enter into a sponsorship agreement with the City under one of the following terms:

1. Single Year Events

Events that are held once and not over a consecutive period

2. Multi-Year Events

Events that are held on an annual basis over a period of years.

Event sponsorship requests are assessed through the Event Sponsorship Programme against the following criteria:

- Economic impact – the direct and indirect dollars that an event generates to the City of Busselton community;
- Strategic alliance – events that are held within the off-peak shoulder season, and events that are of a cultural nature;
- Media/promotion – the direct and indirect value of marketing and promotional activities;
- Environmental impact – the level of impact on the environment and associated resources; and
- Social benefits – the associated value to the community.

Post Event Evaluation Reports

Events sponsored by the City are subject to a funding agreement and a post event evaluation report, within three (3) months of the date of the event outlining the following:

1. General performance and activities of the event;
2. Measure against Key Performance Indicators as per the funding agreement;
3. Economic impact ;
4. Benefit to the local community;
5. Benefit to local businesses; and
6. Media coverage of the event.

Post event evaluation reports will be used to determine if future funding will be approved for event organisers.

POLICY REVIEW

The Events Policy will be reviewed every two years.

HISTORY

Council Resolution	Date	Information
C0604/105	12 April, 2006	Version 1 Note: This policy incorporates concerts and therefore the concerts policy (073/2) was revoked as

		part of the adoption of the Events policy.

Appendix 1 - Meelup Regional Park Specific Event Conditions;

These specific event conditions apply to events proposed for specific sites, trails or roads within Meelup Regional Park (the 'Park'). The conditions outlined below are based on the provisions of the Meelup Regional Park Management Plan (the 'Management Plan'), and all events in the Park must comply with the Management Plan.

Pre-event information from event organisers

The event organisers are to:

1. Apply to the City for the proposed event at least 12 weeks prior to the event, to allow for consideration and assessment by the City after consultation with the Meelup Regional Park Committee. (Committee).
2. Contact the City of Busselton's Meelup Environmental Management Officer for guidance on the specific management measures required, and arrange to meet onsite to inspect the event areas.
3. Be familiar and comply with the Management Plan and other guiding documents.
4. Provide an aerial photograph with either: a) the GPS alignments for trail-based and road based events, or b) the boundary within which the event will be held for site-based events.
5. Submit a detailed Event Management Plan addressing:
 - a. Date, duration and event location(s);
 - b. Participant/competitor numbers and management;
 - c. Spectator numbers and management, including proposed locations for spectators;
 - d. Numbers and management of officials, marshals, volunteers and support vehicles;
 - e. Details of road closures and/or traffic management measures, including locations and duration;
 - f. If exclusive use of a site, trail or road within the Park is required, detail how it will be managed;
 - g. Evidence of the event organiser's track record, business and environmental ethics
 - h. Details and outcomes of consultation with other stakeholders, for example, government agencies, local government, community groups etc.
6. Submit a detailed Environment Management Plan addressing:
 - a. Plans for prevention and mitigation of environmental impacts which are relevant to the event such as preventing damage to vegetation, impact on fauna and coastal beach environments;
 - b. Dieback and weed management measures
 - c. Compatibility of the event with the wider community, Park neighbours and other Park users and how conflict is to be minimised;
 - d. Rubbish management
 - e. Noise/disturbance to residents, if applicable;
 - f. Promotion of the event, including websites, print and other media.
7. Notify the Meelup Environmental Management Officer of any proposed alterations to the requested alignment/venue immediately.
8. Consult with Department of Parks and Wildlife (DPaW) and/or Department of Environment Regulation(DER) regarding activities proposed in the vicinity of declared rare flora, threatened ecological communities, threatened fauna and/or priority ecological communities.
9. Include interpretative material, to be agreed between the City and event organiser, which provides information on the Park's environmental, cultural and recreational values, as part of the event information pack and/or on the event website.
10. As bike riding is prohibited in the Park, ensure that any bike section of the route contained within the Park will not be advertised, published in any publication or circulated in any material or electronic form so as to not promote its use for bike riding.

Further specific conditions may also be required, and this will be assessed on a case by case basis once the event management plan has been submitted.

During the Event

The event organisers are to ensure that all participants, marshals, race officials and any support crew are briefed on:

1. Where possible provide an opportunity for the Meelup Environmental Management Officer to address the event participants or provide environmental information on the Park to officials.
2. The natural values of the Park and environmental issues identified in the EMP.
3. That all flora is protected and it is illegal to pick wildflowers or damage vegetation.
4. The principles of Leave No Trace, which must be adhered to at all times while in the Park.
5. That all persons are to remain on designated trails and use authorised access points at all times except in an emergency.
6. For trail-based events, the current prohibited status of riding bicycles in the Park, and the one-off nature of the event allowing bicycles on designated trails in the Park.
7. That areas of the Park are regularly baited with 1080 dried meat baits for feral animal control and that these baits are toxic and should not be handled or ingested.
8. No person is to interfere with existing signage in the Park.
9. Ensure that all promotional material and media information associated with the event directs spectators to areas designated as spectator locations approved by the City prior to the event.
10. Ensure that all competitors, officials, marshals and any other support crew remain on designated tracks and authorized access points at all times except in an emergency.
11. Provide course markers, bunting and/or marshals to ensure competitors do not veer off the course alignment.
12. Ensure that any signage is: a) corflute and at least A3 in size, b) erected in a manner that makes it difficult to remove, and c) replaced if it is removed before or during the event.

Post-event information/actions

The event organisers are to:

1. Remove all evidence of the presence of the event within 24 hours of the conclusion of the event, including all signage, litter, markings, flagging tape, bunting, traffic management infrastructure and other materials that have been placed for the event.
2. Submit an event report within three months after the event detailing any event issues including environmental impacts and proposed improvements. You will receive feedback from the City of Busselton on the event including any event management improvements.

Appendix 2 - Yallingup and Smith Beach Surf Competition Categories

Event Categories

It is imperative that City of Busselton manages the number and types of surfing competitions and events utilising City of Busselton managed land at Yallingup and Smiths Beach. The prescribed number and types of events is as follows:

1. International and National Events (100 + competitors and large spectator component)

Only **one** (1) International or National event organised in conjunction with Surfing WA, will be approved by the City of Busselton in any one year. Confirmation shall be provided at least 6 months prior to the event date, in order to assess the proposal and exclude other potential events.

2. Major Events (Up to 100 competitors)

Only **two** (2) major events, organised in conjunction with Surfing WA, comprising of a period of up to four days in duration will be approved by the City of Busselton in any one year.

3. Large Events (50-70 competitors) Ballot System

Only **two** (2) large events comprising of a period of up to four days in duration will be approved by the City of Busselton in any one year. A 'Surfing Competition Ballot Application Form' will be submitted to City of Busselton by December 1st for the following calendar year.

Surfing WA and the City of Busselton will jointly assess the application(s) and successful applicants will notified and ask to submit a City of Busselton event application package for the event.

4. Minor Events (0 – 50 competitors) Ballot System

Only **one** (1) minor event in any one year comprising of a period of up to four days in duration will be approved by the City of Busselton in any one year. A 'Surfing Competition Ballot Application Form' will be submitted to City of Busselton by December 1st for the following calendar year. Surfing WA and the City of Busselton will jointly assess the application(s) and successful applicants will notified and ask to submit a City of Busselton event application package for the event.

5. Club Events

Local board riding clubs, such the Indian Ocean Longboard Club and the Yallingup Boardriders, are permitted to conduct their annual round of club events at sites previously nominated with the City of Busselton.

Clubs will be required to complete annually, prior to nominating their seasonal calendar of events, a 'Surfing Club Beach usage application form' for sites controlled by the City of Busselton. Dates for competition, particularly at the 'Yallingup Mainbreak' surf break, need to be included in the 'Surfing Club Beach usage application form.'

6. Traditional Contests and Philanthropic Events

Traditional and Philanthropic contests and events outside this Policy will be continued to be supported for the period that the contests continue to run successfully and with minimum impact of the surfing community.

Surfing Event and/or Competition Locations

Whilst there are many surfing locations across the western and northern boundaries of the City, many of these foreshore reserves are either not managed by the City of Busselton or have inadequate facilities to successfully conduct a surfing competition. Below is a table of the nominated sites:

Table 1. Nominated competition sites at City of Busselton Managed Foreshore reserves

INTERNATIONAL SITES	ADDITIONAL INFRASTRUCTURE REQUIRED
Yallingup Mainbreak	Additional Infrastructure to be provided as directed by the City of Busselton
MAJOR EVENT SITES (70 – 100 COMPETITORS)	ADDITIONAL INFRASTRUCTURE REQUIRED
Yallingup / Smiths Beach	Rubbish Bins, Taping off dunes / sensitive areas Environmental Control
LARGE EVENT SITES (50-70 COMPETITORS)	ADDITIONAL INFRASTRUCTURE REQUIRED
Yallingup / Smiths Beach	Rubbish Bins, Taping off dunes / sensitive areas Environmental Control
MINOR EVENT SITES (0-50 COMPETITORS)	ADDITIONAL INFRASTRUCTURE REQUIRED
Smiths Beach	Rubbish Bins and Toilets

All sites, at City of Busselton managed foreshore reserves, other than those nominated are to be excluded from competitions. No events are to be held on Public Holiday weekends.

Number of Annual Events and/or Competitions

By prescribing a set number of events at the Yallingup and Smiths Beach surf breaks, this policy will allow for a fair and equitable surfing environment for club, competition and recreational surfers alike.

The prescribed number of competitions / events, as per event categories 1 to 5 listed above, from January the 1st to December the 31st of each calendar year will be 13 competitions / events inclusive.

This figure is based on the average of one competition / event per every four weeks at this venue. The prescribed breakdown of these competitions / events includes:

CATEGORY	ORGANISATION	NUMBER
CLUB	Yallingup Boardriders	4
CLUB	Indian Ocean Longboard Club	4
INTERNATIONAL, MAJOR or LARGE	Surfing Western Australia	2
TRADITIONAL and PHILANTHROPIC	Yallingup Malibu Classic Taj Small Fries	2
LARGE or MINOR	Ballot system	1

* any application for an event that is in addition to the number of events allowed in the policy will referred to the Council for consideration

Approval Procedures

6.1 Attachment B Draft Events Policy (2016)

Please refer to the City of Busselton's Event Policy. The City of Busselton Event Policy outlines in detail the Event Application processes required at the City of Busselton in order to comply with legislative requirements.

7. **GENERAL DISCUSSION ITEMS**

8. **NEXT MEETING DATE**

To be advised.

9. **CLOSURE**